

Monona County Board of Health

MINUTES

 X Regular Meeting _____ Special Meeting

October 28, 2014

5:30 p.m. – 7:30 p.m.

Onawa Public Library, 707 Iowa Ave., Onawa, IA 51040

- I. Call to Order, Roll Call, Introductions** – Eugene Hamman, Vice-Chair called the meeting to order at 5:40 PM. Roll call of board members followed by public health staff.
- Attendance:**
- Board Members:** Connie King, Dr. Tracy Kahl, Eugene Hamman, Sheri Joyner
- Board Members Absent:** Kathleen Bonnes, Ann Livermore, Tim Jessen
- Public Health Staff:** Laura Oliver, Interim Administrator, Danelle Riley, Administrative Assistant
- Others in Attendance:** None
- II. Approval of Agenda for October 28, 2014** – Eugene Hamman asked if there were any proposed additions or changes to tonight’s agenda. Laura Oliver stated that the board chair had asked her to show an educational webinar at the meeting and she asked to add a short webinar regarding the public health accreditation process to the agenda. The current IDPH Director, Gerd Claybaugh, is promoting public health accreditation by national standards for all Iowa public health agencies. There is a good possibility that it will be a requirement in a few years. **Sheri Joyner made a motion to add this webinar to the agenda, Dr. Kahl seconded. All in favor. Motion carried.**
- III. Approval of Minutes of September 24, 2014 meeting** – Eugene Hamman asked if there were any additions or corrections to the minutes. Connie King stated that Terry Stecker had been left off the list other in attendance. **Dr. Kahl made a motion to approve the minutes of the September 24, 2014 meeting minutes with the addition of Terry Stecker to others in attendance. Connie King seconded. All in favor. Motion carried.**
- IV. Financial Reports** – Danelle Riley reviewed the format and purpose of the items on the July and August Accounts Receivable/Reconciliation Reports. August 31, 2014 Year-To-Date Revenue was \$43,455.04 and Expenses were \$64,288.95, Accounts Receivable balance (not including CLPPP or PHEP) was \$41,660.52.
- V. Public Health Emergency Preparedness and Epidemiology** – Danelle Riley presented an update on PHEP and EPI activities at IDPH and MCPH due to the Ebola Outbreak.
- Since October 20, 2014 IDPH has communicated regularly with the Governor and they have activated a state level incident management structure. They are conducting weekly Ebola webinar briefings and message templates for local public health agencies (LPHA), hospitals, and EMS.

- Laura, Danelle, and Jessica have been listening to the webinars and reading all updates as available. IDPH has notified LPHAs and hospitals that it is permissible to use federal preparedness funds to support acquisition of personal protective equipment/supplies (PPE) and provide for training for staff.
- Danelle and Laura have been in contact with Randy Ross, Monona County Emergency Manager (EMA), and Claudia Boss, Burgess Health Center preparedness planner to discuss what PPE may be needed for local responders.
- **If IDPH knows that a traveler from an effected African country is going to an Iowa county, the LPHA will be contacted and instructed on the exact procedures to follow depending on the person's condition. The LPHA may be utilized to contact the person and get temperature readings twice a day. Low exposure techniques will be used so the LPHA worker does not need to use a hooded PPE coverall at every contact.**
- **IDPH will only release state-level information to the public because with the small number of travelers returning to Iowa from Ebola affected countries, the release of county-level data could lead to identification of an individual, which is in violation of Iowa Code Chapter 22.**
- Regarding Quarantine and Isolation: On June 29, 2005 the Monona County Board of Health adopted the IDPH model rule for Quarantine and Isolation. In the event that a Quarantine or Isolation order would need to be issued in Monona County, there are procedures and forms in place for the board of health physician to order as needed.

VI. Administrator Updates – Laura Oliver

Laura told the board that the newly hired administrator, Kristin Andre, plans to start on Monday, November 17 and on Tuesday the 18th the staff is planning a small coffee at 9:00 a.m. The board members were invited to come and help us greet her.

Laura informed the board that the Learning For Life Program (LFL) Iowa Family Support (IFSTAN) credentialing process is very focused on policies. Agency administrative policies as well as LFL program specific policies have been reviewed, written, and re-written to meet the requirements of the IFSTAN Standards. The new and revised policies will need to be approved by the board. The Mock Review with the two Technical Assistants (TA) on October 15th went very well and they provided much insight into what to expect at the Peer Review in April 2015. The Peer Review will last 3 days and the reviewers will interview an array of persons including: LFL Parent Educator, LFL Supervisor, Public Health Administrator and other staff as needed, Board of Health members, persons who control our funding sources, clients/families on our LFL program, community partners. The upstairs room at the Onawa Public Library has already been booked for use for this meeting.

- **Update of Administrative Policies** – Laura reviewed the following policies and pointed out the main purpose of each.
- Agency / IFSTAN Standard 18: Protections of Reporters of Suspected Misconduct**
- Agency / IFSTAN Standard 19: Professional Conduct**
- Agency / IFSTAN Standard 20: Protections of Clients Rights and Ethical Obligations**
- Agency / IFSTAN Standard 22: Grievance Procedures**
- Agency / IFSTAN Standard 23: Personnel Development and Training**
- Agency / IFSTAN Standard 29: Human Resources**
- Agency / IFSTAN Standard 30: Fiscal Management**
- Agency / IFSTAN Standard 32: Research Protections**

Dr. Kahl made a motion to approve the policies presented. Sheri Joyner seconded. All in favor. Motion carried.

VII. Next Meeting: Regular meeting date, November 25, 2014.

VIII. Additional Item: Educational webinar: A Pathway to Public Health Standards, an Example from Local Public Health (Linn County, Iowa). The webinar is about Public Health Accreditation and the PHAB Standards, but the process is very similar to the IFSTAN Accreditation that the LFL Program is currently going through. The speaker from Linn County Iowa Health Department spoke of much policy work and the need to pull together all the agency's various program personnel to make sure that the policies work for all areas of the department.

IX. Dr. Kahl made a motion to adjourn the meeting. Sheri Joyner seconded. All in favor. Motion carried.
Meeting adjourned at 7:20 pm

Respectfully submitted:

Danelle Riley

Title:

Administrative Assistant
