

**BUTLER COUNTY PUBLIC HEALTH NURSING SERVICE
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**BOARD OF HEALTH MEETING
August 21, 2012**

BOH Members Present: Todd Kalkwarf, Mitch Nordmeyer
BOH Members Absent: Jodi Bangasser, Larry Backer, Dr. Carol Gunnett
Others Present: Jennifer Becker, Mike Weinberg, Tammy Fleshner

As no quorum was present, meeting was postponed. The following information was given to those present.

Tammy Fleshner gave the updated financial report for Public Health and Environmental Health.

Mike Weinberg gave the Environmental Health Report. 18 Septic permits have been issued. There are 28 licensed contractors in the county. 8 Well permits have been issued, 0 of these being geothermal. There have been 4 well closings, 1 well rehab and 6 water tests. Jennifer and Mike have interviewed four people for this position. The new person will be starting in December, and Mike will be staying until then.

Jennifer gave the Program updates. The Immunization Grant RFP has been released; we are eligible for \$6345. Robin has taken over the Case Management Program now and Cindy is doing Foot Clinics and Disease and Disability patients. The new Cost Report increased the increment rate to \$21.88, due to Robin's increased time and increased health insurance premium. Flu Vaccine is here and the clinics are scheduled for September and October. Elizabeth Faber is no longer employed by the Regional Emergency Preparedness Grant, and there are no more regions. The new grant year started 7-1-12. Guidance from the State is not coming through as promised.

Tammy gave information on the EMS State Grant and upcoming EMT Class.

As the Board of Health needs to meet sometime this quarter, it was decided to meet in September. Jennifer will send out information via e-mail to all of the Board members and schedule a meeting.

**BOARD OF HEALTH MEETING
September 25, 2012**

BOH Members Present: Jodi Bangasser, Mitch Nordmeyer, Dr. Carol Gunnett
BOH Members Absent: Todd Kalkwarf, Larry Backer
Others Present: Jennifer Becker, Mike Weinberg, Tammy Fleshner

The regular meeting was called to order at 4:00 p.m. at the Board of Supervisors Meeting Room by Jodi Bangasser. No public comments were heard.

Dr. Carol Gunnett made a motion to approve the agenda with the change of postponing the Director's Evaluation and Contract Review, and this was seconded by Mitch Nordmeyer. Motion carried.

Mitch Nordmeyer made a motion to approve the previous meeting's minutes (June, 2012), and this was seconded by Dr. Gunnett. Motion carried.

Tammy Fleshner gave an updated financial report. Dr. Carol Gunnett made a motion to approve the 6-29-12, 7-17-12, 7-24-12, 8-7-12, 8-14 & 21-12, 8-28-12, 9-4-12, 9-18 & 25-12 and 10-2-12 claims, and this was seconded by Mitch Nordmeyer. Motion carried. Discussion followed regarding getting paperwork turned in in a timely manner, and possibly putting a policy in place. The Board of Health does not want this to happen again.

Mike Weinberg gave the Environmental Health report. Jennifer and Mike explained the staffing situation to those that were not present in August. Since the August 21st meeting, 10 water tests have been performed (18 for FY), 3 well permits (10 for FY) (up from last year) and 3 well closings. There have been 0 well rehabs and 15 septic permits (20 for FY) (down from last year). We have received more money this year in the Grants to Counties Grant. Of the 10 Well permits so far this year, 3 of the wells went dry, and 7 were for new construction – 0 for geothermal. There are now 29 licensed contractors in the county, and all permits are paid up to date.

Jennifer Becker then gave Program updates.

The Immunization Contract was submitted last week. It includes funding for flu shots, and the shots must be entered into the State Database.

Robin is in charge of the Elderly Waiver Program. The Increment rate has increased.

Cindy is now doing foot clinics and Disease and Disability patients.

The Emergency Preparedness Grant requires building a coalition. We are working with Franklin and Floyd Counties. Elizabeth Faber is going to do consulting activities for us to get this coalition started. A Hazard Vulnerability Assessment also needs to be done, but it is not available yet. Jennifer stated she will be working on the Drive through Vaccination System Plan and the Fatality Management Plan.

Flu Clinics started yesterday, with clinics scheduled through October 9, 2012. Parker Place and REC are also requesting clinics.

Jennifer then requested increasing the Environmental Health Administration Fee, as we exceeded the maximum of \$2000 for this past fiscal year. This maximum was set when Mike worked 20 hours per week. As his hours have increased, and the new person will be full time, we would like to increase the max. Discussion followed regarding having a list of duties / expenses ready that would justify this increase when meeting with the Board of Supervisors. Also discussed possibly increasing the dollar amount of the fees to increase revenue. The Board of Health recommends meeting with the Board of Supervisors to discuss this further and request and increase in the maximum.

Cross Training in the office was also discussed. Tammy and Jennifer will work on this.

The next meeting will be scheduled for Tuesday, December 4th at 4:00 p.m., with the Director Evaluation and Contract Review, and Budget Preparation on the agenda. The meeting was adjourned.

Submitted by Tammy Fleshner, for

Dr. Carol Gunnett, Secretary