



**Public Health**  
Prevent. Promote. Protect.

**WINNEBAGO COUNTY PUBLIC HEALTH NURSING**  
**216 SOUTH 4<sup>TH</sup> STREET**  
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**Winnebago County Board of Health Meeting Minutes**  
**April 20, 2018**  
**Public Health Office**  
**Time: 07:30 AM**

The meeting was called to order by Dr. Keller, with the announcement of a Quorum.

Members in attendance were Dr. Keller, Mike Stensrud, Sandy Mireles, Stephanie Swenson and Sonja Rank. Julie Sorenson and Ruth Merchant were also present. Guest speaker was Mindi Watters from North Iowa Community Action.

Vaccines for Children (VFC) was added to the Agenda.

There were no corrections to the March 17, 2018 BOH minutes. They were approved as written by the all BOH members.

*Governance:* Julie Sorenson, financial manager, presented the end of May report.

**Nursing Department**

Revenue Department-March \$50,603.74 (60.01%)

Expenses Department-March \$56,725.97 (55.85%)

**Environmental Department**

Revenue Department – March \$386.00 (44.61%)

Expenses Department- March \$2,002.57 (57.74%)

Ending Fund Balance- March \$47,537.36, with additional county dollars.

Healthy Families Winnebago County is within their budget with the additional support from County Social Services. That support may change end of the fiscal year. The grant for next year is due by the end of May.

***Administration:***

Julie reported that all the billing is up to date. She continues to work with the MCOs to obtain reimbursements. Billing is current including the VA. Elderbridge is scheduled to come for an annual review soon.

Policy & Procedures were approved. Dr Keller wants to review them in sections in the future.

The Board of Health members have completed evaluations on the administrator's job performance and given them to Dr. Keller to compile. She will meet with Ruth to complete the annual review this afternoon.

***Communication/IT:***

Eric has been replacing computer towers in our office. They are very slow and in need of updating.

***Workforce:***

We had 13 admissions & 14 discharges in March with 347 skilled nursing visits and 399 HCA visits.

The BOH reviewed the professional nurse wage scale with consideration of experience, job performance and length of service. Barb Wolf's wage is much lower than nurses hired after her with equal experience. Ruth discussed her job performance and willingness to help whenever needed. Sandy made a motion to increase her wage to \$26.37 starting July 1, 2018. Mike seconded it, motion passed without objection.

***Community Assessment and Planning:***

Ruth discussed the upcoming meetings attended and future meetings the staff will be attending.

***Meeting attended and events:***

Tobacco Meeting & Task Force-Rhonda, Empowerment Meeting-Ruth & Beth, HFWC-Beth and support workers. BT meeting- Ruth, Value Based Purchasing Webinars--Ruth

***Evaluation:***

Ruth reported on Deyta-97 evaluations completed, no negative remarks reported. There was one remark regarding the great care received by Allison, RN, Willie, HCA and physical therapy. The BOH noted.

Also discussed the nurses are educating all clients on the importance of completing surveys when they receive them.

***Prevent Epidemics and the Spread of Disease:***

No food inspection report was available to give to BOH members.

The BOH was informed of the annual site visit for the Vaccines for Children program completed by Allison VanDePol. Our agency passed without any problems or concerns.

***Protect against Environmental Hazards:***

The BOH was given the Sanitarian Report Annual Report by Ron Kvale for review. Mike made a motion to approve the report as written, Stephanie seconded the motion. Motion carried without objection. Radon kits are still available.

***Promote Health Behaviors:***

We continue to have monthly Foot Clinics in Lake Mills at Mills Harbor, at the office in Forest City and in-home nail clinic as requested. Heathy Families Winnebago County

continue to work with children and parents in their homes. They focus on education and prevention of child abuse. Rhonda is working on the Tobacco program. She provides education throughout the county on the health risks linked to tobacco use. We provide information and education on public health issues throughout the year.

***Prepare for/Respond to/and Recover from Public Health Emergencies Preparedness:***  
We continue to work with the 12 county coalition on emergency preparedness.

Mindy Watters, Coordinator, North Iowa Community Action presented information on the 1<sup>st</sup> Five Program. She reported on the importance of screening children for developmental needs are identified for access of needed services. Early interventions are essential to the quality of life for children with special needs. She reviewed the process of screenings and the services available to assist children and families. She handed out information to the board members that were filled with valuable information.

Motion to adjourn meeting by Mike, seconded by Stephanie, motion carried.

Next Board Meeting: June 15, 2018