



Cerro Gordo County Department of Public Health

Cerro Gordo County Board of Health
Friday, September 15th, 2017
MINUTES

Present: Dr. Johnson, Chair
Kristy Marquis, Vice Chair
Sydney Bermel, Secretary

Absent: Barb Kellogg
Chris Watts

Staff: Ron Osterholm, Health Director
Brian Hanft, REHS, MPA, Environmental Health Service Manager
Cathy Gomez, MBA, Finance & Administration Service Manager
Jodi Willemsen, Acute Infectious Disease, Epidemiology and
Preparedness Service Manager
Kara Vogelsson, MHA, CPH, Organizational Development and Research
Manager
Karen Crimmings, RN, CIC, Chronic Disease Prevention and Health
Promotion Service Manager
Kara Ruge, CCPH, IOM, Marketing & Public Information Officer

Guests: Alyse DeVries, Public Health Strategist
Emily Dunbar, MPH, Public Health, Hospital, EMS Program Coordinator

Meeting was called to order at 12:35pm.

Dr. Johnson asked to change next month's meeting if possible so he could attend. The date of October 27th was agreed upon by all attending board members.

Service Award: Dr. Johnson presented Brian Hanft with a 15 year Service Award.

Minutes: Minutes were approved for August 11th, 2017 meeting with a motion by Kristy Marquis and second by Sydney Bermel, motion passed.

Old Business:

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

- a. **Building Progress Update:** Ron Osterholm updated the Board that we are waiting on one more signature on the purchase of the properties. Once that signature is obtained, he will then approach the Board of Supervisors with what method of financing they want to use to fund the project. Dr. Johnson asked Ron to email the Board members if/when the final signature is obtained.

New Business:

1. Action Items:
 - a. **Approve the Two Year Building Lease Extension:** Health Department Lease was approved by the board. Motion by Kristy Marquis, second by Sydney Bermel. Motion passed.
 - b. **Approve Employee Handbook Changes:** Ron Osterholm informed the board that more changes are expected. Kristy Marquis motioned to table the approval until all changes are available, second from Sydney Bermel. Motion to table passed.
 - c. **Approve Local Public Health Service Performance Measure:** Kara Vogelson shared the narrative the Health Department would like to submit as the Performance Measure for the Local Public Health grant. The funds from this grant go towards our Home Care Aide and Public Health Nursing services and a portion also goes towards the Community Health Needs Assessment. This year we shared the CAFO issue North of Mason City and how the department is protecting water and air quality and the impact this has on Public Health in our county. Local Public Health Service Performance Measure was approved with a motion by Sydney Bermel and second by Kristy Marquis, motion passed.
2. Discussion Items:
 - a. **Present the Integrated Management Report:** Kara Vogelson presented the Integrated Management Annual Report. This report encompasses April 1, 2016 through June 30, 2017 (5 quarters) in order to align with the Cerro Gordo County fiscal year. The purpose of the Integrated Management Plan is to provide a foundation for departmental integrated management, a systematic, data-driven process that helps an organization improve overall functioning, demonstrate accountability and achieve strategic goals. Integrated management is a staff led endeavor in which all staff members have the opportunity to set their annual goals and targets. Kara gave a brief overview of the departments results. This is our first year with this program and we are learning as we go, specifically on goal setting. As a department we set our standard very high and sometimes selecting a lower goal instead of going for everything at once.
 - b. **Present Plymouth Walking Audit Report:** Alyse Devries presented the findings of the Walking Audit Report that was conducted in Plymouth, IA this past July. This audit allowed members of the City Council, Betterment Committee, Transportation Department and Plymouth residents to share their experience of walking the streets and sidewalks of Plymouth. From this audit a grant has been written to address two of the communities concerns, by provide signage for bus stops for school age children and to provide barriers to create a safe zone for students who transfer buses. This grant will also add wayfinding

signs in Plymouth for their parks, edible landscaping project, kayaking etc.

- c. **Present Area 2 All Hazard Emergency Preparedness and Response System Bylaws:** Emily Dunbar provided a brief overview of the Bylaws for Service Area 2. These bylaws will help to provide structure to the 12 county service area as well as possibly providing other funding opportunities by making Service Area 2 a 501c3.

Karen Crimmings shared that she completed her Robert Wood Johnson Fellowship last week with a presentation at the Center for Disease Control.

Cathy Gomez commented on the 16/17 fiscal year. While we are still waiting for the final numbers, we are anticipating that our expenses will be under what was expected.

Core Team was adjourned at 1:25pm.

Health Director/ Board of Health Discussion

Health Director had nothing for the Board. The Board requested Director Osterholm to keep them updated on the new building progress.

Health Director was adjourned at 1:30pm.

Board of Health meeting was adjourned at 1:30pm.

Next Board of Health meeting is October 27th, 2017 at 12:30pm in the Edna McCaulley Conference Room at Public Health.

Respectfully Submitted,



Sydney Bermel
Secretary