



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

**WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES**  
**June 24, 2021 @ 12:00 p.m.**  
**Federation Bank, Washington, Iowa**

**MEMBERS PRESENT:**

Cathy Buffington, Chair  
Trevor Martin, DO  
Chris Grier, DC via Zoom  
Jack Seward, Board of Supervisor via Zoom

**PUBLIC HEALTH STAFF PRESENT:**

Danielle Pettit-Majewski, Peggy Wood, Karri, Fisher, Jason Taylor, Cindy Rico Chavez  
Roberta Sloat, Jessica Janecek, Lori Hobscheidt, Martha Hernandez via Zoom

**VISITORS:**

Mary Zelinski, Kalona News via Zoom  
James Jennings, The Union via Zoom  
Sam McIntosh, KCII via Zoom  
Tasha Beghtol, DHLW Early Childhood Director

The meeting was called to order at 12:00 p.m. by Cathy Buffington. The Zoom meeting option is available to allow for social distancing recommendations of meeting attendees.

The agenda and minutes from the May 20, 2021 meeting were approved on a motion by Cathy Buffington, second by Chris Grier. Motion carried 3-0. Trevor Martin absent for vote.

Danielle Pettit-Majewski reviewed the reasoning for the change in BOH bylaws specific to the voting rights for a Board of Supervisor alternate. Danielle indicated that she and Jason will meet to discuss the proposed changes to the bylaws and present at the July meeting. Action item postponed until the next meeting.

Danielle requested input for upcoming Board meeting time and location. Due to the recent change in WIC clinics, the Federation Bank conference room will not be available. Danielle agreed to look for other options and will request further input from the Board members in terms of availability.

**Environmental Health**

Jason Taylor presented the financials. Revenue was 105% and Expenditures are 75%.

Jason discussed that Cindy has completed her Standardized Food Inspector Standardization and Course Work well under the 18 months that she had to complete the trainings. Under the salary matrix once the Standardization is completed there is a \$1.00 raise. I appreciate all the

hard work and time spent on the classes and field training as well as on line schools that she has attended. I ask for the Board to approve her personnel change request. Motion was made by Dr Grier and Seconded by Dr Martin. Passed 3-0, one abstention. Jack abstained, since he will vote with the Board of Supervisors.

Jason Discussed being assigned Signatory Authority for Board of Health Representative, a Motion was made to Clarify that Jason Taylor as Director of the Environmental Health Department has Signatory Authority of the Board of Health Representative. Motion was made by Jack Seward Jr. and Seconded by Dr Grier. Passed 4-0.

Jason Discussed that he received a complaint that a center in Washington had an insect problem, with Roaches and Bedbugs. I contacted the Nuisance Officer for the City of Washington, to have a joint inspection of the facility. We went on the inspection under Chapter 65 Washington County Code for Health Hazard for the Roaches since they carry disease. The city was there under their Housing Code. We inspected the common areas, male dorm and female dorm, and kitchen area. No roaches or signs of roaches were found. Did discover one bedbug, not a public Health Concern. Discussed with the Director and one Board Member that having a Pest Control Operator come through on a routine maintenance would be a good idea. The city and myself will monitor the situation. Unfounded for the Roach complaint.

Jason Discussed the 28E agreement with the Department of Inspections and Appeals food program the contract period will be July 1, 2021 thru June 30, 2024. Jason also mentioned some of the new provisions in the contract, beginning July 1, 2022, DIA will retain a percentage of the license fees to support 50% of the program, for a processing fee. The local contribution of 50%, the retention percent will be 10% cap. For our department we will be losing about \$3,200, each year to support the new data system. Beginning July 1, 2022, a food illness will be investigated by DIA Environmental Assessment, no longer be conducted by the local contracts we will be invited to go with DIA during the Assessments and will have to conduct a Routine inspection in conjunction with the Assessment. Roughly July 1, 2023, DIA will assume all responsibility for processing license, once the new data system is up and running, with the exemption of Temps and Farmers Market. We will continue with the Standards, Standard 2, 3,4,6 and 9. A self-assessment will be conducted in 2022. Jason mentioned that it is important to the County to continue the Food Program with Local Control.

