



HARRISON COUNTY Board of Health

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

Harrison County Board of Health Meeting Minutes May 8, 2018

BOARD OF HEALTH MEETING CALLED TO ORDER AT 6:36 PM BY MICHAEL RAINE, CHAIR.

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

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

BOH LIAISON: John Straight

GUESTS: David W. Palm PhD, Associate Professor Dept. Health Services Research & Administration UNMC, College of Public Health.

APPROVAL OF MAY 8, 2018 AGENDA: Motion made by Christy Jackson to approve the agenda with Homemaker and Environmental Health reports to be given before Home and Public Health and the addition of two items added to the Home and Public Health agenda: 1. Financial report. 2. Resignation of Dr. Pat Hart, Administrator of Home and Public Health. Seconded by Bill Hutcheson – all ayes – motion carried.

APPROVAL OF MARCH 13, 2018 MINUTES: Motion made by Christy Jackson to approve the March 13, 2018 minutes as presented. Seconded by Dawn Fichter – all ayes – motion carried.

Dr. David Palm, Strategic Planning Consultant, gave an update on the outcome of the strategic planning process.

- He and Colleen Svoboda interviewed Matt Pitt, Environmental Health, and determined the Environmental Health Department did not need a strategic plan. They did, however, have some suggestions. They recommended meeting a couple of times a year with Public Health and look at activities and identify any duplication. They also suggested presenting more detailed information at the BOH meetings.
- They met several times with Home and Public Health. The process for developing a strategic plan involved working with partners such as staff, S.W.O.T. survey, focus groups and the BOH. He felt the process worked well and the outcome was very good. Preparing the plan was important and then implementing it is equally important. He felt the work plan was outstanding and they are in the process of developing a performance management system. It is important to come up with performance measures that you can track at BOH meetings. He felt the strategic plan meets the standards of accreditation.
- The BOH committee also met with the consultants and discussed the BOH structure. After researching other Boards of Health in Iowa it was discovered that 1/3 of the Boards actually manage all three agencies and half include Environmental Health. Dr. Palm felt it was not necessary for the Board of Health to have a Strategic Plan but recommended contacting Joy Harris, IDPH, to come and give a talk on roles and responsibilities of the Board of Health. He was also pleased to learn that Amy Sherer may be attending the National Association of Local Boards of Health Conference this fall. Based on the work done with the Board, Dr. Palm felt the BOH was very committed and aggressive. He suggested working with department heads to get a consistency as to what the Board would like from each department.

The Board thanked Dr. Palm for his assistance on the Strategic Planning and felt the strategic plan should be a standard on the BOH agenda. A BOH committee was formed to meet with department heads. Christy Jackson, Michael Raine and Dawn Fichter will each take a department and work on performance measurers. Then after meeting will come back to the Board and talk about next steps.

Christy Jackson made a motion to approve the Home and Public Health Strategic Plan as submitted previously by e-mail to the BOH. Seconded by Dawn Fichter – all ayes – motion carried.

Dawn Fichter left the meeting at 7:10.

HOMEMAKER REPORT:

- The agency has hired two full time employees but are still short due to a couple of employees on leave and one terminating. They have had an increase in waiver services. The Board questioned if background checks were conducted on new employees and Linda Stueve responded that they are always done before hiring.

- The agency is checking with Verizon on i-pads and would like to purchase out of this year's budget. July 16th is the kick off date for the new software system.
- The staff will be having a luncheon at the Woodbine Park on May 23.
- Christy Jackson made a motion to approve the policies that had been e-mailed to the BOH members before the meeting. Seconded by Amy Sherer – all ayes – motion carried. The Board would like the agency to somehow indicate on future policies that are e-mailed to them as to which policies are new, changed, discontinued or just for review.

ENVIRONMENTAL HEALTH REPORT:

- Matt presented his January-April Report:
 - 12 well permits issued
 - 11 septic permits issued
 - 7 septic installation inspections
 - 2 well rehabilitations
 - 1 well plugging
 - 25 water tests
- Christy Jackson made a motion to approve the policies and procedures presented in the Advisory Board Meeting. Seconded by Amy Sherer – all ayes – motion carried.
- The Board has some questions about the 20E agreement with Shelby County (Western Iowa Inspections) and the Department of Inspections and Appeals. They would like to get a better understanding of what inspections they are doing in our county, the outcomes of those inspections and what is their accountability and what is the BOH accountable for. The Board would like to request a more detailed report from Shelby County maybe once a quarter. Matt will reach out to DIA to try to obtain more information on what the agreement/contract involves. There is no cost to Harrison County for the inspections that are performed.
- Michael Raine wanted to share he received a call from Walter Utman about concerns that were brought to him about the well water around the missile site. Matt has also been approached with the concerns and responded that each of the property owners involved have been contacted by the Corps of Engineers, DNR or Matt Pitt. Wells that show some contamination are being monitored by the Corps of Engineers. A final report should be coming out this month and then the Corp will assign an environmental consultant for the area. If Board members receive concerns from the public they can refer them to Matt.

