

# BOARD OF HEALTH MINUTES

## TAMA COUNTY PUBLIC HEALTH & HOME CARE

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Monday April 25, 2022 – 12:00 P.M.

Meeting held via Zoom - Tama Co. Annex Building

**Due to heightened potential public health risks related to the COVID-19 virus, all Tama County Board of Health meetings will be held electronically through ZOOM or by phone conference until further notice.**

**Present:** Chris Behrens                      Shannon Zoffka                      Jolynn Harger  
Lori Johnson                      Sherry Parks, PA-C –via Zoom      Sally Custer – via Zoom  
Heather Bombei –via Zoom      Dr. Polly Hineman, via Zoom

**Absent:** Micki Ferris      Bill Faircloth

The meeting was called to order by Sherry Parks, Chair, at 12:02 p.m.

Sherry Parks read the following statement:

Per Iowa Code, Chapter 21.8, Electronic Meetings, the Tama County Board of Health will conduct meetings via zoom or by phone conference due to circumstances where such a meeting in person is impossible or impractical. With 2 members of the BOH being medical providers and/or EMS providers in the county it is impractical to meet due to heightened potential public health risks related to COVID-19 including continued virus activity in our State.

Dr. Hineman moved to accept the Agenda as presented. Sally Custer seconded. Motion carried unanimously.

Sally Custer moved to accept the Minutes of the March 28, 2022 meeting as presented. Dr. Hineman seconded. Motion carried unanimously.

### **Reports:**

#### **Environmental Report:**

Chris explained to the Board that before a septic permit is issued that there needs to be a pre-site analysis done to see what kind of soil there is. This will decide what kind of septic system is needed.

#### **Director's Report – Shannon Zoffka**

*Quality Assurance/Performance Improvement (QAPI):* The next meeting is scheduled for April 26<sup>th</sup>.

*Community Health Needs Assessment (CHNA):* No new news.

*Supporting Kids in Prevention (SKIP):* April is Child Abuse Prevention Month. We distributed pinwheels, posters and handouts to 7 daycares and schools in the County, 6 libraries, 15 businesses and several homeowners to display. Seven businesses displayed messages on their digital display.

*Public Health Emergency Preparedness (PHEP):* Shannon and Lori participated in a table top exercise with Grundy County two weeks ago.

*Human Resources:* Staff were informed that overtime is not allowed.

*Communicable Disease:* There were no communicable disease cases in March, and 1 animal bite.

#### **COVID:**

COVID numbers are still on the decline, however there is a long term care in outbreak status. Since the last BOH meeting we have had 55 new cases reported to us, over half are related to the long term care outbreak. Vaccine demand is very low. We have not ordered in over a month.

FY 22 Immunization grant objectives and goals were reviewed. This compared what Tama County's rates were to the State and National averages. One example is the HPV Vaccine: Tama County's rate is 61% compared to the national goal of 80%.

*Maternal Health Program:* Nest classes were held on April 12<sup>th</sup>. Topics covered were lead poisoning and emergency preparedness.

*Home Health:*

The nurses had requested information on admissions and visits as they felt that they felt they were busier now than they were 4 years ago. Data showing admissions and visits from 2007 to present was provided to them. We had a steady decline in visits and admissions over the past several years. Nurses have been asked to do agency promotion and look at their time management. The average visits per day in our agency is 2, the national average is 5.

**Waiver:** March: Seven patients were served under the Frail and Elderly Waiver. There were 6 Maternal Health Home visits in March.

**Financial Report:**

For the month of March, Admissions increased as did Skilled Nursing visits. Home Health Aide visits and hours were up. Our revenue decreased for the month of March.

Sally Custer moved to approve the Financial Report. Dr. Hineman seconded. Motion carried unanimously.

