

Monona County Board of Health

MINUTES

Regular Meeting Special Meeting

August 26, 2014

5:30 p.m. – 7:30 p.m.

Onawa Public Library, 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; Eugene Hamman, Vice Chair; Dr. Tracy Kahl; Anne Livermore; Tim Jessen (arrived 5:40) Connie King (arrived 5:40)
 - **Board Members Absent:** Sheri Joyner
 - **Public Health Staff:** Laura Oliver, Interim Administrator; Danelle Riley, Administrative Assistant; Sandy Bubke, Environmental Health Specialist
 - **Others in Attendance:** Diane K. Anderson, IDPH, Regional Community Health Consultant; Kim Fineran, HCCMS/ Family Services Director
- III. Review and approval of agenda.** Anne Livermore made a motion to accept the agenda as it is, Eugene Hamman seconded. All in favor. Motion passed.
- IV. Review / Approval of August 4, 2014 Minutes:** Danelle said that Sandy Bubke had sent an email pointing out 3 minor errors in typing. It read “Page 2, first sentence should read funded instead of funding; page 2 4th paragraph should be as instead of ash; page 5 e) should be a clinic instead of an clinic.” Anne Livermore made a motion to approve August 4, 2014 meeting minutes with corrections, Eugene Hamman seconded. All in favor. Motion carried.
- V. New Business:**
- HCCMS Family Health Services Quarterly Report – Kim Fineran, HCCMS Director**
- Kim handed out copies of the FFY2014 3rd Quarter Report and stated that Marty Bornhoft has accepted the position of Child Care Nurse Consultant (CCNC) which was vacated when Lori Hoch took the position of 1st Five Coordinator. He will be completing the Healthy Childcare Iowa Training through the Iowa Department of Public Health, and he will become a trainer for Child Care Resource & Referral so he can help the childcare providers keep up their ratings. For FY13-14 Lori Hoch had 14 childcare providers in Monona County that had active partnership agreements with her, she made 59 provider visits, and provided 30 plus hours of training to childcare providers in Harrison, Monona, and Shelby areas.
- The 1st Five Program is gaining momentum, many physician clinics in Harrison, Cass, Crawford and Shelby counties have either signed contracts to provide surveillance, screenings, and referrals, or are in the process. Lori Hoch, 1st Five Coordinator, has met with Teresa Butler and Jamie Brummond of Burgess Family Clinics, they voiced some interest and discussed having an

integration team come and work with them, but now has not heard back from them in quite a while. Lori met with Jennifer Moore and Kyla Collison of Family Medicine Clinic and they are discussing what trainings they may need and how to get things moving at their clinic.

Early Childhood Iowa Pre-school Oral Health Program provided 136 oral health screenings and 127 varnishes at pre-schools in Monona County and 56 children at WIC Clinics received screenings while 51 received varnishes. The School-based Sealant program is moving forward and has three hygienists hired.

EPSDT program provided services to 208 families in Monona County last year and 71 hours of billable care coordination. Kim stated that they were awarded the Children at Home Program from Department of Human Services (DHS) for families with children with disabilities in Harrison and Crawford Counties. She has no idea if more funds will be available in the future so that more counties can offer that service to their residents.

VI. Old Business

1. **Revised Conflict Of Interest Statement:** This is part of the Accountability and Transparency/ Conflict of Interest Policy written by Ken Johnson. Diane Anderson pointed out that Policy statement number 4 refers to Iowa Administrative Code Chapters 77 and 78, however Chapter 78 has been deleted by the legislature so that reference should be removed.
2. **Governance Policy:** Upon review of this policy Diane pointed out several areas that need revised. **After some discussion, Anne Livermore made a motion to table both of these policies, revise them, and bring them back to the next regular meeting. Connie King seconded. All in favor. Motion passed.**
3. **Discussion of Population Health – Dr. Kahl:** Dr. Kahl said she thinks that public health in Monona County is at a crossroads and there is not necessarily a right way or a wrong way to go as far as transitioning public health to the hospital or hiring a new administrator. She feels it will take hiring a new director to help them make those decisions. This community is unique with approximately 50% of the patients she sees enrolled in either Medicare or Medicaid. She feels that the hospital goals would be different than the board of health goals for the county and that this is an opportunity to hire the right director to help the Board of Health move forward so that they can decide as a board if they are meeting our responsibilities.
4. **Hiring Discussion - Committee Nominations:** Discussion of hiring process including screening of applicants by a committee of three board members. **Connie King made a motion to appoint Kathleen Bonnes, Eugene Hamman, and Dr. Kahl to the review committee for hiring. Tim Jessen seconded. All in favor. Motion passed.**
5. **Salary to offer new administrator:** Discussion of what the previous administrator started at and what he was earning when he resigned. Diane referred to a survey of area administrator salaries from about three years ago and it was decided that the salary level is in the accepted range for a county this size. Dr. Kahl asked if this was an hourly position or salaried. Diane stated that this is a salaried position. There was a discussion of whether to start at a lower salary, with a 90 day review, 6 month review, then an increase if warranted. Discussion of the salary range depending on qualifications and experience of person hired. **Dr. Kahl made a motion to offer a salary range of \$43,000 to \$48,000 with no 6 month incentive, but with a cost of living increase at July 1, 2015. Anne Livermore seconded. All in favor. Motion passed.**

