

Monona County Board of Health

MINUTES

 X Regular Meeting Special Meeting

June 4, 2018

5:30 pm – 7 pm

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

BOH Members Present: Mike Collison, Scott North, Dr. Tracy Kahl

BOH Members Absent: Kathleen Bonnes, BOH Chair; Connie King, BOH Vice-Chair

MCPH Staff Present: Kristin Schmidt, Administrator; Danelle Riley, Asst. Admin.;

Others Present: RoxAnn Smith, Jackson Recovery Center

- I. Call to Order, Introductions** – Kristin Schmidt facilitated the beginning of the meeting and let the members know that both the Chair and the Vice-Chair were unable to attend. She asked if any of those members present would offer to chair tonight’s meeting. Mike Collison offered to chair and there were no objections.
- II. Approval of Agenda for June 4, 2018**
- Dr. Kahl made a motion to approve the Agenda for June 4, 2018 as presented. Scott North seconded. All in favor. Motion carried.**
- III. Approval of Minutes of the March 26, 2018 meeting**
- Dr. Kahl made a motion to approve the Minutes of the March 26, 2018 meeting. Scott North seconded. All in favor. Motion carried.**
- IV. Administrator Updates** – Kristin Schmidt (informational only)
- a. **Live Healthy Iowa 10-Week Wellness Challenge Results**
This press release highlights the hard work of the 139 people that participated from our county. These participants completed a total of 310,614 activity minutes and lost a total of 404.9 pounds over the 10-week wellness challenge. A copy of the press release was submitted to the board.
- b. **Tick Prevention Press Release**
A newspaper article was developed to remind the county about tick season and to give them prevention tips. The press release was sent to all of the local newspapers, put on the public health Facebook page and submitted to the board.
- c. **Walk and Bike to School Initiative**
This is a new initiative for this year. Public Health partnered with the 3 schools in the county to put this event on. May 9th is bike to school day. May 10th is walk to school day so we just chose May 10th to do walk and bike to school day in Monona County instead of having two separate days. A flyer was sent home in each child’s school backpack and the event was promoted on Facebook. A post newspaper release was sent out after the event. In the future, the schools and public health would like to see this initiative grow each year to include walking school buses and bicycle trains with the help of several volunteers.

V. Annual Monona County Problem Gambling Report – RoxAnn Smith (informational only)
Jackson Recovery Center/River Hills Recovery Center gets an IDPH grant to help decrease problem gambling in N.W Iowa Communities. They partner with community organizations such as the Monona County Wellness Coalition to let the public know about their services. One person from Monona County accessed assistance but that person only received services for a short time. Overall there seems to be a decrease in people seeking help with this addiction. A sliding fee scale is used to make services affordable for all. Travel to Sioux City is required but some insurances and Medicaid may reimburse the client for travel expenses like they may for a medical appointment.

VI. FY19 Local Public Health Services Grant Application – Kristin Schmidt
We have reapplied for this IDPH grant which reimburses the agency for time and expenses doing various public health activities. In this county it is used for:

1. Infectious disease surveillance
2. Collaborative Relationships (working with other entities and organizations on initiatives)
3. Community Utilities (connecting people with the resources they need)
4. Local Board of Health Support (pre and post BOH meeting work)
5. Reviewing immunization records at schools/licensed daycares

The grant period is July 1, 2018 - June 31, 2019.

Dr. Kahl made a motion to approve the FY19 Local Public Health Services Grant Application. Mike Collison seconded. All in favor. Motion carried.

VII. FY19 Immunization Services Grant Application – Kristin Schmidt
We have also reapplied for this IDPH grant which the agency uses to provide immunization services to children, adolescents and under-vaccinated populations. The grant period is July 1, 2018 - June 31, 2019.

Dr. Kahl made a motion to approve the FY19 Immunization Services Grant Application. Scott North seconded. All in favor. Motion carried.

VIII. FY19 Early Childhood Iowa Grant Contract Renewal Application – Kristin Schmidt
We developed and submitted our Early Childhood Iowa grant renewal application recently. These grant dollars are used to fund our Learning for Life Program. The grant renewal application showcases the need for the program in our county and how we intend to utilize these funds to help reduce child abuse in our county. We re-applied for the same annual amount that we received last year.

Dr. Kahl made a motion to approve the FY19 Early Childhood Iowa Grant Contract Renewal Application. Scott North seconded. All in favor. Motion carried.

IX. Environmental Health Updates – Kristin Schmidt

a. Updated Grants to Counties Policy

IDPH recently completed a compliance review for the Grants to Counties grant. In order to continue to comply with this contract, IDPH asked us to update the ‘record retention’ section of our Grants to Counties policy from 3 years to 5 years.

