



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

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

August 19, 2021 @ 12:00 PM

Nicola Stouffer room, Washington Public Library, Washington, Iowa

MEMBERS PRESENT:

Cathy Buffington, Chair
Trevor Martin, DO via Zoom
Connie Larsen
Jack Seward, Board of Supervisor

PUBLIC HEALTH STAFF PRESENT:

Peggy Wood, Karri Fisher, Chris Estle
Jason Taylor, Cindy Rico-Chavez
Jessica Janecek, Lori Hobscheidt, Maxine Hervey, Roberta Sloat, Megan Waterhouse via Zoom

VISITORS:

Mary Zelinski, Kalona News via Zoom
Sam McIntosh, KCII Radio via Zoom
Amber Armbruster, Washington County Human Resource Administrator via Zoom
Berdette Davis, IDPH Community Health Consultant

The meeting was called to order at 12:02 pm by Cathy Buffington. The Zoom meeting option is available to allow for social distancing recommendations of meeting attendees.

The amended agenda was approved on a motion by Jack Seward, second by Connie Larsen. Motion carried 4-0. Minutes from the July 15th meeting were approved on a motion by Connie Larsen, second by Cathy Buffington. Motion carried 4-0. Minutes from the August 3rd meeting were approved on a motion by Jack Seward, second by Connie Larsen. Motion carried 4-0.

Environmental Health report

Jason Taylor presented the financials. Revenue was 7% and Expenditures are 5%.

Jason investigated a septic overflow complaint outside of Riverside. Jason went to a rural Riverside Trailer Park for a complaint about sewage leaking out of the ground around the septic tanks and sand filters. Jason contacted the land owner to meet at the property. Jason investigated the 5 septic system on the property and took multiple pictures and noted no discharge of any kind on the property. Complaint was unfounded and closed.

Jason discussed Richmond Rubio Septic Contracts and Waste Water Samples Compliance Issues. Our department has had an ongoing issue with certain Richmond and Rubio Residents with not renewing their Maintenance Contracts and some properties not having their waste water samples taken. Ten people do not have maintenance contracts and Waste Water Samples as

required. Jason has sent a letter stated that they have until August 25th to contact him with their signed contract and their first waste water samples. After the 25th Jason will contact the County Attorney and start enforcement action against the home owners.

Jason was notified that Washington County Environmental has passed Standard 9 of the FDA Voluntary National Retail Food Regulatory Program Standards Verification Audit. Our department now has met all the Standards set forth by the Department of Inspection and Appeals to meet our 28E Agreement. The Standard will need to have a Self-Assessment and Verification every five years, ours will be due again in 2022.

Public Health report

Peggy Wood reviewed the agency financial reports and indicated revenue and expenses were in line with budgetary guidelines.

Peggy explained in the interim of a new Administrator, an alternate signature is needed for the Iowa Grants system. Cathy Buffington as Chairperson currently holds signatory privileges. Jack Seward, Vice Chairperson, was approved as an alternate signatory privilege during the interim on a motion by Cathy Buffington, second by Connie Larsen. Motion carried 4-0.

The agenda item listed as a policy revision for the Trust Fund was postponed and no action taken due to further research and revisions required to meet regulatory guidelines.

Peggy presented personnel change requests for Christine Glosser and Jessica Haro-Ponce. Both are currently grant funded employees under the Family Connection program that will merge with Henry County effective August 30th. The personnel change requests terminating employment with Public Health effective August 30th, were approved on a motion by Jack Seward, second by Connie Larsen. Motion carried 4-0.

Peggy shared the discussion and possible action regarding shared duties for the 1st Five Coordinator was not needed. The County requesting assistance hired a new staff person to fill the vacancy.

Amber Armbruster, Washington County HR Administrator, reviewed current applicant total and reiterated the end date of August 27th for the job posting of the Administrator. Amber added the Board would need to move forward with developing interview questions and internal committees for applicant review and interviews. No action was taken. The Board agreed to a work session on August 31st at 7:00 am to discuss further details of the hiring process and next steps. Peggy agreed to create the Zoom meeting and send the agenda.

Chris Estle, interim Administrator, provided an overview of the agency. She reviewed the current status of the agency, in terms of personnel, and shared details of the agency After Action Report related to COVID. Chris reviewed the current organizational chart and provided details on the MCAH program in terms of upcoming changes and potential shifts in staff positions. Chris shared the current vaccination statistics for Washington County, including 46.7% of the population has been fully vaccinated. She added that the agency will be preparing for additional clinics related to the approval of third doses of COVID vaccine.

The Board agreed to keep the current meeting date and time each month at the public library through December. No action was taken.

Peggy shared information from the Board of Supervisor work session on August 10th regarding County facility needs. The County will proceed with a space needs assessment for all departments to assist in the development of plans for proposed building ideas.

Meeting adjourned at 1:15pm. Next meeting scheduled for Thursday, September 16, 2021 at the Nicola-Stouffer room, Washington County Public library, and via Zoom.