

SCOTT COUNTY BOARD OF HEALTH MEETING

MARCH 14, 2024

The Scott County Board of Health met March 14, 2024 at 7:00pm with President Jeff Duncan presiding. Those present at the time were Jeff Duncan, Alan Merriman, Tom Peterson, Dawn Ellen Evans, Sonnie Hoover, and Molly Peters.

President Jeff Duncan called the meeting to order at 7:07 pm.

Treasurer's Report

The treasurer's report was tabled as well as the January minutes. Alan motioned, Tom 2nd.

Administrator Report

Funding for the Infrastructure grant has been put in a separate account at The First National Bank here in Winchester. What funds are not spent on this grant has to go back to the State.

The CD with UCB renewed at 5% for 9 months. The current balance of this CD is \$39,073, and is not insured.

Mark is in the process of closing the account with Farmers State Bank. Marsha was asked to get ahold of the United Healthcare that direct deposits into this account and have it switched to The First National Bank. Marsha has completed this process.

Wendy Smith is the new Community Health Educator here for Scott. Her official start date is Monday March 18, 2024. She will work within the County to bring community awareness. Wendy has previously worked in other Health Departments, in which she has helped develop the IPLAN. A copy of the job description and resume was attached and given to all members of the Board.

Meghan recently went to Greene County Health Department to the Anhydrous Roundtable event. This was a requirement for the PHEP grant.

Nursing Report

Flu vaccines numbers are about the same, but the Covid Vaccines numbers have decreased.

Meghan is still working on getting the Kidney Mobile for the County. She now has certified 74 people for CPR, and now has more scheduled.

Was discussion on consider adding First Aid.

Environmental Health Report

This past year is going into the Annual Report.

Liz will be using the new link from CDP to do inspections. The link will go directly to the inspection.

Other news

Molly is going to be checking on the Contractual Services as well as Medical/Clinical Supplies spent for the month.

The Board of Health Term Sheet has the following changes to be done:

Jeannie Fearneyhough expires 2024

Alan Merriman remove the "no text"

Jeff Duncan cell phone number change

Tom Peterson's email: Tom.Peterson.1961@gmail.com

Dr Richie expires Nov 2024

Kris Allen expires Nov 2024

Annual Report should be final, and Tom will share this report with the commissioners.

Greene County Contract added date change, it will be a 3-year contract after this one. The monthly amount has gone up \$200.00. The contract has been signed. Liz Stemm's contract ends August 2024. Leave it as is at this time. Alan motioned, and Tom 2nd

New Business

Would like to see more presence of the Health Department in Bluffs. Set dates ahead for the flu clinic, administer school vaccines possibly starting with one time a month. Alan motioned and Tom 2nd.

Next Board Meeting 5/14/2024

Tom motioned to adjourn, Dawn 2nd.

SCOTT COUNTY BOARD OF HEALTH MEETING

MAY 16, 2024

The Scott County Board of Health met May 16, 2024 at 7:00pm with President Jeff Duncan presiding. Those present at the time were Jeff Duncan, Kris Allen, Dawn Ellen Evans, Retha Anders, Molly Peters, and Dr Richie was participating on the phone.

President Jeff Duncan called the meeting to order at 7:06 pm.

Approval of November 16th and March 14th minutes were approved. There is a correction on the March 14th minutes that the CD is insured. Motion to approve minutes were Sonnie and Retha. Motion passed.

Treasurer's Report

The Treasurer's report of April, that was sent in the packet, was approved by Kris and Sonnie.

Administrator Report

Congrats to Meghan Vandavelde and Allison Varble on the birth of their children.

Wendy has started and wrote a 3-year grant for an after-school program. She has spoken with the Superintendent regarding this grant with the Winchester and Bluffs Schools. If the grant is approved, they will then have to determine the specifics.

Also, Wendy has discussed with the librarians at both Bluffs and Winchester about having some summer activities and if they would want to participate.

