

**IOWA'S CENTER FOR AGRICULTURAL
SAFETY AND HEALTH
(I-CASH)**

Handbook

PURPOSE OF I-CASH HANDBOOK

The purpose of the I-CASH Handbook is to provide a set of overarching principles, operational procedures, and historical reference for the operation of Iowa's Center for Agricultural Safety and Health (I-CASH). These guidelines follow from the enabling legislation of 1990, the work of the Ad Hoc Steering Committee in 1990, and the work of the I-CASH Strategic Planning Committee in 2000 (Appendices II-V).

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SECTION I LEGISLATIVE BASIS *(revised June 2008)*

In 1990, Iowa Legislature passed enabling Legislation, [Code of Iowa **262.78 Center for agricultural health and safety**] to establish Iowa's Center for Agricultural Safety and Health. The following is reprinted from the code:

1. The board of regents shall establish a center for agricultural health and safety at the University of Iowa. The center shall be a joint venture by the University of Iowa and Iowa State University. The center shall establish farm health and safety programs designed to reduce the incidence of disabilities suffered by persons engaged in agriculture that results from disease or injury. The University of Iowa is primarily responsible for the management of agricultural health and injury programs at the center. Iowa State University of science and technology is primarily responsible for the management of the agricultural safety programs of the center.
2. The center shall cooperate with the Office of Rural Health, established under section 263.17, and the Department of Agriculture and Land Stewardship. The agencies shall coordinate programs to the extent practicable.
3. The President of the University of Iowa, in consultation with the President of Iowa State University, shall employ a full-time director of the Center. The Center may employ staff to carry out the center's purpose. The Director shall coordinate the agricultural health and safety programs of the center. The Director shall regularly meet and consult with the advisory committee to the office of rural health. The Director shall provide the Board of Regents with relevant information regarding the center.
4. The Center may solicit, accept, and administer moneys contributed to the center by any source, and may enter into contracts with public or private agencies in order to carry out its purposes.
5. The Center shall cooperate with public and private entities to provide support to programs emphasizing agricultural health, safety, and rehabilitation for farm families.
6. The Center shall submit an annual report of the activities of the center to the Governor, the Secretary of the Senate and the Chief Clerk of the House of Representatives by January 15 of each year

SECTION II VISION AND MISSION STATEMENTS *(revised June 2008)*

VISION

To make Iowa the world's healthiest and safest agricultural environment in which to live and work through creative leadership and collaboration among I-CASH, its partners, and Iowa's agricultural community.

MISSION

The Mission of I-CASH is to enhance the health and safety of Iowa's agricultural community by establishing and coordinating prevention and education programs.

SECTION III STATEMENT OF PRINCIPLES *(revised June 2008)*

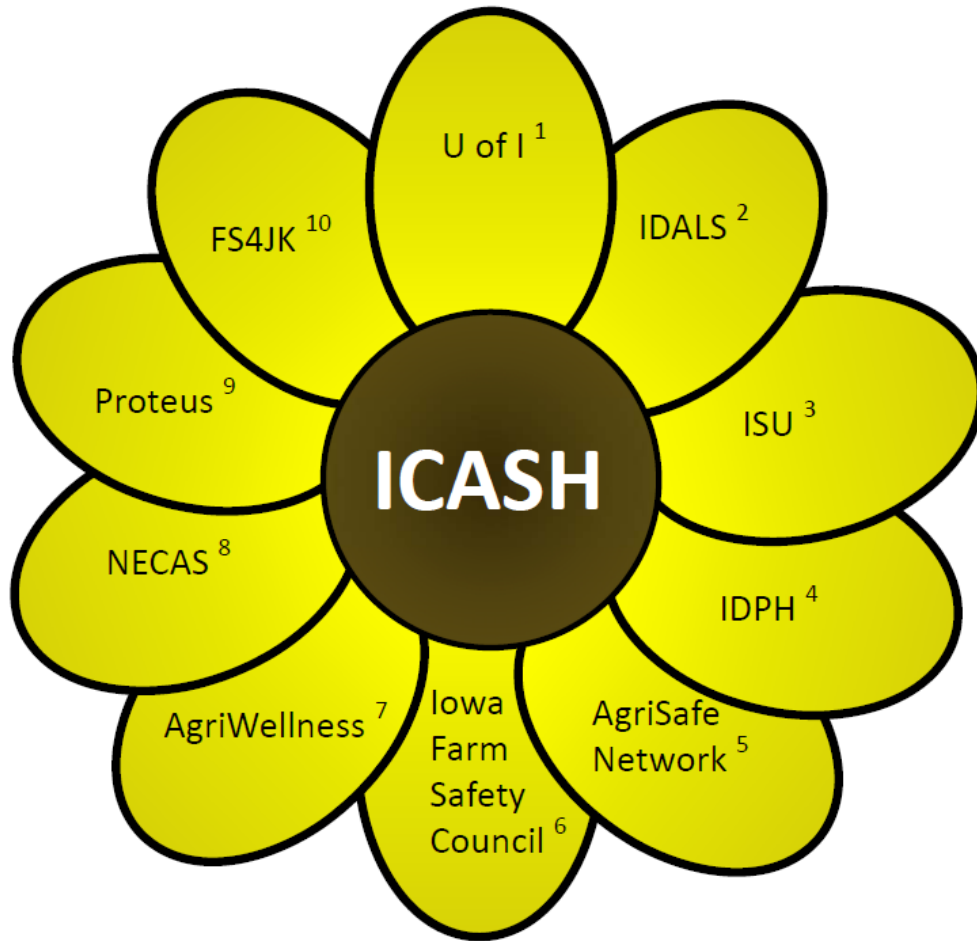
Iowa's Center for Agricultural Safety and Health (I-CASH) is located at The University of Iowa. The four inter-institutional partners in I-CASH (hereafter called the "inter-institutional partners"), are The University of Iowa, Iowa State University, the Iowa Department of Public Health, and the Iowa Department of Agriculture and Land Stewardship.

To better serve the agricultural community, I-CASH:

- Listens to constituents in Iowa and gathers information from beyond Iowa that impacts agricultural safety and health;
- Facilitates coordination, collaboration, and synergism among its inter-institutional partners (partners) and voluntary affiliates (affiliates) on educational outreach and research initiatives;
- Aims to be inclusive of all organizations with shared visions, missions, and goals regarding agricultural safety and health;
- Fosters growth of existing organizations and the development of new ones with compatible aims;
- Works toward mutual trust among its partners and affiliates;
- Shares mutual accountability among its partners and affiliates;
- Gathers data to support intervention and science-based educational programs for the agricultural community.

Figure 1 shows the relationships among I-CASH, inter-institutional partners, and voluntary affiliates, as they existed in November 2000. This "sunflower" organizational model shows I-CASH as the central link, joining the inter-institutional partners and the voluntary affiliates. The inter-institutional partners do not vary, and are dedicated to continuing the I-CASH mission. However, the voluntary affiliated organizations may change from time to time according to the compatibility of their missions at the time.

Relationships among I-CASH Inter-Institutional Partners and Voluntary Affiliates



¹The University of Iowa

²Iowa Department of Agriculture and Land Stewardship

³Iowa State University

⁴Iowa Department of Public Health National Education Center for Agricultural Safety

⁵AgriSafe Network

⁶Iowa Farm Safety Council

⁷AgriWellness

⁸National Education Center for Agricultural Safety

⁹Proteus

¹⁰Farm Safety 4 Just Kids

SECTION IV ORGANIZATIONAL STRUCTURE AND LEADERSHIP (revised June 2008)

A. Overview

A Board of Directors and Advisory Council assist the I-CASH Director in organizing and operating the Center.

B. Board of Directors and Advisory Council

1. Composition of the Board of Directors. The Board of Directors shall consist of two members from each of the four inter-institutional partners, one at-large member from each of (up to seven) voluntary affiliates, (the specific affiliates on the Board will vary according to the compatibility of the organization at the time) and the I-CASH Director who will serve as Board chairman, with vote. Representatives of the inter-institutional partners will be appointed by the respective institution's president or chief executive officer (or their designees); representatives of voluntary affiliates will be appointed by the Executive Committee of the I-CASH Board of Directors (see Section IV.B.3). These Board members will serve staggered two-year terms and can be reappointed for additional terms. I-CASH Associate Directors will serve on the Board as ex-officio members without vote. A quorum is a simple majority of the Board.
2. Responsibilities of the Board of Directors. Within the legal framework and organizational arrangements established by the enabling legislation, the Board of Directors will set the overall direction and priorities of I-CASH. The general responsibilities of the Board are:
 - Adopt a strategic plan including a statement of the organization's vision, mission, and goals;
 - Advise and assist in the development of capital and operating budgets;
 - Advise and assist in program development;
 - Promote communication and collaboration with other organizations and groups which share common interests in improving agricultural health and safety; and
 - Assess the performance of I-CASH in carrying out its mission and achieving its established goals.

The Board of Directors will meet in person at least twice per year (Spring and Fall). The Fall meeting will be held in conjunction with an annual I-CASH educational conference open to all interested constituencies and the public at-large regarding agricultural health and safety.

3. Executive Committee. The Executive Committee of the Board of Directors will consist of one member each (the longest tenured member) from the four inter-institutional partners. The Director, with vote, chairs the Executive Committee. A

quorum is a simple majority of the committee. Associate Directors are ex-officio non-voting members of the committee. The general responsibilities of the Executive Committee are to:

- Advise and assist in planning agendas of meetings of the Board of Directors;
 - Determine the voluntary affiliates from which individuals will be selected to serve as at-large member of the Board of Directors;
 - Select and appoint the at-large members of the Board of Directors;
 - Select and appoint the members of the I-CASH Advisory Council
 - Advise and assist in preparing I-CASH reports and presentations to the Governor and Iowa Legislature in accord with the enabling legislation, the inter-institutional partners, and the Board of Regents, State of Iowa; and
 - Ensure good communications and serve as liaison between I-CASH and the particular inter-institutional partner they represent.
4. Other Committees. Other standing or ad-hoc Board committees may be established by the Executive Committee in consultation with the Director of I-CASH and the Board of Directors.
5. Advisory Council. Advisory Council will be appointed, composed of up to 18 persons representing a cross-section of organizations and constituencies who share an interest in improving agricultural health and safety in the State of Iowa. The role of the Advisory Council is to provide input and advice to the I-CASH Director and the Board of Directors. Areas in which the Council's input and advice will be sought include:
- The health and safety needs of the agricultural community;
 - Issues and opportunities that should be considered in updating the I-CASH strategic plan; and
 - The performance of I-CASH programs in addressing established needs and priorities.

Members of the Advisory Council will serve staggered two-year terms and can be reappointed for additional terms. Persons may not serve concurrently on the Advisory Council and the Board of Directors. A chairperson is elected from among Advisory Council members and serves a two-year term of office.

C. Executive Leadership

1. Director. The President of The University of Iowa appoints the I-CASH Director in consultation with the President of Iowa State University. The Director will be located

in the Department of Occupational and Environmental Health within the UI College of Public Health. The Director is accountable to the UI Vice President for Research through the Department Head, Occupational and Environmental Health and Dean, College of Public Health. The Director's overall role is to provide leadership in carrying out the mission and achieving the goals of I-CASH through effective planning, management, and evaluation of the Center's staff, facilities, budget, and programs.

2. Other I-CASH Staff Members. The I-CASH Director is responsible for determining staffing needs and making appointments consistent with established priorities and available resources. A staffing plan for I-CASH will be an integral part of the I-CASH annual operating budget and will be reviewed by the Board of Directors annually during the budget review process.
3. Associate Director-Program Management. The executive leadership team of I-CASH may include an Associate Director for Program Management. The I-CASH Director will make this appointment. The search process for this position will include members of the I-CASH Board of Directors. The Associate Director for Program Management will be based at The University of Iowa and will have responsibility for the day-to-day implementation, coordination, and evaluation of I-CASH health and injury programs in close collaboration with the I-CASH Director.
4. Position Descriptions. Formal position descriptions for the I-CASH Director and Associate Directors are included in Appendix VI.

D. Public Accountability and Evaluation

Public meetings to seek input from pertinent Iowa organizations and individuals will be held at least once per year. The intent is to seek input on needs, priorities, and I-CASH program activities. These meetings also will provide opportunity to inform the general public about I-CASH, its mission and goals, and its programs. Written reports will be prepared annually for the Governor, the Iowa Legislature, the inter-institutional partners, the Board of Regents, State of Iowa, and the general public by January 15 every year. These reports will cover the prior fiscal year (July 1-June 30). In accord with the Iowa open meetings law, all meetings of the Center will be open to the public.

I-CASH will aim to achieve gender balance in the composition of the Board of Directors, Advisory Council, and committees as outlined in the Iowa Code.

