

BLACK HAWK COUNTY BOARD OF HEALTH MEETING
MINUTES

February 22, 2023

The meeting of the Black Hawk County Board of Health was called to order at 7:31 a.m. by Chair, Dr. Wesley Pilkington. Members attending: Vice-Chair, Dr. Disa Cornish (virtual), Kingsley Botchway (virtual), Dr. Adam Roise, Rosario Garcia Fino, and Attorney, Heather Prendergast (virtual). Absent: None. A quorum was met.

Others present in person: Troy Eastman, Kaitlin Emrich, Megan Olmstead, Laura Sneller, and Matthew Verbraken.

Others present via video conferencing: Gabbi DeWitt, Jenna Diephouse, Bethany Fratzke, Micah Knebel, Sarah Mergenthaler, Rachael Mayer, Aaron Reinke, Ayanna Rost, Lori Rottinghaus, Chris Schwartz, Toki Selby, Lisa Sesterhenn, Tonya Wilder, and Jared Parmater.

Unless otherwise noted, all actions were approved unanimously.

I. Approval of Agenda – For Vote

Discussion: Mr. Pilkington asked if item XV should be moved up in the agenda since will need to be updated in the By-Laws also. Ms. Prendergast stated that it could remain where it is.

Action: Dr. Roise moved, and Mr. Botchway seconded to approve the agenda as presented. Motion carried.

II. Approval of Minutes* For Vote

Discussion: No discussion.

Action: Dr. Cornish moved and Mr. Botchway seconded to approve the Board of Health Minutes for Special Meeting, January 13, 2023 and Regular Meeting, January 18, 2023. Motion carried.

III. Public Comments – No comments.

IV. Kaitlin Emrich presented a 5 Years of Service Award Certificate to Lisa Sesterhenn, Public Health Planner.

V. Introductions

- A. Tonya Wilder introduced new hire Troy Eastman, Community Health Worker, LPN.
- B. Jenna Diephouse introduced a new intern, Laura Sneller, from University of Northern Iowa.
- C. Gabbi DeWitt introduced a new intern, Ayanna Rost, from University of Northern Iowa.

VI. Aaron Reinke presented Performance Management System Review

Summary:

- Setting targets and goals
- Collect data
- Analyze data
- Identify areas of improvement and areas doing well in

- Quarterly meetings
 - Highlight what is going well
 - QI Updates -- bridging gap between quality improvement and performance management by identifying areas of improvement for new QI projects
 - Measure updates -- what has changed
 - Four goals and measures for each goal
 - Explanations of why a measure is not on track for meeting the targets and discussing solutions
 - May need to collect data a different way to show accurate results

Discussion: The board appreciated the presentation and looks forward to hearing about performance management each quarter.

VII. Board of Health By-Laws Update* - For Vote

Discussion: Ms. Emrich sent the board the updated By-Laws on 2/14/23 for review. If there are no further changes, there can be a vote to approve today. If there are any changes, the changes can be made, then approved at the next meeting.

The board discussed the name of the department may need to be updated to Black Hawk County Public Health from Black Hawk County Health Department and requested more clarification on this item and if department with a lower-case d can be stated so it is not showing as the official name of the department.

Ms. Prendergast said that the Board of Supervisors may need to officially acknowledge the name change but will follow up and advise accordingly.

Black Hawk County Board of Health and Black Hawk County Public Health is the preference of Dr. Cornish for the title of the document.

Action: Dr. Cornish moved to table the vote to allow time for the requested clarification on the official name of the department. Dr. Roise seconded. Item tabled.

VIII. Annual Board of Supervisors Policies & Black Hawk County Employee Handbook Adoption – For Vote

Ms. Emrich confirmed no changes from the last adoption in 2022.

Discussion: No discussion.

Action: Dr. Roise moved and Dr. Cornish seconded to approve the Board of Supervisors Policies and Black Hawk County Employee Handbook. Motion carried.