The PHEP grant was discussed. Looking for ways to utilize the grant money possibly for the fire trucks. Purchased items were chemical spill kits, tool kits for these, and a drone.

Retha had brought up and discussed about food for the kids during summer.

Discussion on the new Environmental Health Tech, Brett Holmes.

CDP was discussed and eventually hoping to be able to post scores on the web.

Discussion of the large amount of grants coming to the end. May have trouble spending the amount left, but will work with staff to utilize the most possible.

Respirator grant was discussion with the Nursing Home to include them in this grant.

Financial Report

Discussion on the grant opportunity to include the nursing home as well as possibly doing school physicals in Bluffs.

County paid the \$75.00 bill to Peak Insurance for the 20,000 bonds for Marsha. The Health Department will then reimburse the County by check.

Interest rates were reviewed. Interest bearing checking accounts and CD. (1.05-25,000 in the accounts). Molly will determine the amount that needs to be kept in checking, as well as discuss with Mark the best option.

On the 350,000 will transfer out for Infrastructure into checking. It has 5 years.

Nursing Report

Working with Greene County to host a STD clinic here at the Scott County Health Department on 6/6/2024. The hours for this clinic will be from 9-4.

Wendy is to update the website and Facebook on a regular basis to keep the community informed.

Environmental Health

The Food Sanitation Ordinance was given to each Commissioner and to Brooke to be approved. Motion to approve for was Kris with Dawn Ellen second.

Motion to approve the Annual Report was Sonnie, with Retha second.

Public Comment

Kris Allens work number needs to be removed from Board of Health Terms list.

Kris Allen, Jeannie Fearneyhough, Dr Richie, and Jeff Duncan all have their terms expiring in 2024. Need to think about their return.

Adjournment

Motion to adjourn was Kris and Retha second at 8:08 pm.

Next Board meeting is July 18th at 7:00pm.

SCOTT COUNTY BOARD OF HEALTH MEETING

JULY 18, 2024

The Scott County Board of Health met July 18, 2024 at 7:00 pm. Those present at this time were Molly Peters, Allison Varble, Jeannie Fearneyhough, Retha Anders, Tom Peterson, Dawn Ellen Evans, Dr Richie was participating on the phone.

Tom Peterson called the meeting to order at 7:09 pm.

Approval of the May 16,2024 minutes with additions to be made, Retha made the motion to approve and Dawn Ellen second. Motion was passed.

- a. Need to add Sonnie Hoover as present at the time of that meeting. Jeannie made the motion to approve, Retha second. Motion was passed.

Administrator Report

Meghan returned back to work from maternity leave on July 8, 2024.

The aspects of the Teen Reach Grant program were discussed. Wendy and Molly attended the conference.

Desks and supplies have been purchased with grant funds to spend down.

Brett is in full swing with the mosquitoes and ticks. He is looking into taking a class from LCCC that the grant could pay for.

Financial Report

The revised 2024 budget was presented, with the following additions:

- a. Teen Reach Grant
- b. Respiratory Grant (not officially approved)-we are working with Scott County Nursing Center to share training and information. The SCNC would receive funds if its approved.
- c. A check for \$75.00 should be issued to the County for reimbursement of the bond insurance.

Dawn Ellen made the motion to accept the revised 2024 Budget, with Jeannie second. Motion passed.

Nursing Report

Staff has been scheduling children for immunizations required for the back to school.

Physicals have been scheduled here at the Health Department on July 17 and August 7, hours 9am-4pm. These will be appointment only and in 20-minute increments. Molly Taylor will be doing them again this year for us.

Meghan will be doing blood pressure screening at the Bluffs Farmers Market.

Wendy will be at the Scott County Fair to promote the Teen Reach.

Environmental Health

Brett has found a rare tick. He has sent it to the state to be identified.

Glasgow has had two positive West Nile mosquitoes

New Business

Molly presented a rough copy of the Policy and Procedure manual. Board members will read this over and discuss it on the next meeting. Its on a word document, therefore changes can easily be made.

