

Monona County Board of Health

MINUTES

 X Regular Meeting Special Meeting

January, 9, 2017

5:30 p.m. – 7:30 p.m.

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

BOH Members Present: Kathleen Bonnes, Chair; Connie King, Mike Collison, Dr. Tracy Kahl,

BOH Members Absent: Mary Joan Dougherty

MCPH Staff Present: Kristin Schmidt, Administrator; Danelle Riley, Asst. Administrator

Others Present: None

I. Call to Order, Introductions – Kathleen Bonnes, Chair

II. Approval of Agenda for January 9, 2017

Connie King made a motion to approve the agenda for this meeting with no change. Mike Collison seconded. All in favor. Motion carried.

III. Approval of Minutes of the October 17, 2016 meeting

Connie King made a motion to approve the minutes of the October 17, 2016 meeting. Kathleen Bonnes seconded. All in favor. Motion carried.

IV. Administrator Updates – Kristin Schmidt

- a. Maple Valley Anthon Oto Career Day Presentation – Kristin was a speaker at career day and promoted higher education and careers in the public health field.
- b. IowaSIC Foodborne Illness Hotline – the public is now encouraged to call this hotline if they suspect they are experiencing symptoms of food poisoning. The caller will be asked some specific questions to determine if the symptoms appear to be due to food poisoning. If it is discovered that multiple persons have become ill with the same symptoms, the local public health agency will be contacted by IDPH and informed that there is a possible outbreak and the local agency will then contact the remaining people affected and report the findings to IDPH.
- c. Monona County Wellness Coalition Update – Kristin informed the board members that she is excited that a Monona County Wellness Coalition has been formed. It consists of Monona County Public Health, Onawa Chamber of Commerce, Burgess Health Center, Iowa Department of Natural Resources at Lewis & Clark State Park, and Pleasant View Care Center. It's a great opportunity for our county because the group is able to: 1) work on and share their wellness initiatives with each other and 2) help each other to promote all of the wellness initiatives going on in the county. The ultimate goal is to create a culture that is focused on wellness in our county.
- d. One of the first activities of the Wellness Coalition is to work together to promote participation in the 2017 Live Healthy Iowa 10-Week Wellness Challenge. The challenge will be headed up by Monona County Public Health again this year. Kristin applied for a \$250 mini-grant from Live Healthy Iowa to help pay for some of the advertising costs.

Dr. Kahl made a motion to approve the Live Healthy Iowa Mini-grant of \$250 if it is received. Connie King seconded. All in favor. Motion carried.

- e. To kick off this wellness challenge, Monona County Public Health is once again partnering with the Onawa Chamber of Commerce to put on the BURR Walk and Health Fair. The event will take place at the Onawa Community Center on Sunday, January 29, 2017. The Health Fair will start at 12 pm and the BURR Walk participants will start walking at 1 pm. This year there will be a face painter, provided by one of the health fair vendors, and public health will provide supervised children's games to occupy the children while their parents check out the vendor tables.

V. Board of Health Governance Policy – Kristin Schmidt

- a. Board Of Health Member – Jon Wimmer has resigned from the board of health. The Board of Supervisors did not re-appoint Sheri Joyner but instead appointed Mike Collison, Monona County District 3 Board of Supervisor. This currently gives the board of health 5 members.
- b. 7 Versus 5 Member Board Of Health Discussion – The Governance Policy was reviewed. The majority preferred to change the policy to 5 members on the board, versus 7.

Connie King made a motion to revise the policy to state, “The Monona County Board of Health consists of five members”. Kathleen Bonnes seconded. All in favor. Motion carried.

VI. Elect Board of Health Chairperson and Vice-Chair for 2017 – Kristin Schmidt

Connie King made a motion to approve Kathleen Bonnes as Board of Health Chairperson. Mike Collison seconded. All in favor. Motion carried.

Kathleen Bonnes made a motion to approve Connie King as Board of Health Vice-Chair. Dr. Kahl seconded. All in favor. Motion carried.

VII. Annual Forms for All Board of Health Members to Re-sign – Kristin Schmidt

- a. Conflict of Interest Policy – discussion of purpose of policy and examples of possible conflicts. Board members completed, signed and submitted the acknowledgement statement to Kristin.
- b. Accountability and Transparency Policy – discussion of purpose of policy. Board members reviewed, completed, signed and submitted the acknowledgement statement to Kristin.