Jason asked for a motion to extend the 28E agreement for the 3-year contract. Motion was made by Dr Grier, seconded by Dr Martin. Motion passes 4-0.

### **Public Health**

Peggy Wood reviewed the agency financials and provided additional information on agency revenue for the fiscal year. Peggy indicated the cancellation of WIC clinics, inability to perform dental services, and staffing issues within the Family Connection program have contributed to revenue shortfalls.

Danielle reviewed the current building plans for Federation Bank in regards to remodeling and the eventual move to the US Bank building. Danielle reminded the Board that per the current lease, Federation Bank is obligated to provide a 60-day notice in the event of lease termination. Board consensus was to leave the item on the agenda for future meetings.

Danielle outlined the current status of the Family Connection program. Danielle indicated staff recruitment continues to be an issue, particularly due to the inability to provide insurance benefits. Staff shortages affect a program's ability to provide services and meet benchmarks. Tasha Beghtol, Director for DHLW Early Childhood, added that many programs are experiencing the same issues and Boards have begun conversations about merging programs together in an effort to sustain staff and services in their respective counties. Danielle proposed Henry and Washington counties merge their programs effective September 1<sup>st</sup>. Tasha explained this would result in a contract dissolution effective August 31<sup>st</sup>, pending approval from ISU Extension in Henry County, along with the ECI Board. A motion to proceed with requests to ISU Extension and ECI Boards for the merge of the Family Connection programs in Henry and Washington counties was approved on a motion by Jack Seward, second by Chris Grier. Motion carried 4-0.

Karri Fisher reviewed results from a Department of Inspection and Appeals (DIA) investigation that occurred on April 15<sup>th</sup>. The investigation was conducted due to a client complaint. The agency was cited on two issues which resulted in a revisit on May 24<sup>th</sup>. At the time of the revisit, the agency was in full compliance.

Danielle discussed current staff wages in comparison to incoming new hires and potential adjustments to align staff with equitable rates. Danielle suggested additional wage increases for seven staff members. Peggy added the cost to cover the wage increases over the original 2.0% would be covered in the existing budget, with no change to the approved department total. The wage increases were approved on a motion by Trevor Martin, second by Chris Grier. Motion carried 3-1. Jack Seward abstained.

Revisions to the department dress code policy were presented by Danielle. Revisions included: jeans allowed Monday-Friday unless a staff person is at a meeting or conference outside the office and a section added specific to Environmental Health staff. The policy revisions were approved on a motion by Trevor Martin, second by Cathy Buffington. Motion carried 4-0.

A personnel change request for Cindy Johnson, termination effective June 30<sup>th</sup>, was approved on a motion by Trevor Martin, second by Chris Grier. Motion carried 3-1. Jack Seward abstained.

A personnel change request for Sara Hammes, Public Health RN, start date effective August 17<sup>th</sup> was approved on a motion by Chris Grier, second by Trevor Martin. Motion carried 3-1. Jack Seward abstained.

Danielle shared information about the reduction in positive COVID cases in Iowa and the increasing number of cases of the Delta variant in the states of Missouri and Colorado. She added IDPH will be sending home test kits to public health agencies in the near future for distribution. Danielle will be working on after action reports with current interns and Marissa Reisen in order to review and revise current processes and policies related to pandemic response.

Chris Grier and Trevor Martin expressed interest in bringing wellness education to the public to build on the importance of healthy lifestyles and how it relates to overall immunity. Danielle added the Community Health Needs Assessment will be focusing on such topics as community infrastructure, accessibility to services, and food insecurities.

Meeting adjourned at 1:05 pm. Next meeting scheduled for Thursday, June 24, 2021 at Federation Bank, 5<sup>th</sup> floor conference room, and via Zoom.