



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

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

March 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:

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

VISITORS:

Kalen McCain, Southeast Iowa Union
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 meeting agenda was approved on a motion by Cathy Buffington, second by Jenny Morgan. Motion carried 3-0.

The minutes from the February 23, 2023 meeting were approved on a motion by Jenny Morgan, second by Cathy Buffington. Motion carried 3-0.

Environmental Health report

Jason Taylor Presented the Environmental Health Budget. Revenue is 76% and Expenditures is 56%.

Jason Discussed a MOU with ADLM Counties for 28 E Contact for Food. During our review of our MOU agreement with ADLM Counties for our Contract Review, it came to our attention that the contract was expired. The MOU is required to continue our 28 E agreement with the Department of Inspection and Appeals for the Food Program. Jason have contacted ADLM Counties to discuss the terms of the MOU. Our decision was to make the contract auto renewing until one of the Department asks for termination of the contract. This agreement is for the food program only and will only be used if one of the counties would have no inspectors in their department. The inspections that would be conducted are High Priority Inspections, complaints and pre-opening inspections. Jason had the MOU agreement reviewed by the County Attorney office. The MOU was approved by ADLM County Commission at their meeting

last week. A motion was made by Jenny Morgan, Seconded by Cathy Buffington. Motion Passed 4-0.

Jason Discussed Richmond/Rubio Maintenance Contracts. Jason has been in contact with most of the property owners and the maintenance provides to get the maintenance contracts returned to our office. This is an ongoing process.

Discussion about the Environmental Update. Jason was contacted by the Homeowners Association for Water's Edge and they stated that the DNR Wastewater system has failed and wanted the county to send a letter to the DNR stating that the County wanted to take the system and make it an on-site private system. Jason informed the president of the association that it is a public system and if they wanted to have a private system, they needed to contact DNR themselves. Jason stated that if the DNR did not want the public system to be rebuilt then they would have to a private system. Jason mentioned this conversation to Jack a couple of weeks ago, and said that I have no interest in a private system at Water's Edge. About week ago, Jason was contacted by the DNR that during a meeting with the engineer for the project, the engineer stated that Jason had signed off on the project to have it go private. Jason sent a letter of what was said, on the brief phone conversation, to the DNR. The DNR told Jason, to refer any other questions from the Association or engineer directly to the DNR.

Jason discussed about receiving payment for a grant for Jason to attend the National Environmental Health Association Annual Educational Conference, for \$2,822.26.

Pumper Truck inspections have been completed and the invoice for payment has been sent to DNR.

Public Health report

Peggy Wood reviewed the agency financials. She noted both revenue and expenditures were within budgetary guidelines. Peggy added she had recently submitted a budget amendment to the County Auditor for additional funds received from the State of Iowa for Vaccine Response. The dollars will be used to purchase equipment for the Immunization program (ultra-cold freezer, transport coolers, and temperature monitoring devices with wi-fi capability). The budget amendment will be completed in April.

Emily Tokheim reviewed the Immunization Services Request for Proposal (RFP). Allocation for the agency will be approx. \$10k for FY24. The funds are used to pay for clinic supplies and staff data entry time. The submission of the RFP and approval for Emily to sign the contract upon receipt was approved on a motion by Andrea Leyden, second by Jenny Morgan. Motion carried 4-0.

Emily presented information in regards to the Local Boards of Health Chapter 80 requirements for utilization of FY24 Local Public Health Services (LPHS) grant funding. The agency will continue to support Non-Population based services (Homemaking/Home Health Aide) in a small capacity for FY24, with the primary focus on Population based services (ex. community partners, audits, flu clinics, local BOH participation, and Community Health Assessment/Community Health Improvement Plan (CHA CHIP). The FY24 allocation for the LPHS RFP is approx. \$56k. The submission of the RFP and approval for Emily to sign the contact upon receipt was approved on a motion by Jenny Morgan, second by Andrea Leyden. Motion carried 4-0.

Karri Fisher asked for Board input on the annual review of home health policies. The review is required by the Centers for Medicare and Medicaid services (CMS) for all Medicare certified

agencies. The Board consensus was for each member to maintain a copy, in electronic file format, and any changes or revisions in said policies will be brought to the Board for approval.

Emily's agency updates included information in regards to the recent, non-purchase decision of the Board of Supervisors of Federation Bank, the progress on the Orchard Hill relocation project for all County offices, CHA CHIP process for FY23 and FY24, recent activity of MCAH and Oral health staff, and her recent involvement with the WEDG housing initiative committee.

Meeting was adjourned at 12:40 pm. Next meeting scheduled for Noon, April 27, 2023 at WCPH, Federation Bank Building, 5th floor conference room.