

MONONA COUNTY BOARD OF HEALTH Date: March 14, 2011

Meeting called By	Kathy Bonnes, Chair			
Type of Meeting	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special Session <input type="checkbox"/> Telephone Conference			
Email Notifications				
Facilitator	June DeLashmutt, Administrator			
Note Taker Signature	Danelle Riley, Adm Asst			
Resource Persons	Danelle Riley			
Attendees	Kathy Bonnes	Lorna McNeill	Teresa Butler	
Visitors that added to discussion Only	Kim Fineran, HCCMS Project Director/Public Health Supervisor (Crawford County)			

Meeting Agenda Topics

Topic	The January 17, 2011 meeting minutes.
Discussion or changes	The members have read the minutes prior to meeting.
Moved By	Lorna moved to approve the minutes as written.
Seconded By	Teresa Butler

Topic	HCCMS Quarterly Report
Presenter	Kim Fineran, HCCMS Project Director/Public Health Supervisor.
Discussion	<p>A detailed HCCMS Quarter Report was provided as a handout. Kim provided statistics on the numbers of clients and services in the Maternal Health (MH) and Child Health (CH) programs and the key areas the project is focusing on this year. A new service for the HCCMS Project is presumptive eligibility determination for children. This service provides temporary medical coverage for children under the age of 19 while the child's Medicaid application is being processed.</p> <p>The quarter report also provided statistics and briefly explained the Early ACCESS (EA), Child Care Nurse Consultant (CCNC), <i>hawk-i</i>, and I-Smile programs.</p> <p>The Family Planning (FP) program is administered by Shelby County Public Health but it is part of the MCH/FP Grant that the HCCMS Project manages. The report provided statistics on the FP program and key areas of focus for this year. Kim explained that they have just completed the final year of the Iowa Initiative grant in January. This grant gave the program many opportunities such as the ability to employ their own medical providers which has increased client centered care. The project anticipates continuing with the Iowa Initiatives at half funding for the fourth and final year.</p>
Action Taken	No action needed.

Topic	Environmental Health: Board of Health Workshop
Presenter	June
Discussion	Board members were provided with the brochure prior to the meeting. June explained that she had been to a similar presentation by Iowa Department of Public Health (IDPH) and felt it would be a good opportunity for our BOH members to get an overview of Environmental Health issues. Sioux City is closer than what has been offered in the past which makes it more appealing.
Conclusions	All members present agreed to attend meeting on April 20, 2011 in Sioux City with Danelle. Sandy Bubke, Environmental Health Officer is also attending. Eugene Hamman and Dr. Groda-Lewis will be contacted to see if they are able to attend.
Action Taken	Danelle will send in registrations for those wishing to attend.
Responsible Person	Danelle Riley
Deadline	Registrations due April 8, 2011

Topic	Financial Reports: Accounts Receivable and Reconciliation Reports for December 10 and January 2011.
Presenter	Danelle
Discussion	The members were provided with an adjusted Financial and Reconciliation Report for the months of July, Aug, Sept, Oct, and Nov due to an error found in the Total Accounts Receivable line. The December and January reports were presented to the board.
Action Taken	Financial Reports with corrections accepted by the board.

Topic	Judy Blume, HCA retirement and HCA staff replacement
Presenter	June
Discussion	June explained that Judy Blume, HCA (Home Care Aide) is retiring after 30 years giving service to the residents of Monona County. The agency staff members are planning a reception for her in Mapleton on March 31 st . The agency would like to replace Judy with another full-time HCA and would consider hiring from within if either of the part-time HCAs were to apply for the position.
Conclusions	Members had no objections to hiring a replacement for the full-time position and agreed that hiring from within would save a lot of orientation time and offer full-time benefits to an already existing loyal employee.
Action Taken	June will meet with the Board of Supervisors and request permission to hire a full-time replacement.
Responsible Person	June DeLashmutt

Topic	CAHPS Client Assessment of Health Provider's Service
Presenter	June
Discussion	Members were given a handout, <i>MCPHNS Evaluation Survey Questions and Responses</i> , which is a compilation of the client answers to the CAHPS Client Survey that was recently sent. This is a mandate for all home care agencies, but this agency is small and qualifies for an exemption from having to contract with an outside company to handle the survey. The survey questions are the standard CAHPS. Larger agencies are required to do a minimum of 300 surveys per year. Monona is mandated to survey the entire nursing, and home care aid populations since we are so small. Discussion continued around the fact that large numbers of clients that left similar areas blank. There was a discussion on health literacy and if we choose to use independent volunteers we could do the survey next time as a telephone survey to increase the accuracy of the responses. There was only one client with negative comments for our staff. A separate satisfaction survey needs to be sent to homemakers. These too could be completed at the same time if using telephone surveys (for clients with personal care and homemaker service).
Conclusions	A fairly high percentage of the responses seem to indicate that the elders we serve need assistance with the survey.
Moved By	Lorna moved to send client evaluation survey to the agency Homemaker clients.
Seconded By	Teresa seconded.

