

# Board of Health Meeting

Tuesday, January 24, 2017

5:30PM

**PRESENT:** Grant Loy; Ronald Coppernoll, Dwight Nelson; Daniel Timmerman; Robert Keeney; Mary Kay Logemann; Jeffery Kindrai; Amy Miller (Matt Andrews, DDS and Carol Beals asked to be excused)

**Call to Order:** Meeting called to order at 5:30pm by Grant Loy, Chair.

**Open Meeting Law Certification:** Meeting in compliance with the Open Meeting Law. The meeting was posted in buildings, online, and sent to media.

**Approval of Agenda:** Daniel Timmerman made a motion to approve the agenda, second by Dwight Nelson. Carried.

**Approval of Minutes:** Dwight Nelson made a motion to approve the minutes of the previous meeting (10/25/16), second by Mary Kay Logemann. Carried.

**Vouchers:** Vouchers totaled \$56,604.54 for October, \$55,200.44 for November. Dwight Nelson made a motion to approve the vouchers as presented, second by Daniel Timmerman. Carried.

**Monthly Financial Reports:** Were discussed. The end of year numbers were not ready yet.

**Loan Closet Financial Report:** The Loan Closet balance on the November Report was \$6,693.15. Ron Coppernoll made a motion to approve the Loan Closet Financial Report, second by Dan Timmerman. Carried.

**Seminar and Training Updates:** The October and November Seminar and Training Reports were reviewed. The Committee asked for clarification on the October report (Note: Clarification was sent via email on 01/25/2017).

**Lean Initiatives and Quality/ Performance Improvement Reports for Public Health, Home Nursing and Hospice:** Public Health – Immunization project –The flu vaccine for next year was ordered with 1 brand for VFC and another for billable vaccine. The Department is ordering single doses with stickers to help prevent errors. The current significant infection control issues are relating to norovirus and mumps. Home Nursing – The program is updating forms. Hospice – The program is reviewing discharge criteria and policies.

**Policy Revisions and Updates:** The Department's HIPAA policies were updated. A link to the website used to update the policies will be sent to the board members. (Note: The link was sent via email on 01/25/2017).

A HIPAA Risk Assessment is almost complete. The Health Department is awaiting information from Grant County Information Technology Department for one section that cannot be fully completed within the Health Department.

**Update on Goals:** There is ongoing work with the Alzheimer/dementia group and schools. The Department is working on setting up wellness screenings. Methamphetamines outreach and education is being completed in schools.

The palliative care program review has been completed. Expanding to provide palliative care programming is not possible at this time. The Department is continuing to working on LEAN and Quality Improvement projects. (Troy Moris is also working with Sanitation on a project) (Selina is also working with the Jail on a project). The hospice billing goal has been met.

**Staffing Requests and Updates:** A new nurse will be hired, Jessica Hewitt. She has immunization experience. Ron Coppernoll made a motion to confirm approval for re-filling the position, second by Mary Kay Logemann. Carried.

**Director's Report:** Jeff Kindrai - The 2016 end of year report and grant reports are being completed. The Director/Health Officer self-evaluation will be completed for the February meeting.

**Assistant Director's Report:** Amy Miller – Home Nursing is working on new COPs and Hospice is working on the new HIS.

**Public Comments:** Dan asked if we do much with Emergency Action Plans with other departments. Jeff responded that several plans are in place for the Department and some interdepartmental coordination occurs.

Grant suggested a need for the committee to meet monthly. Ron supports a monthly meeting as well. Jeff indicated that we will make ourselves available to meet as often as desired.

Suggestions have been made to combine committees. This includes the possibility of combining Health and Social Services. Being in same building would facilitate this.

**Adjournment:** Dan Timmerman made a motion to adjourn, second by Mary Kay Logemann. Carried (by consensus).

Next meeting will be February 28<sup>th</sup> at 5:30pm.

Respectfully Submitted,

GRANT COUNTY BOARD OF HEALTH



Ronald Coppernoll, Secretary