

**BUTLER COUNTY PUBLIC HEALTH NURSING SERVICE  
COURTHOUSE, BOX 325  
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**BOARD OF HEALTH MEETING  
February 7, 2012**

BOH Members Present: Todd Kalkwarf, Jodi Bangasser, Dr. Gunnett  
BOH Members Absent: Mitch Nordmeyer, Larry Backer  
Others Present: Jennifer Becker, Tammy Fleshner  
Visitors Present: Robin Chisholm, new Butler County Public Health Nurse

The regular meeting was called to order at 4:00 p.m. at the Board of Supervisors Meeting Room by Todd Kalkwarf. No public comments were heard.

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

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

Jennifer Becker introduced Robin Chisholm to the Board of Health Members.

Tammy Fleshner gave an updated financial report. She reported on the difficulties with the 5010 transition and problems trying to reach EDI. It was recommended that she send a Certified Letter to EDI requesting assistance. Jodi Bangasser made a motion to approve the 1-3-12, 1-17-12, 1-24-12, 2-7-12, and 2-14-12 claims, and this was seconded by Dr. Gunnett. Motion carried.

Jennifer Becker gave the Environmental Health report. Since last meeting, 3 Septic Permits and 1 Well Permit has been issued, 1 Well Closing, 10 Water Tests, and 1 Well Rehabilitated. Mike would like to raise the septic permit fees to \$150.00. He is to bring a comparison of County Fees and the total number of septic permits issued in 2011. The scanning and filing is completed through 1998. The Unverferth System cannot meet current discharge demands. A new study is to be done. The Flint Hill Resources (ethanol plant) still has not signed contract for maintenance. Information has been sent to the home office. Unconventional Systems are required to have annual inspections. Two properties have signed contracts, but the owners are not paying, therefore the testing is not being done. "Nice" letters have been sent.

Jennifer Becker then gave an update on the Medicare Audit. The Dept of Inspection and Appeals was here December 5 to 7, 2011. We received 4 deficiencies:

1. We cannot store patient's meds in the office. They have been moved to lock boxes in the patients' homes. Discussion followed regarding other options. (Chapter 657)
2. Home Care Aides must be supervised in the home with a nurse within the 60 days of last supervision.
3. A Medication Regimen Review must be completed at every visit.
4. One patient was discharged from hospital on a Friday and not seen by our agency until Monday. There were no physician orders allowing this. Patients must be seen within 48 hours of referral.

Iowa Medicaid Enterprise is to be in our office on February 8<sup>th</sup>, 2012, and will be auditing case management charts. They will also be looking at personnel policies and case management policies.

Program reports were then given by Jennifer Becker. The LPHS 2013 Grant RFP was let last week. The appropriation is \$1.00 less than the current year. The application is completed. Dr. Gunnett made a motion to approve the application, and this was seconded by Jodi Bangasser. Motion carried. The Funds are to be used for skilled nursing, home care aide and homemaker visits. The performance measure is the completion of the 2011 CHNA/HIPP report. The Incentive funds of \$800 is to be used on the skilled nursing, home care aide and homemaker visits. Jodi Bangasser made a motion to approve the use of these funds, and Dr. Gunnett seconded the motion. Motion carried.

The Tobacco Prevention Grant RFP is available. Proposed allocation is \$12,488; however the funding may be cut or totally eliminated.

Empowerment will be asking for our intentions regarding the upcoming Homes with Healthy Children proposal. Mary Johnson may be retiring in the summer. Discussion followed regarding rehiring some for this program or not applying for the grant.

The Public Health Emergency Preparedness Grant has certain tasks that need to be accomplished. Mitch Nordmeyer, Jason Johnson and Jennifer are working together on a full scale county-wide exercise. The EOC (Emergency Operations Center) will be opened. The Mobile Vaccination System will be set up. The exercise will be on Saturday, March 24<sup>th</sup>, starting at 8:00 a.m. Jennifer is requesting 2 Board of Health representatives at the exercise, Todd Kalkwarf and Jodi Bangasser stated that would be willing to participate. More information will be coming.

The SharePoint MOUs (Memorandums of Understanding) are incorrect. New MOUs are ready for signatures. Todd Kalkwarf signed the Board of Health MOU.

An updated version of the agreement between the Board of Health and the Board of Supervisors was signed by Todd Kalkwarf.

A discussion regarding chart audits was held, with the options of doing the audits ourselves verses contracting them out. Jennifer will research this more.

Other discussion included using a PRN or Part-time Nurse for coverage issues; and the Containment verses Prevention of Disease.

The next meeting will be scheduled for Tuesday, April 10th at 4:00 p.m. The meeting was adjourned.

Submitted by Tammy Fleshner, for

Dr. Carol Gunnett, Secretary