

MITCHELL COUNTY BOARD OF HEALTH
MEETING MINUTES
MAY 19, 2011

The Mitchell County Board of Health met on May 19, 2011 at 12:00 noon in the conference room of the County Services Building. Osage, Iowa. Board members present were David Bechtum, Roberta Howard, Dr. Kelly Ross, and Bob Marreel. Also present were LaVonne Wolf, RN, interim administrator of MCHHC/PH, Mark Ross, Sanitarian, Heidi Feekes, recording secretary, Laura Huisman, Betty McCarthy, and Jim Cross, Press News. President, Roberta Howard called the meeting to order at 12:00 noon.

AGENDA

Added to the agenda was discussing the directorship of the agency. The motion was made by Bob Marreel and seconded by David Bechtum to approve the amended agenda. Motion carried.

BOARD OF HEALTH

The minutes of the March 24 BOH meeting were reviewed. Two typo corrections were made and the date of the next meeting was corrected. The motion was made by Bob Marreel and seconded by Roberta Howard to approve the corrected minutes. Motion carried.

The minutes of the April 7 BOH meeting were reviewed. It was noted that a signature was needed by the recording secretary of the meeting. David Bechtum then signed the minutes. The motion was made by Dr. Ross and seconded by Roberta Howard to approve the minutes. Motion carried.

MITCHELL COUNTY HOME HEALTH CARE/PUBLIC HEALTH

1. Laura Huisman reported that the letter she had written to the MC SAC Coalition members about attendance and reports on the Tobacco Prevention Grant had been received. She stated that the Tobacco Coalition meeting on May 5th went well and Jim Cross gave many helpful suggestions for a plan of action. The Tobacco Prevention Grant has been sent to the state and she is waiting for approval. The grant dollar amount is for about \$10,800 when awarded. The Coalition plans to meet quarterly.
2. The RN position has been filled. Cheryl Huebner, St. Ansgar, started work on May 16. She is going through orientation, and has made home visits with LaVonne.
3. HCA status – Linda Owen has retired. The 10 hours she worked need to be picked by the other aides. One aide is willing to pick up all the hours and add to her existing hours if she could get medical insurance. LaVonne is going to check what the minimum requirements are in order to get medical insurance.
4. No ad will be made for another HCA position at this time.
5. The budget reports from March and April were reviewed. The revenues are at 83% and the expenses are at 79%. The monthly expense sheets from March and April were reviewed. The motion was made by Dave Bechtum and seconded by Bob Marreel to pay the expenses from these two months. Motion carried.

6. The Local Public Health Services Contract Grant for 2012 has been submitted to the state and is for \$42,000.00 to be used for skilled nursing, homecare aides, home maker services and the local BOH expenses.

7. A Region 2 Public Health Benefit and Wage Survey of 2010 was reviewed by the BOH members. It was the agreement of the board that the report needed clarification before discussing wages and salary scales. The FY 2012 Salary Scale of the agency was also reviewed. No action will be taken on wages until there is more clarification on the norm for wages of administrator, nurses, and aides. It was also suggested that when the time comes that a committee be set up to work on a salary scale.

8. Mileage rates were discussed. LaVonne stated that fiscal year mileage is over 100,000 miles. The motion was made by Dr. Ross and seconded by David Bechtum to increase the mileage rate to 51 cents/mile. Motion carried. This is in accordance with the county rate.

9. PHER – Public Health Emergency Response Funds - \$19,918.00 is available if all of the money can be spent on needed projects. An action plan to spend this money has been submitted to the State and has been approved. LaVonne explained that the money would be used for sandwich signs for clinics, infection control kits to be distributed at the County Fair, upgrades on two laptop computers, updating all 15 computers in the office with the same Windows programs, and a smart board. These funds need to be spent by July 1. The motion was made by Roberta Howard and seconded by Bob Marreel to approve the spending of these funds as requested. Motion carried.

PHEP- Public Health Preparedness Program Funds are received quarterly by submitting progress reports on handling problems and making improvements. Five drills have to be executed also to obtain the funds. The funds awarded are \$4765.00

10. Policy Reviews were tabled until another meeting.

11. Directorship of the agency – The motion was made by Roberta Howard and seconded by David Bechtum to offer the position of administrator to LaVonne Wolf. LaVonne agreed to the position, but had concerns about the Case Management work she is doing along with being administrator. After discussion the BOH members gave LaVonne permission to look for an employee to work part-time to fill the Case Management position. The funding for the Case Management position supports itself.

SANITARIAN

Mark reported that there has been a big demand for Radon kits, and OMU wishes to purchase a large number of kits to give to their customers. He stated that he is working on the Septic Pump Program and has to do inspections of septic pump trucks.

He suggested that if LaVonne has extra PHER funds that they could look into purchasing a certified machine that measures radon in various buildings.

The next BOH meeting will be held on June 23, 2011 at 12:00 noon in the conference room of the St. Ansgar City Hall, St. Ansgar, Iowa.

The motion to adjourn the meeting was made by Bob Marreel and seconded by David Bechtum. Motion carried. The meeting adjourned at 1:15 p.m.



Heidi Feekes, Recording Secretary



David Bechtum, Board Secretary