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Description automatically generated**Louisa County Board of Health**

12635 County Rd G56, Ste 103

Wapello, IA 52653

Meeting Minutes January 16th, 2024

**Members Present**: Shawn Maine, Lynn Mincer, Randy Griffin

**Members Present via Zoom**: Jacinta Wangui

**Excused/Absent**:

**Staff Present:** L. McElhinney

**Guests:** Jim Rudisill

**Guests via Zoom:**

**Call to Order**

Meeting was called to order by Griffin at 1703.

**Approval of Agenda**

Motion to approve January 16th, 2024 agenda by Maine, 2nd by Mincer. All approved, so carried.

**Approval of Minutes**

Motion by Maine to approve December 5th, 2023 board minutes, 2nd by Mincer. All approved, so carried.

**Election of Officers**

Griffin motioned to appoint Maine Chair, 2nd by Mincer. All approved, so carried. Motion by Maine to appoint Griffin Vice Chair, 2nd by Mincer. All approved, so carried. Motion by Griffin to appoint Mincer Secretary and to continue with L. McElhinney as Secretary Pro Tem, 2nd by Maine. All approved, so carried.

**Signatory Authority**

Motion by Mincer to continue signatory authority to L. McElhinney for the Board, 2nd by Maine. All approved, so carried.

**Environmental Health Update**

New Business/Financial Report:

L. McElhinney presented EH stats and EH Finances through December 2023.

Budget Review:

L. McElhinney presented the proposed FY24 EH budget; after discussion, motion by Maine to approve the FY24 EH budget as presented, 2nd by Mincer. All approved, so carried.

Old Business:

No old Business

**Public Health/Home Health Update**

New business/Financial Report:

L. McElhinney presented financial data through December 2023 and home visit caseload data through December 2023.

Flu vaccine status/update:

L. McElhinney reported that 172 doses of the 400 purchased remain in inventory. L. McElhinney reported that 228 flu vaccines had been given this flu season and had accounted for $8765.68 in revenue.

BOH Vacancy:

L. McElhinney reported that the BOH vacancy had been advertised for 2 weeks and had received no response. Maine and Griffin reported several names of people in the community with plans to reach out to see if interested in applying. Maine stated no need to advertise again at this time.

Employee Step Increase:

L. McElhinney reported that K. Newton was due for a 5-year step increase of 5% in March of 2024, noting that it had not been figured into the FY24 budget. Motion by Maine to approve the 5% step increase for K. Newton, 2nd by Mincer. All approved, so carried.

Severe Weather Policy:

L. McElhinney reviewed that the office had been closed on 1.12.24 due to severe weather and safety concerns for the staff. McElhinney requested a policy or procedure to be in place when severe weather occurs. After discussion, Griffin requested that L. McElhinney contact a BOH member to discuss needed closure at next severe weather occurrence. Policy to be reviewed with possible adoption at the next BOH meeting.

Budget Review:

L. McElhinney presented the proposed FY25 PH budget; after discussion, motion by Maine to approve the FY25 PH budget as written with adjustment of $5150 removed from expenses, 2nd by Mincer. All approved, so carried.

Old Business:

L. McElhinney notified the board that the front automatic handicap button on the outside of the building was still not working and had not been fixed.

**Public Input**

No public in attendance.

**Meeting**

Next BOH meeting: Tuesday, February 13th @ 5:30pm

**Adjournment**

There being no further business, motion to adjourn by Maine at 1828, 2nd by Mincer.

Respectfully Submitted,

*Leah McElhinney*

Secretary Pro Tem

Motion to Approve:

1st: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_