

**Franklin County Board of Health**

*Unofficial Minutes*

**October 5, 2016**

**9:00 a.m.**

**Franklin County Public Health/Home Care Office**

Members Present: Carol Miller, Russell Wood, Nancy Retz, Sue Wulf,  
Members Absent: Dr. Hansen  
Others Present: Deb Jones, Franklin County Home Care; Dan Thilkes, Franklin County Environmental Services;  
Dee Carr, Franklin County Public Health

**Agenda**

- Call to Order Meeting called to order at 9:05 a.m. by Carol Miller
- Consideration of Agenda
  - Motion made by Wood and seconded by Wulf to approve the agenda as presented. Motion carried.
- Old Business – no old business addressed
- New Business
  - HIPAA Compliance
    - ACA Changes – any organization which receives federal funding must be in compliance by October 17, 2016.
    - In order to be in compliance, the Franklin County Board of Health must designate an employee to ensure compliance for Environmental Health, Home Care, and Public Health, including grievance procedures and policy and procedures. Also must ensure forms and brochures are available in multiple languages.
    - Motion made by Wood and seconded by Wulf to designate JoEllen Arends as the responsible employee to ensure compliance to Section 1557 and 45 CFR 92 with Dee Carr serving as assistant and that Arends and Carr may adopt templates for the grievance procedures and policy and procedures. Motion carried.
- Adjourned
  - Motion made by Wood, second by Miller to adjourn the meeting. Motion carried.
  - Meeting adjourned at 9:40 a.m.

Respectfully submitted,  
Nancy Retz, Secretary