

Monona County Board of Health

MINUTES

 X Regular Meeting Special Meeting

May 05, 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
Members Present: Kathleen Bonnes, Chair; Eugene Hamman, Vice-Chair; Anne Livermore; Connie King; Dr. Tracy Kahl, Tim Jessen (Tim had to leave after item “X”)
Members Absent: Sheri Joyner
Public Health Staff Present: Kristin Andre, Administrator; Danelle Riley, Assistant Administrator
Others in Attendance: none

- II. **Approval of Agenda for May 05, 2015**
Kathleen Bonnes stated that she would like to make a change to the agenda. She stated that she feels the board should not meet June 16th, but instead wait until the fourth Tuesday of July. Tim Jessen stated that the first Tuesday of the month does not work for him and that he would have to leave tonight’s meeting early.
Ann Livermore made a motion to approve the revised agenda with changes to the next meeting date. Connie King seconded. All in favor. Motion carried.

- III. **Approval of Minutes of March 24, 2015 meeting**
Anne Livermore made a motion to approve minutes of the March 24, 2015 Minutes as written. Kathleen Bonnes seconded. All in favor. Motion carried.

- IV. **Administrator Updates** – Kristin Andre (informational only)
 - a. **Live Healthy Iowa 10-week wellness challenge outcome report**
Kristin reviewed the highlights of the report which was presented. There were 3 companies for Monona County, Burgess Health Center, West Monona School, and Monona County at large; 199 citizens participated with 28 teams; 620 pounds were lost in Monona County during this 10-week challenge. Participant demographics: Just over 77% women, the majority were between the ages of 51-65 years old; 70% met the 150 minutes of activity per week recommended by the CDC. Kristin explained that a reduction in Body Mass Index (BMI) by one point is associated with a savings of \$202.30 in medical and pharmaceutical costs over a one-year time period. The participants reduced their overall BMI by 141.40 points, thus showing a Return on Investment to Monona County of \$24,625.22. There was a discussion of how to keep people active all year. Kristin stated she wants to do a lot more in future years to promote year around activities and Dr. Kahl commented that Live Healthy Iowa has other “challenges” throughout the year that could be promoted locally.
 - b. **Learning for Life Program IFSTAN credentialing peer review** – Kristin reported that we are very excited because our program did extremely well in the final credentialing peer review. The Peer review took place April 21 – 23, 2015 at the Onawa Public Library. The two Peer Reviewers interviewed Community Partners (1st Five, West Central Development Corp, Crawford County Public Health MCH), Program Funders (HMS ECI Board), Learning For Life management staff, families served by the program, Learning For Life Parent Educator staff, Board of Health Members (special thanks to Sheri Joyner, Dr. Tracy Kahl, and Connie King for volunteering). *A few comments from the peer reviewers: The policies and supporting evidence were very well organized; Great strategic plan; Impressed by the knowledge that the Board of Health members had about the program; Policies were well written.* **Outcome:** on the last day of the peer review, the peer reviewers only reported 3 items for MCPH to tweak before we are IFSTAN credentialed. The peer reviewers said they have never had an organization have so few items to fix!

- c. **Kristin Andre attended Iowa Governor's Conference on Public Health** – This annual conference was held on April 14-15 in Cedar Rapids. Kristin attended different sessions containing information on the CHNA-HIP process, Public Health Accreditation Board (PHAB), Tobacco Use Prevention, data sources and usage.
- d. **Andrea Gibson, LFL Quality Supervisor/Parent Educator attended Child Abuse Prevention Conference, Des Moines** –The conference was held April 14-15 in Des Moines. Andrea attended sessions on skills for working with families, strategies for engage community partners, how to work with diverse populations (education levels, income, etc.), techniques for engaging caregivers and supporting them in their parenting role (i.e. grandparents caring for a child during the day), how to intervene in domestic violence situations, identify ways to support children and parents with unique needs.

V. Jackson Recovery Prevention Updates– RoxAnn Smith was not present. She will be contacted by Kristin or Danelle to see what happened and if she would like to reschedule.

- a. Problem gambling prevention report for Monona County

VI. HMS Early Childhood Iowa FY16 Grant Application – Kristin Andre

The grant application to the Harrison, Monona, Shelby (HMS) Early Childhood Iowa Board for funding of the Learning For Life Program was submitted: April 20, 2015.

Dr. Kahl made a motion to approve grant application that was submitted. Anne Livermore seconded. All in favor. Motion carried.

VII. Emergency Preparedness FY16 Grant Application – Kristin Andre

- a. Grant application due date: May 6, 2015 – This grant is for public health and hospitals and it supports the work of our Monona County Emergency Health Care Coalition. Kristin explained public health is the fiscal agent for this combined grant and the application had just been submitted an hour before tonight's meeting so the actual application will be brought to the board for formal approval at the next scheduled board of health meeting as per the process stated in the Delegation of Authority Policy.

