

## MITCHELL COUNTY BOARD OF HEALTH

### MEETING MINUTES

MARCH 24, 2011

The Mitchell County Board of Health met on March 24, 2011 at 12:00 noon in the conference room of St. Ansgar City Hall, St. Ansgar, Iowa. Board members present were Dr. Kelly Ross, David Bechtum, Bob Marreel, and Roberta Howard. Also present were LaVonne Wolf, RN, interim administrator of MCHHC/PH, Mark Ross, Sanitarian, Heidi Feekes, recording secretary, Betty McCarthy, Leanna and Don Hendrickson, and David Namanny, Press News. President Roberta Howard called the meeting to order 12:00 noon.

#### AGENDA

Added to the agenda were the following: electronic funds transfer form, purchase of a trailer, and update on the server. The motion was made by Bob Marreel and seconded by David Bechtum to approve the amended agenda. Motion carried. The electronic funds transfer form was signed by President, Roberta Howard.

Public Comments: Betty McCarthy questioned the board why the minutes of each BOH meeting were not available following the meeting, as it is in some cases of other boards. It was explained that the BOH does not approve the meeting minutes until the following meeting, and that it does not make sense to hand out minutes that have not been approved.

#### BOARD OF HEALTH

The minutes of the February BOH meeting were reviewed by the board. The motion was made by David Bechtum and seconded by Kelly Ross to approve the minutes. Motion carried.

Name Clearing Hearing-Deb Freeman: President Roberta Howard reported that neither Deb Freeman nor her attorney would be able to attend the meeting. She stated that a statement from Deb would be sent to the Board's attorney from Deb's attorney for presentation at this meeting. At the time of this meeting a statement had not yet been received. No further action was taken at this time.

#### MITCHELL COUNTY HOME HEALTH CARE/PUBLIC HEALTH

1. FYI-the agency budget was approved (as submitted) by the BOS. It was noted that there will be 2% or minimum of 25 cent raise for employees.
2. Revenues are at 69%
3. Expenses are at 65%
4. The monthly expense sheet was reviewed. The motion was made by Bob Marreel and seconded by David Bechtum to approve the expenses. Motion carried. The purchase of a trailer for the generator was tabled until next month. The server is fine for now and is still being worked on.
5. The Budget for the year is at 66.58%
6. Policy Review

- a. DRESS CODE POLICY: added to this policy was a paragraph about what employees shall not wear, and explained the wearing of jeans on payday Friday. The motion was made by Kelly Ross and seconded by Bob Marreel to approve the amended policy. Motion carried. It was suggested that the employees wear name tags to identify themselves.
  - b. SOCIAL MEDIA POLICY: this newly written policy was reviewed by the BOH. The motion was made by Roberta Howard and seconded by David Bechtum to approve this new policy. Motion carried. Laura Huisman will be the employee who will work the most with the media networking. It was suggested that after a few months of its implementation that she reports to the BOH how this is working for the agency.
7. 3 Peas in a Pod is a no cost training for home care aides that will give the aide 5 hours of the 12 hours of education that is required yearly. The agency will send their aides to this training.
  8. LaVonne reported that there were 5 applications for the RN position that is available at the agency. It has helped that the position was changed from part-time to full time. One application was received by the BOH for the agency director position – that was LaVonne Wolf.
  9. LaVonne Wolf handed out the Annual Agency Review for the BOH to review.

## SANITATION

Mark Ross reported that he will have a booth with radon kits at the Home Show to be held at the CRC Event Center this weekend. There have been reports of water in basements in Carpenter. He does not believe that this has any connection to the recent work that was done up there. If individuals want to check further into the cause, and if it is from the company that did the work the company will take care of the problem at their cost. Mark's evaluation results were reviewed by the board. All comments were favorable of Mark and the job he is doing.

The next BOH meeting will be on April 27<sup>th</sup>, 2011 at 12:00 noon in the conference room of the County Services Building, Osage, Iowa.

The motion was made by Bob Marreel and seconded by David Bechtum to adjourn the meeting. Motion carried.

Heidi Feekes, Recording Secretary

David Bechtum, Board Secretary