SECTION V GOALS AND OBJECTIVES *(revised June 2008)*

A. Introduction

Iowa's Center for Agricultural Safety and Health (I-CASH) is a leader in national efforts on farm safety and health. I-CASH will continue to be involved in facilitating, developing and initiating regional and national efforts to improve farm safety and health. Strategic planning has been an annual ongoing process of I-CASH from its genesis in 1990. The annual spring meeting is the venue for establishing focus areas of effort, goals, objectives, and evaluation. In the spring of 2000, a new major and comprehensive strategic planning process was initiated. A group of 22 stakeholders met two times at the Living History Farm in Des Moines to conduct the initial stages of the strategic planning process (the format and details of that process are described in appendix III.) An extension of that process proceeded with a smaller group to review the "Operations Manual" and revise it into this new I-CASH Handbook. This new Handbook incorporates the principles that resulted from the larger strategic planning group. The principles in the Handbook will be implemented in spring and summer of 2001.

The development of I-CASH focus areas began in the spring of 1997 and continues to evolve with input and evaluation at I-CASH annual meetings. I-CASH partners participated in the Healthy Iowans 2010 process identifying specific goals for agricultural health and safety, which are included in Healthy Iowans 2010. These 2010 goals were based on the 1997 I-CASH goals. At the spring 2001 meeting it was recommended that I-CASH goals be reconciled with those developed for Healthy Iowans 2010.

The following **focus areas** have been designated for I-CASH effort and activities:

1. Provision of occupational health and safety services to the farm community (i.e. The Iowa AgriSafe Network and the Certified Safe Farm project)
2. Health and safety hazards related to livestock and poultry production
3. Machinery-related injuries (Tractor and other)
4. Injuries and illnesses among farm youth
5. Surveillance of agricultural injuries and illnesses
6. Human and environmental effects of agricultural chemicals
7. Farm related stress
8. Explore needs of special populations (elderly, migrant/immigrant workers, youth, women, niche farmers)

Long range outcomes (using 1997 as a baseline)

1. Reduce the overall farm death, injury, and illness rates by 25% by the year 2010.
2. Reduce the overall injury and death rates in farm youth by 25% by the year 2010.
3. Reduce the agricultural occupational related youth (19 and under) death rate by 50% by the year 2010.
4. Generally reduce the hazardous exposures on farms by certifying 1% of Iowa Farms in the certified Safe Farm program by the year 2010.

B. Goals

1. Coordinate efforts of agricultural safety and health partners and serve as a catalyst for initiation of agricultural safety and health organizations and activities.
2. Support agricultural safety and health education.
3. Promote communication and collaboration among partners to enhance effectiveness and prevent duplication.
4. Provide agricultural safety and health information to the general public.
5. Achieve sustainability for agricultural safety and health initiative.

SECTION VI OPERATIONAL PLAN *(revised June 2008)*

I-CASH committee members agreed to develop and promote the following intervention programs that if enacted will have a direct effect on the long-term outcomes listed above.

Goals and Objectives

Goal 1. Coordinate efforts of agricultural safety and health partners and serve as a catalyst for initiation of organizations and activities.

Objectives

- Initiate intervention projects
 - Create sustainability for the AgriSafe Network and the Certified Safe Farm Program.
 - Support mental health services for the agricultural community
 - Support and promote the Tractor Risk Abatement and Control Project (TRAC).
 - Develop and support programs to prevent injuries in elderly farmers.
 - Continue to enhance surveillance of agricultural fatalities and injuries through collaboration with the Iowa Department of Public Health, Fatality Assessment and Control Evaluation program (FACE), and other pertinent surveillance programs.
- Collaborate on grant applications
 - Support agricultural safety and health research through establishing new research projects in collaboration with I-CASH partners: Great Plains Center for Agricultural Health (GPCAH), Injury Prevention Research Center (IPRC), Iowa State University, and other appropriate organizations.
- Coordinate meetings on topics of common interest.
- Endorse and promote the educational, incentive-based and regulatory aspects of “Tractor Risk Abatement and Control: The Policy Conference” (TRAC conference, September 10-12, 1997, the Institute for Rural and Environmental Health, the University of Iowa). The following specific points from the TRAC document are especially supported:
 - Iowa Department of Public Health should monitor tractor injuries.
 - The Department of Transportation should promote lighting and marking standards for farm machinery operating on the roadway
 - The Iowa Department of Education and the Department of Transportation should assure that schools include tractor safety and roadway safety (regarding tractors on roads) in driver’s education courses.
- Involve local communities in injury prevention activities
- Fund Youth Safety Grants

Goal 2 Support agricultural safety and health education

Objectives

- Support Agricultural Occupational Health Professional Training Certificate course for all health care providers and agricultural health and safety specialists in Iowa
- Collaborate with partners on agricultural safety and health education and outreach
- Organize conferences
- Conduct outreach presentations
- Sponsor seminars
- Increase hands-on training for farmers, agricultural safety educators, and emergency-medical personnel through National Educational Center for Agricultural Safety (NECAS) and other appropriate organizations.
- Increase health and safety education for farm youth.

Goal 3. Promote communication among partners to enhance effectiveness and prevent duplication.

Objectives

- Develop and implement an internal/external communication plan including:
 - Annual Report
 - Newsletter
 - Produce a directory of agricultural safety and health organizations and resources
 - Electronic Bulletin
 - Action Alert e-mails
 - Meetings of Board of Directors and Advisory Council
 - Conference calls with Board of Directors

Goal 4. Provide agricultural safety and health information to the general public.

Objectives

- Send press releases to media on upcoming events
- Submit articles for publication to newspapers and farm journals
- Produce and promote the airing of public service announcements
- Exhibit agricultural safety and health materials at conferences and agriculture-related public events
- Make presentations to community groups
- Develop and upgrade the I-CASH website with appropriate links to other relevant websites

Goal 5. Maintain and enhance funding to achieve sustainability for agricultural safety and health initiative.

Objectives

- Create foundation trust fund
- Secure funding for agricultural safety and health education
- Secure funding for agricultural safety and health research

SECTION VII COMMITTEES AND ACTION PLANS *(revised April 2011)*

An important mission of I-CASH is to plan and coordinate statewide activities that will effectively achieve our goals. Members of the Board of Directors and Advisory Council are invited to serve on committees that will plan these projects and activities. Committee chairs are charged with selecting committee members and developing a strategic plan to achieve the objectives of I-CASH.

The expectations of the committee chair are to attend the annual I-CASH meetings (Spring and Fall), facilitate the revision of an action plan at the spring meeting, assign tasks for activities based on the action plan for the coming year, and report on the accomplishments at the fall and spring meetings. The I-CASH staff committee member will facilitate committee meetings, conference calls or online meetings through Adobe Acrobat as outlined in the action plans or upon request.

1. **Communication Committee – Kristine Schaefer (Chair)**, Kay Mohling (I-CASH staff), Mark Hanna, Dustin Vande Hoef, LaMar Grafft, Margaret VanGinkel, Mike Rosmann, Julia Venzke

Background - The communication committee is responsible for advising I-CASH on communication plan including: website enhancement, public service announcements, Hall of Fame Award, annual report, newsletter, newspaper columns, press releases, and public relations.

Action Plan 2011

1. Internal Communication Plan for I-CASH
 - A. Fall I-CASH Board of Directors meeting coinciding with Fall Conference
 - B. Spring I-CASH Board of Directors meeting – 1-day work session April
 - C. Conference calls in January and July with Board of Directors
 - D. Quarterly Newsletter with I-CASH focus bi-annually
 - E. Fall Conference
2. External/Public Relations Plan
 - A. Conferences/Workshops/Meetings
 - Midwest Rural and Agricultural Safety and Health Conference
 - B. Reports/Newsletters
 - Quarterly Newsletter (I-CASH focus May and Nov)
 - Annual Report
 - No recommendations for changes.
 - Update I-CASH directory on website
 - C. Newspaper Articles
 - Quarterly article in Iowa Pork Producers Magazine by Kelley Donham
 - Monthly article in Iowa Farmer Today – has not been done in last year – need to start up again articles could be written by LaMar Grafft or other Board members. Would like to start a list of what is produced each month.
 - Potential topics
 - Farm/Stress Assistance Network
 - Concern Hotline
 - Reporting of Injuries and Fatalities

- Comparison of Organic vs. Industrial Types of Farming – Relative safety of these methods of farming
 - Agrarian Imperative – Why people farm (Mike R. has offered to write)
 - Something by Fred Gerr or Kelley on the implication of budget cuts, facts and figures of how injuries could rise if budget cuts occur/continue.
 - Submit 50 word shorts weekly newspapers in Iowa
 - Potential topics
 - Farm Progress Show – where I-CASH will be
 - Ag Occ Trainings
 - Farm Safety Day Camps
 - NIFS
 - Upcoming Farm Shows
 - Youth Grants
 - HOF
 - 50 words from IFT article
 - Guest Editorials (Potential authors: Chuck Schwab, Kristi Ruth, Paul James, Roger Stutsman, Fred Gerr, Kelley Donham, Bill Northey, Ken Sharp, Gloria Vermie, Mike Rosmann) Someone from ICASH could draft an article then send to partners for finishing
 - Encourage guest editorials to submit to Iowa Independent News Service
 - Invite Lynda Waddington (Waterloo) of the Iowa Independent News Service to MRASH
 - Article in ICM (ISU) would need to be <400 words and on specific topic and would need to be ICASH related
 - Article in FOCUS (IDPH)
 - Article in Epi News (IDPH)
 - Submit 2 articles to Des Moines Register on specific topics (Certified Safe Farm, Tractors – Info for Equipment Dealers, harvest safety)
 - Press Releases
 - Make calls to newspaper, radio after each press release
 - Develop a schedule for potential press releases – I-CASH to draft list
- D. Start a FaceBook Page
- E. Website - Enhancement of the I-CASH web site
- Add links to other organizations with a health & safety component
 - Pest Management and the Environment (ISU)
www.extension.iastate.edu/pme
 - Promote Health and Safety events on the website – and add links to:
 - Skills Building Workshops
 - Farm Safety Day Camps in Iowa
 - Tractor Training Courses (C. Schwab)
 - Practical Farmer of Iowa field days
 - Rural Roadway Safety Video on YouTube
- F. Public Service Announcement (PSA) campaign - Enhance and coordinate the PSA activities across the state related to farm health and safety.
- AgriSafe – 4 Talk Radio Interviews
 - AgriWellness – Mike Rosmann Interviews

- Contact Mark Pearson and Bob Quinn on The Big Show 11:30 – 1:00 WHO to talk about CSF for large farms. Doug Cooper
- G. Hall of Fame Award – Implement program (Julia Venzke, Eileen Fisher, Carolyn Sheridan, Charlotte Halverson, John Lundell)
 - Form Committee (April)
 - Announce call for nominations award (Early May)
 - Create distribution list for distribution of announcement (May)
 - Form Selection Committee (May)
 - Nominations due July 15th
 - Judges review nominations and select winner. (July 30)
 - Plan presentation ceremony (July)
 - Invite Iowa Sec. of Agriculture Bill Northey to present award (June)
 - Engrave Hall of Fame Award at Harry’s Trophy Shop (July)
 - Submit request for \$100 check to Pat Francisco (July 31)
 - Announce winner (early August)
 - Presentation of award at MRASH
 - Press Release on Winner (September during Farm Safety Week)
 - Produce 4 frames of photo of winner for Hall of Fame Wall (Oct)
 - Mail the framed photo and the plaque bars to IDPH, ISU, IDALS (Oct)
- H. Outreach Events
 - Create list of options for outreach events for following 12 months
 - Determine staff and funding limitations.
 - Prioritize list and make selections based on targeted audience reached.
 - Occupational Health Symposium – Iowa City – Now individual days in March
 - National Institute for Farm Safety - ISASH – June
 - Midwest Rural Agricultural Safety and Health – November
 - Iowa Public Health Association Conference (Ad in Program)
 - Farm Progress Show – August even years

2. Resource Committee – Kelley Donham (Chair), Aaron Kline (I-CASH staff), Bill Furlong, Roger Stutsman, Katie Stutsman, Scott Ford, Steve Weeber

Background - The original goal of the Resources Committee was to develop a \$2 million endowment. The University of Iowa and Iowa State University worked jointly on the initial campaign which focused on the Iowa Bankers Association with a goal of at least 15% of the approximately 400 bank members of the IBA make contributions. The committee met bi-monthly via conference calls and put in an extraordinary amount of effort, yet to date, there have been approximately 40 donations totaling about \$20,000. We obtained contributions from about 10% of the banks, 5% off from our target goal.

A second group of potential donors were local agricultural agribusinesses such as COOPS and grain elevators. An Ag Business advisory committee (ABAC) was formed. A fundraising letter was sent to this group.

