



**WINNEBAGO COUNTY PUBLIC HEALTH NURSING  
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**Public Health**  
Prevent. Promote. Protect.

**Winnebago County Board of Health Meeting Minutes  
June 15, 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, Sandy Mireles, Stephanie Swenson and Sonja Rank. Mike Stensrud was unable to attend. Julie Sorenson, Ruth Merchant also attended. Beth Clause presented her report on Winnebago County Healthy Families. Guest speaker was Lisa Koppin from North Iowa Community Action.

Addition to the Agenda: Speaker, Lisa Koppin was added to the Agenda.

There were no corrections to the April 20, 2018 minutes. They were approved as written without objection.

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

**Nursing Department**

Revenue Department-April \$46,843.04 (64.03%)

Expense Department-April \$59,606.99 (60.27%)

**Environmental Department**

Revenue Department- April \$35.00 (44.69%)

Expenses Department- April \$1,565.74 (61.23%)

**Fund Balance:** \$33,239.69

With additional county dollars

**Nursing Department**

Revenue Department – May \$32,078.52 (84.33%)

Expenses Department- May \$37,452.49 (89.96%)

**Environmental Department**

Revenue Department-May \$1,448.00 (47.90%)

Expense Department-May \$2,239.59 (70.09%)

**Fund Balance:** \$36,712.65

With additional county dollars.

The fiscal budget 2019/2020 was approved June 6, 2018 by a majority vote via e-mail. The BOH members reviewed the budget again without any changes or concerns.

***Administration:***

Ruth & Julie discussed the Public Health Compliance Review completed by Erin Barkema April 30<sup>th</sup> & May 3<sup>rd</sup>, 2018. The review went well but Erin had some suggestions. She suggested that we increase the sliding scale fee to start higher so we don't have to do change it every year when the poverty level changes.

Erin also had some concerns on the wording of our policy & procedure for calculating the income of the household. The BOH asked that we research the definition of "household" used by DHS & follow that guideline before taking action on the revised policy & procedure. It was tabled for the next meeting in July.

Julie reviewed the cost report that indicated we need to increase therapy & nursing costs. Discussion was completed regarding increasing PT & skilled nursing. Sonja made a motion to increase PT to \$175.00 & skilled nursing to \$125.00 effective July 1, 2018 per the cost report, Stephanie 2<sup>nd</sup> the motion. Motion passed unanimously.

Julie reported that all the billing is up to date. Medicare is current with payments. The MCO has over payed us in the past. Julie reported they have found the error & are recouping the money by taking it out of current payments.

Julie talked about bad debts, one was for a client we no longer see. The issue was discussed, Sonja made a motion to write off the \$55.00, Sandy 2<sup>nd</sup>, motion carried. Another client with multiple health problems receiving skilled nursing services owes \$141.00. Stephanie made a motion to write off his debt, Sonja 2<sup>nd</sup>, motion carried.

***Communication/IT:*** No report

***Workforce:***

We had 13 admissions & 13 discharges in April with 350 skilled nursing visits. In May there were 12 admissions & 16 discharges with 401 skilled nursing visits.

Staffing of the home care aides was discussed with the retirement of a full-time aide. Ruth requested changing Terri Simmons from part-time to full-time status. Sonja motioned to hire Terri Simmons starting full-time July 1, 2018, Sandy 2<sup>nd</sup>. Motion carried.

Ruth requested approval to hire Toni Sabin, RN, full-time at \$25.00 as she is available. She will replace a full-time RN who gave notice to change to as needed in July. Sandy made a motion to hire Toni Sabin full-time at \$25.00 as soon as possible, Stephanie 2<sup>nd</sup>, motion carried.

**Community Assessment and Planning:**

Ruth discussed recent & upcoming meetings.

**Meeting attended and events:**

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

**Evaluation:**

Ruth reported on Deyta: April-100, May-94 evaluations completed, with negative remarks. There was 1 negative remark received 5/16/18 reported in the March 2018 survey. Follow-up was completed with the client who reported being upset when filling out the report but everything was fine & was happy with services. The BOH noted.

Quarterly chart audits were reviewed & approved by the BOH:

55 Skilled nursing charts had 10% errors,  
5226 Home care aide/Homemaker entries with 3% errors  
9 Therapy charts with 0% errors

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

No Food inspection report available.

**Protect against Environmental Hazards:**

The BOH was given the Sanitarian Report by Ron Kvale for review.

**Promote Health Behaviors:**

We continue to have monthly Foot Clinics Lake Mills at Mills Harbor and at the office in Forest City. Cholesterol clinics are available nothing at the office. Heathy Families America continue to work with children in their homes. Rhonda is working on the Tobacco program. She provides education throughout the county on the health risks linked to tobacco use.

**Prepare for/Respond to/and Recover from Public Health Emergencies Preparedness:**

We have completed all the requirements for the current grant year. Ruth reported on the extra work placed on the agency since changing to the 12 county coalition & financial support the agency receives from the grant. Cerro Gordo County is the fiscal agent in control the funds. Sandy made a motion to withdraw from the BT Grant as soon as possible, Stephanie 2<sup>nd</sup>. Motion carried.

Lisa Koppin from North Iowa Community Action presented the 2017 report on their programs. Lisa reported on Maternal Health, Family Planning, WIC, Child Health and on the I-Smile program. She also left handouts with valuable information on all the programs offered by North Iowa Community Action.

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

Next Board Meeting: July 20, 2018