6. Salary to offer Interim Administrator. Discussion of whether current Interim Administrator should receive compensation for being responsible for the agency while the board of health goes through the hiring process. Kathleen stated that if Laura was given a \$1.00 an hour raise it would be an increase of \$2080 dollars a year, it would bring her to \$17.90 per hour and if they decided to pay that position 80% of what is being offered to the new administrator then the hourly rate would be higher. Discussion of Laura's and Danelle's increased duties and responsibilities in the agency since the long time public health nurses have resigned and acknowledgement by the board members that they are the ones who will teach the new administrator how public health functions. The board discussed the pros and cons of giving them raises now and allowing them to remain at that level after a new administrator is hired or moving them back to their current wages. **Connie King made a motion to offer Laura a permanent salary increase of \$1.00 per hour, bringing her to \$17.90 per hour based on 40 hours per week starting September 1, 2014. Kathleen Bonnes seconded. In favor: Hamman, Kahl, King, Livermore, Bonnes. Opposed: Jessen. Motion passed on majority vote.**

7. Appoint person in charge when Interim Administrator is not available.

Connie King made a motion to make Danelle Riley in charge when the interim administrator is not available and give her a permanent raise of \$.50 per hour, bringing her to \$17.40 per hour based on 40 hours per week starting September 1, 2014. Anne Livermore seconded. In favor: Hamman, Kahl, King, Livermore, Bonnes. Opposed: Jessen. Motion passed on majority vote.

8. Financial Reports – Danelle Riley, Administrative Assistant

The FY13 & FY14 Summary of Services/Charges/Payments was distributed to the board members. Danelle explained that this shows the monthly claims/billings sent to the various grants or funding sources for program specific funding. She explained the reasons for the FY13 remaining balances for the various programs and told the board that the state auditors give us one year after the fiscal year closes to collect the funds. After the close of the next fiscal year, the auditors expect the balances to be written off. If any of these "written off" amounts are paid after the write off has been documented in the board of health minutes, they will show up as "adjusted" revenue in the accounts receivable reports. The June 30, 2014 Accounts Receivable Report was presented to the board. The FY14 Revenue collected and deposited with the Monona County Treasurer was \$188,554.53, 108.8% of the projected revenue. The FY14 Expenses were \$371,919.12, 97.74% of approved projected expenses. The Accounts Receivable balance on June 30, 2014 was \$62,480.37 with \$12,011.92 from FY13 and \$50,468.45 from FY14. Danelle explained why some grants show an unpaid balance. Kim Fineran stated that the HCCMS Programs, MH/CH/FP, are sub-contracted to Monona County and the other partner counties and they are paid according to the amount of unduplicated clients served. This is the most fair way to reimburse each agency since the nurses from each of the four counties that do this work have different salaries and put in different amounts of time completing the required work. The total expenses are billed so a comprehensive Medicaid cost report can be completed from those statistics. Diane stated that almost all grants for public health services expect the agency to contribute in-kind expenses. **Connie King made a motion that the accounts receivable for FY13 be written off in the amount of \$12,011.92. Kathleen Bonnes seconded. All in favor. Motion passed.**

VII. Next Meeting: The date of the next regular meeting will be Tuesday, September 23, 5:30 p.m. at the Onawa Public Library. The board will plan to conduct interviews with the applicants screened by the Nominating Committee.

VIII. Tim Jessen made a motion to adjourn the meeting. Kathleen Bonnes seconded. All in favor. Motion passed. Meeting adjourned at 7:55 p.m.

Respectfully submitted:

Danelle Riley

9/17/14

Signature

Date

Title:

Administrative Assistant