BLACK HAWK COUNTY BOARD OF HEALTH MEETING
February 26, 2020

The meeting of the Black Hawk County Board of Health was called to order at 7:40 a.m. by Vice-Chair, Dr. Catherine Zeman, in Room 420 of the Pinecrest Building, 1407 Independence Avenue, Waterloo, Iowa. Members present: Dr. Wesley Pilkington, Dr. Adam Roise, and Attorney Mike Treinen. Absent: Chair, Rev. Dr. Mary Robinson and Beth Knipp. A quorum was met.


Unless otherwise noted, all actions were approved unanimously.

I. Approval of Agenda – For Vote
   Discussion: Amended agenda to remove Item X.B.
   Action: Dr. Roise moved, and Dr. Pilkington seconded, to approve the amended agenda, removing item X.B. Motion carried.

II. Approval of Minutes – For Vote
    Discussion: none
    Action: Dr. Pilkington moved, and Dr. Roise seconded, to approve the January 29, 2020 Regular Meeting minutes as presented. Motion carried.

III. Public Comments – No public comments

IV. Dr. Roise introduced the medical students present: Yoon Jae “Alice” Lee, Edvin Rosic, and Anthony Schneider.

V. Jared Parmater recognized and thanked Tina Ahlberg, Environmental Health Officer for 15 years of service at Black Hawk County Health Department.

VI. Health Department Update was presented by Dr. Cisse Egbuonye

Summary of Update:

- Two work sessions will be scheduled in March with the Board of Health for the following topics: Local Public Health Law Review & Recommendations, and Community Health Needs Assessment Survey Results.

- Update on open positions: FY20 position vacancies due to the difficulty in recruiting and low unemployment rates, especially in skilled positions.

- Reviewed article that was published in the Waterloo Cedar Falls Courier 2/26/2020 that addresses the Board of Supervisors expressing concern over the number of open positions and potentially holding funds for positions until the positions are filled.
  - Mike Treinen stated that the Board of Supervisors do not have legal authority to hold funds for positions that have already been approved. The Board of Supervisors approve the amount that is funded to the Health Department, the Board of Health is an autonomous board, and it decides how those funds are spent.
  - The thirteen vacancies showing right now are a combination of positions from FY20 and only three new positions requested in FY21.
    - Recruiting efforts have been ongoing with the help of Black Hawk County Human Resources; however, the positions remain vacant due to the small-qualified applicant pool. This is a competitive job market for the skilled positions.
    - There has been presentations conducted by Dr. Cisse Egbuonye to the Board
of Supervisors explaining the vacancies and the recruiting efforts, and all of the other activities happening with the Health Department.

- Continued efforts in preparing documents for submission for Public Health Accreditation Board
- Legislative Funnel items introduced related to Public Health: Bill 2221 was introduced for an act relating to the licensed health professional member of a local board of health. (Formerly HF 2031.) This bill seeks to change decades of policy that currently allows only a doctor to serve as the "health officer" on a county board of health. The bill would allow advanced registered nurse practitioners, advanced practice registered nurses and physicians assistants to serve as the "health officer."

VII. Community Health Assessment Workshop

Lisa Sesterhenn summarized the Community Health Assessment Workshop from February 18, 2020 with community partners.

- Fifty-three in attendance
- Rev. Dr. Robinson welcomed everyone to the event, Eileen Daley lead facilitation in Dr. Cisse Egbuonye's absence along with assistance from Joshua Pikora, Hallkeno Tura and Lisa Sesterhenn
- All of the data from survey was reviewed in small groups and then shared ideas in a large group format
- Participants also had an opportunity to provide feedback on the results of the community survey

Discussion: No discussion

VIII. New Policies and Procedures, all for separate vote

A. Ethics Policy
   Discussion: Helps strengthen the equity policy and to ensure all actions are ethical. Dr. Roise asked if there is a way for the public to inform the board of an ethical concern, and can that be included in the policy. Dr. Cisse Egbuonye agreed and it will be added to the policy.

   Action: Dr. Roise moved and Dr. Pilkington seconded to approve the Ethics Policy with the addition of incorporating a way for the public to address ethical issues as stated above. Motion carried.

B. Collaborative Relations and Community Partnerships

   Discussion: Dr. Zeman asked if in the benefits or relationships section could there be a statement added to hire research experts to ensure proper structure of data collection and to create a possibility of the data being publishable.

   Action: Dr. Roise and Dr. Pilkington seconded to approve Collaborative Relations and Community Partnerships with the inclusion of using research experts when necessary to ensure proper data collection. Motion carried.

