

POCAHONTAS COUNTY BOARD OF HEALTH
REGULAR MEETING
Pocahontas County Conservation Building
August 25, 2021 3:00 PM

Board Members present: Kyle Smith, Donna Stall, Dr. Ted George, Connie Harmon

Board Members absent: Joe Kramer

Staff Present: Anne Thompson, Administrator

Guests Present: Diane Anderson, IDPH

1. CALL MEETING TO ORDER

The meeting was called to order at 3:03 p.m. by Connie Harmon, Vice Chair.

2. APPROVAL OF AGENDA

Motion by Kyle Smith to approve the agenda, seconded by Donna Stall. Motion carried.

3. APPROVAL OF JUNE 16, 2021 MEETING MINUTES

Motion by Ted George to approve the minutes, seconded by Donna Stall. Motion carried.

4. ENVIRONMENTAL HEALTH SPECIALIST'S REPORT

Thompson presented the Environmental Health activity report from 06/16/2021 – 08/25/2021 prepared by Nate Vento for Pocahontas and Humboldt counties (attached).

5. ADMINISTRATOR'S REPORT – PUBLIC HEALTH AND HOME CARE

Thompson presented her written report for Public Health and Home Care (attached).

- Review of updated job descriptions- Thompson reviewed proposed changes to the following job descriptions. *Motion by Connie Harmon to approve both job descriptions as presented, seconded by Ted George. Ayes- Stall and George. Nays- Smith. Motion carried.*
 - i. Office Coordinator
 - ii. Billing Coordinator
- Review of updated policies – Thompson reviewed proposed changes to the following policies.
 - i. Travel Allowance- *Motion by Ted George to approve the Travel Allowance Policy with moving letter g. above letter d., seconded by Donna Stall. Motion carried.*
 - ii. Performance Reviews – *Motion by Donna Stall to approve the Performance Review policy, seconded by Kyle Smith. Motion carried.* Smith requested that a blank copy of the self-review and performance evaluation forms be included with the policy.
- Review of updated service agreements- Thompson reviewed the proposed updated service agreements for the Durable Medical Equipment Loan Agreement and the Phillips Lifeline Service Agreement. *Motion by Donna Stall to approve both updated service agreements, seconded by Ted George. Motion carried.*
 - i. Durable Medical Equipment Loan Agreement
 - ii. Phillips Lifeline Service Agreement
- Review of Financial Information & Claims – Thompson reviewed the FY21 end of year revenues and expenditures, FY22 current expenditures and revenues for July 2021. July 2021 claims paid were provided to the board for review.

6. BOH PHYSICIAN RESIGNATION AND APPOINTMENT

Dr. George has submitted his resignation to the Board of Supervisors effective August 31, 2021. Everyone thanked Dr. George for his 16 years on the Board of Health and service to the community. Diane Anderson, IDPH, presented Dr. George with a certificate of appreciation from the Iowa Department of Public Health. Anne Thompson presented Dr. George with a retirement cake. The board directed Thompson to contact Dr. Shane Kirkegaard to inquire if he was interested in being appointed as the Board of Health Physician to replace Dr. George. Thompson will let Kyle Smith know to have the appointment on the Board of Supervisor's agenda for August 31, 2021.

POCAHONTAS COUNTY BOARD OF HEALTH
REGULAR MEETING
Pocahontas County Conservation Building
August 25, 2021 3:00 PM

7. OLD BUSINESS

None

8. NEW BUSINESS

- FY22 LPHS Subcontract – Anderson reviewed the purpose of the Local Public Health Services Contract funding and requirement of a sub-contract for the Home Care Aide Agency. The total contract amount for FY22 is \$30,719.00. Motion by Donna Stall to approve 50% of the funds to be utilized for the HCA Agency, seconded by Kyle Smith. Motion carried.

9. PUBLIC COMMENTS

None

10. NEXT MEETING – The next Board of Health meeting will be September 8, 2021 at 3:00 pm at the Pocahontas County Conservation Building.

11. ADJOURN – Meeting adjourned at 4:36 p.m.