

**BUTLER COUNTY PUBLIC HEALTH NURSING SERVICE  
610 OAK STREET  
ALLISON, IA 50602**

Telephone (319) 346-6575

**BOARD OF HEALTH MEETING  
December 12, 2023**

BOH Members Present: Greg Barnett, Joyce Dickes, Dr. Lindstrom, Deb Gayer, Chris Showalter

Others Present: Jennifer Becker, Misty Day, Tammy Fleshner

The regular meeting was called to order at 4:00 p.m. at the EMA Meeting Room by Greg Barnett. No public comment was heard.

Chris Showalter made a motion to approve the agenda as presented, and this was seconded by Joyce Dickes. Motion carried.

Chris Showalter made a motion to approve the previous meeting's minutes, and this was seconded by Joyce Dickes. Motion carried.

The updated Financial Report was distributed. Deb Gayer made a motion to approve the following claims: 10-24-23, 10-31-23, 11-7-23, 11-14-23, 11-21-23 11-28-23, 12-5-23, 12-12-23 and 12-19-23 and this was seconded by Chris Showalter.

Misty Day gave the Environmental Health Report. See attached notes. The Proposed Environmental Health Revenue and Expenditure budgets were submitted. After discussion, Chris Showalter made a motion to approve the Environmental Health Budget proposal with potential salary adjustments according to Board of Supervisors recommendations, and this was seconded by Deb Gayer.

As Kari Coates was at a training session, Jennifer Becker and Tammy Fleshner updated the Board on the number of responses she has made. She is also responding to calls on her way to work, and on her way home. She has been taking CISM training and is completing the session today.

Jennifer Becker gave the Program Updates as follows:

1. Visit numbers were given to the Board of Health – 372 in November, which has been consistent so far this fiscal year with the exception of August. Our numbers have consistently decreased for the last several months.
2. The DIA (Department of Inspection and Appeals) were here at the time of our last meeting. They were here for 3 days, and we did very well. We had 3 deficiencies, including not having the word "homebound" in the emergency operations plan when it talks about evacuations; missing orders for a foot soak with Epsom salts; and the Home Care Aides not being able to document which type of bath the patient received if there was a choice between shower or sponge bath. All deficiencies were corrected within a week. The plan of correction was submitted after receiving the official documentation from DIA and was accepted.
3. The Community Health Needs Assessment and Health Improvement Plan was completed and submitted by the November 17<sup>th</sup> due date and was approved without need for changes or corrections. We will have to do another assessment and improvement plan in 5 years.
4. Care for Yourself Program – Nancy has used 100 of the 130 spots that were allocated for our catchment area at this time. We have until May 30<sup>th</sup> to use all of the spots. Nancy is going to ask IDPH for more spots to be allocated to us if there are any available.
5. Immunization audits have all been completed and the reports were submitted to IDPH as required.

6. Communicable Disease - the two infants discussed last month were finally released from isolation and could return to Daycare the end of October. We collected 8 stool samples before they finally tested negative. There has been one case of cryptosporidiosis since the last meeting. At this time, we are not following any animals for possible rabies cases.

Jennifer Becker then presented the proposed Expenditure and Revenue Budget. This information was sent out to the Board members last week. The salary increase is proposed at 5%, but this will be adjusted according to the Board of Supervisors' recommendations. As stated before, our referrals and caseload numbers are down, so the revenue has been adjusted to reflect a more realistic amount. Because of the reduction in revenue, changes have been made to staffing plans. At this time, we will only hire 1 full time nurse to cover both Lonna and Lisa's jobs. Any duties that Lisa is currently doing that do not need to be done by a nurse will be given to other staff members. This decision has dramatically cut salary line items for clerical and nurses, plus insurance, FICA and IPERS. Other cuts were made to medical supplies, contracted services and mileage. Our telephone carrier has been changed to T-Mobile, which has reduced that expenditure. The utilities include \$150,000 for our share of the parking lot paving project. \$15,000 has been set as the actual amount of utilities needed for our share of the building. Chris Showalter made a motion to approve the budget as presented, with the wage adjustment as per the Board of Supervisors, and this was seconded by Joyce Dickes. Motion carried.

The Staff Update was then given by Jennifer Becker. The new Home Care that was recently hired on a prn basis has worked out very well. She has already filled in for the full-time home care aides when they were off for injury or illness. Tiffany Stanbrough was hired to replace Tammy upon her retirement. She starts January 2, 2024. The nurse and LPH positions have been advertised in the newspapers and on Facebook with little response. Discussion followed regarding whether we should advertise the benefits / work environment being family friendly and our support network. Jennifer will work on this.

An update was given on the State of Iowa Alignment. We have a new Regional Health Consultant, Roxanne Smith. Erin Barkema, our past consultant, has taken a new job with the IHHS. We still have no information on the results of the survey but anticipate its release in the next few weeks.

Joyce Dickes' and Greg Barnett's terms expire at the end of December 2023. Both agreed to renew their terms as Board of Health members. Jennifer will let the Auditor's office know of this, so they can be reappointed by the Board of Supervisors.

The meeting will be scheduled for Tuesday, February 13<sup>th</sup>, 2024 at 4:00 p.m. Joyce Dickes made a motion to adjourn the meeting, and Chris Showalter seconded it. The meeting was adjourned.

Submitted by Tammy Fleshner, for



Joyce Dickes