- Bill Hutcheson brought up a concern about a new fertilizer plant coming in to the Woodbine area and was wondering if all the safe guards have been looked at which according to the State BOH it has been reviewed and there would be no problems. One question he had was does the county have any input as to the building permits. Matt Pitt had approached with the zoning and worked with the proper agencies involved.

HOME AND PUBLIC HEALTH REPORT:

- Denise Dobbs, RN, presented the Epidemiological update. There have been no new reportable cases recently. There was an increase in tick bite illnesses in 2017 as compared to 2016. Christy Jackson reported she is still seeing some influenza cases.
- A new sliding fee scale was presented based on new federal poverty guidelines. Christy Jackson made a motion to approve the sliding fee scale as presented. Seconded by Bill Hutcheson – all ayes- motion carried.
- The Learning for Life funding transition from Community Based Child Abuse Prevention (CBCAP) to Iowa Child Abuse Prevention Program (ICAPP) application has been submitted. The agency applied for the maximum funding amount of \$64,096 which would allow the agency to increase clients served as well as additional personnel. The agency should know by the end of May as to any dollar awards.
- The agency is looking to get permission from IDPH for Region 4 Southwest Iowa Preparedness Partners (SWIPP) regarding funds to be used to pay for some EMT training for the county Fire and Rescue Departments. Also, our agency will be helping EMS with a volunteer recruitment (marketing) process. Mandy Pitt will be doing a lot of the project's development work. The project will include posters, brochures, videos and schools presentations. Mandy will be meeting with the local Fire and Rescue Departments on May 9th to discuss how to proceed. The Board was aware of problems in adequate response times in the county due to various reasons and would invite any Fire and Rescue personnel to contact them with concerns and to see if the Board can be of assistance in any way.
- An update on the compliance review was presented. The policies and procedures update was sent as well as a chart with date of hire, current performance appraisal date and schedule for returning to conducting performance appraisals for staff annually on the anniversary of hire. The Strategic Plan will be submitted now that it has been approved. The agency is working on an annual evaluation/report that includes performance measures data.

- Christy Jackson commented that she appreciated the way the policies were highlighted to show reviewed and revised and could see what was yet to be reviewed. Christy Jackson made a motion to approve the policies e-mailed to the BOH members. Seconded by Amy Sherer – all ayes – motion carried.
- Kristi Rife presented an updated expenses/income report that Pat and she thought would be helpful to be presented at each meeting in between the budget approval meetings each year to have a more real-time picture of expenses and revenue. The Board also suggested this be presented at each meeting.
- Discussion was held by the Board as how to proceed with the hiring of a new Home and Public Health Administrator. Dr. Pat Hart has agreed to stay on until a successor is found depending on how long it takes. He would also like to meet with Board Members to go over a list of regular things that need done as well as challenges that will be upcoming. Christy Jackson and Michael Raine offered to be in charge of the process. All applications will be sent to them and they will conduct initial interviews. Procedure for hiring should be followed by agency policies. Christy Jackson made a motion to accept Dr. Pat Hart's resignation. Seconded by Bill Hutcheson – all ayes – motion carried. Christy Jackson made a motion to start the recruiting process beginning with advertising and then proceed via a small committee with the final decision being made by the whole Board. Seconded by Amy Sherer - all ayes - motion carried. The Board thanked Dr. Hart for all the hard work he has done and felt the department has moved forward under his leadership.

The next BOH meeting will be held July 10th, 2018 at 6:30 pm.

- Michael Raine had a suggestion that on the off months of BOH meetings maybe members could meet to have program presentations as it is challenging to include them in regular BOH meetings. Christy Jackson felt that was a reasonable way to address some of the challenges. The Board would have to check with County Attorney, Jennifer Mumm as far as open meeting rules that would apply to this process. Michael Raine will reach out to Jennifer Mumm for feedback and then will update the Board at the July BOH meeting. Christy Jackson suggested those meetings be held to a one hour limit.
- Christy Jackson would also like on the agenda for July 10th, an update from Mandy Pitt on how the meeting with the county Fire and Rescue Departments went.
- The Board questioned who would be interim Administrator if the need be and Denise Dobb's, RN, informed them there is a policy on who take's charge in the absence of the Administrator. Denise Dobb's would be in charge of the agencies continuing operations and Kristi Rife would be in charge of the financial operations.

Christy Jackson made a motion to adjourn at 8:16 pm. Seconded by Amy Sherer – all ayes – motion carried.

Michael Raine, Chair

Kristi Rife, Recording Secretary

