Board of Health Minutes

April 12th, 2017

Board Approved

The Board of Health met for the regular scheduled meeting on Wednesday, April 12th, 2017 at 4:00 P.M. This being the time and place as legally posted, the meeting was called to order by the Board Chair Terry Jacobsen with the following board members present: by Vice-Chair Trevor Moore, Secretary Jo Callison, Dr. Benjamin Hicks and Marvin McCann. Also present was member of the Board of Supervisor, Larry Keller. Others present included Public Health Administrator and Nurse Mackenzie Hickenbottom, Regional Community Health Consultant Dawn Mouw, Interim Director for Environmental Health Greg Kent, and Public Health Administrative Assistant Tiffany Oswald.

1. Meeting called to order at 4:00
2. Public Comments- Mouw discussed Roberts Rule of Order and orientation offered to any board members if interested.
3. At 4:04 motion to approve the agenda was made by McCann and was seconded by Callison.

Ayes: Jacobsen, Moore, Callison and McCann

Nayes: None

Absent: Hicks

Motion passed

1. Consideration of past minutes- At 4:05 Hicks joins quorum. At 4:06 Moore motioned to approve past minutes, seconded by McCann.

Ayes: Jacobsen, Moore, Callison, Hicks, and McCann

Nayes: None

Absent: None

Motion passed

1. Reports
   1. At 4:06 Kent took the floor to discuss summary report for Environmental Health, (see attached). At 4:23 Hickenbottom discussed Public Health’s summary report, (see attached).
   2. At 4:33 Hickenbottom shared and discussed with the board, a new way of doing claims with quick books.
2. Old Business

*Environmental Health and Public Health*

* 1. At 4:35 Hickenbottom took the floor discussing 28E’s agreement. Ringgold and Decatur have both signed the agreements.

1. New Business

*A.* At 4:41 Hickenbottom took the floor discussing JC’s position. After more discussion with the board Moore motioned to have Hickenbottom decide how many hours JC is needed in each department and that the time spent as a homemaker she be paid $11.50 an hour and to use her 8 to 10 hours a week for the grant, seconded by Callison.

Ayes: Jacobsen, Moore, Callison, and Hicks

Nayes: McCann

Absent: None

Motion passed

*B.* At 5:18 Hickenbottom took the floor discussing the Homemaker financials. She shared with the board that she did not change any fees, just updated the poverty level by the federal poverty guidelines. Motion to approve Homemaker financials was made by McCann, seconded by Moore.

Ayes: Jacobsen, Moore, Callison, Hicks, and McCann

Nayes: None

Absent:None

Motion passed

C. At 5:19 Hickenbottom discussed Grants to County Application FY18. She asked for the board to approve her to be the authorized signature for the BOH. Callison motioned that Hickenbottom be the approval official of the Grants to County Application FY18, seconded by McCann.

Ayes: Jacobsen, Moore, Callison, Hicks, and McCann

Nayes: None

Absent:None

Motion passed

D. At 5:20 Hickenbottom took the floor discussing EH payment policy. The policy states, Payment is due at the time services are rendered. Payment for Environmental Health services can be paid before services are done or at the time of the services. The procedure states, 1. Services must be scheduled with at least 24 hours notice. Staff will work to schedule the service within that business week (revision made below). 2. If there is another entity involved with service, those will need to be paid separate according to payment policy. 3. Payments can be made prior to or at the time of service. 4. No billing for services will be allowed. At 5:22 Moore motioned to approve with revision to number 1. “Service within that business week,” to 5 business days and $30 return check fee added to policy and procedure, seconded by Hicks.

Ayes: Jacobsen, Moore, Callison, Hicks, and McCann

Nayes: None

Absent:None

Motion passed

E. At 5:23 Hickenbottom took the floor discussing a possible policy and procedure of claims with the board. More discussion was made on how to present claims to the board for approval.

At 5:26 Moore took the floor discussing how he would like to see the departments be fully funded.

At 5:28 discussion was made between the board on the possible new BOH member.

