

**BUTLER COUNTY PUBLIC HEALTH NURSING SERVICE
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**BOARD OF HEALTH MEETING
April 23, 2008**

BOH Members Present: Ken Oldenburger, Wava Maifeld, Steve Klunder, Dr. Roger Skierka

BOH Members Absent: Jodi Bangasser

Others Present: Steve Busse, Steve Ulrichs, Jennifer Becker, Tammy Fleshner

Visitors Present: Kim Schnell

The regular meeting was called to order at 7:00 a.m. at the Board of Supervisors Meeting Room by Ken Oldenburger. Public Comments were requested.

Wava Maifeld made a motion to approve the agenda and this was seconded by Roger Skierka. Motion carried.

Steve Klunder made a motion to approve the previous minutes with corrections and this was seconded by Roger Skierka. Motion carried. Jennifer Becker spoke with Jaci Miller, State IDPH Consultant, regarding submission of the Board of Health Minutes to the State within 30 days. This is required quarterly. As we meet with the Board of Health on a monthly basis, it is acceptable to approve the Board of Health Minutes at the next meeting, and then send them on to the State and post on the website.

The Financial Report was discussed. The report from Ramsey Badre regarding the Proposed Medicaid Reimbursement Methodology was explained to the board members.

Wava Maifeld made a motion to approve the 4-1-08 and 4-15-08 claims, and this was seconded by Steve Klunder. Motion carried. Ken Oldenburger requested that his copy of the claims listing be sent by U.S. Mail instead of e-mail.

Jim Thompson was present from the Allen Gambling Outreach and Prevention Treatment Program at 7:30 a.m. Jim gave an overview of his program and services available to Butler County residents, in light of the increased number of casinos and other gambling opportunities that have opened up in Iowa in recent years.

The Annual Sub-Fund Agreement was discussed. This is the same agreement that was presented to the Board of Health last year, showing the \$125,000 allocation from the Board of Supervisors. Steve Klunder made a motion to sign the agreement, and this was seconded by Roger Skierka. Motion carried. The agreement was signed by Ken Oldenburger, Chairman of the Board of Health, and Jennifer Becker, Interim Director. Dr. Skierka left the meeting at 8:15.

The Environmental Health Job Description and proposed advertisement was discussed. Steve Busse, Ken Oldenburger and Jennifer Becker have been working on this. It was recommended to add requirements of high school education; maintain certification / continuing education through the Environmental Health Registry; cross train with the Hog Confinements Matrix and attend Board of Health meetings, as directed by the Agency Director. The phrase "not all inclusive" should also be added. The Agency Director will be the supervisor. The advertisement will go in all of the county papers for two weeks, and also be posted on the website. Steve Busse, Jennifer Becker, and Ken Oldenburger will interview applicants and make a recommendation to the Board of Health. Wage will be \$15.00 per hour, with a maximum of 1040 hours per year. Sixty (60) hours of paid time off will be given after working the 1040 hours.

Butler County Board of Health Minutes, continued

The Environmental Health Memorandum of Understanding for well testing, etc. for \$16,979.00 needs to be signed by the Board of Health Chairperson. Wava Maifeld made a motion to approve and sign this MOU, and it was seconded by Steve Klunder. Motion carried. The MOU was signed by Ken Oldenburger. Steve Busse sent out letters to contractors regarding the septic system certification process. Generally the response has been positive, with questions about where and how they get the education. We need to set up a public hearing and then make a recommendation to the Board of Supervisors. The Public Hearing will be set for May 28th, from 7:30 to 8:00 a.m. We have received a complaint regarding a septic system illegally discharging near Parkersburg. Steve Busse will speak with the owner. Steve has also received notices regarding the need for well capping to prevent falls into wells, and also possible discoloration due to the recent earthquake. There will be a 2-3 day training session to prepare the Environmental Health Specialists for the new legislation regarding inspection and update of septic systems at the time of transfer. More information will be coming soon.

The Agency Director Job Description and proposed advertisement for this position was discussed. The Director will be hired under a contract. A sample contract will be distributed at the May meeting. The salary will start at \$55,000 for the first year, \$57,500 for the second year, and \$60,000 for the third year. It was recommended to add the following to the job description: May need to do home health visits. The advertisement wording was changed to state 'Salary DOQ (depending on qualifications)' and 'Excellent benefits package'. The advertisement is to be sent to the Waterloo Courier, website and County papers for 14 days. Resumes are to be sent to the Auditor's office. Wava Maifeld and Jodi Bangasser will screen the resumes. The entire Board of Health will interview and hire.

Jennifer Becker presented the following Grant proposals to the Board of Health: Child Passenger Safety, Drug Testing for DHS, and HOPES – due to Together 4 Families by May 1st, 2008. Local Public Health Services, EMS Training and Tobacco Grant – due to the State by May 15th, 2008. The Tobacco Grant Amendment turning money back for this fiscal year was signed by Ken Oldenburger. The new Tobacco grant application is for \$20,000. Discussion regarding the new law and its effects followed. Steve Klunder made a motion to approve and sign the new Tobacco Grant application, and this was seconded by Wava Maifeld. Motion carried. Jennifer Becker signed the application. The FY '09 EMS Training Grant application is for \$8379, and was signed by Ken Oldenburger. The Local Public Health Services grant cannot be completed until after a workshop later today, and once the State has released the actual allocations. Wava Maifeld made a motion to approve using the Local Public Health Services Grant for Home Care Aide, Homemaker and Skilled Nursing Services. Steve Klunder seconded this. Motion carried. Jennifer will complete this application and submit it before the deadline.

Jennifer Becker gave the Department Overview. Lisa Koppin from North Iowa Community Action Organization would like to meet with the Board of Health. She will be scheduled before October. The "Ethics in a Pandemic" Board of Health Education must be done before July 10th. A Bioterrorism Exercise is scheduled for May 21, 2008 at 1:00 p.m. to test our Continuity of Operations Plan. Steve Ulrich will be testing the EOC (Emergency Operations Center) at the same time. Butler County is eligible for \$4444.00 in Bioterrorism carryover funding, and it must be used for exercise supplies. The Board of Health toolkit is available online.

The next meeting will be held on May 28th at 7:00 a.m. at the Board of Supervisors Meeting Room. Wava Maifeld made a motion to adjourn the meeting at 9:20 a.m., and this was seconded by Steve Klunder. Meeting adjourned.

Submitted by Tammy Fleshner, for

Steve Klunder, Secretary

**The May 28th meeting was postponed due to Tornado Disaster in Parkersburg.