

**Bremer County Board of Health
415 East Bremer Avenue
Waverly, IA 50677
(319)352-0130**

The Bremer County Board of Health held its regular meeting at 6:30 p.m. on January 10, 2018 in the conference room at Bremer County Health Department located at 403 3rd St SE, Waverly, IA. Present were members Sally Yungtum, Dewey Hildebrandt, Lisa Miller, Dr. Matt Sexton and Dr. Courtney Bochmann. Lindley Sharp, Katie Schwartz, Amanda Ramthun and Erin Barkema were also in attendance.

Yungtum introduced new member Lisa Miller.

Motion by Hildebrandt, second by Sexton to approve the agenda as written. Motion carried unanimously.

Motion by Bochmann, second by Sexton to approve the November 8, 2017 minutes as written. Motion carried unanimously.

Public comment: None.

Business:

Amanda Ramthun, Waverly Health Center, provided an update on tobacco prevention. She continues to work on tobacco and worksite policies. She has upcoming training with dentists, United Equipment and Wartburg College and has completed ISTEP training with six Sumner-Fredericksburg students.

Discussion was held on the current Bremer County Handbook Policy #4.14 Tobacco/Nicotine Use Policy. Members came to the consensus to keep the policy as is. No motion needed.

Discussion was held on creating an ordinance prohibiting the use of electronic smoking devices in public places. Ramthun provided handouts on examples and a fact sheet on electronic smoking devices. Decision was made to continue the discussion at the next regular scheduled meeting in March.

Erin Barkema, IDPH Regional Community Health Consultant, provided handouts and advice on Board of Health meetings with examples from another county in Iowa. Discussion was held on creating a similar, "Annual Reporting Form for Contractors to Link with BOH." Members directed Secretary to create the form and email to contractors, instructing to return the form prior to the meeting and to inform them of needed attendance at a meeting to only answer questions.

Lindley Sharp, Bremer County Health Department, reported on budget and finances and distributed reports for October and November revenue and expenses. Sharp will be seeking volunteers to assist patients with check in and scheduling at the foot clinics in Waverly and Sumner. Discussion was held on budget and finance options with recommendations from Erin Barkema. Motion by Hildebrandt, second by Sexton to approve budget and finances as presented. Motion carried unanimously.

Sharp reported on department and Home Health updates and contracts. One salmonella and one pertussis case has been reported. School card audits will be finished tomorrow. The diabetes prevention program started last night and has 11 participants, continuing for 15 weeks and then 1-2 times per month until December. Sharp will be meeting tomorrow with EMS and Waverly Health Center for Emergency Preparedness to plan a drill for early February which will fulfill a requirement. Sharp and Schwartz will attend a "Point of Dispensing Clinic" course in Spirit Lake for mass distribution. One nurse attends the local monthly WIC clinics. Vaccinations were given to two foreign exchange students since last meeting. Foot clinics are going well. Sharp is attending monthly coalition meetings regarding opioids. Construction is in progress on the building.

Katie Schwartz, Clinical Manager, presented a Home Health update, stating they stopped taking referrals in December due to short staff but referrals have been since resumed. One new nurse started on January 2, replacing new hire Cheryl Wordes who decided to remain at her current job. No new patient surveys have been received since November. Emergency Preparedness Plan is complete. Condition of Participation is complete. Medicare is due to arrive for an audit this year in November/December.

Sharp requested approval of a 1.5% increase for Jessica Wilkens, RN, effective immediately. Wilkens received a 1.5% increase in July 2017 as a new employee and Sharp feels the additional 1.5% is warranted now to equal the 3% increase for employees in July 2017. Motion by Hildebrandt, second by Bochmann to approve the above as presented. Motion carried unanimously.

Sharp presented a job description for Clinical Manager, stating Katie Schwartz is now Clinical Manager rather than Director of Nursing in order to meet Medicare guidelines. Motion by Bochmann, second by Sexton to approve the job description and title change for Katie Schwartz, and for Sally Yungtum to sign the job hire sheet. Motion carried unanimously.

Sharp requested the FY17 Annual Report be tabled until the next regular meeting due to computer issues.

Sharp presented the FY18 Memorandum of Agreement for Sub-Service Area 6B Emergency Preparedness with Black Hawk County. Motion by Hildebrandt, second by Bochmann to approve the above with the chair's signature. Motion carried unanimously.

Sharp presented the proposed FY19 department budget to be submitted to the Bremer County Board of Supervisors. Discussion was held on options for budget cuts and staff/service reduction. Sharp was instructed to meet with Cassandra Johansen, Bremer County Finance Director, regarding the remaining FY18 budget and proposed FY19 budget, and to then let members know if a special meeting or phone conference will be needed.

Next regular Board of Health meeting will be held on Wednesday, March 7, 2018 at 6:30 p.m. at the Bremer County Health Department location. Motion by Bochmann, second by Hildebrandt to adjourn. Motion carried unanimously. Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Brenda Pothast
Acting Secretary

**NOTICE AND CALL OF PUBLIC MEETING
SPECIAL MEETING**

Government Body: **Bremer County Board of Health – State of Iowa**
Date of Meeting: **January 29, 2018**
Time of Meeting: **7:00 AM**
Place of Meeting: **Community Memorial Hospital (Board Room), 909 W 1st St, Sumner, IA**

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place listed above. The tentative agenda for said meeting is as follows:

- A. CALL TO ORDER**
- B. ROLL CALL**
 - Members Present:**
Bochmann ____, Hildebrandt ____, Miller ____, Sexton ____, Yungtum ____
 - Members Absent:**
Bochmann ____, Hildebrandt ____, Miller ____, Sexton ____, Yungtum ____
- C. APPROVAL OF AGENDA – As written or request for additions:**
Motion _____, Second _____, Ayes _____, Nays _____
- D. APPROVAL OF MINUTES FROM January 10, 2018 REGULAR MEETING**
Motion _____, Second _____, Ayes _____, Nays _____
- E. PUBLIC COMMENT**
- F. BUSINESS:**
 - 1. Bremer County Health Department
 - a. Review/approve FY18 revised budget to be submitted to Bremer County Board of Supervisors
 - b. Review/approve FY19 budget to be submitted to Bremer County Board of Supervisors
 - c. Discuss/act on terminating Bremer County Health Department Homemaker services through Medicaid and Veteran Affairs effective March 1, 2018
 - d. Review/approve cell phone reimbursement for Kelsie Lovrien
- G. SET DATE OF NEXT MEETING**
- H. ADJOURNMENT**

Note: Items may be adjusted in sequence by the Board. This meeting is not necessarily limited to items on the agenda. This notice is given at the direction of the Chairman pursuant to Chapter 21, Code of Iowa and the local rules of said governmental body.

Sally Yungtum, Board of Health Chair