



Scott County Health Department

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SCOTT COUNTY BOARD OF HEALTH

August 16, 2018

MEETING MINUTES

12:00 p.m.

Meeting Held at: Scott County Administrative Center
600 West 4th Street – 1st Floor Board Room
Davenport, Iowa 52801

The meeting was called to order by Mrs. Coiner, Chair of the Scott County Board of Health.

Members Present: Mrs. Coiner, Dr. O'Donnell, Dr. Squire

Members Absent: Dr. Hanson, Dr. Sandeman

Staff Present: Edward Rivers, Amy Thoreson, Eric Bradley, Denny Coon, Roma Taylor, Tiffany Tjepkes, Lenore Alonso, Brooke Barnes, Carole Ferch, Jackie Hall, Christina McDonough, LaShon Moore, Jessica Redden, Sheri Saskowski, Brenda Schwarz, Tia Siegwarth, Sue VanDeWalle, Chris Varnes

Others Present: Ken Beck, Carol Earnhardt, Joy Harris

Dr. O'Donnell moved to accept the agenda. Motion seconded by Dr. Squire. Motion carried unanimously.

Dr. Squire moved to approve the minutes of the July 19, 2018 Board Meeting. Motion seconded by Dr. O'Donnell. Motion carried unanimously.

The following reports were reviewed and discussed by the Board:

A. Director's Report

Edward Rivers recognized the following employees for their years of service with the department.

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| • Tia Siegwarth, Child Health Consultant | 1 year | August 22 |
| • Sue VanDeWalle, Public Health Nurse | 1 year | August 7 |
| • Jessica Redden, Child Care Nurse Consultant | 6 years | August 27 |
| • Ed Rivers, Director | 8 years | August 30 |
| • Brooke Barnes, Community Health Consultant | 10 years | August 29 |
| • Ann Jepson, Public Health Nurse | 13 years | August 2 |
| • Jack Hoskins, Environmental Health Specialist | 18 years | August 7 |
| • Pam Gealy, Resource Assistant | 28 years | August 15 |

Mr. Rivers acknowledged the following new employee with the department.

- Sheri Saskowski, Environmental Health Specialist Start Date August 6

Mr. Rivers introduced Joy Harris with the Iowa Department of Public Health (IDPH). Mr. Rivers inquired if the Board had any questions in regards to the Director's Report. Mr. Rivers explained he would forgo the Director's Report comments in order to allow adequate time for Mrs. Harris and the Board of Health orientation. The Board had no questions.

B. Public Health Activity Report for the month of July 2018

C. Budget Report for the month of July 2018

Following discussion, Dr. O'Donnell moved to approve the claims. Motion seconded by Dr. Squire. Motion carried unanimously.

D. Scott County Kids Report

E. Title V, Local Public Health Services and Tobacco Use Prevention Program Report for the month of July 2018

Tiffany Tjepkes reported she had no additional items to add to the report and asked if the Board had any questions. The Board had no questions.

F. Public Health Preparedness Program Report for the month of July 2018

Denny Coon shared that Stop the Bleed training will be given at the Department All-Staff meeting on August 20, 2018. Andrea Bladel with Genesis Medical Center Trauma Department and Chuck Gipson with MEDIC EMS will facilitate the training. Mr. Coon extended an invitation to the Board of Health to participate in the training.

G. Public Health Modernization Report for the month of July 2018

Amy Thoreson reported the Public Health Advisory Council did not meet in July. Mrs. Thoreson shared the Council will be meeting in September. Mrs. Thoreson reported the Public Health Accreditation Board (PHAB) site visit for IDPH went well.

H. Health Department Strategic Plan Report for the month of July 2018

Mr. Rivers reported the Accreditation focus continues with preparations being made for the PHAB site visit in September.

I. Board of Health Program Orientation

Amy Thoreson introduced Ken Beck and Carol Earnhardt members of the Scott County Board of Supervisors (SC BOS). Mrs. Thoreson explained that Mr. Beck and Ms. Earnhardt are the designated representatives for the SC BOS that will be participating in the Governance PHAB Domain interview session during the site visit. Mrs. Thoreson distributed PHAB site

preparation documents to the Scott County Health Department (SCHD) Board and SC BOS representatives.

Joy Harris with IDPH shared she is the IDPH Accreditation Coordinator and serves as a site visitor for PHAB. Mrs. Harris shared she would be preparing the SCHD Board and SC BOS designated representatives for the Governing Entity Interview with the PHAB site visitors during her orientation. Mrs. Harris explained during the PHAB site interview two designated representatives from the SCHD Board, two designated representatives from the SC BOS, Scott County Administrator Mahesh Sharma, three site visitors and one PHAB staff member will be present. There will be no representatives from the SCHD present during the Governance Domain interview.

Mrs. Harris explained during the interview the site visitors will be meeting with Department staff to verify the documentation the SCHD submitted. In addition, the site visitors will be interested in the governing entity representatives' views of public health priorities for Scott County, strengths and opportunities for the SCHD, and things that make the SCHD unique and valuable. The site visitors may question the representatives about their involvement with SCHD's work, how the SCHD Board and SC BOS regularly communicate with the SCHD and their involvement in SCHD Quality Improvement Plan, SCHD Community Health Assessment and Health Improvement Plan, and SCHD Strategic Plan. Lastly, during the program orientation Mrs. Harris performed a mock interview with the SCHD Board and SC BOS representatives.

Mrs. Thoreson added Mrs. Coiner and Dr. O'Donnell would be the SCHD Board representatives participating in the Governance PHAB Domain interview session during the site visit with Dr. Squire as a backup.

Dr. O'Donnell moved to approve the reports. Motion seconded by Dr. Squire. Motion carried unanimously.

Mrs. Coiner moved to Public Comment

There was no comment.

Mrs. Coiner moved to Unfinished Business

Mrs. Coiner stated the Human Society – Update on Policy/Procedure Revision and Review will be postponed until September.

Mrs. Coiner moved to New Business

Mrs. Thoreson presented the Fiscal Year 2019 Quality Improvement Workplan. The goal of the Quality Improvement Workplan is to establish a culture of quality within the SCHD. The Workplan has three main objectives:

- Objective 1: By June 30, 2019, a reassessment of SCHD's phase of the Roadmap to a Culture of Quality Improvement will increase from a customer focus foundational element score of 2 to 3.

- Objective 2: By June 30, 2019, a reassessment of SCHED's phase of the Roadmap to a Culture of Quality Improvement will increase from a continual process improvement foundational element score of 3 to 3.5
- Objective 3: By June 30, 2019, a reassessment of SCHED's phase of the Roadmap to a Culture of Quality Improvement will maintain scores of 3.5 in employee empowerment, 4.5 in leadership, and 3.5 in quality improvement infrastructure (2018 Quality Improvement Workplan target areas).

Following discussion, Dr. O'Donnell moved to approve the Fiscal Year 2019 Quality Improvement Workplan. Motion seconded by Dr. Squire.

Following discussion, Dr. O'Donnell moved to approve and authorize the Staff Education Requests. Motion seconded by Dr. Squire. Motion carried unanimously.

The next meeting will be held on September 20, 2018.

There being no further business before the Board, the meeting adjourned at 12:40 p.m.

Respectfully submitted,

Brenda Schwarz
Recording Secretary