



## **PUBLIC HEALTH**

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**Dave Koch, Director**

**Board of Health**  
**Tatiana Izakovic, MD, MHA**  
**Michael P. McLaughlin, PhD**  
**Zachary Pollock, PharmD, MS**  
**Bonnie D. Rubin, CLS, MBA, MHA**  
**Peter D. Wallace, MD, MS**

**JOHNSON COUNTY BOARD OF HEALTH**  
**March 18, 2020**  
**MEETING MINUTES**  
**4:00pm**

**Call to Order:** Peter D. Wallace, MD, MS, called the meeting to order at 4:00 pm.

**Roll Call:** Peter D. Wallace, MD, MS; Michael P. McLaughlin, PhD; Bonnie D. Rubin, CLS, MBA, MHA; Zachary Pollock, PharmD, MS; Via Phone Conferencing: Tatiana Izakovic, MD, MHA

**Staff:** Dave Koch, Director; Kate Klefstad, Clinical Services Manager; Sam Jarvis, Community Health Manager; James Lacina, Environmental Health Manager; Kristin Meyer, Business Manager; James Bechtel, Systems Analyst; Erik Gustafson, Environmental Health Specialist; Susan Denny, Secretary II.

**Others Present:** Lynn Rose, Assistant County Attorney

**Approval of Minutes:** Motion by Rubin to approve the February 20, 2020 meeting minutes; seconded by McLaughlin. The motion passed unanimously.

**Next Regular Meeting Date and Time:** April 15, 2020 in Conference Room 214B at the Health and Human Services Building.

**Citizen Comments / Questions / Issues:** None

**New Employee Introductions:** Postponed

**DISCUSSION / PRESENTATION(S):** None

### **ACTION ITEMS**

**Expenditures Over \$3,000:** None

**Applications, Contracts and Agreements:**

• **20-06 LPHSG Application:** D. Koch

Koch described the Local Public Health Services Grant application as one that JCPH applies for yearly through the Iowa Department of Public Health. The grant provides funding for Community Health Needs Assessment (CNAP), Disease Outbreak Investigation (DOI), Public Health System Development, and includes a subcontract between JCPH and the Visiting Nurses Association (VNA). The current budget (included in BOH member packets) is roughly the same as the previous year. The application will be submitted to Iowa Grants after approval from the BOH, the first week in April. Rubin asked if Koch anticipated additional funding for DOI and Public Health System Development due to the COVID-19 pandemic. Koch responded JCPH is keeping track of all additional hours related to the pandemic to be reimbursed through the Emergency Declaration.

**Motion** by McLaughlin to approve the LPHSG application; seconded by Rubin. The motion passed unanimously.

• **20-07 Empowerment/ECI RFP Application:** K. Klefstad

Koch explained that the current Child Care Nurse Consultant (CCNC) position is a halftime position funded by the County. This grant would provide funding to change the CCNC position to a fulltime position funded by Early Childhood Iowa (ECI). Klefstad informed the BOH that the JCPH Child Care Coordinator, Debbie Ackerman, has completed the application and provided the BOH members with background information on the CCNC's role. This is the first time that the JCPH CCNC would be funded through ECI. Rubin asked if this contract would be renewed annually. Klefstad responded the contract is usually extended for a three year period. She has been coordinating with JC Empowerment Coordinator, Grace Cervantes, for information on the grant and explained that the local Johnson County Empowerment Board is also the Johnson County ECI Board. Klefstad responded to questions from BOH members.

**Motion** by Rubin to approve the application for CCNC funding through the ECI RFP; seconded by Pollock. The motion passed unanimously.

• **20-10 ECI Dental Voucher Application:** K. Klefstad

Currently JCPH receives a small amount of funding from Early Childhood Iowa (ECI) to support the Dental Voucher program. Klefstad explained ECI reached out to JCPH to provide \$11,000 in carry-over funds to start the program. Submitting this application would provide additional funding of \$15,000 to continue the program for another year. Klefstad answered questions regarding Medicaid funding reimbursements and rates; sustainability, and working with the Healthy Kids Clinic to provide vouchers for additional dental procedures at the University of Iowa College of Dentistry.

**Motion** by Pollock to approve the ECI Dental Voucher Application; seconded by McLaughlin. The motion passed unanimously.

• **20-08 Tobacco RFP Application:** D. Koch (for S. Jarvis)

Koch informed the BOH members that every five years this grant comes up for competitive bidding. Funding for this grant has only increased slightly every year; currently the amount is

\$108,000, providing for three counties according to population: Iowa County, Poweshiek County and the majority going to Johnson County. The application requires a work plan which includes different goals such as prevention of tobacco use among young individuals, eliminating non-smoker exposure to secondhand smoke, and promoting quitting among young people and adults. Koch identified that Susan Vileta, Community Health Educator, is the main contact and has managed this grant for five years for JCPH, but has worked in tobacco prevention previously as well. Her work plan lays out goals and strategies required for the grant application and includes a small sub-contract for Poweshiek County. She has succeeded in implementing policies such as the Tobacco-Free Nicotine-Free Parks in Johnson County; one of the first in the state. Koch responded to questions.

