



## Story County Board of Health

# MINUTES

<b>DATE:</b> September 1, 2009	Jane Halliburton, Chair	2010
	John Kluge	2011
<b>CALL TO ORDER:</b> 4:31 p.m.	John Paschen, V. Chair	2011
	Mark Speck	2009
<b>LOCATION:</b> Administration Building 900 Sixth Street, Nevada	Dorathy Twedt	2009
<b>ADJOURNMENT:</b> 6:22 p.m.	*Absent	

**OTHER PEOPLE PRESENT:** Margaret Cemashko Jaynes, Environmental Specialist and Interim Director; Cathy Bazylinski, Environmental Specialist; Angie Huisman, Recording Secretary; Terri Olinger; Patsy Beese; Janelle Durlin; Jane Larkin; Lori Morrissey; James Pusey

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**APPROVAL OF CONSENT AGENDA as revised** Speck / Paschen (MCU)  
1. Approval of Agenda as amended

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**PUBLIC FORUM: Opened: 4:32 p.m. – Closed: 4:32 p.m.**  
None.

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### ADDITIONAL ITEMS:

1. Status of Board of Health Requests

Mr. Mark Speck requested an update to the requested meeting with Dr. Hill of ISU. Ms. Jane Halliburton replied that it has not yet been set up.

Ms. Halliburton commented that she had spoken to Mr. Tod Willert of the Story County Medical Center and that he had offered a tour of the new facility to the Board of Health. Ms. Dorathy Twedt and Dr. John Paschen discussed their attendance of the medical center's grand opening and the move to the facility. Ms. Halliburton noted that the facility was receiving patients at its new location as of August 6<sup>th</sup>.

2. Discussion/Action on advertisement for the fulfillment of the vacant Sanitarian position

Ms. Halliburton described the distributed job descriptions for the three (3) full-time positions, noting that these had been sent to David Hanson with HR OneSource. Ms. Halliburton described the

contract between the Board of Health and HR OneSource for recommendations and job description updates.

Ms. Halliburton discussed the ability to move forward with temporary staff while recommendations are being formulated, noting the challenges in finding temporary staff due to the special expertise required of such positions.

Ms. Halliburton summarized the current status of the job description review, adding that further information will be available at the next meeting as Mr. Hanson was unable to attend this meeting.

Dr. Kluge asked for a summary of the rest of the process including what approvals are necessary. Ms. Halliburton replied that the Board of Health is an autonomous board and may make whatever recommendations are appropriate, noting that the budget is established by the Board of Supervisors as well as compensation formulas. Further discussion continued.

Ms. Margaret Jaynes asked if there is any expected timeframe in which the vacancy is expected to be filled. Ms. Halliburton explained that more information will be available after discussions can occur with Mr. Hanson.

Ms. Jaynes expressed concern about the length of the process and potentially hiring temporary help. Ms. Halliburton commented that Mr. Hanson is aware of the increased workload in the department as well as the legislative changes.

Ms. Jaynes requested a tentative agreement to employ temporary staff. Ms. Halliburton reiterated that she will have further information after speaking with Mr. Hanson tomorrow, adding that the Board may call special meetings in addition to their quarterly schedule.

Mr. Mark Speck asked if the department is busy. Ms. Jaynes replied that they are very busy. Mr. Speck asked if she felt it would be difficult to find temporary help. Ms. Jaynes suggested a college student to assist with the backlogged work, adding that there are approximately one hundred eighty (180) files in the former Director's office requiring attention.

Ms. Jaynes questioned the status of her employment as exempt since becoming interim director and noted that this would discourage extra hours due to lack of compensation for overtime in exempt status. Ms. Halliburton explained that the change was likely due to her going from three quarter (3/4) time to full time employment, adding that she would look into the matter further.

Dr. Paschen asked if a vote via email were possible in lieu of a special meeting. Ms. Halliburton replied that she would check with the County Attorney to whether or not that is valid.

Dr. Kluge summarized that a realistic timeframe would be between three and four months from a filled position. Ms. Halliburton replied that emphasis on the urgency of the process has been made.

### 3. Discussion/Action on Temporary Staffing Request

The Board discussed this item while discussing the advertisement and fulfillment of the position.

