

Monona County Board of Health

MINUTES

Regular Meeting Special Meeting

September 24, 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 5:30 p.m. Roll call of board members followed by introductions of public health staff and others in attendance.
- II. Attendance:**
- **Board Members:** Anne Livermore; Tim Jessen; Dr. Tracy Kahl; Eugene Hamman, Vice Chair; Sheri Joyner; Connie King; Kathleen Bonnes, Chair
 - **Board Members Absent:** N/A
 - **Public Health Staff:** Danelle Riley, Administrative Assistant; Laura Oliver, Interim Administrator, entered meeting just after roll call);
 - **Others in Attendance:** Kristin Andre; Nathan Stewart; also Terry Stecker who entered meeting for interview only
- III. Review and approval of agenda.** Tim Jessen made a motion to accept the agenda as it is, Anne Livermore seconded. All in favor. Motion passed.
- IV. Review / Approval of August 4, 2014 Minutes.** Anne Livermore made a motion to approve August 26 2014 meeting minutes, Sheri Joyner seconded. All in favor. Motion carried.
- V. Old Business**
1. **Conduct Interviews or Administrator applicants, discussion of qualifications.**
The applicants have requested closed session interviews. **Connie King made a motion to enter in closed session to conduct interviews and discuss qualifications of administrator applicants. Ann Livermore seconded. Connie King, aye; Kathleen Bonnes, aye; Ann Livermore, aye; Tim Jessen, aye; Dr. Tracy Kahl, aye; Eugene Hamman, aye; Sheri Joyner, aye. All ayes, motion passed.** Visitors were directed out of the room by Laura Oliver. Applicants were ushered in to meeting room for their interview and then ushered out before the next interview began. The board members discussed the individual qualifications of each applicant after all three interviews were completed. **Eugene Hamman made a motion to enter into open session. Tim Jessen seconded. Connie King, aye; Kathleen Bonnes, aye; Ann Livermore, aye; Tim Jessen, aye; Dr. Tracy Kahl, aye; Eugene Hamman, aye; Sheri Joyner, aye. All ayes, motion passed.**

2. **Eugene Hamman made a motion to offer the position of public health administrator to Kristin Andre at starting salary of \$45,000 per year. Dr. Tracy Kahl seconded. All ayes, motion passed.**
3. **Title of person in charge in the absence of the administrator.** Laura explained that when she was appointed to be in charge in the absence of the administrator she was not given the title of Assistant Administrator even though historically that title had been used for the person with that responsibility. **Connie King made a motion that the title used for the person in charge in the absence of the Administrator shall be Assistant Administrator. Eugene Hamman seconded. All ayes, motion passed.**
4. **Salary increase for Danelle Riley.** Tim Jessen explained that because the agenda for the last meeting did not state that they would be considering a salary increase for the person in charge when the Interim Administrator is not available the Board of Supervisors did not approve the salary increase for Danelle. A discussion of the Iowa Code Chapter 21.5, Open Meetings Rule ensued and a copy of the code was provided to all of the members. **Connie King made a motion to give Danelle Riley a permanent raise of \$.50 per hour retroactive to September 1, 2014. Kathleen Bonnes seconded. In favor: Livermore, Kahl, Hamman, Joyner, King, Bonnes. Opposed: Jessen. Motion passed on majority vote.**
5. **Accountability and Transparency policy, Revised Conflict of Interest Policy, and Governance Policy.** The board members had read the policies prior to the meeting. Laura stated that after Diane Anderson, IDPH, Regional Community Health Consultant expressed concerns with the policies, she has been very busy editing the 20 administrative policies that had been revised by Ken before he left. **Dr. Tracy Kahl made a motion to approve the Accountability and Transparency Policy, the Conflict of Interest Policy, and the Governance Policy. Connie King seconded. All ayes, motion passed.** Laura reviewed the revised Conflict of Interest policy and led a discussion regarding possible conflicts for present board members. Each of the members completed and signed the Accountability and Transparency Acknowledgement Statements and the Conflict of Interest Statements and turned them in to Laura to be kept as a permanent record at the public health agency. The Board of Health Chair and the Interim Administrator signed the Governance Policy.
6. **Financial Reports** – Danelle Riley told the board that there is no monthly financial report for this meeting because IDPH has changed the electronic billing system that they use and it is taking longer to prepare the billing documents required for each grant than they had anticipated so she has not been able to submit any claims to IDPH for most of the grants that we hold. The board had reviewed the FY14 End of Year Board of Health Financial Report prior to the meeting. Kathleen asked some questions about the mileage expenses. Danelle explained the two different Vehicle/Mileage Expense lines on the Disbursement of Expenses Report and how the agency pays for mileage.

VI. Next Meeting: After some discussion it was decided to meet on the next regular meeting date of

October 28, 2014, 5:30 p.m. at the Onawa Public Library even though the new administrator may not be able to start until early November.

VII. Eugene Hamman made a motion to adjourn the meeting. Kathleen Bonnes seconded. All in favor. Motion passed. Meeting adjourned at 7:35 p.m.

Respectfully submitted:

Danelle Riley

10/28/14

Signature

Date

Title:

Administrative Assistant