

BOARD OF HEALTH MINUTES

TAMA COUNTY PUBLIC HEALTH & HOME CARE

Monday August 25, 2025 – 12:00 P.M.

Meeting held at Tama County Annex Building and via Zoom

Members Present:	Micki Ferris	Sherry Parks – via Zoom
	Lori Johnson	Jolynn Harger
	Sally Custer	Stacy Koeppen

Members Absent: Casey Schmidt Curt Hilmer Chris Behrens

The meeting was called to order by Sherry Parks, Chairman at 12:06 p.m.

Micki Ferris moved to accept the Agenda as presented. Sally Custer seconded. Motion carried unanimously.

Micki Ferris moved to accept the Minutes of the July 28, 2025 meeting as presented. Sally Custer seconded, Motion carried unanimously.

Reports:

Environmental Report:

Chris' report was included in the packet. Stacy asked if anyone had questions. Sherry Parks commented that she had heard from a member of the public that a soil sample or perc test that was to be done for every new septic going in was not being done, as it was supposed to be done. Sherry asked that since Chris was not at today's meeting if Stacy could follow up with him and see if this is actually being done or not.

Director's Report - 10 Essential Public Health Services Framework – Stacy Koeppen

1. Assess and Monitor population health status, factors that influence health and community needs and assets

A continued issue in Tama County is food insecurity.

- Food Pantry: Mobile food pantry continues monthly in Tama.
- 5 Loaves Community Meal is held every Thursday at the Tama Civic Center from 4:30 – 6 p.m. They are now averaging 200 weekly.
- South Tama County Food Pantry continues to serve the area.

We've participated in several community events such as Toledo Farmer's Market, Traer and working the Food Booth at the Tama County Fair, while doing so, we handed out health promotion items and information.

We had a table on registration day at South Tama Community School District and Meskwaki Back to School Night for families to check Immunization status and offer for us to arrange for the clinic of choice to call to schedule a wellness visit with vaccination or if they'd like to sign up for Immunizations through Public Health.

2. Investigate, diagnose, and address health problems and hazards affecting the population

- Communicable Disease Investigations: 2-1 that was E. Coli, 1 Pertussis. Both are closed out.
- Active & Latent TB Cases: 1 Active – finished treatment; 3 latent. 2 latent have completed treatment. Was able to ensure reimbursement for treatment of the 1 active case of TB.
- Animal Bites: 2 dog bites in July. 1 dog bite, 1 cat bite, and 1 possible bat bite in August.
- Immunizations Given: 10
- Stacy finished Immunization training. Lori & Missy completed grant required modules.
- Monitored measles cases throughout the state for any exposures, possible exposures, or active cases in Tama County. As of 8/21/25 there are no active cases in the state of Iowa.