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## **QUARTERLY REPORTS & DISCUSSIONS:**

1. Story County Health Department Regular Report – Margaret Jaynes

Ms. Jaynes presented a slide presentation of her report that is available as part of the official record on file with the Health Department.

Ms. Jaynes commented that the IT Department has agreed to reinstall the software that staff was using prior to the computer upgrades to Vista, noting that she and Ms. Cathy Bazylnski are both very pleased with the change.

Ms. Jaynes added that Mr. Matt Boeck is researching a simple CAD drafting software to help the department since they are still doing all drafting by hand currently.

Ms. Jaynes discussed the amount of property transfers reported by the Recorder's Office and that there is the potential that some of those could have required an inspection.

Dr. Kluge asked who determines the necessity of the inspection. Ms. Jaynes described the personal questions and tough decisions required to make the determination and provided example situations of exempt transfers. Further discussion regarding the transfer regulation continued. Ms. Jaynes noted that Assistant County Attorney Steve Owen indicated that the County can continue doing certain inspections that are exempt.

Ms. Jaynes continued with her slide presentation regarding time of transfer inspections, septic systems, wells, and complaints.

Dr. Paschen asked for clarification about the complaint enforcement. Ms. Jaynes replied that an official letter and/or a phone call is usually effective.

Discussion regarding the complaint in McCallsburg about mobile homes was considered a landlord tenant issue and is a civil matter.

Further discussion regarding the complaint section of the presentation continued.

Ms. Jaynes continued with the presentation of her report by presenting slides about the fee schedule as well as potential changes in the future.

Mr. Speck questioned the unchecked transfers. Ms. Jaynes clarified that the recent regulation changes allows for an exempt box to be checked without notifying the department incase further inspection is required.

Further discussion regarding the inspections and process for the transfers continued.

Ms. Jaynes clarified that a copy of the inspection report in received and that the department is responsible for enforcing that the new system is installed to meet requirements.

Ms. Halliburton welcomed Ms. Lori Morrissey of the Emergency Management Department and noted that the two departments are coordinating very well. Ms. Morrissey provided examples of hazardous materials.

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## 2. Homeward Regular Report and H1N1 Update – Terri Olinger and Patsy Beese

Ms. Patsy Beese, Homeward, distributed the final report for FY09 and noted that all available funding was utilized. The report is on file as part of the official record in the Story County Health Department.

Ms. Beese explained the alternative plan for funds was utilized similar to years past, noting that the alternative plan for next year has been submitted and approved for next year already.

Dr. Paschen discussed the immunization audits and asked if locations have access to IRIS. Ms. Beese affirmed that they have for the last couple years and it is working very well. Dr. Paschen and Ms. Beese continued to discuss the use of IRIS in schools and other locations. Ms. Halliburton asked for an explanation of IRIS for the record. Dr. Paschen summarized the program as a software for tracking immunization records, noting that it is a choice to use the program and not a requirement.

Ms. Beese summarized a new program for prescription medication vouchers set up as a one year pilot program in Iowa in which vouchers for generic prescriptions will be issued to uninsured and underinsured persons with income less than 200% of poverty level.

Ms. Beese described the scheduled community needs assessment for 2011, noting that this will be done differently than the previous assessment and will cost far less. Ms. Halliburton emphasized the importance of the assessment to many groups for planning and funding requests.

Ms. Terri Olinger, Public Health Nurse, Homeward, distributed and summarized her report, with focus on the immunization section. The report is on file as part of the official record in the Story County Health Department.

Ms. Olinger described the press releases regarding seasonal flu and H1N1 flu, noting the immunizations available in both injection and mist form as well as the proposed clinics scheduled.

Mr. Mark Speck asked for the age maximum for the mist. Ms. Olinger replied that it is recommended for persons through age forty-nine (49).

Ms. Twedt asked about the pneumonia vaccination. Ms. Olinger described the schedule and ages for the vaccine.

Ms. Olinger continued to summarize the report as distributed.

Ms. Olinger added that one case of H1N1 has been confirmed for an eighteen (18) year old Iowa State University (ISU) student.

Ms. Olinger described the emergency preparedness supplies that were purchased and distributed to various locations in the county.

