

BOARD OF HEALTH MINUTES

TAMA COUNTY PUBLIC HEALTH & HOME CARE

Monday August 23, 2021 – 12:00 P.M.
Meeting held via Zoom - Tama Co. Annex Building

Due to heightened potential public health risks related to the COVID-19 virus, all Tama County Board of Health meetings will be held electronically through ZOOM or by phone conference until further notice.

Present:

Micki Ferris –via Zoom	Shannon Zoffka	Jolynn Harger
Lori Johnson	Bill Faircloth – via Zoom	Sherry Parks, PA-C –via Zoom
Phyllis Dunlap – via Zoom	Duane Backen – via Zoom	Dr. Polly Hineman, via Zoom
Heather Bombei –via Zoom	Corey Frank, DNR – via Zoom	Tammy Wise – via Zoom
	Zoom	
Chris Behrens	Kendall Jordan –via Zoom	Larry Vest – via Zoom
Dan Anderson –via Zoom		

Absent:

The meeting was called to order by Sherry Parks, Chair, at 12:10 p.m.

Sherry Parks read the following statement:

Per Iowa Code, Chapter 21.8, Electronic Meetings, the Tama County Board of Health will conduct meetings via zoom or by phone conference due to circumstances where such a meeting in person is impossible or impractical. With 3 members of the BOH being medical providers and/or EMS providers in the county it is impractical to meet due to heightened potential public health risks related to COVID-19 including continued virus activity in our State, Tama County having only a 47% vaccination rate and inability to comply with mitigation efforts such as spacing in our regular meeting space.

Dr. Hineman moved to accept the Agenda changing the future meeting date to September 27th. Micki Ferris seconded. Motion carried unanimously.

Micki Ferris moved to accept the Minutes of the July 26, 2021 meeting as presented. Duane Backen seconded. Motion carried unanimously.

Reports:

Environmental Report:

Chris said he issued 2 septic permits this month thus far. He is working on a repair permit at Hickory Hollow. There are 5 demolition agreements that he has been working with homeowners on. He issued 1 Well Permit in August and has performed 2 Well/Cistern Closures. Later on this week he has two water tests scheduled.

Chris is working on a couple of nuisance cases at Union Grove Lake. He sent out two certified letters to the Homeowners. One of them did do the requested cleanup, the other letter was returned as undeliverable. He will be sending a second notice. The Homeowner is invited to attend the next Board meeting.

Director's Report – Shannon Zoffka

Quality Assurance/Performance Improvement (QAPI): No new news.

Community Health Needs Assessment (CHNA): No new news.

Supporting Kids in Prevention (SKIP): No new news,

Public Health Emergency Preparedness (PHEP): Public Health meetings continue biweekly, monthly and quarterly. It is a new year of funding for us and EMS saw an increase.

Human Resources: Remote work and vacation carry over issues were taken to the Advisory Board. There was much discussion about remote work and it was recommended that we continue to follow the handbook and not create new work rules.

Tama County has developed a new handbook that was approved to be distributed to employees this month. Our employees will receive a copy of this handbook. Lori and Shannon were able to review and provide input prior to the final draft.

Communicable Disease: There were two communicable disease cases in July, and four animal bites.

Public Health:

We had a COVID-19 Vaccine Audit on 08/17/21 by IDPH. They reviewed our vaccine storage, handling, transfers and distribution process. The final report is still pending.

Heather Bombei performed a compliance review of TCPH on 08/04/21, for the Local Public Health Grant. Follow up actions include: update to BOH By-Laws to reflect changes in licensed physician requirements to include Nurse Practitioner and Physician Assistants, provide a copy of the employee grievance procedure, update employee evaluations, upload the most recent cost report and fee schedule on Iowa Grants, make sure Homemaker consents are current and educating staff on need for annual income review. We have already started on our corrections.

Shannon has attended several work sessions with the BOS regarding the Environmental Health Position and the interest on the BOS behalf in having a 28E Agreement with the BOH written to supervise this position. At this time, it is felt that the BOH needs to approve Shannon to continue to represent the BOH at these meetings in regards to the Environmental Health issues, as she is not the decision maker for this and cannot speak for the BOH.

COVID:

Current case count: 2402 (at the last meeting we were at 2314). Today we have a 9.5% 14 day positivity rate compared to a 2.7% percent positivity rate at our last meeting.