IX. Annual Black Hawk County Public Health Policies Approval* - For Vote

Ms. Emrich stated the policy review was completed by the leadership team (management and administration team). The memo reflects any changes made to the policies. Ms. Emrich noted that it has been past practice that all policies are reviewed at once and presented to the board. Ms. Emrich stated it does not need to be that way and that the department can move to a rolling basis or only review every couple of years.

Discussion: No discussion.

Action: Dr. Roise moved and Mr. Botchway seconded to approve the Black Hawk County Public Health Policies as presented. Motion carried.

X. New- Black Hawk County Public Health Employee Handbook* - For Vote

Ms. Emrich presented the employee handbook to the board. The last revision was done in 2005. Due to the extensive updating that needed to be done, the handbook was completely rewritten. The handbook has been updated to reflect current practices and provides additional guidance in basic functions of the job. It does not conflict with the Unit 8 Bargaining Contract or existing policies or guidance (Black Hawk County Board of Supervisors Policies, Black Hawk County Employee Handbook, and Black Hawk County Public Health Policies)

Discussion: Dr. Pilkington asked if employees would go through the employee handbook during onboarding. Ms. Emrich confirmed that this will happen.

Mr. Botchway asked what is different about the Black Hawk County Employee Handbook vs. the Public Health Employee Handbook, and if there are duplications. Ms. Emrich confirmed that staff are required to read all policies and that the guidance covers different information. Ms. Emrich confirmed that in areas where there was potential duplication, the Public Health Employee Handbook refers to the department policy for full guidance. Ms. Emrich acknowledged that there is a lot of guidance but stated that the reason it was decided to update the handbook was because staff provided feedback that they did not have the information they needed. The information wasn't available for staff to read, have a copy of, and refer to.

Dr. Pilkington asked if legal and Human Resources have reviewed this. Ms. Emrich confirmed that both have reviewed and approved the handbook.

Dr. Roise inquired how often this document would be reviewed. Ms. Emrich stated that has not been determined how often it should be reviewed but suggested as needed currently and eventually once every 2-3 years after that may be sufficient.

Action: Dr. Cornish moved and Mr. Botchway seconded to approve the Black Hawk County Public Health Employee Handbook as presented. Motion carried.

XI. Personnel Action – Extension for Temporary Communicable Disease Nurse* - For Vote

Sarah Mergenthaler provided information on the change in salary from \$20.00 per hour, which was approved by the board on September 19, 2022, to \$25.01 per hour for the temporary .75 FTE Communicable Disease Nurse position. The change was made to be reflective of the GS-14B Public Health Nurse step 1 rate of pay as the position is currently utilizing the staff's nursing license. Because of the payrate change, this reduced the amount of time the temporary position could work from 780 hours to 620. Ms. Mergenthaler requested the board approve the extension of the position to 780 hours with the new salary amount.

Discussion: Dr. Pilkington asked where the funding is coming from to pay for the increase. Ms. Emrich stated the position increase is funded by current vacancies and new positions coming in at a lower step than the previous staff member in the same position.

Dr. Cornish asked for more information on the caseload increase.

Ms. Mergenthaler stated the caseload has doubled over the last year, and the need for the temporary position is to help reduce the burden on current staff. Nurses visit about twenty patients per day.

Action: Dr. Roise moved and Ms. Garcia Fino seconded to approve the extension of one (1) Temporary 0.75 FTE Communicable Disease Nurse position with a costing of \$4,624.88. Motion carried.

XII. Request for Proposal: Video Messaging* For Vote

Lisa Sesterhenn reviewed the video messaging request for proposal. As part of the campaign to expand public health messaging that focuses on increasing immunization rates for all Advisory Committee on Immunization Practices (ACIP) approved immunizations including for COVID-19 and Mpox (monkeypox) vaccine eligible populations, the health department would like to contract for the development of videos establishing the department as a trusted resource for public health information and vaccines. The RFP will also include the cost of developing and placing advertisements for micro-content videos created from the long form videos based on the CLAS (Culturally and Linguistically Appropriate Services) Standards.

Discussion: No discussion.

