



HARRISON COUNTY Board of Health

*Dawn Fichter, Chair; Christy Jackson, Vice Chair
Dr. Nathaniel Alvis, Michael Raine,
Amy Sherer, Bill Hutcheson
Kristi Rife, Recording Secretary*

Harrison County Board of Health Meeting Minutes November 14, 2017

BOARD OF HEALTH MEETING CALLED TO ORDER AT 6:52 PM BY DAWN FICHTER, CHAIR.

ROLL CALL: BOARD MEMBERS: Michael Raine, Bill Hutcheson, Dawn Fichter, and Amy Sherer. Christy Jackson and Dr. Nathaniel Alvis absent.

EMPLOYEES: Kristi Rife, Dr. Pat Hart, Denise Dobbs, Linda Stueve, and Kathy Baer.

APPROVAL OF THE SEPTEMBER 12, 2017 AGENDA: Motion made by Amy Sherer to approve the agenda as presented. Seconded by Michael Raine – all ayes – motion carried.

APPROVAL OF SEPTEMBER 12, 2017 MINUTES: Motion made by Bill Hutcheon to approve the September 12, 2017 minutes as presented. Seconded by Michael Raine – all ayes – motion carried.

GUEST: Mark Warner, Warner Insurance Agency

Mark Warner gave a presentation on the liability assurance that the County carries. He presented a handout and went over the four types of liability coverage that affect the BOH as well as each agency. There is two million dollars worth of initial liability coverage as well as an extra two million dollars worth of coverage under the Excess Liability. The Automobile Liability coverage protects the employees/BOH Members regardless of whether they are driving a county vehicle or their personal vehicle while conducting county related business. He stated that if you are dealing with third parties and contractors you need to be sure they have their own liability insurance. Mr. Warner feels Harrison County has very broad coverage and there should not be any concerns regarding liability.

HOME AND PUBLIC HEALTH REPORT:

- Denise Dobbs presented the Home Health Quarterly Audit Summary as required by Medicare Conditions of Participation. Quarterly review requires at least 10% of current client files be audited as well as 10% of discharged clients. This requirement was met. See attached report for findings. All current home care aide assignment sheets are reviewed. As stated in the Advisory Board meeting, the Quarterly Audit Summary will no longer be required by Medicare effective January, 2018 but will be replaced by a Quality Assessment and Performance Improvement (QAPI) program that will require BOH awareness and approvals to be documented in BOH meeting minutes. Michael Raine pointed out a few wording issues on the Summary and Denise Dobbs will get these corrected.
- Denise reported not much going on currently with epidemiology surveillance. She did just finish a case of tick borne illness. It was discovered that it was a previous infection and not a current one.
- Dr. Hart gave an update on progress on leveraging the Multi-County Accreditation Readiness (MACR) grant deliverables. The strategic planning policy and workforce policy have been put together. The agency will start updating job descriptions annually and this has just been completed and done in a way that meets accreditation standards. They are currently working on a workforce development plan. Mandy Pitt has been putting together a training tracker and a core competency needs assessment. Update on NACCHO AIS grant presented. The official contract has not been received as of yet but some things that we are starting to work on are a questionnaire titled "S.W.O.T." which stands for Strengths, Weaknesses, Opportunities and Threats. This survey will be distributed to agency employees as well as community stakeholders. Dr. Hart is also drafting a contract for the consultant as well as requesting a meeting which will be either the last week of November or the first week in December. The January BOH meeting could include some strategic planning with the consultant or another option would be to designate a separate time to have strategic planning with him.
- The Learning for Life program Iowa Family Support Credentialing Renewal process update presented. There are 32 standards that have to be met. The first 16 are specific to the Learning for Life Program and then 17-32 standards have to do with the agency policies. Sherri Webb and Dr. Pat Hart have been working on these. The first set of standards reviews have been sent to the technical assistant assigned to us to see if they are on target with regard to how we are doing the reviews.

