

## ALLAMAKEE COUNTY ADVISORY BOARD

**DATE:** January 13, 2021

**TIME:** 9:00 am

**LOCATION:** Zoom Meeting via home computers due to COVID-19 Quarantine Orders

**MEMBERS PRESENT:** Jeanne Stein, Board of Health Chair; Dr. Bill Withers, Jan Ellingson, L.P.N. and Dan Byrnes, Board of Supervisor

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mandy O'Neill- BOH Secretary, Lisa Moose- CHC, Sheryl Darling-Mooney- CHC, Jennifer Rose- Helping Services and Laurie Moody- Environmental Health

Let the audio/written minutes reflect that this electronic meeting is permissible as stated in Chapter 21 of the Code of Iowa Section 21.8

No policies to review.

Motion made by Dan Byrnes to adjourn Advisory Board Meeting, seconded by Jan Ellingson.

Adjourned at 9:03am

## ALLAMAKEE COUNTY BOARD OF HEALTH

**MEMBERS PRESENT:** Jeanne Stein, Board of Health Chair; Dr. Bill Withers, Jan Ellingson, L.P.N. and Dan Byrnes, Board of Supervisor

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mandy O'Neill- BOH Secretary, Lisa Moose- CHC, Sheryl Darling-Mooney- CHC, Jennifer Rose- Helping Services and Laurie Moody- Environmental Health

Board of Health was called to order at 9:03 a.m.

### OLD BUSINESS:

- Motion to approve minutes from November and the special meeting in December made by Dan Byrnes and seconded by Jan Ellingson. All in favor. Motion carried.

### NEW BUSINESS:

- **Election of Officers:**
  - Jeanne Stein to remain as chair and Jan Ellingson to remain as Vice Chair. Dr. Withers made a motion to appoint them as Chair and Vice Chair and Jan Ellingson seconded. All in Favor, Motion Carried
  - Jan Ellingson made the motion to appoint Mandy O'Neill as Board of Health Secretary- Dan Byrnes seconded. All in Favor, Motion Carried.

○ **Jennifer Rose- Helping Services**

- *Written report in minutes*
- Updates in Allamakee County- Domestic Abuse Advocacy new services are stalking and dating violence advocacy and child advocacy to include a 10-session curriculum. They have a grant for family education and support in Allamakee County and the new item with this is visits with parents are no longer happening with families of children ages 0-3, the visits are being done virtually. Prevention services are with the integrated provider network grant which is subcontracted to helping services through NEIABH for beginning a 35-page county assessment workbook to gather data on problem gambling, marijuana, tobacco and alcohol use, suicide and mental health. This workbook is due the end of March. In February a community survey will be promoted through social media to put in the workbook. It will ask about substance use and their perceptions in the County. There is currently a media program targeting older adults, specifically males to try and reduce binge drinking. Presentations on problem gambling in generation RX to older adults and college students which focuses on medication use, storage and disposal. Lottery retailers received 'Responsible Gifting' campaign materials during December to remind adults that buying lottery tickets for youth puts them at a higher risk.
- Tobacco use Prevention and control grant- Tobacco Awareness Week, My Life My Quit and Quitline Iowa grocery stuffers were placed at grocery stores around Allamakee County. They are reaching out to dental clinics throughout the county to offer cessation referral training.
- There is a new grant – State Opioid Response 2 Grant- with a new staff member, Brooke Kunkel. The grant focuses on increasing awareness of opioid and stimulant risks and increasing access/awareness to Narcan. Brooke is currently visiting area pharmacies to discuss their Narcan program and she is meeting with local law enforcement to discuss ways to prevent the use of opioids and stimulants in the area as well as training them on Narcan.
- Youth Mentoring Program- January is youth mentoring month. They met with Board of Supervisors on January 4, 2021 to find more mentors in the county and were approved to place yard signs, posters, and to-go stickers on restaurant take out boxes trying to find more mentors in the community. Mentor/Mentee interviews are being conducted over zoom or by phone. Virtual training on 1-19-21 from 530-630 about dangers and trends of marijuana. There are 16 matches in Allamakee County- there are also 2 boys and 3 girls on the waiting list.