Action: Mr. Botchway moved and Dr. Cornish seconded to authorize a request for proposal for the development of videos and advertisement establishing the department as a trusted source of public health information and vaccines not to exceed \$69,000 funded by the Emergency Response Multi-Year Program, Iowa Public Health HHS. Motion carried.

XIII. Financials – *Matthew Verbraken*

A. Disbursements* – For Vote

Discussion: Mr. Verbraken reviewed the disbursements with the board.

Action: Mr. Botchway moved and Dr. Cornish seconded to approve paying the bills as presented. Motion carried.

B. Mr. Verbraken presented the Financial Report of 02/17/2023 to the board.

Discussion: No discussion.

XIV. Consent Agenda: Grants and Contracts* - *Kaitlin Emrich, Deputy Director – For Vote*

The following items will be acted upon by vote on a single MOTION, without separate discussion, unless someone from the board or the public requests that a specific item be considered separately.

- A. Memorandum of Agreement (New) University of Northern Iowa Student Clinic Collaboration (HIV Testing and STI screening services), University of Northern Iowa
- B. Request for Application for Emergency Contract: Public Health 6-Year Emergency Response. Public Health Iowa HHS. Project and Contract Period: July 1, 2023 – June 30, 2029.
- C. Memorandum of Understanding 2023 (Renewal) Directly Observed Therapy for Tuberculosis, Iowa Public Health HHS
- D. Contract (Renewal) FY23 1st Five Healthy Mental Development Initiative: Implementation Phase, Public Health Iowa HHS

- E. Contract (Amendment 1) FY23 Iowa Nutrition Network School Grant Program, Iowa Public Health HHS
- F. Contract (Amendment 1) FY23 Iowa Get Screened: Colorectal Cancer Program, Iowa Public Health HHS
- G. Contract (Amendment 2) FY23 Care for Yourself WISEWOMAN Program, Public Health Iowa HHS
- H. Contract (Amendment 1) FY23 Child & Adolescent Health and Oral Health Programs, Public Health Iowa HHS

Discussion: Ms. Emrich reviewed new item A with the board and explained Item H which is for a Doula project amendment. Mr. Botchway requested information on our oral health programs and potentially partnering with certain organizations in the community for an oral health event. Ms. Emrich will follow up with Mr. Botchway later in an e-mail.

Action: Dr. Roise moved and Dr. Cornish seconded to approve items A-H as presented on the grants and contracts memo and agenda. Motion carried.

XV. Discussion: Consistency for Black Hawk County Public Health Name – Heather Prendergast
Summary

Ms. Prendergast reviewed the consistency of the name and that may need to just have the Board of Supervisors officially recognize the name as one of the two. The preferred name of the agency is Black Hawk County Public Health.

Dr. Pilkington mentioned if the Board of Health should be named Board of Public Health. Ms. Prendergast has reached out to the administrative assistant for the Board of Supervisors for more historical information about the board name but hasn't heard back yet. Supervisor Schwartz noted that this is probably laid out in state code and isn't aware of any department policy that sets the name of the board. Ms. Prendergast noted that Iowa Code Chapter 137 refers to Board of Health.

Ms. Prendergast noted that the agency will not be out of contract or face legal issues if the name isn't matching.

Gabbi DeWitt stated that during the revisions of the communications plan, it was apparent how unclear the reference to the name was. Draft wise, Black Hawk County Public Health (public face) may use public health department in a document. Could be a lower-case d or can abbreviate as BHCPH. Letterhead has a department next to the public health logo. Should refer to Public Health instead of department for branding and image purposes.

Ms. Prendergast confirmed that the board supports consistency.

