

# BOARD OF HEALTH MINUTES

## TAMA COUNTY PUBLIC HEALTH & HOME CARE

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Monday April 29, 2024 – 12:00 P.M.

Meeting held via Zoom only due to conference room computer issue

<b>Members Present:</b>	Sally Custer	Casey Schmidt
	Lori Johnson	Jolynn Harger
	Sherry Parks, PA-C	Chris Behrens
	Shannon Zoffka	Dr. Polly Hineman

**Members Absent:** Micki Ferris Curt Hilmer

The meeting was called to order by Sherry Parks, Chairman at 12:02 p.m.

Dr. Hineman moved to accept the Revised Agenda as presented. Sally Custer seconded. Motion carried unanimously.

Dr. Hineman moved to accept the minutes of the March 25, 2024 meeting with no revisions. Sally Custer seconded. Motion carried unanimously.

### **Reports:**

#### **Environmental Report:**

Chris shared that he has been doing a lot of well testing because of the situation with Poweshiek water. He has completed all of the tanning/tattoo inspections. He has also completed the Septic Tank Pumper Truck Inspections.

#### **Director's Report - 10 Essential Public Health Services Framework**

- Assess and Monitor population health status, factors that influence health and community needs and assets*
  - Food Pantry: 186 households served, 568 individuals, and 31 new households for March
  - Shared tool kits for measles posts with school nurses.
- Investigate, diagnose, and address health problems and hazards affecting the population*
  - Communicable Disease Investigations Started in March: 0
  - Active & Latent TB Cases: 3 current latent cases (2 old, 1 new)
  - Animal Bites: 1 dog bite followed in March
  - Immunizations Given: 4 vaccinations given in March
- Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it*
  - Social Media Strategy: Severe Weather Awareness Week, Well Water Tests, Measles, Sleep Awareness
  - Posts: 35
  - Coffee Talks: 5 held with 33 attendees
- Strengthen, support, and mobilize communities and partnerships to improve health*
  - Maternal Health: no new news
  - Nest: 11 attendees, topic covered healthy meals and snacks
  - SKIP: Meeting March 28, Movie Night in Gladbrook was held April 4th, 96 individuals attended. Toledo Movie night is scheduled for April 25th. Supper with Super Heroes is scheduled in May.
  - NEI3A/COA: local concern over why the senior center is just in Tama, why is money not given to each community in the County

- Health Fairs: Meskwaki Health Fair in April was cancelled
  - State Opioid Needs Assessment Survey completed for SATUCI
  - Government Day was April 10th, over 150 students attended. Tama is the last County in the State to host a Government Day for high schoolers, according to organizers we are the last County in the Country to host. Students were involved in an activity where they were given a card with a name, age, what year it was and signs and symptoms of a disease. They then had to figure out what disease they had and how they became ill and what the outcome of the disease for them was. All diseases they learned about are preventable by vaccine now. This highlighted the severity of illnesses in the years prior to vaccine for polio, diphtheria, measles, mumps, tetanus, rubella, and rotavirus. An overview of Public Health functions was also provided.
5. *Create, champion, and implement policies, plans, and laws that impact health*
    - Advisory Board meeting was held April 3<sup>rd</sup>
    - The budget was reviewed with the BOS as requested
  6. *Utilize legal and regulatory actions designed to improve and protect the public's health*
    - Home Health: 53% of referrals were admitted to Home Health
    - PHEP: Zach Woods is the new Healthcare Coalition Coordinator, he will be stopping by to do a site visit on April 25th
  7. *Assure and effective system that enables access to the individual services and care need to be health*
    - Foot Clinics provided throughout the County
    - Blood Pressure Checks provided at the Senior Center
  8. *Build and support a diverse and skilled public health workforce*
    - A Tornado Drill was conducted with staff on March 27th during Preparedness Week
    - Staff attended Employee Appreciation Lunch on April 12th
    - Monthly Home Health Aide meeting focused on detail in plan of care, documentation and updates on CNA search
    - Interviews began for FT CNA/HHA position
    - 6 staff were recognized for years of service at the 4/15 BOS meeting
  9. *Improve and innovate public health functions through ongoing evaluation, research and continuous quality improvement*
    - QAPI: April meeting will have to be rescheduled due to the health fair
    - We are in the final steps of converting our email addresses
    - Nick Kalas Field Epi will be doing a site visit later this month
  10. *Build and maintain a strong organizational infrastructure for public health*
    - FY25 Immunization Grant submitted
    - FY25 Grants to County ready to be submitted
    - FY25 LPHS application completed and ready to be submitted, a new activity for the year is strategic planning, more information and planning to come on this process.

**Waiver:** March: Three patients were served under the Frail and Elderly Waiver. There were 0 Maternal Health Home visits in March.

**Financial Report:**

Admissions increased for the month of March. Skilled Nurse visits decreased. Home Health Aide visits and hours increased for the month of March. Our revenue decreased for the month of March.

For FY 24-25 the Well Closure Reimbursement is increasing to \$700 per well and \$400 per cistern. There also will be increases in training reimbursement, advertising/promotional items, and for well reconstruction.

Dr. Hineman moved to approve the Financial Report. Sally Custer seconded. Motion carried unanimously.