In 2007, Wendy Wintersteen became Dean of the College of Agriculture and the UI and ISU foundation persons left for other positions. In addition, the I-CASH support staff in charge of coordinating the endowment effort left resulted in lost momentum. ISU felt that the return relative to the amount of resources put into the campaign so far was not

sustainable, and that a new approach had to be taken. With all these factors, activity on the campaign ceased.

In March of 2009, with the endorsement of the new Dean of the College of Public Health, Sue Curry and Kelley Donham initiated an effort to renew the campaign. Board member Bill Furlong agreed to serve on this committee. Kelley, Bill, and Larry Prybil met with the new CPH foundation person, Scott Ford, to discuss a new approach. The plan developed was to establish a new committee of more local folks to create a new plan.

A recent development has arisen in March of 2010. The Johnson County ISU Extension is in the process of building a new facility on the 4H Fair grounds South of Iowa City. Preliminary discussions initiated by the Area 8 Extension Director inviting I-CASH to have an office at that facility. Discussions have developed that such an office would be an “Agricultural Health and Safety Service and Training Center”. I-CASH would coordinate the office with an AgriSafe Clinic, a Farm Safety 4 Just Kids Chapter, and perhaps a presence for AgriWellness and NECAS. The office would be home for AgriSafe Clinical Services, provide space for the Agricultural Medicine core course, Certified Safe Farm auditor training and first responder farm rescue training.

The Resource Committee in the coming year will work to promote the concept of Agricultural Safety and Health training center. The direction of the resources may go toward the realization of this center, as opposed to the foundation plan. Direction will be determined over the course of the next six months.

Action Plan 2010

- 1) Restructuring of the Resource Committee to flesh out potential plans for the center plan. Add the following to this study group: Roger Stutsman, Gene Mohling, Kelley Donham. We will seek input from Marilyn Adams, Mike Rosmann, and Dan Neenan. – June 2010
 - 2) Meet with Dean Curry and Peter Thorne to discuss strategy – July 2010
 - 3) Coordinate all activity with UI Foundation contact Scott Ford - Ongoing
 - 4) Develop new strategy for endowment campaign (continue with endowment, or focus on the Agricultural Health and Safety Service and Training Center – AHSSTC) – August 2010
 - 5) Potential ideas for funds
 - a) Personal letter from Kelley to Board and Advisory Council members for a donation
 - b) Develop I-CASH commemorative tractor to sell
 - c) Acquire patent on drawpoint
- 3. Youth Safety Committee – Shari Burgus (Chair), LaMar Grafft (I-CASH staff), Charles Jennissen, Jeris Petersen, Kelley Donham, Carolyn Sheridan, Cheryl Tevis, Gloria Vermie.**

Background - I-CASH budgets \$5,000 to award small grants for projects aimed at preventing injuries and illnesses among Iowa farm youth. All applications must be in relation to agriculture and rural issues.

The Youth Safety Grant Committee met on April 19, 2011 at the Spring I-CASH Meeting. Present were Shari Burgus and LaMar Grafft. The committee reviewed and discussed the present grant description and forms.

Primary emphasis for the coming year will be general farm safety. Secondary emphasis will be ATV Safety and/or roadway safety.

The committee reiterated that, while farm safety days are an excellent forum for safety education, because of other funding sources available for these events, they will be given a low priority for this grant. Salary reimbursement and T-shirt purchases will not be approved.

LaMar Grafft will rewrite the grant description and application form to reflect the new safety emphasis and send it to the full committee for review. The committee would like the new forms to emphasize what the funds will be used for, as well as the target audience.

Action Plan 2011

1. Judges are reminded to consider age appropriateness when scoring applications
 2. An example proposal from past submissions will be included on the web site and within the announcement packet
 3. Award, administer, and evaluate Youth Grant Program
 4. Increase awareness of grant opportunities through other organizations
 5. Review and revise award announcement, award criteria, and application directions (August/September 2011)
 6. Distribute award announcements (September 2011)
 7. Review applications and make awards (February 2012)
 8. Collect, evaluate, and report completed projects
 9. Increase recognition of award recipients through pictures on the I-CASH website
 10. Encourage award recipients to present or exhibit at MRASH
 11. Submit short articles about projects to Alive & Well Newsletter
 12. Assure communication and develop an avenue for sharing of available resources from I-CASH network to awardees.
 13. Provide input to all applicants (negative/positive) from the review process
- 4. Tractor Risk Abatement and Control – Kelley Donham (Chair), Bill Furlong, Karey Claghorn, Dan Neenan, Mark Hanna**

Background - Tractor-related injuries are responsible for nearly 50% of all occupational fatalities in production agriculture. 50% of the tractor fatalities are from tractor overturns, 25% are from runovers, and 25% are from roadway collisions. Obviously, the largest potential gains in fatality risk reduction is to at first prevent injuries from tractor overturns, and secondly, prevention of runovers and roadway collisions.

In the early 1990's, ICASH initiated a program to reduce tractor-related injuries. This program was called Tractor Risk Abatement and Control, or TRAC. Although, this program proved successful in two-counties where it was deployed in Northeast Iowa, the grant funds supporting the program expired and the program was not continued. In 1997,

ICASH hosted a national consensus conference aimed at policy development and national programming (TRAC: The Policy Conference - <http://www.public-health.uiowa.edu/icash/publications/TRACreport.pdf>). That conference resulted in numerous recommendations, which are still used today. The TRAC Committee will review this document to see if there are some useful recommendations applicable to the current situation.

In recent years, the Producer's Committee has taken up the issue of collisions between farm equipment and vehicular traffic. Thus this committee will focus primarily on roll-over prevention, retrofitting of ROPS and seatbelts, and runover prevention.

Action Plan 2010

1. Consult with NIOSH for tractor injury prevention resources.
 - a. Search the web and consult ag program director for possible project funding – Sept. 1, 2010, KJD
 2. Investigate machinery manufacturers and Iowa Farm Bureau for cost sharing of ROPS retrofit – Sept. 1, 2010, KJD
 3. Promote policy of tax credit at state and national level for ROPS retrofit and lighting and marking – Continuing action, Roger
 4. Review and disseminate information learned from the IA-NE Equipment Dealers Survey
 - a. Send article published in JASH to committee members and to Andy Goodman – May 1, 2010, KJD
 - b. Contact Andy Goodman to seek direction/suggestions on ways to work with the dealer manufacturers of INEDA – June 1, 2010 – Mark
 - c. Following review of the document in JASH and input from INEDA, TRAC committee will meet again to revise plan – July 15, 2010 – Aaron
 5. Review the CSF Farm Audit to ensure the recommendations are current and effective on tractor safety
 6. Try to find a volunteer who rides an antique tractor to retrofit a ROPS on and drive it in the parade. The idea is to disseminate information on the need and effectiveness of ROPS and to establish peer acceptance.
- 5. Surveillance – Kathy Leinenkugel (Chair), Kelley Donham, Gloria Vermie, Wendy Ringgenberg, Fred Gerr, Aaron Kline**

Background - Surveillance of agricultural injuries, especially non-fatal injuries, is not straightforward. Data is often not reported, incomplete, or inconsistent. Injury statistics and epidemiology provide a comparative picture of the prevalence and types of injuries which is needed to understand the agents, events, causes, treatment, prevention, and rehabilitation. Tractors and other machinery are the most common agents or causes for fatalities. Our goal is to advocate for surveillance of agricultural injuries and develop interventions to prevent them.

Data Sources

- The Sentinel Project Researching Agricultural Injury Notification Systems (SPRAINS 1990-1999) – Not funded, not active since approximately 1999.
- Iowa State University Press Clippings – Ended June 30, 2011 due to funding cuts

- University of Iowa Press Clippings – Great Plains Center for Agricultural Health. Funded through September 29, 2011. We will hear about funding for next 5 years by end of August 2011.
- Iowa FACE - Murray Madsen retired April 2011, Stephanie Leonard is now IA FACE investigator. This project receives funding through a NIOSH OEM State-based Surveillance project
- Trauma Registry, IDPH EMS
 - Two databases:
 - electronic web-based trauma registry, currently utilized by most of the 117 IA trauma centers (hospitals); reporting done by the trauma coordinator at each site;
 - Farm Injury Access database maintained by IDPH IT for hard-copy reporting documents of Farm Injuries, Traumatic Brain Injuries, and Traumatic Spinal Cord Injuries received from trauma centers.
 - EMS personnel entered the data from trauma centers that reported these 3 conditions using paper report forms until Feb. 2011
 - Data entry responsibilities transferred to IDPH environmental health Occupational Health & Safety Surveillance for Farm injuries, and to another program for TBI & TSCI in Feb. 2011
 - This is the database that will continue to be used by EH OHSSP for farm injuries reported by either trauma centers OR other medical providers (at least until funding for a new database is identified – no short-term plans).
 - Aaron Kline checking into receiving a data download in an electronic data format for analysis based on data elements requested from the data coordinator for the IDPH EMS program.
 - Data entry by IA trauma centers may not include indications of location, limiting the effectiveness of using this database for
 - EMS program no longer doing manual entry into the Farm Injury database at IDPH due to lack of funding, Feb. 2011
 - Manual entry passed to IDPH OHSSP (Kathy Leinenkugel) Feb. 2011
- Ammonia exposures (HSESS)
 - IDPH Funding ended Sept. 30, 2009
 - Minimal reports still received by IDPH but no additional follow-up or data provided
- Pesticide exposures (Poison Control Center)
 - IDPH OHSSP NIOSH Pesticide SENSOR program
 - NIOSH Tech support in jeopardy of being eliminated at federal level
 - Funding for ISPCC in jeopardy at federal level

Expanded Information - SPRAINS program began in 1990. All injuries incurred on a farm, by any farmer, farm worker, farm family member, or other individual or off the farm injuries related to producing, transporting, handling, processing, or warehousing

farm commodities are to be reported. The SPRAINS (1990-1999) is available on the I-CASH website http://www.public-Health.uiowa.edu/icash/publications/FarmInjuries_IDPH2002.pdf.

The data after 1999 has not been reported and efforts to advocate for continued reporting as part of the Iowa Trauma System by the Iowa Department of Public Health are ongoing.

- No IDPH funding, no EMS staff or resources currently available

Iowa State University press clipping service reporting of agricultural injuries and fatalities compiled from 1993 to 2004 are available on ISU's website.

<http://www.abe.iastate.edu/Safety/index.asp>. ISU's press clippings will end on June 30th, 2010 due to funding issues.

- ended June 30, 2011 due to funding cuts (per Chuck Schwab)

The University of Iowa press clippings on agricultural injuries and fatalities for a nine-state region (IA, NE, WS, MN, IL, MO, KS, SD, ND). This service started in 2003. The Iowa FACE Project collects information on all occupational fatalities in Iowa. Data on agricultural fatalities is available from 1995. FACE investigates several agricultural fatalities each year and prepares in-depth reports on the investigated cases.

- Murray Madsen retired April 2011, will continue going clipping service surveillance as a contractor
- Funding status of GPCAH – see above
- Murray Madsen retired April 2011, Stephanie Leonard now IA FACE investigator, need to find out what reporting on AG injuries/fatalities

The Bureau of Labor Statistics “Census of Fatal Occupational Injuries” is the national data collection system for all occupational fatal injuries. Iowa Department of Labor collects and reports this information for the State of Iowa.

- CFOI data does include occupationally related farm fatalities if identified, documented
- SOII injury data does not include data for injuries when self-employed, small business, farm/ag, or federal government workers.

Iowa Trauma Registry

- The Iowa Trauma Registry electronic report system has the ability to capture whether or not an injury being reported occurred on a farm BUT only if the person doing the reporting completes either of these two areas of the data base:
 - Question on Screen F2.1 (data elements about the incident) for FARM_YN as 1=yes, 2=no, I=not applicable, or U=unknown.
 - The location may also be designated as farm on Screen F2.2 using e-code place of injury, where 1=farm.
- A preliminary review of 2009 Iowa hospital discharge data showed that less than 50 hospitalizations were e-coded with information indicating that the injury occurred on a farm, so there is a need to improve the external cause of injury (e-codes for ICD-9) data

Conclusions: Overall, the data on fatal agricultural injuries is considered quite complete, except for transportation/roadway fatalities that may not be reported or known to be work-related to agricultural industry work, so may be missed by IA FACE or IA CFOI.

Periodic information exchange occurs between different data collection systems. Iowa FACE has actively coordinated occupational fatality data sharing, particularly during the past year. A downward trend has been observed in fatalities in the past decade. For non-fatal agricultural injuries, the data is incomplete. SPRAINS was a nationally unique agricultural injury data collection system and although no longer funded, it provides important information during that time period.

- Unsure of the future status of active coordination of occupational fatality data sharing with the changes in the IA FACE program personnel.

