

Monona County Board of Health

MINUTES

 X Regular Meeting Special Meeting

January 14, 2016 (rescheduled date)

5:30 p.m. – 7:30 p.m.

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

- I. **Call to Order, Introductions** – Kathleen Bonnes, Chair 5:32
BOH Members present: Kathleen Bonnes, Chair; Sheri Joyner; Dr. Tracy Kahl
BOH Members absent: Connie King; Mary Joan Dougherty just appointed.
MCPH Staff present: Kristin Schmidt, Administrator; Danelle Riley, Administrative Assist/Assist Administrator
- II. **Approval of Agenda for January 14, 2016**
Dr. Kahl made a motion to accept agenda. Sheri Joyner seconded. All in favor. Motion carried.
- III. **Approval of Minutes of October 27, 2015 meeting**
Sheri Joyner made a motion to accept the minutes as presented. Dr. Kahl seconded. All in favor. Motion carried.
- IV. **Administrator Updates** – Kristin Schmidt
 - a. **Community Health Needs Assessment & Health Improvement Plan (CHNA-HIP)**
Kristin very briefly reviewed the CHNA-HIP data report and explained the process for the community meetings coming up January 21st in Mapleton and January 28th in Onawa. Both meetings will start at 5:30 p.m. and go until approximately 7:30 p.m. The participants will review the data report and use a democratic process to choose 2-4 health priorities to work on. The Health Improvement Plan will help all of our local service providers, churches, schools, and other community organizations know how and where to focus their grant writing, education and activities for the next five years to make the most impact and provide the best outcomes for our communities.
 - b. **Live Healthy Iowa 10 week Wellness Challenge – BURR Walk Sunday, 1/24/15**
Kristin told the members that Monona County Public Health will be promoting the Live Healthy Iowa 10 Week Wellness Challenge again this year. The challenge starts Monday, January 25th and runs until April 1st. The Onawa Chamber of Commerce and public health will hold the annual BURR Walk with a small Health and Fitness Fair on Sunday, January 24th as a “kick off” event for the challenge. All county residents are encouraged to attend the BURR Walk and participate in the Live Healthy Iowa Challenge.
- V. **Elect Board of Health Chairperson and Vice-Chair for 2016** – Kristin Schmidt
A discussion of possible candidates ensued.
Dr. Kahl made a motion to have Kathleen Bonnes remain as Chair with Sheri Joyner as Vice-Chair. Sheri Joyner seconded. All in favor. Motion carried.
- VI. **Board of Health Member Terms & Appointment** – Kristin Schmidt
Dr. Kahl’s term ended 12/31/2015. She has graciously agreed to serve another term. Tim Jessen’s term also ended and Mary Joan Dougherty has been appointed by the Board of Supervisors to fill his position on the board.
- VII. **Annual Forms for All Board of Health Members to Re-sign**– Kristin Schmidt
 - a. Conflict of Interest Policy- those present signed for 2016.
 - b. Accountability and Transparency Policy-those present signed for 2016.
- VIII. **Governance Policy Discussion** – Kristin Schmidt
The Governance Policy states that we are a seven (7) person board. One new Board of Health member, Mary Joan Dougherty, has been appointed by the Board of Supervisors. Kristin has found two additional qualified

persons who are interested in serving on the board of health at this time. If the current members decide to reduce the number to a five (5) member board, the policy must be updated to reflect the change.

Dr. Kahl made a motion to stay with seven (7) members at this time. Sheri Joyner seconded. All in favor. Motion carried.

Kristin explained that there are some scheduling conflicts with continuing to hold the Board of Health meeting's on the 4th Tuesday of every other month, but that an informal poll of the current members and new members showed that the 4th Monday or 4th Thursday of every other month should work for most people most of the time. Those present decided to set the regular meeting date to the 4th Monday of every other month with the following Thursday night as a backup date if there is a need to reschedule.

IX. Neighborhood Networking Grant contract – Kristin Schmidt

a. MCPH has been awarded this grant!

b. The Family Fun/Safety Day is planned for June 11, 2016

Sheri Joyner made a motion to approve the Neighborhood Networking Grant Contract. Dr. Kahl seconded. All in favor. Motion carried.

X. FY16 Immunization Grant Contract – Kristin Schmidt

Dr. Kahl made a motion to approve the Immunization Grant Contract. Sheri Joyner seconded. All in favor. Motion carried.

XI. FY16 HCCMS Family Health Service Family Planning Grant Contract – Kristin Schmidt

Dr. Kahl made a motion to approve the HCCMS Family Health Service Family Planning Grant Contract. Sheri Joyner seconded. All in favor. Motion carried.

XII. Radon Kit Pricing Discussion – Kristin Schmidt

Kristin explained that the American Lung Association raised their price on Radon Test Kits from \$5.00 to \$6.00 and that most of the surrounding counties have raised their price accordingly to \$7.00 to include the postage when necessary.

Dr. Kahl made a motion to increase the charge for Radon Kits to \$7.00. Sheri Joyner seconded. All in favor. Motion carried.

XIII. Radon Proclamation Discussion – Kristin Schmidt

The members reviewed the information on Radon levels in Iowa that was provided by Sandy Bubke, Environmental Health Manager. Sandy had included a letter to the Board of Health requesting that they support radon risk reduction in Monona County by sending a request to the county Board of Supervisors to sign a Proclamation in Support of Radon Risk Reduction in Monona County, Iowa.

Dr. Kahl made a motion to request that the Board of Supervisors sign the “Monona County Board of Supervisors Proclamation in Support of Radon Risk Reduction in Monona County”. Sheri Joyner seconded. All in favor. Motion carried.

XIV. Financial Reports – Danelle Riley

a. October 2015 Accounts Receivable and Reconciliation Report

b. November 2015 Accounts Receivable and Reconciliation Report

The above reports were provided in written form and Danelle read the November 2015 report orally. It was discovered that the FY16 Projected Revenue and Expenses were mislabeled as FY15 and that the notation at the bottom of the November report should state: “Charges for the CLPPP and PHEP November services were not yet calculated, and were not included in the November charges above.”

Dr. Kahl made a motion to accept financial reports with corrections as noted. Sheri Joyner seconded. All in favor. Motion carried.

XV. Public Health FY17 Budget – Kristin Schmidt

Kristin reviewed the public health expense and revenue budgets and answered the few questions brought up by the members.

Dr. Kahl made a motion to approve the budget as presented with the understanding that there may be minor adjustments required by the County Auditor or the Board of Supervisors upon their review. Sheri Joyner seconded. All in favor. Motion carried.

XVI. Environmental Health FY17 Budget – Kristin Schmidt

Kristin reviewed the environmental health/zoning expense and revenue budgets and answered the few questions brought up by the members.

Dr. Kahl made a motion to approve the budget as presented with the understanding that there may be minor adjustments required by the County Auditor or the Board of Supervisors upon their review. Sheri Joyner seconded. All in favor. Motion carried.

XVII. Next Meeting: Next scheduled meeting date is Monday, February 22, 2016.

XVIII. Adjournment: Dr. Kahl made a motion to adjourn. Sheri Joyner seconded. All in favor.
Meeting adjourned at 6:50 p.m.

Respectfully submitted: *Danelle Riley*

2/12/16

(date)

Title: Assistant Administrator/Administrative Assistant