

Monona County Board of Health

MINUTES

 X Regular Meeting Special Meeting

June 20, 2016

5:30 p.m. – 7:30 p.m.

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

BOH Members Present: Kathleen Bonnes, Chair; Sheri Joyner, Vice-Chair; Connie King, Mary Joan Dougherty

BOH Members Absent: Dr. Tracy Kahl, Jon Wimmer, Jennifer Deen

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

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

- II. **Approval of Agenda for June 20, 2016**
 Connie King made a motion to accept the agenda as presented. Sheri Joyner seconded. All in favor. Motion carried.

- III. **Approval of Minutes of April 18, 2016 meeting**
 Danelle stated that Dr. Kahl was not listed as absent from the April 18, 2016 meeting.
 Sheri Joyner made a motion to accept the Minutes with the addition of Dr. Kahl to the BOH Members Absent line. Mary Joan Dougherty seconded. All in favor. Motion carried.

- IV. **Administrator Updates** – Kristin Schmidt
 Kristin showed the board the Monona County Public Health Facebook page and stated that it has been a great tool for promoting health education including events such as our Family Fun/Safety Day. We use Facebook to reach a younger audience and the newspapers to reach our traditional audience. A big thanks to Sheri Joyner for liking our Facebook posts and for posting on our Facebook page to let everyone know how they can adjust their “notification” settings so they can see our page updates in their newsfeed.

- V. **1st Five Program Update**– Nikki Ahart
 Iowa’s 1st Five Healthy Mental Development Initiative is an Iowa Department of Public Health (IDPH) Program that has been funded by the state legislature since 2006. Nikki Ahart is employed by Crawford County Public Health who holds the 1st Five Contract to provide services in Harrison, Cass, Crawford, Monona, and Shelby Counties (HCCMS). The 1st Five program builds a support system between families, medical practices, and community-based services. The program promotes the use of validated developmental surveillance and screening tools that support healthy mental development for young children by medical providers. When a provider identifies a child with a need for services that the provider can’t provide, a referral is made to 1st Five. The 1st Five care coordinator contacts the family, makes an assessment of the child’s/family’s needs and links them to the appropriate intervention services. The 1st Five coordinator then follows up with the provider as to the progress the patient has made in getting the needed assistance.

 Nikki also provided the board members with an **HCCMS Family Health Services update for June 2016** which provides information on 2016 Services for the 1st Five Healthy Mental Development Initiative, Family Planning Services, Cervical Cancer Screening Project, Community Based Screening Services, Maternal Child Adolescent Health, and Dental Wellness Plan Outreach.

- VI. Neighborhood Networking Grant Update**– Kristin Schmidt
The Family Fun and Safety Day event was June 11th 2016 as a part of the Neighborhood Networking Grant that we received. The goal of the grant is to bring families together to help them build relationships with each other (social support), their children (family bonding), and to provide information about how to get assistance from community resource organizations. The ultimate goal is to decrease child abuse and neglect. There were games for children to play, free face painting and balloon animals making, great prizes including bicycle helmets and car seats, finger printing by the Mapleton police department, car seat safety checks, bicycle safety checks, fire trucks and ambulance tours, and more. It was extremely hot but around 200 people came and we had lots of really great volunteers that day and wonderful donations of food, drinks, and prizes.
- VII. Environmental Health Program Update**– Kristin Schmidt
Sandy Bubke, Environmental Health Manager, applied for the Iowa Cancer Consortium Sunscreen Grant. Out of 39 counties that applied, Monona County’s application was one of those chosen to receive this grant. For our “Safe Fun in the Sun” Sunscreen Campaign we received three (3) large bottles of sunscreen. We have placed one at the Mapleton pool, one at the Onawa pool, and we used one at the Family Fun/Safety Day which will also be placed at the Monona County Fair. Each bottle of sunscreen will have safety information provided near it. We hope to reach about 500 people and we will use social media and questionnaires at the fair to evaluate the success of this campaign. There will be a mid-campaign and a final campaign report required as grant deliverables.
Mary Joan Dougherty made a motion to accept the Iowa Cancer Consortium Sunscreen Grant. Connie King seconded. All in favor. Motion carried.
- VIII. Immunization Program Update** – Kristin Schmidt
2015-2016 School Year Immunization Audit report: As a part of our IDPH Local Public Health Services and Immunization Grants our public health nurse, Jessica Stangel, RN, goes to each school in Monona County and reviews each student’s immunization record to be sure they have had the required immunizations for school entry. Jessica and the school staff team up to send letters to the families of any students that need more immunizations so they will get them to their doctor or to public health for completion. Each of the schools in this county had 94% or more of their students vaccinated with the vaccines that are required by law. Some students have religious exemptions, therefore the schools are not at 100%.
- IX. Learning for Life Program Update**– Kristin Schmidt
- a. Learning for Life (LFL) program report: In addition to developing a new brochure, the Learning for Life Program is currently providing services to 19 families, which includes 32 parents (4 of which have a disability) and 31 children. The majority of these families are high need families (mental illness, low education, substance abuse, low income). A total of 105 home visitation family sessions have been completed year-to-date. Andrea Gibson, LFL Quality Supervisor, deserves a big pat on the back for continuing to grow this program, supervise the other Parent Educator’s in Shelby and Harrison Counties, and taking on Amanda Maynard’s caseload of families as her own while we hire and train a new part-time Parent Educator.
 - b. Update on hiring a new Parent Educator: We have advertised in the newspapers and Facebook for several months and a few qualified applicants have recently applied. The job description, the application, and the LFL brochure are all available on our website; [mononacountypublichealth.org/Career Opportunities](http://mononacountypublichealth.org/Career%20Opportunities) and on our Facebook page.
- X. Childhood Lead Poisoning Prevention Program Update**– Kristin Schmidt & Danelle Riley
FY17 Childhood Lead Poisoning Prevention Program Grant received. Kristin explained that Monona County Public Health is the financial contractor for the IDPH Childhood Lead Poisoning Prevention Program for the same five counties that we partner so closely with for Family Planning, 1st Five, dental services and more which are Harrison, Cass, Crawford, Monona, and Shelby (HCCMS). Danelle stated that one of the public health nurses in each county is the Lead Case Manager and they do the Medical Case Management for any high lead cases in their county. Then Danelle does the financial management, some data management duties in the Healthy Homes/Lead Poisoning Surveillance System (HHLPSS) a database of lead laboratory results