Comments on Action Plan 2010

- Continue to collaborate with IDPH to revive surveillance system for agricultural injuries.
 - a. The SPRAINS level surveillance is not a viable option without a dedicated grant or other funding to provide that level of active surveillance
 - b. Need to determine a viable program of surveillance at this time with no funding currently dedicated to agricultural injury surveillance.
- Identify collaborators/stakeholders for the surveillance effort such as medical providers, law enforcement, IT people, and IANEPCA.
 - a. Goals to consider:
 - i. better coding of existing data collection so that data can be analyzed to identify agricultural injuries (e-codes for locations of injuries included)
 - ii. better reporting under Iowa Administrative Code
 - iii. improved access to existing data
 - iv. funding for surveillance of agricultural injury data specific to Iowa
 1. analysis of existing data
 2. collection of new data
 - v. greater dissemination of Iowa agricultural injury data to stakeholders and decision makers across Iowa
 - b. Current Iowa Administrative Code does “require” reporting by ALL medical providers, not only trauma registry reporting by the 117 hospitals/trauma centers in Iowa
 - c. IDPH OHSSP currently does not have staffing to do manual data input IF all medical providers started reporting as required, so IDPH is not currently doing education/outreach to promote greater awareness of the mandated reporting.
 - d. If adequate staffing/funding for handling incoming data is made available, we can design and implement an educational outreach plan to increase reporting and quality of reporting by all medical providers in the state. Groups to work with include:
 - i. Iowa Medical Association
 - ii. Iowa Hospital Association
 - iii. Iowa Rural Health Association
 - iv. Agrisafe Network
 - v. NECAS and other first-responder trainers
 - vi. IDPH programs that network with medical providers
 - vii. Trauma Coordinators for Trauma Centers
 - viii. ARNP, and PA-C
 - ix. Medical Examiners

- x. IANEPCA is only the federally grant funded clinics, but would also be a resource
 - xi. Law Enforcement is not required to report agricultural-related injuries
- Identify the most important indicators for reporting agricultural injuries. Although, reporting of all indicators are mandatory, it was deemed that starting with a small number (such as 4) will be easier to accomplish and then move on to a more detailed system later.
 - a. See what info Aaron is able to use from Trauma Registry
 - b. Pull info from the Farm Injury Database to see if useful
 - c. Clarify what we want to track
 - i. Consider focusing on dissemination of available data and findings, whether they are our own, or from other sources (Ex: Mortality in the Agricultural Health Study, 1993-2007 journal article; 2002 and 2007 Census of Agriculture data; report on injuries based on work of Risto/group through NASS; Injuries and Fatalities to US Farmers and Farm Workers 55 Years and older; I-DOT Highway-Rail Grade Crossing Safety Action Plan info from Phillip Meraz)
- Develop a method to incentivize reporting such as free webinars that provide CME to providers

Accomplishments since Spring 2010 I-CASH Board Meeting:

- Conference calls
- Discussion on identifying specific agricultural indicators of interest
- Represented/promoted issues of agricultural injuries in a variety of settings:
 - Child Safety Network Rural Community of Practice Team at IDPH
 - IDPH state-based occupational health and safety surveillance program activities
 - Farm Progress Show – ATV and 4-wheeler safety awareness
 - Participation in the I-DOT State Traffic Records Coordinating Committee (STRCC)
 - Other:

Action Plan 2011

1. Update the list of available data sources (Kathy)
2. Follow-up with extracting data from the (IDPH Electronic) Trauma Registry to determine strengths and weaknesses of using this data, and the need for better coding of place of injury as farm/agricultural (Aaron)
 - Work with I-CASH partners to develop a plan for increasing education and outreach to Trauma Coordinators to improve coding of data entered into the Trauma Registry so that it can be used as a surveillance tool for agricultural injury
3. Pursue access to Iowa Emergency Department Discharge Data (and analyze hospital discharge data) to determine strengths and weaknesses of using this data, and the need for better coding of place of injury as farm/agricultural (Kathy to begin process)
 - Work with I-CASH partners to develop a plan for increasing education and outreach to improve coding of emergency and hospital discharge data so that it can be used as a surveillance tool for agricultural injury
4. Develop a proposal between IDPH and UI for a pilot program with some of the AgriSafe Network Clinics in Iowa to voluntarily participate in reporting as required under the Iowa Administrative Code for all agricultural-related injuries for one year

(Aaron to begin writing the proposal, has contact information for the clinics). Goal is to recruit at least three clinics in different parts of the state.

6. **Producers Committee – Jan Goldsmith (Chair)**, Eileen Fisher (I-CASH staff), Marilyn Adams, Chris Petersen, Kelley Donham, LaMar Grafft, Cheryl Tevis, Gary Edwards, Roger Stutsman, Heather Hora, Senator Nancy Boettger, Gayle Olson

Background - The purpose of the Producers Committee includes the planning and organization of an annual event or forum in which the ideas and opinions of Iowa's farmers and ranchers, as related to the overall health and safety of their occupations, can be expressed. This committee will find new and effective ways to reach out to the agricultural community to gain insight into the farmers' view point and experience. The producers committee was formed by Iowa's Center for Agricultural Safety and Health (I-CASH) to ensure that I-CASH research, education, and outreach activities have practical significance.

The Rural Roadway Safety project is ongoing by Eileen Fisher and Jan Goldsmith. They printed 175,000 educational cards for farm equipment motor vehicle drivers. These are being distributed through county health departments, extension, driver's license stations, driving instructors, and numerous other venues. I-CASH, GPCAH, and IDOT are collaborating on a 7 – 10 minute educational video to be used for novice drivers and community service presentations.

The committee developed a plan for getting flags on ATVs and creating tax credits for farmers to improve safety.

Action Plan 2011

1. Rural Roadway Safety
 - i. Install a video recording system on a tractor to collect pilot data.
 - ii. Continue the "It's Preventable" Campaign
 - a. Continue to distribute Tips Cards on rural roadway safety
 - b. Do a press release on rural roadway safety during Farm Safety Week
 - c. Find funding for the It's Preventable media campaign.
 - iii. Repeat media events on farm equipment on rural roads in Eastern Iowa.
 - iv. Continue collaboration through the Rural Roadway Safety stakeholders group
 - a. Hold a RRS stakeholders meeting in 2011
 - b. Review and revise strategic plan for rural roadway safety
 - v. Work with IDOT to disseminate the Rural Road Crashes video
 - a. Press Event for release of video
 - b. Dissemination and promotion of video
 - c. Link to video on all partner's websites
 - d. Check into U-Tube and Facebook promotion
 - vi. Earned media efforts.
 - a. Cheryl Tevis will write story about hazards of low volume roads
2. Promote tax credits for farmers to use for safety
 - i. Gather data on farm machinery improvements needed and costs

- a. ROPS – Donham and Stutsman working with IA/NE Equipment Dealers
 - b. Fence for play areas – Fisher and Stutsman
 - ii. Gather data on how percent of tractors that have ROPS
 - a. Identify survivors who would be willing to speak
 - b. Continue to educate legislators and potential supporters
- 3. Promote Safe Play Areas at County Fair grounds
 - i. Develop demonstration safe play area at Johnson County Fair grounds
 - ii. Apply for grant from NCCRAHS to create and evaluate effectiveness of demonstration area
- 4. Promote AgriSafe Clinic in Southeast Iowa
 - i. Fundraising to support salary of Program Coordinator
 - ii. Apply for grants
 - iii. Secure funding support from County Board of Supervisors
- 7. **Producers Committee – Jan Goldsmith (Chair)**, Eileen Fisher (I-CASH staff), Marilyn Adams, Chris Petersen, Kelley Donham, LaMar Grafft, Cheryl Tevis, Gary Edwards, Roger Stutsman, Heather Hora, Senator Nancy Boettger, Gayle Olson

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The committee developed a plan for getting flags on ATVs and creating tax credits for farmers to improve safety.

Action Plan 2011

- 5. Rural Roadway Safety
 - vii. Install a video recording system on a tractor to collect pilot data.
 - viii. Continue the “It’s Preventable” Campaign
 - d. Continue to distribute Tips Cards on rural roadway safety
 - e. Do a press release on rural roadway safety during Farm Safety Week
 - f. Find funding for the It’s Preventable media campaign.
 - ix. Repeat media events on farm equipment on rural roads in Eastern Iowa.
 - x. Continue collaboration through the Rural Roadway Safety stakeholders group

- c. Hold a RRS stakeholders meeting in 2011
 - d. Review and revise strategic plan for rural roadway safety
 - xi. Work with IDOT to disseminate the Rural Road Crashes video
 - e. Press Event for release of video
 - f. Dissemination and promotion of video
 - g. Link to video on all partner's websites
 - h. Check into U-Tube and Facebook promotion
 - xii. Earned media efforts.
 - b. Cheryl Tevis will write story about hazards of low volume roads
6. Promote tax credits for farmers to use for safety
 - iii. Gather data on farm machinery improvements needed and costs
 - c. ROPS – Donham and Stutsman working with IA/NE Equipment Dealers
 - d. Fence for play areas – Fisher and Stutsman
 - iv. Gather data on how percent of tractors that have ROPS
 - c. Identify survivors who would be willing to speak
 - d. Continue to educate legislators and potential supporters
 7. Promote Safe Play Areas at County Fair grounds
 - iii. Develop demonstration safe play area at Johnson County Fair grounds
 - iv. Apply for grant from NCCRAHS to create and evaluate effectiveness of demonstration area
 8. Promote AgriSafe Clinic in Southeast Iowa
 - iv. Fundraising to support salary of Program Coordinator
 - v. Apply for grants
 - vi. Secure funding support from County Board of Supervisors
- 7. Conference Planning Committee – Aaron Kline (Chair), Shari Burgus, Sharry Neilsen, Kelley Donham, Bob Ahern, Kim Gordon, Kathy Leinenkugel, Carolyn Sheridan, Eileen Fisher**

Background - The annual spring and fall meeting location rotates through the four institutions (IDPH, IDALS, UI, ISU). The host agency typically assists I-CASH staff in finding a location and making arrangements for the meetings. The purpose of fall forum planning committee is to increase input in from partners on conference agendas and formats. In 2011, the forum will be jointly hosted by I-CASH and Great Plains Center for Agricultural Health. The above committee will be responsible for planning the alternative agriculture sessions.

Action Plan 2011

1. Form Committee (Feb 2011)
2. Develop a plan for format (March 2011)
3. Confirm Location (March 2011)
4. Committee Meets to choose theme (March 2011)
5. Draft potential list of invited presenters (April 2011)

6. Solicit ideas from I-CASH partners for themes and topics (April 2011 at spring meeting)
 7. Disseminate Call for Abstracts (May 2011)
 8. Investigate Keynote Speakers (May 2011)
 9. Develop draft agenda (June 2011)
 10. Confirm invited presenters (June 2011)
 11. Confirm Keynote speaker (June 2011)
 12. Confirm workshop facilitators (July 2011)
 13. Save the Date Postcards (June 2011)
 14. Promote Conference (Aug – November 2011)
 15. Coordinate details of meeting (April - November 2011)
8. **AgriSafe State Affiliate Committee – Carolyn Sheridan (Chair)**, Eileen Fisher (I-CASH staff)

Background - I-CASH Board of Directors voted to become the AgriSafe State Affiliate for Iowa in 2010 to provide leadership in the development of services in Iowa. I-CASH will co-ordinate an annual meeting of Iowa AgriSafe members, provide an annual Agricultural Medicine Core Course training, and recruit health care professionals to become AgriSafe Providers.

