

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

**Attendees:**

Brett Wachsmith, Laura Osiadacz, Chelsey Loeffers, Candi Blackford

**Call to Order**

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

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

There were no members of the public present when meeting started. One member of the public showed up at 10:16 am.

**Department Business**

Temporary COVID data entry project specialist position

Mrs. Loeffers updated the board that Bella Colasurdo will be starting back to help with data entry for COVID cases for 20 hours a week.

Budgeted 2023 promotions review

Cambron Walker to Health Promotion Specialist 2 and Joe Rainwater to Environmental Health Specialist 2 will move to the new wage range for their positions that have been included in the 2023 budget January 1, 2023.

Consolidated Contract amendment signatory authority discussion

Mrs. Loeffers asked the board if they would be ok if she signed Consolidated Contract Amendments that were under 25,000.00, the Directors signatory authority, or just revised statements of Work. Board approved and asked Mrs. Loeffers to prepare a resolution for them to approve at a future study session.

Board of Health evaluation of Director and Health Officer planning discussion

The group discussed how to approach the directors position evaluation. The group decided on the following:

- Commissioners would do the directors evaluation.
- Commissioners will have an Executive Session during a regular Board of Health meeting to discuss the evaluation and solicit feedback from the community board members without the health department director present.
- Commissioners will then incorporate any recommendations/feedback into evaluation.
- Commissioners will have an Executive Session during the next month's Board of Health meeting to discuss the evaluation with the director present.

The same process will occur with the Health Officer except the Director of the health department will do initial evaluation followed by:

- Commissioners will have an Executive Session during a regular Board of Health meeting to discuss the evaluation and solicit feedback from the board members without the health officer present.

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- Health Department Director will then incorporate any recommendations/feedback into evaluation.
- Commissioners will have an Executive Session during a regular Board of Health meeting the following month to discuss the evaluation with the health officer present.

#### Board of Health Feedback

Discussion about what kinds of updates should be presented at the Board of Health meetings under "Board of Health Updates". Mrs. Loeffers noted that there are no guidelines. Preferred to have updates that are useful to board members and department

There was discussion about the FISH Foodbank. At the last Board of Health meeting Commissioner Wright noted concerns with the recent shortage at the local foodbank and possibly looking into what if anything the Board of Health may be able to help with. Mrs. Loeffers brought a monthly financial report from FISH and reported that recently they had lost funding from Second Harvest. Second Harvest helped support about three thousand pounds of food. The state has provided an additional \$500.00, and FISH has put out a new campaign for food, but still struggling to make up that difference. Mrs. Loeffers will reach out to Peggy Morache and ask her to attend the next BOH meeting to discuss how, if possible, the BOH can support FISH.

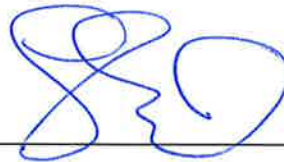
#### **Other Business**

Commissioner Osiadacz will be sending out an email to Department Heads for a list of department accomplishments for the 2021-2022 year.

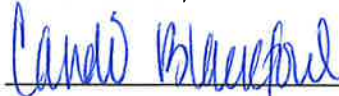
Mrs. Loeffers and Commissioner Wachsmith discussed canceling their meeting for this afternoon due to scheduling conflicts.

#### **Conclude**

The meeting was concluded at 10:34 am



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Laura Osiadacz, BOCC Chair



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Candi Blackford, Clerk