



# HARRISON COUNTY Board of Health

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

---

## Harrison County Board of Health Meeting Minutes August 29, 2017

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

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

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

**GUESTS:** Grace Pellot, BS-New Rural Outreach Liaison and Ashlee RB Folsom MA, Prevention and Outreach Specialist for Southwest Iowa.

**APPROVAL OF THE AUGUST 29, 2017 AGENDA:** Motion made by Christy Jackson to approve the agenda as presented. Seconded by Michael Raine– all ayes – motion carried.

**APPROVAL OF MAY 9, 2017 MINUTES:** Motion made by Christy Jackson to approve the May 9, 2017 minutes as presented. Seconded by Michael Raine – all ayes – motion carried.

**Presentation given by Grace Pellot and Ashlee Folsom:**

Grace Pellott presented the Board with stats on HIV cases in the state of Iowa. Each county in Iowa has at least one HIV case. Her role is to educate providers who have the capability to test for HIV and Hepatitis C as many people do not even know they have it. There is a medication that is a HIV preventative and is 99% proof. Stats also presented on STDs and Hepatitis C. One problem is the STD's are not being reported to the state so the numbers are much higher. Ashlee's role is to support and enhance HIV testing and HIV/STI prevention education in Southwest Iowa with the public directly. The project area covers 16 counties including

Harrison. She can do HIV testing with rapid instant results. If there is a positive result then they are connected to care. She is currently working with Madelyn Brunow, RN, on doing some HIV testing at the Public Health agency. Ashlee is open to opportunities to provide education and testing in our communities and if you have any suggestions let her know.

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

- Denise Dobbs, RN, presented the latest EPI update. Due to the no grace period for the new meningococcal conjugate vaccine requirement, some students were unable to start school until they received the shot. This caused some upset parents but it was communicated in advance through newspapers, facebook and schools. There has been an increase of MERS (Middle East Respiratory Syndrome in Hajj). So persons who have traveled to the Middle East should be checked if they develop fever and cough within two weeks of returning. Denise is currently following up on one possible active TB case.
- Dr. Pat Hart gave an update on the Fluoridation of Community Water Supplies. They have gone through all the possible steps in terms of sending out letters to editors, letters to town councils and with no response from the communities. Jennifer Macke, I-Smile Coordinator, and Pat have suggested a personal contact approach and the Board felt that was the way to proceed.
- The Harrison County Home and Public Health website now has a link to the background on ACEs which includes resources for families and kids. Sherri Fletcher has set up a practice in Woodbine and uses therapy that is in line with ACEs. She also looking into a part-time office in Missouri Valley.
- The Emergency Preparedness Service Area 4 now has bylaws passed as well as a job description for a full time coordinator. Each county will have members that can vote. Sheri Bowen of Mills County is the fiscal agent for Service Area 4. Dr. Pat Hart resigned as Vice Chair to focus on our Public Health relationship.
- The Learning for Life program funding transition for next year includes going from CBCAP (Community Based Child Abuse Prevention) to joint CBCAP and ICAPP (Iowa Child Abuse Prevention Program). If you want to receive funds you have to apply for both. This could mean some additional money for the agency. The downside is the ICAPP funding requires that you have a seven member council. Some members he would like to see on the council include, educators, law enforcement, child care providers and a medical provider. Christy Jackson stated she would serve on the council as the medical provider and would be glad to seek out other potential members. The council would only meet two times a year. However, there would be regular representation to the larger community through HCHPH or a council member attendance at the Healthy Harrison Coalition monthly meetings.

- The HCHPH electronic version of the Policy and Procedure Manual is nicely organized into sections. It is currently being reviewed section-by-section resulting in being fully reviewed on a yearly basis.
- Dr. Hart felt the fair booth went very well as a lot of people visited the booth. There was also an I-Smile booth and Health Harrison Coalition booth next to us. The parades also went well and Mandy had everything very organized for the events. Next years' Public Health Fair will be held at the fairgrounds in Missouri Valley.
- The agency is applying for a grant through National Association of City and County Health Officials (NACCHO) Accreditation Support Initiative (AIS). You can apply for up to \$15,000. We will apply for nearly the full \$15,000 which will include about \$5,000 to support a strategic planning consultant/facilitator to advise on the HCHPH process and help integrate HCHPH strategic planning with the BOH's overall strategic planning. These funds will be used to establish and conduct a strategic planning process based on our policies and increase HCHPH's readiness to achieve Public Health Accreditation Board (PHAB) national accreditation. These tasks would have to be done in six months.
- Dr. Pat Hart received a phone call from Board of Health Member, Andrew Pittz, turning in his verbal resignation from the Board as he has to many other obligations which require him to be out of town frequently. Dr. Hart is open to suggestions for a potential member replacement. The Board suggested looking into someone affiliated with the schools. Ashley Denton and Melanie Friend were two names mentioned and Dawn Fichter will get their contact information for both and get it to Dr. Hart.
- Kristi Rife presented a handout to the Board which showed the FY17 yearend financial figures. The remaining FY17 budget dollars allowed the agency to purchase a new automobile which was approved by Dawn Fichter as well as the Board of Supervisors.