**New Business**

A. Adopt Advisory Board Recommendations

1. Policy Revisions

- a) Mission Statement
- b) Administration Organization and Delegation of Authority
  - 1) Governing Body By-Laws
  - 2) Advisory Board By-Laws
  - 3) Organizational Chart (no changes)
  - 4) Administrative Duties
  - 5) Delegation of Financial Activities (no changes)
- c) Policy Statement Regarding Conflict of Interest
- d) Policy/Procedure for Hiring and Job Description of Interpreter/Translator
- e) Criminal Background/Abuse Checks
- f) Employee Health & Wellness
- g) Tuberculosis Testing of Employees Policy
- h) Infection Control Program Policy
- i) Dress Code Policy
- j) RN/LPN Licensure
- k) On-Call Policy
- l) Non-Discrimination Policy
- m) CEO/Executive Director Position Description
- n) Clinical Manager Position Description
- o) CFO/Fiscal Administrator Position Description
- p) Health Promotion Visit Policy
- q) Skilled Nursing Services Policy
- r) Home Health Aide Program Policy
- s) Homemaker/Home Helper Program Policy
- t) Maternal/Child Health Policy
- u) Plan of Care Policy
- v) Physician Certification of the Plan of Care/Verbal Orders Policy
- w) Drug Regimen Review
- x) Clinical Records

After discussion of the above Policy Revisions; Dr. Hineman moved to Approve the Policy Revisions as recommended by the Advisory Board. Sally Custer seconded. Motion carried unanimously.

## 2. Policy Review

- A. Payment Receipt and Verification
- B. Anti-Kickback Policy
- C. Bloodborne Pathogens Exposure Control Plan
- D. Assistant Director Position Description
- E. Fiscal Assistant Position Description
- F. Executive Assistant Position Description
- G. Medical Home for Continuity of Care
- H. Disease & Disability Program Policy
- I. Therapy Services Policy
- J. Parameters for the Reporting of Vital Signs and Weights Policy
- K. Transfer and Discharge Criteria Policy and Procedure

After discussion of the above Policy Reviews; Dr. Hineman moved to Approve the Policy Reviews as recommended by the Advisory Board. Sally Custer seconded. Motion carried unanimously.

## 3. Policy Adoption

- A. Tama County Permit Fee Schedule Policy
- B. Emergent Infectious Disease Addendum
- C. Homemaker-Home Helper Position Description

After discussion of the above Policy Adoptions; Sally Custer moved to Approve the Policy Adoption as recommended by the Advisory Board. Dr. Hineman seconded. Motion carried unanimously.

## 4. Document Update

- A. Governing Board Assignment of Clinical Managers and RN Case Managers

After discussion of the above Document Update, Sally Custer moved to Approve the Document Update as recommended by the Advisory Board. Dr. Hineman seconded. Motion carried unanimously.

## 5. Plan Revisions

- A. Tama County Public Health & Home Care Bio-Emergency Response Plan
- B. Tama County Point of Dispensing (POD) Site Security Plan

After discussion of the above Plan Revisions, Dr. Hineman moved to Approve the Plan Revisions as recommended by the Advisory Board. Sally Custer seconded. Motion carried unanimously.

B. Dr. Hineman moved to Approve & Authorize CEO/Executive Director to be BOH Authorized Signatory for the FY 23 Immunization Grant. Sally Custer seconded. Motion carried unanimously.

C. Sally Custer moved to Approve & Authorize CEO/Executive Director to sign contract with GFC Consulting Group for new telephone system. Dr. Hineman seconded. Motion carried unanimously.

D. Lori explained the changes to the LPHS Grant. A handout was included in the Board packet this month. This will be effective July 1, 2022. Activities will be geared towards groups of people instead of individual services. Required objectives and planned activities are listed on the handout. Sally Custer approved the Local Public Health Services FY 23 Work Plan. Dr. Hineman seconded. Motion carried unanimously.

**Correspondence:** None

**Public Comment:** None.

**Future Meeting Dates:** The next Board of Health meeting will be held on Monday, May 23, 2022 at Noon.

The meeting adjourned at 12:22 P.M.

Respectfully Submitted,

Jolynn Harger, Executive/Financial Assistant