

MITCHELL COUNTY BOARD OF HEALTH
MEETING MINUTES
JUNE 23, 2011

The Mitchell County Board of Health met on June 23, 2011 at 12:00 noon in the conference room of the St. Ansgar City Hall, St. Ansgar, Iowa. Board members present were: David Bechtum, Roberta Howard, Bob Marreel, Kelly Ross, and Kim Barker. Others present were LaVonne Wolf, RN, Administrator of MCHHC/PH, Heidi Feekes, Recording Secretary, and Betty McCarthy. President, Roberta Howard called the meeting to order at 12:00 noon.

AGENDA

The following items were added to the agenda:

1. Administrator Wage Review
2. Jaci Miller, IDPH
3. Review of case management position
4. HCA status
5. Personnel and Office files

The motion was made by Bob Marreel and seconded by David Bechtum to approve the agenda with the added items. Motion carried.

BOARD OF HEALTH

1. KIM BARKER was introduced to the other BOH members and was officially welcomed as a member of the Mitchell County Board of Health.

2. The minutes of the May BOH meeting were reviewed. The motion was made by David Bechtum and seconded by Bob Marreel to approve the minutes. Motion carried. MITCHELL COUNTY HOME HEALTH CARE/PUBLIC HEALTH

1. The agency FACEBOOK page is now up and running. They have had several hits of "like us" status. LaVonne stated that she uses the page to talk about upcoming clinics and JEL activities. She and Laura Huisman are the only two that can post on the site for the agency.

2. Budget – Revenues are @ 1.5% above and Expenses are @ 6% below budget.
3. and 4. The June expense sheet was reviewed. On the sheet were several PHEP expenses (that were approved by the board earlier). The motion was made by Roberta Howard and seconded by Bob Marreel to pay the expenses. Motion carried.

5. A Region 2 Local Public Health Wage Survey was reviewed by the BOH members. This is a 16 county survey. The motion was made by Kelly Ross and seconded by Roberta Howard to set up a committee to research wages for the agency employees and report to the BOH when it is time to work on the FY2013 budget. Motion carried. Kim Barker and David Bechtum agreed to be on this committee.

6. LaVonne explained that being a member of the Iowa Alliance In-Home Care Association would be helpful and have useful information for the agency. She could have access on how to use proper coding and the training for it. Membership fees are based on the agency revenues and our cost would be \$980.00 for a year. The motion was made by Bob Marreel and seconded by Kim Barker to try the membership for a year. Motion carried.

7. LaVonne would like to attend a one day seminar on organizational skills, shortcuts, and stress management in relationship to her job that will be held in Mason City. It was the consensus of the BOH for her to attend.

FYI – A monthly newsletter put out by the agency was reviewed with favorable comments by the BOH members.

8. POLICY REVIEW

- A. BOARD OF HEALTH BY-LAW POLICY – this was tabled.
- B. ADVISORY COMMITTEE BY-LAW POLICY – this was tabled.
- C. HIRING POLICY – this was changed to read under the heading of PROCEDURE – “The Board of Health will follow all state and federal laws when filling a job vacancy”. The rest of that section deleted. This was done on the suggestion of the County Attorney, Mark Walk.

D. FACE TO FACE ENCOUNTER POLICY – no changes as presented

E. ADVANCED BENEFICIARY NOTICE POLICY - typos were corrected

F. CLIENT ADVANCED DIRECTIVES POLICY – no changes as presented

G. SERVICE AREA POLICY - acronyms to be spelled out

H. MILEAGE POLICY – omit the dollar amount under PROCEDURE

The motion was made by Kelly Ross and seconded by David Bechtum to approve all of the policies as they were presented and with the corrections made. Motion carried. Added agenda items.

1. Case Management Position – LaVonne has an applicant (Jule Larson) that she would like to offer the job to. This is a 20 hour position.

2. HCA status – the other aides have picked up the hours made available from an employee retirement. There have been some issues of employees asking for time off on short notice and wanting to switch hours. LaVonne is going to write a policy regarding these issues about giving timely notice, finding your own replacement, and in general your commitment to the job.

3. Jaci Miller has resigned from the Iowa Department of Health. Our state consultant will be Berdette Ogden until the hiring freeze is off and a replacement for Jaci be found.

4. LaVonne stated that the office files and personnel files are in need of organizing and making sure the proper documentation is included in them. She stated that she is hoping an interim student in the field could help with this. If this does not happen, both Roberta Howard and Kim Barker agreed to come to the office and work with the files.

5. Administrator Wage review – LaVonne stated that she would rather be paid hourly rather than a salary. It was determined that her hourly wage would be \$26.56/per hour and overtime be used with comp time. The motion was made by David Bechtum and seconded by Kim Barker to pay LaVonne an hourly wage beginning this fiscal year, to be reviewed in three months. Motion carried. Bob Marreel abstained from voting.

The next BOH meeting will be on July 21, 2011 at 12:00 noon in the conference room of the County Services Building, Osage, Iowa.

Kim Barker made the motion to adjourn, seconded by Bob Marreel. Motion carried. Meeting adjourned at 1:15 p.m.



Heidi Feekes, Recording Secretary

David Bechtum, Board Secretary