### **ENVIRONMENTAL HEALTH REPORT:**

- Matt Pitt will be attending the NEHA Regional Conference in Minneapolis on September 19<sup>th</sup> and 20<sup>th</sup>. It is grant covered and will fulfill his CEU requirements.
- Matt has been keeping the BOH Members up to date on the investigation of the former Offutt AFB Missile. Matt has been collecting samples from nearby residences at no cost to the residents and is awaiting results. The Corps has been sampling soil, groundwater and surface water and did discover trichloroethene (TCE) in the soil and in the groundwater. Because of this the Corps has been testing private wells on the site as well as wells outside the site. Matt has informed residents living within 3000 feet of the area

of the potential for contamination and the health effects. Matt will check on whether the water being tested should come from the kitchen sink (drinking water) or if it should be taken from ground water before it's treated. Matt will keep the Board informed of further developments.

### **HOMEMAKER REPORT: Given by Linda Stueve due to Kathy Baer's absence.**

- Due to job description and policy changes requested by the Board of Health in the Advisory Board meeting there will not be an approval of policies.
- Linda Stueve advised the Board that Kathy Baer was looking at a dollar an hour raise for Linda due to her new job duties and title. Christy Jackson made a motion to approve the dollar an hour raise retroactive to the date her new position started. Seconded by Amy Sherer – all ayes – motion carried.
- Linda presented a yearend report prepared by Stacey. See attached. Kathy may go to the Board of Supervisors to request more funds to hire additional staff due to the increase in clients.
- The agency participated in several county parades and obtained a lot of clients through this means.
- The agency currently has 8 full time employees, two part time, one transportation and one homemaker only.
- Kathy Baer's schooling to become a CPR instructor has been put on hold for now. Dawn Fichter stated she would volunteer her time to provide CPR training as she is an instructor.
- The agency has been talking with "Pathways" about possibly contracting with them to provide homemaker services for the clients Pathway cannot get to. They will meet with them again sometime in September.

### **DISCUSSION OF HOW TO HANDLE STRATEGIC PLANNING**

Dr. Pat Hart presented the department's goals and challenges that he had e-mailed to the Board of Health Members. The Board questioned if the differentiating between HCHPH and the Homemaker Department meant the public not understanding the difference. Dr. Hart felt that was the situation that is occurring. Discussion was held about the challenges of educating the

public regarding services being provided by the agency are not for the low income only. The Board felt progress has been made by social media and going to the fairs. Christy Jackson suggested maybe a volunteer to do some marketing for the agency.

Matt will send his goals/challenges to the Board.

Mike Raine suggested forming a committee to address strategic planning and then bring back to the whole Board. Amy Sherer and Michael Raine will be on the committee and William Hutcheson will consider being on in which case Michael would go off. The first meeting projected with a consultant if funded would be between October 9<sup>th</sup> and November 3<sup>rd</sup>. The committee will meet to get things started by coming up with a plan and come with frame work to the Board meeting and have an open discussion with all the players.

#### **DISCUSSION OF BOH ADMINISTRATOR PERFORMANCE APPRAISAL/EVALUATION FORMS AND PROCESS.**

Christy Jackson and Michael Raine have received all the information needed to complete the Administrator performance appraisals. They will meet and complete them and bring the information to the Board in a closed session. Following the Board meeting the committee will perform the evaluations with each administrator individually if that works for them.

Dr. Pat Hart asked for a motion from the Board to endorse seeking the NACCH Accreditation Support Initiative Grant. Motion made by Christy Jackson to apply for the NACCH grant. Seconded by Michael Raine – all ayes – motion carried.

#### **BOARD REQUESTS TO HAVE ITEMS ON THE NEXT MEETING AGENDA.**

Strategic Planning.

Closed Session for results of evaluations completed by the Christy Jackson and Michael Raine.

Christy Jackson made a motion to adjourn at 8:41 pm. Seconded by Amy Shere – all ayes – motion carried.

---

Dawn Fichter, Chair

---

Kristi Rife, Recording Secretary



