

## Franklin County Board of Health

July 10, 2017

### Unofficial Minutes

Meeting called to order at 5:30 p.m.

Members present: Laurie DeGroot, Russell Wood, Dr. Hansen, Sue Wulf, Nancy Retz, Gary McVicker – Board of Supervisors

Staff present: Christa Wiarda, FCPH; Deb Jones, FCHC; Jenni Swart, FCPH; Dan Tilkes, Franklin County Environmental Health and Sanitation.

Guest – Erin Barkema, IDPH

Public Comment – None

### Consideration of Agenda

Motion made by DeGroot and seconded by Hansen to add Approval of May 2017 Minutes to Agenda. Motion carried.

Motion made by Hansen and seconded by Retz to approve the Franklin County Board of Health May 2017 Minutes. Motion carried.

Erin Barkema, IDPH Region 2 Community Health Consultant, gave an abbreviated version of the Board of Health orientation as a review for the board members.

### Financial Information

Information was presented by Franklin County Public Health, Franklin County Home Care and Franklin County Environmental Health and Sanitation regarding what services are billed for, how the services are billed, how payment is received and how receipts are handled.

### Old Business

Proposal was presented from Central Lock Security to add a security system, including panic alarms, in 7 of the 14 offices and exam rooms in Public Health/Home Care Office. Cost for this was \$2008.58. Request was made by Wood to have Wiarda investigate the cost of having panic alarms placed in all 14 offices and exam rooms. Motion made by Wulf to approve installation of system with 14 panic alarms up to the cost of \$3,000.00. Second by DeGroot. Motion carried.

### New Business

New Amendment for State Grant Dollars was received. Franklin County received a little more grant money through the Healthy Aging Program, in the amount of \$721.00.

The new contract for the State Grant Dollars will be coming out. The amount to be received is \$38,523.00, which is \$3,297 less than last year. The above monies are split equally between Franklin County Public Health and Franklin County Home Care.

### Exempt Employees

Discussion was held regarding the Assistant Public Health Administrators recent change from salaried employee to exempt employee. This employee continues to take call, make visits to clients on the weekends, as well as other non-scheduled visits. Motion was made by Hansen and seconded by DeGroot to follow the Franklin County Employee Handbook at this time. Motion carried.

## Environmental Health and Sanitation

Motion made by Wulf and seconded by Hansen to approve the claims and activity report. Motion carried.

## Franklin County Home Care

Motion made by Wulf and seconded by DeGroot to approve the claims. Motion carried.

### Activity Report:

Transfer of county funds: \$100,000 was transferred earlier this year. \$75,000 was transferred in June, for a total transfer of \$175,000 from the county. This amount is less than what was requested in the budget, due to the cancelation of the Case Management program.

Grant Funds – all grant funding was utilized.

Motion made by Wulf and seconded by Hansen to approve the activity report. Motion carried.

## Franklin County Public Health

Motion made by Hansen and seconded by Wulf to approve the claims. Motion carried.

### Activity Report:

Transfer of county funds: \$133,000 was transferred from the county.

Grant dollars – all grant funding was utilized.

Franklin County Public Health will be doing blood pressures in the EMS building at the Franklin County Fair.

Medicare Conditions of Participation have new regulations that need to be addressed by November. Included in these regulations is a table top exercise for Home Care. This will be completed after the two staff members that are on maternity leave return. Compliance of this condition of participation requires 100% participation of all staff.

State rolled out the new Preparedness Grant. This will be returning to Regions. There are still several details to be worked out. Cerro Gordo County holds the grant money. This region involves Hospital, EMS, and Public Health.

Annette Lee will continue to do consulting work for Franklin County Public Health. Lee conducts audits to be sure Franklin County Public Health is in compliance. She also can provide on-site lectures and education to the nurses.

Motion was made by Retz and seconded by Wulf to retroactively approve the Disclosure to allow Franklin County Public Health to have Swart Tire do vehicle maintenance for the vehicles used by Franklin County Public Health. Motion carried.

Staffing Concerns: There will be two nurses from Public Health that will be off on maternity leave beginning the end of July. Motion was made by Hansen and seconded by DeGroot to allow Wiarda to hire Vicky Riebkes as a prn staff member to help cover client visits. Riebkes recently retired, and would be hired at her previous wage and would not receive benefits. Motion carried.

Motion made by Hansen and seconded by Retz to approve the Activity Report. Motion carried.

## Supervisors Report

Reminder made to departments by McVicker to remind staff to turn in proof of vehicle insurance.

## Board Member Comments

Wood – encourages Board of Health and Board of Supervisors to maintain an open line of communication.

## Other Business – None

Next Meeting – Monday, September 11 at 5:30 p.m. at the Franklin County Public Health Office.

Motion made by Hansen and seconded by Wulf to adjourn the meeting. Motion carried. Meeting adjourned at 7:42 p.m.

Respectfully submitted,

Nancy Retz  
Secretary