Because of all the responsibilities Marsha does, would like for her to be given the title Office Manager as well as raising her pay by \$2.50hr. Motion was made by Retha, second by Jeannie. Motion was passed.

Jeanne will not be returning as a board member when her term is up in 2024. There are talk to replace her.

Dawn Ellen made the motion for adjournment, with Retha second. Motion was passed.

The next board meeting is scheduled for September 19, 2024 at 7:00 pm.

SCOTT COUNTY BOARD OF HEALTH MEETING

September 19, 2024

The Scott County Board of Health met September 19, 2024 at 7:00 pm. Those present at this time were Molly Peters, Allison Varble, Alan Merriman, Kris Allen, Retha Anders, Tom Peterson, Sonnie Hoover

Alan Merriman called the meeting to order at 7:06 pm.

Approval of the September 19, 2024 agenda, *Motion- Kris Allen, 2nd Retha Anders- motion carried*

Approval of July 18, 2024 minutes *motion to approve Retha Anders, 2nd Tom Peterson- Motion carried.*

Administrator Report

Visit with Winchester/Bluff Superintendent Dr. Blankinship was conducted and went well regarding communication and Teen Reach Project. Discussed invoice process of school rent payment (\$400 per month) and bus transportation payments (\$50 per drop off to Winchester from Bluffs). This is a great use of funds assisting the school and the department. Copy of liability insurance was provided.

Discussion over IT organizations regarding potential to switch. Not easy to find IT for number of devices.

Angela has graciously agreed to help in Greene for a couple days while one of our full time staff is off on maternity leave.

Had some preliminary discussions with Liz discussing contract end and plans as we transition from individual contracts. I have been discussing with Brett his next steps in continuing forward with the septic, water and food programs. Liz would be maintained to assist with training, questions, document locations, etc.

Also looking for better processes that make sense regarding contact. We will have more discussion on this at the next meeting.

Financial Report

We did close the farmer state bank and transfer the money over so that one is no longer reported on the report. Discussion on the proposed 2025, budget. Requesting a 3% cost of living, pay raise for employees, depending on approval. Keep in mind, the budgets vary but 2025 budget is similar to previous years, but it is hard to predict what's going to happen in 2025 with people and grants.

Nursing Report

Respiratory grant is finally got approved. We are coordinating with the nursing home regarding that. Staff meeting on Monday, and we're going to talk about that specifically. They are working on plans for need to do some training classes and work together with each other for that to be successful. So remember that respiratory grant provides funds to the nursing home to pay their staff for training. For it was going to be about a 50,000 like for its listed as two years. So over two years, 50,000 it could be more, depending on what we get done, because we could always move it up a little bit next year.

On July 23rd nursing staff attended the Bluffs Farmers Market with Wendy Smith for community health education and information about programs, as well as to offer free blood pressure screenings. 0 people got their blood pressure taken.

Our 2024 off-site flu vaccination clinic dates/times have been set. On Wednesday, October 9th we will be at the Manchester Baptist Church from 9-10am followed by the Alsey Baptist Church from 10:30am-11am. That afternoon we will be in Bluffs at the Senior Citizen Building from 1-3pm. On Thursday October 10th we will be at the Nimrod Funk Building in Winchester from 9am- 12pm and 3-5:30pm. We will also offer the flu vaccine on a walk-in basis. We also have a flyer for our homebound individuals that can call and schedule a time for a nurse to come to their home.

We have just received the latest Moderna COVID-19 vaccine of the 2024 vials. We are able to provide this to those aged 6 months and older. We have several appointments already requested from individuals for this vaccine, mostly our geriatric population. We are also providing the Scott County Nursing Center with a clinic of about 20 doses for their residents. Our COVID-19 vaccine supply will be on a supply/demand basis. We will plan to order more as long as the demand is there.

