

# Mitchell County Board of Health Meeting

12/13/24

11:59 – 2:23

MCHHCPH Conference Room

**Call to Order:** The Mitchell County Board of Health meet on Friday, December 13, 2024, in the Mitchell County Home Health and Public Health conference room. Jolene Norby called the meeting to order at 11:59am. Others present at the meeting were Brenda Miller, Mike Mayer, Laura Huisman, Jessa Ketelsen, Terri Tesch, Sasha Giles, Amanda Baer, Janet Borcharding, Dr. Kelly Ross, Carla Miller and Christine Hackenmiller. Absent Sandy Offen.

**Agenda:** Jolene asked for a motion to approve the agenda or if there are any changes. Terri made a motion to approve the agenda as written, the motion was seconded by Brenda and passed unanimously.

**Review and Approval of past minutes:** Brenda made the motion to approve October 18, 2024, minutes as printed, motion seconded by Janet and passed unanimously.

**North Iowa Community Action Services Update:** Carla Miller, Director of Health and Nutrition Services attended today's meeting presenting and highlighting the services provided; Family Planning, Maternal Health, Living with HIV, Healthy Pregnancy Program, First in Five and WIC. The WIC program is at Our Saviors church on the 1<sup>st</sup> Thursday of the month; Public Health can attend any of these clinics to help educate about our agency's services.

**Environmental Health:** Amanda deferred to and expanded on a few points in her report. She stated that the budget looks great for both expenses and revenue. Discussion and Possible Action on Septic System Policy & Procedure. Amanda met with Aaron Murphy regarding this policy. He approved the changes that Amanda had made to the policy; however, he did suggest changing the time to 2 full seasons verses 1 year giving it a smaller probation period. Terri made a motion to approve the policy as written, the motion was seconded by Janet and passed unanimously. Jolene will sign the policy at the end of the meeting. Annual Evaluation: Amanda received excellent evals with only a couple minor concerns. Concerns with incorrect forms this has been corrected; Amanda was waiting for State changes to the forms. The last issue was with scheduling well test; Jolene checked into this and has resolved the issue. No other concerns. FY26 Budget: Amanda left wages, FICA and IPERS blank on her budget as these all depend on possible increase in wages. Increases made to well closure services and increase the revenue and septic system budget. Discussion & Possible Action on Environmental Health Wages: Amanda proposed a \$3.05 raise. Jolene spoke with Jim Wherry and highlighted the wages comparisons with other county workers. Laura presented a wage comparison with the same job descriptions from the fall of 2023. Brenda felt \$3.00 was a little high and would like to consider the cost-of-living raise, which has yet to be determined. Terri made a motion to bring Amanda's base hourly salary to \$25.00 and this would include the cost-of-living raise, the motion was not seconded motion died. Brenda made a motion to increase Amanda's hourly salary to \$25.00 with the addition of the cost-of-living raise which would bring the total close to Amanda's beginning proposal, the motion was seconded by Terri and passed unanimously.

