



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

**WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES**

**April 21, 2022 @ 12:00 PM**

**Nicola Stouffer room, Washington Public Library, Washington, Iowa**

**MEMBERS PRESENT:**

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

**PUBLIC HEALTH STAFF PRESENT:**

Emily Tokheim, Peggy Wood, Roberta Sloat  
Martha Hernandez, Lori Hobscheidt, Jessica Janecek, Megan Waterhouse via Zoom  
Jason Taylor, Cindy Chavez

**VISITORS:**

Kalen McCain, Southeast Iowa Union  
Sam McIntosh, KCII Radio  
Marty 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 Connie Larsen, second by Jack Seward. Motion carried. 5-0.

The minutes from the March 17, 2022 meeting were approved on a motion by Connie Larsen, second by Cathy Buffington. Motion carried 5-0.

Appointment of Cathy Buffington, as Chairperson, and Jack Seward as Vice Chairperson, was approved on a motion by Connie Larsen, second by Trevor Martin. Motion carried 5-0.

The Board discussed and agreed to move the monthly meeting to the fourth Thursday of each month beginning in May.

Emily Tokheim reviewed the proposed changes to the Board of Health Bylaws in accordance with Iowa Code requirements. Revisions included removal of Secretary as a required position and number of days for notification of Board meetings. The revisions were approved on a motion by Jack Seward, second by Connie Larsen. Motion carried 5-0.

### **Environmental Health report**

Jason Taylor Presented the Environmental Health Budget. Revenue is 86% and Expenditures is 58%.

Jason Presented that the IDNR Floodplain Division has informed Washington County that the Floodplain Ordinance is out of date for the new regulation for the National Flood Insurance Program and we are requested to rescind the ordinance and adopt the updated version. Jason was asked by Jack Seward Jr. to get the Ok from the Board of Health to move forward with the process to adopt the new ordinance with the Board of Supervisors. Jason requested from the Board a motion to move forward with the Ordinance. Dr Martin made the motion with Connie 2<sup>nd</sup>. Motion Passed 4-0 with one abstention from Jack Seward Jr.

Jason discussed that he was contacted by the Department of Inspection and Appeals, about the breakdown of the maintenance fees that they will be taking out of Washington County Renewal Fee to maintain the Food Program. DIA will be requiring a payment of \$691.55, for Washington County portion. This was stated in our last 28E agreement, Section 8.

Jason discussed that on March 16<sup>th</sup> there was a dog bite in Brighton, the dog has bit twice. The owner of the dog chose to put the dog down and be tested for rabies, the dog was current on the rabies shots. The rabies test was negative.

Jason discussed he has been in the Director position for over one year, and Jason was approached about a pay increase from some Board members. During the hiring process it was stated that if he had a favorable yearly evaluation, that the salary would be increased to the past Director's Salary. Cathy made the motion and Connie 2<sup>nd</sup>. Motion Passed 4-0, with one abstention from Jack Seward Jr.

### **Public Health report**

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

Roberta Sloat, 1<sup>st</sup> Five Coordinator, gave a PowerPoint presentation on the 1<sup>st</sup> Five Healthy Development Initiative grant. Roberta provided an overview and statistics related to required activities. Roberta shared WCPH had been awarded the 1<sup>st</sup> Five Healthy Development Initiative grant for the Collaborative Service Area (CSA) in the amount of \$280k. Roberta will serve as the Site Coordinator for the six-county region with support staff in each of the other counties.

Emily reviewed the recent changes to the Local Public Health Services grant application in terms of spending requirements. The request for proposal (RFP) in the amount of \$58,458 for the time period of July 1, 2022 – June 30, 2023 and authorization for Emily to sign the contract was approved on a motion by Jack Seward, second by Chris Grier. Motion carried 5-0.

Emily shared the Immunization Services RFP is due on May 10<sup>th</sup>. The grant allows the agency to cover various immunization supplies, a portion of data entry time, and has funds specifically allocated to cover a portion of expenses related to Flu and Pandemic planning. The request to submit the RFP in the amount of \$10,150 for the time period of July 1, 2022 – June 30, 2023, and sign the approved contract was approved on a motion by Connie Larsen, second by Jack Seward. Motion carried 5-0.

Due to the recent changes moving counties to CSA areas, Emily explained the three-month extension for the Preschool Fluoride Varnish grant funded through Early Childhood Iowa (ECI). WCPH will provide the first round of varnish during the time period of July 1, 2022 – September 30, 2022. After such time it is expected the new contract holder will subcontract with WCPH to complete the final two rounds. The extension was submitted on April 18, 2022. Approval for Emily to sign the contract was approved on a motion by Connie Larsen, second by Trevor Martin. Motion carried 5-0.

Emily presented several Home Health policies for annual review and approval. The Board was asked to review Chapter 6: Infection Control and Chapter 9: Job Descriptions ahead of the meeting and provide any feedback they felt necessary. Upon receiving no suggestions or edits, the approval and authorization for Chairperson to sign was granted on a motion by Connie Larsen, second by Cathy Buffington. Motion carried 5-0.

The proposed changes to the Employee Handbook was removed from the agenda and will be presented at the next meeting.

Emily reviewed the proposed notice for visitors and patients at WCPH. The notice prohibits visitors and patients from audiovisual video recording and/or photographing of WCPH staff during a visit or appointment. The notice was approved on a motion by Connie Larsen, second by Chris Grier. Motion carried 5-0.

Emily provided an agency update and reviewed several activities in progress and/or completed since the last meeting. Her review included: information on the recent staff retreat on April 20<sup>th</sup>, distribution of a staff survey related to mental health awareness, participation in the Wellness Coalition, details for a new program in conjunction with Linn County entitled Fresh Conversations, and the upcoming Mid Prairie Health fair.

Meeting was adjourned at 1:00 pm. Next meeting scheduled for Noon, May 26<sup>th</sup> at the Washington County Public Library and via Zoom.