



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

**WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES**  
**March 19, 2020 @ 12:00 p.m.**  
**Federation Bank, Washington, Iowa**

**MEMBERS PRESENT:**

Cathy Buffington, Chair  
Connie Larson  
Jack Seward  
Trevor Martin, DO via electronic meeting  
Chris Grier, DC via telephone

**PUBLIC HEALTH STAFF PRESENT:**

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

**VISITORS:**

Mary Zelinski, Kalona News  
Sally Hart, Washington Journal via electronic meeting  
Marissa Reissen, Washington County EMS Coordinator via electronic meeting

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

The meeting agenda and minutes from the February 20th meeting were approved on a motion by Connie Larsen, second by Trevor Martin. Motion carried 4-0.

Jack Seward requested clarification be granted in regards to the budget reduction conversation in the February 20<sup>th</sup> meeting. Jack explained the budget reduction calculation was a combination of information provided by Peggy Wood and Cyndie Sinn.

Danielle Pettit-Majewski shared information on Iowa Code 21.4 which refers to electronic meetings. Given the current, pandemic situation Danielle wanted to ensure that there were alternate means for attendance. Approval to allow electronic meetings was approved on a motion by Trevor Martin, second by Jack Seward. Motion carried. 4-0.

**Public Health**

Peggy Wood provided a financial update. Peggy indicated revenue and expenses were within budgetary guidelines.

Danielle reviewed the personnel change request for Erin James, RN, effective March 23, 2020. The change request was approved on a motion by Connie Larson, second by Cathy Buffington. Motion carried 3-0. Jack Seward abstained.

Multiple grant applications were presented by Danielle for approval. The FY21 Immunization services application was approved on a motion by Jack Seward, second by Connie Larson. Motion carried 4-0. Deadline for submission is April 15<sup>th</sup>. The FY21 Local Public Health Services (LPHS) application was approved on a motion by Connie Larson, second by Cathy Buffington. Motion carried 4-0. Deadline for submission is April 3<sup>rd</sup>. The FY21 Family Connection application was approved on a motion by Jack Seward, second by Connie Larson. Motion carried 4-0. Deadline for submission is March 30<sup>th</sup>. The FY21 Fluoride Varnish application was approved on a motion by Connie Larson, second by Cathy Buffington. Motion carried 4-0. Deadline for submission is March 30<sup>th</sup>.

Danielle provided an update on COVID-19. She shared the latest information from the Iowa Department of Public Health (IDPH) and the Center for Disease Control (CDC). Danielle confirmed at the time of the meeting there was (1) confirmed case of COVID-19 in Washington County. Trevor Martin reviewed the steps the hospital and clinics were taking to screen and test individuals. Danielle shared the resolution the County passed on Tuesday, March 17<sup>th</sup>, which closed County offices to the general public and allowed non-essential staff to be put on administrative leave.

### **Environmental Health**

Jennine Wolf presented the budget. Revenue is 77% and expenditures is at 50%.

Jennine asked if everyone has reviewed the packet Jason handed out last month for the job opening. Cathy asked if Jennine needs to turn in her resignation to start the job search. Everyone agreed that would need to be done. Jack suggested forming a committee of two to start the process to fill the Director position. He explained that is what they did when they were going to hire the ambulance Director. The committee would then report back to the Board of the progress being made. The Board agreed to forming a committee to start the process of advertising and arranging interviews for a new Director. Cathy Buffington and Connie Larson will be on this committee.

Meeting adjourned at 1:10 p.m. Next meeting date scheduled for Thursday, April 16, 2020 at Federation Bank, 5<sup>th</sup> floor conference room.