

STORY COUNTY BOARD OF HEALTH

STORY COUNTY ADMINISTRATION
900 6TH STREET
NEVADA, IOWA 50201



Minutes

DATE: April 3, 2012

CALL TO ORDER: 2:00 p.m.

PLACE: Public Meeting Room, 2nd Floor
Administration Building

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

ADJOURNMENT: 3:40 p.m.

OTHER PEOPLE PRESENT: Heather Bombei, IDPH; Carmily Stone, IDPH; Eileen Mullan, Homeward; Terri Olinger, Homeward; S. Jarnigan

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

Chair Paul Toot called the meeting to order at 2:00 p.m. Roll Call: Present – Toot, Paschen, Kluge, Speck

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.)

- 1) Approval of Agenda
- 2) Approval of Minutes
February 7, 2012
- 3) Approval of the Health Improvement Plan (HIP) submittal to IDPH
- 4) Approval of the Local Public Health (LPH) Service Contract Application submittal to IDPH

APPROVAL OF CONSENT AGENDA ITEMS (MCU)

MOTION: Kluge
SECOND: Speck

PUBLIC COMMENTS: Opened 2:01 p.m. – Closed 2:01 p.m.
None

ADDITIONAL ITEMS

- 1) **Election of Officers for calendar year 2012**

Motion: Move to maintain current officers. (MCU)

Motion: Kluge
Second: Speck

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ADDITIONAL ITEMS

- 2) **Decision to require all septic contractors working in Story County to be a CLOWTS (Certified Installer of Onsite Wastewater Treatment Systems) Certification required within 3 years (2015).**

Presentation:

Ms. Margaret Jaynes gave an overview of the CLOWTS requirements, certification process and stated that overall fees would be around \$300-400 as a onetime cost.

BOARD DISCUSSION:

Mr. Mark Speck stated he felt the CLOWTS Certification is a good idea. Dr. John Kluge asked what the next step would be if such requirement is approved. Ms. Jaynes stated the topic would require a public hearing and move before the Board of Supervisors.

Mr. Paul Toot stated he felt the certification would be a good step. Ms. Jaynes stated that the Board of Health may also want to require home owners to be certified if they do their own installation. Mr. Toot questioned how the county would regulate installation being completed by a property owner and stated such issue may need to be discussed among the Board of Supervisors.

The Board discussed a public hearing with the Board of Supervisors and time frame of implementation.

Motion: The Story County Board of Health recommends approval of the proposed CLOWTS certification requirement, as put forth by the Story County Environmental Health Department, to the Story County Board of Supervisors, and directs staff to schedule the matter for an upcoming Board of Supervisors and Board of Health public hearing. (MCU)

Motion: Paschen

Second: Kluge

ADDITIONAL ITEMS

- 3) **Decision regarding the adoption of Story County Public Records Policy**

Presentation:

Ms. Jaynes reviewed the current policy and asked the Board to modify the policy for the Environmental Health Department. Ms. Jaynes reviewed how many inquiries are made and how time consuming each request tracking will take.

BOARD DISCUSSION:

Mr. Toot reviewed the Public Record Policy and process further with the Board of Health. Mr. Toot asked for more clarification as to what exemption the Environmental Health Department is seeking. Dr. John Paschen asked for further clarification as to the Environmental Health Department's concerns for implementing the policy and could a fee be charged to process such requests. Ms. Jaynes stated there is a fee for supplying hard copies to a customer, but there is no fee for digital copies. Mr. Toot asked Ms. Jaynes to prepared a statement with a specific request to this matter and present said request at the June 5, 2012 Board of Health meeting.

QUARTERLY REPORTS AND DISCUSSIONS/ACTIONS:

- 1) **Homeward**
 - a. **Regular Report**

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PRESENTATION:

Ms. Eileen Mullan reviewed the current financial report. Ms. Mullan stated that Homeward has spent almost all of the grant

dollars thus far and will not have problems spending the balance. Ms. Mullan stated there has been a decline in the number of patients meeting their goals when discharged and will discuss this topic further and the reasons for such a decline at the next meeting.

Ms. Mullan stated that Homeward is training their nurses to become health coaches. Health coaches use evidence based practices to enable patients to successfully meet their goals and ultimately remain in their homes. Ms. Mullan stated that

several Homeward nurses are also becoming certified cardiac nurses. Ms. Mullan stated that such improvements will help patients to stay in their homes for longer periods of time.

