



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

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES
July 15, 2021 @ 12:00 p.m.
Washington City Hall, Washington, Iowa

MEMBERS PRESENT:

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

PUBLIC HEALTH STAFF PRESENT:

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

VISITORS:

Mary Zelinski, Kalona News via Zoom
James Jennings, The Union via Zoom
Sam McIntosh, KCII via Zoom
Berdette Davis, IDPH Community Health Consultant
Dan Widmer, Washington County Auditor
Sally Hart, Clerk, City of Washington
Richard Young, Washington County Board of Supervisor via Zoom
Amber Armbruster, Washington County Human Resource Administrator via Zoom

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.

Jack Seward requested a correction to the June 24, 2021 minutes. The scheduled meeting placed was to be listed as "to be determined". Cathy Buffington added a discussion item regarding the agency Administrator position. The amended agenda and amended minutes from the June 24, 2021 meeting were approved on a motion by Connie Larson, second by Chris Grier. Motion carried 5-0.

Danielle Pettit-Majewski reviewed the proposed changes for the Board Governing Bylaws. Danielle noted the requirement of an Advisory Board has been removed and the frequency of meetings has been re-defined. The changes were approved on a motion by Chris Grier, second by Connie Larson. Motion carried 5-0.

Environmental Health

Jason discussed the Environmental Health Financials: Year-end Revenue was 113% and Expenditures was 80%.

Jason handed out year-end Report for FY21: had discussion about no inspections for 3.5 months because of Covid, Temporary Food licenses were way down due to no events. Our septic permits were down slightly from normal 70 to 100 systems.

Jason discussed the case of illegal Meat Sales in Wellman. The 2 subjects have been charged on June 16th with Second Degree Fraudulent Practice = Class D Felony and a Meat and Poultry License Violation = Simple Misdemeanor

Our office received a complaint of Illegal Food Sales on Facebook. Jason contacted the owner of the business through Facebook Messenger, and the owner contacted Jason, that they didn't know that it was illegal to sell prepared food from their resident. Jason supplied the owner with the Basic Requirements for a Food Establishment and License Applications for their Business. The site was taken down.

Public Health

Peggy Wood reviewed the year end financials for the agency and provided details of revenue and expenses specific to the fourth quarter. Peggy added the agency had received approximately \$78k in COVID response funds through the CARES Act and various other grants in the fiscal year. Additionally, she reported the department had unspent tax asking funds for fiscal year 2021 in the amount of \$82k.

Danielle shared information about a recent visit to Washington from the State of Iowa Auditor, Rob Sands, and her conversation about COVID Relief funds that have been allocated to local county governments. Danielle confirmed a public health facility would be an allowable expense under section II: Eligible Uses of the proposed guidance provided by the Department of the Treasure 31 CFR Part 35 Coronavirus State and Local Fiscal Recovery Funds. The language states "capital investments in public facilities to meet pandemic operational needs, such as physical plant improvements to public hospitals and health clinics or adaptations to public buildings to implement COVID-19 mitigation tactics." She added any project over \$600,000 would require a vote. Danielle reminded the Board of the current lease with Federation Bank and the requirement of a 60-day notice to vacate.

The third quarter MCAH stats were reviewed by Danielle. She shared WIC is now requiring in-person visits effective July 1st. The quarterly report was approved on a motion by Connie Larson, second by Chris Grier. Motion carried 5-0.

A personnel change request for Jen Weidman effective 7/28/21 was approved on a motion by Chris Grier, second by Connie Larson. Motion carried 4-1. Jack Seward abstained.

A personnel change request for Danielle Pettit-Majewski effective 8/4/2021 was approved on a motion by Trevor Martin, second by Chris Grier. Motion carried 5-0.

Cathy Buffington requested Berdette Davis present options and information about the hiring process of a new Administrator. Berdette reviewed potential actions the Board could take to fill

the position and also noted an allowed 90-day waiting period to hire an interim Administrator per CMS regulation. Amber Armbruster provided general information about the process, potential options for outside consultants, and requested the job description be reviewed prior to posting. Cathy Buffington and Chris Grier agreed to review as necessary. The Board consensus was to have a special meeting to discuss and appoint various privileges and contacts in Danielle's absence. Danielle agreed to send options for a meeting the week of July 19th.

Meeting adjourned at 1:10 pm. Next meeting scheduled for Thursday, August 19, 2021 at the Nicola-Stouffer room, Washington County Public library, and via Zoom.