



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

WASHINGTON COUNTY BOARD OF HEALTH MEETING MINUTES

May 26, 2022 @ 12:00 PM

Nicola Stouffer room, Washington Public Library, Washington, Iowa

MEMBERS PRESENT:

Cathy Buffington, Chairperson
Connie Larsen
Jack Seward
Chris Grier, DC
Trevor Martin, DO via Zoom

PUBLIC HEALTH STAFF PRESENT:

Emily Tokheim, Peggy Wood, Karri Fisher, Sara Hammes
Lori Hobscheidt, Jessica Janecek, Roberta Sloat via Zoom
Jason Taylor, Cindy Chavez

VISITORS:

Julie Sands, Prelude Behavioral Services
Sam McIntosh, KCII Radio
Kalen McCain, Southeast Iowa Union via Zoom
Mary Zelinski, Kalona News via Zoom

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.

The meeting agenda was approved on a motion by Connie Larsen, second by Chris Grier. Motion carried. 5-0.

The minutes from the April 21, 2022 meeting were approved on a motion by Connie Larsen, second by Chris Grier. Motion carried 5-0.

Environmental Health report

Jason Taylor Presented the Environmental Health Budget. Revenue is 94% and Expenditures is 64%.

Jason presented an update on the Iowa Water Infrastructure Fund for Unsewered Communities. Jason determined the eligible properties, there was nine in Noble and five in Haskins. Jason drafted and sent letter to the property owners; Jason had seven property owners contact the office to get more information. Jason completed five applications. Now we are waiting to hear if they were approved.

Jason discussed the open Discharge on 140th Street. Jason has met with the contractor and has a permit issued and the system should be installed this week.

Jason received a complaint of Open Discharge in rural Riverside that is discharging into the ditch. Jason and Cindy did a site visit, took pictures and have sent an enforcement letter to the property owner, Jason is waiting to hear from the property owner.

Jason received a complaint of solid waste in Noble. The complaint stated that there is lots of junk and scrap metal at a property in Noble. Jason contacted the DNR Field office 6 and Ryan, Cindy and Jason went to the property to talk with the owner. They were not home at the time. An enforcement letter has been sent.

Jason was contacted by the Sheriff Office about a complaint that was received about a large number of vehicles on a property in Brighton. Jason contacted the DNR Field Office and they are working with DOT Enforcement to remedy a situation. They will keep Jason informed of the progress.

Jason received the one-year contract to extend our 28E Agreement with the DNR to continue inspection of Pumper Trucks. Jason asked for a motion to approve signing the contract. Dr. Grier made the motion; Connie Seconded vote was approved 5-0.

Jason was asked a few months back by some board members to look into salaries for Environmental Health Specialists. Jason contacted multiple Environmental Health Agencies from around the State and the Department of Inspections and Appeals to get their salary schedules. Jason recommended that the Board increase Cindy's salary to \$22.00/hr. to make the salary competitive for other Environmental Departments. Connie made the motion to approve the Recommendation of Jason, Dr. Grier Seconded, the motion was approved 4-0 with one abstention for Jack Seward Jr.

Public Health report

Emily Tokheim reviewed the addition of COVID-19 vaccine to the agency standing orders. The addition and approval for Dr. Martin to sign were granted on a motion by Jack Seward, second by Connie Larsen. Motion carried 5-0.

A personnel change request for Sara Hammes was approved on a motion by Trevor Martin, second by Chris Grier. Motion carried 4-1. Jack Seward abstained. Sara's last day of employment will be Thursday, June 2nd.

Peggy Wood reviewed the agency financials and indicated revenue and expenses were within budgetary guidelines.

Julie Sands, Prelude Behavioral Services, gave a presentation on current services offered in Washington County. Through private and grant funding, key areas of focus are tobacco usage, gambling addiction, and alcohol usage. Services are provided to all age groups. Julie shared current and future grant activities, and asked for Board feedback on potential alcohol reduction activities within the County.

Karri Fisher reviewed the Quality Assurance Performance Improvement (QAPI) programs current projects. The agency is required to determine key focus areas under Medicare

regulations. Areas chosen for review were Fall Risk Assessment Documentation and Intervention and Infection Control.

Emily reviewed the upcoming changes for the Local Public Health Services grant (LPHS) and how the changes will affect current fee schedules. Specifically the removal of an income based sliding fee scale. Emily noted clients currently on a sliding fee scale will continue to receive services, without interruption, after the changes are implemented. Peggy added the agency will be increasing private fee service rates effective July 1st. Notification to current clients, along with a newly developed insurance information form, will be mailed May 31st. The client insurance information form was approved on a motion by Jack Seward, second by Connie Larsen. Motion carried 5-0. The client letters explaining the changes effective July 1, 2022, were approved on a motion by Chris Grier, second by Trevor Martin. Motion carried 5-0. The financial policies affected by the changes effective July 1, 2022, were approved on a motion by Connie Larsen, second by Chris Grier. Motion carried 5-0.

Emily provided an overview of the recent changes to the County handbook in reference to vacation and sick accruals for part time staff. Part time staff will now accrue on an "hours worked" basis. Emily explained the removal of a "32 hour full time employee" job classification from the BOH Employee Handbook as it is no longer needed. The handbook changes were approved on a motion by Chris Grier, second by Jack Seward. Motion carried 5-0.

Karri reviewed the policies presented for Chapter 1 Governance and Chapter 2 Documentation from the Home Health policy manual. Per Medicare requirements, all policies must be reviewed on an annual basis. The policies were approved on a motion by Connie Larsen, second by Cathy Buffington. Motion carried 5-0.

Emily noted the changes in the COVID-10 Vaccine policy. She noted another health department in the region had been recently surveyed by Medicare and the agency shared information for improvement in current policies. The revised policy was approved on a motion by Chris Grier, second by Trevor Martin. Motion carried 5-0.

Emily shared an agency update including information about grant funding from IDPH, meetings related to ARPA spending, her recent attendance at the Local Public Health conference in Ames, and Public Information Officer (PIO) training she and Karri completed earlier in the week. Emily indicated the monthly meeting could be moved back to the Federation Bank building starting in June.

Meeting was adjourned at 1:33 pm. Next meeting scheduled for Noon, June 23, 2022 at WCPH, Federation Bank Building, 5th floor conference room.