

Monona County Board of Health

MINUTES

 X Regular Meeting Special Meeting

January 13, 2015

5:30 p.m. – 7:30 p.m.

Onawa Public Library, 707 Iowa Ave., Onawa, IA 51040

- I. Call to Order, Roll Call, and Introductions** – Kathleen Bonnes called the meeting to order at 5:30.
Attendance:
- **Board of Health Members:** Kathleen Bonnes, Chair; Eugene Hamman, Vice-Chair; Tim Jessen; Connie King; Anne Livermore; Sheri Joyner; Dr. Tracy Kahl
 - **STAFF:** Kristin Andre, Administrator; Danelle Riley, Assistant Administrator; Sandy Bubke, Environmental Health Specialist; Andrea Gibson, HMS-LFL Quality Supervisor/Parent Educator; Stacy Pithan, LFL Parent Educator
 - **OTHERS:** Julie Bollig
- II. Approval of Agenda for January 13, 2015**
Connie King made a motion to approve the agenda for this meeting as presented. Anne Livermore seconded. All in favor, motion carried.
- III. Approval of Minutes of November 25, 2014 meeting**
Anne Livermore made a motion to approve the minutes of the November 25, 2015 meeting as written. Sheri Joyner seconded. All in favor, motion carried.
- IV. Board of Health Member’s Term** – Kristin Andre
Kristin Andre stated that the Board of Health terms for Kathleen Bonnes and Anne Livermore expired in December and she asked them if they would accept appointments for another term. Kathleen and Anne both stated they would accept another term.
Tim Jessen made a motion to suggest to the Monona County Board of Supervisors that they re-appoint Kathleen Bonnes and Anne Livermore to the Board of Health. Connie King seconded. All in favor, motion carried. Kristin will let the Monona County Auditor know of the Board of Health members’ desire for these two persons to be appointed to another term.
- V. Election of Chairperson and Vice Chairperson**
Tim Jessen made motion to keep Kathleen Bonnes as Chair and Eugene Hamman as Vice-Chair. Anne Livermore seconded. All in favor, motion carried.
- VI. Financial Reports** – Danelle Riley presented the October Accounts Receivable/Reconciliation Reports. Anne Livermore made a motion to approve the financial reports. Kathleen Bonnes seconded. All in favor, motion carried.

VII. Administrator Updates – Kristin Andre

Kristin told the board that she has been working on:

- Preparing for a Public Health Emergency Preparedness/Hospital Preparedness Program (PHEP/HPP) site visit to audit the use of the FY13-14 funding;
- Promoting Live Healthy Iowa, including the BURR Walk, as a community effort to encourage Monona County residents to live a lifestyle with plenty of physical activity and good nutrition so they can maintain a healthy weight;
- Rebuilding the public health team spirit, has developed a logo and letter head to be used for press releases and publications, and has developed some staff forms that will be helpful for internal use;
- She has had many meetings with Andrea Gibson and Stacy Pithan regarding rebuilding the Learning For Life (LFL) early childhood home visiting program. Kristin stated that now she must focus on the remaining policies for the LFL Accreditation that must be sent to the Peer Reviewers by February 10, 2015;
- Met with the director of the WIC clinics in our region and made a plan to partner more closely with them by having Jessica Stangel, RN provide education for clients at WIC clinics in Monona County and to provide information regarding all services available through Monona County Public Health.

Kristin told the board that she would like to find out if there is any possibility of public health moving out of the basement of the courthouse and up to the 3rd floor. She said she was aware there are some barriers since at this time the Iowa Department of Human Services (DHS) rents the area for their workers to use when they are in Onawa. It is Kristin's understanding that those workers are very rarely in those offices, and the area is used for storage of election records and computer hardware. The board members had no objections to Kristin taking the request to the Board of Supervisors.

VIII. 7/1/2015 – 6/30/2016 Proposed Budgets: Public Health – Kristin Andre / Danelle Riley

Environmental Health – Sandy Bubke / Kristin Andre

Kristin Andre began by telling the board that she will be taking over many of Laura Oliver's duties as well as the administrative duties. She stated that the Public Health Emergency Preparedness (PHEP) planning work is a very large 'beast' that requires a lot of time and putting that workload on top of the daily administration and oversight of the other programs will be very difficult. Danelle told the board members that since the PHEP program and funding started in response to the 911 terror attack on the United States the administrator has done those tasks and she has watched it add to the mental drain and overload on each of the administrators which adds to the lack of long term retention in that position. Kristin stated that she would like to use a portion of the dollars that would have been for Laura's position to hire a PHEP Coordinator who understands something about emergency operations and can use that expertise to work with the county Emergency Manager and the hospital staff to plan how public health will effectively communicate and function in various disaster situations. She budgeted for a 28 hour a week position and is hopeful that after the person gets the PHEP Coordination duties under control they would be able to be helpful in other agency programs. Anne Livermore asked how Jessica Stangel, RN felt about that and said that she would like to hire more nurses to assist Jessica. Kristin said that a nurse who knows something about emergency preparedness would be a good candidate for this position, as they could also lend a hand to Jessica when necessary.

