

# Monona County Board of Health

## MINUTES

  X   Regular Meeting      \_\_\_\_\_ Special Meeting

October 27, 2015

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. Called meeting to order at 5:32 PM.  
**Members Present:** Kathleen Bonnes, Chair; Sheri Joyner; Dr. Tracy Kahl; Tim Jessen; Connie King  
**Members Absent:** none  
**Public Health Staff Present:** Kristin Schmidt, Administrator; Danelle Riley, Assistant Administrator  
**Others Present:** Wayne Joyner, Jennifer Macke
  
- II. **Approval of Agenda for October 27, 2015**  
Kathleen stated that there were some items that were left off of the agenda and she would like to add them at this time. Kathleen also asked Kristin to send email updates to the board members between meetings to keep them informed of important agency happenings between meetings.  
**Kathleen Bonnes made a motion to add the following items to the agenda after the I-Smile Presentation: Sheri Joyner will present information about the Emergency Preparedness Exercise that she attended; there will be a vote to elect a temporary Vice Chairperson until the first meeting of 2016 when the annual election of officers occurs; discuss making a change to the Governance Policy by moving to five (5) board members instead of seven (7). Dr Kahl seconded. All in favor. Motion carried.**
  
- III. **Approval of Minutes of August 25, 2015 meeting**  
**Tim Jessen made a motion to approve the August 25, 2015 Board of Health Minutes. Connie King seconded. All in favor. Motion carried.**
  
- IV. **I-Smile Oral Health Program Updates– Jennifer Macke, I-Smile Program Coordinator**  
Jennifer Macke presented information on the I-Smile Program. Through this program, dental screening and fluoride varnish services are provided to school children in Monona County as well as the surrounding Iowa counties. The program is funded through a grant received by HCCMS Family Health Services of Crawford County. Jennifer provided the board with the IDPH 2014-2015 School Dental Screening Audit Report Summary and a report on the Maple Valley School-based Sealant Day which was September 15, 2015. She also showed some of the dental supplies that she hands out to the children and families that she works with to encourage children to brush and floss.
  
- V. **Preparedness exercise presentation by Sheri Joyner**  
Sheri reported that there was a large crowd at the exercise because there were many counties participating in this exercise, plus many IDPH staff members. Six people from Monona County participated, Mike Collison, Board of Supervisor; Sheri Joyner, Board of Health; Claudia Boss, Burgess Health Center; Lynne Smith, Public Health Emergency Preparedness Manager; Sandy Bubke, Environmental Health/Zoning; Danelle Riley, Public Health. Sheri explained that there were actually five modules to the exercise, some of which had started several months prior to this event. At this time in the scenario a worldwide Pandemic Influenza outbreak has hit Iowa and all of its counties. The county Emergency Health Care Coalitions in western Iowa have contacted their Emergency Managers and requested additional supplies from the state/federal stockpile. Iowa Department of Public Health has sent a large shipment of many pallets of supplies to Storm Lake by semi-truck to be distributed to the requesting counties. Four of the six persons representing Monona County were taught to correctly count and check off the supplies received, then restack them on a new pallet in the correct manner to be transported by Monona County staff (probably the EMA) from the distribution site to the designated receiving point within Monona County. Lynne Smith and Claudia Boss were taught how to calculate how many of the supplies would go to Monona County and from that amount how many supplies would go to Burgess Health Center and how many would go to public health to use and distribute to county physician clinics or other service providers.

Sheri showed pictures of the pallets full of boxes of supplies that ranged from prescription drugs to needles and syringes to gloves and masks.

**VI. Elect a temporary Vice Chair to replace board member who resigned.**

Kathleen stated that since Eugene Hamman has resigned from the board we need to elect a temporary Vice chair. She nominated Sheri Joyner as temporary Vice Chair. No other nominations were received from the floor.

**Kathleen made a motion to elect Sheri Joyner as the temporary Vice-Chair until the annual election of officers at the first meeting in 2016. Tim seconded. All in favor. Motion carried.**

**VII. Discuss change to Governance Policy to decrease board members to five.**

Kristin stated that only Monona County and Siouxland District Health Department are the only boards of health in Iowa that have seven members. Pros and cons of decreasing to five (5) members were discussed. Some members felt that moving down to five members would make scheduling meetings easier, it would only take three members present at a meeting to make a quorum, and it is easier to find five qualified, diverse persons with an interest in public health than seven. Other members voiced their concerns that with only five members there are not as many points of view to consider, it will be harder for members to miss a meeting, and there are less people to share the burden of making the tough decisions that are necessary in public health. This item will be placed on the agenda for the next meeting and acted on it at that time.

**VIII. Administrator Updates – Kristin Schmidt**

**3-part Addiction Training Series update (October 8, 15 and 22 at the Onawa Library)** partnered with HCMS First Five Program and Jackson Recovery to put on this series of trainings in Onawa. Goals to address: 1) what addiction is and why it happens, 2) how to not enable and 3) how a family can heal after addiction. There was a good turnout each night due to cross promoting to all of our program participants and advertising. We were able to enroll some families in our LFL program after getting to know them at the trainings and one of our families already on the program reached out to Jackson Recovery and admitted that they need help.

**Learning for Life Parent Educator position hiring update**

Amanda Maynard, started this position August 19, 2015, son was ill so not able to attend.

**Mapleton and Onawa Trail Project update** – Kristin attended the most recent trails meetings in each of these communities. At this time, the two towns are at different stages of progress. Mapleton has secured multiple grants, they have made a lot of progress on developing their trails, and they are now working on connectivity of the trails. Whereas, Onawa has worked with ISU, and Engineer organization and a tree organization to put together plans which are being presented to the city council. The plans are to add more trees, a bike path along main street, and take steps to help with the drainage system so there is less standing water on the streets.

