

Cerro Gordo County Board of Health  
Friday, May 14, 2010

- Present: Mark Johnson, MD, Chairman  
Candi Schickel, Vice Chair  
Barb Kellogg, Secretary  
Pat O'Brien-Galasso  
Phil Dougherty
- Staff: Ron Osterholm, Health Director  
Dorene Christensen, MBA, Deputy Director, Finance & Administration  
Brian Hanft, REHS, MPA, Environmental Health Service Manager  
Linda Read, RN, BSN, Service Manager, Family & Community Health  
Karen Crimmings, RN, Disease Prevention and Investigation Service  
Jodi Willemsen, Public Health Preparedness Service Manager  
Teresa Symens, Health Promotion & Education Service Manager  
Kara Vogelsson, Organizational Development & Research Manager  
Kelli Huinker, Wellness Coordinator
- Guests: Beth Tuttle, KIMT
- Service Award: Dr. Johnson presented Michele Appelgate with an award for 10 years of service.
- Minutes: Motion by Kellogg, second by Dougherty to approve the minutes of April 9, 2010 as distributed. Motion passed.
- Consent Agenda: Motion by Kellogg, second by Schickel to approve the consent agenda. Motion passed.
- FY 09-10 Budget Amendment: Dorene Christensen presented the FY 2010 Proposed Budget Amendment. Christensen prefaced her presentation by mentioning as with every year, we are proposing a budget amendment. She also mentioned that this budget was drafted in December of 2008. The proposed amendment includes the addition of an entire service section; that of Wellness. It also includes the discontinuation of the original inspection program.
- Motion by Kellogg, second by Schickel to approve the adoption of the proposed amendment. Motion passed.
- Lease Renewal Plan: Ron Osterholm presented the Health Department Lease Renewal Plan, which outlined two options, a one year lease extension or a five year lease which includes new carpet. Osterholm stated he has had discussion with the

owners of the building we are currently housed in after which the costs for us to remain in this building are now more reasonable.

Staff was asked their opinions. Christensen stated long-term, it is in our best interest to pursue another building. Symens agreed with Christensen. Hanft felt the toughest to sell is the cost but it does make the most sense long-term to pursue another building. Crimmings felt staying put makes the most economical sense; in 2-3 years may be a good time to revisit looking for another building. She disagreed with locking into a 5 year lease with our current landlord. Read agreed with all the comments thus far. Board members then gave their opinions; Kellogg felt a 5 year lease is too long to be locked into; a 3 year lease sounds good. O'Brien-Galasso thought a 3 year lease sounded very reasonable but she also cautioned to consider costs three years from now. Comparing a one year lease to a five year lease, Dougherty felt something in between would be advantageous.

Motion by Dougherty, second by Schickel to approve a three year lease option. Motion passed. The Board allowed Osterholm the ability to negotiate a three year lease with parameters.

Motion by Kellogg, second by Dougherty to approve a three year lease with a maximum cost of \$9.20 per square foot while negotiating furnishings and carpet on our behalf. Motion passed.

Merck Patient Assistance Program: Karen Crimmings presented the Merck Patient Assistance Program which is available free of charge to US residents, not just citizens, as long as their private insurance does not cover the cost of the vaccine.

While the cost of the vaccine is free, there would still be a small administration fee charged for the LPN's work involved.

It was questioned if there were any downside as it sounds like a great program. Crimmings stated logistically, Dr. Johnson's signature would be required each time a resident utilizes this program.

Motion by Kellogg, second by O'Brien-Galasso to approve the Merck Patient Assistance Program. Motion passed.

Department Reorganizational Implementation: Ron Osterholm stated action, which has been in process since November 2009, has been taken and was finalized in early April. Regarding the action taken, Osterholm stressed it left the least amount of impact on services; maintained the largest possible capacity (i.e. flood, H1N1); had minimal negative affect on organizational infrastructure (i.e. when recovery times comes); and would not use Cerro Gordo County tax dollars to support other counties inspections.

Osterholm outlined our de-regionalization steps which included letters to both the Iowa Department of Public Health and the Iowa Department of Inspections and Appeals (DIA) as it encompassed the food, swimming pool/spa and tanning programs. DIA sent back a letter with parameters for us to meet in order to maintain Cerro Gordo County programs. Osterholm stated the parameters were responsible. We did maintain the transient non-community water supply (TNC) program on a regional basis.

Staff changes included: Reduction of three FTE's with the regional inspection program. Our former Health Promotion & Education Service Manager, Tammy Bryant resigned with Teresa Symens moving into that role. Eric Gustafson was then promoted to the Healthy Homes Coordinator position left open by Symens move. Gustafson's vacant Environmental Health Specialist I position will remain unfilled. In essence, three positions were affected but only two bodies. The receptionist position was eliminated and we have moved to an automated phone system. Most in-house clientele are here for Disease Prevention services; Disease Prevention already had their own receptionist. The Health Planning and Development service section (i.e. Leslie Smith) was eliminated; while the Organizational Development and Research section was created with Kara Vogelsson moving into the manager role there.

Thus we have changed methods and moved forward with 5.7 positions eliminated and only 4.7 bodies affected. Come July 1, 2010 a .5 FTE will be eliminated and .2 FTE cut with Dorene Christensen going down to an 80% employee. Since this change went into affect, Christensen has resigned.

The Board suggested Osterholm summarize this in a letter for the Board of Supervisors making clear our do diligence and the fact that we have met our financial obligations by doing the hard thing. O'Brien-Galasso thanked Osterholm and the core team for the tough decisions which were made. Osterholm stated it was the hardest thing they've ever done in their careers. Kellogg stated her appreciation for the transformation Christensen provided in her time here. Dr. Johnson felt Christensen definitely brought us to the next higher level as True did with Information Technology and Hanft did with Environmental Health.

Schickel moved for adjournment at 1:10 pm. The next meeting is scheduled for Friday, June 25, 2010 at 12:15 pm.

Respectfully Submitted,

Barb Kellogg  
Secretary