SECTION VIII BOARD OF DIRECTORS

Institutional Board Members (Term)

*Executive Committee Member

November 2011

<p>Dustin Vande Hoef (11/2013) Communications Director Iowa Department of Agriculture and Land Stewartship 502 E 9th St. Des Moines, IA 50319 Phone: 515-281-3375 Fax: 515-281-6236 dustin.vandehoef@idals.state.ia.us</p>	<p>Stephen Moline* (11/2013) Division Director Iowa Department of Agriculture and Land Stewartship 502 E 9th Street Des Moines, IA 50309-2322 Phone: 515-281-5322 Fax: 515-281-6236 Stephen.Moline@IowaAgriculture.gov</p>
<p>Kathy Leinenkugel (11/2012) Iowa Department of Public Health Community Health Consultant 321 E 12th Street 5th Floor, Lucas Bldg Des Moines, IA 50319-0075 Phone: 515-281-4930 Fax: 515-281-6354 Kathy.Leinenkugel@idph.iowa.gov</p>	<p>Ken Sharp, REHS* (11/2012) Iowa Department of Public Health Director, Divison of Env Health 321 E 12th Street 5th Floor, Lucas Bldg Des Moines, IA 50319 Phone: 515-281-5099 Cell: 515-321-6749 kenneth.sharp@idph.iowa.gov</p>
<p>Kristine Schaefer (11/2013) Program Coordinator Pest Management and the Environment Iowa State University Extension 8 INSECTARY Ames, IA 50011 Phone: 515-294-4286 schaefer@iastate.edu</p>	<p>Mark H. Hanna* (11/2012) Extension Agricultural Engineer Iowa State University Ag & Biosystems Engineering 200B Davidson Ames, IA 50011 Phone: 515-294-0468 Fax: 515-294-6633 hmhanna@iastate.edu</p>
<p>Paul A. James, MD* (11/2012) Professor The University of Iowa Family Medicine 01292-B PFP Iowa City, IA 52242-5000 Phone: 319-384-5906 Fax: 319-384-7822 paul-james@uiowa.edu</p>	<p>Fred Gerr, MD (11/2012) Professor The University of Iowa Occupational and Environmental Health College of Public Health Oakdale Campus 140 IREH Iowa City, IA 52242-5000 Phone: 319-335-4212 Fax: 319-335-4225 frederic-gerr@uiowa.edu</p>

At-Large Board Members (Term)
November 2011

<p>Marilyn Adams (11/2013) Founder and President Farm Safety 4 Just Kids 11304 Aurora Avenue Urbandale, IA 50322 Phone: 515-331-6506 Marilyn.adams@fs4jk.org</p>	<p>Carolyn Sheridan (11/2013) Coordinator Iowa AgriSafe Network Spencer Hospital 1200 First Avenue East Spencer, IA 51301-4330 Phone: 712-264-6440 Fax: 712-264-6482 csheridan@spencerhospital.org</p>
<p>Dan Neenan (11/2012) Manager National Education Center for Agricultural Safety Northeast Iowa Community College 10250 Sundown Road Peosta, IA 52068 Phone: 563-557-0354 ext 248 Fax: 563-557-0353 neenand@nicc.edu</p>	<p>Jeris Petersen (11/2013) Producer 2672 Mulberry Avenue Corning, IA 50841-8042 Phone: (641) 322-3336 petersenfarms@gmail.com</p>
<p>Bill Furlong (11/2012) Producer 326 Hutchinson Ave Iowa City, IA 52246 Phone: 319-339-4504 furlongic@msn.com</p>	<p>Mike Rosmann (4/2013) Executive Director AgriWellness 1210 7th St., Suite C Harlan, IA 51537 Phone: 712-235-6100 Fax: 712-235-6105 e-mail: mike@agriwellness.org</p>
<p>Chris Petersen (4/2013) Producer, President Iowa Farmers Union 7645 180 St Clear Lake, IA 50428 Phone: 641-357-4090 Cell: 641-425-8760 e-mail: cpetersn@netins.net</p>	

SECTION IX ADVISORY COUNCIL

Advisory Council Member (Term)
November 2011

<p>Shari Burgus Chair (4/2012) Education Director Farm Safety 4 Just Kids 11304 Aurora Avenue Urbandale, IA 50322 Phone: 515-331-6506 ext. 101 e-mail: shari@fs4jk.org</p>	<p>Jan Goldsmith, RN (4/2012) 1675 Walnut Woods Drive West Des Moines, IA 50265 Phone: 515-669-0641 e-mail: janetgoldsmith@mchsi.com</p>
<p>Margaret Van Ginkel (11/2013) Iowa Concern Hotline 10861 Douglas Ave, Ste B Urbandale, IA 50322 - 2042 Phone: 515-727-0656 Fax: 515-727-0657 e-mail: vangin@iastate.edu</p>	<p>Charles A. Jennissen, MD (4/2012) Associate Professor Program in Emergency Medicine College of Medicine The University of Iowa 1193 RCP Iowa City, IA 52241-5000 Phone: 319-353-6360 e-mail: charles-jennissen@uiowa.edu</p>
<p>Roger Stutsman (4/2013) Producer 3754 500th St SW Riverside, IA 52327 Phone: (319) 679-2347 sstutsma@netins.net</p>	<p>Cheryl Tevis (11/2013) Farm Issues Editor Successful Farming Meredith Corporation 1716 Locust Street Des Moines, IA 50309-3023 Phone: 515-284-2825 Email: cheryl.tevis@meredith.com</p>
<p>Heather Hora (4/2013) 2509 200th St Washington, IA 52353 Phone: (319) 653-5110 Cell: (319) 321-0191 hslindberg@hotmail.com</p>	<p>Gloria Vermie (4/2013) Bureau of Rural Affairs & Primary Care Iowa Dept. of Public Health Lucas State Office Building 321 East 12th St 5th Floor SE Des Moines, IA 50319-0075 Phone: (515) 281-7224 gvermie@idph.state.ia.us</p>

Advisory Council Member (Term) continued
November 2011

<p>Senator Nancy Boettger (11/2013) Senate District 29 926 Ironwood Rd Harlan, IA, 51537 Phone: (712) 744-3290 nancy.boettger@legis.state.ia.us</p>	<p>Gayle Olson (4/2012) Producer 2272 140th St Winfield, IA 52659 (319) 257-6967 olsongayle@yahoo.com</p>
<p>Jim Drummond (4/2013) Risk Management Consultant Risk Management Services Nationwide Agribusiness Insurance Company PO Box 163 Jewell, IA 50130 Phone: 515-827-9915 drummoj1@nationwide.com</p>	<p>Mark Kuhn (4/2011) Producer Floyd County Supervisor 2667 240th Street Charles City, IA 50616 Phone: 641-228-2566 Fax: 641-228-8131 e-mail: mdkuhn@hughes.net</p>
<p>Gary Edwards (11/2011) Iowa Corn Growers Association 4533 Edwards Rd Anamosa IA 52205-9604 319.462.4658 gedwards@hughes.net</p>	

SECTION X APPENDICES

APPENDIX I

Brief History of I-CASH

APPENDIX II

1990 Ad Hoc Steering Committee For Organization and Implementation of HF 2548

APPENDIX III

2000 Strategic Planning Committee

APPENDIX IV

SWOT Analysis March 31, 2000

APPENDIXIV

Consensus Process - June 2000

APPENDIX VI

Job Descriptions for Director and Associate Director

APPENDIXVII

I-CASH Hall of Fame

APPENDIX VIII

Memorandum UI – CPH – I-CASH

APPENDIX IX

I-CASH Communication Policy

APPENDIX X

Memorandum of Agreement for Board and Advisory Council Members

APPENDIX I BRIEF HISTORY OF I-CASH

Introduction

The precursor to I-CASH was legislation passed in 1987, to establish a model Agricultural Occupational Health and Safety clinic in Iowa. This pilot program has since grown in 2001 to some 24 clinics scattered across the state and is now called The Iowa AgriSafe Network (Appendix V). The AgriSafe program revealed to researchers and agricultural medicine professionals, the need for a broader agricultural safety and health initiative. Therefore, in 1988-1989, the Institute for Rural Environmental Health at the University of Iowa initiated a public policy education process called Agriculture at Risk. This process resulted in recognition of Agricultural Health and Safety as a National Public Health issue. National legislation was developed, which created a \$24 million per year initiative in agricultural safety and health within the National Institute of Occupational Safety and Health (NIOSH). Likewise, at the state level in Iowa, an interest developed to have an Iowa - specific program. Thus the 1990 Iowa Legislature passed enabling legislation to establish Iowa's Center for Agricultural Safety and Health (see Appendix I, House File 2548, An Act Relating to Agricultural Health and Safety). Following the enabling legislation in July of 1990, Kelley J. Donham, MS, DVM was appointed by the University of Iowa to Chair an Ad Hoc Committee, to develop rules for operation of Iowa's Center for Agricultural Safety and Health. This committee operated from July 1990 to September 1990 to develop a proposal for operational guidelines (see Appendix I for list of the Ad Hoc Committee members).

Dr. James Merchant (then Head, Department of Preventive Medicine and Environmental Health) became the first Director, and Kelley Donham was Associate Director. In 1991, Donham replaced Merchant as Director, and has been Director to the present time. An Associate Director was appointed in 1992 (Dr. Kendall Thu), who served in that capacity until August of 1999. Dr. Thu helped significantly in building state and national recognition in several areas, including the study of mental health and stress relative to agricultural injuries, leading development of the Certified Safe Farm program, and development of research into the community and social impacts of large-scale swine production.

I-CASH worked to develop focus areas and project areas. New outside grants were developed, totaling nearly \$1 million per year. This was all achieved with 2.5 FTE positions funded through state allocations. Natalie Roy, LaMar Grafft, Kristi Fisher and Judy Thirtyacre were essential staff.

In March of 2000, a new communications specialist was hired (Kay Mohling), and in September 2000, a new Associate Director (Eileen Fisher) was hired.

Refinements in the operating procedures have been made since 1990, by annual goal-setting and evaluation sessions of the combined Coordinating and Advisory Committees, and general public meetings. However, a thorough review of operating procedures had not been conducted. Therefore, in March of 2000, a strategic planning committee was convened for the purpose of a systematic and detailed review of the operations procedures and governance. The strategic planning committee was made up of the current coordinating committee, including ad hoc Members and additional invitees based on their expertise and pertinence to agricultural health and safety in the state. The I-CASH Handbook document details recommended operations

procedures based on the outcomes of the strategic planning that occurred March-July, 2000. Participants in this process are listed in Appendix II. Goals of the strategic planning and the process are outlined in Appendix IIIb, and consensus process in Appendix IIIc.

The Strategic Planning participants and the goals process method are listed in Appendix II-V.

APPENDIX II
1990 AD HOC STEERING COMMITTEE FOR ORGANIZATION
AND IMPLEMENTATION OF HF 2548

<p>George Beran Veterinary Microbiology and Preventive Medicine Iowa State University 2134 Veterinary Medicine Ames, Iowa 50011 (515) 294-7630 FAX (515) 294-8500</p>	<p>Mark Hanna * Agricultural Engineering Extension Iowa State University Ames, Iowa 50011 (515) 294-6360 FAX (515) 294-9589</p>
<p>Gerd Clabaugh * Iowa Department of Public Health Office of Health Planning Lucas State Office Building Des Moines, Iowa 50319 (515) 281-4346 FAX (515) 281-4958</p>	<p>Carol Hodne Department of Occupational and Envir Health The College of Public Health University of Iowa 100 Oakdale Campus-164 IREH Iowa City, Iowa 52242 (319) 335-4415 EM: carol-hodne@uiowa.edu</p>
<p>Russell Currier Iowa Department of Public Health Division of Disease Prevention Lucas State Office Building Des Moines, Iowa 50319 (515) 281-5643 FAX (515) 242-6284</p>	<p>Nancy Norman * Social and Behav Research Center for Rural Health Iowa State University 1085 Elm Hall Ames, Iowa 50011-1190 (515) 294-7817 FAX (515) 294-0918</p>
<p>Jerry De Witt Cooperative Extension Service Iowa State University 108 Curtiss Hall Ames, Iowa 50011 (515) 294-7801 FAX (515) 294-9477</p>	<p>Augie Ralston College of Business Administration Iowa State University Carver Hall Ames, Iowa 50011 (515) 294-2422 FAX (515) 294-6060</p>
<p>Kelley Donham (Chairperson) * Department of Occupational and Envir Health The College of Public Health University of Iowa 100 Oakdale Campus-132 IREH Iowa City, Iowa 52242 (319) 335-4415 FAX (319) 335-4225 EM: kelley-donham@uiowa.edu</p>	<p>Dick Ross Veterinary Medicine Research Institute Iowa State University 21134 Veterinary Medicine Elwood Drive Ames, Iowa 50011 (515) 294-7644 FAX (515) 294-1401</p>
<p>Chuck Lynch * Department of Epidemiology The College of Public Health University of Iowa 2510 Steindler Building Iowa City, Iowa 52242 (319) 335-9633 FAX (319) 335-9200 EM: charles-lynch@uiowa.edu</p>	<p>Dave Werning Department of Agriculture and Land Stewardship Wallace Building Des Moines, Iowa 50319 (515) 281-8609 FAX (515) 281-6236</p>

