



# Cerro Gordo County Department of Public Health

Cerro Gordo County Board of Health

Friday, April 21, 2017

MINUTES

- Present:** Dr. Johnson, Chair  
Kristy Marquis, Vice Chair  
Sydney Bermel, Secretary  
Chris Watts
- Absent:** Barb Kellogg
- Staff:** Ron Osterholm, Health Director  
Linda Read, RN, BSN, Family and Community Health Service Manager  
Kara Vogelsson, MHA, CPH, Organizational Development and Research Manager  
Cathy Gomez, MBA, Finance & Administration Service Manger  
Jodi Willemsen, Acute Infectious Disease, Epidemiology and Preparedness Service Manager  
Brian Hanft, REHS, MPA, Environmental Health Service Manager  
Karen Crimmings, RN, CIC, Chronic Disease Prevention and Health Promotion Service Manager  
Kelli Gerdes, Health Promotion Manager  
Kara Ruge, CCPH, Marketing & Public Information Officer
- Guest:** Samantha Smith, RN, BSN, Disease Prevention Specialist
- Meeting was called to order at 12:38pm.
- New Board Member Introduction:**  
Sydney Bermel, RN, BSN is a sales rep with Boston Scientific.
- Appoint Vacated Board Secretary Position:**  
A motion was made by Kristy Marquis to appoint Sydney Bermel as the Board of Health Secretary, second by Chris Watts. Motion passed.
- Service Award:** Becki Stevens, a Home Care Aide with the department was presented with a 5 year service award.
- Minutes:** Minutes were approved for March 20th, 2017 meeting. Motion made by Kristy Marquis, second by Chris Watts. Motion passed.

**Old Business:**

- 1. Action Items**
  - a. None**
  
- 2. Discussion Items**
  - a. New Building Update/RFQ:** Director presented that the Request for Qualifications (RFQ) has been created and will be sent out the week of April 24th. Submitted statements for RFQ are due May 19th. All purchase documents will be completed by the end of May, for the home owners. The committee will review all submitted statements for RFQ and select those for presentation. The Department will expect the contractor selected to have all bids out (plumber, electrician, HVAC, etc.) by the winter of 2017. The committee will consist of 5 members to be selected.

**New Business:**

- 1. Action Items**
  - a. Approve FY 16-17 Budget Amendment:** Original budgeted revenue without tax dollars was \$2,285,597. The projected additional revenue of \$267,548, taking our total department internal revenue collection to \$2,553,145. Adding approved tax dollars of \$1,731,071 equals a total projected revenue budget of \$4,284,216 for FY 16-17. Original budgeted expenses were \$4,084,974; the amendment shows spending will be closer to \$4,441,734, an additional \$356,760. Most of the additional expenses were incurred due to our staff provided service programs, new hires and contracted services. Original budget showed a short fall of \$68,306 which would come from the fund balance. Based on all adjustments, we anticipate a greater shortfall, increasing the need to an additional \$89,212 utilizing the fund balance closer to \$157,518. Motion to approve was made by Kristy Marquis, second by Sydney Bermel. Motion Passed.
  - b. Approve Board of Health Signature Authority:** Chris Watts was approved as the Board of Health's primary signature of authority with Dr. Johnson being the secondary signature. Motion made by Kristy Marquis, second by Sydney Bermel. Motion passed.
  - c. Approve Managers Guide, Section 3-Incentive:** Director presented that two items have been added for employees to earn a monetary incentive:
    - Certified Communicator in Public Health (CCPH)
    - Certificate in Leadership

One item was removed due to it no longer being offered:

- Certified Environmental Health Technician (CEHT)

Motion to approve additional incentives was made by Kristy Marquis, second by Sydney Bermel. Motion passed.

- 2. Discussion Items**
  - a. None.**

**Core Team Dialogue:**

**Brian Hanft presented that The Department's arsenic project was recently published in the Journal of Environmental Health.**

**Linda Read stated that her last day with The Department will be June 30<sup>th</sup>, 2017.**

**Core Team was adjourned at 1:27pm.**

**Health Director/ Board of Health Discussion:**

**Brief discussion related to the budget amendment and the Chair's confidence the budget will come in under budget.**

**The Director provided a brief overview of the Department's structure and various functions.**


**The Director informed the Board of the Salary Committee's recommendations will be presented at the May Board meeting.**

**Health Director was adjourned at 1:45pm.**

**Board of Health meeting was adjournment at 1:47pm.**

**Next Board of Health meeting is May 12th, 2017 at 12:30pm in the Edna McCaulley Conference Room at Public Health.**

**Respectfully Submitted,**

  
**Sydney Bermel,  
Secretary**