

**Franklin County Board of Health**  
*Unofficial Minutes*  
**January 9, 2017**  
**5:30 p.m.**  
**Franklin County Public Health/Home Care Office**

Members Present: Russell Wood, Nancy Retz, Sue Wulf, Dr. Keith Hansen, Laurie DeGroot  
Others Present: Christa Wiarda, Franklin County Public Health; Deb Jones, Franklin County Home Care; Dan Tilkes, Franklin County Environmental Health/Franklin County Weed Commissioner; Gary McVicker, Franklin County Supervisor.

**Agenda**

- Call to Order Meeting called to order at 5:30 p.m. by Russell Wood, Acting Chair
- Public Comment - none
- Consideration of Agenda
  - Motion made by Retz and seconded by Wulf to approve the agenda as presented with the following modifications: Approve minutes from 9/20 and 12/6 meetings (not 10/5); Add financial reports to each department. Motion carried
- Old Business
  - Approve minutes
    - Motion made by Hansen and seconded by Retz to approve the minutes from the September 20<sup>th</sup> and December 6<sup>th</sup> meetings. Motion carried.
- New Business
  - Election of Officers:
    - Motion made by Wulf and seconded by Retz to appoint Russell Wood as Chair of Board of Health. Motion carried.
    - Motion made by Hansen and seconded by Retz to appoint Sue Wulf as Vice Chair of Board of Health. Motion carried.
    - Motion made by Wulf and seconded by Hansen to appoint Nancy Retz as Secretary of Board of Health. Motion carried.
  - Environmental Health Report
    - Recommendation made by Dan Tilkes to change the time line for future installs of sewer systems from 1 year to 6 months. Motion made by Hansen and seconded by Wulf to allow this recommendation. Motion carried.
    - Variance request for placement of well at a residence on Olive Avenue presented by Tilkes. Motion made by Wulf and seconded by Hansen to approve this request. Motion carried.
    - Motion made by Wulf and seconded by Retz to approve the Environmental Health Financial claims. Motion carried.
  - Public Health Report
    - Budget review with Board of Supervisors went well.
    - Transfer of funds was completed in the amount of \$100,000 in December.
    - Consideration and approval of reports
      - Immunization Audits are nearly completed
      - The Bioterrorism Preparedness groups will be going back to 12 county regions, including hospitals, EMS and public health in those groups.
      - Allen MSN students and Ellsworth, University of Iowa, and Allen RN students have been doing clinicals with Franklin County Public Health
      - There were 18 admissions in December.

- Motion made by Wulf and seconded by Retz to approve Franklin County Public Health financial reports. Motion carried.
- Home Care Report
  - Budget review with Board of Supervisors went OK. There will be some re-estimating of the budget due to the elimination of the Elderly Waiver program.
  - Transfer of funds was completed in the amount of \$100,000 in December
  - Consideration and approval of reports
    - Cost report was reviewed. Motion made by Wulf and seconded by Retz to increase the amount charged per hour from \$32 to \$34. Motion carried. Motion made by Hansen and seconded by Wulf to implement this increase on 3/1/17. Motion carried.
    - Motion made by Wulf and seconded by Retz to approve the financial reports. Motion carried.
- Discussion of Local Board of Health Toolkits
  - Erin Barkema will be invited to attend the March meeting to present information regarding the Board of Health Toolkit.
  - Each of the three departments have been asked to provide information about what exactly each department does at an upcoming meeting.
- Supervisor's Report
  - No supervisor comments.
- Board Member Comments
  - No board member comments.
- Other Business - none
- Schedule Next Meeting:
  - March 13, 2017 at 5:30 pm at the Franklin County Public Health Office.
- Adjourned
  - Meeting adjourned at 6:25 p.m.

Respectfully submitted,  
Nancy Retz, Secretary