



# HARRISON COUNTY Board of Health

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

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## Harrison County Board of Health Meeting Minutes February 7, 2018

**BOARD OF HEALTH MEETING CALLED TO ORDER AT 6:42 PM BY DAWN FICHTER, CHAIR.**

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

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

**BOH LIAISON:** John Straight

**APPROVAL OF FEBRUARY 7, 2018 AGENDA:** Motion made by Bill Hutcheson to approve the agenda with the change of Homemaker report after Home and Public Health report item 1.b. and the appointment of BOH Chair and Vice Chair after Strategic Planning Consultants. Seconded by Christy Jackson – all ayes – motion carried.

**APPROVAL OF NOVEMBER 14, 2017 MINUTES:** Motion made by Christy Jackson to approve the November 14, 2017 minutes as presented. Seconded by Amy Sherer – all ayes – motion carried.

**GUESTS:** NACCHO ASI Grant Strategic Planning Consultants  
David W. Palm, PhD, Associate Professor  
Dept. Health Services Research & Administration  
UNMC, College of Public Health  
Colleen Svoda, MPH, Community Program Coordinator  
Children's Hospital & Medical Center, Omaha

## **HOME AND PUBLIC HEALTH REPORT:**

- Dr. Pat Hart had sent out the Strategic Planning Process Review and Comment document and a HCHPH Accreditation Support (ASI) Grant Workplan Chart to the BOH members in advance of the meeting. He went over the document which entailed where funding for strategic planning comes from and the second part includes the grant project components and consulting assistance. One component is to get a process and the other component is to implement it. It also lays out David Palm, PhD and Colleen Svboda's, MPH background for this project. In the process three things were chosen to focus on. One being the involvement of the staff which is an important part of the accreditation process. Second would be key informant involvement and third would be the implementation phase. After going over the highlights with the BOH, Dr. Pat Hart asked the Board for any questions or comments. No questions were presented by the Board and they felt it looked very good. Dr. Hart then turned it over to the consultants for the purpose of having the Board as a whole talk about what their aims, ideas and needs are for strategic planning.
- Dr. David Palm wanted to applaud the BOH for getting involved in strategic planning. He felt it is important to do on a regular basis to take advantage of opportunities out there as well as resources. He suggested looking at 3-5 top priorities. Colleen Svboda also congratulated them on the journey to national accreditation. Some priorities mentioned by the BOH included improving county awareness of the services offered and misperception of what the health department does. Dr. Palm advised the Board that changes in administrative things such as annual performance appraisals are operational and not part of strategic planning. The Board expressed concern about the organizational structure of the BOH and the consultants said they would look into how other Boards are structured. There was discussion on the BOH members role in strategic planning which includes monitoring the process and being consistent with the mission of the departments. Mandy Pitt questioned the strategic planning process as related to each of the departments and the BOH. HCHPH will be doing their strategic planning, Environmental Health will be doing a strategic plan and the BOH will have their strategic plan which will then come together for one document with three parts. There will be some issues that overlap and some are separate. Homemaker department does not have the funding to do a strategic plan but will have input as a stakeholder. In closing the consultants recommended the Board comes up with their biggest issues and how to address them. The consultants will be meeting with the Board Strategic Planning committee on March 2<sup>nd</sup>, 2018.

## **APPOINTMENT OF BOH CHAIR AND VICE CHAIR:**

Bill Hutcheson made a motion to appoint Michael Raine, Chair of the BOH, and Christy Jackson, Vice Chair of the BOH. Seconded by Amy Sherer – all ayes – motion carried.

