



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

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

October 27, 2022 @ 12:00 PM

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

MEMBERS PRESENT:

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

PUBLIC HEALTH STAFF PRESENT:

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

VISITORS:

Jerry Edwards, KCII Radio
Mary Zelinski, Kalona News via Zoom

The meeting was called to order at 12:08 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 Jack Seward, second by Connie Larsen. Motion carried 5-0.

The minutes from the September 22, 2022 meeting were approved on a motion by Trevor Martin, second by Chris Grier. Motion carried 5-0.

Emily Tokheim proposed a new meeting date for November as the 24th is a holiday. The Board consensus was to hold the meeting on Thursday, November 17th at Noon.

Emily shared she had received a total of (4) letters of interest for the upcoming Board member vacancy on January 1, 2023. Emily has met with Jason Taylor to review. They suggested having an additional meeting with two Board members prior to the final recommendation to the Board of Supervisors. Chris Grier and Connie Larsen agreed to participate. Meeting date to be determined.

Environmental Health report

Jason Taylor Presented the Environmental Health Budget. Revenue is 34% and Expenditures is 22%.

Jason discussed an update about the open discharge complaint in rural Riverside. On September 21, 2022 Cindy and Jason conducted a dye test on the septic system, the system failed. The owner contacted a bonded contractor and has the system scheduled to be installed around the middle of November.

Jason discussed a separation distance problem with a private well in Richmond. Jason was contacted by Gingerich Well that they need to drill a well that is within the 15 feet county right of way. Jason contacted the homeowner about submitting a separation variance for the well. Jason met with Gingerich Well and the homeowner and we were able to find a different location for the well in the backyard that met the separation distances. The problem is that in January the DNR changed the setbacks for a well from the right of way from 4 feet to 15 feet. Jason contacted the DNR and ask questions about the variance procedure. The procedure is done at the county level and only can be a variance for the setbacks, not any well construction provisions.

Jason received a call from a concerned resident about a septic system being installed in the county. Jason went to the site to see what was going on, and it was an install from a contractor that is not bonded in our county. The crew was at lunch, so Jason visited with the General Contractor for the house, and Jason contacted the septic installer and told them to stop installing until the requirement are met for Chapter 66 Washington County Code. The contractor came to the office and paid the fees and bonded. The system was engineered, so there is no problem with the components, but the rock had been placed on the sandfilter. During the check of the sand under the rock the sand was 2 to 3 inches short. The contractor had to remove the rock from the bed and add more sand for a recheck.

Jason discussed that our county credit card has a combined limit of \$3000. With the teaching of the Food Safety Class back-to-back, with the costs of books and materials, books are \$1100 for a case, our credit card was maxed out when we were on a trip for training in Des Moines. Jason had to put the hotel on my personal account. Jason asked the board to increase our credit limit to \$8,000 for the combined limit, so we can ensure that we have enough to cover our expenses. Motion was made by Connie Larson and Second by Dr. Grier, motion approved 5-0.

Jason and Cindy discussed updates in our department. Jason and Cindy have been working many hours on the Standards and the Comprehensive Improvement Strategic Plan for our Food contact to continue the contract. We have submitted Standard 2, 3, and 4, with Standard 6 needing completed, and resubmit Standard 9. Standard 4 was 12 joint inspections to be completed and worksheets prepared for each one. Jason worked with ADLM Environmental Health Director for his 6 inspections and Jason worked with Cindy on her 6 inspections. Cindy and Jason have been attending trainings in the Des Moines area on the new Home Food Processing Establishment license, and we attended the Iowa Environmental Health Conference, and took many classes on the areas that we inspect. Cindy discussed about the increase in food complaints, her ServSafe classes and a change in the response time for complaints, set forth by the Department of Inspections and Appeals.

Public Health report

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

Emily presented a personnel change request to increase wages for Peggy Wood. Peggy will move up a level in the agency wage matrix on October 30, 2022, for her 16 years of service. The personnel change request was approved on a motion by Chris Grier, second by Connie Larsen. Motion carried 4-0. Jack Seward abstained.

Emily reviewed the Fresh Conversations subcontract proposed by Linn County Public Health. The Fresh Conversations program covers dietary and nutrition education for individuals 60 and older. Sarah Smith is the agency point person and will continue her education sessions for the duration of the subcontract. The subcontract in the amount of \$1,975 for the time period of October 1, 2022 through September 30, 2023, was approved on a motion by Chris Grier, second by Jack Seward. Motion carried 5-0.

The proposed subcontract with Lee County Health Department for Maternal Child and Adolescent Health services, along with dental services provided through Early Childhood Iowa, was presented to the Board. Emily reviewed the subcontract, specifically indicating the scope of work for agency staff as stated in the proposed workplans. Peggy reviewed the financial aspects of the subcontract and highlighted monthly processes for reimbursement. All revenue received for direct services will be sent to Washington County Public Health. Emily added the anticipation of a subcontract amendment prior to the next meeting based upon ongoing conversations with Early Childhood Iowa that will affect the budget. The subcontract in the amount of \$115,988 for the time period of October 1, 2022 through September 30, 2023 was approved on a motion by Jack Seward, second by Connie Larsen. Motion carried 5-0.

Emily discussed a Memorandum of Understanding with the Department of Health & Human Services (HHS) to complete dental data entry. Services provided in the month of September will be entered into the State system, Signify, by the agency dental staff. The MOU was expected in the coming days. The approval of the MOU and permission for Emily to sign the agreement was made on a motion by Jack Seward, second by Chris Grier. Motion carried 5-0. Emily will forward the agreement for review to the Chairperson, John Gish, and Peggy once received.

Emily shared agency information regarding the wrap up of private flu clinics and the switch to online appointment scheduling for upcoming COVID clinics in November. She added immunization audits had been completed in compliance with State regulations. Emily noted Lee County Health Department had submitted the Request for Proposal (RFP) for the 1st Five Healthy Mental Development Initiative for the service area including Washington County. With the recent resignation of Roberta Sloat, Sarah Smith will assume 20.0 hours a week of duties related to the grant.

Meeting was adjourned at 12:58 pm. Next meeting scheduled for Noon, November 17, 2022 at WCPH, Federation Bank Building, 5th floor conference room.