**Louisa County Board of Health**

12635 County Rd G56, Ste 103

Wapello, IA 52653

Meeting Minutes April 11th, 2023

**Members Present**: Shawn Maine, Lynn Mincer, Tim Verink

**Members Present via Zoom**: Jacinta Wangui

**Excused/Absent**: Joellen Schantz

**Staff Present:** R. Smith, L. McElhinney

**Guests:** Brian Thye, Jim Rudisill

**Guests via Zoom:**

**Call to Order**

Meeting was called to order by Verink at 1330.

**Approval of Agenda**

Motion to approve April 11th, 2023 agenda by Maine, 2nd by Mincer. All approved, so carried.

**Approval of Minutes**

Motion by Maine to approve February 14th, 2023 board minutes, 2nd by Mincer. All approved, so carried.

**Environmental Health Update**

New Business/Financial Report:

Thye presented EH stats and the system installation report through March 2023; Smith presented the EH finances through March 2023. Thye reported that a few remaining annual permit renewals are still out including three holding tanks and four mechanical systems.

Old Business:

None

*Thye exited meeting.*

*Wangui joined meeting via Zoom.*

**Public Health/Home Health Update**

New business/Financial Report:

Smith presented financial and home visit caseload data through March 2023.

Approval of FY24 6-Yr. PHEP grant application – Action Item:

Smith requested approval to apply for the FY24 6-Yr. PHEP grant which would cover future public health emergency costs as deemed necessary by the State. The current 6-Yr. PHEP grant has covered Ebola preparedness and currently covers COVID related activities. Smith explained that the grant is only open for utilization by local public health by State determination, however, funds can only be made available for use to local public health by applying for this grant. Motion by Maine to approve for Smith to submit for the FY24 6-Yr. PHEP grant, 2nd by Mincer. All approved, so carried.

Approval of FY24 Immunization grant application – Action Item:

Smith requested approval to submit for the FY24 Immunization grant. This grant allots funds for immunization supplies and staff time for immunization and pandemic flu activities. Motion by Mincer to approve Smith to apply for the FY24 Immunization grant with similar activities as previous years, 2nd by Maine. All approved, so carried.

Approval of FY24 State Grant application – Action Item:

Smith requested approval to submit for the FY24 Local Public Health Services grant. This grant helps to offset costs for population health activities provided by Louisa County in the following categories, Leadership and Governance, Health Promotion, and Strengthening Infrastructure. Motion by Maine to approve Smith to apply for the FY24 Local Public Health Services grant using similar activities as the previous year, 2nd by Mincer. All approved, so carried.

Review and approve the FY24 Annual Report – Action Item:

Note: There was an error in the agenda, the agenda item should have been listed as “Review and approve FY22 Annual Report – Action Item”

The FY22 Agency Annual Report was presented and reviewed by Smith. The report details activities and services provided by LCPH, as well as program data and the FY22 financial overview. Once approved by the BOH, Smith will present it to the BOS for review and approval and the report will then be posted publicly. Motion by Maine to approve the FY22 Annual Report, 2nd by Mincer. All approved, so carried.

QAPI Update:

McElhinney and Smith presented updates to the QAPI program and reported staff recently met to review the current policy and to revamp the current process. Updates to the policy were found to be needed, Smith plans to present those to the BOH once completed. QAPI meetings will now be held separately from the monthly staff meeting on every 3rd Tuesday of the month. Data collection will be pulled from OASIS data, incident reports, and routine review of pt. falls, infections, ED visits, and hospitalizations. There will be at least a 6-month period of data collection until a project is pulled out to work on for quality improvement. Smith noted there were no trends noted in the recent DIA survey that constituted a project.

DME Loan Closet:

Smith discussed the need for a formal DME Loan Closet policy after noting that often the closet is not used as a temporary loan as intended, but items are being borrowed for the remaining life of the borrower and coming back unusable, or not coming back at all. Smith stated staff would work on a draft policy to present to the BOH at the next meeting that would more clearly define the intentions of the closet and include punitive measures for not returning equipment.

Old Business:

Community Health Assessment progress report:

Smith stated that the Community Health Assessment (CHA) was due to the state at the end of the year. The CHA is a PH requirement for all local PH departments every 5 years. Smith reported that the survey to collect county-wide data is complete but has not yet been sent out. Smith reports she has been asked to be a part of a CHA QI Adventure with members of Iowa HHS, Public Health Department in Des Moines at the end of April and plans to launch the survey after learning more about the future direction of the CHA.

**Public Input**

No public in attendance.

**Meeting Schedule**

Next BOH meeting: Tuesday, May 9th @ 1330. Discussion ensued regarding the new member orientation for Maine, other members stated they would also like to attend the orientation. Smith stated she would ask Region Community Health Consultant, B. Davis, if she would be able to attend and provide the training as part of the next meeting.

**Adjournment**

There being no further business, motion to adjourn by Mincer at 1417, 2nd by Maine.

Respectfully Submitted,

*Roxanne Smith*

Secretary Pro Tem

Motion to Approve:

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