



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

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

November 18, 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 via Zoom

PUBLIC HEALTH STAFF PRESENT:

Chris Estle, Peggy Wood, Karri Fisher, Sara Hammes, Sarah Smith
Jessica Janecek, Susie Beatty, Lori Hobscheidt via Zoom
Diane Waldschmidt, Megan Waterhouse, Jen Roberts via Zoom
Jason Taylor, Cindy Chaves

VISITORS:

Kalen McCain, Southeast Iowa Union
Mary Zelinski, Kalona News via Zoom

The meeting was called to order at 12:00 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.

Approval of the 10/21/21 minutes were approved on a motion by Jack Seward, second by Chris Grier. Motion carried 4-0. Approval of the 11/4/21 minutes were approved on a motion by Connie Larsen, second by Jack Seward. Motion carried 4-0.

Environmental Health report

Jason Taylor presented the financials. Revenue was 46% and Expenditures are 25%.

Jason discussed the property on 140th Street, Wellman. Jason has been in contact with the trailer owner and the contractor on how to move forward. The trailer owner is getting the finances around for the installation of the system. Jason wanted to clarify the open discharge was taken care of when the new trailer was moved on the property and the Septic Tank was pumped.

Jason received a call from the Sheriff's Office about a complaint of sewage on the ground and strong smells coming from a camper that was parked, in the town of West Chester. Jason went

to the camper and took pictures of the sewage pipe going from the camper to the septic tank clean out. No sewage was on the ground and no strong odor was noticed.

Jason received a call from a Case Manager about a property in Rural Riverside that was completely full of items. The property is located on 5 acres, and the homeowner is mentally ill. The caller had called the Sheriff's Office for a welfare check, so I spoke with one of the responding Deputies that stated it was full of items. Jason contacted the Assistant County Attorney, to see what path to go. With the hoard not effecting the neighbors it is her right to hoard, until it becomes an imminent danger. The Case Manager contacted DHS and they didn't feel it was a danger at this point.

Jason was contacted by the Safety Center about a house in Washington that responding officers notice Roaches coming out from under the front door. Jason contacted Jeff Duwa with the City of Washington and he had already contacted the homeowner. The house is condemned by the city, they are trying to relocate the owner to a nursing home. This property has been an ongoing issue for the City.

Public Health report

Sara Hammes, Public Health RN, provided stats on the most recent walk in Flu and COVID clinics. Sara shared additional dates for clinics in the month of December. Karri Fisher provided information on the proposed COVID vaccine mandate under the Centers for Medicare & Medicaid Services (CMS) guidelines as a certified Home Health agency. Karri will continue to work with the County attorney in developing an agency protocol and policy. Should the policy include weekly testing for those that choose to not be vaccinated, the Board consensus was the cost of testing would not be passed on to the employee. Karri added RX4Prevention, pharmacy partner, would be working with the school districts for COVID boost doses.

Sarah Smith provided data for the last quarter of the Maternal, Child, Adolescent Health (MCAH) grant ending September 30th. Sarah noted the numbers were increasing due to the July 1st start date of in person WIC visits. Chris Estle added conversations will continue with Lee and Muscatine counties in preparation for the proposed collaborative service areas effective in October, 2022.

Peggy Wood reviewed the year to date revenue and expenses for the agency. Peggy added the agency had received approx. \$20k in Medicare COVID reimbursement since the start of the fiscal year. She also noted the Emergency Preparedness revenue year to date was all due to COVID vaccine response funds allocated to the agency through the 6 year grant.

Peggy reviewed the BOS resolution of October 26, 2021 which dissolved the creation and oversight of the Advisory Board. She review the revisions to the agency Trust Fund policy, including the removal of the Advisory Board and assignment of duties to the Board of Health. The revised Trust Fund policy was approved on a motion by Connie Larsen, second by Trevor Martin. Motion carried 5-0.

Chris Estle and Peggy requested a \$1500 maximum expenditure to the Trust Fund to allow for the purchase of outerwear for WCPH staff. The expenditure was approved on a motion by Connie Larsen, second by Cathy Buffington. Motion carried 5-0.

The agency cell phone policy was revised to better describe usage and expectations of WCPH staff. The revised cell phone usage policy was approved on a motion by Trevor Martin, second by Jack Seward. Motion carried 5-0.

Chris Estle discussed the rising cost of fuel and the expectation of WCPH staff to use their own vehicles for visits. Chris shared the current Federal reimbursement rate is \$.56; the County follows the State reimbursement rate of \$.39. Peggy added the department travels approx. 80k miles per year for client visits. A recommendation to the Board of Supervisors to review the mileage reimbursement rate was approved on a motion by Connie Larsen, second by Trevor Martin. Motion carried 4-0. Jack Seward abstained.

Peggy reviewed a letter from IDPH from their recent audit of multiple State funded grants. The letter dated October 26, 2021, indicated the agency was in compliance, noting zero findings or further action required.

Chris Estle provided input on WCPH staff wages, specifically noting surrounding areas of job opportunities and wage rates. Chris Estle requested the Board provide her with their ideas in terms of equitable increases for all WCPH staff. Jack Seward added a list of positions, job descriptions, and a matrix be provided to the Board for review. Chris Grier stated the Board should look at wage inequities particularly related to years of service and experience. Jack suggested a finance committee be developed to assist with the process. Chris Estle agreed to provide information prior to next month's meeting.

Peggy gave an overview of the current WCPH phone system, specifically noting the system is outdated and is in need of an upgrade. She has requested a quote for a new phone system from Bob Schneider, Sharon Telephone. The quote would encompass a system that would be portable and have the capacity to tie into the County phone system should be agency be relocated in the future.

Chris Estle reviewed her thoughts and tentative training plan for Emily Tokheim. She recommended the Board request a monthly progress report from Emily, including updates of trainings, activities, meetings, etc. Additionally Chris suggested a formal review take place at 120 days, with the potential of wage increase at that time and final increase at July 1, 2022.

Peggy reviewed the signatory privileges of the Administrator role which include grant applications, formal contracts, Iowa Grant access, agency payroll, and regulatory documents. Emily Tokheim was granted signatory authority as a representative of the Board of Health on a motion by Connie Larsen, second by Chris Grier. Motion carried 5-0.

An amendment to the subcontract with Johnson County for WIC duties and approval for the Chairperson to sign was approved on a motion by Jack Seward, second by Cathy Buffington. Motion carried 5-0.

Chris Estle shared agency staff were participating in a group book read of two titles which deal with adjusting to change, "Who Moved My Cheese" and "Out Of The Maze" by Dr. Spencer Johnson. She reminded the Board the 28E agreement with Jefferson County for her services expires at the end of December, though it is open for revision.

Peggy reminded the Board of the community Open House for Emily on Wednesday, December 1st from 1:00-4:00PM in the 5th floor conference room, Federation Bank building.

Meeting adjourned at 1:17 pm. Next meeting scheduled for Noon, Thursday, December 16th at the Washington Public Library and via Zoom.