



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

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

February 17, 2022 @ 12:00 PM

Nicola Stouffer room, Washington Public Library, Washington, Iowa

MEMBERS PRESENT:

Connie Larsen
Jack Seward
Trevor Martin, DO
Chris Grier, DC via Zoom

PUBLIC HEALTH STAFF PRESENT:

Emily Tokheim, Peggy Wood, Karri Fisher
Sara Hammes, Sarah Smith
Jessica Janecek, Roberta Sloat, Jen Roberts, Lori Hobscheidt, Martha Hernandez, Megan Waterhouse via Zoom

VISITORS:

Sam McIntosh, KCII Radio
Kalen McCain, Southeast Iowa Union

The meeting was called to order at 12:05 pm by Jack Seward. The Zoom meeting option is available to allow for social distancing recommendations of meeting attendees.

The amended agenda was approved on a motion by Connie Larsen, second by Chris Grier. Motion carried 3-0.

Minutes from the January 13th and January 20th meetings were approved on a motion by Connie Larsen, second by Chris Grier. Motion carried 3-0.

Public Health report

Emily Tokheim presented the revised standing orders for the VFC (Vaccines for Children) program. The addition of Vaxelis as an approved vaccine for administration and removal of the DNA bugle swab as an agency practice was approved on a motion by Connie Larsen, second by Jack Seward. Motion carried 3-0.

Peggy Wood reviewed the agency financials and noted revenue and expenditures were within budgetary guidelines.

Sarah Smith presented the quarterly MCAH (Maternal Child Adolescent Health) report. Sarah reviewed the previous quarter's statistics for number of clients served and direct care services provided by the agency. Sarah announced WIC (Women Infant and Children) clinics would resume in person appointments effective March 1st.

Peggy reviewed the current billing categories for the LPHS (Local Public Health Services) grant and requested approval for new billing activities to ensure the agency spends the current allocation. Local Board of Health Support and Public Health System Development were approved as new LPHS billing activities on a motion by Chris Grier, second by Connie Larsen. Motion carried 4-0.

Sara Hammes provided an update on the STABIL (Success Transition Arriving Back Home Informed Lifestyle Changes) program and reviewed newly created policies. Sara shared the final clinical software revisions have been made and expects to implement the program in the coming weeks. The STABIL program policies were approved on a motion by Chris Grier, second by Trevor Martin, Motion carried 4-0.

Emily provided an overview of the proposed agency COVID-19 Vaccine Policy in accordance with Federal regulation 42 CFR § 484.70(d). Discussion topics included personnel health files, sick leave allowance, effective dates, testing requirements, and alternative mitigation strategies for those seeking medical or religious exemptions. A motion to adopt the proposed policies was made by Jack Seward, second by Connie Larsen. Roll call vote: Jack Seward, Yea; Connie Larsen, Yea; Chris Grier, Nay; Trevor Martin, Nay. Motion failed. Jack Seward requested a committee comprised of Chris Grier, Trevor Martin, WCPH staff, and the Washington County Attorney meet to review the current policies and discuss alternatives. A special Board meeting will be held on February 24, 2022 to revisit the discussion.

Peggy reviewed the Longevity Increase policy change to the Employee Handbook. The changes reflect the recently approved longevity increases in combination with the wage matrix. The revised policy was approved on a motion by Connie Larsen, second by Trevor Martin. Motion carried 4-0.

Emily requested the 1st Five budget discussion be tabled for another meeting. Information sent from IDPH this morning will change the requirements of the upcoming grant and budget guidelines for the CSA (Collaborative Service Areas).

Peggy outlined accomplishments and activities Emily had completed since her hire date. A personnel change request to increase Emily's salary by \$5,000 effective 2/24/22 was approved on a motion by Connie Larsen, second by Trevor Martin. Motion carried 3-1. Jack Seward abstained.

Emily reviewed the work history of Roberta Sloat specific to her years of service as a contracted employee with WCPH. The consensus was to account for her years of service on the wage matrix. A personnel change request increasing her hourly rate from \$30.05 to \$34.00 effective 2/24/22 was approved on a motion by Chris Grier, second by Trevor Martin. Motion carried 4-0.

Emily shared Berdette Davis would be attending the March meeting to review current legislation with respect to public meeting procedures, specifically Zoom requirements. Emily added the wage committee had met since the last meeting and continued conversation on recognizing prior work experience with current staff. After consulting with both the County HR Manager and County HR consultant, it was decided to move forward with the development of incentive based performance appraisals for all staff. Updates will be provided to the Board at subsequent meetings.

Environmental Health report

Jason Taylor presented the Budget. Revenue is 77% and Expenditures is 44%.

Jason and Cindy presented the six-month Environmental Health Report. Cindy presented about the County Food Program and numbers of inspection completed. Jason presented the numbers for the Septic, Well and Grant to Counties programs. Jason commented that we are at 50% of Grant to Counties grant amount for the year.

Jason Taylor requested a Closed Session pursuant of Iowa Code Chapter 21.5(i). Board went into closed session at 1:15 pm, with Jack Seward making the motion and Connie 2nd. Roll Call Vote was 4-0.

A motion to return to open session was made at 1:21 pm by Dr. Martin and second by Connie. Roll Call Vote was 4-0.

Meeting was adjourned at 1:21 pm with a motion by Dr. Grier and 2nd by Dr. Martin. Motion carried 4-0. Next meeting scheduled for Noon, February 24th at Federation Bank and via Zoom.