



# HARRISON COUNTY Board of Health

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

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## Harrison County Board of Health Meeting Minutes September 12, 2017

**BOARD OF HEALTH MEETING CALLED TO ORDER AT 6:52 PM BY DAWN FICHTER, CHAIR.**

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

**EMPLOYEES:** Kristi Rife, Dr. Pat Hart, Denise Dobbs, Linda Stueve, Kathy Baer and Matt Pitt.

**APPROVAL OF THE SEPTEMBER 12, 2017 AGENDA:** Motion made by Christy Jackson to approve the agenda as presented. Seconded by Dr. Nathaniel Alvis– all ayes – motion carried.

**APPROVAL OF AUGUST 29, 2017 MINUTES:** Motion made by Christy Jackson to approve the August 29, 2017 minutes as presented. Seconded by Dr. Nathaniel Alvis – all ayes – motion carried.

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

- Christy Jackson made a motion to approve the Strategic Planning and Workforce Development policies as presented in the Advisory Board Meeting. Seconded by Michael Raine – All ayes – motion carried.

- Denise Dobbs presented the Home Health Quarterly Audit Summary as required by Medicare Conditions of Participation. The agency had 34 referrals, 31 admits and 28 discharges this quarter. A few areas that she looking at for improvement include physician's signatures and diabetic foot care education on plan of care. Report attached.
- Denise Dobbs, RN, presented the latest EPI update. The TB case she had been investigating turned out to be a false positive. The EPI update did have a study back on the Iowa outbreak of mumps and the third dose was effective. It also addressed the salmonella risk associated chickens, especially pet chickens.
- Dr. Pat Hart presented the work plan for the National Association of City and County Health Officials Accreditation Support Initiative Grant (NACCH) that was submitted. The agency could hear back as early as October as to whether they are receiving the grant. The plan includes the two deliverables (6 & 7), a timeline, narrative description of activities, expected outcomes and resources. See attached work plan which Dr. Hart went over with the Board. There may be a need to hold additional meetings. He is expecting the Board to have one or two members to serve as a liaison (which refers to the committee) to work closely with us on this process. During the February 6<sup>th</sup> – February 19<sup>th</sup> time frame would be a good time for the Homemaker and Environmental Health agencies to also meet with the consultant. The strategic planning budget for a consultant will not completely cover the cost of a consultant's services. Dr. Hart has reached out to Dave Palm who was Director of Strategic Planning for Nebraska Health and Human Services and he will consider the task but also recommended a person in Sioux City that he would put us in touch with as well as someone from Omaha. There is concern that good talent is pricey.
- The FY18 Local Public Health Services Grant of \$45,721 now consists of one component instead of the previous two components (LBOH and Healthy Aging) in FY17. The Agency proposed splitting the grant dollars as follows: Harrison County Home and Public Health would receive 32% of the funds and the Homemaker Department would receive 68%. This is consistent with previous year's dollar allocations. Motion made by Christy Jackson to divide the grant funds as presented. Seconded by Michael Raine – all ayes - motion carried.

#### **ENVIRONMENTAL HEALTH REPORT:**

- Update given on the Missile base site. Matt has collected and received the results on 12 water tests. Four of them came back at or above the MCL, two had detections but were below MCL and four had no detections. The Corps did get ahold of those that were at or above the MCL and is supplying drinking water to them. Matt has four more to do tomorrow. The heavy detections were within the housing development west of the

missile base site. He is hoping to hear from the Corps by the end of the week as to their plan of action. Ultimately the decision could come down to the County as to whether to allow drilling on site. The DNR has classified the missile base site as contaminated and they are requiring the Corps to test wells within a 2 ½ mile radius. There are a lot of unknowns at this time such as is there a need to be long term monitoring and is it going to spread. There has been discussion with the city of Missouri Valley which has the capability to go out four to five miles. It is unknown if the Corps will be providing whole house filters to all the residences that tested high. These would require maintenance. The next course of action is to see what they hear from the Corps as to what they are going to do with the subdivision. The Board of Health may have to eventually decide where wells can and cannot be placed in that area. The contaminated soil was removed this spring. Matt will keep the Board informed.

### **HOMEMAKER REPORT:**

- Dr. Nathaniel Alvis made a motion to approve the Sliding Fee Scale and the Homemaker, Home Health Aide and Transportation job descriptions as presented in the Advisory Board Meeting with the addition of the cell phone rules and regulations added to the Transportation job description. Seconded by Michael Raine – all ayes – motion carried.
- Kathy Baer presented the new cost report that was approved by Dawn Mouw. The cost report reflects a new cost of \$39.72. With an increase of homemaker hours and travel it caused the cost to go up \$2.46.
- The agency has one full time homemaker that is going to Iowa Western to become a Home Health Aide. She will do her clinicals at Longview and complete her testing. Some of the staff need their adult abuse class so they will be coming into the office to take it online. Last month the agency had over 1000 direct service hours and everyone is working very hard.
- Kathy presented her strategic planning goals to the Board. See attached. Some discussion included client complaint forms will be carried by the employees. The client will have the option to mail it in or send it back with an employee. There is also an Administrator Follow up form. The agency will try hard to see the clients when they would like to be seen but it will be hard to always accommodate this. The agency continues to have weekly staff meeting and will also hold one on one meeting once a month. They still have a suggestion box for employees but it's hard to convince them to put things in the box. The agency needs to purchase another car due to the increase in transporting but not sure this will be possible because would have to increase the revenue. They are assisting clients with seeing if they are eligible for elderly waiver.

Also looking at having the employee end their day at last client's home but could cause a problem with charting. Kathy will be doing presentations once a month at senior centers on information about the agencies services.

### **DISCUSSION ON HOW TO HANDLE STRATEGIC PLANNING**

The Board has received goals from each of the departments. The committee (Dawn Fichter, Amy Sherer and Bill Hutcheson) will set a date to meet and get started on integrating the goals and challenges to come up with an overall plan to present to the Board and consultant.

### **ADMINISTRATOR PERFORMANCE APPRAISAL UPDATE**

Christy Jackson and Michael Raine met and went through the self- assessments as well as the employee survey results and completed the appraisals. The remaining Board members received a copy of the appraisals and communicated any concerns/additions they had with the committee which were taken into consideration. Christy and Michael felt the process went well and they put their all into it. The committee will set up a time with each Administrator to go over their appraisal.

The next BOH meeting will be held November 14<sup>th</sup> at 6:30 pm.

Dr. Nathaniel Alvis made a motion to adjourn at 7:45 pm. Seconded by Christy Jackson – all ayes – motion carried.

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Dawn Fichter, Chair

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Kristi Rife, Recording Secretary