Ms. Olinger commented on the pandemic preparedness meeting held on August 20<sup>th</sup>, noting that it was concluded that the H1N1 vaccines would be dispensed at the public sites around the county. Dr. Paschen commented on the volunteers and locations available. Ms. Olinger affirmed that the list was received.

Ms. Olinger clarified that the H1N1 vaccines will be available free of charge and that supplies and grant funds for the vaccine will be provided from by the Iowa Department of Public Health (IDPH), noting the priority levels for receiving the vaccine.

Dr. Kluge asked if two (2) doses are required. Ms. Olinger described the clinical trials and that the dosage recommendations are not conclusive yet. Dr. Paschen clarified the dosage recommendations and provided an example.

Dr. Paschen asked if a schedule for receiving vaccines has been set yet. Ms. Olinger replied that the Center for Disease Control (CDC) expects to begin shipping it out in Mid October. Further discussion about the schedule and the potential for updates as more information is received.

Ms. Olinger added that the vaccine will be entered in the IRIS system once given.

Further discussion regarding clinics and press releases continued.

Ms. Halliburton added that there is a webpage set up on the Story County website for flu related information and updates and thanked all those who helped set up and maintain the site.

Ms. Halliburton suggested that Dr. Paschen be the official messenger to provide consistent and accurate information to the target group of young people. Dr. Paschen indicated he is willing to accept and formulate a message.

Ms. Olinger discussed the flu hotline and the information for both seasonal flu and H1N1 available on one hotline.

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### 3. Youth and Shelter Services Regular Report – Jane Larkin

Ms. Jane Larkin, Community Prevention Coordinator, distributed the report and summarized the activities in the fourth quarter as noted in the report. The report is on file as part of the official record in the Story County Health Department.

Ms. Larkin commented on the success of the drug drop off, noting the intent to continue the program.

Dr. Kluge suggested that pharmacies be set up to regularly accept unwanted medications. Ms. Larkin explained their reluctance to do so as well as the regulatory hurdles in disposing of medications.

Dr. Paschen discussed the potential for McFarland Clinic to accept the medications and dispose of them. Further discussion about costs and methods of disposal continued amongst the Board and Ms. Larkin.

Ms. Larkin explained the many regulatory restrictions, agencies, and processes involved in disposing of the medications.

Ms. Larkin continued summarizing the distributed report, including the disaster relief project. Ms. Halliburton discussed the information received via email today regarding relief from both the United States Department of Agriculture (USDA) as well as the Federal Emergency Management Agency (FEMA).

Ms. Larkin commented on the concern hotline and offered to distribute brochures about the many services offered via email and on their website.

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### 4. Mid-Iowa Community Action (MICA) Report on Health Services – Janelle Durlin

Ms. Janelle Durlin, Health Services Coordinator, MICA, described the variety of programs at the health services office as distributed to the Board. The information distributed is on file as part of the official record in the Story County Health Department.

Ms. Durlin summarized each program provided as well as the participation levels in each program, as distributed.

Ms. Durlin added that the dental clinic received a \$29,000 anonymous donation and that they are very grateful for that!

Ms. Durlin summarized the status of the implementation site grant application for the new first five healthy mental development initiative with funding from IDPH.

Dr. Paschen offered encouragement to keep working toward the maternal health program.

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**STAFF COMMENTS:**

None.

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**BOARD COMMENTS:**

Dr. Paschen encouraged everyone to get the flu vaccine.

Ms. Halliburton thanked everyone involved in getting the information together about the flu and suggested a letter to the editor be drafted to increase awareness of the new information available.

Ms. Jaynes suggested the letter mention restaurants and businesses and to encourage them to keep sick employees home. The Board and Ms. Jaynes discussed resources available online.

Ms. Dorothy Twedt commented on the increase in use of the food pantry in Zearing as well as the dates and times it is open.

Mr. Speck asked about the status of having Dr. Hill at a meeting. Ms. Halliburton replied that she has called regularly, but questioned the necessity of having him at a meeting due to the progress made on the issue.

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**ADJOURNMENT:** 6:22 p.m. Kluge / Speck (MCU)

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Approval of minutes

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Title and date