VIII. Emergency Preparedness Program Update – Kristin Schmidt

The Emergency Preparedness Planning Grant Amendment for FY17 adds \$4228 to the FY17 Preparedness Grant to assist with the expenses of working on the Regional Public Health/Hospital/EMS Grant application and service plan that will go into effect July 1, 2017.

Dr. Kahl made a motion to approve the Emergency Preparedness Planning Grant Amendment. Mike Collison seconded. All in favor. Motion carried.

IX. Immunization Program Update – Kristin Schmidt

Immunization Services Grant Amendment – this grant is moving from an annual year grant period to the state of Iowa fiscal year. This amendment extends the current January 1, 2016 through December 31, 2016 grant period until March 31, 2017 and adds \$3689 to the grant amount. The next grant cycle will be from April 1, 2017 through June 30, 2018 and the application is due in early February 2017.

Connie King made a motion to approve the Immunization Services Grant Amendment. Dr. Kahl seconded. All in favor. Motion carried.

X. Family Planning Program Update– Kristin Schmidt

- a. FY16-17 HCCMS Family Health Service Family Planning Grant Contract period is from October 2016 through September 2017. Crawford County holds the federal grant and Monona County Public Health is one of the sub-contractors. We provide the services in Monona County and get reimbursed by Crawford County.
- b. From July – December 2016, we had 22 family planning appointments in our office for services such as depo supplies and STD testing.
- c. From July – December 2016, we had 10 family planning appointments at our every other month clinic. Examples of clinic services provided are annual exams, pregnancy testing, STD testing, depo supplies, etc.)
- d. We partner with Burgess Health Center to use one of their exam rooms for the local clinics.

Dr. Kahl pointed out that a majority of women have health insurance or Medicaid at this time, compared to several years back, so that’s why the family planning appointment numbers are lower than in previous years.

Dr. Kahl made a motion to approve the FY16-17 HCCMS Family Health Service Family Planning Grant Contract. Connie King seconded. All in favor. Motion carried.

XI. Childhood Lead Poisoning Prevention Program Update – Danelle Riley

Monona County Public Health holds the IDPH contract for a 5-county grant project. The sub-contractors are Harrison, Cass, Crawford, and Shelby County public health agencies. There are 3 service components to this program:

1. Medical Case Management Activities are performed by the local public health nurse in each county when a child is found to have a blood lead result of 10 or more.
2. Environmental Case Management Activities are performed by the Elevated Blood Lead Inspector/Risk Assessor whenever a child is found to have a blood lead result of 20 or more, or 2 results between 15 and 20. Danelle is the Elevated Blood Lead Inspector/Risk Assessor for all of the 5 counties in our project area.
3. Education and Outreach Activities which include but are not limited to: staff education, education to the community at outreach opportunities such as health fairs, school registrations, WIC clinics, physicians and their staff, school nurses, Pre-school/Head Start and elementary school teachers and nurses, realtors, etc.

In the last several years there have been no new initial investigations required, but just since July 2016 there have been six (6). This means much more work for the EBL Inspector/Risk Assessor, the Medical Case Managers, and more administrative coordination to get all of the case managers to correctly enter their activities into the HHLPSS data base so they can be verified in the automated billing reports and claims can be submitted to IDPH. In addition each initial investigation requires 2-4 hours spent in the home, travel to and from the home (which could be 3 hours of travel), and 8 hours or more of follow-up to write the required investigation report which lists every lead hazard found on the property and “lead-safe” repair options for each hazard. The report is sent to the property owner, the family of the lead poisoned child, and to IDPH Lead Poisoning Prevention Bureau and/or Medicaid upon request for auditing purposes.

A Mid-Year Report of FY16 Total Activities and time versus FY 17 Mid-Year Activities and time was distributed to the board members. The report showed:

1. Contacts to children in FY16 was 56, at FY17 Mid-year there have been 68
2. Non-Medicaid Home Nursing Visits in FY16 were -0-, at FY17 Mid-year 4
3. Non-Medicaid Initial Inspections in FY16 was -0-, at FY17 Mid-year 6
4. Danelle’s time to this overall program in FY16 was 270.75 hours; 14.83% of total work time; at FY17 Mid-year it is already 235.75; 28.16% of total work time.

XII. Environmental Health Program Updates – Kristin Schmidt

Sandy Bubke, Zoning/Environmental Health Manager submitted a quarterly update letter in which she informed the board that IDPH is not offering a Radon Mini-grant this year. Instead Sandy has joined the Radon Testing Challenge through the Iowa Cancer Consortium. She reminded the board that she is the IEHA President until April at the Iowa Governor's Conference on Public Health and that she will co-chair the 2018 Conference with IPHA. The following items were submitted for information and approval as needed.