APPENDIX III
2000 Strategic Planning Committee

<p>Marilyn Adams Farm Safety 4 Just Kids 110 South Chestnut Avenue PO Box 458 Earlham, IA 50072 Ph: 515-758-2827 Fx: 515-758-2517 Em: marilyna@netins.net</p>	<p>Kelley Donham Iowa's Center for Agricultural Safety and Health College of Public Health University of Iowa 100 Oakdale Campus – 132 IREH Iowa City, IA 52242-5000 Ph: 319-335-4190 Fx: 319-335-4225 Em: kelley-donham@uiowa.edu</p>
<p>Jill Andrews NECAS 10250 Sundown Road Peosta, IA 52068 Ph: 319-557-0354 ext 373 Fx: 319-557-0353 Em: andrewsj@nicc.cc.ia.us</p>	<p>David Fries Iowa Department of Public Health Division of Administration and Regional Affairs Des Moines, IA 50319 Ph: 515-281-5784 Fx: 515-281-4958 Em: dfries@idph.state.ia.us</p>
<p>Tim Borich Iowa State University 290 Design Ames, IA 50011 Ph: 515-294-0220 Fx: 515-294-4015</p>	<p>Dave L. Hansen Farm Safety 4 Just Kids 110 South Chestnut Avenue PO Box 458 Earlham, IA 50072 Ph: 515-758-2827 Fx: 515-758-2517 Em: davidh@netins.net</p>
<p>Roger Chapman Iowa Department of Public Health 321 East 12th Street Des Moines, IA 50319 Ph: 515-281-6646 Fx: 515-281-4535 Em: rchapman@idph.state.ia.us</p>	<p>Stewart Melvin Agricultural and Biosystems Iowa State University 201 Davidson Ames, IA 50011 Ph: 515-294-0462 Fx: 515-294-6633 Em: swmelvin@iastate.edu</p>
<p>Rob Denson Northeast Iowa Community College Box 400 Calmar, IA 52132 Ph : 800-728-2256 Em: densonr@nicc.cc.ia.us</p>	<p>Kay Mohling Program Associate Department of Occupational and Envir Health College of Public Health University of Iowa 100 Oakdale Campus – 107 IREH Iowa City, IA 52242-5000 Ph: 319-335-4219 Fx: 319-335-4225 Em: kay-mohling@uiowa.edu</p>

2000 Strategic Planning Committee (continued)

<p>Larry Prybil Department of Health Management & Policy College of Public Health University of Iowa 2728 SB Iowa City, IA 52242 Ph: 319-335-8544 Fx: 319-335-9772 Em: lawrence-prybil@uiowa.edu</p>	<p>Charles Schwab Iowa Farm Safety Council Agricultural Engineering Extension Iowa State University 206A Davidson Hall Ames, IA 50011-3080 Ph: 515-294-4131 Fx: 515-294-9973 Em: cvschwab@iastate.edu</p>
<p>Ken Reimer Northeast Iowa Community College Box 640 Elkador, IA 52043 Em: kgreimer@netins.net</p>	<p>Carolyn Sheridan AgriSafe Spencer Municipal Hospital 1217 Second Avenue East Spencer, IA 51301 Ph: 712-264-6107 Fx: 712-264-6482 Em: csheridan@spencerhospital.org</p>
<p>Anne Robinson Water Quality Projects Iowa Department of Agricultural Land Stewardship Henry A. Wallace Building Des Moines, IA 50319 Ph : 515-281-5321</p>	<p>Sam Steel National Education Center for Agricultural Safety Northeast Iowa Community College 10250 Sundown Road Peosta, IA 52068 Ph: 800-728-7367 ext. 271 or 800-621-7615 ext 2023 Fx: 319-556-5058 Em: steels@nicc.cc.ia.us</p>
<p>Michael Rosmann Sharing Help Awareness United Network (SHAUN) 1210 7th Street, Suite C Harlan, IA 51537 Ph: 712-755-1516 Fx : 712-755-1515 Em : mrosmann@fmctc.com</p>	<p>Janis Stone Textiles & Clothing Iowa State University 1055 Lebaron Hall Ames, IA 50011-1120 Ph: 515-294-6712 Fx: 515-294-6364 Em: jfstone@iastate.edu</p>
<p>Linda Santi 1433 Mattern Des Moines, IA 50316-1615</p>	<p>Wendy Wintersteen College of Agriculture Iowa State University 138 Curtiss Hall Ames, IA 50011 Ph: 515-294-1823 Fx: 515-294-6800 Em: wwinters@iastate.edu</p>

APPENDIX IV
STRATEGIC PLANNING PROCESS 2000

Strengths, Weaknesses, Opportunities, and Threats (S.W.O.T.) Analysis - March 2000
Strategic Planning and Team-Building Retreat
Iowa's Center for Agricultural Safety and Health
Living History Farms, Urbandale, Iowa
March 31, 2000
9:00 – 4:00

The session began with the introduction of those attending. Kelly then presented information on the history of I-CASH and agricultural health and safety in Iowa. The goals and mission of I-CASH were reviewed. The objectives for this strategic planning process were outlined, (see attached appendix I).

Carolyn Sheridan presented information about the Iowa Agricultural Health and Safety Network

Tim Borich, facilitator, introduced the group to the “S.W.O.T.” process. Using the “S.W.O.T.” process, ideas and comments were listed under the categories of Strengths, Weaknesses, Opportunities, and Threats. The ideas were then combined under general themes within each category.

The following are the comments made for each category:

Strengths:

Leadership/Staff

Good Leadership

- Compassionate leadership throughout all levels
- Stable director position
- Capable individuals
- Dedicated Members
- Dedication
- Dedicated Staff
- Dedicated people who understand the importance of these programs
- Credibility
- Knowledge for large body of people

Research Delivery

- Responsible reporting to public
- Annual Report slick and published on timely basis
- Connected on the www and internet
- Internet, etc... means connectivity in ways heretofore absent
- ICN's ability to address telemedicine
- New Info. Tech. Dept. at state level means rural health needs can be hard wired into delivery system
- Data driven intervention strategies
- DATA

Funding

- State Mandate
- State Funding
- Current Legislative Support
- Total funding pretty good if added together
- Regulation
- Iowa is known as leader in Agricultural Health and Safety
- Individual organizations are self supporting
- Ability to attract grant funding
- Corporate funders share in mission and get involved
- Companies feel need to be involved

Needs

- Adds another voice for Agriculture at the Capitol!
- General public's professed concern about rural issues
- Noble mission
- Located in a state program whose focus is "prevention"
- Emotional attraction to our issues
- "World Food Capitol" mantra means increased sensitivity throughout state and state's media to farm issues in general

Impact

- Responsive to constituents (SHAUN development)
- Puts pressure on industry to make safety improvements
- Reduction in statistics
- Forces farmers and landowners to be aware of the hazards
- Increased awareness of need for Agricultural Health and Safety in the past five years
- The need has a factual/ documented base
- Making a difference
- Visibility
- Active Participation

Audience

- Focus includes youth

Collaboration/Networking

- Networking opportunities
- All players at the table
- Communication link between all players
- Respective agency missions support I-CASH mission
- Open to new ideas
- Diversity of expertise in the group
- Iowa's role in insurance industry means other players can be brought in (Farm Bureau Insurance, Principal, etc...)
- Existing network of hospitals and clinics
- Ability to bring interested parties of common interest together

- Includes all who care to be involved
- Institutional support as evidenced by the people present today
- Multiple organizations coming together to share
- Sharing a common goal (s)
- New players cited earlier (Gov., Sec. of Ag., School of Public Health, Ag. Dean, etc...) bring enthusiasm
- History of collaboration
- Farm safety organizations and universities working together for common goal

Weaknesses

Communication

- Communication to affinity groups
- Communication inconsistent (no common theme)
- Communication-Better method to inform members of activities
- Communication inconsistencies- Cover letter for this retreat said 10:00 for starting time, agenda said 9:30!
- Not enough communication between university and the local areas
- Difficulty maintaining good communication between partners, at a distance
- Unequal input of partners
- Need to coordinate schedules and activities, through a calendar of events distributed well in advance
- Acronym sounds like it is related to financial issues- management

Funding

- Funding?
- Lack of funding
- Need to identify sources of potential funding and assist with supplying factual research data to complete grant applications
- Grant funding partners input sometimes not solicited
- Stability of state funding? Decrease in real dollars
- Lack of resources to support local prevention activity

Organization

- Seeming lack of clear priorities, I-CASH needs to focus its efforts and (scarce) resources
- Lack of strong evaluation component, (more than just internal “report card”)
- Distribution of Leadership – How activities are governed
- Trust of groups
- Is there an agreed upon vision for the future? Where does I-CASH need to be in 3 years?
- Mission Statement is long, could be simplified and clarified
- No Associate Director-What if Kelley retires?
- Lack of overall program evaluation (I-CASH)
- Strong leadership at U of I sometimes seems to forget expertise elsewhere in terms of consulting
- “Competition” among organizations that should be partners

- Need a “better” physical plant
- Decision making somewhat a mystery
- Distribution of travel funds? Something for central staff only?

Changing Environment/ Agriculture

- Inability to change focus as age. Production community changes to corporate age.
- Interdisciplinary projects should have interdisciplinary and inter-institutional impact
- From cursory review of materials appears programs may not include work on root causes of problems, (stress, drug and alcohol abuse, environmental pollution)
- Lack of guidance for committee reviewing grant applications. Protocol necessary!
- Closely tied to farm family economy. What happens if/as family farms disappear?

Opportunities

Collaborative Partnerships

- Merger of diverse resources into an effective team
- Collaborate with rural mental health efforts, especially those that focus on stress reduction management
- Sharing of talent
- Collaborate with rural drug and alcohol prevention efforts
- To partner with other farm safety groups and eliminate duplicity
- Connect/Collaborate with Farm Assist Program for Self-Certification of Water Protection Practices
- The use of non-traditional partnerships to achieve program goals and objectives

Audience

- Increase farm safety knowledge to non-farm people
- New audience- rural Iowans who live on acreage’s but don’t farm
- Some, (maybe many) I-CASH programs could be extended more broadly—perhaps to other states
- Working with global organizations on issues impacting Health and Safety in developing nations

Possibilities for Funding

- Seek adequate funding for I-CASH clinics
- More resources to local areas
- Assist member/affiliated organizations identify and get funding
- Creating a state supported grant to federal agency

Programs

- Increased programming in water quality—changing or increasing focus to work with urban audience. Perhaps an increased partnership with IDNR.
- Coordinate several strong health and safety programs in Iowa
- Working in a state that has a large agricultural industry
- Re-assess contemporary needs—really re-set priorities!
- The ability to reduce the level of preventable injuries and illnesses

- Increase medical knowledge about agriculturally related diseases and chemical exposures
- Increased number of farm workers/employees may represent increased program demand, (for example swine confinement).

Communication

- Provide better and more complete, timely communication
- Establish better communication links between U of I, ISU, and NECAS
- I-CASH is doing many fine things that can generate support if communicated better
- ICN and other electronic technology to develop existing network
- Develop a statewide calendar of health and safety activities and distribute
- Provide fact sheets on Ag/Rural health topics
- Condense/put in laymen's terms and distribute new ideas developed from Ag/Rural health research
- Be primary source of Health and Safety information services to rural Iowans

Governance

- Re-think the governance structure- build a stronger support base through securing stronger "ownership"
- Develop priority plan for safety education programs in Iowa
- Create a new "Body", (organization/structure) that could work in 2000

Threats

Funding

- Lacking of funding
- Competition for funding
- Internal competition among us
- Long-term funding (not "soft" funding)
- Funding concerns (perceived lack of state funds)
- Reapportionment means less rural vote-casters
- Legislative
- Lack of legislative support
- Legislature eliminates funding
- Decreasing popularity by legislature to fund these programs
- Funding- all safety groups will need to work together
- Safety programs by machinery companies like John Deere
- Insurance Companies and HMO's driving health care service delivery
- Privatization of health and safety programs --Contract with larger agri-businesses
- Industrial resistance (chemical companies)
- All seek money from same companies
- Consolidation of Agri-businesses/Organizations

Staff Resources

- Staffing
- Lack of comprehensive/cohesive health delivery system in general
- Understaffed

- Lack of time to work on important issues

Internal Politics

- Individual Agendas
- Internal “politicking”
- Partnership disintegrates
- “Turf Protection” issues
- Struggles of coordinating coalition efforts
- Changing federal emphasis on safety and health initiatives
- Lack of participation and inclusion of farmers

Decline in farming population, eroding base

- Number of producers (lack of understanding of agriculture by state legislature)
- Declining rural population, less political base
- Agriculture on family farms on the decline
- Health of Rural communities—not enough population to maintain rural infrastructure
- Decreasing numbers of farm families
- Ever increasing lack of farmers/rural communities mean less constituencies
- External Politics
- Erosion of Institutional commitment to rural Iowa

Changing Mission

- Improved industry standards make farming a “safe” occupation!
- Being too good at what we do! (Putting ourselves out of business)
- Advances in science mean less obvious places for environmental (safety) changes -- message becomes harder to convey
- Early and big problems begin to be tackled and more incremental (less splotchy) areas of concentration for I-CASH means perception of fewer accomplishments
- Overall mission is very broad
- Farm economy
- Low crop prices = less attention to safety
- Low ag income = no money for our groups

Miscellaneous

- What if injuries don’t go down?
- “Won’t happen to me” attitude

The next step in the process was to consolidate and prioritize the general statements to represent the comments for each area. Participants were then given 7 dots with the direction to place them in areas most important to them. At least one dot was to be placed in each of the S.W.O.T. categories. The remaining three dots to be placed in any remaining area they think most important.

