

Franklin County Board of Health Meeting Unofficial Minutes

**Franklin County
Public Health**

**Franklin County
Home Care**

**Franklin County
Environmental**

| Meeting Date / Time: | Location: | Meeting Leader | Recorder |
|---|--|-----------------------|-----------------------------|
| Monday, August 14 th , 2023 4:00 PM | FCPH Building 1600 Central Ave East, Hampton, IA 50441 | Laurie DeGroot, Chair | Ashley Roberts, RN Admin |

Membership / Attendance

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|----------|--|----------|--|----------|---------------------------------------|----------|-------------------------------|
| X | Sue Wulf (BOH Member) | X | Dr. Keith Hansen, Vice Chair (Physician Representative) | X | Laurie DeGroot, Chair (BOH Member) | X | Sue Rodemeyer (BOH Member) |
| X | Mike Nolte (BOH Member) | X | Ashley Roberts, RN, Administrator Public Health | X | Deb Jones, Home Care Director | X | Dan Tilkes, Environmental |
| X | Richard Lukensmeyer, BOS Liaison | | | | | | |

| TIME | AGENDA/OBJECTIVE | DISCUSSION LEAD | COMMENTS/DECISIONS |
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| 4:00 pm | Call Meeting to Order | Laurie DeGroot | Laurie DeGroot called the meeting to order at 4:00 PM. |
| | Public Comment | Laurie DeGroot | None |
| | Approval of Agenda | Laurie DeGroot | Agenda reviewed. Dr. Hansen made a motion to approve agenda as presented. Sue Wulf seconded motion. Motion carried. |
| | Approval of Minutes | Laurie DeGroot | Minutes reviewed from June 12 th , 2023 meeting. No changes recommended. Sue Wulf made a motion to approve the minutes as presented, Mike Nolte seconded the motion. Motion carried. |
| | Old Business: Building Updates | Laurie DeGroot | Richard Lukensmeyer reported that he had a meeting with Kim Price and the hospital is willing to take on the carpet replacement/upgrade project for the building. Discussion held regarding projects already in process. Lukensmeyer made the recommendation that we take our request for further ARPA fund use to the BOS. Sue Wulf made a motion that Ashley Roberts go the BOS to request ARPA funding to finish up the paint projects throughout the building. Mike Nolte seconded this motion. No Nays. Motion carried. |
| | ENVIRONMENTAL - Department Updates - Claims & Activity Report | Dan Tilkes | Dan sent his reports via email prior to the meeting to the BOH members. He gave an update on the happenings in his department. Discussion held; questions were answered. Dr. Hansen made a motion to approve his claims and activity reports as presented, Sue Wulf seconded the motion. No Nays. Motion carried. |
| | HOME CARE - Department Updates - Hiring Lori Poulos - Job Descriptions | Deb Jones | Deb reviewed the contract between Home Care and Public Health with the board. No changes were made. Contract signed by Laurie DeGroot. Staffing updates were given. Lori Poulos was hired PRN in July and will be moved to Full Time when Deb Miller retires in September. Statement by BOH for Auditor completed. Mike Nolte |

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| | <ul style="list-style-type: none"> - Personal Phone - Claims & Activity Report | | made a motion to approve the hiring and starting wage for Lori Poulos, Sue Rodemeyer seconded this motion. No Nays, motion carried. Job descriptions were updated following county compensation study and reviewed with the BOH. Minor changes were made to the descriptions for the director, the office assistant, and the home care aide positions. Dr. Hansen made a motion to approve the new job descriptions as present. Sue Wulf seconded the motion. No Nays, motion carried. Deb Jones also reviewed county policy regarding personal phone use for her position and requested the approval of the board for compensation per the policy. Sue Wulf made a motion for Deb to be compensated by the county for her personal phone use and to retro this back to July 1 st , 2023. Sue Rodemeyer seconded this motion. No Nays, motion carried. Sue Wulf made a motion to approve her claims and activity reports as presented, Sue Rodemeyer seconded the motion. No nays, motion carried. |
| | PUBLIC HEALTH <ul style="list-style-type: none"> - Department Updates - VFC Site Visit - HHS Alignment - Claims & Activity Report | Ashley Roberts | Ashley reviewed activities her department has been doing to include Fair booth/trailer work in July, car seat event plans, Back-to-School events and Immunizations. The department is working on plans for Flu Vaccines and also plans following the commercialization for COVID vaccine. Discussion was held regarding current COVID data with input from Dr. Hansen. Reviewed VFC site visit and VFC Quality Improvement site visit notes with the Board. Discussion held related to the HHA alignment and data/information was given to the board. On the home care side referrals continue, lots of mental health cases versus the usual ortho/cardiac referrals. Sue Wulf made a motion to approve the presented claims and activity reports as presented, Sue Rodemeyer seconded the motion. No nays, motion carried. |
| | Board Members Comments | Laurie DeGroot | Some discussion was held regarding DHS services in Franklin County and location as well as services that may be available in the county. |
| | Next Meeting | Laurie DeGroot | October 9 th , 2023 at 4:00 PM |
| | Adjourn | Laurie DeGroot | Sue Wulf made a motion to adjourn the meeting, Sue Rodemeyer seconded the motion. No Nays, motion carried. Meeting adjourned at 4:45 PM. |
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| Action Items | Owner | Due Date | Status |
|--|----------------|--------------|--------|
| Ashley will request a spot on the BOS agenda for requesting ARPA funds to finish the painting project in the office. | Ashley Roberts | Next Meeting | |
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| Parking Lot Items |
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