

**BUTLER COUNTY PUBLIC HEALTH NURSING SERVICE
COURTHOUSE, BOX 325
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**BOARD OF HEALTH MEETING
October 1, 2013**

BOH Members Present: Mitch Nordmeyer, Larry Backer, Jodi Bangasser, Dr. Gunnett
BOH Members Absent: Todd Kalkwarf
Others Present: Jennifer Becker, Misty Kroeze, Tammy Fleshner

The regular meeting was called to order at 4:00 p.m. at the Board of Supervisors Meeting Room by Mitch Nordmeyer.

The Public Hearing was opened at 4:05 p.m. to consider changes to Ordinance 9 Onsite Wastewater Treatment and Disposal Systems. No objections have been received, either in person, by telephone calls or letters. The Public Hearing was then closed at 4:06 p.m. Larry Backer made a motion to change the ordinance as written, and this was seconded by Jodi Bangasser. Motion carried.

The regular meeting was then continued. No public comment was heard.

Larry Backer made a motion to approve the agenda, and this was seconded by Jodi Bangasser. Motion carried.

Jodi Bangasser made a motion to approve the previous meeting's minutes as written, and this was seconded by Larry Backer. Motion carried.

Tammy Fleshner gave an updated financial report. Discussion followed regarding the End of Year Reports and status of the agency. Jodi Bangasser made a motion to approve the 8-13-13, 9-3-13, 9-17-13, 9-17-13, 9-24-13 and 10-1-13 claims, and this was seconded by Larry Backer. Motion carried.

Misty Kroeze gave the Environmental Health report. 33 Water tests have been done since 7-1-13, resulting in 16 with bacteria and 4 with high nitrates, which is more than normal. 7 Well Permits have been issued with 2 of them being geothermal wells. 3 Well closings and 1 Well Rehab has been done since 7-1-13. 55 Septic Permits have been issued since 1-1-13, with 36 of them being since 7-1-13. Of these, 49 are installed, 20 of them are for time of transfer, 16 for new construction and 1 is for repair. There are 29 licensed contractors in the county and 1 expired license. Misty has scheduled a Trench Safety Class on December 11th. So far, there are 9 Contractors signed up, and she has also invited other counties. A complaint was received in May regarding Riverview Drive, and discharging on the ground. The leech field had been destroyed. Letters were sent and this is finally resolved. A new system was installed on Royal Avenue in 2009, and it froze last year. The homeowners wanted Misty to do something. The Contractor has been contacted, and he has offered to insulate the system at no charge. Misty has had multiple conversations with the homeowners and given them possible solutions. They have threatened to pipe the system back into the ditch. She has informed them that if they do that, they will be sanctioned. Mitch Nordmeyer stated that as the Zoning Person, he has received excellent reports from Contractors and Citizens in regarding to Misty's performance at this position.

Jennifer Becker discussed the need for a Strategic Plan. The Homes with Healthy Children Credentialing / Peer Reviewers were at our Agency in September. There are 33 pages of standards to meet, including the need to have a Strategic Plan for the Agency. Jennifer has contacted surrounding counties requesting samples with no results. Jodi, Mitch and Misty stated that they have worked with Strategic Plans before. It was suggested to start with SWOT (Strengths, Weaknesses, Opportunities & Threats). Jennifer will work on this and bring it back to the Board of Health, and then come up with an action plan for the weaknesses. Jodi stated she would send a resource to Jennifer. Larry reported on his meeting with the credentialers.

The County has hired a Human Resources Specialist to look at the County Handbook and Addendums. Meetings are scheduled with the Department Heads. Jennifer will bring this to the Board of Health after he makes his recommendations.

Our next meeting is scheduled for early December. The Budget is due to the Auditor in January. The Board of Supervisors is looking at decreasing our allocation and making cuts in budgets. Jennifer and Tammy will prepare the budget and send it to the Board of Health members prior to the meeting.

The Director's Evaluation is due. Evaluations were given to Board of Health Members. Results are to be sent to Mitch or Jodi by November 1, 2013 so that they can be compiled.

Jennifer Becker gave the Program Updates.

The Immunization Grant runs on the calendar year. The 2014 Application was submitted 9-13-13, and we won't hear any results until 11-1-13.

The Homes with Healthy Children Peer Review is done, but no formal report yet. We need to work on Supervision. We didn't realize that Jennifer needs to make home visits with Mary and have documentation of these visits. A four day Supervisor Training Class is scheduled in March and May, 2014. The Strategic Plan is also needed. Mary Johnson will be retiring in April, 2014. We would like to hire her replacement so that she can be trained in the Homes with Healthy Children Program and also Disease and Disability Nursing and other home health programs. The prospective hiring date is February, 2014.

The Emergency Preparedness Grant has changed again this year. The BFF Coalition is Butler, Franklin and Floyd Counties Public Health and Franklin General Hospital. The first Coalition meeting was held yesterday with the partners. The Advisory Committee is Jennifer, Gail Schmidt from Floyd County, Jennifer Kalkwarf from Franklin County and Erran Miller from Franklin General. We are the fiscal agents for this grant and will receive 10% of the grant to administer it.

An update on Communicable Diseases was given. There have been 4 cases of cryptosporidiosis, all coming from swimming in lakes, streams, ponds or rivers. There has also been 1 case of Lyme's disease.

The 2012-2013 Annual Program Report has been completed and distributed. The Case Management Program has doubled in size this past year. The Drug Testing for DHS Contract has ended.

Ramsey Badre has presented us with his new contract for completing the Medicare Cost Report. As he will no longer be traveling, the contract is less money.

The next meeting will be scheduled for Tuesday, December 3rd at 4:00 p.m. Jodi Bangasser made a motion to adjourn the meeting, and this was seconded by Dr. Gunnett. The meeting was adjourned.

Submitted by Tammy Fleshner, for



Dr. Carol Gunnett, Secretary