



# Cerro Gordo County Department of Public Health

Cerro Gordo County Board of Health  
Friday, October 21<sup>st</sup>, 2016  
MINUTES

**Present:** Dr. Johnson, Chair  
Kristy Marquis, Secretary  
Phil Dougherty  
Carol Hillebrand

**Absent:** Barbara Kellogg, Vice Chair

**Staff:** Ron Osterholm, Health Director  
Brian Hanft, REHS, MPA, Environmental Health Service Manager  
Linda Read, RN, BSN, Family and Community Health Service Manager  
Karen Crimmings, RN, CIC, Chronic Disease Prevention and Health  
Promotion Service Manager  
Kara Vogelsson, MHA, CPH, Organizational Development and Research  
Manager  
Kelli Huinker, Health Promotion Manager  
Kara Ruge, BS, Marketing & Public Information Officer  
Alyse DeVries, Public Health Strategist

Meeting was called to order at 12:30pm.

**Introduction:** Alyse DeVries was introduced as the new Public Health Strategist. She will be working with Kara Vogelsson on the department's accreditation.

**Minutes:** Minutes were approved for August 19<sup>th</sup>, 2016 meeting.

**FY 15-16 Annual Reports:** Service section reports were presented and approved by the Board of Health members.

**Old Business:**

1. Action Items
  - a. None
2. Discussion Items
  - a. Health Department Building Update - Ron gave an update on the new building project. A bond issue could be put on the ballot for the December 6<sup>th</sup>, 2016 election. Meetings are being held with

Kingston to establish private/public clinic. Ron has met with Bob Lincoln, County Social Services, to discuss interest in co-locating services. Ron's intent is to meet with various organizations and agencies and determine the interest in combining multiple agencies into one location all working towards the same goal. The Aging In Place model would also be part of this initiative. The Board would like to review the Aging In Place model again at a future meeting.

#### New Business:

1. Action Items
  - a. Employee Handbook Update -- Brian highlighted the changes to the handbook, which included a change to the flex time benefit for non-exempt and exempt employees. An alternative work schedule option is being added, allowing employees who have the approval of the department manager and the Health Department Director to change from the normal Monday thru Friday, 8:00am to 4:30pm schedule. The vacation awarded system is being changed to allow new hires to start earning 1/12<sup>th</sup> of 88 hours of vacation on the day they start working until the next July 1<sup>st</sup> when they will be awarded 88 hours of vacation. A motion to approve these changes was made by Kristy Marquis, with the word "between" being changed so that the starting month is included in the calculation for the first year. Carol Hillebrand seconded the motion with the change. Motion passed.
2. Discussion Items:
  - a. Health Department Salary Study is being conducted by a committee of 5 members to review salaries of other Health Departments and other private businesses in the area.
  - b. PHAB (Accreditation) Access to ePHAB should be completed shortly which is the first step to officially starting the accreditation process and ePHAB will be the tool we will use to submit all of our documentation over the next year. Once the documents are submitted, the committee will review the information, conduct a site visit and the final determination on our accreditation will be completed. This process can take up to 6 months and possibly longer.

#### Core Team Dialogue

None

Core Team was adjourned at 1:30pm.

#### Health Director/ Board of Health Discussion

The Board of Health had additional questions for discussion regarding the new Health Department building, co-location and partners. Ron discussed additional staff funding opportunities in the area of public health preparedness and sexually transmitted infections. Ron mentioned he is working with legislators and a public group to strengthen the

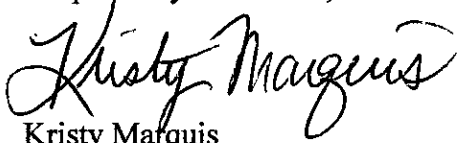
Confined Animal Feeding Operation (CAFO) Master Matrix and submit recommendations for a companion bill.

Health Director was adjourned at 2:00pm.

Board of Health meeting was adjournment at 2:02pm.  
No items for discussion

Next Board of Health meeting is November 18<sup>th</sup>, 2016 at 12:30pm in the Edna McCaulley Conference Room at Public Health.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kristy Marquis". The signature is written in a cursive, flowing style with a large initial "K".

Kristy Marquis  
Secretary