Minutes for Guthrie County Board of Health

Guthrie County Health Services

Environmental & Public Health Departments

Wednesday, October 4, 2018

**Present**

1. Board Members: Dr. Steven Bascom, Jan Mueller, Bill McDermott, Teresa Mowrer
2. Director Jotham Arber
3. Staff members: Jerri Christman

**Call to Order -**  Dr. Steven Bascom, chairman, called the meeting to order at 7:00 p.m.

**Board minutes -** September 2018 minutes for Guthrie County Health Services were reviewed. Motion by McDermott and seconded by Mowrer to approve minutes as reviewed.

**Financial Report**

* The September 2018 financial reports were reviewed for public and environmental health departments.
* A question was asked regarding the vaccine line item and the training/in-service being at 99% and 100% respectively. The reason for those line times being at those percentages was all of the vaccine has been purchased for this fiscal year and two HOPES staff have taken additional training for which there will be reimbursement.
* The Medicaid billing process was discussed. Medicaid has made a change in coding which has caused some resubmission

**Staff reports**

* Reviewed Activities for Environmental Health
* A monthly report of services provided were reviewed for environmental health.
* Reviewed Activities for Public Health
* A monthly report of services provided were reviewed for public health.
* Flu clinics will be going on beginning in October.
* The emergency preparedness drill was discussed this year it will be a weather related emergency, flooding. Public Health’s part will probably be giving tetanus shots and possible providing shelter.
* New camera system is in place at the Health Services Offices. Arber and Brandon Thompson, Facilities Manager, can view the cameras for their phones and receive alerts. It is hoped that the Sheriff’s office can eventually receive the alerts as well.

**Old Business**

* Credit Card Processing Update
	+ We are now able to process credit card payments. Our new website, [www.healthyguthrie.org](http://www.healthyguthrie.org) is now live. There is a link on the website for paying on line.
* Avey Sanitation Non-Compliance and Expired License
	+ Avey Sanitation has renewed its license.
* Annual Performance Review for Jotham Arber, Director
	+ Dr. Bascom thanked the board for its participation. There was 100% participation. Dr. Bascom reviewed the results of the performance review.

**New Business**

* Board Approval to Add the Local Board of Health Activities to the State Grant
	+ The Local Board of Health activities needed to be specifically added to the state grant. Motion Mueller seconded McDermott to approve adding all Local Board of Health activities to the state grant. All ayes.
* 1st Quarter Agency Review
	+ Home Health visit were up 17.0% from last year. Mueller asked about therapies. Arber explained that we contract with the hospital for all therapies. 2nd quarter goals included increasing Adair and Cass County referrals and decreasing non-billable hour.
	+ Environmental Health services were reviewed, it has only had county funding in the 1st quarter of $563.72. 2nd quarter goals included increasing the number of water tests, getting old septic drawings converted to PDF format for quick referral and tracking mechanism for administrative expense provided to other counties.
* Cass County Home Health 1st Quarter Review
	+ Cass County Home Health data was reviewed for the 1st quarter.
* Emergency Preparedness Exercise Planning
	+ The Emergency Preparedness table top exercises will be held in December and January and a functional exercise will be held in March. A full scale exercise will be held in May. Arber will keep the board informed on the exercises.

**Policy review**

* Environmental Health Well Plugging, Water Test and Well Reconstruction
	+ Well Pluggings and Water Test - Wording was added regarding additional follow-up if safe levels are exceeded.
	+ Well Reconstruction – Wording was added for use of GPS and fees were changed to match what we do.
	+ Motion Mowrer seconded McDermott to approve the Environmental Health Well Plugging, Water Test and Well Reconstruction policies. All ayes.

**Other**

* Arber asked the board to review a letter to be sent to Missouri State University to thank its staff that helped with the full scale exercise in May. The Board approved of the letter with noted corrections.
* Arber showed the board a Guthrie County shirt that Tiffany Arber had designed. Arber plans to sell the shirts and sweatshirts to raise money for HOPES. Arber also said that letters are being sent out to churches and businesses asking for donations.

Meeting closed at 8:05 p.m.