XVI. Kaitlin Emrich provided the Health Department Update to the board.

Summary

- Budget FY24 presented on 1/26/23 –update: tax changes at the state level will not be as high as previous years. Final hearing anticipated at the end of March; will keep the board updated
- Workforce Development: Core Competencies Survey to staff to complete between February 27-March 10; results will be presented at April or May meeting

- 2/10/23 - All Staff Meeting: Care For Yourself Presentation from Crystal Schmitz, IT Department led a Q & A session
- Vacancies: Director and Disease Prevention Specialist
- Training from Iowa HHS on 5/5/23: Keep the Wheel Rolling – focuses on ten essential services of Public Health, encouraging new staff to enroll
- COVID19 & MPox update: public health emergency declaration ending 5/11/2023
 - Not impacted:
 - Emergency use authorization of vaccines
 - Tests, vaccines, treatment, and prevention
 - Vaccine allocation (COVID-19) that happens at the local level. The health department is still coordinating the ordering, distribution, and re-distribution of vaccines.
 - Medicaid/Medicare telehealth flexibilities
 - Impacted:
 - Coverage for COVID-19 testing for Americans will change. Medicare beneficiaries who are enrolled in Part B will continue to have coverage without cost sharing for laboratory-conducted COVID-19 tests when ordered by a provider, but their current access to free over the counter (OTC) COVID-19 tests will end, consistent with the statute on Medicare payment for OTC tests set by Congress.
 - Further impacts can be found in HHS's (US Department of Health and Human Services) press release dated 02/09/23
- Mpox national emergency declaration ended on 01/31/23; no impact on allocation of vaccines
- Black Hawk County Public Health are working on after action reports for Mpox and COVID-19
- Program updates will be provided at next meeting

Discussion: Dr. Cornish inquired what the status is of the meningitis break out in Iowa. Ms. Emrich stated that Eastern Iowa break out talking points came out on the 17th. May have failed to share with the board and, if she has not already shared them, will forward them.

XVII. Lisa Sesterhenn presented the Legislative Update

Summary

- Final BHCPH (Black Hawk County Public Health) Advocacy Priorities document included in packet (include talking points to share with legislators and community) Next event to share public health priorities with legislatures is the Iowa Public Health Association Day on the Hill 2/28/23
- Next week: funnel week for state legislation, receive updates on bills that IPHA is following or have registered against, can send more information on any of the bills upon request from board members

Discussion: No discussion.

XVIII. Board of Supervisors Update presented by Chris Schwartz

Summary

- FY24 budget update: the state made a mistake in rollbacks, passing burden of commercial to residential; the error was discovered in October, which meant all cities and counties had incorrect numbers and were not informed of this until the end of January; corrected numbers were just provided yesterday
- BOS (Board of Supervisors) budget levy meeting is 03/14/23, then will set a second hearing to finalize the budget
- BOS approved:
 - Across the board increase for NB staff at 3%
 - Market rate adjustment for some department heads due to market rate being under 90% of comparable positions
 - New position: Communications
 - Fund a strategic plan study and update logo
 - Zero percent raises for elected officials
- Due to the changes at the state level, the board is contemplating how to handle budgets this year

Discussion: No discussion.

Dr. Pilkington left the meeting at 9:00 am, joined virtually soon after.
Heather Prendergast left the meeting at 9:00 am.
Rosario Garcia Fino left at 9:01 am.

XIX. For Information Only - Well Ordinance Public Hearing scheduled for March 6, 2023, at 9:00am, 1407 Independence Ave., Rm 420, Waterloo, IA.

Ms. Diephouse reviewed the ordinance process and the next step is the public hearing on March 6, 2023, to receive any public comments.

XX. Proposed Special Meeting, March 8, 2023, 7:30am, 1407 Independence Ave., Rm 420, Waterloo, IA (RFP for Digital Sign Bids)

Dr. Roise and Dr. Cornish stated they can attend virtually. Proposing a 30-minute virtual meeting. A calendar invite will be sent to each board member to confirm a quorum.

XXI. Next Board of Health Meeting: requested schedule change to Wednesday, March 22, 2023, 7:30am, 1407 Independence Ave., Rm 420, Waterloo, IA.

Discussion: Dr. Cornish noted she will need to attend virtually. No issues with this schedule change. A meeting invite will be sent to board members.

XXII. Adjournment – For Vote

Action: Dr. Roise moved, and Mr. Botchway seconded to adjourn the meeting at 9:15 am.
Motion carried.

Respectfully Submitted,

Megan Olmstead, Secretary

Chair, Dr. Wesley Pilkington