

# BOARD OF HEALTH MINUTES TAMA COUNTY PUBLIC HEALTH & HOME CARE

---

Monday July 24, 2023 – 12:00 P.M.  
Meeting held at Tama County Annex building and via Zoom

|                         |                               |                           |                   |
|-------------------------|-------------------------------|---------------------------|-------------------|
| <b>Members Present:</b> | Curt Hilmer – BOS Liaison     | Casey Schmidt – via Zoom  | Dr. Polly Hineman |
|                         | Lori Johnson                  | Jolynn Harger             | Chris Behrens     |
|                         | Sherry Parks, PA-C – via Zoom | Heather Bombei – via Zoom | Micki Ferris      |
|                         | Shannon Zoffka                | Sally Custer              |                   |

## Members Absent:

The meeting was called to order by Sherry Parks, Chairman at 12:00 p.m.

Micki Ferris moved to accept the Revised Agenda adding under Policy Review an item #12 – Travel Compliance and Reimbursable Expenses Policy. Sally Custer seconded. Motion carried unanimously.

Micki Ferris moved to accept the Minutes of the June 26, 2023 with a spelling correction to the word “Carton” changing it to the word “Carlton” on page 3 second line from the bottom, and a correction of the word “statue” to “statute” on page 5 third line from the top of the page. Sally Custer seconded. Motion carried unanimously.

## Reports:

### **Environmental Report:**

Chris shared that all Tama County pool inspections are done. Several septic systems have been going in this past month.

Chris wanted to go over the Time of Transfer rules with the Board. Chris explained that the 3<sup>rd</sup> party inspectors are not determining pass/fail of the system. They create a report that goes to Chris for the final decision. There is a misconception that the 3<sup>rd</sup> party inspector makes that decision. They do not. The 3<sup>rd</sup> party inspector has to be certified by the state to do inspections. Chris is certified by the state, but he does not do them. He took the class so that he understood the process.

There is another issue that came up at the Board of Supervisors meeting this morning about the Stevens property. Her septic tank was 400 gallons. It does not say in Iowa Code that it is an automatic fail, however, guidance that has been passed down in the training Chris has received and from the I-DNR, is that less than 500 gallons is an automatic fail. The section of Code that this is referenced is 69.1.3b. Corey Frank went out to the Stevens site with Chris when he did his inspection.

Every property needs to have an inspection. There are 12 exemptions. One of them is if the property is passed to a family member. Otherwise every Time of Transfer needs an inspection. The report is then sent to Chris who has 10 days to pass or fail the system. He sends a letter to the Homeowner with the results. Those letters were not being sent out 2 years ago. A lot of real estate agents and attorneys did not know if systems in the past had passed or failed. That is some of the confusion. When Sherry Lutz from Iowa County trained Chris she showed him this process, as it was not being done here in Tama County. The Groundwater Hazard Statement has to be marked pass or fail. This was being checked as “pass” in the past without any proof. Chris has tried to educate the attorneys and real estate agents about this.

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

1. *Assess and Monitor population health status, factors that influence health and community needs and assets*
  - CHA CHIP—working on goals, objectives and strategies for priority issues. Priority issues identified are: physical activity/obesity, elderly wellness, access to care and mental health.
  - Food Pantry: Mobile Food Pantry continues: June 163 households served, 480 individuals and 17 new households.

2. *Investigate, diagnose, and address health problems and hazards affecting the population*
  - Communicable Disease Investigations Started in June 0
  - Active & Latent TB Cases: 0 current cases
  - Animal Bites: 2 dog bites followed in June both involved having an animal sent to the lab for rabies testing
  - Immunizations Given: 0 vaccinations given in June through the Vaccines for Children program
  
3. *Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it*
  - Social Media Strategy: Food Bank information, heat safety, pet safety, fireworks safety, hot cars, food bank, Pool Party, air quality, PTSD support, farmer's market checks for seniors, heat exhaustion vs heat stroke, lightning safety and elder abuse awareness.
  - Posts: 21
  - Coffee Talks: 3 locations, 8 total attendees
  - The new Tama County website is up and running, we have received training on how to update. Great improvement!
  
