

**Board of Health Meeting Minutes**  
**Wednesday March 15, 2023**

Dr. Wells called the meeting to order at 8:30 am. Present were Penny Feters, Shelley Bickel, Susie Gibbs, Chris Moore, Charlotte Van Fleet, Susan Moore, Deidre Buttz, David Rhodes, Michelle Dooley, and Don Seams. Clayton Merritt joined the meeting at 9:10 am.

Penny F. made a motion to approve the agenda; Susie G. seconded it. All in favor. Motion carried.

Susie G. made a motion to approve January 22,2023 and February 28,2023 minutes. Penny F. seconded it. All in favor. Motion carried.

Penny F. made a motion to Approve the Consent Agenda to approve the revised policies on Patient Emergency Preparedness Plan, adding Your Neighborhood Pharmacy and Nurse on call adding Updated addresses. Susie G. seconded it. All in favor. Motion carried.

David R., Environment Health went over his activities for Jan. 7<sup>th</sup> through Feb. 24.2023. Three new wastewater allows written, One Time of Transfer Inspection. Helped the new Sanitarian for Clarke County, Attended IOWWA Conference in Des Moines, three classes on safety, also had a DNR pumper truck Inspection class and DNR well water sampling class and a CPO Class Pools.

Shelley talked about updates on Vision project, Susan will be finishing them up by April 10.2023. Susan's time is paid for through the Public Health state grant, Matura and Wayne County Foundation is funding the project. We wrote a grant to help on the Humeston School vision project with the Langtry Foundation and a large grant too Caseys to help fund the project. Susan Moore and Jessica Hysell will be doing a Babysitting class in May for six through eight grade students that want to attend, it will be funded by the CVC for supplies, Susan and Jessica's time will be funded by the State Public Health and Nine to Thrive. Saturday April 29<sup>th</sup> we will be doing a Pregnant Moms/New Moms Workshop and Ruthie of the Wayne County Hospital will oversee the workshop, and there will be some vendors here. Susan and Jessica will be helping and funded by grants for their time. There will be Public Information Officer training, we have 3 tiers of what public health does for preparedness. Susan Moore is doing school nursing every Tuesdays in Mormon Trail. The Mormon Trail school is funding time and mileage for this service.

Public Health is contracted with the Wayne County Jail to have Susan M. come three times a week to take care of the inmates that may have health issues, we bill Susan M. time is funded by the Wayne County Sheriff's Office. The State of Iowa has an outbreak of pertussis in the Amish Community. There has been one confirmed case in Wayne County, and this will continue in our rural Amish community. It is not going to go away, we just need to treat and educate, educate, educate our whole county population. Shelley B. explained the procedure when we have a case investigation for any outbreak. Susan M. and Deidre B. is also trained if Shelley B. is not available to investigate for the State. Shelley wanted to commend Susan M. and Charlotte V. with all the phone calls for doing a respectable job and anyone else that might have helped. Michelle D. wanted to suggest that David R. could help pass out pamphlets to the Amish Community when he was in the area. Public Health will be receiving two hundred and fifty covid testing kits for free to pass on to the community that needs a test. We will let the public know when we receive them so that they can pick them up at our office. Shelley B. has State and Federal grants that will need to be completed in the next month. Shelley B. informed the Board of Health this is the year that we must do an assessment of what the community thinks we need to make the county better, we are conducting a survey online and in the medical clinics till the end of March. The Data will be compiled by Wayne County Public Health and handed in to the state in the fall of 2023.

The Cell Phone Stipends: The employees receive twenty-five dollars a month for the use of their cell phone. WCPH get alerts from the state on weekends and evenings, this is also where we received alerts on Covid on what was going on at the state level and someone had to answer these alerts. At this point Shelley B. will be removing Jessica H. since there are no alerts sent to her.