Ms. Mullan stated that a Transitional Care Program has been implemented. Ms. Mullan stated that such program includes telehealth which is a method for patients to communicate their information to providers via the telephone system. The program also provides environmental safety checks of patient's homes.

Ms. Mullan gave an update of the Community Health Plan. Ms. Mullan gave an overview of the Community Health Assessment Team membership. Ms. Mullan also reviewed the Story County Quality of Life Alliance membership, objectives and goals. Ms. Mullan stated that the Alliance website will be linked on the Story County website as well.

Ms. Mullan stated at a future meeting she will provide the Board with a Board of Health Self Evaluation. This tool will serve as a guide for future educational needs.

BOARD COMMENTS:

None

QUARTERLY REPORTS AND DISCUSSIONS/ACTIONS:

2) Homeward

a. Health Improvement Plan Progress Report

PRESENTATION:

Ms. Terri Olinger reviewed the current Tuberculosis (TB) cases and stated that one Pulmonary TB patient had died and stated such case was not related to Iowa State University. Ms. Olinger stated that a new Pulmonary TB case was reported today from ISU. Ms. Olinger stated that the Spinal TB case, an ISU student, has returned to their home country but will be back in July 2012.

Ms. Olinger reviewed upcoming Emergency Preparedness events such being an upcoming conference in April 2012 and scheduled training April 25-27, 2012 in Des Moines.

Ms. Olinger reviewed a five year 2012 grant award that will be shared with area hospitals and the public health department as two separate funding streams. Ms. Olinger stated such grant is for assisting capabilities. Ms. Olinger will bring more information to the Board during the next meeting regarding such grant.

Ms. Olinger gave a report regarding childhood immunization objectives and stated that Story County was ranked 5th highest in state. Ms. Olinger stated the data includes private and public institutions. Ms. Olinger stated that each case must have an immunization home and zip code entered into the database or it will not be counted in the percentages reported. Ms. Olinger stated that Story County had an accomplishment of 74% with a goal of 94%. Ms. Olinger stated that

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the highest was 81%. Ms. Olinger stated a self assessment was not completed as the software would not work properly.

Ms. Olinger reviewed current state health ratings and where Story County was rated in each category based on national averages. Ms. Olinger reviewed where improvements could be made such as entering proper and complete information of all patients into a database.

BOARD COMMENTS:

Dr. Paschen asked for clarification regarding needed improvements to increase Homewards standings on such national reports. Ms. Olinger stated that if a zip code was not entered into the database then the data would not be included in the ratings. Ms. Olinger also stated that staff is improving database entry skills and becoming more thorough in their entries.

Mr. Speck asked what responsibility Homeward has with regards to having ISU students immunized and disease testing. Ms. Olinger stated that ISU has tried hard to test out of country students, but most international students have a physical in their home country before attending the university. Ms. Olinger also stated that students are required to have health insurance and are strongly encouraged to complete a physical at the university, but cannot require such. Ms. Olinger reviewed the process of testing for TB.

QUARTERLY REPORTS AND DISCUSSIONS/ACTIONS:

3) IDPH

a. Review Board of Health Policies and Procedures - Carmily Stone; Heather Bombei

Mr. Toot reviewed various questions and concerns regarding the Board of Health.

PRESENTATION:

Ms. Heather Bombei gave an overview of Board roles and responsibilities as spelled out in Iowa Code 137 and Iowa Administration Code chapter 77. Ms. Bombei stated that the Board of Health is appointed by Board of Supervisors and is required to have a minimum of five members with one member being a licensed physician. Ms. Bombei also reviewed the term length to be a three year term with an unlimited number of terms. Ms. Bombei stated that Board meetings are to be open to public, conducted 6 times per year, and have meeting minutes submitted to IDPH, Iowa Department of Public Health, along with a member list submitted annually. Ms. Bombei also stated that one chair person must be elected. Ms. Bombei reviewed Board responsibilities as being enforcers of state laws and rules, to employ persons to the Environmental Health Department, employ or contract staff to provide public and environmental health services.

Ms. Bombei stated that an assessment of health improvement needs should be completed every five years. Ms. Bombei also stated that the Board is to develop policies to ensure the interest of the public is being served and has jurisdiction over all public health matters in the county.

