



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

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

October 21, 2021 @ 12:00 PM

Nicola Stouffer room, Washington Public Library, Washington, Iowa

MEMBERS PRESENT:

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

PUBLIC HEALTH STAFF PRESENT:

Peggy Wood, Chris Estle
Jessica Janecek, Roberta Sloat, Lori Hobscheidt via Zoom
Jason Taylor
Cindy Chaves via Zoom

VISITORS:

Sam McIntosh, KCII Radio
Mary Zelinski, Kalona News via Zoom
Andrea Leyden, Washington County Hospitals & Clinics via Zoom

The meeting was called to order at 12:01 pm by Cathy Buffington. The Zoom meeting option is available to allow for social distancing recommendations of meeting attendees.

The agenda was approved on a motion by Jack Seward, second by Connie Larsen. Motion carried 4-0.

Approval for the 9/16/21 minutes were approved on a motion by Jack Seward, second by Connie Larsen. Motion carried 4-0. Approval of the 9/28/21 minutes were approved on a motion by Connie Larsen, second by Cathy Buffington. Motion carried 4-0. Approval of the 10/5/21 minutes were approved on a motion by Jack Seward, second by Connie Larsen. Motion carried 4-0. Approval of the 10/14/21 minutes were approved on a motion by Connie Larsen, second by Cathy Buffington. Motion carried 4-0. Approval of the 10/16/21 minutes were approved on a motion by Jack Seward, second by Connie Larsen. Motion carried 4-0.

Peggy Wood provided information on potential meeting locations for 2022. Board consensus was to continue meeting at the Washington County Public Library next year pending availability of the room. Peggy agreed to discuss with the library manager.

A motion for closed session in accordance with section 21.5 (i) of the Code of Iowa was made by Jack Seward at 12:10 pm; second by Chris Grier. Trevor Martin arrived at 12:10 pm. Motion

carried 5-0. Jack explained the closed session was a continuation of the prior closed sessions held on Saturday, October 16, 2021 at the Federation Bank building.

Motion to return to open session was approved at 12:50 pm on a motion by Jack Seward, second by Trevor Martin. Motion carried 5-0.

Public Health report

Lori Hobscheidt, Registered Dental Assistant, shared an update and statistics on the agency dental programs. Lori reviewed dental screening information for the local school districts.

Peggy Wood reviewed the agency financial reports and indicated revenue and expenses were in line with budgetary guidelines. Peggy also explained the general ledger account used for the Maternal Child Adolescent Health grant would merge with the agency budget for fiscal year 2023 due to State requirements. Peggy sent claims documents to a State auditor to conduct an agency fiscal audit on November 6th.

Peggy presented a lease from Federation Bank for the time period of July 1, 2022, through June 30, 2023. The lease provides a 6 month notice should the building be sold to another entity. The lease was approved on a motion by Chris Grier, second by Connie Larsen. Motion carried 4-0. Jack Seward abstained.

A subcontract in the amount of \$22,550 for Washington to provide services under the Maternal Child Health Adolescent grant in Henry County and allow the Board Chair to sign was approved on a motion by Chris Grier, second by Connie Larsen. Motion carried 5-0.

A resolution to dissolve the Washington County Public Health Advisory Board and their responsibilities of the department Trust Fund was approved for recommendation to the Board of Supervisors for signature on a motion by Trevor Martin, second by Chris Grier. Motion carried 4-0. Jack Seward abstained.

Peggy shared highlights of the agency annual report and offered printed copies for those that requested one.

Peggy reviewed a letter from the Board of Supervisors requesting a Board of Health designee for the newly formed Washington County Emergency Medical Services Advisory Council. The Board of Health Chair and/or the Public Health Administrator were approved as representatives on a motion by Jack Seward, second by Trevor Martin. Motion carried 5-0.

The creation of a notification letter to the Centers for Medicare & Medicaid Services (CMS) indicating the appointment of an interim administrator, Chris Estle, and approval for the Chair to sign was approved on a motion by Connie Larsen, second by Chris Grier. Motion carried 5-0.

Chris Estle reviewed current office hours for the agency and requested discussion to close the office from 12-1, each week day, to the public. The purpose is to reduce lunch coverage and allow support staff a break from incoming calls. The approval to close the office from 12-1 each weekday was approved on a motion by Chris Grier, second by Trevor Martin. Motion carried 5-0. The tentative start date will be November 1st.

Approval to extend an offer of employment for the Administrator position to applicant G was approved on a motion by Trevor Marin, second by Cathy Buffington. Roll call vote: Cathy Buffington, Aye; Jack Seward, Nay; Chris Grier, Aye; Connie Larsen, Nay; Trevor Martin, Aye.

Motion carried 3-2. A small committee of Cathy Buffington and Trevor Martin will present the offer to the candidate and conduct reference checks. A special Board meeting was requested for Tuesday, October 26th, 7:00 am to discuss salary for the position.

A recommendation to the Board of Supervisors to re-appoint Trevor Martin for another term effective January 1, 2022, was approved on a motion by Chris Grier, second by Connie Larsen. Motion carried 4-0. Jack Seward abstained.

Environmental Health report

Jason Taylor presented the financials. Revenue was 30 % and Expenditures are 19%.

Jason discussed an update of 140th Street, Wellman, Septic System, Jason has been in contact with the property owner, the property owner stated that he is not going to put a system in the ground, it is up to the trailer owner. Jason contacted HACAP and Washington County General Assistance to see if there was funding to help the trailer owner move her trailer off of the property, before Jason sent the trailer owner a letter. Since the trailer owner has a family of 8. The trailer owner contacted Jason and said she didn't know she couldn't hook up to the new trailer, Jason sent her the bonded contractor list and she contacted a couple of contractors. Jason contacted the trailer owner on Monday, October 18, 2021, and she has contacted a contractor and Jason will have a meeting with the contractor to purchase a permit and time line for the system to be installed. Jason visited with the contractor and the trailer owner today and the three of them will continue to move forward with a site evaluation and permit purchase.

Jason presented an update Richmond/Rubio Septic Maintenance Contracts and Waste Water Sampling. Jason has all the residents that require maintenance contracts with contracts now, and waste water samples will be taken and submitted to our office.

Meeting adjourned at 1:50 pm. Next meeting scheduled for Tuesday, October 26th, 7:00 am at the Federation Bank building and via Zoom.