**Courthouse safety committee** – Kristin reported that the ALICE active gun shooter training was a four hour training where courthouse employees were taught to either: Fight, Evacuate, or Shelter in Place using their best judgement of the situation.

**Recent epidemiology case investigation updates**

The Public Health Nurse is working to investigate, share information how to mitigate and reporting information to IDPH on a variety of recent cases.

- a. Staph infection reported at one of the schools
- b. Crypto cases reported at a daycare center
- c. Tuberculosis cases moving into the county

**Eugene Hamman has resigned as a Board of Health member.** Kristin asked the board members to sign thank you cards for Eugene and Anne Livermore for their service to the Board of Health.

**IX. Local Public Health Services Grant FY15 End of Year Report – Kristin Schmidt**

Kristin reviewed some of the areas of the FY15 LPHS end of year report which was due and submitted 9-30-2015

**Tim Jessen made a motion to approve the LPHSC FY15 End of Year Report, Dr. Kahl seconded. All in favor. Motion carried.**

- X. Neighborhood Networking Grant application** – Kristin Schmidt  
Kristin explained that if we are awarded this grant, public health will put on a Family Fun/Safety Day in Mapleton on June 11, 2016. There will be safety information and a focus on reducing child abuse. The Mapleton Fire Department and many other community partners will be a part of the event. The application is due 10-28-2015.  
**Connie made a motion to approve the Neighborhood Networking Grant application and the grant if awarded. Tim Jessen seconded. All in favor. Motion carried.**
- XI. Immunization Grant application** – Kristin Schmidt  
This grant application is due 10-27-2015 and it reimburses the agency for many of the expenses of running the Immunization Program.  
**Dr. Kahl made a motion to approve the Immunization Grant Application for 2016 and the grant if awarded. Sheri Joyner seconded. All in favor. Motion carried.**
- XII. FY16 Harrison, Monona, Shelby DCAT Grant** – Kristin Schmidt  
Kristin explained that Andrea Gibson is the Supervisor for the Learning For Life Parent Educators in Harrison, Monona, and Shelby Counties but because Andrea is also a Parent Educator and has her own caseload of families she needs someone to supervise her. This contract was set up last year for the first time with Family Inc in Council Bluffs because they have staff with the expertise to supervise and advise Andrea on her caseload, and provide mentorship to aide her in becoming a more effective supervisor.  
**Dr. Kahl made a motion to approve the FY16 Harrison, Monona, Shelby DCAT Grant. Connie King seconded. All in favor. Motion carried.**
- XIII. FY16 CBCAP Grant\*\*** – Kristin Schmidt  
This grants is another source of revenue for the Learning For Life program. To be used for parent educator salary and fringe for home visits.  
**Tim Jessen made a motion to approve the FY16 CBCAP Grant. Dr. Kahl seconded. All in favor. Motion carried.**
- XIV. West Monona School Nursing Services Contract** – Kristin Schmidt  
There was a discussion of pros and cons of providing these services, including Jessica's time considerations. As the only public health nurse in Monona County and being employed only 24 hours a week, some board members were concerned that she would not be able to take on more work. There were also concerns that the other schools in the county may want to contract services with public health and that tax dollars are being shifted from one property tax receiving entity to another. Kristin explained that it is not unusual for public health departments in Iowa to provide school nursing services under special contracts such as this one. In fact, many Iowa counties are providing school nursing services. This contract is not a daily commitment to provide services, it is only a commitment to provide services when the School Nurse is not at school due to educational training days, illness, or other personal time off **and** only if Jessica is available on that day. Kristin also told the board that she had a serious discussion with Jessica about whether or not she thought she could take this additional work and she thought she could manage since her other nursing duties fluctuate so that some weeks she is busier than others. Kristin stated that the contract only goes to June 30, 2016 so if it doesn't work out we don't have to sign on again next year.  
**Dr. Kahl made a motion to approve the West Monona School Nursing Services Contract. Sheri Joyner seconded. Four members voted in favor. Tim Jessen voted no. Motion carried.**
- XV. Board of Health meeting conduct discussion** – Kristin Schmidt  
Kristin found these BOH rules to review and recommend. There was a serious discussion regarding the recommendations.
- XVI. Financial Reports** – Danelle Riley
- a. July 2015 Accounts Receivable and Reconciliation Report
  - b. August 2015 Accounts Receivable and Reconciliation Report
  - c. September 2015 Accounts Receivable and Reconciliation Report
- All of the above reports were provided in printed form and Danelle read the September 2015 report orally.  
**Tim Jessen made a motion to accept the financial reports as presented. Connie King seconded. All in favor. Motion carried.**

**XVII. Next Meeting Date:** Proposed next meeting date is Tuesday, December 15, 2015. No objections were voiced. (On October 28<sup>th</sup> Kristin sent an email to the board members stating that after looking at budgeting schedules and discussing with Kathleen Bonnes, Chair, it would probably be best to hold our next meeting Tuesday January 5, 2016. No negative responses were received, next meeting scheduled for January 5<sup>th</sup>.)

**XVIII. Adjournment**

**Tim Jessen made a motion to adjourn at 7:55. Connie King seconded. All in favor. Motion carried.**  
Meeting adjourned.

**Respectfully submitted:** *Danelle Riley*

*12/22/2015*  
(date)

**Title: Assistant Administrator/Administrative Assistant**