

**Chickasaw County Board of Health**  
**November 8, 2024**  
**Meeting Minutes**

The Chickasaw County Board of Health met at the Chickasaw County Community Services Building on Friday, November 8, 2024 and virtual. Toni Friedrich, chair called the meeting to order at 10:00 a.m.

Members present were: Joan Knoll, Toni Friedrich, Cindy Shoemaker, and Dr Brinkman.  
Absent: Jeremy McGrath

The guests present were Lisa Welter, RN, Administrator; Ann Knutson, RN, Assistant Administrator; Anita Eschweiler, BOH Secretary; Derek Lechtenberg, Environmental Health; Roxanne Smith, Community Health Consultant; Jake Hackman, Board of Supervisor; Ranae Carey, Administrative Assistant Roads Department; and Lou Di Mauro, Medical Enterprises.

A motion by Knoll, seconded by Shoemaker to approve the agenda. Ayes: Knoll, Shoemaker, Dr. Brinkman and Friedrich. Absent: McGrath. Motion carried.

A motion by Shoemaker, seconded by Knoll to approve the October 11, 2024 meeting minutes. Ayes: Knoll, Shoemaker, Dr. Brinkman, and Friedrich. Absent: McGrath. Motion carried.

Public Comment: None

**Medical Enterprise**

Lou Di Mauro explained the drug testing and costs. The board consensus was to table until the next meeting.

**Environmental Health**

Environmental Health Update

The agency activities for October 2024 were presented. Derek completed 1 septic site evaluation, 5 septic site finals, 1 Time of Transfer, and 20 water tests. Derek reported completing 1 tattoo inspection. There was 1 complaint in Ionia regarding sewage dumping.

**Home Health**

Home Health Update

The monthly home health update was presented. Census 65, Medicare 17, Medicare HMO 2, Medicaid 19, Referrals 16, Admissions 14, Discharges 13, Failed Admits 2, Unbillable 2, Nurse visits 162, Aide visits 239, and Homemaker visits 257.

Employee Review

Lisa completed 1 review in October.

Aide Position Update

Lisa and Ann interviewed an applicant for the part-time on-call aide position. Lisa discussed the applicant with Ann Smisek from HR. The Board of Health decided not to fill the position at this time.

Cost Report/Cost per Visit

Lisa informed the board that we received the cost report and that no adjustments to our current rates are needed. We will receive an adjustment from Medicare for an underpayment of \$3,753.00.

### 3<sup>rd</sup> Qtr. Audits

Lisa reported on audits done by therapy and all issues were remedied.

## **Business Operations**

### Monthly Claims

The claims for Public Health were \$18,100.50. The mileage claim is \$3,473.28. The total Public Health claims are \$21,573.78. Environmental Health claims were \$2,292.55 for a grand total of \$23,866.33. A motion by Dr. Brinkman, seconded by Knoll to approve the claims as presented. Ayes: Knoll, Shoemaker, Dr. Brinkman, and Friedrich. Absent: McGrath. Motion carried.

### Payroll Approval

A motion by Shoemaker, seconded by Dr. Brinkman to approve payroll ending October 13, 2024 and October 27, 2024. Ayes: Knoll, Shoemaker, Dr. Brinkman, and Friedrich. Absent: McGrath. Motion carried.

### Environmental Health Specialist 1-Year Wage Increase

Derek Lechtenberg's wage will increase to \$26.00 per the wage scale effective November 28, 2024. A motion by Knoll, seconded by Dr. Brinkman to approve the wage increase for Derek Lechtenberg to \$26.00 effective November 28, 2024. Ayes: Knoll, Shoemaker, Dr. Brinkman, and Friedrich. Absent: McGrath. Motion carried.

### Civil Rights Coordinator

With the changes in the Affordable Care Act guidelines, our agency will need a Civil Rights Coordinator and new policies. Lisa would like Andrea Kime, LPN to be the new coordinator. A motion by Knoll, seconded by Shoemaker to approve Andrea Kime as the Civil Rights Coordinator. Ayes: Knoll, Shoemaker, Dr. Brinkman, and Friedrich. Absent: McGrath. Motion carried.

### Syndemic Prevention Outreach & Testing Services Update

Lisa informed the board that Black Hawk County did not receive this grant so we will not be partnering with them. This grant was awarded to Dubuque VNA. Lisa will reach out to them to partner with them regarding this grant.

## **Public Health**

### Communicable Disease Update

Lisa investigated, 1 cryptosporidiosis, 1 Shigella, and 1 case of West Nile in October.

### Animal Bites

2 dog bites were reported for October.

### Grant Update

Anita will send out the grant reports next week.

### Public Health 6-Year Emergency Response Amendment #3 Dairy Farm Workers

This is a new grant for dairy farmers to receive influenza and COVID-19 vaccines free of charge. There are currently 20 dairy farms in Chickasaw County. Lisa has had one farmer reach out to receive these vaccines. Our agency will go onsite to provide these vaccines. Data Loggers have been ordered and this grant covers costs. This grant is for \$30,000.00

### Vaxcare

Lisa had Vaxcare contacted her regarding vaccines and billing. The board was informed of this, and the consensus was not to proceed at this time.

### Policies

Lisa presented the following policies for approval.

a. Notice Informing Individuals About Nondiscrimination and Accessibility Requirements

A motion by Dr. Brinkman, seconded by Knoll to approve the Notice Informing Individuals About Nondiscrimination and Accessibility Requirements policy as presented. Ayes: Knoll, Shoemaker, Dr. Brinkman, and Friedrich. Absent: McGrath. Motion carried.

b. Effective Communication Procedures

A motion by Knoll, seconded by Dr. Brinkman to approve the Effective Communication Procedures Policy as presented. Ayes: Knoll, Shoemaker, Dr. Brinkman, and Friedrich. Absent: McGrath. Motion carried.

c. Grievance Procedure

A motion by Shoemaker, seconded by Knoll to approve the Grievance Procedure policy as presented. Ayes: Knoll, Shoemaker, Dr. Brinkman, and Friedrich. Absent: McGrath. Motion carried.

d. Language Access Procedure

A motion by Knoll, seconded by Dr. Brinkman to approve the Language Access Procedure policy as presented. Ayes: Knoll, Shoemaker, Dr. Brinkman, and Friedrich. Absent: McGrath. Motion carried.

e. Nondiscrimination Policy

A motion by Dr. Brinkman, seconded by Knoll to approve the Nondiscrimination Policy presented. Ayes: Knoll, Shoemaker, Dr. Brinkman, and Friedrich. Absent: McGrath. Motion carried.

f. Reasonable Modification Procedures

A motion by Shoemaker seconded by Knoll to approve the Reasonable Modification Procedures policy as presented. Ayes: Knoll, Shoemaker, Dr. Brinkman, and Friedrich. Absent: McGrath. Motion carried.

g. Notice of Availability of Language Assistance Services and Auxiliary Aides and Services

A motion by Shoemaker, seconded by Knoll to approve the Notice of Availability of Language Assistance Services and Auxiliary Aides and Services policy as presented. Ayes: Knoll, Shoemaker, Dr. Brinkman, and Friedrich. Absent: McGrath. Motion carried.

The next Board of Health meeting is December 13, 2024, at 1:00 p.m.

A motion by Shoemaker, seconded by Dr. Brinkman to adjourn the meeting at 11:10 a.m. Ayes: Knoll, Shoemaker, Dr. Brinkman, and Friedrich. Absent: McGrath. Motion carried.

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Anita Eschweiler, BOH Secretary

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