Minutes for Guthrie County Board of Health

Guthrie County Health Services

April 5, 2023 Regular Meeting

**Present**

1. Board Members: Jan Mueller, Dr. Steven Bascom, Bill McDermott, Mike Dickson, Peg Snyder
2. Director: Jotham Arber
3. Staff member: Jo Rasmussen
4. Guest: None

**Call to Order -**  Dr. Steven Bascom, Chairman, opened the meeting at 6:55 p.m.

**Board minutes**

* March 15, 2023 minutes were reviewed.
  + Motion by McDermott second by Mueller to approve March 15, 2023 minutes. Motion carried.

**Financial Report**

* **Environmental Health**
  + Arber reviewed the financial report.
    - Arber noted that the line item for Adair well plugging has gone over their allotment for the year. We will place them on hold for a month and if the other counties are below their allotment, we can move money around.
* **Public Health**
  + Arber reviewed the financial report.

**Department Activity Report**

* Activities for Environmental Health and Public Health
  + Monthly reports of services provided by Public Health and Environmental Health were reviewed.
  + Currently perc tests are schedule for the next nine weeks.
  + Arber noted that he is working on updating our website. He will include a form that anyone reporting an animal bite can use to notify the public health office.
  + Mike Stringham did a pool inspection at the Lake Panorama National Resort to inspect for any damage to the pool prior to them adding water.
* Activities for Social Worker
  + A report was shared by Arber of activities for the month.
  + Arber noted that we have started credentialling with United Health Care, Humana, Aetna, Medicare, and Wellmark for Mental Health services.
  + Arber and Jessen meet with Sara Van Effen to explain what type of mental health clinic services we can provide.
* Epidemiology Report (including COVID activity)
  + Arber gave an update on the current number of COVID cases.

**Old Business**

1. Update on FY24 Budgets
   * Arber gave an update on the changes made on the FY24 budgets.
   * Motion by Dickson second by Snyder to approve the changes made on the Public Health FY24 budget. Motion carried.
   * Motion by McDermott seconded by Mueller to approve the changes made on the Environmental Health budget for FY24. Motion carried.
   * Discussion was held on moving Environmental Health from General Basics to Rural Services.
2. Approval of 28E Agreement for Audubon Public and Guthrie County Public for FY24
   * Motion by Mueller seconded by McDermott to approve the 28E agreement between Audubon and Guthrie County Public Health for FY24. Motion carried.
3. 28E agreement for Environmental Health for Adair, Audubon and Cass Counties
   * Arber would like to table these 28E agreements until next month.
   * Changes included changing the base rates to $15,000 base fee for each county.
   * Arber would like to change from quarterly billings to monthly billings if the other counties are in agreement.
4. Update on staff
   * A list of employees, their hire dates, their work status and titles were given to the board members.
   * New employees hired were Emily Chapman-Olesen as a health aide and Sherri Gruwell is replacing Abby James in the HOPES department.
   * Erika Midkiff, RN will be starting April 11, 2023 and will be full time.
   * Leslie Stork, RN will be changing from full time to fill in status sometime in May.
   * Alexi Steiner, RN will be assisting with school clinics and the family planning clinics.
5. Update on Crawford County Family Medical Services
   * Arber noted that we have not received the contract back from Crawford County.
   * Hope Jensen, ARNP will be doing the clinics once a month in Guthrie and Audubon Counties. There is a training that two of our staff nurses will be taking.

**New Business**

1. Guthrie County Employee Handbook
   * Motion by McDermott seconded by Mueller to accept the Guthrie County Employee Handbook. Motion carried.
2. Certification completion pay raise for Sarah Hart, RN
   * Arber explained that Sarah Hart completed a wound care training class and he would like to increase her salary from $29.00 per hour to $30.24.
   * Motion by Mueller seconded by Snyder to approve the pay raise for Sarah Hart from $29.00 to $30.24 effective upon approval from the board of supervisors. Motion carried.
3. EMS instructors/CPR classes
   * Arber noted he has finished his EMS instructor’s class. He is going to try to schedule two different times each year for training for those that are interested. It is a 3-month commitment. He can tailor the classes to meet the needs of those registered. The class is 120 hours total 80 of which are clinical hours.
   * He wants to partner with Guthrie County Hospital to help with the clinicals.
4. Free Health Clinic project through Remoted Area Medical Volunteer Corp (RAM)
   * Arber presented a project brought to him by Dr. Bascom and Pastor Goodenough.
   * The clinic is free to the public. The clinic is run by volunteer providers including medical doctors, optometrists, dentist and other providers.
   * A budget will need to be created for supplies, building rent, marketing, food, and possible lodging for the volunteers. Estimated budget could be around $8,500.00 depending on the size of the clinic.
   * The clinics can be done in a two-day program.
   * Arber will check to see who will be responsible for the malpractice insurance coverage.
   * Consensus from the board is to proceed with getting more information and research the needs for this clinic, actual budgets and see if any providers would be willing to volunteer.
   * A representative will come from RAM to explain the clinic and help find sites.

**Policy Review**

* None at this meeting

**Other**

* Arber passed out information on the Community Health Survey.
* Dickson requested that Arber explain next month the essential services for public health and home health.
* Dickson had some with concerns about how the funding is provided for services for Audubon and Cass Counties. Arber has done a radio interview to explain how the services are funded. Need to educated the public that Audubon and Cass pay for their services.
* Arber noted that we are doing flyers, radio ads, newspaper articles, and Facebook Live presentations for our Community Health Needs Assessments. He will host community coffees with meet and greets and answer questions.
* The Community Foundation grant received $9,000 to purchase AED to be placed around the county. We should be able to purchase 10.

**Next Schedule meeting dates**

* Next meeting will be May 3, 2023 at 7:00 p.m.

Meeting closed at 8:35 p.m.

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Representative of Board of Health Board Secretary