○ **Jeanne had everyone sign the conflict of interest form.**

○ **Lisa Moose and Sheryl Darling-Mooney with Community and Home Care:** Cindy Johnson gave the report on audits for October-December 2020.

- **Infection Control/Handwashing audit** was done on all staff in the office. Upon hire and annually home care aides go through a skills checklist with handwashing. Secretaries had a class for demonstration.

- **QAPI 4<sup>th</sup> Quarter October 2020-** All staff have monthly log sheets with a daily check in and all staff have to check temperature before starting work, at the end of their day. At the beginning of their day there is a whole list of symptoms they have to answer yes and no to. If they answer yes to any questions, they cannot see patients and need to contact their supervisor. For October, 1 staff had symptoms and was COVID tested with negative results. Another staff member developed symptoms while working and they were sent home early and tested for COVID with negative results.
- **QAPI 4<sup>th</sup> Quarter November 2020-** Three staff members that tested negative and remained off work until symptoms resolved. One staff member tested positive for COVID. They were asked to isolate and contact tracing for exposure was done and 4 clients were identified as exposed because the client did not wear a mask, all staff had their PPE on, but by definition, both parties must have a mask on to not be considered exposed. Clients families were notified and given instructions on quarantine and monitoring of symptoms. One client identified symptoms, but it was the same day of the potential exposure. Client was tested and results were negative.
- **QAPI 4<sup>th</sup> Quarter December 2020-** During surveys that were conducted, a deficiency was given pertaining to not having risk for hospitalization and advance directive information on the plan of care. Information was in clients record, but in different tabs. EMR representative was able to help with new updates. An issue with 485s completed by PRN staff who was not given instructions prior to going out and to resolve this issue for recertification or admission, the PRN staff will now know the requirements.

- Lisa Moose gave report on the end of the year report.

1)Department goals: Hospital asks departments to go through overall expenses and reduce by 10%, which is completely impossible. The staff is working extra hours and overtime.

2)Home Health Value Based Purchasing is still a program with CMS and they have good scores, allowing them a raise this year.

3)Staff and patients will continue to receive updated guidance from CDC as we navigate through the COVID-19 pandemic. Everyone is being kept updated on this.

- Skilled nursing services- 2, 652 visits were done by 6 full time and 2 part time staff. Home Care Aides did 4,754 visits with 2 full time and 2 part time aides.
- Therapy Services- OT had 226 home visits/PT had 860 home visits/Speech Therapy had 40 home visits.
- Immunization program was a bit bumpy this year due to trying to figure out the process safely with COVID. Over the past year- 984 flu vaccines were administered. 1, 027 year prior.
- Foot clinic has also been a bit bumpy, when you cannot have people within 6 feet for more than 15 minutes. The space to do this is on 3<sup>rd</sup> floor and its hard to bring all patients upstairs due to hall with the elevator is the COVID unit. It has been held during COVID, but it is difficult due to time. Elderly Waiver programs are still happening.
- Communicable Diseases were followed up on with 13 different types of reportable diseases totaling 199 cases. This will be tremendously increased this year with COVID.

