



Story County Board of Health

DRAFT MINUTES

DATE: October 27, 2009
CALL TO ORDER: 4:30 p.m.
LOCATION: Administration Building
900 Sixth Street, Nevada

Jane Halliburton, Chair 2010
John Kluge 2011
John Paschen, V. Chair 2011
Mark Speck 2009
Dorathy Twedt 2009

ADJOURNMENT: 5:36 p.m. *Absent

OTHER PEOPLE PRESENT: Eileen Mullan, Catherine Bazylnski, Margaret Jaynes, Wayne Clinton, David Hansen, Leanne Harter.

APPROVAL OF CONSENT AGENDA

With the removal of Item #2 which was tabled to the December meeting date. Kluge/Paschen (MCU)

1. Approval of Agenda
2. Minutes: September 1, 2009 and September 22, 2009 – *TABLED to December meeting.*
3. Approve the Story County Public Health Phase II and Phase III Public Health Emergency Response contract #5880BT85, Amendment #1 on October 27, 2009.
4. Approve the Childhood Lead Poisoning Prevention Program contract 5880L11 on October 27, 2009.

PUBLIC FORUM: Opened: 4:30 p.m. – Closed: 4:30 p.m.

ADDITIONAL ITEMS:

1. **Informational Update on H1N1 Virus– Eileen Mullan, Director of Homeward, the designated public health agency for Story County**

Ms. Eileen Mullan briefed the Board on current updates to the website and plans for clinics for H1N1 vaccinations. She stated that original plans established for clinics in the schools and elsewhere were dependent on getting a certain number of vaccinations over a certain amount of time, however, Ms. Mullan indicated the vaccines did not arrive as planned. These clinics were advertised and as they were being cancelled, caused some confusion. Ms. Mullan stated that all notifications of the clinics on the website have been removed as such.

Ms. Mullan addressed the manner in which requests for vaccine and shipments were occurring, and how this related to the need to cancel clinics originally scheduled. She outlined the anticipated

number of doses expected in future days, and stated that 3,200 vaccines will have been received as of October 28, 2009. Ms. Mullan stated that around 2,300 of vaccines are mists with the remainder being shots.

Ms. Mullan stated an H1N1 clinic was scheduled for this week, with 800 doses of H1N1 shots and close to 300 mists. She outlined the changes made to the target groups addressing they are using a subset of original target groups and shared a hand-out of the target groups and subset target groups to the members of the Board of Health.

Ms. Mullan stated a press release has been distributed for a clinic to be held in Gilbert from 3:30 pm – 7:00 pm on Thursday, October 29, 2009, for the entire community wherein 400 shots will be given for the community. In addition, the following will be scheduled: 110 to Doran Clinic to be used for pregnant women; clinic to be held on Friday for health-care workers working for Mary Greeley and McFarland Clinic; twenty for the Story County Medical Center; and twenty to ISU Student Center. She stated that people will be screened and pregnant women and two-year olds and younger that cannot take the mist will be separated into a special group to take the shots.

Ms. Mullan indicated it is anticipated that additional shots will be delivered next week wherein clinics will be scheduled for the subset.

Dr. Paschen stated that he'd alerted the McFarland Clinic departments and encouraged them to contact their patients and encourage them to go to the clinics scheduled in Gilbert. He also commented on the rapidly changing nature of the H1N1 flu, and stated that the seasonal flu shot is being given rather than the flu mist so the ability exists for the children to get the H1N1 mist in a timely fashion.

Ms. Halliburton passed around the latest press release regarding the clinic which is posted on-line.

Ms. Mullan highlighted potential locations for a standard clinic location, including the North Grand Mall, auditorium, Hickory Hall, and Cornerstone Church. Dr. Paschen asked whether Mary Greeley would allow use of the south auditorium. Ms. Halliburton noted there were transportation concerns related to the locations presented and access to bus routes.

Mr. Wayne Clinton noted other potential locations.

Dr. Paschen asked what was happening at the free clinic on nights other than Thursday evenings and shared contact information.

Mr. Speck asked whether there would be seasonal flu shot clinics. Ms. Mullan referred Mr. Speck to the flu hotline number.