**Home Health/Public Health Business Operations:** Expense/Revenue Reports: Laura deferred to and expanded on a few points in her report. 3 Amendments have been made: Emergency Preparedness on both sides due to the Dairy Farmer Grant, Medicare expenses due to therapy expenses, supplies, etc. and Immunization Insurance Revenue due to VaxCare. FY26 Budget: Expenses - Laura estimated a \$1.00 increase to wages due to not knowing the cost-of-living raise yet. She also increased these lines: Mileage, Medicare and Info Tech Services. Revenue side – Decrease to these lines: Elderbridge Grant, VA and Medicaid Therapy. Increases to these lines: Medicare Revenue, Immunization Insurance, Insurance therapy and Wellness clinics. Dr. Ross made a motion to approve both Amanda and Laura's FY26 budgets as presented, the motion was seconded by Mike and passed unanimously. Staffing Updates: 2 nursing candidates; 1 to possibly start at the end of December and another to do a job shadow next week. Hoping to hire both candidates. Discussion and Possible Action for the On Call Policy: Laura deferred to and expanded on her report. She has eliminated the carrying of two phones for on-call nurses. Laura checked with other counties some pay time and a half, earn comp time for hours worked on weekends and/or give a list to the sheriff's office and then they forward calls. Laura is looking for a way to make on-call/ weekend work better for nurses as being short-staffed is making it difficult. Brenda questioned whether looking for a permanent or temporary fix; Jolene would like to see this as a temporary fix till able to hire more nurses to help with coverage. Laura proposed paying all nurses no matter their status time and a half until staffing changes. Brenda made a motion to temporarily pay time and half to the nurse that goes out to a patient over the weekend until staffing has changed, the motion was seconded by Terri and passed unanimously. Grants Financial Updates: Laura deferred to report. Discussion & Possible Action on Wages: Discussion of starting nurse wages; Jolene shared the rates of local Nursing Homes, Hospital and Clinic to compare wages. Janet felt there should be a base wage

and then look at experience to justify the starting wage. She also felt there should be a range for Laura to go off instead of having to come to the Board every time looking to higher. Dr. Ross agreed and felt Laura should be given a \$3.00 range. Brenda made a motion to have the starting wage range be \$30.00-\$33.00 based on experience. Jolene proposed a \$5.00 range. Dr. Ross made a motion to have the starting wage range of \$30.00 - \$34.00, the motion was seconded by Terri and passed unanimously. Laura would like to discuss raising the agency rates at the next meeting. Policy & Procedures: Laura deferred to report.

**Public Health Updates.** Jessa deferred and expanded on a few points in her report. She stated next week 12/18/24 will be the last walk-in flu/COVID clinic. With the Dairy Farmer Grant she proposes having an all-vaccine walk-in clinic one to two times a month January thru May. Immunization audits have been completed with the schools and the daycare audits will be completed by January. At the last meeting Jessa discussed the new Dairy Farmer Grant. Since that meeting, she has found out that Howard County did not take on their grant funds. We will take over Howard County's grant and we will be reaching out to the Howard Co dairy farmers. We now have a total of \$65K in grant monies. Grant funds will be applied towards a new larger vaccine fridge, supplies to stock up, new website, advertisement, postage, letters and Jessa's time. A business reached out looking for agency to do Urine Drug Screening; Jessa is working with Kari Erickson from the Osage Lab and has written up policy and procedures if we are to move ahead with this. Jessa is also working with Street Chiropractic to conduct sport physicals. Public Health wants to team up and have sports physical and immunizations at the Osage Schools the next school year and hoping to set something up with the other school districts. Bike safety: Public Health will sponsor a Bike Rodeo this coming May. Jessa has acquired 80 free bike helmets from Blanks Children Hospital. Public Health alignment: the state won't do anything with the realignment until 2026.

**QAPI Update:** Jessa deferred to her report.

**Home Health Update:** Sasha deferred and expanded on a few points in her report. Sasha stated that she will be doing more of the QA with training from Jessa. Brenda commented that the report stated 13 slips/trips/falls for October she felt that seemed high; Sasha explained that all falls reported by patient must be documented whether there is evidence or not.

**Laura' Evaluation:** Laura received a lot of positive comments but also received concerns for burn out. Through the evaluation form the biggest issues addressed were staff shortage, frustration of extra work, workers feeling burnt out which is leading to failed communications; none of these issues are a direct reflection of Laura's work performance. Jolene suggested team-building experience to help get through this staff shortage time; Laura asked for suggestions. Jessa also suggested educating the staff on a proper chain of command which would help eliminate excessive calls to Laura.

**Next Meeting:** February 14, 2025, at 12:00pm. Laura will set all 2025 meetings for the 2<sup>nd</sup> Friday of the month.

**Meeting adjourned:** 2:23 pm