- Public Screenings have also changed as they cannot get out to do blood pressures like they used to.
- Quality Assurance Evaluations- referrals for 2019-2020 were 168. Year before was 147.
- Normal routine in home care is sharing staff with big immunization clinics and now with the pandemic, the home care side is very busy with over 80 patients. Nursing homes have high 20s for a census, 50, 40. Nursing homes aren't taking patients because of COVID and so this makes home care referrals tremendous right now. The public health side is very busy as its only Lisa and Sheryl on the response team.
  - **COVID UPDATE-** Allamakee County is at 1, 254 cases. 7-day positivity rate is 10%; 14-day positivity rate is 14%. These rates are down, and we are still looking at the post-holiday period. Tier group 1A is now being vaccinated. Allamakee County was allotted 600 doses of the vaccine which arrived 12-22-20 for first line health care workers- there are 500 known in Allamakee County and many work outside the state and may get their vaccine through their employer, so we were given a little more than what we need. Healthcare, EMS- ambulance. Next week begins the booster dose for those who received their first dose. At a meeting yesterday the Tier 1B is still working on a rollout group and an hour later it was released as to what that would be- people age 75 or older, people with disabilities living in a home setting who are dependent on others, correctional facility staff and individuals, staff of individuals living in a congregate setting not covered by the first two groups. Public health data indicated outbreaks or clusters of disease in food, agriculture, distribution, and manufacturing workers who work in or live in congregate settings that don't allow for social distancing. Example: working in meat packing or manufacturing production line or migrant workers. PK-12 school staff. First responders- fire fighters, police officers and dependent adult abuse and child welfare social workers. There is a vaccine shortage, we will never get enough vaccine to vaccinate everyone in the groups. We don't know what we will be given, but with the amount we are given, 50% needs to be used on people 75 and older and then 50% to the remaining population of the tier group. They cannot do a waitlist of people waiting for the vaccine. They are relying on the media, newspaper, radio, social media sites, word of mouth and church bulletins as the means of getting people notified when the vaccine becomes available. There's a lot going on and they are stretched pretty thin. They are calling on preparedness and county partners to help. Trying to figure out how to best serve the needs.
  - Long term care facilities are signed up with pharmacy partners- Postville Good Sam is started on the vaccine series, Southcrest this week, two long term care facilities in outbreak status right now- Waukon Good Sam and Postville Good Sam. Waukon Good Sam does not have an administrator and their Director of Nursing was done on Friday, so they have an interim corporate person right now. Postville Good Same does not have a Director of Nursing right now either. Cory Snitker is reaching out to help them with PPE. Home care is helping with infection control procedure advice. Dr. Withers asked where group Tier 1B will be given and by whom. Sheryl responded that as part of the preparedness group they are tasked to have plans in place for this. It will depend on how much vaccine they are given as to how they will distribute it. If they get 400 doses

and 200 doses are allocated for 75 and older, they need to determine how to distribute it around the County. They work with other counties to seek advice. There are off site facilities in each town to utilize for mass vaccinations in each area, but it will really depend on volume. The state will take back whatever isn't used in Tier group 1A. Example: Linn County Tier group 1A needs 14,000 doses and they received 7,000. We were very fortunate to get more than what we need, as most counties did not. Sheryl states they do have some volunteers to help. Multi dose bottle with no preservative- so when vial is entered, you have 6 hours to use it which means groups of 10 before a vial can be opened. We are receiving moderna and it can be stored in the freezer and the pharmacy use refrigerator for 30 days. Second dose is 28 days later- can be longer, but not shorter. One nurse has resigned and went to the clinic- she has been replaced. No response for ad to the public health nurse- home health nurse has applied, but they cannot let her go! Statistics are showing after the pandemic that people will want to receive their care in the home, so the department will not get less busy as both sides of the organization are overwhelmed. State did mention there may be some funding coming out to help public health departments. Lisa supervises both departments and cannot be dedicated to public health like it needs to be right now. Every day starts trying to do the work from the day before! They had a nurse working only one day a week who has now resigned as well. Secretarial help has phones ringing all day, nonstop and they have to have given vaccine information in IRIS within 24 hours of giving it and administrative billing will soon be getting entered as well. If people have insurance, it will be billed, but no one will be personally charged for the vaccine. With the timing of everything, more hands are needed! There is a large number of people declining the vaccine. Herd immunity will not be reached with the decline.

