



**Story County
Board of Health**

DRAFT MINUTES

DATE: January 19, 2010	Jane Halliburton, Chair	2010
	John Kluge	2011
CALL TO ORDER: 4:30 p.m.	John Paschen, V. Chair	2011
	Mark Speck	2012
LOCATION: Administration Building 900 Sixth Street, Nevada	Dorathy Twedt	2012
ADJOURNMENT: 5:15 p.m.	*Absent	

OTHER PEOPLE PRESENT: Angie Huisman, Recording Secretary; Margaret Jaynes, Interim Director; Cathy Bazylinski, Environmental Specialist; James Strohmman, Board of Supervisor; Dave Hansen (phone)

APPROVAL OF CONSENT AGENDA

1. Approval of Agenda Speck / Kluge (MCU)
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PUBLIC FORUM: Opened: 4:31 p.m. – Closed: 4:31 p.m.
None.

QUARTERLY REPORTS & DISCUSSIONS:

None.

ADDITIONAL ITEMS:

1. Election of Officers for 2010

MOTION: Nominate the current Chair, Jane Halliburton and Vice Chair, John Paschen, serve in currently held positions for the next calendar year. Kluge / Twedt (MCU) (Paschen and Halliburton abstained)

2. Adoption of 2010 Calendar

Ms. Jane Halliburton listed the proposed regularly-scheduled quarterly meeting dates: March 2, June 1, September 7, and December 7, 2010. Ms. Halliburton noted that there is the potential for additional meetings due to the vacancy in the Health Department.

Dr. John Paschen confirmed that the meetings will again be on Tuesdays at 4:30 at the same location.

MOTION: Recommend adoption of 2010 calendar as proposed. Speck / Paschen (MCU)

3. Review and Consideration of FY11 Budget Proposal

Ms. Margaret Jaynes, Interim Director, summarized the proposed budget for Fiscal Year 2011.

Ms. Jaynes noted that it was the recommendation of the Auditor's Office that the budget be prepared based on the average of the past four (4) years, and that the total for the department came in at approximately 3% above that amount.

Ms. Jaynes added that it would be difficult, but not impossible, to remove any additional items from the budget.

Ms. Halliburton reminded the Board that the no salary increase was approved in last year's budget; and that the Board of Supervisors' working budget may include a 2% increase this year, noting that it has not yet been approved and is still in progress.

Ms. Dorathy Twedt asked for the total mileage reimbursement rate. Ms. Jaynes noted it is increased to \$0.50 per mile.

Ms. Jaynes noted that the revenue section of the budget has a notation regarding the need to review for potential fee increase for the next fiscal year.

Ms. Halliburton noted the budget under review by the Board of Health is only for the operating costs associated with the Environmental Health area, and does not include expense for the public health (Homeward) portion. Ms. Jaynes further noted it excluded the lead portion of the budget as well.

MOTION: Recommend budget as proposed. Paschen/Kluge

Dr. Paschen requested that Ms. Jaynes share thoughts or additions to the budget. Ms. Jaynes noted it was doable and commented it would be beneficial to have the salary increases approved as she had heard that flex benefits are staying the same however costs of insurance increasing.

Ms. Jaynes questioned whether the budget would need to be brought forward to the Board of Health if changes are made to it through the review and approval process with the Board of Supervisors. Ms. Halliburton clarified the Board of Health acts in the capacity of a recommending body, with final action by the Board of Supervisors, and, as such, it would not need to return to the Board of Health.

MOTION: Recommend budget as proposed. Paschen/Kluge

Vote: (MCU)

4. Discussion of interview process and consideration to reopen and extend the application period for the Sanitarian position.

Ms. Halliburton noted that Mr. Dave Hansen was not able to participate in person, but was joining on the phone.

Ms. Halliburton noted the extension and re-opening of the application process did not pertain to anyone who has already applied as those applications are still active. Ms. Halliburton explained this matter had come about because members of the Board of Health had expressed concerns whether enough applicants were reached through the initial application process.

Ms. Halliburton asked Mr. Hansen to review the interview process and what had been learned relative to the process from the initial advertisement.

Mr. Hansen outlined concerns as to whether all Board members participated in the review and interview process or whether the Board should consider an option to have a subcommittee conduct interviews.

Ms. Halliburton reminded the Board that when initial discussions occurred regarding interviewing as a full Board, such actions would necessitate posting such as meetings open to the public, unless applicants interviewed requested a closed meeting, demonstrating it would be detrimental to them and their reputation to be conducted in an open meeting format.

Ms. Halliburton commented the Board could opt to have Mr. Hansen conduct initial reviews through the contract, for which there would be a fee. In addition, the Board could have a subcommittee comprised of no more than two members of the Board review initial applications. Ms. Twedt questioned whether it should be three. Ms. Halliburton noted that three would comprise a majority of the Board of Health, and, as such, two would be the appropriate number. Ms. Halliburton stated Mr. Hansen could join these two Board members for the initial screening. Mr. Hansen concurred.

