



Cerro Gordo County Board of Health  
Thursday, June 17, 2021  
MINUTES

The Cerro Gordo County Board of Health hosted their meeting via Microsoft teams, the public was provided access to the meeting via telephone number 641-351-6358.

Present: Jodi Draper, Chair  
Dave Moore, Vice Chair  
Lisa Koppin, Secretary  
Tonya Gray, MD  
Chris Watts

Staff: Brian Hanft, MPH, REHS, DAAS, Director of Public Health via teams  
Karen Crimmings, RN, Disease Prevention & Health Promotion Manager  
Jodi Willemsen, Environmental Health & Preparedness Manager  
Andrea Turnbull, RN, BSN, Home Care Services Manager

Guest: Tom Meyer, Director of Administrative Services, Cerro Gordo County

Meeting was called to order at 12:00 pm.

Brian Hanft read the department's mission and vision statements.

Sandy Pals, Administrative Aide was presented with a service award recognizing 15 years of service.

Motion to approve June 17, 2021, agenda was made by Chris Watts, second by Lisa Koppin. Motion passed.

Motion to approve April 22, 2021, minutes was made by Lisa Koppin second by Tonya Gray. Motion passed.

Presentations: Lezah Hanson, I-Smile Coordinator with North Iowa Community Action Organization, presented an annual update of the I-Smile program

Carla Miller, HIV and WIC Coordinator with North Iowa Community Action Organization, presented an annual update of the HIV and WIC Programs.

Mindi Waters, First 5 Coordinator with North Iowa Community Action Organization presented an annual update of the First 5 program.

Betty Krones, RN, Disease Prevention Specialist presented an annual update of the Personal Responsibility Education Program (PREP) that she oversees; Krones provided an overview of the curriculum she teaches as well as the service learning projects her groups have completed this year.

**Old Business:**

**1. Action Items: None**

**2. Discussion Items:**

**a. Draft Complaint Resolution Policy:**

Brian Hanft & Tom Meyer provided input on the draft complaint resolution policy. Board members would like a step added to the draft that includes the Board of Supervisors when a complaint is made against a Board member.

**b. Representative Payee Program:**

Hanft provided plan of possible implementation of the program at public health. Hanft, will keep working on the plan and will follow up with the board. Dave Moore asked that staff provide their input on the clientele that will enter the building if the program is moved to the department.

**b. Director Performance Evaluation Tool:**

Hanft shared his thoughts on the evaluation examples provided to the board. He suggests the board uses the Skill Scope 360-degree evaluation. Board members agreed to use the online Skill Scope tool with Jodi Draper being the administrator and Lisa Koppin serving as the back-up.

**New Business:**

**1. Action Items:**

**a. Approve CGPH Purchase Order & Procurement Policy:**

A motion to approve the purchase order & procurement policy with a change under item F; Lease agreements; to remove "director" and replace with "Board" was made by Lisa Koppin, second by Chris Watts Motion passed unanimously.

- b. **Approve FY 20-21 Quarter 3 Reports:**  
A motion to approve quarter 3 reports was made by Tonya Gray, second by Lisa Koppin. Motion passed unanimously.

2. Discussion Items:

- a. **Budget Review:**  
Brian Hanft provided a review of current department expenses and revenues.
- b. **Medical Provider Update:**  
Tonya Gray sent a letter to over 100 family medicine doctors sharing information regarding the Department's services.
- c. **Program Highlights:**  
None
- d. **Director Report:**  
None.
- e. **COVID Update:**  
None.
- f. **Quality Improvement FY 20-21 Quarter 3 Report:**
- g. **Customer Satisfaction Survey FY 20-21 Quarter 3 Report:**
- h. **Roof Collapse Reimbursement: Update** was given by Marcy Strasheim.
- i. **Select board members to evaluate director:** After the electronic survey is completed all board members will hold a meeting to review the results with the Director.

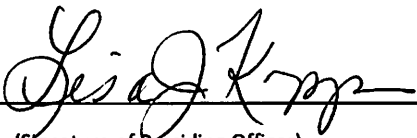
A motion to adjourn was made by Tonya Gray, second by Lisa Koppin. Board adjourned at 2:00p.m.

The next Board of Health meeting is scheduled for Thursday, August 16, 2021 at 12:00 p.m.

Respectfully Submitted,

Marcy Strasheim

Adopted by the Board on 8-19-21  
(Date of meeting)

  
(Signature of Presiding Officer)