Mike Collison made a motion to approve the updated Grants to Counties Policy. Dr. Kahl seconded. All in favor. Motion carried.

b. 2018 Mosquito Surveillance Contract

We received a mosquito surveillance grant through IDPH again this year. The grant period is May 14, 2018 through July 31, 2018 with an option to extend the contract if funding is available. We

received 3 different mosquito traps that Sandy Bubke is setting up and monitoring 3 times per week and shipping the mosquitos to the State Hygienic Lab. Our goals include:

1. find out the various mosquito species in Monona County
2. test the mosquito's for West Nile virus to see if we have this virus in our county.

A press release will be developed and submitted to the local newspapers to raise awareness of this initiative and to promote West Nile virus prevention tips.

Mike Collison made a motion to approve the 2018 Mosquito Surveillance Contract. Scott North seconded. All in favor. Motion carried.

c. State Hygienic Lab Well Water Survey Project

Through our Grants to Counties contract, we currently provide free testing of private wells for 1) bacteria 2) nitrates and 3) arsenic. During May and June, we are one of the counties that the State Hygienic Lab is partnering with on a new initiative to also offer free testing for neonicotinoid insecticides. Neonicotinoid is one of the most common insecticides used in the world. The goal is to find out if this insecticide is present in private wells in our county. A newspaper article was developed and submitted to the local newspapers.

Dr. Kahl made a motion to approve the State Hygienic Lab Well Water Survey Project. Scott North seconded. All in favor. Motion carried.

d. IEHA Distinguished Service Award Press Release

Sandy has served as an Iowa Environmental Health Association (IEHA) board member for 5 years. This includes 3 years in the board presidential cycle. IEHA recently selected Sandy to receive the 'Distinguished Service Award' for her commitment to the association and to environmental health across Iowa. A press release was developed and submitted to the local newspapers.

e. 15 Year Longevity Length Of Service Wage Increase Per Monona County Handbook

Sandy is nearing her 15 year mark of consecutive employment with the county (7/14/2018). Per the Monona County handbook, an employee at 15 years gets \$0.15 added onto their hourly wage. This increase was included in the FY19 Environmental Health budget but a formal motion in our minutes is recommended. The salary increase will be effective 7/15/2018.

Dr. Kahl made a motion to approve the \$ 0.15 per hour longevity increase for Sandy Bubke effective July 15, 2018. Mike Collision seconded. All in favor. Motion carried.

Board of Supervisor Budget Amendment Hearing for the FY18 Environmental Health Budget

Kristin let the board know that on May 22nd at 8:30 a.m. the Board of Supervisors held a budget amendment hearing for the FY18 Environmental Health budget to increase the expense budget by around \$7,400. These increases were originally listed on the FY18 year-end projected budget that the Board of Health approved back in January. The need for these increases include:

1. Increases in water testing & well plugging (reimbursed by the Grants To Counties contract)
2. Increases in expenses for Contractual Serv - Dev Land Use - to cover Pictometry contract, Sidwell Contract and possible contract for Wind Energy ordinance
3. Increases in Official Publications - monthly water testing ad in 3 newspapers (reimbursed by the Grants To Counties contract)

X. Financial Reports – Danelle Riley

The February, March and April 2018 Accounts Receivable and Reconciliation Reports were presented to the board. Danelle explained that the state auditors allow the agency 1 year after the fiscal year ends to collect any outstanding accounts receivables for that fiscal year. After that amount of time the outstanding amount is written off as uncollectable. If it is received by the agency at a later date, it is shown as an adjustment to charges and revenues in the next fiscal year. There was a discussion about the amount of write off for the Family Planning Program. Danelle explained that most of the grants that we use to support our work ask us to only bill them for the amount of funds that have been awarded so even though we usually continue to do the activities without funding until the next grant period starts, there are no “accounts receivable” amounts that are showing as unpaid. However, this one contract has us bill all of our expenses even though there are not enough funds to pay for all of the costs. This then becomes an accounts receivable amount that is not received and has to be “written off” because it will never be paid.

Dr. Kahl made a motion to approve the February, March and April Financial reports as presented. Scott North seconded. All in favor. Motion carried.

Dr. Kahl made a motion to write off the FY17 uncollected balance of \$9,336.39. Scott North seconded. All in favor. Motion carried.

XI. Next Meeting: Proposed next meeting date is Monday, July 16, 2018

XII. Adjournment: Meeting adjourned at 7:20 pm

Respectfully submitted: *Danelle Riley*

Title: Administrative Assistant / Assistant Administrator