Board of Health Minutes

May 10th, 2017

Board Approved

The Board of Health met for the regular scheduled meeting on Wednesday, May 10th, 2017 at 4:00 P.M. This being the time and place as legally posted, the meeting was called to order by Vice-Chair Trevor Moore, with the following board members present: Board Chair Terry Jacobsen, Secretary Jo Callison, Dr. Benjamin Hicks and Elisabeth Reynoldson. Also present was Domestic Abuse Specialist, Peggy Kost. Others present included Public Health Administrator and Nurse Mackenzie Hickenbottom, Interim Director for Environmental Health Greg Kent, and Public Health Administrative Assistant Tiffany Oswald.

1. Meeting called to order at 4:01
2. Public Comments- None
3. Motion to approve the agenda was made by Callison and was seconded by Moore.

Ayes: Moore, Callison, and Reynoldson

Nayes: None

Absent: Hicks and Jacobsen

Motion passed

1. Consideration of past minutes- At 4:02 Callison motioned to approve past minutes, seconded by Moore.

Ayes: Moore and Callison

Nayes: None

Abstain: Reynoldson

Absent: Hicks and Jacobsen

Motion passed

1. Reports
   1. At 4:02 Kent took the floor to discuss summary report for Environmental Health, (see attached). At 4:03 Hicks joins quorum. At 4:06 Jacobsen joins quorum.
   2. At 4:22 Peggy Kost took the floor discussing Domestic abuse and Sexual assault. She shared with the Board the services the Crisis Intervention Advocacy Center provides.
   3. At 4:32 Hickenbottom discussed Public Health’s summary report, (see attached).
   4. At 4:41 Hickenbottom took the floor discussing a new way to turn in claims. She shared with the Board how Public Health and Environmental Health has started using Quick Books for their claims.
2. Old Business

*Environmental Health and Public Health*

* 1. At 4:48 Hickenbottom and Kent discussed Environmental Health fees for Clarke, Decatur, and Ringgold. At 4:59 Callison motioned to approve the 2017 fee structure (see attached) for Decatur and Ringgold County, seconded by Moore. See attached for the 2017 Decatur and Ringgold fee schedule.

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

Nayes: None

Absent: None

Motion passed

* 1. More discussion was made on Clarke County Environmental Health fees. At 5:09 Jacobsen made a motion to only change the septic permit fee to $300 including 2 trips plus anything over 2 trips time and mileage and to keep everything else on the fee structure for 2017 for Clarke County the same, seconded by Hicks. See attached for the 2017 Clarke County fee schedule.

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

Nayes: None

Absent:None

Motion passed

* 1. At 5:11 Hickenbottom discussed the approval of claim policies. At 5:14 Callison made a motion to approve both claim policies, seconded by Moore.

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

Nayes: None

Absent: None

Motion passed

1. New Business
2. At 5:16 Hickenbottom took the floor to review the FY18 budget with the Board of Health.
3. At 5:27 Hickenbottom shared with the board that the meeting scheduled for June 14th that Oswald and herself would be at an Immunization Summit. The board agreed on setting up an orientation for the Board of Health members on that date.

1. At 5:29 Moore motioned to adjourn meeting, seconded by Reynoldson.

Respectfully Submitted by Tiffany Oswald, Administrative Assistant

Approved by Clarke County Board of Health on: 07/19/2017

**Environmental Health Report April 2017**

**Septic Permits Issued:**

**OSC 0437 Faith Fellowship Church (Clarke)**

**OSC 0435 Jay Sparks (Clarke)**

**TRO 0008 B Martin (Clarke)**

**FRE 0012 Bob Siefkas (Clarke)**

**LCR 0057 B Winddust (Decatur)**

**HAM 0056 J Moller (Decatur)**

**GRA 0029 T Lillenthal (Decatur)**

**BLO 0031 L Kelley (Decatur)**

**JEF 0035 D Thummel (Ringgold)**

**RIL 0013 Dennis Liberty (Ringgold)**

**Septic Inspections**:

**MAD 0015 Cactus Farms (1)**

**Well Plugging’s:**

**FRE 0007 Clarke County Secondary Roads (1well)**

**MON 0035 Lyle Andersen Ringgold (2wells)**

**RIC 0052 Joe Klejth Ringgold (1 well)**

**LCR 0058 M Brown Decatur (1well)**

**LIB 0015 Tim Howsby Clarke (1 well)**

**Well Permits: 0**

**Complaints:**

**Kevin Dorland Jamison site: sewer (Clarke) demolition: rehooked sewer illegally) Court 5-13-17 See what outcome will be.**

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

**Carlisle site septic Shannon City (Ringgold) Trying to negotiate settlement out of court**

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

**Septic Demolitions:**

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

**FRA 0048 Adam Lyons (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:**

**Nuisances Reported:**

**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 Service contract obtained**

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



**Clarke County Public Health Summary Report**

**May 2017**

Employees:

**Homemaking:**

Jessica Conley has started working 8 hours per week as Homemaker, going well. Janice Brown, HMK supervisor has also started working a couple half days per week as needed.