- West Nile Virus is in Iowa. ISU has found several mosquitoes testing positive for it. So far there is 1 case in Northwestern Iowa.
 - Working with the state to get vaccinations for adults going in our county.
3. *Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it*
 - Social Media Strategy: Facebook Engagement increased 441% in July. 34 Posts with the following Topics: Hands Free Driving, Heat Safety in Cars, Mental Health Resources and Support, Iowa Medicaid Town Hall Meeting, Happy 4th of July, Master Gardner's planting seeds, Veterans Crisis Line with fireworks, DOT's Driver's License with Google Wallet, Sun Safety, Tama Mobile Food Pantry, Traer Public Library's 3 Stay Sharp Memory Kits, Traer Community Blood Drive, Suicide & Crisis Lifeline, Foot Care Clinic at Birkwood Village, Severe Weather Watch & Warning, Help is 3 numbers away, Build a Kids emergency supply kit, Caring Conversation Exploring Dementia, Toledo's Farmer's Market, Tama County Fair & Fair Princess group photo, Excessive Heat precautions, Foods That Can Cause Headaches & Migraines, Tama-Toledo News Chronicle Article, Tama Ambulance Service-K9 CPR, Measles, Nest Donation, Wet Bulb Globe Temperature Device, Job posting, Meskwaki Cruise with the Blues & Dysart National Night Out.
 - Coffee Talks: 4 scheduled. 13 attended.
 - We participated in Cruise with the Blues, National Night Out, Clutier Plum Festival Parade, Traer Winding Stairs Festival Parade, Meskwaki Back to School Night, and South Tama School Registration Day.
 4. *Strengthen, support, and mobilize communities and partnerships to improve health*
 - Maternal Health: 2 visits provided.
 - Nest: July topic was "Importance of Reading to Your Child" by Lori Rushford; 11 attended.
 - 25 items were donated for a health promotion bag for Tama County Fair Bingo Night.
 - SKIP: No meeting in July.
 - NEI3A/COA: No meeting in July
 - First Aid training is scheduled August 27th for Traer Cutlery – Claire will be teaching this class.
 - Head Start Contract – New Maternal Health/PH nurse will be trained/fingerprinted for this contracted service.
 - Attended several functions in Tama County in the months of July, such as Tama County Fair, the Toledo Farmer's Market, Clutier Plum Festival Parade, Cruise with the Blues, and Traer Winding Stairs Festival Parade.
 - We have some new volunteers that are wanting to drive our RV and a retired nurse wanting to volunteer to help with coffee talks and other community events.
 5. *Create, champion, and implement policies, plans, and laws that impact health*
 - Met with the Advisory Board August 5th reviewed/revised several policies.
 - Created new positions for a Certified Medical Coder and a Maternal Health/PH Nurse.
 - Maternal Health/PH Nurse starts 9/2/25. Her name is Gloria.
 - Several applicants for Certified Medical Coder position. Interviews completed. Offer sent.
 6. *Utilize legal and regulatory actions designed to improve and protect the public's health*
 - Stacy and Lori attended the Public Health Meeting with Dr. Kruse.
 - Stacy is finished with her Public IRIS training.
 - Lori attended a short notice meeting regarding Measles (Stacy was at the Kiwanis Coffee Talk).
 - JIS 8/12 was attended by Stacy & Lori
 - PHEP Meeting was held 8/21.
 7. *Assure and effective system that enables access to the individual services and care need to be health*
 - Foot Clinics (8 clinics – 23 attendees)

- Blood Pressure Clinics (2 in July) 3 at Senior meal site and 24 Blood Pressures were taken at the Toledo Farmers Market July 18th.
- Home Health: 28 Referrals, 13 admitted. 46% of referrals were admitted. (7 refused services, 3 were unable to locate, 2 went to the Nursing Home, 1 Chose Another Agency, 1 was unsafe in the home, 1 was No Therapy Available).
- Applied for a grant through Thiesen's to help build handicap ramps, install grab bars, and obtain other DME for Tama County residents. There is a individual that is willing to install these items already lined up if we are a grant recipient.

8. *Build and support a diverse and skilled public health workforce*

- Part-time/30-week RN/Maternal Health/Public Health position with no benefits. Nurse Gloria Duggan with 10 years of Labor and Delivery experience, will be starting on 9/2/25.
- Looking at different avenues to promote outreach efforts at little or no cost.
- Working with community partners to inquire about co-hosting events for public health. More information to come with this.
- Applied for the BOOST grant for furthering education for the new Maternal Health Nurse to become a Certified Car Seat Technician and a Lactation Consultant. We obtained 3 letters of support from community members for the grant application process.

9. *Improve and innovate public health functions through ongoing evaluation, research and continuous quality improvement*

- QAPI: Annette Lee provided chart audit and training with the nursing staff July 9th. Processes are being reviewed.

10. *Build and maintain a strong organizational infrastructure for public health*

- Mel Blocker continues to help with Foot Clinics until the HHA's have more time available.
- Three Department Head Meetings have been held (2 with HR and 1 with BOS) in July. They are reviewing the Tama County Employee Handbook and HR processes. BOS provided insight to new budget guidance processes this next fiscal year.
- Next Department Head Meeting is Sept. 2nd.
- Stacy attended the Region 1 Community Health Consultant Meeting, Public Health Summer Contractor Meeting July 25th.
- We attended the Cruise with the Blues (Meskwaki Casino) and National Night Out (Dysart Park) Events. We had Tama County car in the Cruise with the Blues parade. We offered the RV as a cooling station, had a booth with a game/prize, provide a door prize, and educational information. At the National Night Out we had a booth with educational information, games with prizes and a door prize. We ran out of prizes at both events that evening.
- Worked with Kelly Rooney-Kozak regarding immunizations for kindergarten and 12th grade benchmarks. Follow-up letter regarding what immunizations are required/advised were mailed.
- Several Quilts, monetary donation, and burp cloths were donated to Maternal & Child Health and Nest by Ripley United Church of Christ in Traer.
- Agency received a grant from the American Legion for Nest and Veterans use
- There is a quilt group that is making quilts for our Veterans for us to give out on Veteran's Day.

