



Washington County Board of Health

110 N. Iowa Avenue, Suite 300, Washington, Iowa 52353

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

May 25 2023 @ 12:00 PM

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

MEMBERS PRESENT:

Jack Seward
Andrea Leyden
Jenny Morgan
Trevor Martin via Zoom

PUBLIC HEALTH STAFF PRESENT:

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

VISITORS:

Mary Zelinski, Kalona News (via Zoom)
Ben Letto, U of I College of Public Health intern
Kaleb Brooks, Community and Family Resources
Carrie Hough, Community and Family Resources

The meeting was called to order at 12:01 pm by Jack Seward. 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 Andrea Leyden. Motion carried 3-0.

The minutes from the April 27, 2023 meeting were approved on a motion by Jack Seward, second by Andrea Leyden. Motion carried 4-0.

Environmental Health report

Jason Taylor Presented the Environmental Health Budget. Revenue is 99% and Expenditures is 71%.

Jason Discussed Water's Edge Subdivision. Jason was contacted by Cory Frank about the subdivision wanting to leave the public sewer system that they have now and pursue to install private on-site system for the residents. Cory stated that as a county, we have the right to refuse this request and send the project back to the Iowa DNR. Jason has discussed some of the environmental concerns with the project to adhering to Chapter 69 rules for separation distances. Jason has not seen any engineer plans for the project and have only spoke briefly with the Homeowners Assoc. President.

Jason and Cindy discussed the Environmental Health Update. They have been inspecting swimming pools and tattoo establishments in Wapello County. There is a number of new septic systems going in, the last month. Cindy is working very hard on Temporary Food licenses, Farmers Market Licenses and new Food Service Establishments. Cindy has been educating many food vendors on the new laws that have been enacted by the legislature, pertaining to Cottage Foods. Cindy has a ServSafe Class is scheduled for June 12, 2023, and she still has seats available for the Class.

Public Health report

Peggy Wood reviewed the agency financials and noted both revenue and expenditures were aligned with the budget. Peggy added Resolution 23-35 was approved by the Board of Supervisors on Tuesday, May 23rd, to adjust appropriations for the Maternal Child Health fund in accordance with State audit requirements.

Kaleb Brooks and Carrie Hough from Community and Family Resources shared information related to current programs in Washington County. Topics included: tobacco use, substance abuse, problem gambling, and education services.

Emily Tokheim reviewed a new home health job description, Assistant Director of Nursing. The job description includes current patient related tasks for a RN with the addition of duties related to clinical, billing, and quality improvement functions. The job description was approved on a motion by Andrea Leyden, second by Jenny Morgan. Motion carried 4-0.

In alignment with the new job description, the agency wage matrix was revised to include the newly created position. The revised wage matrix was approved on a motion by Jenny Morgan, second by Andrea Leyden. Motion carried 4-0.

Jenifer Roberts has been designated as the Assistant Director of Nursing, reporting directly to the Director of Nursing, Karri Fisher. The personnel change request effective June 1st for Jenifer Roberts was approved on a motion by Andrea Leyden, second by Jenny Morgan. Motion carried 3-0. Jack Seward abstained.

Diane Waldschmidt will celebrate her 11-year anniversary with WCPH on June 21st which includes a wage increase in accordance with the agency wage matrix for the position of a RN. The personnel change request effective June 21st for Diane Waldschmidt was approved on a motion by Trevor Martin, second by Jenny Morgan. Motion carried 3-0. Jack Seward abstained.

Emily shared agency updates including information regarding a recent agency site visit for the VFC (Vaccines for Children) program, projects for the U of I College of Public Health intern, community events attended by staff, dental services funded through ECI (Early Childhood Iowa) for FY24, and a site visit related to Epidemiology. Emily also reviewed a timeline from HHS (Department of Health and Human Services) related to current efforts at the State level to review the service delivery system within the State of Iowa. Timeline for initial findings is slated for Fall, 2023. Findings will be reported back to the Board of Health when available.

Meeting was adjourned at 1:25 pm. Next meeting scheduled for Noon, June 22, 2023 at WCPH, Federation Bank Building, 5th floor conference room.