



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

**WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES**  
**October 27, 2016 @ 12:00 p.m.**  
**Orchard Hill, Building #2, Washington, Iowa**

**MEMBERS PRESENT:**

Jack Seward, Jr.  
Cathy Buffington, RN  
Connie Larson  
Trevor martin, DO  
Chris Grier, DC

**PUBLIC HEALTH STAFF PRESENT:**

Danielle Pettit-Majewski, Peggy Wood, Karri Fisher  
Jennine Wolf

The meeting was called to order at 12:02 p.m. by Chairperson, Cathy Buffington.

The meeting agenda and minutes from September 15<sup>th</sup> and October 6<sup>th</sup> were approved on a motion by Jack Seward, second by Connie Larson. Motion carried 5-0.

**Public Health**

Peggy Wood presented the agency financial report. She noted that revenue and expenses are within budgetary guidelines.

Danielle Pettit-Majewski presented the personnel change request for Meghan Schrag as the Family Connection program coordinator. The position recently opened with the transfer of Roberta Sloat from The Family Connection program to the 1<sup>st</sup> Five Healthy Mental Development program. Meghan's effective date of change is October 27<sup>th</sup>. The change request was approved on a motion by Chris Grier, second by Connie Larson. Motion carried 5-0.

Peggy shared the agency annual report. The report covers the 2016 fiscal year. She encouraged all Board members to review.

Karri Fisher presented several home health policies for approval. The policies were previously reviewed by the agency Advisory Board. The policies approved via motion by Connie Larson, and second by Trevor Martin were as follows: Comprehensive Assessment of Patients, Documentation of a SCIC, Blood draw from a central line, Blood Glucose testing, Blood Pressure, Lab Sample processing, Medication Pickup, Subq IM injections (with wording correction), and venipuncture procedure. Motion carried 5-0.

Karri highlighted key areas of her home health yearly review with the Board as required by regulations. The report included audit results for therapy and nursing documentation.

Additionally, a summary of customer satisfaction surveys were noted. The report was approved on a motion by Jack Seward, second by Chris Grier. Motion carried 5-0.

### **Environmental Health**

Jennine Wolf presented the budget -Revenue is at 39% and expenditures are at 19.7%.

Jennine explained on October 1 she received a call from Deputy Nathan Schmuecker that Chance Miller had two dogs on his property that met the definition of a vicious animal. Jennine called Chance Miller and informed him the dogs could not remain in Washington County. Jennine talked with Chance and the dogs were taken out of the county. Jennine called the new owners to verify they had the animals.

Jennine explained on October 10 Elwyn Gingerich, a contractor, called and requested a septic permit for Leander Miller at 1190 Kiwi Ave. Mr. Miller built a basement and is ready to have the septic system installed. The property is in a flood plain and Mr. Miller did not obtain a flood plain permit from the state or county. She explained she had to put a cease order for any further construction until the proper permits are acquired.

A closed session was requested by Jennine Wolf at 12:45 p.m. per Iowa Code Chapter 21.5.i. The session was approved on a motion by Jack Seward, second by Chris Grier; roll call vote – Cathy Buffington, aye; Jack Seward, aye; Connie Larson, aye; Chris Grier, aye; Trevor Martin-aye; motion carried 5-0.

Approval for the completion of the closed session at 1:05 p.m. was approved on a roll call vote. The regular Board meeting was adjourned at 1:05 p.m.

Next meeting scheduled for Noon, Thursday, November 17, 2016, Orchard Hill, Lexington Blvd.