



**WINNEBAGO COUNTY PUBLIC HEALTH NURSING**  
**216 SOUTH 4<sup>TH</sup> STREET**  
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**Public Health**  
Prevent. Promote. Protect.

**Winnebago County Board of Health Meeting Minutes**  
**July 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, and Stephanie Swenson. Sonja Rank was on vacation and unable to attend. Julie Sorenson and Ruth Merchant were also present.

Addition to the Agenda: update on the Quality Assessment Performance Improvement program (QAPI) was added.

There were no corrections to the June 15, 2018 minutes. The minutes were approved as written by the BOH without opposition.

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

**Nursing Department**

Revenue Department-June \$103,287.36 (78.77%)

Expenses Department-June \$89,631.61 (84.51%)

**Fiscal Year 2017-2018:**

Total revenue: \$916,327.85

Total expenses: \$1,151,307.30

**Environmental Department**

Revenue Department – June \$3,179.67 (54.95%)

Expenses Department- June \$3,750.48 (78.92%)

**Fiscal Year 2017-2018:**

Total Revenue: \$24,779.91

Total Expenses: \$33,513.27

Fund Balance-end of June \$49,797.59

No amendment was needed in fiscal year 2017-2018 to request additional county funds. Karla Weiss, county auditor, changed the distribution of Unemployment, IPERS, & FICA out of the General Supplement fund #0002 instead of coming out the Public Health fund #0023. Starting July 1, 2018 Workman's Compensation will no longer be taken out of the Public Health Fund and will also be taken out of the General Supplement Fund.

The BOH reviewed the changes proposed on the updated policy changes needed on the Sliding Scale Fee and the Financial Policy procedure. Both items were tabled at the June 15, 2018 meeting for revisions per the BOH concerns & instructions. Mike made a motion to accept the Sliding Scale Fee as written, Stephanie seconded, motion carried. Sandy made a motion to approve the Financial Policy as written. Mike seconded it, the motion carried without objection.

***Administration:***

Julie reported that all the billing is up to date. Reimbursements from Medicare is down. She continues to work with the MCOs and reimbursements are up. She also reported that with VA reimbursements are going good since we no longer accept Health Net. There were no bad debts at this time.

***Communication/IT:***

Eric has been installing new computer towers. He met with Julie, Vicki & Ruth to discuss the purchase a more efficient and cost effective printer for our office. The cost will be taken out of his budget.

***Workforce:***

We had 16 admissions & 14 discharges in June with 403 skilled nursing visits. We discussed the need to add a part-time LPN to work on the QAPI program and assist with skilled nursing visits. We have applicants for that position. Sandy made a motion to hire a part-time LPN at \$18.00 per hour as soon as the applicant is available. Stephanie seconded, motion carried.

***Community Assessment and Planning:***

The report on the Health Improvement Plan (HIP) was completed and submitted to IDPH by Ruth. Our agency continues to work on the key areas of concern identified for Winnebago County by its citizens on the Community Health Needs Assessment (CHNA). The BOH noted.

***Meeting attended and events:***

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

***Evaluation:***

Ruth reported on Deyta-102 evaluations completed, no negative remarks, the BOH noted. Ruth continues to complete chart audits and education with staff as needed on problem areas.

Update on the QAPI program was given to the Board of Health by Ruth. No problems or concerns were voiced by the BOH.

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

There was no food inspection report.

***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. Heathy Families America Winnebago County continues to work with children in their homes. Rhonda distributes posters & information monthly throughout the county. 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 are working with Andy Buffington to complete a Public Health emergency exercise to meet the CMS requirements for emergency preparedness.

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

Next Board Meeting: August 17, 2018  
Next Advisory Meeting: August 17, 2018  
Adjournment