



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

**WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES**

**June 22, 2023 @ 12:00 PM**

**5<sup>th</sup> floor conference room, Federation Bank building, Washington, Iowa**

**MEMBERS PRESENT:**

Cathy Buffington  
Jenny Morgan  
Trevor Martin  
Andrea Leyden via Zoom

**PUBLIC HEALTH STAFF PRESENT:**

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

**VISITORS:**

Mary Zelinski, Kalona News via Zoom  
Kalen McCain, Southeast Iowa Union  
Rachael Patterson-Rahn, Lee County Health Department  
Jamee Hudson, Lee County Health Department  
Tessa Schroeder, Lee County Health Department

The meeting was called to order at 12:10 pm by Cathy Buffington. The Zoom meeting option is available to allow for social distancing recommendations of meeting attendees.

Jason Taylor requested to remove the Grant to Counties 1-year Contract from the agenda, due to not receiving the contract. The amended meeting agenda was approved on a motion by Jenny Morgan, second by Cathy Buffington. Motion carried 3-0.

The minutes from the May 25, 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 107% and Expenditures is 77%.

Jason discussed Iowa DNR Pumper Truck Inspection 3-Year Contract. The Iowa DNR sent Jason, a new contract for 3 years to conduct Pumper Truck Inspections, our county has one company in the county with 2 trucks that we inspect. The County Attorney has reviewed the contract and sees nothing out of the ordinary. This contract period has a reduction of payment to reflect the Iowa Code, since the surplus of funds is depleted, our payment will be reduced from \$250 for the first truck and \$150 for each addition truck to \$150 for the first truck and \$50 for each addition truck. Motion was made by Jenny Morgan and Seconded by Dr. Martin, motion approved 3-0.

Jason presented the Environmental Health Update. Jason gave a presentation to the Iowa City Area of Realtor about Septic Time of Transfer law, Well Water Sampling, Ground water hazard statements, how to read the TOT Reports. There were about 25 Realtors at the meeting which they received continuing education credits. At least 2 realtors from Washington County near Kalona were in attendance. Jason and Cindy are continuing inspection of outdoor pools in our contract area. Cindy discussed having a ServSafe class in June and an upcoming class in July. Cindy mentioned that the Temporary Food Season is going well.

### **Public Health report**

Lee County Health Department staff were in attendance to review the programs included in the Maternal Child Adolescent Health (MCAH) grant under Collaborative Service Area 13 (CSA 13). Tessa Schroeder presented information and data relating to the 1<sup>st</sup> Five Healthy Mental Development Initiative, Jamee Hudson for the Maternal and Child Health programs, and Rachael Patterson-Rahn for the Oral Health and I-Smile programs. Each reviewed program history and service information related to both Henry and Washington counties.

Peggy Wood reviewed the agency financials and noted both revenue and expenditures were aligned with the budget. Peggy estimates approximately \$65k of unspent tax asking at the end of the fiscal year. She added staff turnover and vacant positions were the primary reason for the balance.

Emily Tokheim referenced the end of the Public Health Emergency on May 11, 2023, and explained the CMS final ruling in regards to COVID protocols was issued on May 31<sup>st</sup>. The ruling necessitated changes in agency policies. The deactivation and removal of the COVID-19 Vaccine and Strategies for Optimizing the Use of PPE policies for the agency were approved on a motion by Trevor Martin, second by Jenny Morgan. Motion carried 4-0.

Emily presented personnel change requests for Martha Hernandez and Lori Hobscheidt changing their employment status from non-exempt to salaried employees. This will allow flexibility in work hours related to services performed during the school year. The personnel change request effective June 29, 2023, for Martha Hernandez was approved on a motion by Jenny Morgan, second by Cathy Buffington. Motion carried 4-0. The personnel change request effective June 29, 2023, for Lori Hobscheidt was approved on a motion by Trevor Martin, second by Cathy Buffington. Motion carried 4-0.

Emily shared information about plans for a staff retreat in August. The approval to spend a maximum of \$400 out of the Public Health Trust Fund for retreat supplies was approved on a motion by Andrea Leyden, second by Jenny Morgan. Motion carried 4-0.

Agency updates from Emily including information regarding the recent Community Health Assessment (CHA) survey, attendance at a two-day Emergency Preparedness course (Public Information Officer) with Karri Fisher and Megan Waterhouse, attendance at a two-day quality improvement/onboarding for new administrators session at Health and Human Services (HHS), information regarding the Board of Supervisors vote to move Public Health offices to Orchard Hill, building 2, a new campaign from HHS to promote health information and immunizations named "Ask Me", and the attendance at a Collaborative Service Area 13 (CSA 13) meeting in Mt. Pleasant including Emily, Peggy and MCAH staff.

Meeting was adjourned at 1:05 pm. Next meeting scheduled for Noon, July 27, 2023 at WCPH, Federation Bank Building, 5<sup>th</sup> floor conference room.