

FRANKLIN COUNTY BOARD OF HEALTH
UNOFFICIAL MINUTES

TUESDAY, MAY 17, 2016, 5:30 P.M.
FRANKLIN COUNTY PUBLIC HEALTH OFFICE
1600 CENTRAL AVE. E, HAMPTON, IOWA

MEMBERS PRESENT: Shawn Dietz, Chair; Carol Miller, Vice Chair; Russell Wood

ALSO PRESENT: Erin Barkema (Iowa Dept. of Public Health), Supervisor Gary McVicker, Supervisor Mike Nolte, Public Health Administrator Christa Wiarda, Home Care Director Deb Jones, Sanitarian Earl Kalkwarf, Hardin County Supervisor Renee McClellan, Hardin County Board of Health Members Dr. Curtis O'Loughlin, Tim Broer, and Diana Ruhl, Franklin County Supervisor Candidate David Schoning, and Austin Elling

MEMBERS ABSENT: Nancy Retz, Secretary

1) Called to order by Dietz at 5:34 p.m.

In the absence of Retz, Dietz would be responsible for submission of minutes for this meeting.

2) Motion by Wood to approve agenda. 2nd by Miller. Motion approved.

3) No public comments received.

4) Motion by Wood to approve consent agenda including...

- a) Previous minutes as drafted from the April 19, 2016 meeting
- b) Scheduling of next regular meeting for June 21, 2016 at 5:30 p.m. at the FCPH Office
- c) Acknowledgement of financial reports from Auditor's office
- d) Acceptance of Dr. Paltzer's resignation from the Board.

Second by Miller. Motion approved.

5) Staff Reports

a) Christa Wiarda updated the Board on the Public Health Department including a possible need before the end of the fiscal year to ask the Board of Supervisors for a transfer of funds, and a request to add health promotion visits to the state grant. A motion was made by Wood to approve adding health promotion visits to the state grant; second by Miller, and the motion was approved. Christa also indicated that she would like to give 3 employees raises for adding responsibilities to their jobs. Dietz expressed support provided the department was able to stay within budget, and Wood requested current job description and proposed job description with no action taken.

b) Deb Jones updated the Board on the Home Health Department including presentation of the annual report to be considered at the June BOH meeting. Jones asked the Board for direction regarding a letter received from CICS regarding fees for service. A motion was made by Wood to allow Deb to change the contact status regarding out of county care with CICS; second by Miller, and the motion was approved.

c) Earl Kalkwarf presented his monthly report for the Environmental Health Department. Kalkwarf also presented questions and concerns regarding possible agreements with Hardin County including mileage and ongoing issues he is aware of in Hardin County. He expressed his desire not to enter into an agreement to enter into a cooperative agreement prior to his retirement. Earl left at this time due to prior family obligations.

6) Old Business

a) One bid in the amount of \$500 was received from Austin and Karla Mae Elling for the 2006 Chrysler Town and Country Van. The Board rejected that offer and offered Mr. Elling the opportunity to increase; he offered \$1,700. A motion was made by Wood to accept Mr. Elling's offer of \$1,700 to purchase the 2006 Chrysler Town and Country Van; second by Miller, and the motion was approved.

b) The Board reviewed four submitted applications for the Environmental Health Director position. A motion was made by Wood to interview two applicants with experience in the position; second by Miller, and the motion was approved. Interviews will be conducted the following week, and applicants who were not chosen will be notified after a decision to hire has been made.

7) New Business

a) Hardin County Supervisor Renee McClellan presented the Board with a proposed Cooperative Agreement between Hardin County and Franklin County for the providing of Environmental Health related services through the end of the fiscal year. The Board expressed their desire to help a neighboring county in their need, but recognized concerns presented earlier by Kalkwarf. Amendments to the proposed agreement were presented that included limiting Franklin County's assistance to no more than one day per week in addition to any emergency situations that might arise. Other amendments were noted. A motion was made by Wood to authorize the Chairman to sign an amended agreement; second by Miller, and the motion was approved. Dietz, as Board Chairman, will meet with the County Attorney to finalize the agreement.

b) Wood presented the Board with a proposed 28E agreement for the sharing of the new Environmental Health Director. Hardin County Board of Health members in attendance expressed their general pleasure with the agreement. They will continue discussion at their next meeting. A motion was made by Wood to continue discussions with Hardin County with the proposed 28E as the basis for future discussion; second by Miller, and the motion was approved. Dietz commented that a special meeting to finalize details or to consider the agreement may need to be held before the next regular meeting.

c) Discussion of Iowa Code Chapter 137 was held as the Chapter provides for the creation of District Board of Health if the need or desire arises in the future.

d) The consensus of the Board is that we are now receiving the proper financial statements from the Auditor's office, however, Dietz, as Chairman, will notify the auditor's office that the reports are to be sent to the Department Heads rather than Board members (unless individually requested as reports are public record), and it will be the responsibility of the Department Heads to present the information to the Board. After discussion from the Supervisors in attendance concerning the need for the Board to approve claims before they come to the Supervisors, there was discussion about how this would be carried out since this is currently not the case. A motion was made by Miller to authorize the

Department Heads to sign on their own usual and customary appropriations for the Board to authorize at their next meeting; second by Wood, and the motion was approved. It was noted that information on these expenses is provided in the disbursement register.

8) No additional report was provided from the Supervisors.

9) Dietz informed the Board that he had met with Franklin General Hospital CEO Kim Price about the need for a doctor to serve on the Board of Health as prescribed by Iowa law. Mr. Price advised that he would bring it up at a meeting with his medical staff and would advise if there was interest from any FGH medical staff.

10) With no other business, a motion was made by Miller to adjourn at 8:29 p.m. 2nd by Wood. Motion approved.

Respectfully submitted by Shawn Dietz