Ms. Halliburton noted the subcommittee would not make a decision, only work through the screening process. She indicated it was brought back to the Board of Health as it was not discussed previously and needed to be on the agenda to outline the interview process and consider whether to extend and advertise in more locations than what it had.

Ms. Halliburton questioned whether the Board would like to advertise in professional magazines or newspapers, for which charges would be incurred, however, could be accommodated within the current budget.

Mr. Hansen noted there will need to be some lead time. Ms. Halliburton questioned the length of time. Mr. Hansen responded that it may take a minimum 60 days for some publications, and if the next publication date is missed, add another 30 days to the next publication.

Dr. Paschen questioned whether there are three or four candidates. Mr. Hansen responded there are three candidates.

Dr. Paschen questioned how much publication in trade journal costs. Mr. Hansen responded that was not sure the costs, however did know the *Des Moines Register* was hundreds of dollars.

Ms. Halliburton stated they did check to see where initial posting was distributed, and that was to Iowa Workforce Development, all three official newspapers of Story County and on the County's website, but it had not been sent to ISAC nor on any national website.

Dr. Paschen questioned what the appropriate journals would be to post the opening.

Ms. Halliburton stated that is this issue is reviewed in speaking with Steve Owen from the County Attorney's Office, the Board of Health requirements are very wide open. The *Iowa* Code says local Boards of Health may employ persons to perform the discharge of duties but doesn't define or say who must perform such duties.

Ms. Halliburton explained that during the budget discussions with Ms. Jaynes, the Planning and Zoning Director initiated discussions regarding the funding of the office support coordinator position, requesting the position be funded only through Planning and Zoning. Ms. Halliburton noted that that position has been performing duties beyond the clerk for the Board of Health.

Ms. Halliburton commented that perhaps the Board of Health should consider approaching the vacancy different than prior, reviewing ways to help make things more efficient and cost effective, however, further stated that was something that cannot be decided at the meeting.

Mr. Hansen noted the action of the Board of Health needs to extend the application period.

Ms. Halliburton stated that the Board of Supervisors has designated an individual to assist the Environmental Health Department in the interim in a support staff role.

Dr. Paschen commented that he thought it was a good idea for a subcommittee to interview individuals, with the entire Board of Health members submitting questions for the subcommittee to ask of applicants. He questioned

whether all the discussions regarding applicants require a public meeting. Mr. Hansen affirmed that it would require a public meeting.

Ms. Halliburton stated that it may be appropriate set up meeting with legal counsel to review the issue, however, based on her based discussions with legal counsel, as well as with representatives from ISAC, the meeting would have to be open to the public unless it is requested to go into a closed sessions because of a personnel issue. As explained by Mr. Nate Bonnet with ISAC, it must be demonstrated that the open meeting would be detrimental to the candidate, and the candidate must decide that, not the Board of Health.

Dr. Paschen clarified that the committee meeting would not be an open meeting. Ms. Halliburton and Mr. Hansen affirmed.

Dr. Kluge commented that it was his understanding that any meeting wherein candidates were ranked would be required to be an open meeting. Ms. Halliburton replied that if the full Board (majority of the membership) was present for such meeting, it would be required to be conducted as an open meeting, however individual rankings forwarded to Mr. Hansen would not trigger the open meeting requirements.

Mr. Speck clarified that rankings would not occur until after the extension is finalized and applications received. Ms. Halliburton affirmed.

Dr. Kluge questioned whether it would be in order to discuss where to advertise. Mr. Hansen replied that research would be conducted. Dr. Kluge stated that it would be appropriate to minimally send to surrounding states that have educational programs for which candidates may qualify, both recent graduates and alumni.

Dr. Paschen questioned whether the IDNR has a statewide magazine that could perhaps be used to advertise the position as well.

Ms. Jaynes commented that a list of agenda and listservs were previously supplied and should be used. Ms. Jaynes stated that the vacancy is causing some staffing concerns and it is necessary to get the position filled so that workloads can be managed more effectively.

Ms. Bazylnski questioned whether Mr. Speck, because of the nature of his business, would need to recuse himself from the process. Mr. Hansen commented that if it is a conflict or deemed it, he could recuse himself from voting, but he would offer background for good questions.

MOTION: Move to re-open and extend the application period for 60 days. Kluge/Twedt (MCU)

Mr. Hansen recommended the subcommittee review applications and the members of the Board of Health discussed various options for reviewing the candidates.

MOTION: Move to establish a subcommittee of two members to review potential applicants. (Speck/Kluge) (MCU)

Ms. Halliburton asked for volunteers to serve on the subcommittee. Dr. Paschen commented that Mr. Speck should serve on the committee. Dr. Kluge volunteered as well to serve on the subcommittee.

STAFF COMMENTS:

Ms. Bazylnski requested the Board be as expeditious as possible because of the needs of the department as the busy season approaches. She further commented that now would be the appropriate time to bring a contract person on-board to assist with the workload. Ms. Halliburton requested that staff prepare a summary of the time commitments associated with the workload.

BOARD COMMENTS:

None.

ADJOURNMENT: 5:15 p.m.

Approval of minutes

Title and date