

Monona County Board of Health

MINUTES

 X Regular Meeting Special Meeting

August 15, 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, Jon Wimmer, Dr. Tracy Kahl

BOH Members Absent: Jennifer Deen

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

Others Present: Jennifer Macke, HCCMS I-Smile Coordinator

- I. **Call to Order, Introductions** – Kathleen Bonnes, Chair
- II. **Approval of Agenda for August 15, 2016**
Kristin Schmidt requested that a few additional topics be added to the Administrator Updates.
Connie King made a motion to accept the revised agenda. Sheri Joyner seconded. All in favor. Motion carried.
- III. **Approval of Minutes of June 20, 2016 meeting**
Sheri Joyner made a motion to accept the Minutes as presented. Connie King seconded. All in favor. Motion carried.
- IV. **Administrator Updates** – Kristin Schmidt (informational only)
 - a. **Quitline tobacco prevention program update:**
 - An organization called Health Promotion Strategies holds the tobacco prevention contract for our region so they provide this service to Monona County and we help them promote it and send referrals their way when we have a client or patient that is interested in quitting tobacco use.
 - Our contact provided us with the 2015-2016 Iowa Quitline report that shows how many Quitline referrals that came from Monona. A copy of the report was provided to the board members which shows calls, faxes and website inquires.
 - b. **Kiwanis meeting presentation:**
 - Kristin presented at the Kiwanis meeting on 8-8-2016 to give an overview of the services that Monona County Public and Environmental Health offers to our county.
 - They were very appreciative and said they learned a lot. Kristin also learned that the Kiwanis group is very focused on doing projects that further our youth in the area (i.e. they helped to paint the U.S. map on the cement playground at the West Monona Elementary school, they provided school supplies to students that couldn't afford them, they continuously volunteer at local athletic events, etc.)
 - Kristin reported that she also gave them a brief overview of our CHNA & HIP process, the high need priority items (1)child abuse/neglect, 2)heart disease, 3)physical inactivity, 4)poverty) that the county identified through this process and what our goals/strategies are over the next 5-years. Kristin asked that when they consider future projects they keep these priority items in mind and keep her updated on projects.
 - c. **School registration events:**
 - Jessica Stangel, Andrea Gibson and Kristin Schmidt attended the West Monona, Maple Valley Anthon Oto and Whiting school registration events recently.
 - Kristin reported that at these events, we are reaching out to:
 1. Parents that may have kids aged prenatal up to kindergarten to promote our Learning for Life Program.
 2. Parents that may need to check their child's vaccination or lead testing records, as these are both a requirement for kindergarten entry.

- d. **Soldier community event update:** Sunday September 25th from noon – 2:00 p.m. Soldier is holding a community event with food, games, and music to celebrate recent upgrades to their community park. Our public health Learning for Life Program staff will be at the event offering car seat safety checks and information on public health programs and services.
- e. **Herbs in the Hills Festival:** Sunday, September 25th 1-5:00 p.m. at Peter’s Park, Rodney. There will be games, food demonstrations and half hour herb centered instructional sessions, music, “make and take” items. This event is sponsored by Monona County Extension Service. They partnered with public health and other local service organizations to bring this event to the community. Danelle Riley will be attending for public health and promoting healthy eating by using the ISU Extension website with nutrition information and serving costs, showing food demonstration videos, giving out a food sample, and providing information on lead poisoning prevention and annual flu vaccines.
- f. **Onawa fall festival:** Friday, September 9th through Sunday, September 11th. The city of Onawa is holding a fall weekend festival to raise money to build a park by the old central elementary school building in Onawa. There will be a movie in the park, a pancake breakfast, pie eating contest, fireworks, live music, food vendors, etc.
- g. **Board of Health member resignation:** Jennifer Deen and her family are moving to South Dakota and she will no longer be able to be on our Board of Health. Kristin stated that at the next regular board meeting the agenda will include the topic of remaining a seven member board or moving back to five members.

V. I-Smile Program Update – Jennifer Macke, HCCMS I-Smile Coordinator

Jennifer let the board know that for many years the city of Onawa had been adding fluoridation to the city drinking water but had recently stopped that practice. Some board members commented that they read the minutes of the Onawa City Council meetings and had not seen anything in there about stopping water fluoridation. Dr. Kahl stated that she thought the board of health should respond with a formal letter from themselves and our local physicians and dentists. All in attendance agreed to have Kristin Schmidt write this letter and to put it on the next board of health meeting agenda for review and approval.

VI. Local Public Health Services Grant – Kristin Schmidt

The agency reapplied for and received this grant for another year. We currently use this grant for:

- a. Tracking and investigating infectious disease cases
- b. Board of Health activities
- c. Health education to the community
- d. K-12 school immunization audits for all students
- e. Collaborating with other community partners on events (i.e. addiction trainings)
- f. CHNA & HIP development and activities

Dr. Kahl made a motion to accept the FY17 Local Public Health Services Contract. Kathleen Bonnes seconded. All in favor. Motion carried.

