



Minutes for Guthrie County Board of Health

Guthrie County Health Services

January 24, 2024 Budget Meeting

Present

- A. Board Members: Jan Mueller, Peg Snyder, Bill McDermott, Mike Dickson, Dr. Steven Bascom
- B. Director: Jotham Arber
- C. Staff member: Jo Rasmussen, Mike Stringham
- D. Guest: None

Call to Order - Dr. Steven Bascom opened the meeting at 7:00 p.m.

Election of Officers -

- Motion by Snyder seconded by McDermott to nominate Dr. Steven Bascom as Chairman and Jan Mueller as Vice Chairman. Motion carried.

Board Minutes

- December 6, 2023 minutes were reviewed.
 - Motion by McDermott second Snyder to approve minutes. Motion carried.

Financial Report

- **Environmental Health**
 - Arber reviewed the financial report.
 - Arber is increasing the budget requests for Adair, Audubon and Cass by 3% for the FY25 year.
- **Public Health**
 - Arber reviewed the financial report.

Department Activity Report

- Activities for Public Health/Environmental Health/Social Worker
 - Monthly reports of services provided were reviewed.
 - Shirley Brown, health aide, retired on January 4th.
 - Holly Hambleton, health aide, was moved from part time status to full time status.
 - A part time HOPES worker has been hired, Stacey Harris-Molina. She started January 8th.
 - Mike Stringham did a presentation for July through December 2023 on Grants to Counties activities. The grant requires that a report needs to be presented twice a year to the Board of Health.
 - Discussion was held as to when it will work to hire another mental health social worker. Suggestions were made to reach out to the area schools to see if they would be willing to share the cost.
- Epidemiology Report
 - Arber gave an update on communicable disease activities.

Old Business

1. Equity, Response and IT final spending
 - Arber gave an update on how the funds were spent. We will need to ask for a budget amendment this spring for money in and money out. The Board of Supervisor was notified that we will need to ask for a budget amendment.
2. Update on transferring funds from Public Fund Savings account to Our Community Foundation
 - Per the State Auditor they would prefer to not move money from the Nurse Trust fund savings account to Our Communities Foundation account. They recommended when we purchase items to go through the payables in the Auditor's office. They thought it looked like the County is giving a donation to a non-profit organization.

New Business

1. FY25 Budget presentation for Public Health
 - Arber and Rasmussen gave a presentation for the proposed budget for FY25. Motion by McDermot seconded by Snyder to accept the budget as presented, adopt the salary increase for five of the employees as noted and rest of the employees will receive what the Board of Supervisor allows. Motion: 4 ayes and 1 nay.
 - It was noted that depending on what the Board of Supervisor give for a pay raise for FY25 the five employees will not receive both raises. They would receive either the increase presented by Arber or the increase allowed by the Board of Supervisors.
2. FY25 Budget presentation for Environmental Health
 - Arber and Rasmussen gave presentation for the proposed budget for new year. Motion by McDermot seconded by Mueller to accept the budget as presented, adopt the salary increase for three of the employees and rest of the employees receive what the Board of Supervisor allows. Motion carried.
 - It was noted that depending on what the Board of Supervisor give for a pay raise for FY25 the three employees will not receive both raises. Either the increase presented by Arber or the increase allowed by the Board of Supervisors.
3. Conflict of Interest form
 - Rasmussen presented a form for the board members to sign. This is done on a yearly basis.

Policy Review

- None for this meeting

Other

- Employee spotlight – none presented at this meeting

Next Schedule meeting dates

- Consensus by the board to cancel the February Board of Health meeting. Next meeting will be Wednesday, March 6 at 7:00 p.m. Depending on decisions made by the Board of Supervisors on the budget Arber may request a zoom meeting.

Meeting closed at 8:50 p.m.

Representative of Board of Health

Board Secretary