Most infections are the Delta Variant. Currently there have not been any updates from IDPH despite the increase in cases statewide. Shannon has concerns that we will see even more cases as schools return with no mitigation in place and contract tracing not being completed. Another concern is people utilizing home test kits sold at pharmacies and big box stores, these results go largely unreported. We continue to have home test kits from Test Iowa available for free at our office, these results are reported to the State.

We are seeing a rapid increase in cases in our county, as is the rest of the State. The lab is backed up and results are not being received quickly. The lab is prioritizing tests and hospitalized people are first on the list. We are seeing infections in children and teens all over the county.

Vaccine:

Additional shots for immunocompromised people have been approved. We continue to hold vaccination clinics from the agency location.

Booster doses for all other vaccinated people will begin around September 20th, there will not be priority groups for distribution. We anticipate using IJH facilities for these clinics. Vaccine booster shots can be given 8 months after initial series completion. This would put us in clinics through January. The Walgreens and CVS contracts that existed for vaccination of long term care residents and staff early this year no longer exist, vaccination of long term care facilities would largely be up to local public health agencies to organize, unless the State works out a contract with Hy-Vee. There are no State contract tracers at this time to assist with new cases. Additionally, the State has given a timeline for vaccine audits at each school that is shorter this year than it has been in previous years.

Maternal Health Program: No new news.

After Meeting Follow-up:

After the last Board meeting, Shannon spoke with Brent Heeren as instructed in regards to the concerns brought to the Board. Brent stated that the best approach is to have the individuals complete a claim with the County. Per BOS and Tammy Wise's request, Shannon will provide a copy of concerns to Tammy to share with the legal group as well.

Waiver: July: Nine patients were served under the Frail and Elderly Waiver. There were 4 Maternal Health Home visits in July.

Financial Report:

For the month of July, Admissions were up and Skilled Nursing visits were down. Home Health Aide visits were up and hours were down for the month, our revenue decreased from the previous month.

Dr. Hineman moved to approve the Financial Report. Duane Backen seconded. Motion carried unanimously.

Work from Home: The Advisory Board voted that we follow the county handbook which does not have a work from home policy. The Board of Health concurs. Motion by Dr. Hineman, seconded by Micki Ferris. Motion carried unanimously.

New Business

A. Adopt Advisory Board Recommendations

1. Policy Revisions

- A. Charge Verification
- B. Fee Adjustment for Services Application Process
- C. Data Input
- D. Respite Services
- E. Incident Report Policy
- F. Reimbursement for Environmental Health Services
- G. Policy for Private System Preferred Contractor's List
- H. Homemaker Program Policy

After discussion of the above Policy Revisions; Duane Backen moved to Approve the Policy Revisions as recommended by the Advisory Board. Micki Ferris seconded. Motion carried unanimously.

2. Policy Review

- A. Low Census Time Off
- B. Computer File Backup
- C. Credit Card Policy
- D. Wages
- E. Lost Check or Warrant
- F. Development of a Budget
- G. Budget
- H. Review of Financial and Budget Information
- I. Purchasing/Accounts Payable
- J. Charge Structure for Agency Program Services
- K. Application for Sliding Fee Adjustment for Services/Credit Policy
- L. Accounts Receivable Reconciliation
- M. Fiscal Consideration Related to Contract Personnel
- N. Reimbursement for Patient Care Services
- O. Review and Collection of Accounts Receivable

After discussion of the above Policy Reviews; Dr. Hineman moved to Approve the Policy Reviews as recommended by the Advisory Board. Duane Backen seconded. Motion carried unanimously.

3. Policy Adoption

- A. Soil Analysis/Percolation Test Requirements
- B. Volunteer Medical Reserve Corp Meal Policy
- C. Respite Restrictive Interventions
- D. TCPH&HC Temporary COVID-19 Protocol

After discussion of the above Policy Adoptions; Dr. Hineman moved to Approve the Policy Adoptions as recommended by the Advisory Board. Micki Ferris seconded. Motion carried unanimously.

4. Reinstatement of Updated/Retired Policy
A. Homemaker Orientation Requirements

After discussion of the above Reinstatement of Updated/Retired Policy, Duane Backen moved to Approve the Reinstatement of the Formally Retired now Updated Policy as recommended by the Advisory Board. Phyllis Dunlap seconded. Motion carried unanimously.

