

DALLAS COUNTY BOARD OF HEALTH

210 N 10th St., Adel, Iowa 50003

Dallas County Health Department • 25747 N Ave, Ste C, Adel, IA 50003: (515) 993-3750

DATE OF MEETING: FEBRUARY 19, 2019

TIME OF MEETING: 7:00pm

PLACE OF MEETING: Community Room, 25747 N Ave, Adel, IA 50003

ITEM 1: The Dallas County Board of Health met in regular session on Tuesday February 19th, 2019. Chairman Kim Chapman called the meeting to order at 7:05pm. Present were board members Kim Chapman, Monty Button, Ashley Sunderman, Dr. Josh Kindt, and Samantha Uhlenhake. Present from staff were Suzanne Hegarty, Ted Trewin, and Abigail Chihak. Guests present included Deb Anderson, HomeCare Services; and Chuck Sinnard, Dallas County Attorney.

ITEM 2: Chapman proposed tabling agenda items 7, 8, 10, and 12 to the March meeting due to the weather. Button moved to approve the agenda as amended. The motion was seconded by Sunderman. **All ayes, motion carried.**

ITEM 3: Button moved to approve the consent agenda. The motion was seconded by Sunderman. **All ayes, motion carried.**

ITEM 4: Nothing was presented in open forum.

ITEM 5: Button moved to approve the minutes of the January 15th meeting. The motion was seconded by Sunderman. **All ayes, motion carried.**

ITEM 6: Chapman welcomed Samantha Uhlenhake. Uhlenhake brings her background in accounting and finance and will fill the fifth seat on the Board.

ITEM 7: The request for out of state travel for Amy Short to travel to the Wyoming Rural Health Conference was tabled to the March 26th meeting.

ITEM 8: The Health Navigation program update was tabled to the March 26th meeting.

ITEM 9: Chihak requested a letter of support for participation in the Iowa Walking College program to gain skills in walkability audits and community assessments. Kindt moved to approve the letter of support and authorize the chair to sign. The motion was seconded by Sunderman. **All ayes, motion carried.**

ITEM 10: Chapter 34 discussion was tabled to the March 26th meeting.

ITEM 11: Hegarty requested permission for the Health Department to apply for the FY2020 Local Public Health Services Grant Application. She will present the completed application at

the next meeting for approval. Kindt moved to give Hegarty permission to apply on behalf of the Board of Health. Sunderman seconded the motion. **All ayes, motion carried.**

ITEM 12: Policy and procedure updates were tabled to the March 26th meeting.

ITEM 13: Hegarty presented employee change forms for the Community Health Administrator and Public Health Program Coordinator positions. Both positions include a grade change and pay increase of 6% above the minimum allowed according to the Dallas County Pay Plan Policy.

- As suggested by Condry & Associates' analysis the Community Health Administrator position will move from a grade 18 to a grade 20 with a hourly increase from \$25.85 to \$28.54. Kindt moved to approve the payroll change form for the Community Health Administrator position as presented. Sunderman seconded the motion. **All ayes, motion carried.**
- Hegarty and HR had submitted the Public Health Program Coordinator job description to Condry & Associates for re-analysis. They had not previously had the job description outlining duties currently performed, only the position analysis questionnaire. After re-analysis, Condry & Associates suggested the Public Health Program Coordinator move from a grade 14 to a grade 17 with an hourly pay increase from \$23.04 to \$24.61. Sunderman moved to approve the payroll change form for the Public Health Program Manager position as presented. Kindt seconded the motion. **All ayes, motion carried.**

ITEM 14: No other business was presented.

ITEM 15: Hegarty excused herself from the Health Department Director hiring discussion so there would not be a conflict of interest as she has applied for the position. Trewin & Anderson also removed themselves from the meeting. Nineteen resumes were received for the position. Of those, 11 met the minimum requirements. Dallas County HR was consulted via phone about the proper process for selecting a candidate. Donna Wolk, Dallas County Human Resources, explained that best business practices would include at least 2-3 interviews. The Board reviewed the applications and selected three to invite for an interview. They also selected three additional applications should any of the first three reject the interview invitation. Chapman will submit the names to HR. The board selected February 25, 26, and 27 as tentative interview dates. Discussion was had about having open versus closed sessions for the interviews. Sinnard stated that the candidate can request an open or closed session and that certain information should only be discussed in closed session in accordance with the Equal Opportunity Act and the Open Records laws.

ITEM 16: Kindt moved to adjourn the meeting. Button seconded the motion. **All ayes, motion carried.** The meeting was adjourned at 8:56pm. The next regular meeting will be March 26th, 2019 at 7:00pm in the Board of Supervisors conference room at 902 Court St.

Respectfully submitted,

Abigail Chihak, MSW, MPH
Community Health Administrator

Dallas County Health Department