

BLACK HAWK COUNTY BOARD OF HEALTH MEETING
MINUTES

September 27, 2023

The meeting of the Black Hawk County Board of Health was called to order at 7:30 a.m. by Chair, Dr. Wesley Pilkington. Members attending: Vice-Chair, Dr. Disa Cornish, Kingsley Botchway (virtual-due to work related urgent item), Dr. Adam Roise, Rosario Garcia Fino and Attorney, Heather Prendergast. Absent: None. A quorum was met.

Others present in person: Kaitlin Emrich, Amanda Fesenmeyer, Micah Knebel, Sarah Mergenthaler, Megan Olmstead, Jared Parmater, Brenda Rieken, and Traci Smith.

Others present via video conferencing: William Aukes, Jenna Diephouse, Gabbi DeWitt, Bethany Fratzke, Rachael Mayer, Aaron Reinke, Lori Rottinghaus, Chris Schwartz, Lisa Sesterhenn, Michelle Wiedner, and Tonya Wilder.

Unless otherwise noted, all actions were approved unanimously.

I. Approval of Agenda – For Vote

Discussion: No discussion.

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

II. Approval of Minutes* For Vote

Discussion: No discussion.

Action: Dr. Roise moved, and Dr. Cornish seconded to approve the Board of Health Minutes for Closed Session July 19, 2023, Closed Session September 7, 2023, and Regular Meeting August 30, 2023. Motion carried.

III. Public Comments – No comments.

IV. Years of Service Award was presented by Kaitlin Emrich to Micah Knebel for 10 Years of Service. Ms. Emrich read a note from Matthew Verbraken who was unable to attend.

V. Tonya Wilder introduced the new temporary Public Health Nurse that was hired for the Immunization Audits, ShanQuiesha Robinson (not in attendance).

VI. Traci Smith and Brenda Rieken presented the 1st Five Developmental program and I-Smile Oral Health program.

Handouts of the power point presentation were provided to the board.

Summary of Reports:

- Black Hawk County Public Health 1st Five program received 209 referrals in FY23. Of those 209 referrals, 172 referrals came from Black Hawk county practices. 48% of practices in Black Hawk county utilized 1st Five services in their clinic in FY23. This was achieved by re-

assessing practice champion capacity, completing practice workflow mapping, identifying program gaps with individual providers, and facilitating targeted training to impact referral and screening benchmarks. 1st Five informational materials were also distributed to early childcare and education program providers through the Child Health program. Additionally, this 1st Five site developed consistent messaging to promote the 1st Five program with community partners at various health fairs and coalition meetings.

- Black Hawk County I-Smile program actively participates in Cavity Free Iowa, which is a medical/dental initiative that focuses on early oral health care and prevention of early childhood caries. A large part of this initiative involves training medical providers to incorporate oral screenings, risk assessments, fluoride varnish, referral to local dentists, and the importance of age 1 dental visits. The I-Smile Coordinator is in contact with all the medical and dental providers in the four-county service area on a yearly basis. I-Smile also works closely with the Nurse Practitioner program through Allen College and offers training on the importance of oral health/overall health; and providing oral screens/fluoride applications. Other partnerships include Hawkeye Community College Adult Learning Center- Family Literacy Program, YWCA, local libraries, and WIC. I-Smile collaborates with the Maternal Health educators at Allen Women's Health and provides annual training and promotes maternal oral health.
- In addition to oral health services through the I-Smile and I-Smile@School program, the Child and Adolescent Health program also includes services for informing and care coordination, presumptive eligibility and Hawki, and childcare nurse consulting.

Discussion: Dr. Cornish asked about what the change in workflow would look like with the 1st Five Program. Ms. Smith stated it is a matter of assessing what works for some populations and what does not and working closely with the community health workers that are familiar with cultural differences and accommodating those differences. Dr. Pilkington added that these presentations show what public health does for the community and said good job on both programs.

VII. Private Well Variance Request for 325 Elaine Dr., Raymar * For Vote

Mr. Parmeter stated the property owner has requested a variance to drill a replacement well. The current well on the property is a 15-foot sand point well in a crawl space under the house and has recently gone dry. Due to the condition of the well, it is not repairable and other options would need to be explored. This property is in an unincorporated community in Black Hawk County and there is not an option for city or county water. After consulting with a well installer, two concerns were raised; 1) the proposed well would need to conform to current DNR standards and meet the criteria for a deep well and 2) the proposed location for the new well does not meet the setback distance of 100 feet from the onsite wastewater system. Black Hawk County Public Health were contacted and the need for a variance was identified then DNR was contacted to have the request reviewed. The IDNR, after reviewing several stipulations, has recommended granting the applicants' request for a variance.