4. *Strengthen, support, and mobilize communities and partnerships to improve health*
  - Maternal Health: Penny attended the MH Coalition meeting in Newton
  - Nest: July class covered Well Child visits and Immunizations, 9 families attended
  - SKIP: In June 2 pool parties were hosted and a fishing night at Cherry Lake.
  - NEI3A: Shannon attended the Finance Committee and regular Directors Meetings in June
  - 1 CPR training was provided.
  
5. *Create, champion, and implement policies, plans, and laws that impact health*
  - Advisory Board meeting was held June 13.
  
6. *Utilize legal and regulatory actions designed to improve and protect the public's health*
  - PHEP: meetings attended for Public Health and the Coalition. Hazard Vulnerability Assessment was reviewed and returned to PHEP Coordinator.
  
7. *Assure and effective system that enables access to the individual services and care need to be health*
  - Home Health: 62% of referrals were admitted to Home Health services in June.
  - Success story: Jan 2022 we admitted a Client with multiple medical issues including end stage liver failure. Skilled Nurse provided assistance with complex medications, chronic diseases and illness. Skilled Nurse had to work to gain the clients trust and establish new ways to help him with medications, which though resistant at first, now doesn't know how he would manage without the changes made. Leg wounds have healed, skin conditions have improved 100%. Client had needed assistance with appointments and with help from the Skilled Nurse initially now the client is able to set up transportation and scheduling of appointments. Since admit, he has been compliant with nurse and medications, began exercising regularly and is no longer requiring weekly paracentesis and is off the liver transplant list. He is able to garden and has become accountable for his health. Client states he wouldn't be alive today if it weren't for his nurse. Family is thankful and states that the client is like a whole new person with a new outlook on life
  
8. *Build and support a diverse and skilled public health workforce*
  - HHA meeting in June covered heat related illnesses and importance of staying hydrated, the Aides often work in homes with no air conditioning.
  - An issue arose with our computers where a staff member can see what another department member is doing: what they are searching, buying, banking, etc. This was reported to Laura

Kopsa, IT Chair, and we are looking at a different IT provider to prevent this from happening again. This has happened twice, and that is a really concern when we have protected health information on our computers.

- Shannon was informed that an Aide is planning to retire this Fall in September no date provided yet she is full time and we will need to fill this quickly.
- HR: RN position has been filled, we will welcome Kelly Purk to our team in August.  
Concerns: after the June meeting, Shannon has many concerns about the relationship between this department and other county offices. During the public meeting, the HR Director stated that the staff are “scared” of Shannon and Lori. Shannon has yet to receive any claims from HR and no investigation has been initiated into these claims made to HR. The County Handbook states that a problem or complaint should be brought to their immediate supervisor or department head. The chain of command is not being followed or enforced by HR, nor is the handbook. This creates a lot of problems for management. The Mileage policy is a perfect example. If there are complaints being brought to HR, those individuals should be directed to come to Shannon. This is not happening. If there are complaints or claims filed, Shannon should know and have a copy, this has not happened. If there is a complaint or complaints about Shannon or Lori, the BOH should be notified and an investigation started. Shannon has serious concerns about the departments ability to receive information and the handbook and processes not being followed, staff being told one thing and Shannon another. If Shannon were to go against the Mileage Policy then Shannon is at risk, but now Shannon is being told that the policy is illegal and still have not received documentation to prove it is. Shannon has many concerns from the June meeting. Accusations made publicly that our office is somehow creating illegal policies and threats of lawsuits, but now the supposed illegal policies and practices are not an issue. Shannon does not feel the agency or the boards that provide oversight for the agency are creating illegal policy. Rules and ordinances are not the same as agency policy. Other departments have their own handbooks and policies. No other department is expected to publish general operating procedures in the newspaper. Every BOS liaison receives copies of policy review, revision, adoption and retirement. There has never been an issue with this process in the past.