- The current Learning for Life program funding through Community Based Child Abuse Prevention program is being merged at the state level with the Iowa Child Abuse Prevention Program (ICAPP) funding which requires that you have a Harrison County child abuse prevention council with six required categories of membership and up to five additional suggested categories. Dr. Hart passed a sheet around to the BOH members to write down suggestions as to who could serve on the council. The council will have a MOU with the DECAT organization board. Dr. Hart is unsure of the amount of funding that will be available and HCHPH will be the fiscal agent for the council. The RFP will come out in January. The council would only meet two times a year but will have regular contact with the broader public and relevant community organizations through the Healthy Harrison Coalition. The council will be called “Child Abuse Prevention Council of Harrison County”. The council will partner with Healthy Harrison Coalition by one or more council members attending the monthly meetings as well as representatives from our agency and a council update as a standard agenda item.
- Dawn Mouw conducted the Regional Community Health Consultant Contract Compliance Review on November 8th. She went through the policies and determined whether the policies were being followed. One correction that is needed is to have the agency policies reviewed annually. Dr. Hart will be presenting policies by section to the BOH for approval. The agency will receive a final report and then we have 60 days to make corrections.
- Amy Sherer made a motion to approve the policies as presented in the Advisory Board meeting. Seconded by Michael Raine – all ayes – motion carried.
- Bill Hutcheson had some questions regarding face book postings. He has noticed numerous postings and was wondering about the procedures the agency follows for this such as frequency. Dr. Hart informed the Board that upcoming agency events are posted at a frequency that will catch the intended audiences. There are also constant posts putting out resources. The agency also manages the Healthy Harrison Coalition face book page and the Community Response Team’s (CRT) face book page, which addresses domestic violence prevention and response, so as to get our public health messaging out to multiple relevant audiences.

ENVIRONMENTAL HEALTH REPORT:

- No report.

HOMEMAKER REPORT:

- Bill Hutcheson made a motion to approve the Bad Weather policy as presented in the Advisory Board meeting. Seconded by Amy Sherer – all ayes – motion carried.
- The agency has been busy preparing for the Regional Community Health Consultant Contract Compliance Review by Dawn Mouw in December. Kathy has been going through all the policies and personnel files.
- Surveys were sent out in October to almost every client. Some of the usual responses were received like they would like the same time, same staff member, more time and more often. Kathy felt the survey was positive and invited the BOH members to look at them.
- The agency is receiving more VA clients. There have been some billing issues with VA but they are working on getting them resolved. CPR is due for staff in February and that has been set up. They have been providing more transportation to Omaha and Linda has been helping out with this. Kathy has not hired additional staff but may look into it.
- The agency will have their annual Thanksgiving dinner on November 22, 2017 at the office.
- Dawn Fichter questioned whether the agency provides the 12 hours of continuing education that is needed for CNA certifications. Kathy said it is provided by the agency.
- Michael Raine questioned if they were still doing their scheduling on an excel sheet and suggested checking out a software program called House Call Pro. Kathy said she will check into it but the challenge is usually the cost.

BOARD DISCUSSION OF STRATEGIC PLANNING:

The Strategic Planning Committee (Bill, Dawn and Amy) have met to start working on a strategic plan. Dr. Pat Hart also met with the Committee and feels that the BOH could benefit from joining the National Association of Local Boards of Health for resources and to keep apprised of accreditation things. The membership is \$200/yr and includes webinars, newsletters, etc. and you can choose which things you want and which ones you don't. The budget for the Board of Health would cover the membership fee. The Board felt this would be a good place for resources. Motion to approve the membership made by Michael Raine. Seconded by Bill Hutcheson – all ayes – motion carried. Dr. Hart recommended Mandy Pitt be the contact person for this membership. He also recommended checking into increasing the BOH budget as it has not been increased for years. He will check with Susan Bonham, County Auditor, to see if

there is any leeway. If so, he will put together a new proposed budget and send it out to the BOH members.

The Strategic Planning Committee updated the Board on some of the topics they have been discussing: Are other county agency structures similar, who reports to who (chain of command), should we consolidate, communication issues, are day to day operations in other counties structured the same, does every county have a Board of Health. Dr. Hart stated he only knew of one multicounty BOH but to his knowledge every county has a BOH. Board members felt it would be beneficial to have Dawn Mow touch on BOH structure at a Board Meeting. Kathy Baer invited the Board members to come and visit the Homemaker Agency and see what they do on a daily basis. The Board expressed interest in doing this.

Dawn Fichter will send out the notes taken at the Strategic Planning Committee meeting to the remaining Board of Health Members for their review/comments.

The next BOH meeting will be held January 9, 2018 at 6:30 pm.

Michael Raine made a motion to adjourn at 8:26 pm. Seconded by Amy Sherer – all ayes – motion carried.

Dawn Fichter, Chair

Kristi Rife, Recording Secretary

