

MITCHELL COUNTY BOARD OF HEALTH  
MEETING MINUTES  
FEBRUARY 24, 2011

The Mitchell County Board of Health met on February 24, 2011, at 12:00 noon in the conference room of the Mitchell County Services Building, Osage, Iowa. Board members present were: Roberta Howard, David Bechtum, Bob Marreel, and Dr. Kelly Ross. Others present were: LaVonne Wolf, RN, interim administrator of MCHHC/PH, Heidi Feekes, recording secretary, Taylor Evenson, Peggy Funk, Lisa Koppin, Jim Cross, 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. trailer for the generator  
2. flu vaccine 3. homecare aide staff hours 4. potential new BOH member

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

There were no public comments.

BOARD OF HEALTH

The minutes of the January 20, 2011 BOH meeting and the addendum meeting were reviewed by the BOH. The motion was made by Bob Marreel and seconded by David Bechtum to approve the minutes. Motion carried.

Lisa Koppin of NICA0 presented a progress report on their programs in Mitchell County in the areas of maternal health, family planning, child health, and WIC. She passed out handouts with stats of the programs in the county. Peggy Funk gave a presentation on the I-Smile dental program she is involved with. There are new school requirements that she is working with in implementing this program. She will again do the school audits, which the BOH approved for her to do.

MITCHELL COUNTY HOME HEALTH CARE/PUBLIC HEALTH

1. Agency Review: LaVonne Wolf, as interim administrator reported that things are going very well with the agency. The staff are very content. The scheduling is going much better and there seems to be 100% improvement in this area. They are getting referrals and they are being taken care of. She handed out the finished annual report to the BOH members to review.

2. Administrator replacement: no action has been taken on this as of yet. Bob Marreel volunteered to help LaVonne in writing an ad for the position, as they must comply with state regulations when hiring an administrator. They would like Mark Walk to see the ad before it is published. A handout on the Registered Nurse Administrator Job Description was reviewed by the BOH members. This information would be useful when discussing steps for hiring a new administrator. When ready for publication the ad would run in local newspapers and on the Iowa Job Force site.

3. Budget: Revenues at 63%, Expenses at 58%, at 59% of the budget year. A copy of the budget amendments FY11 was given to the BOH members to review.

4. Monthly expenses were reviewed. There was discussion of purchasing a trailer for the generator. LaVonne was going to check to see if there would be money available from one part of the Bio-E Grant money for this trailer. The motion was made by David Bechtum and seconded by Bob Marreel to approve the expenses. Before voting an addendum was made to the motion to allow up to \$400.00 to spend for a plywood base and trailer for transporting the generator (even if there is no Bio-E money available) . Motion carried.

5. The new SFS based on Federal poverty guidelines was reviewed by the BOH.

6. LaVonne explained the handouts on the RN caseloads and HCA visits.

7. The BOH reviewed the letter of resignation from Kelli Duren. The motion was made by Bob Marreel and seconded by David Bechtum to accept the resignation. Motion carried. It was noted that Kelli would help PRN if needed. When discussing the RN position the BOH members were in agreement that the position be advertised as a full time position. The RN job application was in the packet of information for the BOH members to review.

A. RN JOB DESCRIPTION POLICY: the policy was reviewed by the BOH and a couple of typos were corrected and words added for clarification. The motion was made by Kelly Ross and seconded by Bob Marreel to approve the amended policy. Motion carried.

B. HIRING POLICY: typos were corrected

C. STAFF ORIENTATION POLICY was reviewed. The motion was made by David Bechtum and seconded by Bob Marreel to approve the corrected HIRING POLICY and the STAFF ORIENTATION POLICY. Motion carried.

D. The CLOTHING/DRESS CODE POLICY was reviewed. Several changes were talked about and approving this policy was tabled until the March BOH meeting.

8. Social Marketing was once again discussed. LaVonne stated that it would be best to start out slowly in this area, She suggested that FACEBOOK would be a good start in this area of marketing. She stated that Laura Huisman would be very good to be the go-to person in the agency. She will write up a policy on this for the BOH's approval.

9. 2012 Budget update: 2% or a minimum for .25 cent raise was approved for employees.

10. Emergency Preparedness Grant—Laura, Deb and LaVonne are in the process of writing a plan for this. This Grant money is used for purchasing improved equipment for clinic sites, or for helping provide mobile clinic sites.

11. A. After reviewing the materials presented it was the concensus of the BOH to continue using postage stamps rather than purchasing a postage machine.

B. Server update – after discussion it was decided to table taking any action on this until the March meeting after more information can be obtained.

12. Health Improvement Fund- there is a need to purchase a bed for a client. The motion was made by Bob Marreel and seconded by Roberta to approve this purchase. Motion carried.

13. Dr. Ross will give the name of a potential new BOH member to Bob Marreel.

14. Flu vaccine: LaVonne is able to purchase prefilled viles of flu vaccine at a lower cost if she changes companies. The motion was made by David Bechtum and seconded

by Bob Marreel to order from the new company with the savings cost and more convenient and safer means for administering the vaccines. Motion carried.

15. Homecare aide staff hours: LaVonne stated that some aides would like more hours and some would like less—she is going to have a meeting with them to talk over how to work out the aides getting the number of hours that would work best for them.

The next BOH meeting will be on March 24, 2011 in the conference room of the St. Ansgar City Hall, St. Ansgar, Iowa.

The meeting adjourned at 1:30 p.m.

Heidi Feekes, Recording Secretary

David Bechtum, Board Secretary