

Benton County Board of Health Minutes
Sept 6, 2023

Call to order: 4:02 pm

Attendance:

Board members: Maggie Mangold, Braxton Morrison, Lisa Staab

Staff: Grace Petrzelka, Barbara Greenlee, Matt Even

Supervisor: Gary Bierschenk

Public: none

Approve past Minutes from July 12,, June 16th, June 8th, June 5th, 2023 : Motion Staab, 2nd Morrison, motion passes

Approve Agenda:

Morrison motions to approve agenda with the addition of a discussion/planned date for staff reviews

Motion Morrison, 2nd Staab, motion passes

Old Business:

Updates given from Petrzelka regarding subcontracting PH services. No additional organizations are willing to do so. Sample subcontracting contract from Virgia Gay Hospital was distributed. No action taken

New PH Business:

Petrzelka reported on discussions with Region VI Community Health Consultant. There is no requirement in the state of Iowa for a nurse to be on staff for active TB cases/med distribution. She spoke with Jones County PH who is doing this with office staff via virtual video visits.

At this point we do not have cross coverage for immediate PH needs if Administrator is out of the office (illness, vacation, etc). VGH has submitted a sample contract with rates, but they are the only agency willing at this time.

Mangold asked if there was anyone within the county who could be trained to do this. Petrzelka reported immediate needs would be answering the telephone or doing initial case investigations. A single person must be listed in the email queue and trained on the system.

Bierschenk asked if he would prefer that someone within the county be trained to do this task or it be subcontracted. He said it would be best to ask the supervisors as a whole.

Discussion around sample job descriptions for additional PH staff. Petrzelka feels there is enough work to keep an additional full time person busy. Sample job descriptions reviewed. Motion: accept the sample job descriptions for full time RN and full time PH specialist, with the addition of the requirement for a nursing license for the Rn position. Motion Morrison, 2nd Staab, motion carries

Discussion on salary ranges:

Reviewed salary ranges presented by Petrzelka.

Motion: accept the salary ranges as presented. Motion Morrison, 2nd Staab, motion carries

Discuss proposed budget amendments:

Some discussion about the salary ranges and need for additional line items.

Motion: Table this until a more thorough budget can be presented with the new salaries. Motion Morrison, 2nd Staab, motion carries

Calendar Meeting schedule 2023-2024

Tabled due to time

Employee review plans:

Discussed doing this as a committee vs as a board. Petrzelka states she would prefer as much feedback as possible.

Mangold states that if we are reviewing Petrzelka we should review other employees as well

Motion: Review Petrzelka at 90 days of employment at next meeting Sept 20th as an entire board, and review existing staff at last meeting of fiscal year each subsequent year. Motion by Morrison, 2nd Staab, motions carries

Environmental Health Updates:

Looking into getting some part time help. No needs at this time from the board.

Public Comments:

None

Next Meeting: Sept 20th, 2023 at 4 pm

Meeting adjourned