Minutes for Guthrie County Board of Health

Guthrie County Health Services

January 25, 2023 Budget Meeting

**Present**

1. Board Members: Jan Mueller, Peg Snyder, Dr. Steven Bascom, Bill McDermott, Mike Dickson
2. Director: Jotham Arber
3. Staff member: Jo Rasmussen
4. Guest: Steve Smith

**Election of Officers**

Dr. Steven Bascom was nominated as Board Chairman

Jan Mueller was nominated as Vice Chairman

**Call to Order -**  Dr. Steven Bascom, Chairman, opened the meeting at 7:13 p.m.

**Board minutes**

* December 14, 2022 minutes were reviewed.
  + Motion by McDermott second by Dickson to approve December 14, 2022 minutes. Motion carried.

**Financial Report**

* Financial reports for both departments were reviewed. Arber noted that the Board of Supervisor approved giving the rest of the FY22-23 allocation to departments. This will be reflected in the January reports.
  + **Environmental Health**
* Arber reviewed the financial report.
* The new Environmental Health truck has arrived and will be used by Mike Stringham. It is a Silverado. We received government pricing through Christianson Motors in Audubon. ARPA funds were used to pay for the vehicle. The old truck had 100,000 miles on it. We received $29,000 for the trade in.
* The next truck to be rotated will be Kent Irwin in 2025.
* We have a meeting with John Rutledge at the LPA scheduled to discuss changing how we will bill the homeowners for the annual inspections.
  + **Public Health**
* Arber reviewed the financial report.
* There is still carry over funds that we will be required to use from Equity and Response Grant before June 30, 2023. Staff has increased their time spent on these corresponding activities. Guthrie County has $80,000 left to spend. The funds can be used to help build a marketing social media presence for information on COVID and health activities.

**Department Activity Report**

* Activities for Environmental Health and Public Health
  + Monthly reports of services provided for Public Health and Environmental Health were reviewed.
  + Justin Downing has been working on septic drawings using AutoCAD.
* Activities for Social Worker
  + Jenny Jessen has been working on policies for Mental Health Social Work. Copies of the policies were included in the January packet for review.
* Epidemiology Report (including COVID activity)
  + Arber gave an update on the current number of COVID cases.

**Old Business**

1. Update on contract with Child and Adolescent Health Contract with Crawford County
   * Arber stated that we received the contract back from the County Attorney with the approval to go ahead with the contract. Crawford County has been emailed the contract. We have a scheduled meeting with Crawford County next week.
2. Update on Iowa Department of Public Health and Human Services merger
   * Arber shared information from a meeting he attended on January 27 on the merger.
   * Department of Natural Resources will be now be under Iowa Health and Human Services.
   * Arber is arranging a meeting with the Director of IHHS for ideas for any future plans which might include regionalization of Public Health.
3. Environmental Health 28E agreements update
   * Arber presented a copy of 28E agreement that he will present to Adair, Audubon and Cass County. The base rate will be changed to $15,000. Arber has given notice to the Board of Supervisors in the three Counties. The boards will vote on the 28E agreements at one their March meetings.

**New Business**

1. Presentation of FY24 budgets
   * Arber and Rasmussen presented the Environmental Health Budget
     + Motion by McDermott seconded Mueller to present the FY24 budget to the Board of Supervisors in accordance with wage and insurance increases set by the Guthrie County Supervisors. Motion carried.
   * Arber and Rasmussen presented the Public Health Budget
     + Motion by Mueller seconded McDermott to present the FY24 budget to the Board of Supervisors in accordance with wage and insurance increases set by the Guthrie County Supervisors. Motion carried.
2. Conflict of Interest policy for board members
   * Arber asked that the board members please read the policy and sign it.
3. Renewal of Standing orders for vaccines
   * Motion by McDermott seconded by Mueller to approve Dr. Steven Bascom to sign the standing order for Public Health to give childhood and COVID vaccines and to perform COVID testing. Motion carried.
4. 28E Agreement renewal with Audubon County Board of Health
   * A copy of the 28E agreement was distributed to the members. Board members can review it and it will be discussed at March’s meeting. Nothing on the draft has changed except the charges to be paid by Audubon County.

**Policy Review**

* Arber shared copies of Social Worker Policies for the board to review and discuss at the March meeting.

**Other**

* Arber shared that Hope Jessen, ARNP, will be assisting with family planning program with Crawford County Child and Adolescents program. The Guthrie BOH might contract with Jessen to give vaccines at her clinic in Audubon.

**Next Schedule meeting dates**

* February meeting will be cancelled since it is so close to this meeting. Next meeting will be March 1, 2023.

Meeting closed at 8:30 p.m.

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Representative of Board of Health Board Secretary