



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

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

March 15, 2018 @ 12:00 p.m.

Orchard Hill, Building #2, Washington, Iowa

MEMBERS PRESENT:

Cathy Buffington, Chair
Trevor Martin, DO
Connie Larson

PUBLIC HEALTH STAFF PRESENT:

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

VISITORS:

Sally Hart, KCII radio

The meeting was called to order at 12:13 by Cathy Buffington.

The meeting agenda and minutes from the February 15th meeting were approved on a motion by Connie Larson, second by Trevor Martin. Motion carried 3-0.

Peggy Wood reviewed the changes for the Employee Handbook. She shared Public Health had re-written the policy for Inclement Weather as there were special circumstances that needed clarification with staff time. The handbook was approved on a motion by Trevor Martin, second by Connie Larson. Motion carried 3-0.

Environmental Health

Jennine Wolf presented Board of Health (BOH) with the budget. Revenue is at 78% and expenditures are at 52%.

Jennine presented the Board with a Memorandum of Understanding (MOU) with Appanoose, Davis, Lucas and Monroe counties (ADLM). This MOU is for both counties to help each other with the food program if needed. Jennine gave examples such as RAGBRAI or a food borne outbreak. She explained it is an added insurance to ensure compliance with the food program requirements for both counties. Jennine also explained she had Jen Lerner, assistant county attorney, look over the contract and approve it. Cathy Buffington asked for a motion to accept and sign the MOU—Connie Larson made the motion and Dr. Trevor Martin seconded. The motion passed.

Jennine told the Board she was working with the county attorney to update the Dog Ordinance of Washington County. She explained in 50.14: Abatement Procedures Pertaining to Vicious or Dangerous Animals there is a sentence that reads "This letter, however, shall include a hearing

date to be held in front of the BOH". Jennine asked how the BOH would handle a hearing if there is a situation comes up in the future. Would there be a special meeting called or have it take place at the regular monthly meeting? The Board instructed Jennine to contact Berdette Ogden and other counties to see how other BOH handle this type of situation.

Public Health

Peggy Wood reviewed the agency financials. She indicated that agency expenses and revenue were within budgetary guidelines.

Danielle Pettit-Majewski reviewed several grant applications for the agency. The Early Childhood Iowa applications due March 30th (Fluoride Varnish \$14.5k and The Family Connection \$162k) were approved on a motion by Connie Larson, second by Trevor Martin. Motion carried 3-0. The Maternal, Child, Adolescent Health application due April 17th in the amount of \$115k was approved on a motion by Trevor Martin, second by Connie Larson. Motion carried 3-0. The Local Public Health Services application due April 5th in the amount of \$62k was approved on a motion by Connie Larson, second by Trevor Martin. Motion carried 3-0.

Discussion continued on a possible E-cigarette ordinance. Danielle shared additional information found in her research on the subject. Trevor Martin suggested that Danielle continue to gather information and further discussion on the subject of an ordinance take place with the entire Board in attendance.

Karri Fisher shared that the agency corrective plan of action in response to the Medicare survey had been approved. Karri will continue to monitor processes to ensure compliance.

The Plan of Care and Physician Order policy and Home Health Emergency Preparedness Policy were updated and approved on a motion by Connie Larson, second by Trevor Martin. Motion carried 3-0.

Karri reviewed a letter to agency contracted partners. The letter was created in response to the Medicare survey. It is now a requirement that contracted partners be educated on the agency emergency preparedness policy and outline specific roles, if any, in the event of an emergency. All staff employed by the providers are required to sign on an annual basis. The letter was approved on a motion by Connie Larson, second by Cathy Buffington. Motion carried 3-0.

Peggy outlined the proposed changes in the agency financial policies. The revisions included minor wording adjustments due to job descriptions and deletions of obsolete and/or duplicated policies in other areas of the agency. The financial policies were approved on a motion by Trevor Martin, second by Connie Larson. Motion carried 3-0.

Danielle presented the 2018 County Health rankings and highlighted several areas of concern that were determined as priorities in our 2015 Community Health Needs Assessment. She agreed to send a link to the Board to enable additional review of criteria used in the rankings.

A personnel change request for Jennifer Weidman reducing hours from 32 hours per week to 24 hours per week was approved on a motion by Connie Larson, second by Trevor Martin. Motion carried 3-0. Danielle noted that a previous grant ended allowing the 32 hour status.

Meeting adjourned at 1:05 p.m. Next meeting date scheduled for Thursday, April 19, 2019.