Tim Jessen stated that the departments should not have been instructed to prepare budgets with a 3% Cost of Living Allowance (COLA) when the national rate is only 1.7%. He then pointed out that in the FY16 Zoning/Environmental Health proposed budget Sandy Bubke is actually receiving a 3.755% increase. Sandy pointed out that he was forgetting to factor in the 10 cents per hour longevity that she

receives for her 10 plus years of service with the county. Tim Jessen stated that he believed the hourly increase that Danelle Riley received September 1, 2014 was a temporary increase due to the lack of a permanent administrator from the end of August until the middle of November. Danelle Riley pointed out that at the Board of Health Meeting, on September 24, 2014, the motion as made by Connie King and seconded by Kathleen Bonnes to give Danelle Riley a permanent raise of \$.50 per hour retroactive to September 1, 2014. The motion passed on majority vote with Tim Jessen opposed. The motion is documented in the minutes of the September 24, 2014 meeting which were approved by the Board of Health on October 28, 2014. A long discussion ensued with Tim indicating that no one in the county gets raises during the fiscal year plus a COLA at the beginning of the next fiscal year. Sandy quoted from several of the Monona County Board of Supervisor Minutes from January 2013 through December 2014 where office staff in other county departments were given raises because their department head felt they deserved it.

Stacy Pithan and Andrea Gibson expressed their displeasure with the administrative decision to change the way they had been getting paid mileage for work activities. Kristin stated that she believes employees should not get paid to drive to work and that when they go from their home directly to a home visit they should not be paid mileage to the first visit or from the last visit of the day back to their home. Prior to this change, Kristin reached out to other public health departments to find out what mileage reimbursement policy they had in place. These public health department policies mirrored the administrative change that was being recommended at Monona County Public Health. Danelle stated that when they were hired the agency was under the direction of Ken Johnson and he allowed them to claim the miles to the first visit and home from the last visit if they were working at their home office before and after the visits. Another long discussion ensued and finally it was decided that Kristin would find out if there is a ruling from the Office of Auditor of State of Iowa, regarding county mileage policies, survey the surrounding county public health agencies, and write a policy for the Board of Health to adopt.

Eugene Hamman made motion to send the budget proposal for Monona County Public Health to the Board of Supervisors as presented and if it is returned for adjustment the administrator will adjust as appropriate. Dr. Kahl seconded. Those in favor: Kathleen Bonnes, Sheri Joyner, Connie King, Anne Livermore, Eugene Hamman, and Dr. Kahl. Opposed: Tim Jessen. Motion carried on majority vote.

Dr. Kahl made motion to send the budget proposal for Monona County Zoning/Environmental to the Board of Supervisors as presented and if it is returned for adjustment the administrator will adjust as appropriate. Connie King seconded. Those in favor: Kathleen Bonnes, Sheri Joyner, Connie King, Anne Livermore, Eugene Hamman, and Dr. Kahl. Opposed: Tim Jessen. Motion carried on majority vote.

IX. Environmental Health – Sandy Bubke gave the board a written update on radon in Monona County which included radon education information. Sandy described the Radon Resistant New Construction (RRNC) ordinance that she would like to see passed in Monona County. She feels that if the county would pass the RRNC for the unincorporated parts of the county the cities and towns would be more likely to pass it within their city limits. She also gave the board quarterly revenue reports for July through September and October through December 2014, a six month report on Permits Issued/Water Tests Completed, and a six month report of her time to various activities. Sandy reminded the board that at the last meeting they had agreed that she will only be required to attend Board of Health

meetings once each quarter or when she is on the agenda. Sandy asked the board to approve the revisions to the following policies:

- Zoning-Environmental Administrator Job Description Revised 9/9/14**
- Zoning-Environmental Appeal and Grievance Policy Revised 9/5/14**
- Zoning-Environmental Open Records Policy Revised 9/9/14**
- Zoning-Environmental Septic Policy Revised 8/27/14**

Tim Jessen made a motion to approve the policies. Kathleen Bonnes seconded. All in favor, motion carried.

X. Next Meeting: Kristin told the board that it is necessary that they meet again by February 3, 2015 to approve the remaining policy revisions prior to sending evidence of following IFSTAN Standards to the Learning For Life Peer Reviewers by February 10, 2015. Connie King stated that she would not be available that day but no other member stated that they had a conflict for that date. The next regular monthly meeting date was set for Tuesday, Feb 3, 2015 at 5:30 pm at the Onawa Public Library.

XI. Adjournment: Eugene Hamman made a motion to adjourn. Tim Jessen seconded. All in favor, motion carried. Meeting adjourned at 7:45.

Respectfully submitted:

Danelle Riley

(date)

Title:

Assistant Administrator/Administrative Assistant