and addresses where lead hazards have been found, and all of the Elevated Blood Lead (EBL) Inspector/Risk Assessor duties that are required in the five counties. In recent years there have been only 0 – 2 new lead inspections required each year, however, the addresses that are already open generally take years of case management before the property owners repair all of the lead hazards so that the property can be deemed “lead safe” and the case can be closed.

Connie King made a motion to accept the Childhood Lead Poisoning Prevention Contract for FY17. Sheri Joyner seconded. All in favor. Motion carried.

XI. Wage Increase Proposals – Kristin Schmidt

Points of discussion - Public Health Administrator:

- Our LFL Supervisor, Andrea Gibson, supervises the 6 Parent Educators in the Harrison-Monona-Shelby LFL Programs per our grant requirements.
- Andrea also carries her own caseload of families and therefore our Iowa Family Support Credentialing Program standards requires that a certified person supervise her work. Currently we contract with Family Inc. in Council Bluffs to provide a qualified supervisor, but the funding for this service is ending June 30, 2016.
- Kristin Schmidt, Public Health Administrator, has taken steps to assume this new position by taking and passing the accelerated University of Iowa ‘Family Support Supervisor Training’ college course this spring in addition to her regular duties as Administrator.
- These additional weekly/monthly duties will significantly add to Kristin’s already full schedule as she will have to make time to formally review Andrea’s case files, periodically attend family home visits with her to evaluate her performance, and attend early childhood trainings and regional meetings as needed.
- Kristin requested a \$3.50 per hour increase to her budgeted annual salary for FY17. This hourly increase is comparable to what was being paid to Family Inc to provide a supervisor for this position.

Mary Joan Dougherty made a motion to increase Kristin’s annual salary by \$3.50 per hour starting July 1, 2016. Sheri Joyner seconded. All in favor. Motion carried.

Points of discussion – LFL Supervisor:

- When the part-time Learning for Life Parent Educator resigned on March 11th, 2016, Andrea willingly took on the duties of that vacant position by becoming the Parent Educator to those families as well as her own family case load. She has continued to professionally lead and grow the program with a positive attitude without letting any of the “balls” drop.
- Andrea continued to attend various community outreach events including the monthly WIC clinic to promote the LFL Program and recruit new families and was a big part of planning and preparation for the Family Fun/Safety Day event.
- She continued to attend continuing education trainings and supervise all of the LFL Parent Educators in Harrison and Shelby. She even attended a specialized Car Seat Safety Certification Training to become the only car seat safety technician in Monona County at this time.
- Kristin proposed a temporary increase for Andrea of \$2 per hour for the 3 ½ months (*March 11th to June 30th*) that she has already been assuming this extra position. This temporary increase will continue until a new Parent Educator is hired.

Connie King made a motion to give Andrea Gibson, LFL Supervisor, a temporary \$2 per hour increase to her approved FY17 budgeted hourly rate making her hourly wage \$23.75 starting July 1, 2016 and continuing for 3 ½ months plus the time period until a new part-time LFL Parent Educator is hired. After that amount of time Andrea’s hourly wage will return to the previously approved FY17 Budget rate of \$21.75 per hour. Kathleen Bonnes seconded. All in favor. Motion carried.

XII. Financial Reports – Danelle Riley (action required)

- a. March 2016 Accounts Receivable and Reconciliation Report**
- b. April 2016 Accounts Receivable and Reconciliation Report**

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

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

XIII. Next Meeting: Next meeting date is Monday, August 15, 2016

XIV. Adjournment

Sheri Joyner made a motion to adjourn, Connie King seconded. All in favor. Motion carried.
Meeting adjourned at 7:40 PM

Respectfully submitted: *Danelle Riley*
Title: Administrative Assistant / Assistant Administrator

7/27/16