

**BUTLER COUNTY PUBLIC HEALTH NURSING SERVICE  
COURTHOUSE, BOX 325  
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**BOARD OF HEALTH MEETING  
February 12, 2013**

BOH Members Present: Todd Kalkwarf, Mitch Nordmeyer, Dr. Gunnett  
BOH Members Absent: Jodi Bangasser, Larry Backer  
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 Todd Kalkwarf. Misty Kroeze was introduced to the Board members as the new Environmental Health Specialist.

Dr. Carol Gunnett made a motion to approve the agenda, and this was seconded by Mitch Nordmeyer. Motion carried.

Mitch Nordmeyer made a motion to approve the previous meeting's minutes, and this was seconded by Dr. Gunnett. Motion carried.

Tammy Fleshner gave an updated financial report. Mitch Nordmeyer made a motion to approve the 1-2-13, 1-8-13, 1-15-13, 1-22-13, 2-5-13, 2-12-13 and 2-19-13 claims, and this was seconded by Dr. Gunnett. Motion carried.

Misty Kroeze gave the Environmental Health report. Misty started on 12-10-12. She has been updating and organizing the files by address, instead of by year. The ARC mapping program has been downloaded onto her computer. Since the last meeting, there have been 7 water tests done, with 41 total for the year. She plans to send out postcards in the near future. 3 well permits were done, with 18 total for the year. 4 Well Closings were done, with 18 total for the year. There have been 2 well rehabs for the entire year. The grant funds total \$23,469 for the year, and so far we have used \$10,500.50. 3 Septic permits have been issued, with 41 total for the year. There are 30 licensed contractors in Butler County. Misty has sent out a letter introducing herself to the contractors. 3 contractor's certifications have expired. Misty plans to track this closer and assist the contractors with their certification requirements. Misty attended the IOWWA Conference in Des Moines on January 9 & 10<sup>th</sup>.

Misty presented an updated version of the Septic Permit Form that she would like to use. Dr. Carol Gunnett made a motion to approve this updated form, and this was seconded by Mitch Nordmeyer. Motion carried.

Misty gave an update on some situations in Bristow. 1. Property had been sold and money changed hands, but the deed was never recorded. Options have been given to the original owner. 2. Property across the street from the public well will need an alternate septic system and a variance from the Board. 3. Apartment complex (2 buildings with 2 units each) will need 2 systems for each building.

Misty and Jennifer have been looking at pool, tanning bed and tattoo inspections. Currently Blackhawk County is doing this for Butler County, but the contract between IDPH and Blackhawk County expires the end of June, 2013. Misty would need CPO training, but 1 pool inspection would cover the cost of the training. Inspection fees would be \$270 per pool, \$170 per spa, and \$50 per slide. Tattoo inspections are \$200 / facility. Currently there are no sites in the county, but this could change any day. Blood borne illness training would also be needed. Tanning bed inspections are \$33 per bed. IDPH provides a 1 day training over and above the CPO training. Discussion followed regarding time needed for inspections and revenue potential. Jennifer and Misty feel that she would have the time to do these inspections, and it would be another means of revenue for the department. Mitch Nordmeyer made a motion to move forward with the inspections and get the training required, and this was seconded by Dr. Carol Gunnett. Motion Carried.

The Board of Supervisors would like us to increase our permit fees. Discussion followed regarding the fees of surrounding counties. Mitch Nordmeyer made a motion to increase both septic and well permit fees to \$250.00 each, starting at \$175.00 each now, increasing by \$25.00 as of 7-1-13 to \$200.00, and increasing by \$50.00 as of 7-1-14, to reach the \$250.00 fee. This was seconded by Dr. Carol Gunnett. Motion carried.

The Time of Transfer Inspector Training was then discussed. Misty has not taken this training. Mike did take the training, but did not do inspections. This training is available in April 2013. Misty would like to take the training for the knowledge, but does not feel she needs to do the inspections. Dr. Gunnett made a motion to send Misty to the Time of Transfer Training, and this was seconded by Mitch Nordmeyer. Motion carried.

Election of Officers was held with the following results: Chairperson – Mitch Nordmeyer; Vice Chairperson – Jodi Bangasser; Secretary – Dr. Carol Gunnett. Dr. Gunnett made a motion regarding the above officer positions, and Todd Kalkwarf seconded it. Motion carried.

Jennifer Becker presented the LPHS Grant, which provides Skilled Nursing, Home Care Aide and Homemaker services to our clients. This grant application is due 2-28-2013. It has been completed by Jennifer as in the past, using the funds as above. Dr. Gunnett made a motion to approve the grant application, and this was seconded by Mitch Nordmeyer. Motion carried.

The Board of Supervisors has increased the mileage reimbursement rate from \$.48 per mile to \$.52 per mile. Currently the Public Health agency is still at \$.48 per mile. After discussion, Mitch Nordmeyer made a motion to increase the Public Health Agency's mileage to \$.52 per mile, retroactive to the date that the Board of Supervisors increased the mileage rate. This was seconded by Dr. Gunnett. Motion carried.

Jennifer Becker explained the 2013 Holiday Schedule, and the difficulties it causes with the Public Health Agency Clients. She requested that we maintain the same schedule as in the past, having Good Friday Off, and working until noon on Christmas Eve, instead of working on Good Friday and Christmas Eve off, as the Courthouse is doing. Dr. Gunnett made a motion to approve the requested Public Health Holiday schedule, and this was seconded by Mitch Nordmeyer. Motion carried.

Jennifer Becker gave the following Program Updates. The Tobacco Grant App has been released. We are eligible for \$12,480, and it is due April 2, 2013. The 2012 Program Reports was given to the Board Members.

The Board of Supervisors has signed the Annual Sub fund Agreement for FY 13-14, allocating \$125,000.00. It was approved and signed without any discussion. Later in the meeting, one of the Supervisors was looking closely at the funding and our fund balance. The other Supervisors were supportive of the fund balance. Mitch Nordmeyer, who was present at that meeting, suggested that a meeting be held between the Board of Supervisors and the Board of Health in regards to the fund balance needed. Originally it was felt that the Agency should have enough fund balance to cover 6 months of expenses. As Larry Backer was present at the original meeting when the sub fund was established, we would like to wait until his return to Iowa before we have this meeting. Jennifer will check to see if he will be back for the April 2, 2013 meeting, and if so, will invite the Board of Supervisors to attend.

Jennifer Becker proposed changing the discharge policy, to make all patients the same as the Medicare rules, which would mean discharging a patient at the end of the Plan of Care, instead of after 2 weeks. This would eliminate discharging and readmitting private pay patients due to a vacation or trip to family. Dr. Gunnett made a motion to change the discharge policy to state that all patients would be discharged at the end of the Plan of Care, as Medicare's rules state. This was seconded by Mitch Nordmeyer. Motion carried.

Tammy Fleshner stated that the EMS Bureau is looking at a different way to distribute the EMS Grant funds. Grants will be distributed through the Board of Health or Board of Supervisors. As we have gone through the Board of Health in the past, we would like to continue to do so.

The next meeting will be scheduled for Tuesday, April 2, 2013 at 4:00 p.m. with the 'passing of the gavel'. The meeting was adjourned.

Submitted by Tammy Fleshner, for

Dr. Carol Gunnett, Secretary