Board of Health training: Penny F. explained what the BOH training on March 6<sup>th</sup> with Berdette Davis (Community Health consultant) and nine people that attended, 3 Board of Supervisors, Susie G., David R. Tiena L., Ericka from the Corydon Times Republican, Shelley B., and Penny F. Penny F. came for a refresher course so that she could understand the budget and how it works better. Berdette D. is always knowledgeable and learns when she speaks at meetings. They briefly went over the Board of Health purpose to the communities we serve, each attendee was given a handout for Chapters 137, which how we manage our structure, and how we must operate within that structure, and Chapter 77 covers more of the roles and responsibility as a board. The board needs to familiarize both chapters. After that we discussed the budget for FY22-23 current budget and our FY23-24 projected budget that will begin July 1, 2023. Following the

meeting, Penny. F and Shelley B. had a long discussion about the figures, and we felt that it was fatal to Public Health to trim the budget and make changes accordingly. The board members that were present said that the Board of Supervisors cannot withstand the overage and we must stay within our budget. Shelly B. has worked extremely hard and identified areas that we can implement changes. Shelley B. has put into effect some immediate changes and is going to propose some additional cuts and feel by trimming the budget. Shelley B. went over current Projects, Programs and Grant Money description, funded by and a percent funded by Grants or billed expenses. Shelley B. also discussed the cuts that she will be implementing budget cuts effective as to date and starting July 1, 2023. Shelley B. explained her proposed improvement plan for the budget for FY23-24.

When Shelley B. was hired, she was asked "Do we want to keep homecare?" This plan that she will be talking about is going to hurt our staff and another agency. When she says hurt, it is going to have a trickle-down effect on the staff. We have no choice; Shelley B. went through every line item and discussed it with Penny W. The first one is the Wayne County Home Health Aide Agency; we pay out 52,600 a year. Public Health pays out forty-five dollars an hour for homecare aide. We have negotiated a two-year contract to pay forty-five dollars an hour, it is not even the Public Health cost to operate it is closer to sixty dollars an hour. And Shelley does not want to do this again. The only way to renegotiate was to not exceed twenty-five dollars per hour and she would have to talk with the BOH and redo the contract. Otherwise, Shelley B. says she can hire an aide for seventeen dollars an hour, which from talking to other agencies is an average including benefits, and calculated the aide hours that we are doing right now for twenty-five hours a week. Another way we could cut cost is taking the 11,000 back that the State Grant gives the WCHCCA for homemaker services which is not nursing care for the community and have the whole amount to do more for public health activities that Susan M. could do so she will not get cut hours or pay. Shelley says it is time to take care of Public Health. So, we can keep our budget down. If we cannot keep the budget balanced, we may have to go to a "One man shows," which is you have one employee for Public Health, and they do only the Public Health grant. They would do the activities, billing, write their own grants and payroll. No skilled Nursing for clients in Wayne County. That could be an option. Shelley B. is reducing her day from three to two. Susan M. will reduce her hours if we do not have a pay source. The board of supervisors has put a line item in the budget for our office to get maintained during the week. Everyone will be affected by the pay cuts. Shelley will be giving the Supervisors a list of everything Aaron H. for janitorial services that he will be tracking so we will not go over the Line-item budget of 5000 dollar. Since we must pay the garbage, utilities and the maintenance Shelley is proposing

to have WCHHAA pay one hundred fifty to two hundred dollars a month for rent due to maintaining the janitorial duties, the Public Health copy paper, fax machine, our white board. Holly, director from WCHHAA paid rent and for anything else she needed through her agency before we moved to the new address. Kelley Alexander will not be replaced and that should help our salaries. We are going to stay within our budget and save 54,000 in our budget. Our budget right now is Shelley is predicting with all the savings we could be under 13,200 but she could not stay under the budget after all the cuts. Shelley said that in the community is saying that we are over our budget and wants everyone to know that we are within our budget right now. Chris M. stated that we are over 100 thousand on our amendment, which is 15% more than the budget. Shelley P. says I am talking about next year's budget. Dr. Wells asked if there is anyone that has any questions? Don S. asked, so you said you are within your budget for this year right now? So, I ran the numbers on February 28, 2023, and the expense exceeded 152 thousand. Don S. would like Shelley B. to help him understand this because you said you are within your budget. Shelley B. answers that our budget the 152 thousand currently is what the county has been contributing to our program, but they approved 203 thousand dollars. Chris M said the 152 thousand more over the 203 thousand. We hope 100 thousand will cover it and it might not be a generous enough amendment. Shelley said so if you do not want to amendment it, Chris M. we did not say we would not amendment, Public Health is doing an excellent job with homecare, and I wondered where the extra 75 thousand or around that figure is what Berdette D. said was over loss on homecare. I just wondered where the other double was, or have you figured out where that loss was. Chris M. continued to say I know the Board of Supervisors gave 203 thousand some. Chris M. is not sure if the other supervisors are planning what they are prepared to give Public Health, but he will propose giving a Public Health budget between 225 to 275 thousand depending on what you can prove that you needed. The Board of Supervisors just needs it to be in the budget and not have a 150-thousand-dollar amendment. Shelley B. agrees with Chris M. Don Seams, say the 150 thousand takes our carryover which we must pay bills in July. Chris stated that when the Board of Supervisors was working on the Public Health budget of 357 thousand is what they come up for next FY23-24, which is about what will be for expenditures in the end of June 2023. Chris M. has heard from countless people that homecare I understand is huge thing in Wayne County needs so if it cost the county an extra however many thousands of dollars, we need to do this. But Berdette D. showed that it was 75 thousand not 150 thousand extra so where is the extra 75,000 thousand? Shelley B. thinks it is because of salaries. Don S. says the concern is Public Health sets up a budget, which is fine with BOS, so we know right upfront what the budget is, so BOS can do their budget and stay on that budget so we don't have to do these amendments that