C. System of Local Public Health Laws Policy

D. System of Local Public Health Law Review, Revision and Development (procedure)

Discussion: Mr. Treinen stated that the Health Department should ensure that access to these policies are available to the public and are all up to date. The board discussed if the board has authority to create public health laws. Mr. Treinen stated yes the board has authority to create ordinances that affect public health, and then submit for final approval through the Board of Supervisors.
Action: Mr. Pilkington moved and Dr. Roise seconded to approve item C and item D as presented. Motion carried.

IX. Adopt Board of Supervisors Policies* - For Vote

Discussion: No discussion.

Action: Dr. Roise moved and Dr. Pilkington seconded to adopt the Board of Supervisors Policies as is. Motion carried.

X. Consent Agenda: Annual Health Department Policy Review and Approval* - For Vote
   A. After-Hours Availability of Duty Officer
   B. Assigning Hours of Work, Meal Periods, and Paid Time for Conference Attendance
   C. Board Meeting Recording Policy
   D. Chain of Responsibility
   E. Conference, Training, In-Service Justification
   F. Fleet Management and Mileage Reimbursement When Using Personal Vehicle

Discussion: No discussion

Action: Dr. Pilkington moved and Dr. Roise seconded to approve items A-F omitting item B as amended. Motion carried.

XI. Financials

A. Disbursements* - For Vote

Discussion: Patti Humpal provided an overview of the disbursements and explained some of the costs.

Action: Dr. Roise moved, and Dr. Pilkington seconded, to approve to pay the bills as presented. Motion carried.

B. Patti Humpal presented the Financial Report as of 02/20/2020 to the Board.

Discussion: No discussion on the financial report.

Dr. Cisse Egbaruoye added that when the health department applies for grants and it helps pay for a position. Mr. Treinen stated it might be best practice not to justify new positions with grant funds even though those funds may be used to help pay for the position.

XII. Grants and Contracts Memo-Consent Agenda* - For Vote

A. Award Letter CY2020 - Active Managerial Control Project 2020, Association of Food and Drug Officials (AFDO)

B. Award Letter CY2020 - FDA (Food and Drug Administration) National Retail Food Program Courses, Association of Food and Drug Officials (AFDO)

Discussion: Dr. Zeman confirmed this will help with at risk establishments, and Mr. Parmater stated yes these funds will help educate and train on managing the at risk establishments and identify five high-risk behaviors.

Action: Dr. Roise moved and Dr. Pilkington seconded to approve items A and B as presented on the grants and contracts memo. Motion carried.

XIII. For Information Only
A. Emergency Operations Plan Update*
Mr. Pikora stated that the Emergency Operations Plan was in need of some updates to the communication process. It is required to notify the board of any updates to the Emergency Operations Plan.

Dr. Zeman inquired on COVID-19 and what kind of updates can be provided at this time.

Josh stated that the state has been leading these meetings/webinars to keep all local health departments up to date on the current COVID-19, and has been available to answer any questions from the local healthcare partners.

Dr. Zeman asked about the status of the medical supply stock. Mr. Pikora reported that the state has been conducting inventory on supplies and has not reported any shortages.

Dr. Zeman stated that it is important for the board to be updated with COVID-19 and what the board’s role is with potential quarantine and isolation that may need to be enforced.

Dr. Zeman expressed concern about making sure people have resources if there would be quarantine or isolation enforced.

Mr. Pikora stated that self-isolation is more common than enforcing a legal quarantine. There are set guidelines by the Iowa Department of Public Health that will be issued if this escalates.

B. Governor's Public Health Conference Information to Board* April 7, 2020 and April 8, 2020. Provided the packet of speakers to board members to inform them on the Governor’s conference and to contact Megan if interested in attending (March 6, 2020 is the deadline for early bird pricing).

C. Board of Supervisors update
Board of Supervisor was not able to attend.

XIV. Next Regular Board of Health Meeting: March 25, 2020 at 7:30 a.m. – Room 420, Pinecrest Building, 1407 Independence Avenue, Waterloo, Iowa.

The board discussed the work session dates for March:

March 9, 2020 1pm-3pm
March 18, 2020 time to be determined

XV. Adjournment – Dr. Pilkington moved, and Dr. Roise seconded, to adjourn the meeting. Motion carried.

The meeting adjourned at 8:46 a.m.

Respectfully Submitted,

Megan Olmstead, Secretary

Rev. Dr. Mary C. Robinson, Chair