VII. Public Health Emergency Preparedness Program Update – Kristin Schmidt

The agency reapplied for and received the Public Health Emergency Preparedness Program grant for another year. This is one of our emergency preparedness grants. Burgess Health Center also gets a portion of these funds. With this grant funding, we are working with other healthcare and response organizations in the county to develop plans on how we would care for the county citizens in the case of a public health outbreak (mumps, smallpox, ebola, etc.). This contract outlines our planning deliverables for this year.

Mary Joan Dougherty made a motion to accept the FY17 Public Health Emergency Preparedness Contract. Connie King seconded. All in favor. Motion carried.

VIII. Nursing Program Update – Kristin Schmidt

We began the West Monona School Nursing Contract last school year. This is the updated annual agreement. When the school nurse is sick, on vacation, or at a scheduled training, Jessica Stangel, Public Health Nurse, covers the crucial school health needs (insulin injections, catheter service). Jessica is usually only there for an hour or less when she covers for the school nurse. This partnership worked well and we receive \$45 / hour for

this service. If Jessica has other hot public health items going on, she would just let the school know she couldn't help that day and the school would have the parent come that day instead.

Connie King made a motion to continue the West Monona School Nurse contract for another school year. Sheri Joyner seconded. All in favor. Motion carried.

IX. Environmental Health Program Update – Kristin Schmidt

Sandy Bubke, Environmental Health and Kristin reapplied for and received the **Grants to Counties** grant contract for another year. This grant is used for:

- a. Training and supplies
- b. Community education
- c. Private well water testing
- d. Well and cistern plugging
- e. Septic system inspections

Dr. Kahl made a motion to accept the Grants to Counties Contract. Mary Joan Dougherty seconded. All in favor. Motion carried.

X. Learning for Life Program Update – Kristin Schmidt

a. **Supervision of the HMS Learning for Life Quality Supervisor.** Andrea supervises the 6 Parent Educators in HMS per our grant requirements and she is a Parent Educator to her own caseload of families. Our Iowa Family Support Credentialing standards require that a person supervise Andrea. We had previously contracted with Family Inc in Council Bluffs for this service, however the grant funding we had used to pay for this ended June 30, 2016. At our last meeting it was decided to increase her hourly wage by \$3.50/hour to compensate for the increased work load of taking on these additional duties. The county Board of Supervisors did not approve the increase in Kristin's salary and the discussion was tabled for the time being. Kristin approached the Public Health Administrators in Harrison and Shelby counties to see if we could pool our dollars together to continue to contract with Family Inc. Since there wasn't enough dollars to do this in all of our budgets, it was decided to go to 'plan B' in which we would all divide the supervision services up and each of the three administrator would assume a portion of this part-time job to supervise Andrea.

b. **Learning for Life Parent Educator open position update**

- In mid-July Andrea Gibson and Kristin Schmidt went through interviews. They planned on offering the job to one applicant, but she ended up taking a job closer to her home.
- At the 6-20-2016 board of health meeting, the board members voted to give Andrea a temporary \$2 / hour increase until we get a new Parent Educator hired. When Kristin met with the Board of Supervisors to have them approve the wage increase form for Andrea's increase, the Board of Supervisors did not approve the temporary increase in Andrea's salary and the discussion was tabled for the time being. Kristin then met with the Board of Supervisors again and brought information regarding the governing authority of the Board of Supervisors versus the Board of Health. The governing authority states that the Board of Supervisors have the authority to approve public health's annual budget, but once that annual budget is set for the year, it's the Board of Health's governing authority to approve any expenditures, wage increases or program changes throughout the year. The Board of Supervisors said that this governing authority document was helpful to them and they went ahead and approved Andrea's temporary wage increase form.

c. **Early Childhood Iowa Learning for Life Grant Contract.** This is the primary funding source for our Learning For Life Program. It is the second year of a two-year grant and the contract outlines the deliverables required.

Connie King made a motion to accept the Early Childhood Iowa Contract.. Dr. Kahl seconded. All in favor. Motion carried.

d. **Neighborhood Networking Grant report for the Family Fun and Safety Day.** This is the final grant deliverable for this grant. The report showcases the organizations involved, attendance numbers, fun pictures from the event, and the pre/post press releases.

XI. Financial Reports – Danelle Riley

- a. Write off FY15 Accounts Receivable amounts not collected. Danelle explained that, in our budget process, when a fiscal year ends the agency is expected to collect any accounts receivable funds by the end of the next fiscal year. At the end of that time the Board of Health is to write off the remaining uncollected balances. On June 30, 2016 there was an uncollected balance from FY15 in the amount of \$7,262.08.

Dr. Kahl made a motion to write off the FY15 uncollected balance of \$7,262.08. Connie King seconded. All in favor. Motion carried.

- b. May 2016 Accounts Receivable and Reconciliation Report

- c. June 2016 Accounts Receivable and Reconciliation Report

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

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

XII. Next Meeting: Proposed next meeting date is Monday, October 17, 2016.

XIII. Mary Joan Dougherty made a motion to adjourn. Dr. Kahl seconded. All in favor. Motion carried. Meeting adjourned at 7:53 p.m.

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

10/10/16