



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

**WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES**  
**April 16, 2020 @ 12:00 p.m.**  
**Federation Bank, Washington, Iowa**

**MEMBERS PRESENT:**

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

**PUBLIC HEALTH STAFF PRESENT:**

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

**VISITORS:**

Gretchen Teske, Washington Journal via Zoom

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

The meeting agenda and minutes from the March 19th meeting were approved on a motion by Trevor Martin, second by Jack Seward. Motion carried 5-0.

**Public Health**

Peggy Wood provided a financial update for the month of March and 3<sup>rd</sup> Quarter. Peggy indicated revenue and expenses were within budgetary guidelines. She added that expenses increases were due to the implementation fees and equipment needs for the new clinical software.

Danielle Pettit-Majewski reviewed the details of the FY21 Maternal Child Adolescent Health (MCAH) grant. Peggy added that the funding formula has changed from previous grant cycles. Fee for Service was previously billed directly to IDPH; the new grant incorporates the funding into the agency allocation. Approval to submit the request for application (RFA) due May 21<sup>st</sup> was granted on a motion by Chris Grier, second by Cathy Buffington. Motion carried 5-0.

Peggy reviewed the Board of Health Employee Handbook changes and indicated all changes effective at the County level were incorporated with the exception of items specific to the Secondary Roads Department. Approval to accept the changes to the handbook effective April 16, 2020, were granted on a motion by Jack Seward, second by Trevor Martin. Motion carried 5-0.

Karri Fisher presented two Home Health policies for review and approval due to recent procedural changes with COVID-19. The policy entitled Strategies for Optimizing the Supply of Face Masks and the policy for Protocol for Decreasing Staff Risk of Exposure were approved on a motion by Chris Grier, second by Connie Larson. Motion carried 5-0.

Danielle provided an update on COVID-19. She shared the latest information regarding Washington County from the Iowa Department of Public Health (IDPH) and the Center for Disease Control (CDC). She also provided statistics on the agency follow up with positive cases.

### **Environmental Health**

Jennine Wolf presented the budget. Revenue is 98% and expenditures are at 56%. Jennine explained revenue from swimming pools and tattoo establishments may either come in late or not at all. Much depends on when they can reopen.

Cathy Buffington gave an update of what she and Connie Larson did for the job search. Cathy explained the first step was to talk to Amber Day, HR for the county. Amber explained Jennine needed to turn in her retirement letter with the final date of retirement from the county. Then the job could be posted at the courthouse and various other sites for two weeks. Amber said she would take care of this. Then Amber would receive the job applications, review them and then give them to Connie and Cathy. They could narrow the job interviews to three or four and then Cathy and Connie would present these to the Board. Cathy asked Amber if the courthouse is closed, how would all the departments see the job posting. Amber said she would email all department heads with the job posting. Cathy asked if the Board was okay with the steps taken so far and all were in agreement.

Jennine turned in her letter of retirement to the Board. Cathy made a motion to accept the letter and Connie seconded. Motion passed.

Meeting adjourned at 1:00 p.m. Next meeting date scheduled for Thursday, May 21, 2020 at Federation Bank, 5<sup>th</sup> floor conference room and via Zoom.