

STORY COUNTY BOARD OF HEALTH

STORY COUNTY ADMINISTRATION
900 6TH STREET
NEVADA, IOWA 50201



Minutes

DATE: June 4, 2013

CALL TO ORDER: 2:03 p.m.

PLACE: Administration Building, 2nd Floor

Paul Toot, Chair
Dr. John Paschen, Vice-Chair
Dr. John Kluge
*Dr. Glenda Dvorak
Mark Speck
*Absent

ADJOURNMENT: 3:29 p.m.

OTHER PEOPLE PRESENT: Eileen Mullan, Tina Hopkins, Angela Dorn

STAFF PRESENT: Matt Cory; Environmental Specialist II, Cathy Bazylinski; Environmental Specialist II, Kristin Cook; Recording Secretary, Margaret Jaynes; Director of Environmental Health

Chair Paul Toot called the meeting to order.

**Roll Call: Present – Toot, Paschen, Kluge, Speck
Absent - Dvorak**

CONSENT AGENDA: (All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes on the motion.)

- 2. I Approval of Agenda
- 2. II Approval of Minutes
April 2, 2013

APPROVAL OF CONSENT AGENDA ITEMS (MCU)

MOTION: Kluge
SECOND: Speck

3. PUBLIC FORUM: Opened 2:05 p.m. – Closed 2:05 p.m.

AGENCY REPORT:

4. I HOMEWARD Ms. Eileen Mullan

PRESENTATION:

Ms. Mullan stated that most grant dollars have been spent and any remaining funds will be depleted by the end of FY13. Ms. Mullan also stated that homecare service goals are being met.

Ms. Mullan gave an overview of current disease surveillance:

- March: 3 cases salmonella
- April: Salmonella – 2 cases
Cryptosporidium – 1 case

Ms. Mullan updated Board members regarding an ongoing lead case and stated that the lead program funding will be decreasing.

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Ms. Mullan also gave an update to the Emergency Preparedness Program stating that funds will experience a 7% decrease for the 2013-2014 fiscal year (beginning July 1, 2013), which will amount to about \$3,000.

Ms. Mullan stated that over 101 Tdap immunizations were administered in Story County schools this spring.

Ms. Mullan gave an overview of current Mental Health Clinic office visits stating 5 clients are currently being seen for court ordered office visits.

AGENCY REPORT:

4. II Environmental Health

Ms. Margaret Jaynes

PRESENTATION:

Ms. Jaynes gave an overview of current septic statistics reviewing the number of septic applications submitted, number of septic systems completed, and number of pending septic repairs. Ms. Jaynes also stated that there are currently five outstanding binding agreements and four outstanding septic Notice of Violations.

Ms. Jaynes also gave an overview of current well work:

- Plugged 15 as compared to 30 last year
- 81 water tests
- 40 well inspections
- \$12,500 Grants to Counties funding left to spend in FY13; any remaining funds will revert back to the Iowa Department of Public Health.

Ms. Jaynes stated that staff had received one complaint for junk located in Lincoln township stating that staff will follow up.

Ms. Jaynes reviewed current training received by staff:

- Certified pool operator (CPO); all staff
- IDPH pool training; all staff
- A.L.I.C.E. training; Margaret and Cathy
- Bloodborne pathogens; Matt

Ms. Jaynes reviewed current lead cases:

- 8 open cases; 1 with children
- 1 going to court (August 2013)

Ms. Jaynes updated Board members regarding the upcoming Pool, Tattoo, Tanning inspections stating that Jessica Reynolds, County Attorney, has reviewed the contract, staff training has been completed, and proper testing supplies have been purchased.

Ms. Jaynes stated that staff has been conducting pumper inspections and currently only has one pumper left to inspect. Ms. Jaynes also stated that all pumpers have passed inspection thus far.

Ms. Jaynes gave an overview of miscellaneous items:

- A soil probe was purchased from Jasper County at a savings of \$1,000 because it was used.
- Staff met with Tedesco insurance regarding staff liability and coverage.
- A septic contractor meeting between Story County/Boone County was held.
- Subdivision regulations have been updated.
- Ms. Jaynes attended the goal-setting workshop.
- Master matrix; Whitaker application has been withdrawn.

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Ms. Jaynes gave an overview of miscellaneous items (continued):

- A proposed sports complex located at an old equestrian center will be submitting an application.
- The scanning project is continuing.

Pool, Tattoo, Tanning inspections was discussed stating the contract is a three-year contract. Ms. Jaynes also stated that all public pools will be inspected. Ms. Jaynes also stated that all Pool, Tattoo, and Tanning facilities will require a yearly inspection or upon cause.

ADDITIONAL ITEMS:

5. I Discussion of IDPH Abstinence Program Mr. Paul Toot; Ms. Tina Hopkins, YSS

PRESENTATION:

Mr. Paul Toot gave an overview of the program and stated that the Story County Board of Health may be asked to become the funding pass-through agency.