just kills us at the end so it carries over the whole county budget. Don S. also shared that 203 thousand has already been used, it is 152 thousand more that we need to amend, and we still have four months left in this fiscal year.

Michelle D. County auditor says we need to take a step back and look at here we are today. Currently what is on my desk is a 90-thousand-dollar amendment to finish out this year. That is lower than what Michelle D. had projected. I have not been able to review these numbers to see if they are accurate numbers. But with an employee leaving that will bring my number down so maybe we will meet in the middle somewhere around 110 or 120 thousand. There are two pieces here there is the revenue side, and first we must make sure that the revenue side is going to be met. We also have the expense side which is just a prediction and the approval to spend the money. It has been for years that there is this thought that the county only supports Public Health 90 thousand dollars that is not a true statement. We have brought light to that over the course of the years and that is why Shelley B. is here today. If the new programs come in these expenses may need to increase and if these new programs bring in new revenue the revenue should be offset. But Michelle D. works under the assumption that I never want the revenue to be overestimated it needs to be underestimated. I always want the expenditures to be over estimated and come in below. The problem is currently as of the end of February 2023 according to this report 312 thousand dollars is what has received in by the revenue. The revenue was predicted that 457 thousand was going to be brought in for the year. So, we have that short fall now. Every anticipated though they are going to come in around 457 thousand based upon what we are seeing. Michelle D. has no doubt that public health is going to meet that. On the expense side of Public Health, it has only allotted to spend 661 thousand to spend in this fiscal year. As of February 28, Public Health has spent only 471 thousand. That only needs about 200 thousand and just the payroll alone till the end of year is going to be around 140 thousand, the payroll was going to assume any expenditures left on the books to spend that is before any services, mileage, meds, or product. To think we can do an amendment for 90 thousand to see us through it is a little short. Michelle D. asked if it needs to be more wash, are there any grants that have not been accounted for on the revenue side? If revenue does not come in the county will be left holding it. Michelle D. is now talking about moving forward to the new Fiscal year is 306 thousand that the county would help but is the 306 thousand realistic or in a year or are we going to find out that 306 thousand is not enough but 406 is. As we are trying to trim things back, we are working on next year's budget and this year's amendment budget, and we are seeing our carryover somewhere in the just in the general basic column is somewhere near 900 thousand to a million dollars. That sounds like a lot, but

