



Cerro Gordo County
Department of Public Health

Cerro Gordo County Board of Health
Friday, January 4, 2019
MINUTES

Present: Mark Johnson, MD, Chair
Kristy Marquis, Vice Chair
Barb Kellogg, Secretary
Chris Watts
Jodi Draper

Staff: Ron Osterholm, Health Director
Brian Hanft, REHS, MPA, Environmental Health Service Manager
Karen Crimmings, RN, CIC, Chronic Disease Prevention & Health Promotion Service Manager
Jodi Willemsen, Acute Infectious Disease, Epidemiology and Preparedness Service Manager
Valerie Conklin, RN, BSN, Family and Community Health Service Manager
Kara Vogelsson, MHA, CPH, Organizational Development and Research Manager
Kelli Gerdes, EP-C, Health Promotion Manager
Kara Ruge, CCP, IOM, Marketing & Public Information Officer

Guest: Tom Meyer, Human Resources, Cerro Gordo County

Meeting was called to order at 3:33pm.

Agenda: A motion to approve January 4th, 2019 agenda was made by Barb Kellogg second by Kristy Marquis. Motion approved.

Minutes: Minutes were approved for December 21st, 2018 meeting with a motion by Barb Kellogg second by Kristy Marquis. Motion passed.

Elect Board of Health Chair, Vice Chair, and Secretary:

A motion to appoint Mark Johnson, MD as Chair of the Board was made by Barb Kellogg, second by Kristy Marquis. Motion approved.

A motion to appoint Kristy Marquis as the Vice Chair of the Board was made by Chris Watts, second by Barb Kellogg. Motion Approved.

A motion to appoint Barb Kellogg as Secretary of the Board was made by Kristy Marquis, second by Chris Watts. Motion approved.

New board member Jodi Draper was introduced to staff provided a brief overview of department services.

Old Business:

1. Action Items
 - a. None
2. Discussion Items
 - a. None

New Business:

1. Action Items
 - a. Approve FY 19-20 Budget:

FY 2019-2020 budget is requesting an 8% increase in tax support money from the Board of Supervisors over last year's asking. Projected expenses for 2019-2020 are \$5,297,077 with projected revenue of \$3,386,533, tax support requested is \$1,899,470 and using the fund balance of \$11,074 to make up the difference. The Board pointed out corrections in the budget narrative: Page 1, correct the years for tax asking; 2018-2019 to 2019-2020 and FY 2017-18 to 2018-2019. Chris Watts inquired on the accuracy of the percentage of tax asking increase table at the top of page 2. The Health Director will follow up with the Finance Manager to clarify the percentages and make corrections if needed. The 2019-2020 budget was approved with a motion by Kristy Marquis, second by Barb Kellogg. Motion carried by majority. Chris Watts abstained.
 - b. Establish Board of Health 2019 Annual Meeting Dates & Times:

The 2019 Board of Health meetings will be held at 12:30pm on the following dates:

February 15th
March 8th
April 12th
May 10th
June 21st
August 9th
September 20th
October 11th
November 15th
December 20th

2. Discussion Items:

a. Finance Hire: Chris Watts inquired on received applications for the position of Finance Manager as well as the timeline to fill the position. The Health Director informed the board that several applications have been received and the plan is to hire in February to provide cross training with the current Finance Manager. Chris Watts expressed concern on hiring a new Finance Manager at this time and questioned if the new Health Director should have some say in hiring. Board members pointed out that this decision was made previously to have the current Health Director fill the position. The Board directed the current Health Director to continue the hiring process, and this discussion can be addressed at a later time.

Core Team Dialogue

Brian Hanft shared that Dixie Fullerton has retired after 27 years of service. The Board would like to send a letter thanking her for her years of service.

Karen Crimmings shared that the City of Plymouth has recently received a grant to build a school bus stop.

Core Team was adjourned at 4:24pm

Health Director/ Board of Health Discussion:

1. Action Items

a. Approve Next Steps to Fill Health Director Position: Health Director and Human Resource Director will further screen and narrow the field of Health Director candidates to 4-6 applicants. Interviews will be coordinated, travel arranged and accommodations provided as needed using the Recruitment and Retention policy

Health Director adjourned at 4:55pm

Board of Health Discussion:

The board discussed and confirmed they are ready to move ahead with interview for the Health Director position.

Board of Health meeting was adjourned at 5:05 pm.

Next Board of Health meeting is February 15th, 2019 at 12:30pm in the Edna McCaulley Conference Room at Public Health.

Respectfully Submitted,



Barb Kellogg
Secretary