

**MONONA COUNTY BOARD OF HEALTH    Date: July 18, 2011**

Meeting called By	Kathleen Bonnes, BOH Chair				
Type of Meeting	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special Session <input type="checkbox"/> Telephone Conference				
Email Notifications					
Facilitator	Kathleen Bonnes				
Note Taker Signature	Danelle Riley				
Resource Persons	Diane Anderson, IDPH-RCHC, Marjorie Erickson, Interim Administrator, Sandy Bubke, Environmental Health Officer, Danelle Riley, Adm Asst.				
Attendees	Kathleen Bonnes, Chair	Lorna McNeil, Vice-Chair	Teresa Butler	V. Eugene Hamman	
Visitors that added to discussion Only					

**Meeting Agenda Topics**

Topic	The May 23, 2011 meeting minutes.
Discussion or changes	None noted
Moved By	Lorna McNeil moved to accept the minutes of the May 23 meeting as written.
Seconded By	Teresa Butler

Topic	The June 9, 2011 meeting minutes.
Discussion or changes	None noted
Moved By	Lorna McNeil moved to accept the minutes of the June 9, 2011 meeting as written
Seconded By	Teresa Butler

Topic	The June 29, 2011 meeting minutes.
Discussion or changes	None noted.
Moved By	Teresa Butler moved to accept the minutes of the June 29, 2011 meeting as written.
Seconded By	V. Eugene Hamman

Topic	Staff Grievance
Presenter	Kathleen Bonnes
Discussion	The board members and the agency received a written staff grievance. The staff member with the grievance had been requested to attend this meeting so the board could interview her in person. The staff member named in the grievance excused herself from this portion of the meeting. There was discussion as to the board's responsibility regarding a staff grievance. The Complaint Resolution Procedure in the Monona County, Iowa Employee Handbook was reviewed. Due to the absence of a permanent administrator at this time, and because the Interim Administrator was named in the grievance, the governing board for the agency becomes the entity responsible for review of this matter. The board discussed the need for the entire agency to attend Confidentiality training and sign current Confidentiality Statements.
Conclusions	The board did not feel the grievance letter by itself constituted "a full examination of the facts" according to the intent of the Complaint Resolution Procedure. Without interviewing the staff member with the grievance in person, they were unwilling to act against the staff member accused.
Action Taken	The staff member with the grievance will be notified that the board will not take any

	action due to lack of a full examination of the facts. The new administrator will be directed to hold an all-staff meeting which will include all direct service staff, administrative staff, early childhood staff, and the environmental health officer
Responsible Person	Mr. Ken Johnson, Administrator effective August 1, 2011.
Deadline	ASAP
Moved By	Eugene Hamman moved to notify the staff member with the grievance of the board's decision not to act on the matter due to inability to examine all the facts and to direct the new administrator to hold a confidentially training where all staff members sign current confidentiality statements.
Seconded By	Lorna McNeil

Topic	Staff Resignation
Presenter	Marjorie Erickson
Discussion	Marjorie read the staff resignation letter. The board discussed the need to hire for this part-time position as soon as possible.
Moved By	Eugene Hamman moved to direct the Interim Administrator to place a Help Wanted Ad in the local papers.
Seconded By	Lorna McNeil

Topic	Environmental Health
Presenter	Sandy Bubke
Discussion	The board was informed that the FY12 IDPH Grants to Counties MOU was received and signed by the Board of Health Chair on June 28, 2011. The board accepted the quarterly and end of year reports submitted. The board members had reviewed the drafts of the four (4) new policies and procedures that had been sent to them ahead of the meeting. Sandy explained that these were all policies for services that Shelby County Environmental Health provides for Monona County. No one voiced any concerns with or questions regarding any of the new policies/procedures.
Moved By	Teresa Butler moved to accept all 4 policies and procedures as written.
Seconded By	Eugene Hamman

Topic	Board of Health Responsibility
Presenter	Diane Anderson, RCHC, IDPH
Discussion	Diane discussed the orientation of the new agency administrator. She explained that she would come to the agency six times in six months to provide orientation, assistance, and oversight. Normally the agency staff, the 16 regional county partners, and the IDPH staff responsible for the various IDPH grants awarded to the agency assist in orientation. The IDPH Local Public Health Services Contract (LPHSC) holds quarterly administrator meetings to update, review, and assist agencies in completing the various grant activities.

Topic	IDPH-Local Public Health Services Contract
Presenter	Danelle Riley and Diane Anderson
Discussion	For FY11 IDPH LPHS Bureau had significant re-allocated funds returned that other agencies were not going to be able to use. The bureau decided to award the funds to public health agencies in counties that have been recently affected by disasters. Due to the Mapleton tornado in April and the Missouri River flooding in June, we were awarded \$13,200 in Amendment #2 of the FY11 LPHSC and a so far undetermined amount in Amendment #3. FY11 Amendment #2 in the amount of \$13,200 was signed by the Board of Supervisors Chair on July 5, 2011. When FY11 Amendment #3 arrives it will be taken to the BOS for signature at the first regular BOS meeting.

Topic	FY12 IDPH Public Health Emergency Preparedness (PHEP) Contract
Presenter	Danelle Riley
Discussion	This contract is for the period of Aug 10, 2011 through Aug 9, 2012 in the amount of \$13,545.
Moved By	Eugene Hamman moved to have the chair and Marjorie Erickson sign the contract.
Seconded By	Lorna McNeil

Topic	Learning For Life: FY12 Harrison, Monona, Shelby Early Childhood Iowa (HMS ECI) Area Board Contract and RFP FY12 Neighborhood Network funds.
Presenter	Danelle Riley and Marjorie Erickson
Discussion	The HMS ECI Area Board has awarded the agency \$53, 904.72 for FY 12 parenting home visits. This is less than requested but expect some other funds such as D-CAT to supplement the revenue for this program. The RFP for the FY12 Neighborhood Network grant that funded the April 2011 Kiddie Olympics is due August 5, 2011. The Learning For Life parent educators and agency administrative staff feel they would be able to complete the RFP by duplicating much of the previous year's information, present it to the new administrator after August 1 <sup>st</sup> and submit it to the appropriate entity by the deadline. Does the board want to go ahead with this RFP so we can hold a Kiddie Olympics event in FY12?.
Conclusions	Board members expressed the need for more advertising of the event in local newspapers and flyers distributed in each community to promote greater attendance by the young families in Monona County. The board asked what the goals of the event were and Marjorie Erickson explained that physical activity and healthy, nutritional food choices for children were the main goals.
Moved By	Lorna McNeil moved to direct the agency to prepare the RFP for the administrator's approval.
Seconded By	Eugene Hamman

Topic	Date of next meeting.
Presenter	
Discussion	Dr. Mary Groda-Lewis has told BOH members and agency staff that she can never attend meetings on Monday or Wednesday evenings. Most members felt that it would be best to go back to Tuesday evening meetings. Danelle Riley commented that the meeting on the 4th Tuesday of the month rather than the 3 <sup>rd</sup> Tuesday allows her more time to prepare financial information for the board. Teresa Butler commented that she already has a monthly board meeting for another organization every 4 <sup>th</sup> Monday of the month and this would make back to back meetings for her.
Conclusions	
Action Taken	Next meeting set for Tuesday, August 23, 2011. Meeting adjourned.