



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

**WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES**

**July 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

**PUBLIC HEALTH STAFF PRESENT:**

Danielle Pettit-Majewski, Peggy Wood, Karri Fisher via Zoom  
Jason Taylor

**VISITORS:**

Roberta Sloat, Washington County Public Health via Zoom  
Lori Hobscheidt, Washington County Public Health via Zoom  
Jessica Janecek, Washington County Public Health via Zoom  
Amber Day, Washington County HR Manager via Zoom  
Sarah Smith, Family Behavioral Services via Zoom

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

The meeting amended agenda and minutes from the June 18th meeting were approved on a motion by Jack Seward, second by Connie Larson. Motion carried 5-0.

**Public Health**

Peggy Wood provided a financial update for the fiscal year end noting unspent tax asking funds totaled approx. \$153k. She added the majority of the dollars remained due to staffing vacancies and changes throughout the year. Peggy also reviewed the 4<sup>th</sup> quarter revenue and expenses with the Board. Dr. Grier generated discussion about utilizing unspent funds for capital projects. Jack Seward reviewed the process to request funds during the next budget hearing.

Karri Fisher provided an update on the clinical software conversion. Karri indicated that processes are in place to move clients over to the new system at time of recertification. Brightree will continue weekly calls with the agency through mid-August.

Danielle Pettit-Majewski reviewed Maternal Child Adolescent Health (MCAH) 3<sup>rd</sup> quarter statistics. The data was approved on a motion by Chris Grier, second by Trevor Martin. Motion carried 5-0. She added that the new MCAH contract period that begins in October will be different as the agency is now considered Tier 1 for services. This means that WCPH will no

longer be providing services for maternal health clients. Danielle announced that WIC services will continue to be virtual visits through September 30<sup>th</sup>.

Sarah Smith, representative of Family Behavioral Health services reviewed the adolescent health profile and statistics for Washington County. Tobacco use and preventative services are a primary focus of their services.

Danielle shared a recent COVID-19 case count for the County. Peggy reviewed agency discussions concerning the potential change in Administrative Leave guidelines when the County opens to the public and how staff may be affected.

### **Environmental Health**

Jason Taylor presented the budget for year end. Revenue was 121% and Expenditures were 74.7%.

Jason presented that the Environmental Health Specialist position search was ongoing, and that the first round of applicants was highly educated, did not have any food experience. We have extended the job posting to July 29, 2020, and have put the ad in local newspapers and on Corridor Careers.

Jason presented the Salary Matrix of the Environmental Health Specialist, discussing the starting salary of \$17.00 per hour. The matrix described the steps of raises with completion of various classes and standardization. Discussed the requirement of becoming a Standardized Food Inspector.

Meeting adjourned at 1:15 p.m. Next meeting date scheduled for Thursday, August 20, 2020 at Federation Bank, 5<sup>th</sup> floor conference room and via Zoom.