Discussion: Dr. Roise asked if the owners were to sell the property, would it be required to disclose this variance at time of sale. Mr. Parmater stated that it was not legally required to disclose this variance to the new owners. Ms. Prendergast added that variances are closely scrutinized, but this request fits the checklist and has no issues with moving forward as the homeowners have no other options.

Action: Dr. Roise moved and Dr. Cornish seconded to approve the private well variance located at 325 Elaine Dr. in Raymar, IA by reducing the setback between a proposed new private well (deep) and an existing onsite wastewater system. Currently the setback required is 100 feet. The request is to allow well placement at no less than 70 feet from the onsite wastewater system. The well owner understands that reducing the setback may result in less protection for the well and that there are additional safeguards and water quality tests that need to be conducted to monitor the suitability of the well. Motion carried.

VIII. Personnel Request: Temporary Oral Health Position* For Vote

Ms. Wilder stated the need for the position is due to two vacancies in the oral health program and registered nurses can perform oral health screenings in the state of Iowa and have found success with hiring temporary public health nurse positions. Funding will be supported by the Iowa Department of Health and Human Services Child and Adolescent Health and Oral Health Programs and funds that were obligated to the current vacancies.

Discussion: No discussion.

Action: Dr. Cornish moved and Ms. Garcia Fino seconded to approve the creation of one temporary Public Health Nurse position .8-1 FTE, to work with the oral health team, contingent upon hiring of permanent Dental Hygienist and/ or Dental Assistant positions. Motion carried.

IX. Personnel Request: Convert Disease Prevention Specialist to Public Health Nurse – For Vote

Ms. Mergenthaler stated the need to convert this position is an emerging need to respond and treat communicable diseases identified through screening and investigation activities that require a licensed registered nurse as described in Iowa Administrative Code 655.6.2(3).

Discussion: Ms. Prendergast requested clarification on allocation of the Disease Prevention Specialist funding will not be allocated for this newly created position due to the grant requirements. Ms. Emrich stated that the funding for the Disease Prevention Specialist will be split among the three current positions instead of the previous four. The funding for this position will be from the vacancy of previous allocated funds.

Action: Dr. Roise moved and Dr. Cornish seconded to approve the elimination of the 1 FTE Disease Prevention Specialist and to create a 1 FTE Public Health Nurse in Disease Prevention, with a contract end date of December 31, 2025. Motion carried.

X. Purchase Request: Sponsorship for Community AIDS Assistance Project – For Vote

Ms. Mergenthaler stated that CAAP is a non-profit organization committed to AIDS prevention, educational programming, and supporting those living with HIV and AIDS in Northeast Iowa. This purchase will help build name recognition for Black Hawk County Public Health as a sponsor on their social media and website, and the health department will have an exhibit booth at the Annual Gala. Funds for this sponsor will come from the Integrated Testing Services grant.

Discussion: None

Action: Dr. Cornish moved and Ms. Garcia Fino seconded to authorize payment to Community AIDS Assistance Project as a sponsor for up to \$2,000 funded by Integrated Testing Service Grant, IA HHS. Motion carried.

XI. Purchase Request: Digital Advertising Campaign – For Vote

Ms. Mergenthaler said this campaign would use a variety of digital platforms including social media, dating apps, streaming ads, and search ads to promote testing for HIV and combat stigma associated with HIV.

Discussion: No discussion.

Action: Dr. Roise moved and Dr. Cornish seconded to authorize payment to COMMANDO to conduct a digital advertising campaign for up to \$5,000 funded by the Integrated Testing Services Grant, Iowa HHS. Motion carried.

XII. Purchase Request: Office Furniture and Install – For Vote

Ms. Emrich stated the purpose is to utilize funds to double the office space in existing offices due to staffing needs and limited office space available. After bids are received the board will be presented with a bid tabulation and purchase recommendation.

Discussion: Mr. Pilkington stated that the budget moving forward will allow for items like this that come up unexpectedly. Ms. Emrich stated that was the discussion for budget FY25.

Action: Dr. Roise moved and Dr. Cornish seconded to authorize the department to seek proposals for office furniture and cost of installation not to exceed \$10,000. Motion carried.

XIII. Financials – *Matthew Verbraken (Mr. Verbraken absent)*

A. Disbursements* – For Vote

Discussion: Ms. Emrich reviewed the disbursements with the board.

Action: Dr. Cornish moved, and Ms. Garcia Fino seconded to approve paying the bills as presented. Motion carried.

B. Ms. Emrich presented the Financial Report of 09/22/2023 to the board.

Discussion: The board agreed the new format will be beneficial.

