

Monona County Board of Health

MINUTES

Regular Meeting Special Meeting

July 22, 2014

5:30 p.m. – 7:00 p.m.

Monona County Courthouse, 610 Iowa Ave., Onawa, IA 51040

- I. **Call to Order and Introductions** – Kathleen Bonnes, Chair called the meeting to order at 5:35 p.m. Roll call of board members followed by introductions of public health staff and others in attendance.

II. **Attendance:**

- **Board Members:** Kathleen Bonnes, Chair; Connie King; Tim Jessen; Anne Livermore
- **Board Members Absent:** Eugene Hamman, Dr. Kahl; Sheri Joyner
- **Public Health Staff:** Danelle Riley, Administrative Assistant/Recorder; Ken Johnson, Administrator; Laura Oliver, PIO-IZ Director
- **Others in Attendance:** Diane K. Anderson, IDPH, Regional Community Health Consultant; Patrick Hart, Administrator, Harrison County Home and Public Health; Diane Foss, HMS ECI Director; Kim Fineran, HCCMS/ Family Services Director;

III. **Review / Approval of May 27, 2014 Minutes:**

Anne Livermore stated that in the Old Business section of the minutes her response to the board chair's request that the members each state their primary area of interest as it relates to public health was misquoted. Her statement was that she wants to see public health make sure that we are meeting the public health needs of the people in Monona County.

Danelle Riley pointed out that there were three additional edits that needed to be made.

- Section III. Review/Approval of January 21, 2014 Minutes the words “to approve” are entered twice
- Section V. HCCMS Report in the first bullet point should read, “the Crawford County Public Health was awarded the 1st Five Grant” not the 1st to Five Grant
- Section VI New Business, New Board of Health Members Conflict of Interest/Confidentiality Statement: the first sentence should read, “Ken explained that there is a new Confidentiality and Conflict of Interest policy being developed...”.

A motion to approve May 27, 2014 meeting minutes with above corrections was made by Tim Jessen and seconded by Anne Livermore. All in favor. Motion carried.

IV. **Public Comments**

1. Diane Foss stated that between Ken, Andrea, the LFL Quality Supervisor, and herself the policies for LFL IFSTAN Accreditation have been completed. She can now move forward with the funding from HMS-ECI for FY15. She reported that a suitable supervisor/mentor for the LFL Quality Supervisor has been found. **Note: This is a requirement of the credentialing process because in addition to her supervisor duties, the LFL QS also provides home visits to her families as a Parent Educator.*

2. BOH Chair commented that she wanted to amend the agenda so that only Diane Anderson presents the information at the meeting. She stated that she talked to Ken several times about having Diane present and have the whole meeting. There was a discussion of whether or not it was necessary to amend the agenda. It was decided it would not be necessary since Diane was planning to present the Agency Leadership Transition Plan.
3. Patrick Hart, Harrison County Home and Public Health Administrator presented a report of the Community Partnerships Tobacco Use Prevention and Control Program with focus on the 4th Quarter, April-June 2014. He provided a report document to the BOH and reviewed the contents. See attached report. Nikki Davis and Jenna Heistand, the Tobacco Project Coordinators traveled throughout Monona County promoting the Quitline Iowa to healthcare organizations, businesses and public sites informing interested parties and leaving materials. They attended the MCCA-ERASE meetings in Onawa and presented information on the state sponsored youth summit and the presentations that had been given to West Monona Middle School students. The report also outlined the “lunchtime Facebook campaign” and other strategies that Jenna Heistand and the ISTEP members promoted at West Monona.

Patrick stated that Harrison County Home and Public Health has held the Tobacco Use Prevention and Control Grant for several counties, including Monona, for quite a few years now, but this year a competitive grant application was sent in by Brent Sauron of the University Nebraska Medical Center, to cover many of the same counties that had been serviced by Harrison County. In light of that and other issues, Patrick said he decided not to apply this year.

- V. Old Business** – Revised Conflict of Interest Statements / review & Signatures. Ken stated he needs to further revise the forms so would like to move this to the next regular meeting. **Tim Jessen made a motion to defer until next meeting, Anne seconded. All ayes. Motion passed.**

VI. Agenda Items:

Finance Presentation: Danelle Riley presented the financial reports for April and May. **Tim made a motion approve financial statements as stand, Connie King seconded. All in favor. Motion approved.**

Strategic Planning Process & Organizational Capacity: Kathy Bonnes handed out the administrator job description and asked the board members to review and bring their questions and comments to the next meeting. Ken Johnson presented some information regarding community partnerships and stressed the importance of those partnerships if Monona County service organizations and the communities located in the county are going to get grant funding in the future. He handed out a packet of information to the members that they can review later and commented that advancement of the trails project and the receipt of the Drug Free Communities Grant, will be critical for Monona County to follow through with during the transition period. He stated that he wants to see a good “hand off” to the new administration.

