

BOARD OF HEALTH MINUTES

TAMA COUNTY PUBLIC HEALTH & HOME CARE

Monday January 24, 2022 – 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 Phone Sherry Parks, PA-C –via Zoom
Heather Bombei –via Zoom Dr. Polly Hineman, via Zoom

Absent: Chris Behrens

The meeting was called to order by Sherry Parks, Chair, at 12:03 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 2 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, with the current COVID surge and positivity rate above 30% in our county, electronic meetings is our safest option.

Dr. Hineman moved to accept the Revised Agenda as presented. Micki Ferris seconded. Motion carried unanimously.

Micki Ferris moved to accept the Minutes of the November 22, 2021 meeting as presented. Dr. Hineman seconded. Motion carried unanimously.

Reports:

Environmental Report:

In Chris' absence, Shannon gave his report.

Chris is cleaning up paperwork on septic issues over the last season. Mapping has been a big part of this project and this has been problematic.

Chris is sending out letters to homeowners for a grant that is available in unsewered communities like Buckingham, Dinsdale, and Vining to update their septic systems.

Chris will be taking CIOWTS training in February. All contractors in Tama County that install septic systems will need this certification.

Director's Report – Shannon Zoffka

Quality Assurance/Performance Improvement (QAPI): Monthly meetings continue. We have organized binders with sections for needed information.

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

Supporting Kids in Prevention (SKIP): Zoom meetings quarterly. SKIP planned to partner with MICA on providing families with crockpots and ingredients for one pot meals, but because of absences due to COVID this has been delayed.

Public Health Emergency Preparedness (PHEP): We will participate in a Communication Exercise on 02/01 as part of our response planning for our PHEP grant. This will test the effectiveness of various modes of communication in the coalition. We are working to updated NIMS courses with staff.

Human Resources: We have hired Robin Riffle as a full time Homemaker.

Our PRN employee's employment ended December 28th.

The CMS vaccine mandate was approved and we must be in compliance by 02/28/22; staff will either need to provide proof of vaccination or a medical or religious exemption.

We are in the process of investigating an employee complaint with HR.

We are having ongoing issues with a current employee that is being addressed with HR.

An email was sent to the nursing staff in regards to overtime and not taking lunches, we are at a low census of patients and overtime is not allowed and no lunches are not allowed.

Communicable Disease: There were two communicable disease cases in November, and 3 animal bites.

COVID:

Current case count: 4076 (at the last meeting in November we were at 3034). We are currently at a 37.53% positivity rate. Four LTC's in the county are in outbreak status. The State, and our County, are seeing the highest positivity rates now vs any other time in the pandemic.

Vaccine:

Pfizer Pediatric, Moderna, and J&J vaccine are still available, demand is currently low. Pediatric clinics continue to be held, but demand is not high.

Advanced Epidemiology course was completed on 01/21/22 by Shannon and Penny.

Maternal Health Program: No new news.

Home Health:

Patient census is low, visits are well below the national average for the nurses. We will be placing information at assisted livings and senior housing and will have nurses call or meet with discharge planners at area hospitals.

We had staff out with illnesses including COVID. However, with such a low census it has not impacted service delivery.

Waiver: November: Six patients were served under the Frail and Elderly Waiver, in December there were 8. There were 2 Maternal Health Home visits in November and December.

Financial Report:

For the month of November, Admissions stayed the same and Skilled Nursing visits were down. For the month of December, Admissions were up and Skilled Nursing visits were up. Home Health Aide visits were down and hours were down for the month of November, and in December the visits were up but the hours were down. Our revenue increased in November but decreased in December.

Dr. Hineman moved to approve the Financial Report. Micki Ferris seconded. Motion carried unanimously.

New Business

A. Election of Officers: The Board voted to leave Sherry Parks as the Chairman and Dr. Hineman as the Vice-Chairman. Micki Ferris moved to approve the Election of Officers. Dr. Hineman seconded. Motion approved unanimously.

B. Dr. Hineman moved to Approve the Finance Committee Recommendations. Micki Ferris seconded. Motion carried unanimously.

