



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

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

December 22, 2022 @ 12:00 PM

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

MEMBERS PRESENT (all via Zoom):

Cathy Buffington, Chairperson
Chris Grier, DC
Connie Larsen
Jack Seward

PUBLIC HEALTH STAFF PRESENT (all via Zoom):

Peggy Wood, Karri Fisher, Megan Waterhouse
Jason Taylor, Cindy Chavez

VISITORS (all via Zoom):

Mary Zelinski, Kalona News
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 Connie Larsen, second by Jack Seward. Motion carried 3-0.

The minutes from the November 17, 2022 meeting were approved on a motion by Jack Seward, second by Connie Larsen. Motion carried 3-0.

A recommendation to the Board of Supervisors for the re-appointment of Connie Larsen to the Board of Health was approved on a motion by Chris Grier, second by Cathy Buffington. Motion carried 3-0. Jack Seward abstained.

Environmental Health report

Jason Taylor Presented the Environmental Health Budget. Revenue is 53% and Expenditures is 36%.

Jason was informed on a dog bite that happened on December 14; the dog did not have its rabies up to date. The Deputy informed the owner that the dog needs to be quarantined at a vet's office. On December 17, the deputy informed me that the dog was not in quarantine and that they were not going to find a place. On December 19, Jason contacted the owner's girlfriend and informed her that the dog needed to be quarantined, and she stated that they had no money and no place had room. Jason contacted the County Vet and they had no room for the dog. Jason visited with the dog owner and was verbally attacked. Jason informed her that if the dog was not in quarantine

by end of Monday a citation would be issued, she hung up the phone. The Deputy went to the property at 10 pm and the dog was still there. Jason contacted the County Attorney on December 19th and have submitted papers and citation to the county attorney for review. I will have the documents delivered by sheriff as soon as I hear from the attorney's office. Jason has scheduled the initial hearing for January 12th.

Jason Discussed the Comprehensive Strategic Improvement Plan Grant Payment that Cindy and Jason had worked on. Our Comprehensive Strategic Improvement Plan, is part of our 28E Agreement with the Department of Inspection and Appeals for our FDA Standards. We completed the CSIP and submitted it to the FDA. We had applied for a grant to help cover the cost of salaries during the time it took to complete the plan. We received \$4,135.17 from the grant.

On November 29th, 2022, Jason and Cindy were notified of a food illness outbreak complaint inspection that met the definition of a foodborne illness outbreak. Two out of four people who ate at the establishment ate the same food and became sick. Due to the severity of the complaint, our department completed a routine inspection alongside the Department of Inspections and Appeals' Environmental Assessment team member who conducted the Environmental Assessment on November 30th, 2022. Then on December 9th, 2022, our department received a non-illness complaint at the same location regarding cooking temperatures, concerns that the license was expired, and the current inspection report was not posted and visible to the public. Cindy has revisited the establishment on numerous occasions, and has had a Food Safety Training with the management team at the restaurant.

Jason received a report that there was a camper in a pole barn in rural Wellman. Jason sent a letter to the property owner, to discuss with him how he is disposing the waste generated by the camper. He contacted Jason and stated that he doesn't live in the camper, his primary residents are in Brooklyn, Iowa. He uses the camper to sleep sometimes so he is close for chores. We discussed if he uses the camper for disposing waste and he stated that he lives so close to Wellman that he uses public restrooms and that he has a friend that lets him use his house for showers and facilities. He does have a waste cart on wheels and if he would use the camper, he takes the waste to the Victor exit on Interstate 80 Rest Area with a dump station.

Jason contacted the owner of the camper on 130th Street to get an update on their living arrangements. The owner stated that since it is winter that this family is staying at his mother's property and that he and his wife will sleep at the camper, due to not having enough beds at the mother's house and leave again in the morning. I asked about the tank and how they are keeping it from freezing and potentially leaking on the property. He stated that they have put antifreeze in the tank and have insulation and plug in heat tapes wrapped around the tank. He stated that the tank is not full due to very little use, with just the two of them.

Jason and Cindy discussed an Environmental Health update. Cindy and Jason have completed our self-assessment of all nine standards for the FDA and the Department of Inspection and Appeals. We met Standard 2, 3, 4, 6, 7 and 9. We met one more standard then is required to maintain our 28E Agreement. The Standards now are off to be Verified by our Auditor at DIA.

Cindy discussed a ServSafe summary of the Certified Food Protection Manager class that she has taught. During October and November, she had 16 students and in December no class was held due to ISU Extension holding their class in the county. During the December class Cindy did a Q & A session for the Extension Service. Cindy has 3 students signed up so far for her January 23rd class.

Public Health report

Peggy Wood reviewed the agency financials. She noted both revenue and expenditures were within budgetary guidelines. Peggy shared the 3.0% wage increase included in the FY24 budget was approved by the Board of Supervisors. The 3.0% increase takes effect on January 1, 2023.

Karri Fisher reviewed the Quality Assurance Performance Improvement measure on patient fall documentation. The Board had no input or advice for further changes. The incident documentation and authorization for the Chairperson to sign were approved on a motion by Connie Larsen, second by Chris Grier. Motion carried 4-0.

Karri reviewed policies and procedures from Chapters 4 and 5 of the Home Health policies manual, noting minor changes. The Board had no input or advice for further changes. The policies and procedures were approved on a motion by Jack Seward, second by Connie Larsen. Motion carried 4-0.

A personnel change request to amend employment status from a 32 hour PT employee to a 40 hour FT employee for Sarah Smith effective January 1, 2023, was approved on a motion by Connie Larsen, second by Chris Grier. Motion carried 3-0. Jack Seward abstained. Peggy noted the change in status was aligned with grant funding.

A personnel change request accepting the resignation of Jessica Janecek effective January 5, 2023, was approved on a motion by Chris Grier, second by Connie Larsen. Motion carried 4-0.

Peggy reviewed the proposed lease from Federation Bank effective July 1, 2023. Peggy noted an increase in monthly rent from \$5,800 to \$6,000, a change in address for payments, and the removal of dumpster access under the new terms. The proposed lease and authorization for Emily Tokheim to sign was approved on a motion by Chris Grier, second by Connie Larsen. Motion carried 3-0. Jack Seward abstained.

As an agency update, Peggy shared information regarding the 1st Five Healthy Mental Development Initiative grant. Lee County Health Department has been awarded the grant for Collaborative Service Area 13 and Sarah Smith will assume the role of a Developmental Support Specialist for Washington County. Peggy provided a review of the Board of Supervisor architect meetings held on December 7th. The Board of Supervisors are proceeding with project negotiations through Carl A. Nelson and Encite Architecture & Design for the Orchard Hill building project. Peggy noted the January meeting will most likely be re-scheduled, depending on budget submission deadlines.

Meeting was adjourned at 12:52 pm. Next meeting scheduled for Noon, January 26, 2023 at WCPH, Federation Bank Building, 5th floor conference room.