

Monona County Board of Health

MINUTES

 X Regular Meeting _____ Special Meeting

March 24, 2015

5:30 p.m. – 7:45 p.m.

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

- I. **Call to Order, Introductions** – Kathleen Bonnes, Chair
Board of Health Members present: Kathleen Bonnes, Chair; Eugene Hamman, Vice-Chair; Tim Jessen, Connie King, Sheri Joyner
Board of Health Members not present: Anne Livermore, Dr. Tracy Kahl
Public Health Staff Present: Kristin Andre, Administrator; Danelle Riley, Assistant Administrator
Others in Attendance: None
- II. **Approval of Agenda for March 24, 2015**
Tim Jessen made a motion to approve agenda. Connie King seconded. All in favor, motion passed.
- III. **Approval of Minutes of February 10, 2015 meeting**
Sheri Joyner made a motion to approve February 10, 2015 minutes. Eugene Hamman seconded. Tim abstained from voting due to leaving the February meeting early. All others in favor, motion passed.
- Kathleen stated that Sheri had a concern that she wanted to address. SJ stated that recently her small town had a boil order for water. The town maintenance person went door to door and told those who were home, but those who were not home were not notified for a couple of days. Discussion of how to make sure the city council puts policies in place for better notification of the public. Kristin suggested that Sandy Bubke contact the mayor or city council of the town and let them know how important it is for them to notify properly.
- IV. **Administrator Updates** – Kristin Andre
- a. **2013-14 school year immunization rates audit.** Kristin presented the written report and told the board that Jessica Stangel, Monona County Public Health Nurse completes an annual audit of the immunization records for grades K-12 for each of the schools in our county. Monona County received some of the highest vaccination rates in our area.
 - b. **Public Information Officer training** – Kristin attended the Public Information Officer training in West Burlington, IA on March 5-6. This is a FEMA course which is required in order for her to fill this position in case of an emergency. This means that she will 1) talk to the media during a public health emergency, 2) communicate with the members of her organization and with external organizations (i.e. the hospital, sheriff's department, etc.) Kristin will also need to complete the other NIMS courses (ICS 100, ICS 200, ICS 700, ICS 800) in order to fill this and other positions in a public health emergency or when assistance is requested from the members of the Monona County Emergency Health Care Coalition, (i.e. Monona County Emergency Manager, Burgess Health Center Preparedness Planner).
 - c. **Live Healthy Iowa status (as of March 23rd)** – The challenge goes from January 26 until April 3rd
Number of teams 29; total participants 203; total pounds 485 lost; total percent of weight change 2.34% lost.
 - d. **Tobacco Quitline Iowa** – This Iowa program gets referrals from many ways, including Monona County Public Health programs providing information through our Family Planning Services, Learning For Life Program, Immunization Services, and Community Health Fairs.

- V. Delegation of Signatory Authority Updated Policy** – Kristin Andre
The policy has been updated to give the administrator the authority to submit grant applications and contract documents on the board of health’s behalf for all agency programs.
Connie King made a motion to approve the policy as written. Sheri Joyner seconded. All in favor, motion passed.
- VI. Neighborhood Networking Grant** – Kristin Andre
- a. LFL Program is partnering with the HCCMS Family Services 1st Five early childhood care coordination services, Monona County ISU Extension Service, Burgess Mental Health and Magic Depot Daycare.
 - b. The group has planned to present two interactive parent education events: 1) Make a Meal Night (April 9th) and 2) Stress Reduction Night (May 7th) at the Magic Depot Day Care, Onawa.
 - c. Monona County Public Health was awarded a Neighborhood Networking Grant to pay the expenses for the meal, speakers, door prizes, use of the facility, child care staff during the events.
Tim Jessen made a motion to approve the Neighborhood Networking Grant contract. Connie King seconded. All in favor, motion passed.
- VII. Financial Reports** – Danelle Riley presented the January and February Accounts Receivable/Reconciliation Reports
Connie King made a motion to approve the financial reports. Kathleen Bonnes seconded. All in favor, motion passed.
- VIII. Performance Measure Report & Incentive** – Kristin Andre
- a. Success Story: A Learning for Life family case story was used to demonstrate the positive impact the public health agency has on the community.
 - b. The agency will receive our Local Public Health Service Grant performance incentive of \$800
 - c. Due date: April 30, 2015
Tim Jessen made a motion to approve this success story agenda. Eugene Hamman seconded. All in favor, motion passed.
- IX. Public Health Emergency Preparedness Manager Job Description** – Kristin Andre
Kristin presented the job description for this position which was approved at the January 13, 2015 meeting with the approval of the public health budget for FY16 and the re-estimated budget for FY15.
Connie King made a motion to approve the job description for the Public Health Emergency Preparedness Manager. Kathleen Bonnes seconded. Kathleen Bonnes in favor; Eugene Hamman in favor; Connie King in favor; Sheri Joyner in favor; Tim Jessen not in favor. Motion passed.
- X. Learning for Life Parent Educator Job Description** – Kristin Andre
Kristin presented the job description for the Learning For Life Parent Educator position that was vacated in February.
Tim Jessen made a motion to approve the job description for the Learning for Life Parent Educator. Sheri Joyner seconded. All in favor, motion passed.
- XI. Monona County Public Health Administrator Evaluation Form** – Kristin Andre
Kristin asked the board members to complete the administrator 6-month evaluation form and return to Danelle Riley before the next meeting so the results can be tabulated and shared at the May 5, 2015 board of health meeting.
- XII. Monona County Public Health 1/2015 – 2/2016 Strategic Plan**– Kristin Andre
Kristin reviewed the Strategic Plan that she developed.
Connie King made a motion to approve the Monona County Public Health 1/2015 – 2/2016 Strategic Plan. Tim Jessen seconded. All in favor, motion passed.
- XIII. Environmental Health Revised FY16 Budget** – Kristin Andre
There was a long discussion regarding how this revision came about. The board of health members finally decided to have Kristin Andre ask the Board of Supervisors to show in their minutes that they initiated and recommend this increase in the Environmental Health Budget. Action on this topic was postponed until the next meeting.

XIV. Next Meeting: Next meeting date is Tuesday, May 05, 2015.

XV. Adjournment

Kathleen Bonnes made motion to adjourn. Connie King seconded. All in favor, motion passed.

Meeting adjourned 7:45 pm.

Respectfully submitted: Danelle Riley 4/29/15
(date)

Title: Assistant Administrator/Administrative Assistant