



Cerro Gordo County Department of Public Health

Cerro Gordo County Board of Health

Friday, September 21st, 2018

MINUTES

- Present:** Mark Johnson, MD, Chair
Kristy Marquis, Vice Chair
Sydney Bermel RN, BSN, Secretary
Chris Watts
- Absent:** Barb Kellogg
- 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
Valerie Conklin, RN, BSN, Family and Community Health Service Manager
Karen Crimmings, RN, CIC, Chronic Disease Prevention and Health Promotion Service Manager
Kara Vogelson, MHA, CPH, Organizational Development and Research Manager
Kara Ruge, CCPH, IOM, Marketing & Public Information Officer
- Guests:** Patti Lahr, Samantha Smith, Lisa Losen, Jennifer Smith, Rhonda Sult, Dan Ries, of Cerro Gordo County Department of Public Health.
Erin Barkema, Iowa Department of Public Health

Meeting was called to order at 12:37pm.

Service Awards: The following employees were recognized for their years of service:
Dan Ries, Senior Environmental Health Specialist, 25 Years
Rhonda Sult, Home Care Aide, 25 years
Jennifer Smith, Home Care Aide, 5 years
Patti Lahr, Finance Billing Administrator, 5 years

Employee of the Year: Lisa Losen, Home Care Aide Manager, was presented with the Employee of the Year award.

Minutes: Minutes were approved for June 8th, 2018 meeting with a motion by Chris Watts, second by Sydney Bermel. Motion passed.

Old Business:

1. **Action Items**
None.
2. **Discussion Items**
None.

New Business:

1. **Action Items**
 - a. **Approve Bergland & Cram Service Proposal:** A motion to move this action item to Board of Health Discussion was made, no second. Motion not carried. Motion to approve the Bergland & Cram Services proposal was made by Kristy Marquis, second by Sydney Bermel. Motion carried by majority, Chis Watts voted against the motion.
 - b. **Discuss, Modify, and Approve Organizational Chart of Responsibilities and Authority:** Motion to approve the chart as it was made by Kristy Marquis, second by Sydney Bermel. Motion carried by majority, Chris Watts abstained.
 - c. **Approve Strategic Planning Direction:** Motion to approve strategic planning direction was made by Chris Watts, second by Sydney Bermel. Motion carried unanimously.
 - d. **Approve HIV/STD Policies:** Motion to approve the HIV/STD Policies was made by Sydney Bermel, second by Chris Watts. Motion carried unanimously.
2. **Discussion Items**
 - a. **Quality Improvement Plan Performance Measure:** Kara Vogelson highlighted areas within the quality improvement plan.
 - b. **Customer Satisfaction Survey:** Kara Vogelson presented results from the customer satisfaction survey.
 - c. **North End Public Movement:** Ron Osterholm discussed some initiatives that were being discussed regarding north end improvements and possible construction of a new public health building in the area.

Core Team Dialogue:

Core team staff provided updates to the board regarding their services and staff.

Core Team was adjourned at 1:40pm.

Health Director/ Board of Health Discussion:

- a. **Health Director Job Description:** The Director provided a copy of the Health Director's job description and asked if there were any questions or recommended changes. There were no questions about the job description. Questions asked were where to post the job, when to post the job and when to hire.
- b. The Director requested a date change for retirement from March 29, 2019 to April 12, 2019.

Health Director adjourned at 2:05pm

Board of Health Discussion:

1. Action Items:

- a. **Health Director Retirement:**
Motion to approve Health Director, Ronald Osterholm's official retirement date as April 12, 2019 was made by Chris Watts, second by Kristy Marquis. Motion passed.

2. Discussion Items:

- a. **Quorums:**
Discussion continued how the board should conduct a quorum and who should be included during the search for a new Health Director.
- b. **Different Building:**
Following the agenda, the board discussed the pros and cons of building a new Health Department or occupying the building on South Carolina. Things that were discussed were the costs that either would acquire, location, presentation to the community, and finding other ways to decrease costs by possibly having other departments that are involved with the Health Department take up residence in the new building.
- c. **Budget:**
The Board discussed the previous and current budget.
- d. **Salaries:**
They also continued to discuss how the Board should approve salaries.
- e. **Search for New Director:**
The board decided that appointing someone within the Health Department to follow up on resumes, recommendations, and background checks would be best to include in the process. Other thoughts that were discussed included having two other individuals that are not on the Board of Health, possibly someone from an outside Health Department be a part of the interviewing committee.

The board decided that the best timeline for beginning the hiring process for a new Director would be best by starting to advertise as

soon as November, begin interviewing in December, hire an individual by January and start date would be March. The job would be open to both internal and external candidates.

f. Leases:

Lastly, it was brought to the table that there are currently seven vehicles that the Health Department leases. External auditors suggest going away from leasing any vehicles due to the idea that the department does not gain them as assets.

Board of Health meeting was adjourned at 2:30pm

Next Board of Health meeting is October 19th, 2018 at 12:30pm in the Edna McCaulley Conference Room at Public Health.

Respectfully Submitted,

A handwritten signature in black ink that reads "Sydney Bermel". The signature is written in a cursive, flowing style.

Sydney Bermel, RN, BSN
Secretary