5. Contract Adoption
A. Contract for Environmental Health Services Between Union Grove Lake and Tama County Board of Health.

After discussion of the above Contract Adoption; Duane Backen moved to Approve the Contract Adoption as recommended by the Advisory Board. Phyllis Dunlap seconded. Motion carried unanimously.

B. Dr. Hineman moved to Approve & Authorize CEO/Executive Director to sign Application for Recertification to be a Presumptive Provider. Micki Ferris seconded. Motion carried unanimously.

C. Duane Backen moved to Approve & Authorize CEO/Executive Director to sign Central Iowa Healthcare Coalition PHEP/CRI/EMS Fiscal/Billing Procedures. Dr. Hineman seconded. Motion carried unanimously.

D. Dr. Hineman moved to Appoint Mike Marquess to the Advisory Board. Micki Ferris seconded. Motion carried unanimously.

E. Micki Ferris moved to have TCPH work with Corey Frank, I-DNR/ and DMAACC to train people to do perc tests, and to hold a Contractor Meeting. Phyllis Dunlap seconded. Motion carried unanimously.

Correspondence: The Board of Supervisors sent an email to Board members asking them to consider a 28E Agreement with the Board of Supervisors for the Environmental Health Position. Duane Backen and Micki Ferris said that they did not receive an email.

Public Comment: Dan Anderson said he hoped everyone had a chance to look at the letter that was sent by the BOS. He said that he thinks that a 28E Agreement would help out everyone: Homeowners, Environmental Health Position, Customers, and Contractors. He said that they always have people calling the Supervisors with problems and concerns and it would be easier if there was one place to handle all the problems. He found a guy in Decorah that does Perc Tests for \$350 and he is willing to come to Tama County.

He said that we all should work together for the citizens of Tama County. The situation is broken and needs help.

Kendall Jordan, owns Iowa Step and Tank, he makes septic tanks and sells materials for them. He is a local business owner so he hears from the contractors about the issues they are having. A lot of them are fed up and are almost done doing septic in Tama County. He said that small business is the backbone of our county. If they stop doing septic, it just turns them over to the big guys. He wants to keep this local and he sympathizes with the contractors. He said that sand filters are hard to do for some contractors as they do not have the equipment. His intent was just for us to be aware that contractors are having a rough time.

Tammy Wise, Tama County HR, said she thought we were going to make a decision. She said that we will be having some legal issues coming up, and it will get worse before it gets better. She said the BOS are the ones that will have to deal with the issues.

Sherry Parks stated that this issue is listed under Public Comment, meaning it is not an Agenda item we can vote on today.

Tammy Wise stated that we need to get this figured out before it becomes a bigger issue.

Dr. Hineman feels the BOH has the right to decide what to do. By them not putting forth a motion, the BOS has their answer. Sherry Parks agreed.

Chris Behrens said that no one is required to have a sand filter if they don't need one. There has been a lack in following Chapter 69 for a while. Processes have been put in place so that now there is more oversight. He feels bad for the Contractors, but we cannot bypass the Code.

Chris invited the Board of Supervisors out to a site visit to see what the process is. Duane Backen said he would like to see a perc test and a site evaluation done to get a better understanding.

Corey Frank, I-DNR, said that they are working with the guy in Decorah to see if he performs the perc tests according to Chapter 69. He has talked to other counties and he seems to do a good job.

Dan Anderson said he wants to see that people have a choice, and save them some money. He says that people want an option on who does their tests. The list that Public Health sent out was small and was expensive.

Tammy Wise said that some people felt that they had no choice, that they could only do a soil analysis whereas before they could do perc tests, that is when this turned into a mess.

Bill Faircloth asked if a perc test is done correctly will it satisfy the requirements?

Corey Frank said that yes but the county has to do a site evaluation where the limiting layer is determined. Then either a soil analysis or perc test is done. Each county has their own procedure.

Larry Vest said he would like to see this new guy do some perc tests and see how he plays out.

Lori Johnson said she would call his references this afternoon.

Future Meeting Dates: The next Board of Health meeting will be held on Monday, September 27, 2021 at Noon.

The meeting adjourned at 1:02 P.M.

Respectfully Submitted,

Jolynn Harger, Executive/Financial Assistant