



# HARRISON COUNTY Board of Health

*Dawn Fichter, Chair; Christy Jackson, Vice Chair  
Dr. Nathaniel Alvis, Michael Raine,  
Amy Sherer, Bill Hutcheson, Melanie Freund  
Kristi Rife, Recording Secretary*

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## Harrison County Board of Health Meeting Minutes September 11, 2018

**BOARD OF HEALTH MEETING CALLED TO ORDER AT 6:43 PM BY CHRISTY JACKSON, CHAIR.**

**ROLL CALL: BOARD MEMBERS:** Dawn Fichter, Bill Hutcheson, Amy Sherer and Christy Jackson. Dr. Nathaniel Alvis, Michael Raine, and Melanie Freund, absent.

**EMPLOYEES:** Brad Brake, Denise Dobbs, Mandy Pitt, Linda Stueve, and Kathy Baer.

**BOH LIAISON:** John Straight

**APPROVAL OF JULY 10, 2018 AGENDA:** Motion made by Amy Sherer to approve the agenda. Seconded by Bill Hutcheson – all ayes – motion carried.

**APPROVAL OF SEPTEMBER 11, 2018 MINUTES:** Motion made by Amy Sherer to approve the July 10, 2018 minutes as presented. Seconded by Dawn Fichter – all ayes – motion carried.

**GUESTS:** Paul Lane, a resident of Missouri Valley and client of Harrison County Homemakers with some concerns about the pay rate of the CNAs. He is very happy with the services he receives. He has a problem that the starting wage for Blair CNAs is \$15 per hour and Longview is paying \$13 per hour. The starting pay for Homemakers is \$11.00.

Christy asks if there has been a market analysis done. Two years ago there was one done and all staff was given a \$2.00 per hour. Kathy stated the pay range for a CNA is \$11.44 - \$22.70.

Is it appropriate to do another market analysis? Kathy's concern is that she just got the computer software approved so the extra money is not in the budget for extra salaries. Doing a market analysis isn't committing to doing it, it's just letting us know where we are at. It would have to go to the Board of Supervisors before anything else could happen anyway.

Amy questioned if many leave due to salary? Kathy states that some do yes but it doesn't seem like it is the biggest issue alone. Some of them it is just not for them.

It may not compare to the nursing homes but the comparison is very different. Many come to Homemakers from nursing homes for better hours and holidays off.

Paul states even McDonalds is a beginning rate of \$11.00 per hour and we are asking more from our CNAs than McDonalds.

Bill Hutcheson made a motion to move forward with a market analysis. Dawn Fichter seconded. – all ayes – motion carried.

### **HOMEMAKER REPORT:**

Kathy lost 2 employees but did hire one back. She is very pleased with her performance. She is part time but may move her to full time. She came to Homemakers due to better hours and benefits.

(In the market analysis we need to make sure to calculate out what the benefits paid out are as well to get a look at the true compensation package.)

She is looking for one other part time person. It is ok right now but pretty loaded. Not to the point of turning away clients. Linda goes out to work if needed. Admissions haven't really gone down. It has stayed level.

Software – (Handout) shows what they have accomplished with Healthcare First. Tomorrow they get to go more in detail. Have sent in billing and clients to be put in. They will get two more weeks of training and then plan to go live Oct 15. Staff are a little nervous but mostly they are positive.

The ipads are set up and ready to go. Kathy is not sure about letting the staff take the ipads home or not. Kathy is working on a policy for the computers and ipads.

Dawn questioned if Kathy does an exit interview when employees leave. Curious if that data would be helpful in the future. Kathy said no she does not. Many do not actually turn in notice. They just quit showing up. That may be a reason to not allow staff to take ipads home. What if they do not return the equipment. Can we put in the policy something like staff does not get their last check until all company property has been turned in. That is something to discuss with Doug & Jennifer to be sure we are covered and wording it properly.

Christy does not feel Doug has to do the market analysis. Kathy can do that rather than spending county dollars. Kathy can get the benefits info from the courthouse staff.

## **HOME AND PUBLIC HEALTH REPORT:**

On behalf of the Board welcome Brad Brake the new Home & Public Health Administrator.

FY 18-19 Expenses/Income Reports are presented for BOH discussion. Budget info not recorded due to absence of business manager.

Epidemiological Surveillance presented by Denise Dobbs. Since our July Meeting we have investigated 4 salmonella cases, 3 West Nile cases, and 2 Cholera cases. The cholera cases were 1 positive lab and 1 contact with symptoms. This was probably a false positive. The Salmonella cases were unrelated to each other but 1 was linked to an outbreak in Nebraska. The 3 West Nile cases were investigated but it was difficult to assess where the bites occurred and may have been outside of Harrison County when contracted. 1 exposure of immune suppressed child to measles and chickenpox virus. There was a consumer advisory issued for Ozark County Sorghum. Possible methemoglobinemia associated with this and if product exists should be thrown out. Zika sexual transmission guidance updated. Now it is recommended those that have a possible virus exposure wait for at least 3 months after symptom onset (if symptomatic) or their last possible exposure before engaging in unprotected sex. Previous guidance was six months. There is a new toolkit to aid in diagnosis and treatment of Rocky Mountain spotted fever and other tick-borne diseases. The toolkit features free continuing education in several professional categories. Other information is available on the CADE website.