9. *Improve and innovate public health functions through ongoing evaluation, research and continuous quality improvement*

- QAPI: no new news.

10. *Build and maintain a strong organizational infrastructure for public health*

- I4 Annual Report completed
- LPHS Grant 4th Quarter report submitted
- Continued appreciation for our BOH members and all they do to help support the agency. If able, please attend one of the State Townhall meetings regarding service alignment for Public Health. Shannon attended last Fridays meeting and she didn't feel she had any of her questions answered.

**Waiver:** June: Three patients were served under the Frail and Elderly Waiver. There were 4 Maternal Health Home visits in June.

**Financial Report:**

Admissions increased for the month of June. Skilled Nurse visits increased. Home Health Aide visits and hours increased for the month of June. Our revenue decreased for the month of June. We have exceeded the revenue that we received last fiscal year. For FY 22 we had 53 Medicare admissions, for FY 23 we had 48. The benchmark from Medicare is 40 admissions.

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. Micki Ferris moved to Approve & Authorize the Revisions of the Personnel Records Policy. Dr. Hineman seconded. Motion carried unanimously.
- B. Micki Ferris moved to Approve & Authorize the Revisions of the Mandatory Reporter of Adult/Child Abuse Policy. Dr. Hineman seconded. Motion carried unanimously.
- C. Micki Ferris moved to Approve & Authorize the Revisions of the Agency Property Control Policy. Dr. Hineman seconded. Motion carried unanimously.
- D. Micki Ferris moved to Approve & Authorize the Revisions of the Charge Structure for Maternal Child Health Services Policy. Dr. Hineman seconded. Motion carried unanimously.
- E. Micki Ferris moved to Approve & Authorize the Revisions of the Credentialing/Verification of Physician's License Policy. Dr. Hineman seconded. Motion carried unanimously.
- F. Micki Ferris moved to Approve & Authorize the Revisions of the Policy on Policies and Procedures Policy. Dr. Hineman seconded. Motion carried unanimously.
- G. Micki Ferris moved to Approve & Authorize the Revisions of the Communicable Disease Policy. Dr. Hineman seconded. Motion carried unanimously.
- H. Micki Ferris moved to Approve & Authorize the Revisions of the Do Not Resuscitate (DNR) Policy. Dr. Hineman seconded. Motion carried unanimously.
- I. Micki Ferris moved to Approve & Authorize the Revisions of the Admission Criteria Policy. Dr. Hineman seconded. Motion carried unanimously.
- J. Micki Ferris moved to Approve & Authorize the Revisions of the Patient Bill of Rights & Statement of Responsibility OASIS Statement of Patient Privacy Rights Policy. Dr. Hineman seconded. Motion carried unanimously.
- K. Micki Ferris moved to Approve & Authorize the Revisions of the Homemaker/Home Health Aide Supervisor Job Description. Dr. Hineman seconded. Motion carried unanimously.