VII. New Business

Agency Leadership Transition Plan, Diane K Anderson, RCHC

Diane stated that Kathleen had asked her to come and talk to the board about their responsibilities and options for filling the administrator position since Ken has stated his plan to resign. At the time the last administrator left the process was not completed soon

enough and there were several weeks where the BOH Chair had to oversee operations until the replacement was on board. Diane stated there are several options for the local public health service model within a county.

Options:

1. The agency could continue operating as is and post help wanted ads for a new administrator, gather applications, review applications, interview applicants, make an offer and wait for them to accept. Diane explained the “burn out” among public health administrators is very high across Iowa and that large numbers of these professionals are leaving the field.
2. The BOH could dissolve agency and make agreement with the local hospital to do the minimum mandatory public health activities required by Iowa code.
3. The agency could continue as a county department but share an administrator with another public health entity. Keeping two separate agencies with local staff and the administrator splitting time between agencies.
4. The BOH could form a district health department with one or more other counties.

Diane said BOH members need to really know and understand what services the agency currently provides. She said she sees a lot of talk about the strategic plan for Monona County Community Alliance (MCCA) and the county overall but not what the BOH wants Monona County Public Health (MCPH) to look like in this county. What presence do you want in the community? What services do you want to provide in this county? Ultimately the BOH is responsible for the health of the county residents and fiscal accountability of the agency. Diane told the BOH they need to get job descriptions of the staff and talk to other public health agencies to see what their public health agencies are doing. Talk to some county based agencies and some hospital based agencies. O’Brien County Public Health is similar to Monona County Public Health in that they only have one Public Health Nurse and the home care service is a separate agency. Woodbury County’s Siouxland District Health Department, while much larger, provides a lot of the same services MCPH is providing and they are a district health department. MCPH has gotten smaller, only 1 Part Time nurse who doesn’t do much nursing, just a few immunizations and Family Planning. Recently read that Iowa was rated very high in early childhood services and she is glad to see that MCPH is moving forward with the Learning For Life (LFL) Accreditation process. She stated again that the board needs to be fully aware of MCPH services *and* what services are being provided by other entities/service organizations in the county. Diane feels that at this time the people here know that the MCPH staff knows how to connect them to the services they need. Diane said that the BOH Chair was correct in wanting to meet once a month especially in the transition period from one Administrator to another. It would also make for a much better transition if the current administrator had a few weeks to work with new hire.

Diane told the members that there are only three mandatory duties of the local board of health:

- Assure that children have access to immunizations
- Assure that children are immunized
- Provide communicable disease follow-up/surveillance

The board should be aware that when another entity, such as the local hospital, provides public health services the BOH has no say in what services they provide. They just receive reports to monitor how grant monies are spent and that the three mandatory functions are being maintained. There was a discussion of the past fiscal year tax asking. There are some grants to cover costs of public health services but many activities are not reimbursed. Diane

stated that at this time, all grant funders whether it's the Robert Wood Johnson Foundation, Welmark, or the federal government, require documentation of community partnerships for health improvement in order to be qualified to apply and receive the award. Ken pointed out that population based services can improve the revenue of whole county by assisting local organizations to successfully apply for grants for such things as trails, safe routes to school, substance abuse prevention, and many others. Diane told the board that this county really needs to complete some of those types of healthy initiatives to keep younger people and families here to replace our aging population. Some of the others in attendance stated that they really love the trails project and that they have family members who would use it all of the time.

Other New Business: Tim Jessen asked why there was a problem getting the policies for LFL accreditation completed by the deadline. Ken explained that the agency administrative policies had not been updated in many years and 80% of them referred to home care services. He stated he did not want to just write policies on paper that make the credentialing body happy, he wanted to write polices that would actually work and that the staff and the new administrator would be able to use going into the future. Discussion followed. Tim stated that he wants to see the policies and that this board has experience now and doesn't want to just rubber stamp issues. All members agreed.

VIII. Next Meeting Date:

It was decided to meet again in one month. The next meeting date was set as August 26,, 2014 at 5:30. Tim requested that an email be sent to members with date so they get in on their calendars.

IX. A motion to adjourn the board meeting was made by Tim Jessen and seconded by Connie King. All in favor. Motion passed. Meeting adjourned at 7:45 p.m.

Respectfully submitted: Danelle Riley

 8/4/14

Signature

Date

Title: Administrative Assistant