1. At 5:30 Moore motioned to adjourn meeting, seconded by Callison.

Respectfully Submitted by Tiffany Oswald, Administrative Assistant

Approved by Clarke County Board of Health on: 05/10/2017

**Environmental Health Report MARCH 2017**

**Septic Permits Issued:**

**KNO 0097 B Kelso (Clarke)**

**MAD 0015 Cactus Farms (Clarke)**

**LIB 0142 S Sereg (Clarke)**

**EDE 0060 R Moore (Decatur)**

**CEN 0120 G Smith (Decatur)**

**GRA 0029 T Whittom (Decatur)**

**WOO 0038 J Benge (Decatur)**

**NBU 0014 D Hostetler (Decatur)**

**GAR 0050 M Coffey (Decatur)**

**DEC 0056 C Christensen (Decatur)**

**BEN 0028 E Hensley (Ringgold)**

**Septic Inspections**:

**WAR 0123 C Devore (Clarke) 2**

**KNO 0097 B Kelso (Clarke) 2**

**EDE 0060 B Drake (Decatur) 3**

**CEN 0120 G Smith (Decatur) 2**

**WOO 0038 J Benge (Decatur) 2**

**Well Plugging’s:**

**GRE 0015 R Name (Clarke) 1**

**CEN 0121 Jr Jennings (Decatur) 2**

**RIC 0040 City of Grand River (Decatur) 1**

**FAY 0078 D Henson (Decatur) 1**

**CLI 0044 Ruby Hull (Ringgold) 2**

**Well Permits:**

**UNI 0066 Denton Holmes (Ringgold)**

**Complaints:**

**Kevin Dorland West Lake Site Septic: (Clarke) DNR lawyers**

**Kevin Dorland Jamison site: sewer (Clarke) demolition: rehooked sewer illegally**

**Carlisle site septic Shannon City (Ringgold) in Court now**

**Stan Stickler /Brian Langfitt (Clarke) property cleanup. In probate court.**

**Karen Baker /Septic & Dog kennels (Ringgold) DNR and BOH**

**Casey’s Leon complaint of roaches (resolved)**

**Septic Demolitions:**

**Time of Transfers, done by Greg:**

**GRE 0072 Brad Douglas (Clarke)**

**Grants to County (All three counties)**: $79,590 Used **$40,605.16 (51%)** Balance **$38,984.84** through end of 3rd Quarter FYE 17

**Water Tests: 0**

**Dog/Animal Bites:**

**1 reported in Clarke County- dog was destroyed and couldn’t find the body. No other info from clinic.**

**Nuisances Reported:**

**Bedbug infestation in elderly person’s apartment and 2 other units. Resolved with owners and pest control.**

**Septic Systems Problem Sites**

Eisenhower Road Sewer Project in need of attaching to city sewer calendar year 2016

**Trigg’s Property Mount Ayer Needs hooked to city sewer expired binding agreement/ In Attorneys hands now**

M&M Ag still needing hooked to city sewer expired binding agreement (October)

**Carlisle site septic Shannon City (Ringgold) in Court now Settling with Ringgold County de-annexing from city. Agreeing to install new system. (UPDATED Info)**

Kevin Dorland, Jamison site: Gave all info to county attorney, no update yet.

**Classes/Training:**

**Service Contracts:** **Lonny Teston (Decatur) Turned over to County Attorney**

**NEW ADDRESS AND PHONE NUMBER: 144 W. Jefferson, 641-223-8299**



**Clarke County Public Health Summary Report**

**April 2017**

Employees:

**Homemaking:**

Keri Barton (32 hours per week) resigned from position effective April 27th

Melissa Kistler is cutting hours to 36 hours per week from 40 hours

Ella Stevens was PRN and has resigned for another position

Grants:

**EMS**: April Claim: 641.66 Remaining funds: $1164.19.

**LPHS**: April claim: 868.34 Remaining funds: 0

**CFY**: April claim. $ 921.22 remaining funds: $12,519.28

**Nutrition**: April Claim: $155.06 remaining: $3,409.96

**Emergency Preparedness**: April Claim: $306.26 remaining funds: $16802.35

**Immunization**: April claim: $1,858.41 Remaining funds: 0

**Bike Share:** Working on set up of these and system. Getting a quote for concrete to place it on the courtyard. System can be ran through app on phone. Need to set fees soon for use! Received an estimate on laying concrete to put bikes down.

Homemaker clients: 34

Health Education: Will be doing BCBH one April 17th-May 2nd.

Maternal/Child Health: Going well. No problems.

Child Care Nursing Consultant (CCNC): working on getting three more counties! Reapplied for FY18 funding already!

Miscellaneous:

Applying for an Iowa Cancer consortium grant, up to $25,000

EH is completely moved over to PH building. Got a new phone number for them too. Have been trying to spread the word that their number changed.

Stephanie got a grant for our Child Abuse council and they held two healthy snack classes for families in Clarke County. Included flyers for this!

Trainings:

Mackenzie and Stephanie and going to Public Health Conference the 11th & 12th of April

Mackenzie has Region 4 meeting in Atlantic April 20th.