The following is a list of those summary statements, ranked in order of highest importance (number of dots) to least importance.

Strengths

1. Diversity of organizations and expertise in the partnership. (7 dots)
2. Effective programs based on research. (6 dots)
3. Focus includes youth. (3 dots)
4. Public interest in issues. (2 dots)
5. There is a legislative mandate for what I-CASH does. (2 dots)
6. Dedication and leadership of staff. (1 dot)
7. Effective use of technology in program delivery. (1 dot)
8. Diverse funding sources. (0 dots)
9. Impacts are measurable and visible. (0 dots)
10. Willingness of all the major players to come together. (0 dots)

Total 22 dots

Weaknesses

1. Fuzzy mission, decision-making, priorities and implementation. (10 dots)
2. Evaluation procedures. (6 dots)
3. Communications effectiveness: Internal (6 dots)
4. Insufficient funds. (5 dots)
5. The name I-CASH. (2 dots)
6. Problems in adaptation to the changing structure of Agriculture. (1 dot)
7. Communication effectiveness: external (1 dot)
8. Lack of distribution of funds. (0 dots)

Total 31 dots

Opportunities

1. Organizational analysis. (8 dots)
2. Great potential for new programs. (4 dots)
3. Room for more and diverse partnerships. (4 dots)
4. Serve new and broader audiences. (2 dots)
5. Opportunities for more resources. (2 dots)
6. Opportunities for more local funding of programs. (2 dots)
7. Better communication and outreach. (2 dots)
8. Advocacy, (example, Career Development). (2 dots)

Total 26 dots

Threats

1. Internal politics/Relationships. (10 dots)
2. Changing environment makes mission more difficult. (7 dots)
3. Declining political capital. (5 dots)
4. Lack of participation by the farm community. (2 dots)
5. Internal competition for funding. (1 dot)
6. Decline in farm population. (1 dot)
7. External competition for funds. (0 dots)
8. Programic (private sector) competition. (0 dots)

9. Understaffed. (0 dots)
10. Next step more difficult. (0 dots)
11. Labor pool shortage for staff. (0 dots)

Total 26 dots

After discussion, some potential strategies were listed.

Potential Strategies

1. Develop new strategic plan- 3-year/5 year- (Mission and Goals).
2. Study of environment that impacts agriculture. (survey, trends analysis)
3. Focus on Food and Fiber.
4. Look at broad organizational environment (political, demographic, rural setting, etc...)
5. Need for demonstration as a means of communication.
6. Strengthen evaluation component...demonstrate success.
7. Improvement of coordinating committee function.
8. Task force on internal communications.
9. Build stronger relationships between partners.
10. Create or recreate shared vision, then look at organization.
11. Shared vision is the key.
12. More regular communication among partners.

**A follow up meeting was scheduled for
June 16th at Living History Farm from 9:00 to 4:00**

Reminder: If you are interested in travel support for attending the meeting, travel vouchers are available from I-CASH. Call Brenda Countryman at 319-335-4438.

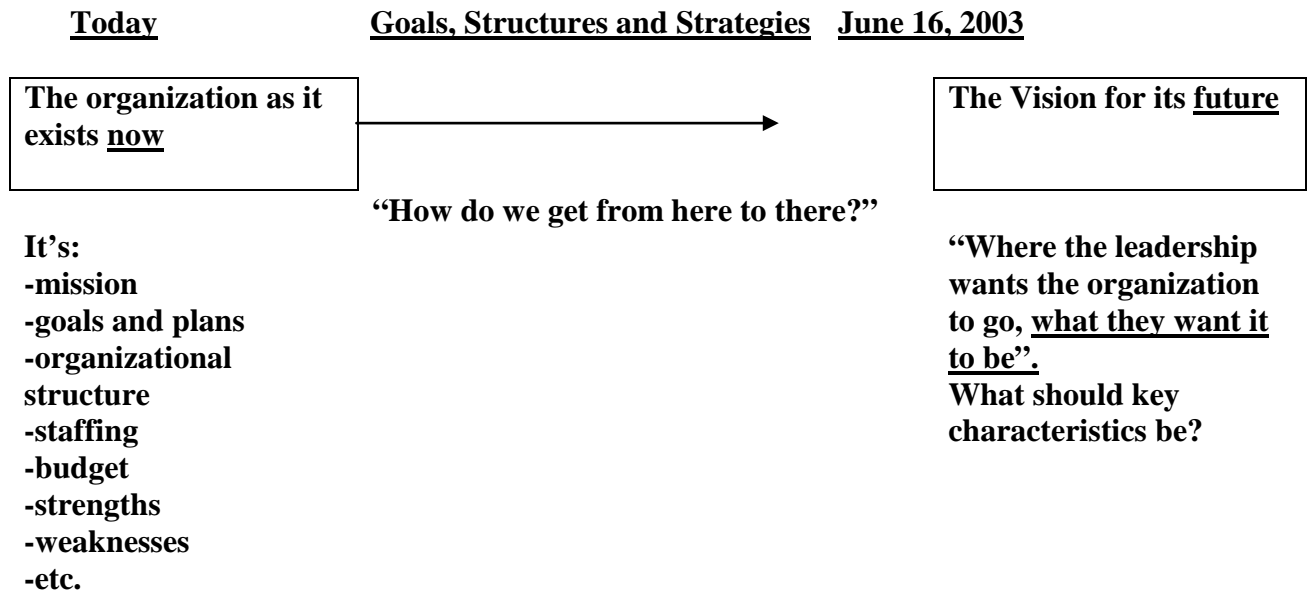
For future meetings we intend to put voucher forms in your meeting packets.

Please see the attached list of attendees for future communication purposes.

APPENDIX V
Consensus Process - June 2000

Strategic Planning Process - Session II Minutes
The Living History Farms, Urbandale, Iowa
June 16, 2000
9:00 to 4:00

The session began with introduction and discussion of the Session I Meeting minutes. The mission and goals of the organization were reviewed. Larry Prybil set up a framework for working on a strategic plan and vision for I-CASH in the year 2003. He presented the following diagram:



Mission: The fundamental purpose of the organization. What it exists to do.

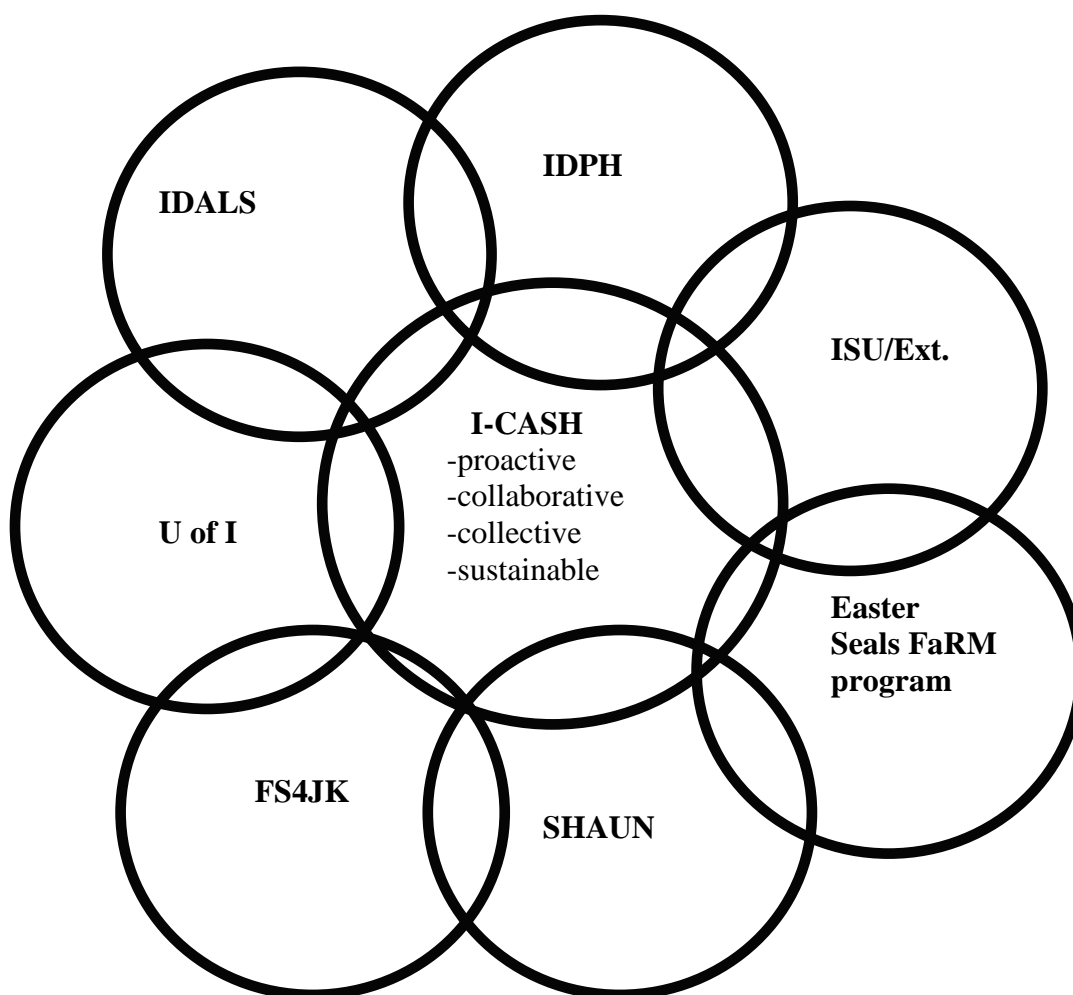
Vision: Where the organization wants to go, what it wants to be, at a defined date in the future.

Goal: A clearly stated “milestone,” that the organization needs to accomplish on the way to achieving its mission and fulfilling its vision.

Some ideas to consider in framing the I-CASH Vision for the future (June 2003)

- Higher levels of trust and understanding (and communication) among partners
- More money for prevention programs in place
- More visibility
- Recognition as national leader within and outside Iowa - “a force”
- More measurable “outcomes” are in place and we are tracking them.
- I-CASH has clear priorities - resources are well focused
- I-CASH is proactive and responsive
- I-CASH is known as an organization with high integrity and credibility
- Create opportunities

- I-CASH has achieved a wholesome blend of cooperative and individual identities among its partners, (e.g. I-CASH is a “broad tent” -- programs sponsored directly by I-CASH and by its partners).
- The following diagram represents the way that individual programs function individually and as part of the whole, in creative cooperation and collaboration among partners:



The group worked to refine the mission statement and vision. After many revisions, the participants tentatively agreed upon the following definitions:

Mission:

To enhance the health and safety of Iowa’s agricultural community by establishing and coordinating prevention and education programs.

Vision:

To make Iowa the world’s healthiest and safest agricultural environment through creative leadership and collaboration among I-CASH, its partners and Iowa’s agricultural community.

General Conclusions From Today’s Session:

- Go to a Board of Directors from a coordinating committee
- Re-evaluate Advisory Committee

- Define partnership/ title ISU Safety (i.e. coordinator/associate director to be appointed by the I-CASH Director with approval of ISU administration)
- Go from three to two appointees from each partner - keeping one as a Central Administrative Liaison
- Keep Board members on an equal plain (i.e. non-governmental organizations be represented on the Board along with governmental organizations)
- IDPH - One member should be from the office of Rural Health and Primary Care
- Strengthen joint venture between ISU and U of I

Next steps in Strategic Planning Process:

1. Kelley Donham and staff will prepare a new draft from input today. They will disseminate information and solicit ideas. (note - a new draft has been penciled by Kelley Donham and is currently being typed and formatted by staff)
2. A small group comprised of Kelley Donham, Larry Prybil, Chuck Schwab, Linda Santi, Jan Stone, and Roger Chapman will use these ideas to create a draft. They will come together at a face-to-face meeting to be held tentatively at the Polk County conference room, Thursday, July 13, 2000. This small group will concentrate on working on the mission, vision and administrative governance, then, if time permits, work on some broad strategies. This small group, (Kelley, Larry, Chuck, Linda, Jan and Roger, need to contact Brenda Countryman at I-CASH (319) 335-4438 to firm up the time and location.
3. Revision goes to Strategic Planning Committee.
4. Semi-Final draft by Fall Meeting of Advisory Committee, (November 10, 2000)

APPENDIX VI

Job Descriptions for Director and Associate Director

Director

(to be developed)

Associate Director – Program Management

1. Develop communication and working relationships with our I-CASH Partners.
2. Lead and/or assist joint intervention projects with our I-CASH partners in the State to achieve the strategic goals.
3. Review strategic plan and identify projects to achieve goals.
4. Lead and/or assist project groups in writing grants and obtaining funding for these projects.
5. Organize the major meetings of I-CASH including the fall and spring regular meetings and at least two interim meetings (the latter may be via conference call or better yet, ICN) of the Board of Directors and the Advisory Council.
6. Manage the Board of Director and Advisory Council.
7. Manage and update the I-CASH Handbook yearly.
8. Assist in developing the budget and monitor monthly.
9. Develop and implement an external communication plan for I-CASH.
10. Supervise Support Staff and Administrative duties

Project Assistant

1. Produce the quarterly I-CASH newsletter
2. Produce the I-CASH Annual Report
3. Disseminate information to newspapers and radio stations
4. Public relations
5. Assist the Associate Director and the secretary in the organization of annual meetings
6. Manage the I-CASH Agricultural Occupational Health Training Program
8. Oversee the development of a directory of Agricultural Safety and Health Organizations
9. Assist in Regional Agricultural Occupational Health Training Program in a 10 state region

Research Assistant

1. Plan, organize and monitor program, project and study data collection and retention system.
2. Supervise activities of assigned supporting technical and/or work study students.
3. Prepare periodic and special reports for University administrators and/or granting agencies.
4. Assist in recruiting participation of health care professionals.
5. Manage program, project or study correspondence including inquiries and complaints from staff, participants and public.
6. Maintain liaison with participating individuals, units and agencies.
7. Assist in planning and management of outreach and educational I-CASH activities.
8. Manage the I-CASH Farm Injury Prevention Youth Grant

APPENDIX VII

Iowa's Center for Agricultural Safety and Health Hall of Fame Award

Nomination form available at: www.public-health.uiowa.edu/icash

Iowa's Center for Agricultural Safety and Health (I-CASH) announces the Agricultural Safety and Health Hall of Fame Award. I-CASH will recognize individuals in the public sector or private sector in Iowa who have made substantial and long-term contributions to the health and safety of Iowa's agricultural community. Selection is based on outstanding contribution to agricultural safety and health.