C. Adopt Advisory Board Recommendations

1. Policy Revisions

- A. No Smoking Policy
- B. Cell Phone Reimbursement Policy
- C. Agency Daysheet Policy
- D. Guidance to Employees Experiencing an Infectious Disease
- E. Email & Internet Access
- F. Recruitment/Hiring Process Policy
- G. Resignations
- H. Tama County Public Health Continuity of Operations Plan
- I. Facility Emergency Action Plan
- J. Emergency Preparedness Plan
- K. Homemaker (Direct Care Worker III) Home Health Aide (Direct Care Worker IV) Training and Competency Requirements
- L. Emergency Procedure for Homemaker-Home Health Aides
- M. Homemaker-Home Health Aide Not Home/Not Found Patients & Reporting Responsibilities
- N. RN Supply Bag Technique
- O. Patient Care Conference Policy
- P. Agency Patient Grievance Policy/Procedure
- Q. Comprehensive Assessment/OASIS Documentation
- R. Home Care Aide Wage Scale

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

2. Policy Review

- A. Employee Outside Employment Policy
- B. Travel Compliance & Reimbursable Expenses
- C. Code of Ethics Policy
- D. Ethical Dilemma in Patient Care-Staff Rights
- E. Comp/Time Without Pay Policy
- F. Hand Hygiene Policy/Procedure
- G. Tama County Public Health & Home Care's Mandatory Vaccination Policy
- H. Board of Health Approval for Agency Applications, Grants, Contracts and Agreements
- I. Homemaker-Home Health Aide Evaluation Performance Review
- J. Homemaker-Home Health Aide Position Name Clarification
- K. Patient Appeal Procedure for Denial, Reduction or Termination of Services
- L. Services Provided to Patients Who Reside in Assisted Living Facilities (ALF) Policy

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

3. Policy Adoption

- A. Nuisances and Abatement Policy

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

4. Plan Review

- A. Tama County Public Health & Home Care Emergency Action Plan

After discussion of the above Plan Review, Micki Ferris moved to Approve the Plan Review as recommended by the Advisory Board. Dr. Hineman seconded. Motion carried unanimously.

D. Dr. Hineman moved to Approve & Authorize CEO/Executive Director and BOH Chair to sign Home and Community Based Services (HCBS) 2021 Provider Quality Management Self-Assessment. Micki Ferris seconded. Motion carried unanimously.

E. Micki Ferris moved to Approve & Authorize CEO/Executive Director to sign Mid-Iowa Community Action Addendum, regarding COVID-19 Vaccination. Dr. Hineman seconded. Motion carried unanimously.

F. Micki Ferris moved to Approve & Authorize CEO/Executive Director to sign Iowa Total Care Organizational Provider Re-Credentialing Application. Dr. Hineman seconded. Motion carried unanimously.

G. Discussion was held about the American Rescue Plan funds that the county has received. Shannon is on a Committee that is overseeing what to do with these funds. The funds are divided into four categories. Public Health will receive a portion of these funds. Some ideas for the use of the funds have been: help with the Nest Program and a mobile vaccine unit. The Committee meets monthly. Shannon is just giving the Board information at this time. No action taken.

H. Micki Ferris moved to Approve & Authorize Sanitarian to process Water Infrastructure Grant for Onsite Wastewater Systems in Unsewered Communities. Dr. Hineman seconded. Motion carried unanimously.

I. Dr. Hineman moved to Approve & Authorize CEO/Executive Director to sign CADE COVID (IT - \$117,195) and Confinement (\$7,691) Grant Funding. Mick Ferris seconded. Motion carried unanimously.

Correspondence: None

Public Comment: Heather Bombei asked if there was any status updates on a Board of Health member to replace Phyllis Dunlap. Lori Johnson pointed out that we are short two members with the resignation of Duane Backen.

Bill Faircloth said that Dan Anderson has contacted two people to see if they would be willing to serve on the Board of Health. One has said no, the other is going to give an answer soon. There is another possibility, but Dan has not had a chance to contact them yet.

Future Meeting Dates: The next Board of Health meeting will be held on Monday, February 28, 2022 at Noon.

The meeting adjourned at 12:35 P.M.

Respectfully Submitted,

Jolynn Harger, Executive/Financial Assistant