

Public Health Study Session  
September 28, 2022  
10:00 AM  
Commissioner's Conference Room  
Meeting Minutes

**Attendees:**

Brett Wachsmith, Laura Osiadacz, Chelsey Loeffers, Erin Moore, Kasey Knutson

**Call to Order**

The meeting was called to order at 10:00 am.

Director Loeffers requested to amend the agenda to include a brief budget discussion under other business. Her request was approved.

**Citizen Comment (1 minute time limit)**

There were no members of the public present.

**Department Business**

- Increasing Quality Improvement Coordinator to .8 FTE
  - Chelsey Loeffers requested that the Quality Improvement Coordinator increase to .8 FTE and discussed the budget impact to the increase in hours.
  - Brett Wachsmith and Laura Osiadacz approved the increase in FTE based on Director Loeffers report.
  - Chelsey Loeffers will complete a PAF and send to Human Resources to process.
- 1/10<sup>th</sup> Committee Facilitation
  - Director Loeffers updated the BOCC about KCPHD's involvement in the 1/10<sup>th</sup> Committee.
  - KCPHD anticipates approximately 5 hours per week of staff time will be spent supporting this committee and the budget will reflect that at future budget presentations.
- BOH Feedback
  - There was discussion about the previous BOH meeting and Director Loeffers asked if there was any feedback or suggestions for future meetings. There was no feedback or suggestions currently.

**Other Business**

- Developmental Disabilities Advisory Committee recommended millage RFP process for review/input
  - Kasey Knutson reviewed the millage scoring process developed for awarding millage funds to vendors.
  - Kasey Knutson also reviewed the timeline and contracting process for millage funds.

- BOH Recordings Update
  - Erin Moore provided the update to the BOCC that the county does not currently track video analytics.
- Budget update
  - There was discussion about the wage range for the upcoming Epidemiologist position and the feedback that HR had about the range. HR noted that the Environmental Health supervisor wage range needs to be updated to be more in line with other supervisory positions prior to creating the wage range for the Epidemiologist. Director Loeffers discussed her plans to do this and the budget changes for next year that the BOCC can anticipate to see in future budget presentations. The BOCC agreed that the direction was appropriate.

**Conclude**

The meeting was concluded at 10:25 am.



---

Laura Osiadacz, BOCC Chair



---

Candi Blackford, Clerk