



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

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

February 23, 2023 @ 12:00 PM

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

MEMBERS PRESENT:

Cathy Buffington, Chairperson
Trevor Martin via Zoom
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)

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 Jenny Morgan, second by Cath Buffington. Motion carried 3-0.

The minutes from the January 26, 2023 meeting were approved on a motion by Trevor Martin, second by Jenny Morgan. Motion carried 3-0.

Environmental Health report

Jason Taylor Presented the Environmental Health Budget. Revenue is 73% and Expenditures is 49%.

Jason discussed receiving a subpoena of all the Environmental records for a dog bite that happened in December 2020 and January 2021 on Gum Ave in Wellman. Jason had all records that were released approved by the County Attorney's office. Jason has not heard any more from the law office.

Jason reported the Environmental Health Semi Annual Report. Jason discussed inspections that have been performed, along with community involvement, and list of duties that Jason and Cindy are responsible for.

Jason discussed in the Environmental Health update, that Department of Inspection and Appeals has informed us of a contract review of our policies and inspection records for the food program, they conduct a review about every three years to make sure that we are compliant with the DIA procedures. Jason also reported that in the last month he has bonded 3 new septic contractors for the county, and their names have been added to the Bonded Contractors List.

Cindy discussed having a ServSafe class on March 20, 2023, she is still taking application to take the class. Cindy also discussed purchasing the Certified Professional Food Safety study material and is planning on taking the exam during the National Environmental Health Association Annual Conference. Passing this class will fulfil an employment requirement for the department.

Public Health report

Peggy Wood reviewed the agency financials. She noted both revenue and expenditures were within budgetary guidelines. Peggy added revenue reimbursement from the State of Iowa has been delayed due to the implementation of a new reimbursement system.

Emily Tokheim presented an amendment to the current subcontract with Lee County Health Department for Maternal Child and Adolescent health services. Lee County is requesting an additional 10% withholding of reimbursements to cover expenses related the changes in the Collaborative Service Area. Specifically, time spent for billing processes. The amendment was approved on a motion by Cathy Buffington, second by Andrea Leyden. Motion carried 4-0.

Emily reviewed the components of the upcoming 6 Year Emergency Response grant. This grant allows for public health agencies to receive funds related to various response activities. Approval for Emily to submit the application and sign the contract was approved on a motion by Andrea Leyden, second by Jenny Morgan. Motion carried 4-0.

A personnel change request for Megan Waterhouse raising her hourly rate from \$38.57 to \$40.78 was approved on a motion by Cathy Buffington, second by Trevor Martin. Motion carried 4-0. Emily will implement an effective date upon completion of required activities for the position.

For an agency update, Emily shared information regarding the subcontract from Lee County Health Department for the 1st Five Healthy Development Initiative grant. Sarah Smith will provide developmental support services as required in the grant for Washington and Henry counties for children ages birth to 5 years old. The Public Health Emergency declaration is set to expire on May 11, 2023. Emily noted this will have little to no impact on local public health agencies. The feasibility study for Federation Bank was presented to Department Heads on February 23rd. The Board of Supervisors will determine next steps of pursuing either one or two locations for County offices in an upcoming meeting.

Meeting was adjourned at 12:30 pm. Next meeting scheduled for Noon, March 23, 2023 at WCPH, Federation Bank Building, 5th floor conference room.