



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

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

January 26, 2022 @ 12:00 PM

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

MEMBERS PRESENT:

Cathy Buffington, Chairperson
Jack Seward
Trevor Martin
Andrea Leyden
Jenny Morgan

PUBLIC HEALTH STAFF PRESENT:

Peggy Wood, Karri Fisher, Megan Waterhouse
Emily Tokheim, Martha Hernandez, Lori Hobscheidt (via Zoom)
Jason Taylor, Cindy Chavez

VISITORS:

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

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 meeting agenda was approved on a motion by Cathy Buffington, second by Andrea Leyden. Motion carried 4-0.

The minutes from the December 22, 2022 meeting were approved on a motion by Jack Seward, second by Cathy Buffington. Motion carried 4-0.

Cathy Buffington welcomed the newly appointed members to the Board; Andrea Leyden and Jenny Morgan.

Cathy Buffington was appointed Chairperson for 2023 on a motion by Jack Seward, second by Andrea Leyden. Motion carried 4-0. Jack Seward was appointed Vice-Chairperson for 2023 on a motion by Cathy Buffington, second by Andrea Leyden. Motion carried 4-0.

Emily Tokheim reviewed the Conflict of Interest form for a Governing Body and requested all Board members review, sign, and return. The Conflict of Interest form will be reviewed and signed on an annual basis by all Board members.

Environmental Health report

Jason Taylor Presented the Environmental Health Budget. Revenue is 64% and Expenditures is 43%.

Jason discussed the FY24 budget, our department has a 0% operation budget increase and a \$1.75 an hour salary increases from the Board of Supervisor directive. Our salary line item was increased by a substantial amount this year, because of salary adjustment for FY23 after the Budget was finalized. This was prior to the cost-of-living increase for FY23. A longevity increases for Jason for 10 years of service will be on September 16, 2023, for \$500. Jason discussed the other line item that has increased is the Motor Vehicle line item of \$38,000. Our department puts \$5,000 dollars a year in Capital purchase account, the balance of that account is \$20,000 for FY24. Jason has contacted Capper Auto; Jeremy is having a hard time finding Government Vehicles to get me a ball park figure. I anticipate this purchase to be in the \$25,000 to \$30,000 since our 2019 Ford F-150 was about \$26,000 after the trade in and government discount. Also in the budget, \$5,000 for capital purchase has been added to replace the F-150 in year 2027 at the 8-year replacement. A motion was made by Cathy Buffington to approve budget and seconded by Dr. Martin. Motion passed 4-0 with Jack Seward Jr. abstaining.

Jason had an Update of Dog Bite Rural Kalona. The owner of the dog received the letter and citation by Sheriff on January 3rd. The initial court appearance was set for January 12th. Jason was notified by the County Attorney's office that he pled guilty to the charge of Violation of Quarantine order to have the dog placed in Veterinarian's care for 10 days since the dog was not up to date on its rabies vaccination. For the 2nd citation that for failure to have the dog vaccinated was not issued since the owner took the dog to the vet on the 3rd of January for an examination and received its rabies vaccination.

Jason and Cindy presented their Environmental Health update. Jason attended the Iowa Onsite Waste Water Association Conference January 11 and 12 in Des Moines. Attended sessions about alternative systems, compaction of sand bed and lateral lines, Total Suspended Solids in waste water samples, and changing water usages in the modern home. Jason had a radio interview with KCII on Radon Action Month and Radon Awareness Week. Jason was invited to speak at the Rotary Club of Kalona, about what our department is responsible for in the County. Cindy was invited to speak at the Kalona Chamber of Commerce, she discussed the new Home Food Processing Establishment requirements and Cottage Food Law, followed by a Q&A session. Cindy had her first ServSafe class of the year on January 23rd, five individuals attended the class. Cindy is planning the next one on February 20th. Cindy attended a Home-Based Operations Course sponsored by Iowa State Extension. The course is for potential home-based operators to understand the process and the food safety basics for both cottage foods and for HFPE License. This course can be taken to be compliant with Chapter 34 Home Food Processing Establishment which requires home-based operators to have completed food safety training.

Public Health report

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

Emily reviewed the local public health designation pursuant to 641 Iowa Administrative Code Chapter 77.3(3). Approval for the Chairperson was approved on a motion by Jack Seward, second by Trevor Martin. Motion carried 5-0. The designation will be reviewed and signed on an annual basis.

Emily reviewed the Pledge of Confidentiality and requested all Board members review, sign, and return. The Pledge of Confidentiality will be reviewed and signed on an annual basis by all Board members.

The approval for Dr. Martin to sign the standing orders of vaccines used for the Vaccines for Children (VFC) program for calendar year 2023 was approved on a motion by Jack Seward, second by Cathy Buffington. Motion carried 5-0.

Emily reviewed the agency wage matrix and noted changes in job positions and job titles within the agency. The wage matrix is adjusted in accordance with wage directives provided by the Board of Supervisors at the time of budget submission.

Peggy presented the proposed FY24 budget and reviewed revenue and expenditure estimates. She noted staff wages were in accordance with the \$1.75/hour raise directive given by the Board of Supervisors and operating expenses were proposed with a 0% increase. The FY24 budget proposal was approved on a motion by Trevor Martin, second by Andrea Leyden. Motion carried 4-0. Jack Seward abstained.

The approval for Emily to sign the 1st Five subcontract from Lee County Health Department was granted on a motion by Jack Seward, second by Cathy Buffington. Motion carried 5-0. The subcontract requires WCPH to provide a staff person and services under the 1st Five Healthy Development grant issued for the Collaborative Service Area.

Emily provided an agency update which included information regarding a new coding initiative through MAC Legacy for Medicare home health clients, an update on the STABIL program with WCHC, information from an agency meeting held in regards to flu clinics and opportunities for program improvements in 2023, and the potential for an amendment from Lee County Health Department under the Maternal Child Adolescent Health subcontract for an additional percentage withholding from services paid to cover billing expenses. Peggy shared she and Karri had redistributed the home care billing duties between the two of them with the departure of the previous billing specialist. Both will start additional billing training next week with the clinical software provider, Matrixcare.

Cathy Buffington shared details of questions she had personally received from WCPH staff members about the Board of Supervisors decision to appoint Jenny Morgan to the Board of Health. Jack Seward responded by reviewing the process of how Board members are appointed and noted the Department had a total of (4) candidates qualified for the position.

Meeting was adjourned at 1:20 pm. Next meeting scheduled for Noon, February 23, 2023 at WCPH, Federation Bank Building, 5th floor conference room.