Ms. Mullan spoke favorably regarding the pandemic planning and how it has benefited.

Dr. Paschen asked whether it would be the appropriate time to approach the issue in an interview format. Ms. Mullan and Ms. Halliburton responded that would be beneficial.

Ms. Halliburton noted that County staff has been inundated with phone calls and emails as well and, in response, the County's Informational Technology Department prepared a voice mail message to serve as a first round to provide information to the general public.

Ms. Dorathy Twedt stated that people in her community continue to ask her for more information and she has been unable to respond with appropriate information.

Dr. Paschen noted that prior surveys released included preliminary statistics stating 50% of parents would vaccinate their children, however he has yet to hear of a parent that would not vaccinate his/her child.

Ms. Halliburton asked Dr. Paschen to outline the seriousness of the H1N1 virus. Dr. Paschen addressed the populations being affected and how this demonstrated the need to annually get flu vaccines.

2. Discussion and consideration of Human Resources Consultant recommendations - David Hansen, Human Resources Consultant

Ms Halliburton outlined the feedback received regarding the draft job descriptions, specifically from Ms. Twedt regarding the number of days notice for termination which was absent from the description. Mr. David Hansen described the position as being one of “employment at will” which would allow termination at any time, and if you establish a termination date, the employment at will status is voided and it is a contractual position.

Ms. Halliburton noted Dr. John Kluge had questioned the language regarding the certification requirement, and what could potentially occur if a candidate did not have, or did have but had lost such certification. Ms. Hansen noted that it is stated as “preferred” rather than stated as a “requirement”.

a) Job Description Review

Ms. Halliburton outlined the action requested by the Board of Health at the meeting would be to approve all three job descriptions.

Ms. Halliburton asked County staff whether they cared to share any comments regarding the proposed job descriptions.

Ms. Margaret Jaynes questioned the language regarding the “preparation of the budget” as outlined in the Environmental Services Specialist position versus “drafts the budget” in the Sanitarian position.

Mr. Hansen suggested the “to assist in the preparation of the department budget” rather than “to prepare department budget”.

Mr. Speck questioned whether that would need to be changed in the Duties and Responsibilities sections as well. Ms. Halliburton affirmed.

Ms. Jaynes suggested adding to the Position Purpose the “IDPH, IDNR, and/or EPA and other entities” to allow for other grant opportunities. The Board members agreed with such amended language.

MOTION: To adopt the job descriptions as discussed and revised. Kluge/Paschen (MCU)

b) Compensation Range for Sanitarian

Mr. Hansen recommended staying with the Grade 13 range for the Sanitarian position, indicating those positions surveyed seem to lie within this grade range. Mr. Hansen recommended the range for advertising purposes be from the minimum to the midpoint range. Ms. Halliburton noted the established salary ranges for these two points.

Mr. Speck asked where Mr. Don Nolting was at when he retired. Mr. Hansen noted he was within the Grade 13 ranges.

Dr. Kluge asked whether this is what the position would be advertised at. Mr. Hansen affirmed.

Dr. Paschen questioned who will make the final salary decision. Ms. Halliburton responded the Board will make that final determination.

MOTION: To advertise the vacant Sanitarian at ranges discussed. Kluge/Speck (MCU)

c) Advertising for Vacant Sanitarian Position

Mr. Hansen distributed a proposed job advertisement for the Sanitarian position, set forth in draft format based on job description and added that the changes made to the description adopted at the meeting would need to be added to the advertisement. He further indicated a decision as to the timing would need to be added as well.

Ms. Halliburton requested that Mr. Hansen outline the proposed process to follow. Mr. Hansen responded that first it would be posted internally for a period of ten days, then distributed to Iowa Workforce Development and the three local papers, all of which could occur upon the approval of the advertisement. Mr. Hansen noted it would need to be decided to whom resumes would be forwarded.

Ms. Halliburton noted that Story County is required by law to publish in three newspapers, in addition to which the notice would be posted on the County's website, ISAC and local affiliate organizations.

Ms. Jaynes noted several affiliate organizations with which the job advertisements could be posted.