○ **Laurie Moody- Environmental Health**

- Quarterly Report 2<sup>nd</sup> quarter FY2021- Laurie was out ill most of December but was able to get public water samples done as required. A total of 38 samples done this quarter. Time of Transfer- 35, which means property is still selling; 12 septic permits; 2 well permits; 2 wells plugged; 1 cistern plugged; 16 radon kits sold; 5 animal bites reported- with one turned over to Waukon PD and not getting any responses back that we need.
- Nuisance complaints- we've been working with Jill Kistler on 2/3 complaints. One is more work with the planning and zoning side versus the health side.
- Budget & Salaries- Laurie Presented the BOH with her Estimated Budget for FY22. First few line items are salaries of Officer & Other Help. Laurie has not come forward in 27 ½ years of employment to ask for more of a pay raise than what was given by the Board of Supervisors (through approval of the Board of Health), but as a 27 ½ year department head, it is a bitter pill to swallow when other department heads are being treated in a different manner. Laurie does not want it to appear that she is not very appreciative of any raises received in the past, but a 4% increase is being requested by Laurie for a pay raise in FY22. Laurie said regarding Mandy, her six-month probationary period has long passed (August 24, 2020) and the increase in her pay needs to be made official. The money for this increase is already in the current budget so it will not require any additional funds. When Melinda retired, the

EH portion of that pay was dropped down to match 50/50 with P & Z pay. Laurie is again asking that the BOH to approve the \$1,000 as discussed in past BOH meetings. Discussion took place as to when the pay increase of \$1,000 should officially begin. Dan said spreading it from effective today until the end of the fiscal year isn't the intent. The intent was to increase the current annual salary by \$1,000 retroactively to 8/24/2020 following the 6-month probationary period with recommendation of annual salary increase of \$1,000. The ability to go retroactive was questioned since the end of the calendar year has already passed. It will need to be discussed in detail with Janel in the Auditors office payroll dept on how to handle it. Jan made a motion to go back to 6-month probationary period and increase annual salary \$1,000- Dr. withers seconded. All in Favor. Motion Carried.

- Jeanne asked if Laurie will be compensated for taking on the Zoning Administrator duties and Laurie stated no, it hasn't been discussed and no word of it has ever been mentioned by the BOS. Jeanne did not feel that was right. Laurie said she has mentioned to Larry Schellhammer (BOS chairman) that Mandy had taken on the Zoning duties pretty much on her own for a lot of December while Laurie was out with COVID and that she (Mandy) needs to be compensated for her hard work doing all the Zoning issues and keeping things moving for the public that otherwise would have been held up. The Zoning Commission Chairman Jim Pladsen agrees to that. Laurie stated she recommended a minimum of a \$1,000 onetime pay to Mandy on the Zoning side to match the \$1,000 expected to come from the Board of Health side in order to keep the two departments pay at 50/50 ending FY21 and to also keep up Mandy's salary with any increases that the Supervisors approve for all staff starting July 1<sup>st</sup> for FY22.
- Laurie explained to the BOH members how pay raises have been done the last 3 years and Elected Officials were given higher percentage pay increases than those of the Appointed Officials & other staff. In FY18 Elected Officials received 4% and Appointed Officials & other staff 2.5% increases. FY 19 all employees were the same and then in FY20 the Elected Officials received 3% + \$1,500 and Appointed Officials & other staff 3%. This year the Compensation Board that recommends salary increases for Elected Officials have requested the Board of Supervisors to give the Elected Officials a 3% raise. Jeanne asked if Laurie is the only appointed department head- the answer is- there are many other appointed officials and there are also the elected officials. Jeanne asked what the differences were. Laurie stated that every Environmental Health department in the state may vary in duties from County to County-some are strictly EH others may also be Public Health, the P & Z Admin or the E911 Director or Veterans Affairs Director, etc. Appointed officials duties are unique that they can vary compared to an elected officials department. Dr. Withers asked for a summary of what Laurie is asking from the Board of Health today. Laurie said even if the supervisors would go ahead with the recommendation from the comp board to increase the elected officials 3%, Laurie would like the Board of Health to approve the requested 4% for her salary. Dr Withers asked Dan Byrnes for some clarity of the differences. Dan mentioned that the Compensation Board makes a recommendation for salary increases for elected officials to the Supervisors. A lot of employees at the courthouse are deputies of the Elected Officials and they are paid at a percentage of the elected official's salary. As supervisors, they can go along with the recommendation or do less than the recommendation, but they cannot go over the recommendation. If you take out the employees that are elected officials,

