

MITCHELL COUNTY BOARD OF HEALTH
MEETING MINUTES
JANUARY 20, 2011

The Mitchell County Board of Health met on January 20, 2011 at 12:00 noon in the conference room of the St. Ansgar City Hall, St. Ansgar, Iowa. Board members present were David Bechtum, Bob Marreel, Roberta Howard, Dr. Kelly Ross, and Penney Morse. Also present were Deb Freeman, Administrator MCHHC/PH, Mark Ross, Sanitarian, Jaci Miller, IDPH, LaVonne Wolf, RN, MCHHC/PH, and Heidi Feekes, Recording Secretary. President David Bechtum called the meeting to order at 12:00 noon.

AGENDA

The following were added to the agenda: Donna Marreel recognized for 30 years of service to the agency; conflict of interest form to be signed by board members; a handout Addendum (under #2 Assessment –Report of plan to improve internal workings and personnel management of agency) is to be discussed at the end of meeting, and a report on Waiver Services to Medicaid. The motion was made by Bob Marreel and seconded by Roberta Howard to approve the amended agenda. Motion carried.

BOARD OF HEALTH

The Board reviewed the minutes of the December 23, 2010, and January 6, 2011 BOH meetings. The motion was made by Bob Marreel and seconded by David Bechtum to approve the minutes. Motion carried.

Election of officers: The motion was made by Roberta Howard and seconded by David Bechtum to elect the following officers of the BOH: Roberta Howard- President, Dr. Kelly Ross-Vice President, and David Bechtum- Secretary. Motion carried.

The conflict of interest form was passed around and signed by the BOH members.

MITCHELL COUNTY HOME HEALTH CARE/PUBLIC HEALTH ASSESSMENT

1. A handout on the Financial Committee recommendations was reviewed by the BOH members. Two items spoken about were the 2% pay raise (or minimum of .25 cents/hour) for the 2012 Budget and the increase of mileage to .45cents . The motion was made by Kelly Ross and seconded by Bob Marreel to approve the recommendations for the 2012 budget, subject to the BOS approval. Motion carried. There will be no finalization on the recommendations until there is confirmation from the BOS.
2. A handout on Setting Up Social Media Accounts for Non-Profits was reviewed and discussed by the BOH. No action was taken on setting up a social media account and tabled until the next meeting—after more research can be done.
3. FYI-a handout on Military Family Leave was reviewed.

POLICY

8 policies in a packet were reviewed:

- A. Billing Procedure – change- private insurance shall be billed 45 days following services rather than 30 days.
- B. No Fee Service – no change

- C. Fiscal Management Philosophy – no change
- D. Credit Balance Report – no change
- E. Charge of Accounts – change- should be named Chart of Accounts
- F. Depreciation – change – omit list in two categories
- G. Bad Debts – change – change dollar amount from \$500.00 to \$100.00. The motion was made by David Bechtum and seconded by Kelly Ross to change the dollar amount in the policy. Motion carried.
- H. Accounting System – no change

The motion was made by Bob Marreel and seconded by Roberta Howard to approve the packet of unchanged and amended policies. Motion carried.

Infection Control Policy – is a new policy. After the policy was reviewed the motion was made by Penney Morse and seconded by Roberta Howard to approve the policy. Motion carried.

ASSURANCE

1. There was discussion on the purchase of a pull behind trailer for the generator. Deb said she would check to see if Bio-E Grant money would cover the cost of this. The purchase of the trailer was tabled until more information on purchasing dollars is checked into.
2. Budget: Revenues are at 56%; Expenses are at 50.51%
3. Monthly Expenses: monthly expenses were reviewed. The price for a trailer and plywood was listed on the expenses. The motion was made by Bob Marreel and seconded by Roberta Howard to approve the paying of the expenses excluding the trailer and plywood. Motion carried.
4. FYI – BOS Budget meeting January 7, 2011 – FY12 numbers: Revenue \$799,644.00; Expenses \$944, 177.00 with increase to .45 cents/mile for mileage.
5. The BOH members approved the recommendation for mileage increase by email vote as of January 7, 2011.

SANITARIAN

Mark Ross reported that his budget is at 45% for expenses and 60% for revenues at this time. He informed the BOH that he has completed 75% of his inspections for tanning salons, tattoo parlors, pools, and funeral parlors. He has sent out water sampling notices to private well owners.

ASSESSMENT – item #2 – Report of plan to improve internal workings and personnel management of agency. Administrator Freeman was asked by Roberta Howard if she had developed a plan to improve the workings of the agency and if the plan was presented to all of her staff. Freeman stated she had not done so, but produced a page listing ideas. Reviewing the handout, Marreel asked Freeman if she considered resigning. She replied "no." Marreel made the motion for termination. Seconded by Howard. Morse asked for discussion. Marreel stated the discussion was during the January 6th meeting and decisions were to be delayed until the January 20th meeting giving Freeman time to implement her plan and present it to the entire staff. Motion carried, 4 yes, with Morse voting no. Motion by Marreel for termination of Nancy Milbrandt. Seconded by David Bechtum. Motion carried.

BOH members returned to the County Services Building to observe removal of personal items.

The next BOH meeting will be on February 24, 2011 at 12:00 noon in the conference room of the County Services Building, Osage, Iowa.

The meeting adjourned at 1:00 P.M.

President, Roberta Howard, reopened the meeting at 1:05 p.m. LaVonne Wolf, RN who attended the meeting was asked if she would be willing to fill in as interim Administrator for the agency until a replacement for Deb can be found. She stated that she would be willing to do so with the help of the BOH. The motion was made by Bob Marreel and seconded by David Bechtum to appoint LaVonne Wolf as interim Administrator for MCHHC/PH. Motion carried.

Recording Secretary, Heidi Feekes

Board Secretary, David Bechtum