Outside of flu and COVID vaccinations, since January 1st we have given over 350 vaccinations to mostly our VFC children clients. However, most of our adult clients that we see for vaccinations are for TDAP and an occasional Shingles vaccine. We are continuing to review patient charts each month and are sending out immunization reminder letters to parents to help keep kids up-to-date with their vaccinations.

We hosted our back-to-school physical/immunization clinics on July 17th and August 7th with the assistance of Molly Taylor as our nurse practitioner provider. We provided 17 school and 36 sport physicals on those dates as well as several immunizations and lead screenings.

We are continuing to offer CPR courses as scheduling allows. Staff and coaches from both Winchester and Bluffs schools were taught recently on September 16th and staff at Scott County Nursing Center have a class upcoming.

Environmental Health

Brett has done a lot of tick drags, and a lot of mosquitoes testing. He's had 12 positive batches and made contact with the locations that have been positive, and is gearing up to do some more activities. Today, he came to the food regional meeting, and will do a groundwater Field Day on tomorrow. He's starting to meet people that are doing the same job and inspections and environmental health, and is gaining some experience. Liz has had several reopenings and sewage complaints or consults.

Community Health

Wendy and then under the subsection, is McKenzie doing teen reach. The teen REACH program, Wendy's been assisting and making sure that the grant information is entered and all the students are logged. They have over 60 participants registered around 30 students daily. Wendy's still working on, getting more outreach materials out, like a newsletter, more often, things like that. But just because the teen reach setting up has taken some time, she's trying to just finish off with that and then hand over to Mackenzie most of the details there. Jolie is wonderful, great for the group, because she's done a lot of camps and knows activities and snacks and things like that.

Motion to approve reports, Kris Allen, 2nd Retha Anders- motion carried

New Business

- a. Motion to approve 2025 Budget as presented, *Tom Petterson, 2nd Sonnie Hoover motion carried.*
- b. Approval of policies and procedures discussion- ultimately benefits are important to people, if you don't have that, people don't want to come or you're not going to keep good people.

Section 2.2 from the original, from what you took away last month, added in red, Tuesday is a payday off as long as staff work or use benefit time to equal 24 hours of time for the week. The office is closed every Tuesday. If work is needed on a Tuesday, this requires approval, but will not be considered additional time on top of paid time, since Tuesday is a paid day. Every year, we should revisit our policies and procedures and make sure nothing needs to come out, but that would come out later if that is changed.

Next red section is in 3.7 it is important to note, because it wasn't something that was previously done so where it says the department will pay 100% of licensing costs for RNs, LPN, etc., if they have a license, they'll pay 100% and which that license is. It will be only \$150 so it's something they would normally would pay out of pocket. That's an easy thing to make a benefit.

We had previously voted that it would be only federal holidays that they'd be off. The addition added are Good Friday, the day after Thanksgiving and Christmas Eve, and those are typical holidays, which the office should be closed because nobody shows up for any

kind of visit on these days. If we don't want to do that, we can again, take it out. That should line up with the courthouse. Another part to holidays, and add into all the sections, employees who work less than 600 hours per year are not eligible for payday holidays.

Sick leave discussion as it relates to laws and guidelines of the new laws for 600 hours and hours earned. Molly will review documents presented and ensure actions match new legal guidelines of earning 1 hour for every 40 hours worked. This will be corrected in necessary areas of the policies.

Nurses are required to wear professional scrubs of any color, and they do that now. Added words of preferably black, red or navy, so that there's a guide on what they would prefer to wear, but they can wear whatever they want, still.

Motion to approve policies and procedures with discussed modifications related to laws requiring specific hours earned for staff working under 600 hours by Tom Peterson, 2nd Kris Allen- motion carried.

- c. BOH Term End Dates- Discussion and need to bring name of new board member to the next Board of Health Meeting in November.
- d. Accounting system discussion of transition of Greene County system with the request that Scott County uses same system.

