



Public Health
Prevent. Promote. Protect.

WINNEBAGO COUNTY PUBLIC HEALTH NURSING
216 SOUTH 4TH STREET
FOREST CITY, IA 50436

PHONE: 641-585-4763 FAX: 641-585-1788

Winnebago County Board of Health Meeting Minutes
August 14, 2018
Public Health Office
Time: 06:30 PM

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 and Ruth Merchant were also present.

There were no additions to the Agenda.

There were no corrections to the July 20, 2018 BOH minutes, they were approved written without opposition.

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

Nursing Department

Revenue Department-July \$42,359.51 (3.73%)

Expenses Department-July \$64,712.11 (6.46%)

Environmental Department

Revenue Department – July \$600.00 (1.33%)

Expenses Department- July \$2,756.12 (6.85%)

Fund Balance: \$25,288.87 without additional dollars.

Administration: Julie reported that all the billing will be completed by the end of the week. She was on vacation which put her behind. There are also corrections needed to be completed by the home care aides before she can bill. Julie reported that she is getting paid by Medicare and the MCOs have a 14-30 day lag in reimbursements. The VA is running about a month behind on payments. There were no bad debts at this time.

Communication/IT:

Eric has replaced some of the towers, he has a few more to do. He also purchased a new copier that will save us money. We are currently using the old copier until it gives out or we have used all the toner.

Workforce:

We had 12 admissions & 11 discharges in May with 402 skilled nursing visits. Tanya Sabin, RN, is resigning effective 08/24/18. Ruth has interviewed Alyssa Rakoto, RN, BSN, and requested approval to hire her effective 08/15/18. Sonja motioned to hire a replacement nurse at \$25.00 per hour as soon as possible, Stephanie 2nd the motion. Motion carried without opposition. Ruth submitted a letter of resignation on 08/07/2018 to the BOH notifying them that 09/28/18 would be her final day. Sonja made a motion to accept her resignation as written, Sandy seconded, motion carried without opposition.

Ruth discussed the Medicare Conditions of Participation (COPs) with the BOH. She talked to the board about having an administrator to manage the day to day operations of the business and a clinical manager to manage the nursing department. There was a discussion regarding the qualifications, job description and if the agency could afford to split the job. Information from Kinnser, the contracted entity to educate home health agencies on the COPs for CMS (Centers for Medicare & Medicaid Services). Dr Keller wanted to see the regulations and requested more information on how other agencies are managing the roles. Ruth will check with Worth County for the information requested as the CMS web site was not working properly and she was unable to download the information.

Community Assessment and Planning:

The Community Health Needs Assessment (CHNA) was discussed by Ruth regarding the areas identified as priorities for Winnebago County. The Health Intervention Program (HIP) report was completed and submitted on the progress Public Health has been working on was discussed by Ruth.

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-96 evaluations completed, no negative remarks, the BOH noted. Quarterly audits were table until the September 21, 2018 meeting since all the audits from therapies were not completed. Ruth discussed the progress made in the QAPI program the nurses are assessing client pain every visit using the new QAPI assessment. Asking the client in-depth questions concerning pain gives the client the opportunity to describe any pain they have at various times of the day. The nurse evaluates if the client's pain is controlled or they are satisfied with the current pain treatment.

Prevent Epidemics and the Spread of Disease:

Food inspection report was given to BOH members for review.

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 monthly. We also complete foot clinics in the home and in the office by as needed. 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. Public Health Nurses and staff have also been providing education and information on the importance of healthy lifestyles. Our focus is on increasing activity and choosing healthy foods for all ages. With children and families as a priority population..

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

We are working with Andy Buffington on preparedness and are planning to complete an exercise on a potential Public Health emergency. We also plan to participate in a community planned emergency scenario being planned by Good Samaritan Care Facility.

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

Next Board Meeting: September 21, 2018