The judging panel will be a diverse group of health and agricultural leaders knowledgeable in the area of agricultural safety and health issues in the state of Iowa. Decisions by the judging panel are final.

Criteria All Iowans are eligible for the award. Nominees should have contributed in a leadership role to agricultural safety and health issues through promotion and awareness in his/her area of expertise over a considerable length of time. Prevention, education, program evaluation, policy education, policy development, and organizational infrastructure are potential areas for outstanding merit.

Application materials Nominators should prepare a one to two page letter explaining why the nominee is an excellent candidate for the award. The letter should describe the level of success of the effort, how the target audience was affected, or the long-standing impact on agricultural health and safety.

Supporting materials should include two letters of recommendation from individuals familiar with the nominee's agricultural safety and health work. Also helpful will be appropriate documentation of the nominee's efforts including public statements of accomplishments including articles in newspapers, newsletters, or other printed media and other evidence of public recognition of the nominee's accomplishments.

The vision of I-CASH is to make Iowa the world's healthiest and safest agricultural environment in which to live and work. The I-CASH Agricultural Safety and Health Hall of Fame Award will be generally be presented during National Farm Safety Week. More than one or no award may be made depending on qualifications of nominees in a particular year.

Award The recipient will receive an award and a \$100 cash prize.

Entry Deadline: Summer of each year (exact deadline determined by committee)

Submit nomination entries to:

I-CASH Hall of Fame Award

Attn: Eileen Fisher

100 Oakdale Campus #124 IREH

The University of Iowa

Iowa City, IA 52242-5000

FAX 319-335-4225

e-mail: Eileen-fisher@uiowa.edu

APPENDIX VIII
MOU between University CPH and I-CASH

MEMORANDUM OF UNDERSTANDING
REGARDING THE TRANSFER OF I-CASH
FROM THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTERNAL RELATIONS
TO THE COLLEGE OF PUBLIC HEALTH
July 1, 2002

1. Pursuant to conversations held between David Skorton, Vice President for Research and External Relations; Kelley Donham, Director of I-CASH; Craig Zwerling, Head, Department of Occupational and Environmental Health; Derek Willard, Associate Vice President for Research; and James Merchant, Dean of the College of Public Health, it was agreed that it would be of mutual benefit to transfer I-CASH from the Office of the Vice President for Research and External Relations to the College of Public Health.
2. **BACKGROUND.** I-CASH was created by Iowa state legislation in 1990 to promote and facilitate planning, cooperation, and collaborative efforts among the University of Iowa, Iowa State University, the Iowa Department of Public Health, the Iowa Department of Agriculture and Land Stewardship and non-governmental organizations to improve agricultural safety and health in the State of Iowa. As part of its state mandate, the Center institutes collaborative planning, and implementation of outreach and intervention programs together with its state institutional partners, and private sector collaborators. The Center conducts research on risk factors for agricultural injuries and diseases to identify appropriate prevention strategies. The Center maintains a directory of agricultural health and safety initiatives in the state and serves as a hub of communication to ensure effective and appropriate use of resources for high-priority agricultural health issues. Though I-CASH lost line-item state funding in the amount of \$286,000 FY 2001, the legislature retained its mission in statutory language (The Code of Iowa, 262.78, Center for Agricultural Safety and Health). The General Assembly appropriated additional funds to the General Fund of the University in part to cover the loss of I-CASH line item funds. The FY 2001 budget for I-CASH was a 10.5% reduction to the amount of \$256,000. Indirect costs were not authorized in state appropriations for I-CASH and will therefore not be charged to I-CASH by a higher administrative unit.
3. **REPORTING RELATIONSHIP.** As of the date of this memorandum, I-CASH will report through the Head of the Department of Occupational and Environmental Health to the Dean of the College of Public Health. Henceforward, all activities and funding will be defined and determined through the Department and College within the domain of the Provost of the University of Iowa, in consultation with the I-CASH Director and the I-CASH Board of Directors.
4. **RELATIONSHIP TO THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTERNAL RELATIONS AND OTHER UNITS.** The Iowa Center for Agricultural Safety and Health will have available to it all the services and resources that the Office of the Vice President provides to any other department or center. This would include, for example, the services of the Division of Sponsored programs in applying for external funding, and consultation with other members of the staff to address issues of law or regulation or other matters within the Vice President's domain. This memorandum does not mandate nor define any change in the Center's relationship to any other unit inside or outside of the University. In particular, I-CASH is headquartered at the University of Iowa, but retains significant cooperative obligations to Iowa State University and the other Center partners, including relevant non-governmental organizations. No change is mandated or defined in these relationships as a result of this memorandum. The Director will continue to work with the Office of Governmental Relations on any matter regarding the relationship to government on either state or federal levels.

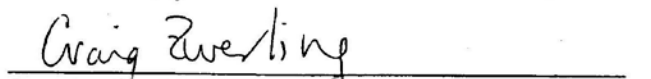
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APPENDIX VIII (continued)
MOU between University CPH and I-CASH

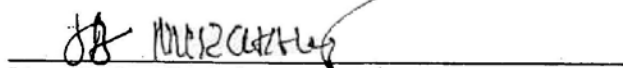
5. **FUNDING.** The College of Public Health will pass through to I-CASH all direct funds in total appropriated or awarded to I-CASH from the State of Iowa Legislature, the Iowa Department of Public Health or other state, federal or private agencies. In the future, the I-CASH budget will receive the same percentage increase or decrease in general funds designated for the College of Public Health by the Iowa General Assembly. However, should the General Assembly provide an I-CASH specific increase or decrease that is different from the College of Public Health specific increase or decrease, then that I-CASH specified amount will be passed on to I-CASH. Indirect cost returns (from extramural funding) will be distributed in accordance with the College of Public Health Research Incentive Program.


Kelley Dosham, Director, Iowa Center
and Safety


Date: 3/28/02


Craig Zwerling, Head, Department of Occupational and Environmental
Health

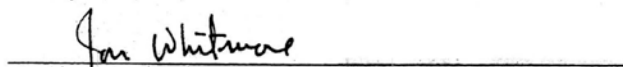
Date: 3/29/02


James Merchant, Dean of the College of Public Health

Date: 4/1/02


David Skorton, Vice President for Research and External Relations

Date: 3/14/02


Jon Whitman

4-3-02

APPENDIX IX
I-CASH COMMUNICATION POLICY
(Approved December 2002)

ICASH supports Iowa agriculture to the fullest extent. I-CASH supports crop and livestock agricultural production methods that promote health of the farm family, including women and children, health of the owner operator, and farm employees. Furthermore, ICASH supports production methods that protect the quality of our water and air, promotes sustainability and good will within our rural communities. As a service to its members and the public, I-CASH will bring to the attention of its members and of the public, meetings, organizations, research, etc. that are supportive of these views. I-Cash will aim to present balanced and science-based presentations in regards to information presented, with an understanding of the range of views, opinions, and diversity regarding our agricultural community and production systems.

Articles for the I-CASH Newsletter, web site, or public service announcements will be written by the following:

1. Faculty and staff of the I-CASH affiliate State Institutions (ISU, UI, IDPH, and IDALS).
2. I-CASH affiliates, as defined by members of the Board and Advisory Council.
3. Relevant Universities and Colleges
4. Relevant federal or state agencies, such as the US Department of Agriculture and Center for Disease Control and Prevention
5. Other State or local Health Departments in addition to IDPH.

Any article submitted by a person or organization not falling in one of the categories above, will require approval by a majority of the Communications Committee prior to publication. The I-CASH Communications Committee will have general oversight of the newsletter and web site.

APPENDIX X
Board of Directors
Memorandum of Agreement

As a board member, I will provide leadership and resources to assure that Iowa's Center for Agricultural Safety and Health adheres to the Mission, Vision and proposed Goals. I-CASH is a partnership of state agencies and not-for-profit organizations, therefore I will work to establish collaboration and to coordinate programs whenever it will benefit the health and safety of the farm community.

Vision – To make Iowa the world's healthiest and safest agricultural environment in which to live and work through creative leadership and collaboration among I-CASH, its partners and Iowa's agricultural community.

Mission – To enhance the health and safety of Iowa's agricultural community by establishing and coordinating prevention and education programs.

Long range outcomes (using 1997 as a baseline)

5. Reduce the overall farm death, injury, and illness rates by 25% by the year 2010.
6. Reduce the overall injury and death rates in farm youth by 25% by the year 2010.
7. Reduce the agricultural occupational related youth (19 and under) death rate by 50% by the year 2010.
8. Generally reduce the hazardous exposures on farms by certifying 1% of Iowa Farms in the certified Safe Farm program by the year 2010.

Goals

1. Coordinate efforts of agricultural safety and health partners and serve as a catalyst for initiation of agricultural safety and health organizations and activities.
2. Support agricultural safety and health education.
3. Promote communication and collaboration among partners to enhance effectiveness and prevent duplication.
4. Provide agricultural safety and health information to the general public.
5. Achieve sustainability for agricultural safety and health initiative.

As a member of the board I am committed to:

- Serving the needs of Iowa's farm community
- Providing guidance and expertise to the Iowa's Center for Agricultural Safety and Health
- Giving of my time and energy
- Focusing my efforts on the mission of I-CASH
- Approaching all board issues with an open mind, prepared to listen and respecting the opinions of my board colleagues
- I will attend the two primary I-CASH meetings and participate in two conf. calls (Jan & July)
- I will also serve on at least one I-CASH committee.

Signature of Board Member

Date

Advisory Council Memorandum of Agreement

As an advisory council member, I agree to provide input to Iowa's Center for Agricultural Safety and Health and to evaluate how well they adhere to their Mission, Vision and the proposed Goals.

Vision – To make Iowa the world's healthiest and safest agricultural environment in which to live and work through creative leadership and collaboration among I-CASH, its partners and Iowa's agricultural community.

Mission – To enhance the health and safety of Iowa's agricultural community by establishing and coordinating prevention and education programs.

Long range outcomes (using 1997 as a baseline)

9. Reduce the overall farm death, injury, and illness rates by 25% by the year 2010.
10. Reduce the overall injury and death rates in farm youth by 25% by the year 2010.
11. Reduce the agricultural occupational related youth (19 and under) death rate by 50% by the year 2010.
12. Generally reduce the hazardous exposures on farms by certifying 1% of Iowa Farms in the certified Safe Farm program by the year 2010.

Goals

1. Coordinate efforts of agricultural safety and health partners and serve as a catalyst for initiation of agricultural safety and health organizations and activities.
2. Support agricultural safety and health education.
3. Promote communication and collaboration among partners to enhance effectiveness and prevent duplication.
4. Provide agricultural safety and health information to the general public.
5. Achieve sustainability for agricultural safety and health initiative.

As a member of the board I am committed to:

- Providing guidance to the Iowa's Center for Agricultural Safety and Health
- Giving of my time and energy
- Approaching all board issues with an open mind, prepared to listen and respecting the opinions of my board colleagues
- I will attend the two primary I-CASH meeting (Spring and Fall).
- I will also serve on one I-CASH committee.

Signature of Advisory Council Member

Date