everyone is pulling out of that pot of money and then we are hitting it with a 100- or 150-thousand-dollar amendment that has no off set in the revenue side it is quickly going to defeat any reserves that the county has. We by no means want to come across as careless, cold-hearted so we will never ever run out of sickness needing help, and we are never going to run out of needs but at some point, the checkbook is going to run out. Shelley B. has most definitely has been saying with her time as administrator that changes needed to occur with homemakers' portion, and this is nothing new to hear from Shelley B. Michelle D. says she is the first to say we can just hold on to it a little bit longer because again every action is a reaction. There have been a lot of people you have worked hard for that homemaker agency. There are some tough decisions that are going to have to be made soon. Penny F. said she wanted to thank Michelle D. for saying this because that is one of the issues I was going to speak about, but Shelley said her, and Penny F. talked about this yesterday we cannot have it both ways on this we either go full force on this or not. Penny F. and Shelley B. went through every line item to see where they could cut expenditures, if anybody has any ideas please tell Shelley B., everyone in the agency has been affected by the cuts that we have made. Chris M. commented on this as a tough agency because you must balance people's needs. Everybody would like to keep everyone happy in their departments for the county, but we can only do according to the budget that is approved. Shelly B. wants this agency to keep moving forward and I know we cannot help everybody. Don S. said there has been a lot of garbage said about me too, Shelley B. but I do not take it too seriously because they do not have enough guts to come and tell me to my face. And if they have not been talking nicely about you just ignore it. Shelley B. said she will do everything she can to stay within the budget and would like them to support the agency. Chris M. commented that at the next BOS meeting on comments and put it on Facebook next week that we do not have any intensions of decertifying or getting rid of Public Health agency we just want to make sure it is in the budget. Shelley would like to give us a year and if we are still struggling with the budget, we might have to decertify but I sure do not want to. Chris M. said at the last end of the meeting with Berdette D. that is why other counties had to decertify was because of all the paperwork that they had to do, it takes so much time, and we want to try to get it efficient as we can but do not burn out the employees. Don S. made a major point that we have a large elderly population, and we have a lot of people that need care, we do not want to decertify. Shelley B. said it is just an option if we have too. Most of the money that comes in for expenses is associated with homecare. So, it is not any Public Health funds that we do. If we are asked to do another program, we must have a payer source. Public Health has 3 training courses a year they are HIPPA, Infection Control and Blood Bourne Pathogens. We can go on neogov to do the HIPPA training. It

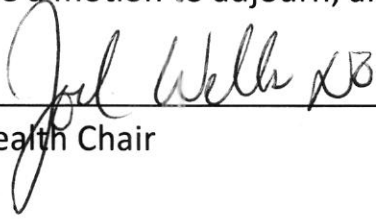
takes time and we cannot bill it for Homecare or a grant so it would come out of county funds, but it is not a high need expense. Don S. said the neogov came from our Insurance Company contract Don S. volunteered to oversee it. Chris M. said I just wanted to put money in the budget and put it through the right section. Dr. Wells commented that when we hired Shelley B. four years ago, Michelle D., our budget deficit between expenses and revenue was 200 thousand (inaudible). In four years, inflation or whatever was an expanding thing, we still have a deficit of expense and revenue, and I am hearing a common ground here at this meeting. Dr. Wells asked Chris M. is the BOS willingly to pick up the deficit if the BOH just cuts down expenses and lets it not get out of control, Chris agreed with this. Our biggest savings was hiring Shelley B. if you look at her salary she is very much appreciated. Dr. Wells is canvassing the room to see if everyone supports the changes, Dr. Wells approves the change, Susan M. approves for the good of the department, Charlotte V. approves, Deidre B. Approves but with having our own aide, we would have to do an in-service every month for an hour, so there would be more cost involved, Michelle D. (inaudible), Shelley B. wants to talk to Holly A. director of WCHCAA and ask if they can come down to 22-25 dollars an hour and if she can do that then we will continue to contract with their agency, also Public Health will be keeping the 11,000 of WCHHAA half of the Public State Grant, unfortunately we need it to run our agency. Shelley B. is only doing what is best for the agency. Clayton approves, Penny F. and Susie G. approve. Don S. stated that that the one that is going to be affected is not here, but we do need changes obviously. Michelle D. would like to recommend that since we are in this process, I have already put together the county budget. I would like to stick with the original budget presented and that it should be accommodating and then moving forward if there are certain areas that do not have enough funding or way too much funding, we can have a discussion going forward. Shelley B. said we would be limited in how many referrals we can take. The employee that works 40 hours a week could have up to 25 clients and the employee working 32 working 32 hours a week could have up to 16 clients. We will have to look at this and tell people that we cannot give them any services so we will be limited in how many clients we get. We still have clients on State Grant, but we can only have money to use for four more years, some of these clients have a copay. We will not be taking any clients that just need medication set up in their home. Shelley B. said if anyone on the BOH and BOS has suggestions come talk or text her. Shelley B. told them that her and Michelle D. had been working very well together.

Another discussion was from Clayton M. wanting to remind the BOH and visitors that the Free Clinic does not have anything to do with the county funds or the BOH. They receive

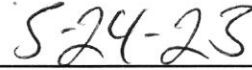
their money from the Free Clinics of IA. The Free Clinic just uses the Public Health building.

Next meeting will be on Wednesday, May 24, 2023, at 8:30 am.

Susie G. made a motion to adjourn, and Penny F. seconded it. All in favor. Motion carried.

Handwritten signature of Joel Welch in cursive script.

Board of Health Chair

Handwritten date 5-24-23 in cursive script.

Date