- a. 2017 Radon Prevention Month Proclamation by the Board of Supervisors

Connie King made a motion to approve the Radon Prevention Month Proclamation. Mike Collison seconded. All in favor. Motion carried.

- b. Iowa Cancer Consortium Radon Testing Challenge Initiative – Kristin briefly explained the challenge and a detailed email document was provided by Sandy

- c. Water Testing and Time Study Updates – the following reports were submitted to the board for review:

Permits Issued/Water Tests Completed FY2016 12 Month Report

Permits Issued/Water Tests Completed FY2017 6 Month Report

FY2017 Time Study Quarterly Report 1st and 2nd Quarter

- d. Planning Healthy Iowa Communities Task Force

Sandy was asked to represent environmental health on this task force. This task force will support the work of the Iowa Chapter of the Planner4Health Project by 1) helping to conduct an assessment, 2) participating in a roundtable discussion and 3) developing/reviewing a final report. The task force duties are expected to involve about 50 hours of time over the first half of 2017 and then a commitment of some additional time for the following 6 months. There is an MOU for a \$2,500 stipend for the time and travel that will be involved to reimburse Monona County for expenses.

Dr. Kahl made a motion to support Sandy's activities on the Task Force by approving the MOU for reimbursement of expenses up to \$2500. Mike Collison seconded. All in favor. Motion carried.

- e. Septic Pumper Inspection Contract

This contract is through the Iowa DNR and the contract period is December 1, 2016 through May 30, 2019. With this contract, Sandy Bubke, Environmental Health Manager, will:

-Annually review records of licensed septic pumping organizations

-Inspect equipment

-Inspect the land where the septic organization is dumping

Mike Collison made a motion to approve the Septic Pumper Inspection Contract. Dr. Kahl seconded. All in favor. Motion carried.

XIII. Onawa Water Fluoridation Update – Kristin Schmidt

We requested that Iowa Rural Water Association go onsite to provide technical assistance at the Onawa Waterworks. They reported that the city said they are discontinuing putting fluoride into the Onawa water supply because they're experiencing 1) corrosion, 2) glass etching and 3) having to wear personal protective equipment. According to the CDC, fluoride should not cause corrosion and it should act as a stabilizer helping to reduce corrosion. Kristin and Jen Macke, I-Smile Coordinator for our area, have an appointment on the January 24th Onawa City Council meeting agenda at 7:00 pm to present the health benefits of fluoridating water. Kristin told the board that she would be pleased to see the Board of Health members, Family Medicine Clinic

medical providers, and the local dentists attend this meeting to show their support of continued fluoridation in the water supply of Onawa.

XIV. FY2017-18 Public Health Budget – Kristin Schmidt

Kristin presented the Public Health budgets as prepared by herself and the administrative assistant and explained that the expense budget includes a 3% Cost of Living Allowance for staff salaries as suggested by the Board of Supervisors.

Connie King made a motion to approve the FY2017-18 Public Health Budgets as presented with the understanding that there may be minor adjustments or corrections required by the County Auditor or the Board of Supervisors upon their review. Dr. Kahl seconded. All in favor. Motion carried.

XV. FY2017-18 Environmental Health Budget – Kristin Schmidt

Kristin presented the Zoning/Environmental Health budgets as prepared by the Zoning/Environmental Health Manager. There was a 3% Cost of Living Allowance budgeted for the manager's salary as suggested by the Board of Supervisors.

Connie King made a motion to approve the FY2017-18 Environmental Health Budget as presented with the understanding that there may be minor adjustments or corrections required by the County Auditor or the Board of Supervisors upon their review. Dr. Kahl seconded. All in favor. Motion carried.

XVI. Financial Reports – Danelle Riley

a. **September 2016 Accounts Receivable and Reconciliation Report**

b. **October 2016 Accounts Receivable and Reconciliation Report**

The September and October Accounts Receivable and Reconciliation Reports were provided in written form and Danelle Riley read the October report to the board.

Connie King made a motion to accept the financial reports as presented. Mike Collison seconded. All in favor. Motion carried.

XVII. Next Meeting: The members agreed to meet March 20, 2017 for the next regular meeting.

XVIII. Adjournment

Dr. Kahl made a motion to adjourn. Mike Collison seconded. All in favor. Motion carried.
Meeting adjourned at 7:52 pm.

Respectfully submitted: Danelle Riley 1/11/17
Title: Administrative Assistant / Assistant Administrator