VIII. Childhood Lead Poisoning Prevention FY16 Grant Application – Kristin Andre & Danelle Riley

- a. Grant application is due date: May 29, 2015 Monona County Public Health is the fiscal agent for this 5-county grant which includes Harrison, Cass, Crawford, Monona, and Shelby (HCCMS) county public health agencies. This application will also be brought to the board for formal approval at the next scheduled board of health meeting as per the process stated in the Delegation of Authority Policy.
- b. In response to questions from the board members Danelle explained that each of the participating public health agencies in our 5-county group (Harrison, Cass, Crawford, Monona, and Shelby) has a nurse who is assigned as their Lead Poisoning Case Manager. When an elevated blood lead result from a capillary or venous test of greater than or equal to 10 µg/Dl for a child residing in their county is reported to the Lead Poisoning Case Manager they contact the parents/guardians to educate them about how to protect their child from further lead exposure and they coordinate with the child's physician to be sure an appointment has been made for follow-up testing in the appropriate time frame. Additional medical case management actions are taken by the lead poisoning case manager as needed on a case-by-case basis, which may include a visit to the child's home by the Lead Case Manager. A home inspection by the "Lead Inspector" is only conducted when a venous blood lead result is greater than or equal to 20 µg/Dl, or 2 venous results are between 15-19 µg/Dl.

IX. Neighborhood Networking Grant – Kristin Andre

Kristin gave a status update on this community partnership & prevent child abuse grant project that had been discussed at the March 24th meeting.

- a. Make a Meal Night was held April 9th at Magic Depot Day Care Center, Onawa. The families that attended were able to learn about healthy food options and how to use the Iowa State Extension Service website to help them plan simple, low cost, healthy meals for their families. The parents worked together with each other and the public health staff to prepare a quick, healthy meal which they then enjoyed with their children. Child care was provided during the evening by the Magic Depot staff with assistance of Lori Hoch, 1st Five Coordinator and Danelle Riley.

- b. Upcoming event: Stress Reduction Night (May 7th) at the Magic Depot Day Care, Onawa. The board members were encouraged to promote this event within their churches and organizations.

X. Review the Public Health Administrator Performance Evaluation Findings

Danelle Riley read the results of the administrator evaluation that were compiled from the forms completed by the Board of Health Members. In the Competency/Performance Evaluation Areas of Personnel and Policy all seven members responded that she has met the evaluation goals of dealing with personnel and developing and carrying out policies. In each of the other Competency/Performance Evaluation Areas of Programs, Community, and Contracts six members felt the goals were met, while one member felt it was too early in her position to determine, and marked “partially met” for those goals. It was not the same member that chose to mark some goals as partially met in these areas, but rather the responses varied by member. The members shared some very complimentary comments on the completed evaluation forms.

XI. Public Health Administrator 6-Month Wage Increase Proposal– Kristin Andre (action required)

- a. Kristin explained that she has been in this position for six months and during that time she has assumed the activities and responsibilities of both Ken Johnson’s and Laura Oliver’s positions. Kristin chose not to replace Laura’s position but to assume those duties herself because her experience and passion involve health promotional activities such as, health information sharing, community outreach, and working with community partners.
- b. Performance: As reported in the above topic, Kristin received a very good six month performance evaluation from the Board of Health members.

Dr. Tracy Kahl made a motion to approve a salary increase for Kristin Andre to \$49,500 after her 6-month employment anniversary on 5/15/15. Connie King seconded. All in favor. Motion carried.

XII. Financial Reports – Danelle Riley

The March Accounts Receivable/Reconciliation Report was presented to the board.

Anne Livermore made a motion to approve the March financial report. Kathleen Bonnes seconded. All in favor. Motion carried.

XIII. Environmental Health Revised FY16 Budget – Kristin Andre

Kristin presented a copy of the Board of Supervisor Minutes from their March 31, 2015 meeting which show that Kristin did meet with them to further discuss their recommendations on revising the FY16 Environmental/Zoning Budget to include a larger raise for Sandy Bubke than was originally approved by the Board of Health. Those board minutes state “It is the Board of Supervisor’s recommendation to raise the hourly wage to \$15.20 bringing this person up to the base wage of other employees in the courthouse with 5 years of experience.”

Connie King made a motion to approve the hourly wage of \$15.20 per hour for Sandy Bubke starting July 1, 2015. Dr.Tracy Kahl seconded. All in favor. Motion carried.

- XIV. Next Meeting:** The board members agreed that they would like to have the meetings go back the 4th Tuesday of the month and to meet every other month throughout the summer months. The next regular meeting date was set for July 28, 2015 with the following meeting September 22, 2015.

- XV. Adjournment:** Eugene Hamman made a motion to approve adjourning the meeting. Kathleen Bonnes seconded. All in favor. Motion carried. Adjourned 6:40.

Respectfully submitted: *Danelle Riley* 5/18/15
(date)

Title: Assistant Administrator/Administrative Assistant