



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

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

July 28, 2022 @ 12:00 PM

5th floor conference room, Federation Bank building, Washington, Iowa

MEMBERS PRESENT:

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

PUBLIC HEALTH STAFF PRESENT:

Emily Tokheim, Peggy Wood, Karri Fisher, Sarah Smith, Martha Hernandez
Roberta Sloat, Jessica Janecek, Lori Hobscheidt via Zoom
Jason Taylor, Cindy Chavez

VISITORS:

Jerry Edwards, KCII Radio
Kalen McCain, Southeast Iowa Union
Mary Zelinski, Kalona News via Zoom
Amber Armbruster, Michelle Hyman 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 meeting agenda was approved on a motion by Connie Larsen, second by Cathy Buffington. Motion carried 3-0.

The minutes from the June 23, 2022 meeting were approved on a motion by Connie Larsen, second by Cathy Buffington. Motion carried 3-0. The minutes from the July 19, 2022 Special Meeting for the Hearing for the Dog Bite were approved on a motion by Connie Larsen, second by Cathy Buffington. Motion carried 3-0.

Environmental Health report

Jason Taylor Presented the Environmental Health Budget. Revenue is 118% and Expenditures is 77%.

Jason discussed the Pool and Tattoo Contract FY23-FY25. Our department has been notified by the Iowa Department of Public Health that we can renew our contract for three years to continue the inspection service for the four-county region that we inspect currently. The pools

generate \$7,500 and the tattoo \$2,500. Connie Larson made the motion with a 2nd by Cathy Buffington Motion carried 3-0.

Jason discussed an update on the dog bite, he had received the ER visit documents and had received two letters about the dog's behavior.

Jason presented the yearend review. Jason discussed that he is issuing waivers for septic systems according to Chapter 69.

Jason discussed an Environmental update, that Cindy will begin teaching, ServSafe Food Safety Training. Cindy took the training course in May to teach the class and she has to wait 90 days before she can teach the first class. We have delayed due to covid, and during this time we have had an agreement with Iowa State Extension and Outreach for them to teach the class to all the counties food establishments that needed the class. We are raising the cost to \$160 to match the other classes in the area.

Public Health report

Peggy Wood reviewed the year end financials. She noted the department had approximately \$184k in unused tax asking dollars primarily due to budget revisions totaling \$100k and vacant staff positions. Peggy provided additional, detailed reports outlining revenue and expenses for the fiscal year.

Martha Hernandez, I-Smile Coordinator, provided an overview and update of the agency dental programs. She reviewed participation rates, number of children served, and dental screening audit results.

Emily Tokheim reviewed the current wage matrix and requested clarification on how cost of living raises be implemented on the matrix. Discussion included timing of matrix changes, submission of matrix at time of budget, and financial implications. Jack Seward requested a meeting with County staff associated with payroll and WCPH staff for further discussion.

Peggy reviewed the agency Bad Debt policy. Due to changes in private pay services effective July 1st, wording revisions were required to align with the new service policies. The policy was approved on a motion by Jack Seward, second by Connie Larsen. Motion carried 4-0.

Emily announced Megan Waterhouse, current RN for WCPH, had been chosen to transition and fill the vacant Public Health Program Manager position. Megan has been with WCPH since 2015. A personnel change request for Megan Waterhouse raising wages from \$34.24 to \$37.45 effective August 4, 2022, was approved on a motion by Connie Larsen, second by Cathy Buffington. Motion carried 4-0. The personnel change request indicates the completion of a performance evaluation in 6 months to determine an additional raise in wages.

With the upcoming changes to the Maternal Child Adolescent Health (MCAH) grant and collaborative service areas, the agency must file enrollment paperwork with Iowa Medicaid Enterprise (IME) to change provider type in order to continue billing immunizations. The agency is currently considered a "screening center" provider and will need to change to a "public health agency" provider type. The required certification document, a local Board of Health jurisdiction letter, was approved on a motion by Connie Larsen, second by Cathy Buffington. Motion carried 3-0. Jack Seward abstained.

Emily's agency update included a review of the Fresh Conversations program, the Rural Community Health Improvement grant proposal, private pay vaccine increased costs implications, new posting format of the Board agenda and minutes on the agency website, and an announcement Lee County was awarded the Maternal Health grant for the collaborative service area. Emily shared Lori Hobscheidt will celebrate her 25 year work anniversary on July 29th.

Meeting was adjourned at 12:58 pm. Next meeting scheduled for Noon, August 22, 2022 at WCPH, Federation Bank Building, 5th floor conference room.