

Tama County Public Health & Home Care
ADVISORY BOARD MEETING
Tuesday, August 5th – 12:00 P.M.
Meeting held Tama Co. Annex Building and via Zoom

Present: Stacy Koeppen Jolynn Harger Lori Johnson Becky Heeren – via Zoom
 Mike Buchanan Bruce McEltree Melinda Sharff

Absent:

Call to Order:

The meeting was called to order at 12:04 p.m. by Melinda Sharff, Chairman.

Correction/Acceptance of Agenda:

Melinda Sharff moved to accept the Agenda as presented. Mike Buchanan seconded. Motion carried unanimously.

Correction/Acceptance of Minutes:

Melinda Sharff moved to accept the minutes from the April 3, 2024 meeting with no revisions. Mike Buchanan seconded. Motion carried unanimously.

Directors Report:

Stacy Koeppen, the new TCPH CEO/Executive Director, introduced herself to the Advisory Board.

Stacy asked the Board what information they would like her to report at these meetings. Melinda Sharff said that she would be interested in seeing where we stand financially, any changes or improvements made, staffing issues and any services affected by those issues. Mike Buchanan said that it would be nice if Stacy could review any highlights since the Board last met and any upcoming exciting things. They were okay to meet quarterly.

Stacy addressed the changes she is making internally to make the Agency flow better in the long run. No job cuts, but restructuring workflow to make things run better. She wants us to see more patients, with less delays in getting them admitted. This will be a work in progress.

We have participated in a lot of events over the summer: parades, the Tama County Fair, Cruise with the Blues, National Night Out, and the Farmer's Market. Throughout the fall we will be promoting vaccine clinics, possibly doing a drive-through clinic.

We have hired a Maternal/Public Health Nurse. She will be starting in September. Stacy is looking forward to her building up the Maternal Health program since this area is a maternal health desert.

Stacy has noticed that there is a lot of animal bites in Tama County. After the article about her starting here appeared in the paper a City Council person came in, and spoke with Stacy about working with us to figure out a way to prevent bites from happening. Stacy plans on working with local vets for a vaccination day and giving out pup cups/frisbees to animal owners.

New Business

A) Election of Officers

After much discussion, this Agenda item will be tabled until the next meeting. Mike Marquess has resigned from the Advisory Board due to personal issue. Geneva Williams, Tama County Assistant Attorney, has

agreed to be on the Advisory Board. This will be on the next Board of Health Agenda. None of the members today were interested in serving as Chair.

B) Policy Revisions

1. After review and discussion, Mike Buchanan moved to recommend the revisions of the Board of Health Approval for Agency Applications, Grants, Contracts and Agreements Policy, correcting the spelling of the word Signatory to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
2. After review and discussion, Mike Buchanan moved to recommend the revisions of the Code of Ethics Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
3. After review and discussion, Mike Buchanan moved to recommend the revisions of the Email & Internet Access Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
4. After review and discussion, Mike Buchanan moved to recommend the revisions of the No Smoking Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
5. After review and discussion, Mike Buchanan moved to recommend the revisions of the Emergency Preparedness Plan Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
6. After review and discussion, Mike Buchanan moved to recommend the revisions of the Guidance to Employees Experiencing an Infectious Disease Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
7. After review and discussion, Mike Buchanan moved to recommend the revisions of the Cell Phone Reimbursement Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
8. After review and discussion, Mike Buchanan moved to recommend the revisions of the On-Call Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
9. After review and discussion, Mike Buchanan moved to recommend the revisions of the Comp/Time Without Pay Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
10. After review and discussion, Mike Buchanan moved to recommend the revisions of the Agency Daysheet Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
11. After review and discussion, Mike Buchanan moved to recommend the revisions of the Resignations Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
12. After review and discussion, Mike Buchanan moved to recommend the revisions of the Reimbursement for Environmental Health Services Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
13. After review and discussion, Mike Buchanan moved to recommend the revisions of the Patient Care Conference Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
14. After review and discussion, Mike Buchanan moved to recommend the revisions of the RN Supply Bag Technique Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
15. After review and discussion, Mike Buchanan moved to recommend the revisions of the Hand Hygiene Policy/Procedure as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
16. After review and discussion, Mike Buchanan moved to recommend the revisions of the Foot Clinic Policy/Procedure with the erroring of the word LPN in the last sentence, to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
17. After review and discussion, Mike Buchanan moved to recommend the revisions of the Homemaker-Home Health Aide Not Home/Not Found & Reporting Responsibilities Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
18. After review and discussion, Mike Buchanan moved to recommend the revisions of the Emergency

Procedure for Homemaker-Home Health Aides Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.

19. After review and discussion, Mike Buchanan moved to recommend the revisions of the Mandatory Reporter of Dependent Adult/Child Abuse Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.
20. After review and discussion, Mike Buchanan moved to recommend the revisions of the Incident Report Policy as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.

C) Policy Review:

1. After review and discussion, Bruce McEltree moved to recommend the Wages Policy with no revisions to the Board of Health. Melinda Sharff seconded. Motion carried unanimously.
2. After review and discussion, Bruce McEltree moved to recommend the Employee Outside Employment Policy with no revisions to the Board of Health. Melinda Sharff seconded. Motion carried unanimously.
3. After review and discussion, Bruce McEltree moved to recommend the Nuisances and Abatement Policy with no revisions to the Board of Health. Melinda Sharff seconded. Motion carried unanimously.
4. After review and discussion, Bruce McEltree moved to recommend the Ethical Dilemma in Patient Care-Staff Rights with no revisions to the Board of Health. Melinda Sharff seconded. Motion carried unanimously.
5. After review and discussion, Bruce McEltree moved to recommend the Services Provided to Patients Who Reside in Assisted Living Facilities (ALF) Policy with no revisions to the Board of Health. Melinda Sharff seconded. Motion carried unanimously.
6. After review and discussion, Bruce McEltree moved to recommend the Homemaker-Home Health Aide Evaluation Performance Review Policy with no revisions to the Board of Health. Melinda Sharff seconded. Motion carried unanimously.
7. After review and discussion, Bruce McEltree moved to recommend the Homemaker-Home Health Aide Position Name Clarification Policy with no revisions to the Board of Health. Melinda Sharff seconded. Motion carried unanimously.

D) Policy Retirement:

1. After review and discussion, Melinda Sharff moved to recommend the retirement of the TCPH&HC Mandatory Vaccination Policy to the Board of Health. Bruce McEltree seconded. Motion carried unanimously.

E) Policy Adoption:

1. After review and discussion, Melinda Sharff moved to recommend the adoption of the Medical Coder Job Description as presented to the Board of Health. Becky Heeren seconded. Motion carried unanimously.

F) Adopt Coding Specialist Wage Scale

1. After review and discussion, Melinda Sharff moved to recommend the adoption of the Coding Specialist Wage Scale as presented to the Board of Health. Mike Buchanan seconded. Motion carried unanimously.

Correspondence:

There wasn't any correspondence at today's meeting.

Future Dates:

It was once again decided that the current process of sending out an email with a list of possible meeting dates for the next meeting will be the best way to determine which date works best for most of the Advisory Board members.

Adjournment:

The meeting adjourned at 12:52 p.m.

Respectfully Submitted,

Jolynn Harger

Executive/Financial Assistant