

Franklin County Board of Health
Unofficial Minutes
March 15, 2016
5:30 p.m.
Franklin County Public Health/Home Care Office

Members Present: Carol Miller, Shawn Dietz, Russell Wood, Nancy Retz

Others Present: Christa Wiarda, Franklin County Public Health; Deb Jones, Franklin County Home Care; Earl Kalkwarf, Franklin County Sanitarian/Weed Commissioner; Gary McVicker, Franklin County Supervisor.

Members Absent: Dr. William Paltzer

Agenda

- Call to Order Meeting called to order at 5:33 p.m. by Shawn Dietz
- Consideration of Agenda
 - Motion by Miller to approve the agenda as presented. Second by Retz.
- Reading of Previous Minutes. Motion made by Wood to approve the previous minutes. Second by Retz. Motion carried.
- Public Comment – None
- Old Business
 - Correction to Minutes from December 3, 2015 Meeting
 - Jim Jass contacted Dietz, and stated that he believes there is no easement on his property, as stated in the minutes, and he will not agree to an easement. Motion made by Wood to acknowledge Mr. Jass' comment in regards to the December 3, 2015 minutes. Second by Retz. Motion carried.
- New Business
 - Shawn O'Connor – Tobacco Grant Update – Not Present
 - Discussion of filling Sanitarian position.
 - Kalkwarf's last day will be June 30, 2016.
 - He is currently working approximately 29 hours per week as Sanitarian and 11 hours per week as Weed Commissioner.
 - Kalkwarf will provide the Board of Health with a copy of the Sanitarian job description this week.
 - A motion was made by Wood to schedule a special meeting to discuss the Sanitarian position with action on Tuesday, 3/22 at 4:45 p.m. at the Franklin County Public Health office. Second by Miller. Motion carried.
 - Approval of Claims as Recommended by Staff:
 - Public Health
 - February expenses: \$22, 443.20
 - March expenses: \$25, 216.13
 - Motion made by Miller to approve the Public Health Claims. Second by Wood. Motion carried.
 - Home Health
 - January expenses: \$5,002.57
 - February expenses: \$4,309.81
 - Motion made by Wood to approve the Home Health Claims. Second by Miller. Motion carried.
 - Environmental
 - December/January expenses: \$1,780.16
 - February expenses: \$1,366.23

- Motion made by Wood to approve the Environmental Claims. Second by Miller. Motion carried.
- Consent Agenda:
 - Previous minutes as drafted from the January 19, 2016 Meeting.
 - Schedule next regular meeting for Tuesday, April 19, 2016 at 5:30 p.m.
 - Motion made by Retz to approve the Consent Agenda. Second by Miller. Motion carried.
- Staff Reports
 - Public Health
 - Linda Brower will be retiring June 30, 2016. She is currently hired at 40 hours per week. Going forward, Public Health will be reassigning some duties, and will be looking for a replacement for Linda. In addition, Wiarda will be reviewing the current office staff wages to be sure their wages are appropriate for their job descriptions. Motion made by Retz and second by Miller to approve hiring a new billing staff member at 35 hours per week with a start date on or about May 1, 2016. Motion carried.
 - Jill Silver, RN, has resigned. Public Health is advertising to find a new full time nurse.
 - Wiarda discussed the current starting wage of the RN's for Public Health. Motion was made by Miller and seconded by Wood to increase the starting wage of the RN's from \$19.00/hour to \$20.00/hour. Motion carried.
 - MCO's – Public Health has signed contracts with Amerihealth Caritas and Amerigroup. They have not signed a contract with United Healthcare and are not planning on doing so at this time.
 - Restaurant Inspections were presented. No problems were identified.
 - North Iowa Community Action Maternal Health/Family Planning/Child Health/WIC report was presented and reviewed.
 - Discussion was held regarding the sale of the Public Health vehicle. McVicker will take the discussion back to the Board of Supervisors for further consideration.
 - Reviewed the new policy for Electronic Signature/Faxed Signature. Motion made by Retz to approve the policy as presented. Seconded by Miller. Motion carried.
 - Home Health
 - There has been a slight decrease in the case load. The aides are using this opportunity to use some of their comp time.
 - Home Health did sign contracts with all three MCO's. United Healthcare and Amerihealth Caritas have approved Franklin County Home Care. Still waiting to obtain approval from Amerigroup.
 - JoEllen Arends will be on medical leave in the near future. Jones is looking within the current staff to try to cover her duties.
 - The hourly charge was increased to \$32.00 as of 1/1/16 for private pay and sliding fee scale clients. The actual cost per hour is \$35.15.
 - Environmental
 - Dietz did have to sign a Time of Transfer while Kalkwarf while he was on vacation.
 - Latimer mayor contacted Kalkwarf with a nuisance property complaint. Kalkwarf advised the mayor that he needed more proof before any further steps can be taken.
 - Greenbelt Home Care contacted Kalkwarf about assistance with their Environmental Health department. Kalkwarf has not been able to return a phone call to that agency to obtain more information.
 - There was a complaints of rats in a building in Bradford. Kalkwarf did not see any rats outside the building. The reporting party will need to provide proof with pictures before proceeding.
 - Discussion was held regarding a septic system in Chapin. Information will be gathered on this topic and further discussion will be held at the next regular meeting.

- Supervisor's Reports – Covered during the Old Business, New Business, and Staff Reports portions of the meeting.
- Board Reports –
 - Appreciate receiving documents via email to provide time for review prior to meeting
 - There was a change in the agenda format.
 - Will try to send agenda out on the Friday prior to the scheduled meetings.
 - Dietz did request that the Board of Supervisors contact him if there are Board of Health issues or topics of discussion the Board of Supervisors agenda, so that he may be present at those meetings.
- Adjourned
 - Motion made by Miller, second by Retz to adjourn the meeting. Motion carried.
 - Meeting adjourned at 7:16 p.m.

Respectfully submitted,
Nancy Retz, Secretary