

Chickasaw County Board of Health
August 11, 2021
Meeting Minutes

The Chickasaw County Board of Health met Wednesday, August 11, 2021, at the Chickasaw County Community Services Building. Cindy Shoemaker called the meeting to order at 5:00 p.m.

Present were members Cindy Shoemaker, Joan Knoll, Toni Friedrich, Dan Carolan, and Jack Kline at 5:04 p.m.

Guests present: Lisa Welter RN, Administrator, Ann Knutson, RN, Assistant Administrator, Anita Eschweiler, BOH Secretary, Jason Byrne, BOS, Rick Holthaus, BOS, Penny Andorf Env. Health Director, Jim Cook, and Terry Johnson.

Motion by Knoll, seconded by Friedrich to approve the agenda with changes. All Ayes. Absent Kline. Motion carried.

Motion by Carolan, seconded by Knoll to approve July 14, 2021, meeting minutes with changes. All Ayes. Absent Kline. Motion carried.

Home Health

Lisa Welter gave a monthly Home Health update. Census 90. Medicare 15. Medicaid 24. Referrals 23. Admissions 16. Discharges 11. Unbillable visits 4. Nurse visits 214. Aide visits 288. Homemaker visits 336. Welter presented the following policy for approval.

Grievance policy – no action taken

Dr Kline arrives 5:04 p.m.

Severe Weather and Other Emergencies policy- Motion by Friedrich. Seconded by Carolan to approve changes to Severe Weather and Other Emergencies. All Ayes. Motion carried.

Hiring/Resignation policy – Board consensus to table until HR approves.

Exit Interview policy- Motion by Carolan. Seconded by Friedrich to discontinue the Exit Interview Policy. All Ayes. Motion carried.

Employment Physical Examination Requirements policy- Motion by Knoll, seconded by Friedrich to approve the changes to the Employment Physical Examination Requirements policy. All Ayes. Motion carried.

Cellular Telephone Usage and Galaxy Tablet/ Laptop Devices policy - Motion by Knoll, seconded by Dr. Kline to approve the changes to the Cellular Telephone Usage and Galaxy Tablet/ Laptop Devices policy. All Ayes. Motion carried.

Office Visit Policy - Motion by Dr. Kline, seconded by Knoll to discontinue the Office Visit policy. All Ayes. Motion carried

Retention and Protection of Clinical and Fiscal Records policy - Motion by Carolan, seconded by Dr. Kline to approve the changes to the Retention and Protection of Clinical and Fiscal Records policy. All Ayes. Motion carried.

Acceptance of Signature Policy-- Motion by Knoll, seconded by Dr. Kline to approve the changes to the Acceptance of Signature Policy. All Ayes. Motion carried.

Employee Grievance Policy- no changes made. no action taken.

Client Rights and Responsibilities- Motion by Knoll, seconded by Friedrich to approve the changes to the Client Rights and Responsibilities. All Ayes. Motion carried.

Order of Admission Packet- Cindy Shoemaker asked Lisa Welter to go through the papers filled out on admission of each client. Discussion followed.

CCPHHCS Dress Code Policy- Discussion followed. No action taken.

CCPHHCS Chain of Command Policy- Discussion followed. Motion by Knoll, seconded by Friedrich to approve the CCPHHCS Chain of Command Policy. All Ayes. Motion carried.

Determination of Fees, Collection of Fees, and Client Notification of Fees Policy- Motion by Carolan, seconded by Dr. Kline to approve the changes to the Determination of Fees, Collection of Fees, and Client Notification of Fees Policy. All Ayes. Motion carried.

Directions for completing Client Financial Data Sheet- These recommended changes were made by Erin Brakema IDPH Consultant. Motion by Friedrich. Seconded by Dr Kline to approve changes to Directions for completing Client Financial Data Sheet. All Ayes. Motion carried.

Business Operations

Monthly Claims

Cindy Shoemaker stated the claims for Public Health were \$11,482.71. The mileage claims for Public Health were \$2,646.38. The total claims for Public Health are \$14,129.09. The Environmental Health claims total is \$1902.85. The total of both agencies is \$16,031.94. Motion by Carolan. Seconded by Friedrich to approve the claims as stated above. All Ayes. Motion carried.

Lisa Welter gave an update on the expenditures and revenue for the fiscal budget.

Joan Knoll informed the board that the budget amendment for public health and environmental health to be completed by the Board of Supervisors had not yet been completed. Discussion followed. Lisa Welter will follow up with the county auditor.

Public Health Programs

Covid-19 Update

Lisa reports 14 new cases since Friday. Two had already had the vaccine. We have 25 active cases in the county. We received more Pfizer from Howard County. We are still holding weekly clinics for prime and boost dose. Lisa explained the process of getting a covid test kit from the agency. Discussion followed.

Communicable Disease

Lisa informed the board that we have one case of E coli. Dr Kline reported there are many cases of RSV which is unusual for this time of year. Lisa said the United States has seen a case of monkey pox. Lisa presented the following policies for approval.

Dog Bite Policy - Motion by Knoll, seconded by Dr. Kline to approve the changes to the Dog Bite policy. All Ayes. Motion carried.

Healthy Feet Policy – Motion by Carolan, seconded by Dr Kline to approve the changes to the Health Feet policy. All Ayes. Motion carried.

Chickasaw County Emergency Preparedness Phone Numbers. Lisa noted that Bridget Edson's name has been removed due to her no longer being employed by Chickasaw County. No motion needed as this is not a policy. Consensus of the board to note change.

School and Child Care Immunization Audit Policy - Motion by Knoll, seconded by Carolan to approve the changes to the School and Child Care Immunization Audit Policy. All Ayes. Motion carried.

IM Clinic Procedure - Motion by Carolan, seconded by Friedrich to approve the changes to the IM Clinic Procedure. All Ayes. Motion carried.

Lisa Welter said Erin Brakema will visit November as there are changes coming to the state grant that Erin will inform the board of at that time.

Lisa informed the board of the helpfulness of the Mobile Crisis Unit to the agency the is week. Lisa explained what the unit does and how they benefit the community.

Environmental Health

Penny updated the board on agency activities for July.

Penny presented the Time of transfer/binding agreement for review. This is an internal document and not a policy, so no action is needed.

The next Board of Health monthly meeting will be Wednesday, September 8, 2021, at Chickasaw County Community Services Building at 5:00 p.m.

Motion by Carolan. Seconded by Dr Kline to adjourn. The meeting adjourned at 6.30 p.m. All Ayes. Motion carried.

Anita Eschweiler, BOH Secretary.

Attested by Lisa Welter, RN,
Chickasaw County Public Health Agency Administrator