



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

**WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES**  
**September 21, 2017 @ 12:00 p.m.**  
**Orchard Hill, Building #2, Washington, Iowa**

**MEMBERS PRESENT:**

Cathy Buffington, Chair  
Chris Grier, DC  
Trevor Martin, DO  
Connie Larson  
Jack Seward

**PUBLIC HEALTH STAFF PRESENT:**

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

**VISITORS:**

The meeting was called to order at 12:05 by Cathy Buffington.

The amended meeting agenda and minutes from the August 21<sup>st</sup> meeting were approved on a motion by Chris Grier, second by Jack Seward. Motion carried 4-0.

**Environmental Health**

Jennine Wolf presented the budget. Revenue is at 24.9% and expenditures are at 14.25%.

Jennine gave an update for the citation she wrote to Jessie Love in Richmond. Jessie Love chose to plead not guilty and have a trial. The trial is set for September 28, 2017.

**Public Health**

Peggy Wood reviewed the agency financials. She indicated that revenue is trending slightly lower than last year and that she will have a more detailed analysis to present at the October meeting. Peggy added that the agency had received a \$1,000 incentive for the Maternal, Child, Adolescent Health grant. Incentives were awarded to agencies with on-time reporting and 90% data entry accuracy of service details.

Karri Fisher shared that Danielle Bombei had been hired as a Home Health Aide with a start date of September 18<sup>th</sup>. Danielle replaces Charity Gingerich. The personnel change request was approved on a motion by Connie Larson, second by Chris Grier. Motion carried 5-0.

Peggy presented additional revisions and suggestions for the agency HIPAA manual. She noted that several internal policies are in need of revisions, specifically in the area of record retention. She anticipates a final manual will be ready for approval at the October meeting.

Peggy provided details of an IDPH audit that took place on August 30-31 at the agency. Every two year, the on-site financial review is scheduled with agencies that receive allocations with Federal funding. A recommendation was made to require itemized meal receipts to support staff reimbursements. A policy will be created and presented to the Board at the October meeting for approval.

Danielle Pettit-Majewski requested the Board move to closed session pursuant to Iowa Code Chapter 21.5.1 at 12:45 p.m.

A motion to move to open session was made by Cathy Buffington, and second by Jack Seward. A roll call vote was taken. Martin – Aye Seward – Aye Grier – Aye Larson – Aye Buffington – Aye. Motion carried.

A motion to adjourn the meeting was made by Dr. Martin, 2<sup>nd</sup> by Connie Larson. Motion carried. Meeting adjourned at 1:30 p.m.

Next meeting scheduled for Noon, Thursday, October 12, 2017, Orchard Hill, Lexington Blvd.