## **HOMEMAKER REPORT:**

- Kathy Baer presented information on a new software program they would like to purchase called Health Care First and stated this was one of the agencies goals for 2018. This software would require purchasing tablets through Verizon which would allow the home health aides to chart in the client's home. It also has a scheduling feature and will notify staff of changes in the schedule when they happen. The yearly cost would be \$22,498.56 plus a onetime cost of \$1,188.00 for tablets. FY19 budget will allow the purchase of the tablets and the software costs. Motion made by Christy Jackson to approve the purchase of the software and tablets. Seconded by Michael Raine – all ayes - motion carried.
- The agency FY18 re-estimated budget and FY19 budget was presented. Some of the line item amounts were shifted around and expenses increased in the FY19 budget to accommodate for the software. Revenue sources/funding are projected to increase for FY19, therefore they are asking for \$1,507.60 less tax dollars for FY19.
- Staff update given to include one staff member has quit and the transportation employee is off for a while due to health issues. Kathy is looking to hire two full time employees.
- Dawn Mouw, Regional Health Consultant, will be coming on February 16<sup>th</sup> for a review.
- Michael Raine made a motion to approve the policies that were e-mailed to BOH members (listed in the Advisory Board Meeting Minutes). Seconded by Christy Jackson – all ayes – motion carried.

## **CONTINUATION OF HOME AND PUBLIC HEALTH REPORT:**

- Quality Assurance Policy and plan relating Medicare CoP QAPI discussed. Data sources to be reviewed discussed. Suggested review of specific areas that have shown a need for improvement in the past. These suggested areas are: independence with bathing, oral medications, and improvement in dyspnea. Other areas suggested to be reviewed included adverse client events including ER visits, falls, and discharges to facilities. Infections among clients will be monitored with an emphasis on those clients without infection on admission. Board of Health members were agreeable to these areas but also suggested medication errors along with improvement in taking medications. Results of data review will be brought back to the Board of Health Meeting prior to June to direct the development of performance improvement projects. Therapy services will be included in completing the data review.

- Epidemiology report presented by Denise Dobbs, RN. Flu continues to be wide spread as well as norovirus. There is a new shingles vaccine that was approved in 2017 that they are recommending over the others. This fall they came out with an exclusion list for illnesses such as salmonella, shigella and e coli on when they can go back to daycare or school. Some of these kids may be out up to three weeks.
- Dr. Pat Hart presented an Immunization Report that Amanda Cleaver had prepared for the Board as well as a copy of the agency promotion flyers for flu shots. This report shows the number of things that got done for FY16, FY17 and FY18 through January 11, 2018. The Board felt it was very easy to interpret and liked that. See attached report. Dr. Hart also passed around the weekly flu surveillance report that deals with our region. He stated that the voluntary reporting by schools of greater than 10 students absent in a week was discussed at the Region IV LPHS meeting and it appeared that schools need to be contacted to be reminded and encouraged to do that reporting.
- FY18 re-estimated budget and FY19 budget presented and explained by Kristi Rife. FY18 line item amounts moved around to give more accurate picture of where the agency currently is. FY19 figures then reflect estimates for coming fiscal year. No increase in tax asking dollars for FY19.
- Christy Jackson made a motion to approve the policies presented in the Advisory Board meeting. Seconded by Amy Sherer – all ayes – motion carried.

#### **ENVIRONMENTAL HEALTH REPORT:**

Matt Pitt was absent but the BOH looked at his budget that was sent out. They had some questions but will get clarification at the next BOH meeting.

#### **NALBOH UPDATE:**

Mandy Pitt gave an update on registering the BOH members for the National Association of Local Boards of Health (NALBOH). She will be sending out a new link so the members can register with their own personal log information.

#### **BOH BUDGET:**

BOH Budget presented by Kristi Rife. No changes made for FY18 or FY19. The Board will be looking at this and assessing whether an increase in this budget needs to be made.

#### **APPROVAL OF BUDGETS:**

Christy Jackson made a motion to approve the budgets presented with the addition of the cost of living percentage raises that the Board of Supervisors will approve as well as clarification of the Environmental Health budget by Matt Pitt. Seconded by Amy Sherer – all ayes – motion carried.

Michael Raine informed the Board that he knows of a community member, Tiffany Cleaver, who now works for FEMA and may be of some assistance to the Public Health Department if ever needed.

The next BOH meeting will be held March 13, 2018 at 6:30 pm.

Christy Jackson made a motion to adjourn at 8:31 pm. Seconded by Bill Hutcheson – all ayes – motion carried.

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Dawn Fichter, Chair

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Kristi Rife, Recording Secretary