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. Application (Renewal) Integrated HIV and Viral Hepatitis Testing Services, Iowa HHS
- B. Application (New) – 2023 Access to Healthy Foods Match Grant, Wellmark Foundation
- C. Application (New) – Waterloo Community Foundation
- D. Contract (Renewal) 5884NU02 FY24 – Iowa Nutrition Network School Grant Program, Iowa HHS
- E. Contract (Renewal) 5884LP01 FY24 – Childhood Lead Poisoning Prevention Program, Iowa HHS

- F. Memorandum of Agreement (Renewal) – Host Site, University of Northern Iowa/Green Iowa AmeriCorps
- G. Business Associate Agreement - University of Northern Iowa/Green Iowa AmeriCorps (Food Systems and Nutrition Program)
- H. Memorandum of Understanding-MOU-2023-TB03 (Amendment 8) Tuberculosis Direct Observed Therapy, Iowa HHS
- I. Contract (Amendment 1) 5884BT107 – Public Health 6-Year Emergency Response, Iowa HHS
- J. Sub-Contract (Renewal) First Responders – Comprehensive Addiction and Recovery Act Cooperative Agreement, Pathways Behavioral Services

Discussion: No discussion.

Action: Dr. Cornish moved, and Ms. Garcia Fino seconded to approve items A-H as presented on the grants and contracts memo. Motion Carried.

- XV. Board of Supervisors Update presented by Supervisor Chris Schwartz (left meeting early, not feeling well). Ms. Emrich stated on his behalf that the Board of Supervisors are wanting to move forward with the Public Health Space assessment results and should have more information soon.

Discussion: None.

- XVI. Public Health update was presented by Interim Director, Kaitlin Emrich

Summary:

- Congratulations to Dr. Pilkington for being named one of the 20 Under 40 Awards class of 2023 by the Waterloo Cedar Falls Courier and will be featured in the November issue of Cedar Valley Business Monthly (October 27th)
- Board members interested in meeting with local elected officials to inform Ms. Emrich of request and will advise the Advocacy team
- October 19-21, 2023, attending PHAB Governmental Public Health Job Task Analysis Advisory Committee in Washington, D.C.
- Down to four vacancies, and just filled a Public Health Nurse position
- October 4th and 5th - Advancing Equity Meetings to identify leaders for sector working groups, social determinates of health areas, steering committee, discuss sustainability planning. Any board members that are interested, please inform Ms. Emrich, or see e-mail
- October 6th – Follow-up meeting with Iowa HHS on tuberculosis infrastructure

Discussion: Dr. Pilkington shared information about Syphilis treatments and medications. Ms. Emrich added that the CDC has not approved this yet but Iowa HHS has encouraged local health departments to move forward.

- XVII. Communications Update was presented by Gabbi DeWitt

Summary:

- Branding Site for Black Hawk County Public Health has been revised to make more user friendly, all staff have been oriented to the new site and is part of the onboarding process for new hires
 - Sending link to site to the board, can utilize Board of Health letterhead and logos
- Staff attended 18 events in August and September
 - Cedar Valley Pride Fest
 - Focus on Diabetes
 - Back to School Bash
 - Allen College
 - PaTi's Libelulas in Lincoln Park
 - Senior Wellness Outreach at three farmer's markets (Nutrition Team)
 - Wellness Farmer's Market in Buchanan County

No discussion.

XVIII. Executive Closed Session

Dr. Cornish moved and Dr. Roise seconded to move into closed session at 8:29am. Motion carried.

Roll Call Vote: 5 Ayes; Nays: None.

Dr. Cornish moved to move out of closed session and Mr. Botchway seconded. Motion carried.

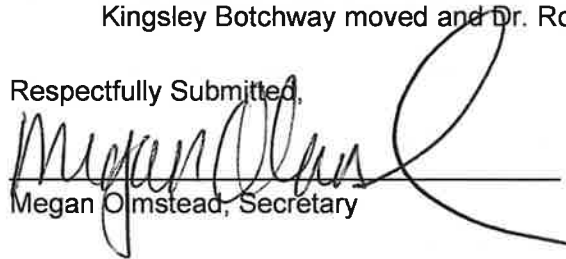
XIX. Mr. Botchway moved and Dr. Roise seconded to move forward with offer for Public Health Director position to selected candidate as discussed in closed session.

XX. Next Board of Health Meeting: Wednesday, October 25, 2023, at 7:30am, 1407 Independence Ave. Room 420, Waterloo, IA.

XXI. ADJOURNMENT -

Kingsley Botchway moved and Dr. Roise seconded to adjourn at 9:15 am. Motion carried.

Respectfully Submitted,


Megan Omstead, Secretary


Chair, Dr. Wesley Pilkington