Update on HCVFR volunteer recruitment in Missouri Valley presented – MV at last count they had potentially 11 new recruits. Woodbine had at least one new recruit.

Response time was the problem in Missouri Valley? During the daytime hours too many people work out of town. The BOH is interested in helping in whatever way they can – to maybe get funds. Conversation always comes up around does MV have enough to have a part time paid position? There is also some misuse of volunteers as well.

Bill was surprised that the unit had to be called for the clinic to go to the hospital. He also wonders why they have to have 2 people in order to go on a call. It is a fact that nurses can get a special certification to be able to assist the rescue unit in order to serve their facility, like in clinics or the nursing homes. Many Board members feel it is too hard for many of those nurses to leave their jobs.

Discussion of outside employment situations especially in relation to perceived or actual conflict of interest is requested. Madelyn Brunow wants to start a lactation consultant business of her own. This is mostly a policy issue. Pat largely cleared up the policy issue. He met with the county attorney, Mills County & other areas.

There is some information in our brochure we may change for more clarity but we will not change our services.

There is not a current funding stream that pays for lactation services. The services Madelyn wants to offer as a lactation consultant she is not able to provide out of our office. It would be a huge benefit to our community to have the service locally. It is a needed service.

The current policy is very broad and not effective. Brad will provide the policy by email to the board and the board can approve by email so it doesn't hold Madelyn up on her time frame.

After attending the conference Amy's outlook has changed. Collaboration is best and helps on our budget. We don't have to provide the services if someone else does, we just collaborate with them.

Status of IDPH Compliance Review. Brad had a meeting with Dawn Mouw which presented short term/long term goals for IDPH compliance. Dawn and Brad met about compliance and some of the things Pat was still working on. She made clear that it is a clean slate for a new administrator. We have until Oct 2019 to get things done. We plan to continue sticking to the plan and getting things done.

Misc. -Sherri is nearing the completion of credentialing for Learning for Life and will be sending on the policies to you for approval.

Amy Sherer made a motion to approve policies as they were emailed. Bill Hutcheson seconded. – all ayes – motion carried.

### **ENVIRONMENTAL HEALTH REPORT:**

Matt absent.

Matt had emailed his report. Oct 3<sup>rd</sup> & 4<sup>th</sup> he will be attending the Environmental Health Conference.

Christy would like to share the response from the DIA that the BOH is not responsible for contracted services. The contracted company/agency would be the responsible party.

### **ADMINISTRATOR APPRIASALS:**

Christy & Mike will be going over the evaluations and then will contact everyone to set up a date to go over performance appraisals. They will be getting them done over the next 30 days.

### **FEEDBACK FROM NALBOH CONFERENCE – AMY SHERER**

Amy thought it was a valuable experience. (See Power Point). The conference made clear the BOH overall responsibilities.

One thing she was not aware is that a Chair person can assume a motion after a discussion. They do not have to have the 2<sup>nd</sup> & 3<sup>rd</sup> motion for every motion. Bill has a problem with that. It makes it clearer that everyone agrees to it. It was decided that our BOH would continue doing it the way they have been doing it.

Amy came away from the conference with a list of questions she needed to find out the answers to.

- Do we have bylaws?
  - If we have them, do we follow them?
- Do we have a conflict of interest policy for BOH Members?
- Do we evaluate our programs for effectiveness?
- Do monitor the compliance of the reviewed policies and procedures?
- Are we replicating services that are offered more effectively somewhere else in our communities? Can we outsource some of our responsibilities?
- How are we managers of resources when the BOS sets the budget? We don't have control over that.
  - Christy points out that we do have control over grant seeking.
- Where does Healthy Harrison Coalition fit into our responsibilities with community leaders, and developing strategic partnerships and acting as a collaborative leader? Do we need to have an element there?
- As a Board can we get a budget from the BOS? There was a lot of value in this conference. It would be great if there was a budget for continued support.
- Should we send a representative to the Iowa Public Health Association conference?
  - The agenda from last year seemed like there was a lot of useful information/topics.

*(Highlighted questions go on next agenda.)*

Christy is very thankful to Amy for going and recapping all the information. The BOH agreed to put 1 -2 questions from the slideshow on each agenda over the next several meetings.

The BOH wants to ask Kristi if the board has bylaws. If they don't have bylaws, they feel it may be necessary to create them.

Does the BOH sign conflict of interest or have a policy? They used to sign every year but don't think they have.

When they were doing strategic planning a few months ago, one thing came up was is the strategic plan for the agency or for the BOH. Do we need separate ones or are they combined. The Board thinks they might need their own strategic plan.

Next meeting any items to add? No. Conflicts for the next meeting? No

The next BOH meeting will be held November 13th, 2018 at 6:30.

Bill Hutcheson made a motion to adjourn at 7:39 pm. Seconded by Dawn Fichter – all ayes – motion carried.

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Christy Jackson, Vice Chair

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Mandy Pitt, Interim Recording Secretary