**Louisa County Board of Health**

Meeting Minutes February 14th, 2023

**Members Present**: Lynn Mincer, Joellen Schantz, Tim Verink

**Members Present via Zoom**: Jacinta Wangui

**Excused/Absent**: Shawn Maine

**Staff Present:** R. Smith

**Guests:** Jim Rudisill, Berdette Davis

**Guests via Zoom:** Brian Thye

**Call to Order**

Meeting was called to order by Schantz at 1337.

**Approval of Agenda**

Motion to approve February 14th, 2023 agenda by Verink, 2nd by Mincer. All approved, so carried.

**Approval of Minutes**

Motion by Mincer to approve January 10th, 2023 board minutes, 2nd by Verink. All approved, so carried.

**Environmental Health Update**

New Business/Financial Report:

Thye presented EH stats and the system installation report through January 2023; Smith presented the EH finances through January 2023.

Old Business:

None

*Thye exited meeting.*

**Approval of Dept. Director Performance Evaluation:**

Schantz reported that she and Maine met last week to review evaluations by staff of Smith, stating it has been past practice to rotate two members of the board for the review each year. Smith added that this is her preferred evaluation method to avoid closed session. Schantz stated the staff evals were mostly positive and that Smith had received a de-identified summary of findings. Schantz reported to the board that it was the recommendation of her and Maine following the review to accept Smith’s evaluation. Motion by Verink to accept the performance evaluation of R. Smith as favorable, 2nd by Mincer. All approved, so carried.

**Public Health/Home Health Update**

New business/Financial Report:

Smith presented financial and home visit caseload data through January 2023. New for board review this month was a tracking tool created by Smith specific to Sliding Fee Scale services. The tool breaks down services for patients who do not have an insurance payer source into type of service and also allows the board to see services that remain county-funded after sliding fees and grants have been applied. Smith states she feels this program is a valuable resource in Louisa Co. and hopes to continue to find grant sources to continue it with minimal need for county funding. Smith states she will continue to add this new tool in the monthly financial packet.

Documentation Guidelines Policy Amendment:

Smith presented an amended policy for home health documentation that combined two previous policies, Documentation Guidelines and Client Care Documentation Guidelines, into one updated policy that removes some OASIS requirements no longer needed and updates all charting policies to current CMS standards. After discussion, motion by Verink to accept the new Documentation Guidelines policy and remove the two previous policies, 2nd by Mincer. All approved, so carried.

2023 DIA Survey Review:

Smith provided an overview of the DIA Survey completed in January for the LCPH home health agency. Smith stated the agency had the least amount of citations in the time the current staff have been here, with really only one citation needing correction. The correction surrounded the need for a “working Plan of Care.” This involves creating a new POC that does not go to the ordering physician with each new order, because signed orders have already been received an implemented. Smith stated this correction was already caught by staff in their internal QAPI process and remediation had already begun. Home health has a DIA survey every three years.

Smith also notified the board that LCPH has partnered with the Wapello Ambulance and Preparedness Region SA 5 to offer a Stop the Bleed (STB) class Wednesday, March 1st for all first responders, providers, and schools in Louisa Co. Smith is currently working to secure enough STB kits to hand out to individual participants; wall mount kits for each school building in the county to be given to the schools participating are already in LCPH possession.

Old Business:

None

**Public Input**

No public in attendance.

**Meeting**

Next BOH meeting: Tuesday, March 14th @ 1330

**Adjournment**

There being no further business, motion to adjourn by Mincer at 1433, 2nd by Verink.

Respectfully Submitted,

*Roxanne Smith*

Secretary Pro Tem

Motion to Approve:

1st: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_