Ms. Tina Hopkins stated that the program has been named Power Through Choices promotes the abstinence first program over a 6-10 week program. Ms. Hopkins also stated that funding for the program is \$59,000, which includes a dollar/dollar match. Ms. Hopkins went on to explain that the goal of the program is geared towards youth that are in out-of-home placement, such as foster care; juvenile justice system. Ms. Hopkins stated the grant is between IDPH, Iowa Department of Public Health, and Boone, Story, Marshall and Polk counties.

Mr. Toot asked if there was a way to measure the success of the program. Ms. Hopkins stated the program is only in its first year of implementation, which is gathering a baseline at this point.

MOTION: Move that the the Story County Board of Health accepts the responsibility of being the pass-through funding source for the Power Through Choices program if IDPH requests such.

MCU

Motion: Paschen

Second: Speck

ADDITIONAL ITEMS:

5. II Discussion of Code Enforcement Process Ms. Margaret Jaynes

PRESENTATION:

Ms. Jaynes gave an overview of the current Environmental Health Department Code Enforcement actions stating that first staff issues a letter and follows up with a phone call to the property owner. If the property owner does not comply then a Notice of Violation is issued via certified mail. If compliance is still not achieved then staff turns the violation over to the County Attorney's office. Ms. Jaynes stated she has only had one proceed to the Attorney, which is the current lead case.

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Board members and staff discussed some hypothetical examples.

ADDITIONAL ITEMS:

5. III Discussion of Online Payments Mr. Paul Toot

PRESENTATION:

Mr. Toot gave an overview of the upcoming online application and payment process stating that two years ago a new website was discussed and implemented. Mr. Toot went on to say that an additional improvement discussed at the time was to accept online applications and payments. Mr. Toot stated that the decision has been made to continue with the company Gov. Tech, which currently works with the Treasurer's Office. Mr. Toot also stated that a one-stop-shopping process was one of the GRC, Government Restructuring Committee recommendation and this amenity will allow the County to be one-step closer in achieving such.

Ms. Jaynes stated that the Environmental Health Department is now accepting driveway permit applications for the Engineer's Office, which is also a steps towards one-stop-shopping for applicants.

ADDITIONAL ITEMS:

5. IV Discussion of Pools, Tattoo, and Tanning (PTT) Inspection Fees Ms. Margaret Jaynes

PRESENTATION:

Ms. Jaynes supplied BOH members with fees as stated in the Iowa Code and recommended Story County follow suit and revisit the fee structure at the June 2014 Board of Health meeting for FY15. Mr. Toot asked what other counties charge. Ms. Jaynes stated she believes other counties set their fees at the amount recommended in the Code. The number of PTT facilities were discussed.

Tattoo inspection requirements were discussed.

MOTION: Move to adopt the fee structure for Pool, Tattoo, and Tanning as recommended by Iowa Administrative Code.

MCU

Motion: Kluge

Second: Speck

ADDITIONAL ITEMS:

5. V Discussion of Environmental Specialist Job Description/Pay Grade. Mr. Paul Toot - update

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PRESENTATION:

Mr. Toot updated BOH members regarding past discussions on said topic. Mr. Toot discussed the subject with Ms. Alissa Wignall, HR Director, stating that Springsted could come back for a job audit regarding the Planning and Development Planners and Environmental Health Specialists.

Mr. Toot shared the Story County Attorney's legal opinion with Board members. Mr. Toot stated that said opinion states that if the Board of Health (BOH) chooses to, by a formal agreement, delegate such duties to the Story County Board of Supervisors (BOS) they may do so. Mr. Toot also stated that no such agreement has been made thus far. Mr. Toot went on to explain that the BOS sets a budget for the Environmental Health Department and if the BOH wants to discuss and recommend salaries to the BOS, they can, but said discussion would need to be conducted in the fall for the next fiscal year. Dr. Kluge stated that in the past, the BOH usually made recommendations to the BOS regarding salaries, but the final decision was up to the BOS. Dr. Paschen stated that the BOH can recommend, but it is ultimately up to the BOS to approve the amounts.

Mr. Toot will speak with Ms. Wignall and Springsted regarding previous job audit and Springsted's definition of professional versus technical classifications and report back. It was stated that the BOH will make a recommendation for maintaining or increasing salaries at the August or October 2013 meeting for the FY15 budget consideration.

ADDITIONAL ITEMS:

5. VI Discussion of the Board of Health's Role in Environmental Health Department Personnel Decisions.

Mr. Paul Toot

PRESENTATION:

See previous agenda item.

PUBLIC HEARING ITEMS:

NONE

STAFF COMMENTS:

NONE

BOARD COMMENTS:

Dr. Paschen stated he will not attend the August 6th meeting.

ADJOURNMENT: 3:29 p.m.

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Approval of Minutes

Title and Date