Grants:

**EMS**: May Claim: 765.14 Spending remaining $400 on first aid kits for sheriff deputies vehicles. Should be getting those this month and can bill out in June billing. Has to refund Hospital and Murray Fire Department. Was submitting claims, but wasn’t receiving funds. After multiple communication with IDPH, they found that their contract was not correct so they made an amendment, I signed it and all claims were finally approved 5/1/17.

**LPHS**: All funds spent this fiscal year, approved for FY18: amount unknown at this time.

**CFY**: May claim. $456.93 Remaining funds: $12062.40 Fiscal agent for this grant is out on Maternity leave so we haven’t received our last 4 months of claims. She should be returning this month!

**Nutrition**: May Claim: $ 399.56 remaining: $3010.40

**Emergency Preparedness**: May Claim: $4503.81 remaining funds: $ 12,298.54

**Immunization**: All funds spent for this fiscal year, approved for FY18: $10,810.00

**Bike Share:**

Homemaker clients: 34

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

Maternal/Child Health: Going well. No problems. Donna doing through preschools in Clarke & Decatur and doing ISmile (checking teeth and doing fluoride treatments)

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

Miscellaneous:

Trainings:

Stephanie attended Healthy Iowa State Conference on 5/2/2017 and is attending HPV conference on 5/16/17

Jessica, Mackenzie & Stephanie went to EH nuisance, pool and tanning training May 4th

Mackenzie & Donna will be going to Listening Training in Iowa City 5/11/17

Advanced Epidemiologist training in our office 5/12/17 @1 pm.

Public Health is working with Clarke County Hospital to start a Healthy Clarke County Challenge.

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|  | **RINGGOLD /DECATUR** |  |
| **ENVIRONMENTAL HEALTH - FEES AS OF JULY 1, 2017** | | |
|  | *All fees are non-refundable and permits are non-transferable* |  |
|  | **SANITARIAN - PERMITS & INSPECTIONS** | **$$** |
| 1 | **Septic Installation Permit by Registered Contractor-** 2 trips | **400.00** |
| 1 | **Septic Installation Permit by Homeowner -** 3 trips | **500.00** |
| 1 | **Septic & Home Demolition Permit** | **250.00** |
| 1 | **Septic Repair Permit** | **200.00** |
| 1 | **Time of Transfer Inspection -**(including surrounding counties) | **300.00** |
| 1 | **Drain Pipe Septic Camera -** (including surrounding counties) | **275.00** |
| 1 | **Site documentation for Time of Transfer inspection** | **25.00** |
|  | *If request is for drawing only, we can scan and email for no charge* |  |
| 1 | **Well Drilling Permit** | **200.00** |
| 3 | **Tanning Bed, Tattoo & Swimming Pool/Spa Facilities** | **Varies** |
| 1 | **Septic Contractor Registration** | **50.00** |
| 1 | **Past Due Service Contracts 30+ days** | **50/Month** |
|  | **MISCELLANEOUS ITEMS** |  |
|  |  |  |
| 6 | Mileage rate per mile (0.06 below Federal rate) | **0.475** |
| 7 | Staff hourly rate (minimum of one hour) | **50.00** |
|  |  |  |
| 8 | Dye strips | **2.00** |
|  |  |  |
| 4 | Administering test for owners/managers of tanning facility | **25.00** |
|  |  |  |
| 8 | Bentonite (50 lb. bag) | **11.00** |
|  |  |  |
| 8 | Radon test kits (picked up at office)- Each | **10.00** |
| 8 | Radon test kits (mailed out)- Each | **11.00** |
|  |  |  |
| 8 | standard black & white copy | **0.50** |
| 8 | color copy 8 1/2 x 11 | **1.00** |
| 8 | 8 1/2 x 11 color copy off GIS map (larger ones - refer to Assessor's office for fee) | **2.00** |
| 8 | Returned check fee | **30.00** |
|  | **EXPLANATION OF CODES** |  |
| 1 | Set by Board of Health. |  |
| 3 | Set by State. |  |
| 4 | Set by E.H. Director, using State's allowances |  |
| 6 | Set by Board of Supervisors |  |
| 7 | Set by E.H. Director, for any time spent on other various activities. Covers wages, withholdings,insurance & M & A. | |
| 8 | Set by E.H. Director, based off of our cost. |  |
|  |  |  |
|  | ALL CHECKS PAYABLE TO CLARKE COUNTY \*\*\* |  |

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| --- | --- | --- |
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|  |  |  |
|  | All checks payable to Clarke County |  |