Ms. Halliburton commented that several of the groups mentioned could be noted through ISAC contacts. In addition, she noted Mr. Hansen did not suggest advertising through the Des Moines Register due to cost.

Ms. Halliburton asked whether the timeframe would need to be adjusted to allow for the weekly nature of local newspapers. Mr. Hansen addressed the timeframe that could be established by the Board.

Dr. Kluge asked whether it could be advertised within thirty days or until filled. Mr. Hansen recommended a December 1st date.

Ms. Twedt noted the limitations with the two weekly newspapers.

Mr. Speck questioned the requirements regarding resumes and materials required to be submitted to apply for the position. Mr. Hansen noted that an application could be sent to a potential candidate that would submit a resume that upon review of the resume met the requirements, or whether the desire would be to have every candidate submit an application or just those that seem to well fit the requirements as set forth in the job description.

Dr. Paschen asked Ms. Jaynes whether anyone had asked specifically regarding personally filling the position. Ms. Jaynes noted she had been asked whether the position had been filled but no one had specifically noted their interest.

Dr. Kluge asked how many references would be required and at what time. Mr. Hansen stated the Board would need to determine what level of references would be required, whether it would be third party or just done in-house.

Dr. Kluge asked whether transcripts and proof of certifications would be required. Mr. Hansen noted that would likely be at the time of a serious candidate.

Ms. Halliburton noted the inter-agency review team is in place which could serve as a form of a sub-committee to provide recommendations to the Board of Health to schedule interviews and select a candidate. Ms. Halliburton also noted she did not know what the job market was at this point in time, and it could be a great number of applicants or minimal amounts.

Dr. Kluge questioned whether recruitment would be needed to fill the position. Ms. Halliburton noted that would be determined at the time applications were due.

MOTION: To advertise for the position as stated and set December 1, 2009, as the closing date for the position. Kluge/Speck (MCU)

d) Creation of a subcommittee to assist in application review

Ms. Halliburton suggested using the Inter-Agency Review team to act as subcommittee to assist in the application review.

Mr. Speck asked the manner in which applications would be received and reviewed by the Board of Health. Mr. Hanson suggested that applications would be forwarded as they are received if that would be desirable.

Mr. Hansen questioned how often the Board of Health meets. Ms. Halliburton noted the next scheduled meeting would be December 1. Mr. Hansen noted it would be preferential the applications be received by the inter-agency review committee first.

Dr. Kluge commented the subcommittee could be the Board of Health, suggesting applications could be received at the Administration building, and periodically reviewed by the members of the Board of Health.

Dr. Paschen asked where the applications will be held.

Ms. Halliburton clarified that as applications are received, members of the Board of Health will be notified that applications can be viewed in the Administration building.

Ms. Jaynes questioned whether the Board needs to discuss whether travel costs for interview purposes would be covered. Ms. Halliburton responded that she did not believe County policies allowed for such costs.

e) Other

Ms. Halliburton noted she had the pleasure of accepting the "Reach Out and Read Bookend Award", explaining all medical providers in Story County have participated in the program and all newborns have received a book and every physician's office in Story County participates. She also shared that Story County was the first to receive in the nation this recognition and share that certificates to each of the medical providers and service clubs and organizations had been presented. Ms. Halliburton provided statistical information regarding the Reach Out and Read program both statewide and in Story County.

STAFF COMMENTS:

None.

BOARD COMMENTS:

Mr. Speck questioned whether additional staff had been hired by the Health Department to assist in the interim. Ms. Jaynes noted she has an individual identified and more information is being solicited to determine the cost-share eligibility prior to adding the person to the staff.

Ms. Jaynes noted a grant opportunity for which the applicant would be the Board of Health. The grant would be for \$30,000 to evaluate where Story County is towards achieving an accreditation status. Ms. Halliburton asked the deadline for applications to be filed. Ms. Jaynes shared it was November 15, 2009.

MOTION: Authorize County application for noted grant funding in the amount of \$30,000 on behalf of the Board of Health – Speck/Paschen (MCU)

ADJOURNMENT: 5:36 p.m.

Approval of minutes

Title and date