Ms. Bombei stated that all IDPH contractors are required to communicate with the BOH. Ms. Bombei also commented that there should always be open communication and expectations from contractors, community partners, employees and agencies.

Ms. Bombei reviewed the IDPH Quality Improvement in Modernization Act and the accreditation process and stated that IDPH is currently piloting the process in two counties and should have results by the end of April 2012 at the Governor's Conference. Ms. Bombei clarified by stating that the process will not be implemented statewide in 2012. Ms. Bombei mentioned that the Department Director is asking for more research regarding the process. Ms. Bombei stated that training sessions are being scheduled for 2012.

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BOARD COMMENTS:

Dr. Kluge asked if the local board could conduct electronic meetings. Ms. Bombei stated such communications are allowed, but clarified by stating such meetings must be conducted via a public website and follow open laws. Ms. Bombei and Ms. Stone stated that electronic information should be shared for review and then placed on an upcoming meeting for a vote. Dr. Kluge asked if there are gender requirements of BOH members. Ms. Bombei stated there are no specifications, but supposed to try to have a variety. Ms. Bombei stated the BOH members can exceed five.

Ms. Jaynes asked whether the Story County Board of Health has jurisdiction within the City of Ames. Ms. Jaynes stated that the Environmental Health Department has received septic, lead, and sewage complaints where the property in question is within the City of Ames. Dr. Kluge stated that the Ames City Council is the City Board of Health. Ms. Bombei stated that IDPH has not recognized the City of Ames as having a City Board of Health. Ms. Stone reviewed the definition of jurisdiction. It was stated that the City of Ames does not investigate public health complaints such as bedbugs and sewage backups. Mr. Speck asked who is currently completing restaurant inspections. Ms. Stone stated that the state provides such inspections. Dr. Paschen asked for clarification regarding County Board of Health responsibilities with such complaints if there is not a city board of health. Ms. Jaynes suggested that the County BOH communicate with the City of Ames BOH to clarify roles. Ms. Jaynes asked how Homeward's contract works if a case is within the City of Ames. Ms. Mullan explained that Homeward provides assistance to anyone within the county including cases that may be within city limits. Ms. Stone gave an overview of Story County contracts. Mr. Toot stated that the BOH needs to speak with the county attorney and the Ames city administrator regarding these matters.

QUARTERLY REPORTS AND DISCUSSIONS/ACTIONS:

4) Story County Environmental Health Department Regular Report

PRESENTATION:

Ms. Jaynes gave an overview of current permits, inspections, water tests, well plugging and violation cases. Ms. Jaynes reviewed current lead inspections and stated that one case had been closed in Ames leaving a balance of eight open cases with none posing an immediate threat. Ms. Jaynes stated that HHLPS, Healthy Homes & Lead Poisoning Surveillance System, lead grant has been cut by 25%. Ms. Jaynes reviewed where monies from the grant would be used.

Ms. Jaynes reviewed current complaints and DNR testing that has taken place regarding such complaints.

Ms. Jaynes reviewed the number of septic pumper inspections. Ms. Jaynes stated that there had been signage and setback issues, which the DNR is currently researching and working with those property owners.

Ms. Jaynes gave an overview of staff continued training and education.

Ms. Jaynes stated that three manure management plans had been submitted and showed the mapped locations. Ms. Jaynes reviewed the process of public notification regarding such. Ms. Jaynes also mentioned construction of a 4th confinement, which is an expansion that required a public notification, but not a master matrix. Ms. Jaynes stated there is somewhat of a density issue in this area.

Ms. Jaynes reviewed the number of presentations that had been given to surrounding counties by her department. Ms. Jaynes gave an update to the work being done with DNR towards a 28e agreement for well permitting authority.

BOARD COMMENTS:

None

ADDITION TO QUARTERLY REPORTS AND DISCUSSIONS/ACTIONS:

None

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PUBLIC COMMENTS:

None

STAFF COMMENTS:

None

BOARD COMMENTS:

Mr. Toot stated that two medical examination coordinators had been hired. Ms. Glenda Dvorak stated her interest in becoming a Board of Health Member. Ms. Dvorak gave an overview of her credentials. Mr. Toot reviewed the current open position stating that it was to fulfill an unexpired term ending December 31, 2012 at which time said member could request reappointment.

ADJOURNMENT: 3:40 p.m.

Motion: Kluge
Second: Speck

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Approval of Minutes, Board of Health Chair

Date