## **New Business**

### **1. Approve & Adopt Advisory Board Recommendations**

#### **1. Policy Revisions**

- A. Dr. Hineman moved to Approve & Authorize the Revisions of the Tama County Environmental Health Officer Groundwater Testing and Well Permitting Policy. Sally Custer seconded. Motion carried unanimously.
- B. Dr. Hineman moved to Approve & Authorize the Revisions of the Advisory Board By-Laws. Sally Custer seconded. Motion carried unanimously.
- C. Dr. Hineman moved to Approve & Authorize the Revisions of the Volunteer Medical Reserve Corp Meal Policy. Sally Custer seconded. Motion carried unanimously.
- D. Dr. Hineman moved to Approve & Authorize the Revisions of the Agency Working Hours Policy. Sally Custer seconded. Motion carried unanimously.
- E. Dr. Hineman moved to Approve & Authorize the Revisions of the Incident Report Policy. Sally Custer seconded. Motion carried unanimously.
- F. Dr. Hineman moved to Approve & Authorize the Revisions of the Credit Card Policy. Sally Custer seconded. Motion carried unanimously.
- G. Dr. Hineman moved to Approve & Authorize the Revisions of the Data Input Policy. Sally Custer seconded. Motion carried unanimously.
- H. Dr. Hineman moved to Approve & Authorize the Revisions of the Charge Structure for Agency Program Services Policy. Sally Custer seconded. Motion carried unanimously.
- I. Dr. Hineman moved to Approve & Authorize the Revisions of the Charge Verification Policy. Sally Custer seconded. Motion carried unanimously.
- J. Dr. Hineman moved to Approve & Authorize the Revisions of the Reimbursement for Patient Care Services Policy. Sally Custer seconded. Motion carried unanimously.
- K. Dr. Hineman moved to Approve & Authorize the Revisions of the Review and Collection of Accounts Receivable Policy. Sally Custer seconded. Motion carried unanimously.
- L. Dr. Hineman moved to Approve & Authorize the Revisions of the Payment Receipt and Verification Policy. Sally Custer seconded. Motion carried unanimously.
- M. Dr. Hineman moved to Approve & Authorize the Revisions of the Accounts Receivable Reconciliation Policy. Sally Custer seconded. Motion carried unanimously.
- N. Dr. Hineman moved to Approve & Authorize the Revisions of the Purchasing/Accounts Payable Policy. Sally Custer seconded. Motion carried unanimously.
- O. Dr. Hineman moved to Approve & Authorize the Revisions of the Development of Budget Policy. Sally Custer seconded. Motion carried unanimously.
- P. Dr. Hineman moved to Approve & Authorize the Revisions of the Budget Policy. Sally Custer seconded. Motion carried unanimously.
- Q. Dr. Hineman moved to Approve & Authorize the Revisions of the Review of Financial and Budget Information Policy. Sally Custer seconded. Motion carried unanimously.
- R. Dr. Hineman moved to Approve & Authorize the Revisions of the Homemaker/Home Helper Program Policy. Sally Custer seconded. Motion carried unanimously.
- S. Dr. Hineman moved to Approve & Authorize the Revisions of the Respite Services Policy. Sally Custer seconded. Motion carried unanimously.
- T. Dr. Hineman moved to Approve & Authorize the Revisions of the Agency Orientation Policy. Sally Custer seconded. Motion carried unanimously.

#### **2. Policy Review**

- A. Casey Schmidt moved to Approved & Authorize the Private System Preferred Contractor's List Policy as presented. Sally Custer seconded. Motion carried unanimously.
- B. Casey Schmidt moved to Approved & Authorize the Low Census Time Off Policy as presented. Sally Custer seconded. Motion carried unanimously.
- C. Casey Schmidt moved to Approved & Authorize the Fiscal Consideration Related to Contract Personnel Policy as presented. Sally Custer seconded. Motion carried unanimously.
- D. Casey Schmidt moved to Approved & Authorize the Lost Check or Warrant Policy as presented. Sally Custer seconded. Motion carried unanimously.
- E. Casey Schmidt moved to Approved & Authorize the Computer File Backup Policy as presented. Sally Custer seconded. Motion carried unanimously.

F. Casey Schmidt moved to Approved & Authorize the Home Health Aide Program Policy as presented. Sally Custer seconded. Motion carried unanimously.

G. Casey Schmidt moved to Approved & Authorize the Respite Restrictive Interventions Policy as presented. Sally Custer seconded. Motion carried unanimously.

3. Policy Retirement

A. Dr. Hineman moved to Approve & Authorize the Retirement of the TCPH&HC Temporary COVID-19 Protocol Policy. Casey Schmidt seconded. Motion carried unanimously.

2. Sally Custer moved to Approve & Authorize CEO/Executive Director to be BOH Signatory for Grants to Counties Grant Application and Grant Contract for FY 25. Casey Schmidt seconded. Motion carried unanimously.

3. Dr. Hineman moved to Approved the Purchase of a Ford Edge from K&K Auto Body. Casey Schmidt seconded. Motion carried unanimously.

4. Casey Schmidt moved to Approve & Authorize CEO/Executive Director to Advertise and Hire an Office Assistant/Home Care Aide. Sally Custer seconded. Motion carried unanimously.

**Correspondence:** None

**Public Comment:** None

**Future Meeting Dates:** Discussion was held as the next meeting date falls on Memorial Day. It was decided to hold the next Board of Health meeting on Tuesday, May 28, 2024 at Noon. A hybrid option is still being offered as well as in person meeting at the Public Health office.

The meeting adjourned at 12:38 P.M.

Respectfully Submitted,

Jolynn Harger, Executive/Financial Assistant

***The full Zoom recording is available. It is available by request.***