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Description automatically generated**Louisa County Board of Health**

12635 County Rd G56, Ste 103

Wapello, IA 52653

Meeting Minutes October 18th, 2023

**Members Present**: Randy Griffin, Shawn Maine, Lynn Mincer, Joellen Schantz

**Members Present via Zoom**:

**Excused/Absent**: Jacinta Wangui

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

**Guests:** Brian Thye, Jim Rudisill

**Guests via Zoom:**

**Call to Order**

Meeting was called to order by Schantz at 1332.

**Approval of Agenda**

Motion to approve October 18th, 2023 agenda by Griffin, 2nd by Maine. During discussion, R. Smith requested to add agenda item 5.a.ii., Appointment of Vice Chair, Action Item, to the agenda. Old motion died. New motion to approve agenda with proposed changes by Maine, 2nd by Griffin. All approved, so carried.

**Approval of Minutes**

Motion by Maine to approve September 26th, 2023 board minutes, 2nd by Griffin. All approved, so carried.

**Environmental Health Update**

New Business/Financial Report:

Thye presented EH stats and the system installation report through September 2023 noting that there was an error in the BOH EH stats. Thye performed six water tests in September, not four as identified on the stat sheet. R. Smith presented the EH finances through September 2023.

They reported he started a new water testing outreach method. Starting in the NW corner of the county, Thye sent informational postcards about the GTC free water testing program and money available for shock chlorination to approximately 10 residents. He plans to move across the county sending postcards to promote the program. Maine asked if there was a way to see where problem well areas are in the county, Thye stated that the DNR maps and tracks that data currently.

Old Business:

None

*Thye exited meeting.*

**Public Health/Home Health Update**

New business/Financial Report:

R. Smith presented financial and home visit caseload data through September 2023. Smith noted the home health visits/month graph was excluded from the packets. R. Smith stated she would email the data to the board.

Department Director Resignation & Replacement:

R. Smith has resigned her position with LCPH, with her last day in-office being 11/9/23 and her official last day 11/12/23 to accommodate staff over the on-call weekend. Discussion on the direction of the agency following her departure. R. Smith stated that due to the nature of the agency providing both PH and home health services, it was imperative that a replacement Administrator be named, and a new staff RN brought on quickly, as the home health caseload could not be maintained without another nurse. R. Smith stated that after internal discussion with staff, it was her recommendation that Leah McElhinney be named her successor. Following board discussion, motion by Mincer to appoint L. McElhinney Interim Administrator effective today so McElhinney could begin orientation with R. Smith. 2nd by Griffin. No further discussion, all approved, so carried.

The board noted that job postings would need to be sent out immediately. Following discussion, motion by Griffin to advertise for the staff RN position outside of the county and to advertise for the Administrator position internally within the county for the required 10 days, 2nd by Maine. No further discussion, all approved, so carried. R. Smith states she will get the Administrator post to the County Auditor immediately and plans to send the RN staff position to the board for review before posting.

R. Smith stated that two other employees would have increased or changed duties effective immediately. Those included R. Grimm moving to Leah’s current role as Home Care Supervisor and B. Smith assuming the office/fiscal duties of R. Smith until a new staff RN could be brought on. Discussion ensued regarding the wage increase for these positions. Motion by Maine to increase the wages of the Interim Administrator, Office Manager, and Home Care Supervisor by $5 per hour, effective immediately, 2nd by Griffin. No further discussion, all approved, so carried. B. Smith expressed concerns over potential backlash regarding the wages and asked if new job descriptions were needed. Griffin stated that he did not feel new job descriptions were necessary to justify the increased pay related to increased workload. The board plans to review wages again when the Administrator position becomes permanent and recognizes the need to discuss the starting wage for the staff RN position. Maine stated he agreed wages needed to be reviewed, but also stated the board would need to operate within the approved department budget.

Appointment of Vice Chair:

R. Smith stated that former board member, Verink, had been the Vice Chair to the BOH. Upon his resignation from the board, it was missed to appoint a new Chair. R. Smith requested the board vote in a Vice Chair to serve the rest of the year, noting that board appointments would be reviewed in January. Following discussion, motion by Maine to appoint Griffin Vice Chair, 2nd by Mincer. All approved, so carried.

STI Testing:

R. Smith stated that LCPH was again partnering with Johnson County Public Health to offer free STI testing in Louisa County. She explained that this had been offered before, once pre and once post-COVID, with no takers. R. Smith stated she worked with Johnson Co. to identify alternate locations for testing that would not require people to come to the PH office where they may know employees, suggesting that may have been a deterrent for people in the past. The first testing site will be at the Youth Center at the Lousia County Fairgrounds on Tuesday, October 31st from 3-6:00 pm. After reviewing the flyer produced by Johnson County, Maine pointed out a couple of things that may be confusing for people. One, the flyer does not define “STI.” Maine stated that was not an acronym known by all, and suggested the flyer spell out “Sexually Transmitted Infection.” He also noted that “Youth Center” was listed first on the flyer, which many may be seen as for kids only. R. Smith stated she would reach out to Johnson Co. with the flyer suggestions for future clinics.

Old Business:

None

**Public Input**

No public in attendance.

**Meeting Schedule**

Next BOH meeting: Wednesday, November 1st, 2023 @ 1330

**Adjournment**

There being no further business, motion to adjourn by Maine at 1434.

Respectfully Submitted,

*Roxanne Smith*

Secretary Pro Tem

Motion to Approve:

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