



# Cerro Gordo County Department of Public Health

Cerro Gordo County Board of Health

Friday, April 15<sup>th</sup>, 2016

MINUTES

Present: Kristy Marquis, Secretary  
Phil Dougherty  
Carol Hillebrand

Absent: Dr. Johnson, Chair  
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  
Cathy Gomez, MBA, Finance & Administration Service Manager  
Karen Crimmings, RN, CIC, Chronic Disease Prevention and Health  
Promotion Service Manager  
Jodi Willemsen, Acute Infectious Disease, Epidemiology and  
Preparedness Service Manager  
Kelli Huinker, Health Promotion Manager  
Kara Vogelsson, MHA, CPH, Organizational Development and Research  
Manager  
Kara Ruge, BS, Marketing & Public Information Officer  
Val Conklin, RN, Family and Community Health

Meeting was called to order at 12:40pm.

Service Award: Kristy Marquis presented Val Conklin with a 5 year service award.

Minutes: Minutes were approved for March 11<sup>th</sup>, 2016 meeting with a motion by  
Phil and second by Carol, motion passed.

Approval of FY 15-16 2<sup>nd</sup> Quarter Reports: Each Service Manager spoke briefly about the top  
three highlights of the 2<sup>nd</sup> quarter for their service section. Motion by  
Carol and second by Phil to approve the 2<sup>nd</sup> quarter reports. Motion  
passed.

Old Business:

1. Action Items
  - a. None
2. Discussion Items
  - a. None

New Business:

1. Action Items
  - a. Approve FY 15-16 Budget Amendment: Original budgeted revenue without tax dollars was \$2,090,507, projected additional revenue of \$391,324, make total department internal revenue collection to \$2,481,831, adding approved tax dollars of \$1,661,959 equals a total projected revenue budget of \$4,143,790 for FY 15-16. Original budgeted expenses were \$3,836,085; the amendment shows spending will be closer to \$4,128,566, an additional \$292,481. These additional expenses were incurred to due hiring a full time environmental staff to take on the work load of the new FDA grant we received as well as increased vaccination cost because of the huge push in vaccinating the population with pneumonia and other immunizations. Original budget showed a short fall of \$83,000 which would come from the fund balance, with the additional revenue projection the department is now showing a net gain of \$98,843 which will be added to the fund balance. Motion by Carol to approve the FY 15-16 Budget amendment and second by Phil. Motion passed.
  - b. Approve Revised Employee Handbook: The revisions to the handbook this year were mainly to clean up some language. One addition was to allow an employee to be reimbursed for meal expense “inside the county” when attending meetings and trainings. Other minor changes were allowing nutrition assessments along with wellness assessments; adding employee’s spouse’s to address in-law circumstances in regards to personal leave; the term son or daughter and spouse were amended to match federal definition in regards to Family Medical Leave. Motion by Phil and second by Carol to approve the revised employee handbook. Motion passed.
  - c. Approve the Public Health Accreditation Board Application Letter of Support: The Board members motioned to accept and authorize Dr. Johnson, Board President, to sign the letter of support. Motion to approve by Carol and second by Phil. Motion passed.
2. Discussion Items:
  - a. None

Core Team Dialogue

None

Core Team was adjourned at 1:30pm.

Health Director/ Board of Health Discussion

Ron and the Board had further discussion regarding budgets and how the department's budget is established on worst case scenario. The year ending budget results have been consistently over the years finished stronger than the initial budget presented. This is the reason Ron uses the special fund to offset predicted losses. Ron avoids reducing staff and infrastructure unnecessarily.

Ron updated the Board on Aging in Place Model advancements and meetings held with Steve Schulz, NIACC and Dan Varnum, Mercy.

The Board was updated in the continued discussion with Mason City and the Board of Supervisors regarding the new Health Department building concept.

Health Director was adjourned at 1:50pm.

Board of Health meeting was adjournment at 1:50pm.

No items for discussion

Next Board of Health meeting is May 13<sup>th</sup>, 2016 at 12:30pm in the Edna McCaulley Conference Room at Public Health.

Respectfully Submitted,

Kristy Marquis  
Secretary