



Washington County Board of Health
110 N. Iowa Avenue, Suite 300, Washington, Iowa 52353

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

October 12, 2017 @ 12:00 p.m.

Orchard Hill, Building #2, Washington, Iowa

MEMBERS PRESENT:

Cathy Buffington, Chair
Trevor Martin, DO
Connie Larson
Jack Seward

PUBLIC HEALTH STAFF PRESENT:

Danielle Pettit-Majewski, Peggy Wood
Jennine Wolf, Jason Taylor

VISITORS:

The meeting was called to order at 12:01 by Cathy Buffington.

The meeting agenda and minutes from the September 21st meeting were approved on a motion by Connie Larson, second by Jack Seward. Motion carried 3-0.

Environmental Health

Jennine Wolf presented the budget. Revenue is at 31% and expenditures are at 18%. Jennine gave an update for the nuisance complaint in Richmond. The court date was on September 28, 2017 and the judge ruled Jessie Love shall pay the citation of \$750.00. Jennine explained at this time this complaint is closed.

Jennine explained about the court date of Aubrey Cahill and her pit bull. Aubrey was found guilty of having a dog at large. Jennine explained about the \$1000.00 Aubrey had to pay as part of the agreement to keep the dog. Jennine explained to the BOH she is not sure what to do with the money if the agreement Aubrey signed is violated and the money is forfeited to the BOH. Jack explained the money is used to pay for any damages the dog causes if the agreement is violated.

Jennine explained to the BOH she has talked with some of the County Supervisors, Sheriff's Department and Jen Lerner, assistant County Attorney about changing the dog ordinance in Washington County. She would like to eliminate 50.14-Control of a Vicious Dog, and change 50.15-Vicious Dog at Large. The BOH asked Jennine to see what other counties have for a dog ordinance and to talk with the city police as to what their dog ordinance entails.

Public Health

Peggy Wood reviewed the agency financials and provided a first quarter revenue analysis. She indicated the decrease in revenue in comparison to last year was partially due to a combination of client mix and visit counts. Peggy will continue to monitor and provide the same analysis on a quarterly basis.

The 2017 agency annual report was provided to each Board member. Peggy highlighted new additions and changes from the previous year.

Danielle Pettit-Majewski presented a personnel change request for the termination of Danielle Bombei effective October 5th. The request was approved on a motion by Trevor Martin, second by Connie Larson. Motion approved 4-0.

Peggy shared her final revisions to the agency HIPAA manual. The manual was approved on a motion by Connie Larson, second by Trevor Martin. Motion carried 4-0.

In conjunction with the HIPAA manual, Danielle presented two agency policies relating to record retention. Current agency policies indicate (5) year record retention; HIPAA policy indicates a (6) year time frame. Each policy was revised to accommodate the (6) year requirement. The agency Record Retention policy was approved on a motion by Jack Seward, second by Connie Larson. Motion carried 4-0. The Home Health Retention policy for patient clinical records was approved on a motion by Jack Seward, second by Connie Larson. Motion carried 4-0.

Danielle shared an agency success story about the prevention of a Pertussis outbreak in Kalona. The submission is a requirement for the Local Public Health Services grant and provides compliant agencies with \$800. The submission to IDPH was approved on a motion by Trevor Martin, second by Jack Seward. Motion carried 4-0.

The Advisory Board must review agency policies throughout the year per regulatory guidelines and provide their recommendations for revisions to the Board of Health. An acknowledgement of review of the Home Health policy book and authorization for Chairperson to sign was approved on a motion by Connie Larson, second by Trevor Martin. Motion carried 4-0.

Meeting adjourned at 12:42 p.m.

Next meeting scheduled for Noon, Thursday, November 16, 2017, Orchard Hill, Lexington Blvd.