

Monona County Board of Health

MINUTES

 X Regular Meeting _____ Special Meeting

November 25, 2014

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 5:35 PM. Roll call of board members followed by public health staff.
Board Members in attendance: Kathleen Bonnes, Anne Livermore, Sheri Joyner, Eugene Hamman, Dr. Tracy Kahl
Board Members Absent: Connie King, Tim Jessen
Public Health Staff: Kristin Andre, Administrator, Danelle Riley, Administrative Assistant, Sandy Bubke, Environmental Health Specialist
Others in Attendance: None
- II. **Approval of Agenda for November 25, 2014** – Kathleen Bonnes asked if there were any changes of additions to the agenda. **Anne Livermore made a motion to approve the agenda with no changes. Eugene Hamman seconded. All in favor. Motion carried.**
- III. **Approval of Minutes of September 24, 2014 meeting** – Kathleen Bonnes asked if there were any additions or corrections to the minutes. **Dr. Kahl made a motion to approve the minutes of the October 28, 2014 meeting minutes. Sheri Joyner seconded. All in favor. Motion carried.**
- IV. **Financial Reports** – Danelle Riley presented the September Accounts Receivable/Reconciliation Reports. September 30, 2014 Year-To-Date Revenue was \$53,069.70 and Expenses were \$85,486.40, Accounts Receivable balance (not including CLPPP or PHEP) was \$41,318.20.
- V. **Administrator Updates** – Kristin Andre gave a brief summary of the activities of her first week as administrator. In addition to being oriented the public health by the agency staff, she met with the Board of Supervisors, she and Laura attended a Live Healthy Iowa luncheon in Sioux City to hear the changes for the 2015 10 Week Challenge, Kristin attended the MCCA-ERASE meeting, and met with Diane Anderson, IDPH Regional Community Health Consultant (RCHC) for orientation to public health. The board reviewed the Designation of Authority statement as presented by Kristin. **Eugene Hamman made a motion to approve as written giving Kristin the responsible for the administration of the agency services and appointing Danelle Riley the Assistant Administrator. Dr. Tracy Kahl seconded. All in favor. Motion carried.**
- VI. **Update of Administrative Policies** – Kristin reviewed the IFSTAN credentialing process that the Learning for Life early childhood home visiting program is going through with the dates of the Final Peer Review on April 21st, 22nd and 23rd of 2015. Some Board of Health members and HMS Early Childhood Iowa Board

members will be required to participate in this Peer Review process. Kristin reviewed the three policies listed below and asked for the board's approval of each.

- Agency / IFSTAN Standard 15: Cultural Competence and Linguistic Assurance Policy**
- Agency / IFSTAN Standard 21: Confidentiality and Privacy Protections Policy**
- Agency / IFSTAN Standard 24: Training Content Policy**

Dr. Tracy Kahl made a motion to approve the policies presented. Eugene Hamman seconded. All in favor. Motion carried.

VII. Environmental Health Update – Sandy Bubke presented the following policy revisions for the board's approval. It was decided that the board members needed to take time to further review these policies and act on them at the next regular meeting. Sandy asked the board members if she could be excused from Board of Health meetings when she is not in the agenda to present Environmental Health issues. The members present agreed that she does not have to be present at the meetings if she is not on the agenda. Dr. Kahl asked why there have not been any reports presented to the board on restaurant and tanning bed inspections. It was explained the Shelby County Environmental Health holds the contract to do Monona's inspections. Sandy said there is a report on-line that she can access or she could request a report from Shelby County.

VIII. Next Meeting: The next regular meeting date would be December 23, 2014. The members present decided the meet on **January 6, 2015** due to the regular meeting date falling during the Christmas Holiday week. Danelle stated that the board will need to meet and approve the budgets for public health and environmental health before January 10th when the budgets are expected to be due on the county auditor's desk.

IX. Eugene Hamman made a motion to adjourn the meeting. Anne Livermore seconded. All in favor. Motion carried. Meeting adjourned at 7:15 pm

Respectfully submitted:

Danelle Riley

__1/6/15__

Title:

Administrative Assistant