Greene County is implementing a new accounting software. Scott currently doesn't have any accounting software, everything's done on paper or Excel. Suggested to coordinate accounting system costs and onboarding. There'd be benefits in accuracy and, records. The yearly fee it's only about \$1,600 and that's would be for both Greene and Scott.

If Scott wanted to keep the system and carry it on without Greene, it would be about \$6,750 for it to be totally transferred over back to this health department. If we cut ties and wanted to keep using the software, if you didn't, then you would just stop using the software. Scott, can for sure afford these costs and based on history and things that have been experienced having something other than Excel or something other than papers, would be advised.

Discussed percentage of Scott County participation would be determined via email following awareness of Board of Health President and discussion amongst the group.

Motion to adjourn Kris Allen, 2nd Tom Peterson- motion carried

The next board meeting is scheduled for September 19, 2024 at 7:00 pm.

SCOTT COUNTY BOARD OF HEALTH MEETING

November 21, 2024

The Scott County Board of Health met November 21, 2024 at 7:00 pm. Those present at this time were Molly Peters, Allison Varble, Tom Peterson, Jeff Duncan, Jeannie Fearneyhough, Alan Merriman, Kris Allen, and Sonnie Hoover.

Jeff Duncan called the meeting to order at 7:02 pm.

Approval of the November 21, 2024 agenda, motion Alan Merriman, 2nd Kris Allen-motion carried

Approval of the September 18, 2024 minutes motion to approve Tom Peterson, 2nd Alan Merriman-motion carried

Administrator Report

The opioid settlement has been transferred to the Department of Health. There are no time limit on spending, but there are specific uses for it.

There are some changes underway to the Policy and Procedure handbook.

Peter Peak is interested in donating a building to the Health Department. This building is actually belonging to the County. This building could possibly be used for the afterschool program. Molly was going to look into grants for this. Friday December 6, 2024 Molly will meet to look at this building.

The Teen Reach program has an attendance that exceeds 35 daily. Props to the school for letting the Teen Reach use their facility. There is a concern from Denny Vortman with who is watching the kids.

Financial Report

There is a new accounting software coming. Training on this is to hopefully start the beginning of 2025 for Allison Varble. Allison is also getting ready for the audit.

Nursing Report

There has been another Tobacco complaint at the EMS. Brett talked with them and asked them for a copy of their policy handbook be faxed to him. He also told them that he would randomly revisit the facility to see if the reason of the complaint has been stopped.

The scheduled flu clinics that were scheduled on October 9th and 10th were a success.

There are two high lead levels here in Scott County, which has been reported to the State.

Meghan Vandeveld has taught 24 students CPR since September 1, 2024.

Community Health

There have been rumors that the Firehouse has potential buyer/buyers.

Dorsey's hardware store that closed has been bought and they are making that into a Reception Hall.

There has been water and sewer consults done.

Brett Holmes has been completing quite a bit of training. He does have college classes starting in January.

Community Health

In October Wendy Smith was promoted to take over the posting on the Health Departments social media page, and continues to help with Teen Reach.

New Business

- a. The Board will need to get a letter submitted to the Commissioners, on the replacement of Jeannie Fearneyhough's spot. Krysta Coon is interested in that spot. Jeff Duncan is also resigning from the Board as of this term in November 2024. Kris Allen may have someone that would be interested in his spot.
- b. Opioid-already discussed
- c. Teen Reach-already discussed
- d. Potential building-already discussed
- e. Greene County contract due in March 2025. Long term sustaining both Greene and Scott Departments. Look into possibly salary instead of the monthly fee. More discussion and numbers will come at a later date.

Closed Meeting

Alan proposed the motion to a close meeting, 2nd Jeannie Fearneyhough. Motion to resume regular meeting Kris Allen, 2nd Tom Peterson.

Public Comment

Commissioners are exploring looking at health insurance.

Adjournment

Alan Merriman motion to adjourn, 2nd Kris Allen. Next board meeting is scheduled for January 16, 2025 at 7:00 pm.