Topic	Chart Audit Summary and Quality Improvement Plan
Presenter	June
Discussion	Repeatedly, nursing staff is lacking documentation of the client's response to teaching. The "Teach Back" Method & Health Literacy for improved patient care was reviewed. Teach back demands that the nurse ask the client to repeat the education back to her in their own words and also follow up at the next client's home visit, documenting responses. There are plans to incorporate the Teach Back Policy method into the patient service records for more uniform documentation by the nurses.
Responsible Person	June

Topic	Community Health Needs Assessment-Health Improvement Plan (CHNA-HIP)
Presenter	June
Discussion	The CHNA-HIP was briefly reviewed. Full document was not prepared for distribution at this point. The CHNA-HIP had revealed that teen substance abuse is a major area of concern in Monona County. On March 30, a community meeting will be held for a grass roots community response to add teen substance abuse as a Health Improvement Plan. Using the Iowa Youth Survey for 2008 for Monona County it was identified that Monona was 1 of 23 counties in Iowa with this issue. It is believed that on March 30 th Jackson Recovery will notify this county of a large grant of \$72,000, each of 3 years, to address this issue.
Conclusions	June will attend community coalition meetings to determine the best use of the funds.

Topic	IDPH-LPHSC FY12 Application
Presenter	June
Discussion	June described the various activities that the grant can be used for and the contractual structure of the Monona County grant. She explained that, in the past, the Board of Supervisors has chosen to be “Contractor” for this grant rather than delegating it to the Board of Health. However, the Board of Health is solely responsible for determining the use of the Local Board of Health (LBOH) portion of the grant.
Conclusions	At this time the agency is caring for so many home care clients who have no payment source that if all of the funds were to be allocated to Skilled Nursing visits and Home Care Aide Personal Care and Homemaker visits it would be used within the first six months of FY12.
Moved By	Lorna moved to use the LBOH funds for FY12 for Skilled Nursing, Home Care Aide Personal, and Homemaker visits as needed.
Seconded By	Teresa

Topic	Sharepoint MOU change contract administrator to Kathleen Bonnes
Presenter	June and Danelle
Discussion	The need to make a change to the Monona County Board of Health Sharepoint MOU was explained to the board members. The previous Board of Health Chair had been the contract administrator; however, he chose not to have password privileges and delegated that to the agency administrator.
Conclusions	Kathleen Bonnes agreed to replace Ed Maier as the contract administrator for the Monona County Board of Health MOU. She also chose not to have password privileges and delegated that to the agency administrator.

Topic	Learning For Life (LFL)-CPPC Network Grant-Kiddie Olympics
Presenter	June
Discussion	June informed the board that the agency has received a \$1,283 Network Neighborhood grant from the Child Prevention and Protection Coalition (CPPC) to put on a Kiddie Olympics. The event is planned for Saturday, April 9 th at the Onawa Community Center. June plans to go to Center Heights to recruit some volunteers from the local elderly population to assist. The goals are these: 1.) Market the Learning for Life parenting Program. 2.) Have fun –fun for families and elders. 3.) Present “My Pyramid” nutritional information for Toddlers and Preschool up to age 5. In addition material will be presented on infant, toddler and preschool exercise activities through play. This would increase parental inter change with their children. We will model Iowa “Pick a Better Snack” program and have healthier snacks choices for this age group. In addition, the Olympic games will be role modeling for the parents on how to use games (baby crawl, Duck-Duck-Goose, potato sack races, Simon Says Dance, etc.) as exercise for infants, toddlers, and preschool kids. There will be several activities for each age group of children to participate in and Olympic type medals will be handed out as prizes.
Responsible Person	June and Early Childhood Educators, Ann Schmidt and Cristy Wright.
Deadline	April 9, 2011

Topic	Essential Services Table
Presenter	June
Action Taken	Updated table presented as handout for members to review.
Responsible Person	June

Topic	Next meeting date
Action Taken	Set for May 23, 2011 at 7 PM.