

# Board of Health Meeting

Tuesday, February 28, 2017

5:30PM

**PRESENT:** Grant Loy; Ronald Coppernoll, Dwight Nelson; Daniel Timmerman; Robert Keeney; Carol Beals; Jeffery Kindrai; Amy Miller (Meena Maski, and Mary Kay Logemann 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 Ronald Coppernoll. Carried.

**Approval of Minutes:** Ronald Coppernoll made a motion to approve the minutes of the previous meeting (01/24/17), second by Carol Beals. Carried.

**Closed session per state statute 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility as it relates to the performance evaluation of the Health Officer and personnel purposes:** Carol Beals made a motion to go into closed session second by Dwight Nelson. Roll call vote all voting in favor. Motion carried.

**Return to Open Session:** Dwight Nelson made a motion to return to open session second by Carol Beals. Carried.

**Vouchers:** Vouchers for December totaled \$37,206.80. Carol Beals made a motion to approve the vouchers as presented, second by Dwight Nelson. Carried.

**Monthly Financial Reports:** October, November, and December monthly financial reports were discussed. Carol Beals made a motion to approve the October, November, and December monthly financial reports as presented, second by Dan Timmerman. Carried.

**Loan Closet Financial Report:** The Loan Closet balances on the December Report was \$6,693.15 (CD) and \$11,827.32 (Checking). Ron Coppernoll made a motion to approve the Loan Closet Financial Report, second by Carol Beals. Carried.

**Seminar and Training Updates:** The December Seminar and Training Report was reviewed. There was no activity to report.

**Lean Initiatives and Quality/Performance Improvement Reports for Public Health, Home Nursing and Hospice:** Public Health – The immunization project is moving forward. Case studies are to be reviewed at nursing in-service meetings. The current significant infection control issues are relating to influenza.

Home Nursing – The program is continuing work on updating therapy forms and considering a patent outcome project. Hospice – The program is still in the process of reviewing discharge criteria and policies.

**Annual Report for 2016:** A draft report was not ready to be shared. However, draft 2016 data was shared and contrasted to 2015 data.

- Public Health Contacts were near even with 2015 at 2,713 (vs. 2,722)
- Prenatal Care Coordination (PNCC) had 47 clients up from 43 in 2015 but visits down 95 vs. 114.
- WIC enrollment was down to 784 participants (vs. 818)
- Immunizations were down to 6,180 (vs. 7,083). There were 654 less flu immunizations given. This is likely due to several factors including more competition and perhaps less given schools due to only shots being offered (mist was not available).
- Communicable Disease reports were mixed. There were 253 general reports (vs. 176), 65 vaccine preventable disease reports (vs. 93), and 144 STD reports (vs. 166 with reductions in both Chlamydia (129 vs. 135) and Gonorrhea (12 vs. 28))
- School time was down to 597 hours and 4,833 miles (vs. 767.75 hours and 5,033 miles), However, there was CESA grant support in 2015.
- Jail Health time was up to 961.75 hours (vs. 833) and 2,620 miles (vs. 1,830)
- Home Care patients were up but number is not final 342 (vs. 325) a 5.5% increase. (Note: The final number of patients was 366 for 2016)
- Hospice patients were up 90 (vs. 82) a 10% increase.

**Policy Revisions and Updates:** Emergency preparedness policies for Home Health and Hospice were discussed.

**Update on Goals:** All goals from 2016 were met. Work continues with the Behavioral Health project.

**Staffing Requests and Updates:** A final candidate was selected for the Administrative Assistant I position and confirmation to refill the position is needed. Ron Coppernoll made a motion to confirm approval for re-filling the position, second by Carol Beals. Carried.

Information was presented regarding the need to increase nursing capacity. Ron Coppernoll made a motion to approve a new fulltime Home Health Nursing Position and to forward the request to the Executive Committee for consideration, second by Carol Beals. Carried.



Information was presented regarding the need to increase CNA capacity. Ron Coppernoll made a motion to approve a new up to fulltime Home Health Aide Position when ready and to forward the request to the Executive Committee for consideration, second by Carol Beals. Carried.

**Director's Report:** Jeff Kindrai - Work continues on two outstanding orders on dilapidated buildings. After a discussion with Corporation Council, a warning letter will be sent to both property owners indicating that citations will be issued at shorter intervals if compliance is not achieved within a defined time period. The ordinance allows for a citation to be issued for each 10 day period a violation is allowed to remain.

**Assistant Director's Report:** None.

**Public Comments:** None.

**Adjournment:** Carol Beals made a motion to adjourn, second by Dwight Nelson. Carried.

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

Respectfully Submitted,

GRANT COUNTY BOARD OF HEALTH

A handwritten signature in cursive script, appearing to read "Ronald Coppernoll", written in dark ink.

Ronald Coppernoll, Secretary