their deputies, sheriff's department employees who are under a union contract of 3% for 3 years- except for sheriff and 1<sup>st</sup> deputy, the remaining employees are the appointed officials and other staff. Some other Appointed Officials have boards much like the Board of Health to set their salaries. Emergency Management Commission that consist of 1 supervisor and mayors from all towns in the county- they set that wage; Conservation and 911 Board sets their employees wage; the remaining county employees without boards like that, the salaries are set by the supervisors. Jan made a motion for a 4% raise to Laurie's salary and Dr. Withers seconded it. Dan made comment he will not be voting due to his position on this board and as a supervisor. Those in favor- Jeanne Stein, Jan Ellingson & Dr. Withers. Dan Byrnes refrained from voting. Motion Carried.

- The rest of Laurie's budget was discussed- 2021 budget planning begins not knowing what grant to counties award will be. Every year all 99 Iowa counties are eligible for GTC funding, in the past, the number of participating counties was approximately 80 out of 99. The state has a set amount of money and divides it up evenly by how many counties apply. This past year all 99 counties decide to apply so the GTC award was only \$30,300. Laurie decided to use that number for the FY22 budgeting. DNR won't know the true amount until they certify their budgets which is around August so that grant amount might go up or down. Dan had a question about Laurie's county vehicle. Laurie said the 2008 Trailblazer is going to Pladsen's this week as it has a power steering pump out of it & it needs a new battery otherwise she felt it was not necessary to budget for a new vehicle at this time. Laurie states the rest of her budget is the same except for grant and salary changes. Budget approved- Dr. Withers made a motion to approve the budget and Dan Byrnes seconded it. All in favor. Motion Carried.

2022 Budget-Dan has a conversation about the budget line for hospital nursing contract. Supervisors met with Dr. Coyle from Veterans Memorial Hospital. At one time the hospital was county based and is now changed to hospital based. The county paid \$150,000 then \$125,000 but for the last 18 years they've paid \$100,000 a year. Going forward, the hospital is hiring another person, and Mr. Coyle is asking us to do an increase in the hospital nursing contract and there isn't any problem with that as we don't want the Board of Health to be county based, want to keep it at the hospital. Dan says Board of Health can approve the budget for now and if its going to go up, supervisors will approve. Dr. Withers mentions we are grateful to have a hospital here without a huge tax levy. Dr. Withers made a motion to approve the budget and Jan Ellingson seconded it. All in favor. Motion Carried.

- Expense and Revenue Reports for November and December- no one had questions or comments. Jan Ellingson made a motion to approve these reports as presented and Dr. Bill Withers seconded it. All in favor. Motion carried.

**Board of Health Chair comments:** Betty Hogan has decided not to stay on the board. Jeanne has another applicant, Lynn O'Hara, a retired nurse from VMH, who lives in Lansing.

**Full audio minutes are available at Environmental Health office.**

**FUTURE MEETING:** The next meeting for the Board of Health will be Wednesday, March 10, 2021 via zoom at 9am.

**ADJOURNMENT:** Jan Ellingson made a motion to adjourn at 11:15 a.m. Dan Byrnes seconded. All were in favor. Motion Carried.

APPROVED BY: Jeanne Stein DATE 3-10-21

Jeanne Stein, Chairperson

Mandy O'Neill

MINUTES TAKEN BY: Mandy O'Neill