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

- A. Micki Ferris moved to Approve & Authorize the Administrative Management of Personnel Policy as recommended. Dr. Hineman seconded. Motion carried unanimously.
- B. Micki Ferris moved to Approve & Authorize the Credential Verification of Contracted Licensed Independent Professional Staff Policy as recommended. Dr. Hineman seconded. Motion carried unanimously.
- C. Micki Ferris moved to Approve & Authorize the Quality Assurance/Performance Improvement Plan Policy as recommended. Dr. Hineman seconded. Motion carried unanimously.
- D. Micki Ferris moved to Approve & Authorize the Phone Call Protocol Policy as recommended. Dr. Hineman seconded. Motion carried unanimously.
- E. Micki Ferris moved to Approve & Authorize the Clinical Record Review Policy as recommended. Dr. Hineman seconded. Motion carried unanimously.
- F. Micki Ferris moved to Approve & Authorize the Referral/Intake Process Policy/Procedure Policy as recommended. Dr. Hineman seconded. Motion carried unanimously.
- G. Micki Ferris moved to Approve & Authorize the Restraints & Behavioral Intervention Plans Policy as recommended. Dr. Hineman seconded. Motion carried unanimously.
- H. Micki Ferris moved to Approve & Authorize the Restrictions on Patients Rights Policy as recommended. Dr. Hineman seconded. Motion carried unanimously.
- I. Micki Ferris moved to Approve & Authorize the RN and H-HHA Service to Family Members Policy as recommended. Dr. Hineman seconded. Motion carried unanimously.
- J. Micki Ferris moved to Approve & Authorize the Gait Belt Policy as recommended. Dr. Hineman seconded. Motion carried unanimously.
- K. Micki Ferris moved to Approve & Authorize the Venipuncture to Obtain Laboratory Specimen Policy as recommended. Dr. Hineman seconded. Motion carried unanimously.

#### **3. Policy Adoption**

- A. Dr. Hineman moved NOT to Adopt the Documentation Review of Time of Transfers Policy. Micki Ferris seconded. Motion carried unanimously.

#### **4. Policy Retirement**

- A. Dr. Hineman moved to Approve & Authorize the Retirement of the Violence in the Workplace Prevention Policy. Micki Ferris seconded. Motion carried unanimously.

2. Micki Ferris moved to Approve & Authorize CEO/Executive Director to sign Services and Scope of Work Engagement Letter with RSM US LLP for Medicare Cost Reporting Services. Casey Schmidt seconded. Motion carried unanimously.

3. Micki Ferris moved to Approve & Authorize CEO/Executive Director to be Board Authorized Signatory on 521211 FY 24 Grants to Counties Grant Application/Contract. Casey Schmidt seconded. Motion carried unanimously.

4. Micki Ferris moved to Approve & Authorize CEO/Executive Director to sign Contract 5884I486 – Immunization Services for project July 1, 2023 – June 30, 2024 Contract. Casey Schmidt seconded. Motion carried unanimously.

5. Micki Ferris moved to Approve & Authorize CEO/Executive Director to sign Authorization for Direct Deposit via ACH (payments only) with Mid-Iowa Community Action. Casey Schmidt seconded. Motion carried unanimously.

6. Micki Ferris moved to Approve & Authorize Assistant Director/CFO to sign Verizon Connect Services Order Form for 2 additional Vehicle Tracking Subscriptions for 2010 Ford Edge and 2010 Ford Fusion. Casey Schmidt seconded. Motion carried unanimously.

7. Micki Ferris moved to Approve & Authorize CEO/Executive Director to Advertise for and Hire a Full Time Home Care Aide due to the Upcoming Retirement of a Full Time LPN/Home Care Aide. Casey Schmidt seconded. Motion carried unanimously.

**Correspondence:** None.

**Public Comment:** Casey asked if anyone has asked for any policy, how we create policies, or asked for our policy on mileage reimbursement since the last meeting. Lori said no, the only thing that was asked for, by Laura Kopsa, was Board of Health minutes that were not up on the new website yet. Shannon said that nothing was asked for about policy review, retirement, mileage. She has still not seen where an employee has complained about it.

Micki Ferris asked why our Travel Reimbursement Policy has a one word difference from the County Policy? Kendall Jordan, a former Supervisor, wanted it written that way, as he was instrumental in writing this policy. If Shannon has direction from Brent Heeren that this policy is incorrect, she would of course bring it back to the Board of Health to change it.

Shannon said that we have an Advisory Board that reviews the policies before they come to the Board of Health. This is an extra layer that many counties no longer have.

**Future Meeting Dates:** The next Board of Health meeting will be held on Monday, August 28, 2023 at Noon. A hybrid option is still being offered as well as in person meeting at the Public Health office.

The meeting adjourned at 12:55 P.M.

Respectfully Submitted,

Jolynn Harger, Executive/Financial Assistant

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