Most popular Facebook post: The Tama County Fair

Waiver: July: Two patients were served under the Frail and Elderly Waiver. There were 2 Maternal Health Home visits in July.

Financial Report:

Admissions decreased for the month of July. Skilled Nurse visits increased for July. Home Health Aide visits and hours increased for the month of July. Our revenue decreased for the month of July.

Sally Custer moved to approve the Financial Report. Micki Ferris seconded. Motion carried unanimously.

New Business

A. Approve & Adopt Advisory Board Recommendations

1. Policy Revisions

- A) Board of Health Approval for Agency Applications, Grants, Contracts and Agreements
- B) Code of Ethics Policy
- C) Email & Internet Access
- D) No Smoking Policy
- E) Emergency Preparedness Plan
- F) Guidance to Employees Experiencing an Infectious Disease
- G) Cell Phone Reimbursement Policy
- H) On-Call Policy
- I) Comp/Time Without Pay Policy
- J) Agency Daysheet Policy
- K) Resignations Policy
- L) Reimbursement for Environmental Health Services
- M) Patient Care Conference Policy
- N) RN Supply Bag Technique
- O) Hand Hygiene Policy/Procedure
- P) Foot Clinic Policy/Procedure
- Q) Homemaker-Home Health Aide Not Home/Not Found Patients & Reporting Requirements
- R) Emergency Procedure for Homemaker-Home Health Aides
- S) Mandatory Reporter of Dependent Adult/Child Abuse Policy
- T) Incident Report Policy

After review and discussion of the above policies, Micki Ferris moved to approve the Policy Revisions EXCEPT for the Incident Report Policy, which needs some corrections. Sally Custer seconded. Motion carried unanimously.

2. Policy Review

- A) Wages Policy
- B) Employee Outside Employment Policy
- C) Nuisances and Abatement Policy
- D) Ethical Dilemma in Patient Care-Staff Rights
- E) Services Provided to Patients Who Reside in Assisted Living Facilities (ALF) Policy
- F) Homemaker-Home Health Aide Evaluation Performance Review
- G) Homemaker-Home Health Aide Position Name Clarification

After review and discussion of the above policies, Sally Custer moved to approve the Policy Reviews. Micki Ferris seconded. Motion carried unanimously.

3. Policy Retirement

- A) TCPH&HC Mandatory Vaccination Policy

After review and discussion of the above policy, Sally Custer moved to approve the Policy Retirement. Micki Ferris seconded. Motion carried unanimously.

4. Policy Adoption

- A) Medical Coder Job Description

After review and discussion of the above policy, Micki Ferris moved to approve the Policy Adoption. Sally Custer seconded. Motion carried unanimously.

5. Adopt Coding Specialist Wage Scale

After review and discussion, Micki Ferris moved to adopt the Wage Scale for the Coding Specialist. Sally Custer seconded. Motion carried unanimously.

- B. Micki Ferris moved to Approve & Authorize CEO/Executive Director to sign Clinical Training Agreement with Iowa Valley Community College District. Sally Custer seconded. Motion carried unanimously.
- C. Micki Ferris moved to Approve the Appointment of Geneva Willaims to the Advisory Board, replacing Mike Marquess. Sally Custer seconded. Motion carried unanimously.

- D. Micki Ferris moved to Approve & Authorize CEO/Executive Director and BOH Chair to sign Iowa Medicaid's Quality Improvement Organization (QIO) Home and Community Based Services (HCBS) Provider Acknowledgement. Sally Custer seconded. Motion carried unanimously.

Correspondence: None

Public Comment: None

Future Meeting Dates: The next Board of Health meeting will be held on Monday, September 22nd at Noon.

The meeting adjourned at 12:29 P.M.

Respectfully Submitted,

Jolynn Harger, Executive/Financial Assistant

The full Zoom recording is available. It is available by request.