**Motion** by McLaughlin to approve the Tobacco RFP Application; seconded by Rubin. The motion passed unanimously.

#### **OTHER**

- **20-09 PHAB Section Two:** J. Bechtel

Bechtel informed the BOH members that the submittal for Section One was accepted. Comments and feedback from the Public Health Accreditation Board (PHAB) focused on only three measures. He presented an overview of Section Two, adding the deadline for submittal was extended from 30 days to 90 days.

Bechtel explained Section Two would be submitted to the EQI committee within the PHAB organization that is comprised of individual practitioners involved in advancement of Public Health practices. The EQI committee will provide feedback and recommendations.

This section focuses on internal and external improvement communicated in a narrative form.

Bechtel asked the BOH members for comments and feedback. Discussion followed. Pollock and Rubin requested to see the final report after BOH feedback additions were included.

**Motion** by Rubin to approve submittal of PHAB Section Two with additions; seconded by Pollock. The motion passed unanimously.

- **Wastewater Regs:** J. Lacina/E. Gustafson

Lacina summarized the revisions made to the Wastewater Regulations over the past year, including small revisions made by the State. EH staff have researched topics, had discussions with engineers, contractors, installers; attended conferences, consulted with out of state sources, and worked with Assistant County Attorney Lynn Rose to finalize changes. Gustafson used a power point presentation to illustrate the history of the Private Sewage Disposal System regulations in Johnson County beginning in 1965 and the role of the BOH beginning in 1967. He gave a timeline of revisions to 2009. He detailed the new changes and how they will improve compliance, as well as an update of current requirements; add new language, fees, and penalties. The new wastewater regulations must be approved by the BOH and the BOS, a timeline was shared. Discussion followed regarding best practices, sharing information, public review and approval process, especially with the current restrictions for public meetings.

**Reports / Inquiries:**

**County Attorney:** Rose reported the County Attorney's office has been working with all departments and boards to ensure maintaining public meetings while following guidance from the Governor's directives and continuing changes. The state Attorney General's office and the Public Information Board have advised them that an electronic meeting, where the board members are present (in person), the public must have access to electronically participate. The County Attorney's office is working on options to make sure meetings are in compliance with the public meeting law as new orders are initiated that close public buildings etc.. She encouraged the BOH to expect the April 15, 2020 meeting will have similar challenges and to make decisions regarding how the meeting should be held. Rose added that there is no need to vote on this decision and that Dr. Wallace is able to unilaterally decide this as Chair. Other options are to extend the meeting time from every 30 days to 45 or 60 days, but taking into account possible business implications that this could cause. Rubin asked Koch if it was possible to move the April 15<sup>th</sup> meeting to a room with electronic capability. Rose commented there will be other boards trying to reserve rooms and that the BOS meeting room is the only room in the County with those capabilities already in place. Rose clarified the public meeting statute only requires that the public be able to hear the meeting. She explained the BOS has established a conference line allowing people to call in ahead of the meeting and to remain on the line and comment if they choose. This allows for the public to participate without an internet connection, but she clarified that a conference number would need to be published with the agenda, 48 hours prior to the meeting. Rose responded to questions from the BOH members about conference call access.

**Members, Board of Health:**

Rubin would like to hear Koch report on the COVID-19 situation.

Wallace reported attending the BOS meeting with all agencies represented and attended yesterday's press conference regarding COVID-19 and complimented on Koch's participation. He also thanked Koch, Jarvis and all of JCPH for their work dealing with the pandemic.

**Director:**

Koch followed up on the building closure to the public. He reported the BOS and Human Resources asked all county departments to formulate a plan for individuals who could or should be working at home. Currently JCPH has no policy in place. The Continuity of Operations Plan had minor updates in 2019, but focused on floods or tornados where JCPH would need to relocate services. Since nearly everyone in JCPH has an individual office and community guidelines and social distancing can be met, Koch is recommending that employees still come to work in this Phase One. HR and BOS are recommending that department heads work with high risk employees, to find ways for them to work from home. Information Technologies reported that they cannot support all 500 county employees working from home. The Continuity of Operations Plan can be activated at the discretion of the Director in consultation with the BOH and doesn't require a vote. Koch would like to reach a consensus with BOH members to activate the plan. He added James Bechtel, Systems Analyst, is consulting with division managers and has a Phase Two in process to continue providing services while working onsite. Phase Three includes non-essential employees working from home and essential employees working onsite. The Incident Command Team is considered essential. Koch asked for feedback and guidance from BOH. Wallace expressed support for Koch and his decisions. Rubin commented whether as a board if all were comfortable with the plan as Phase One, and Phase Two, etc. and to advise Koch to identify essential and non-

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essential personnel as soon as possible. Koch responded JCPH is already putting into place contingencies for if they move to that next step. If the Governor's recommendation or BOS adopts even stricter guidelines, the next phase would already be in place. He added there could be other options such as varying work shifts. Rubin asked about essential services and making sure at-risk populations still had access. Koch identified that Clinical Services has the ability to load benefit cards remotely etc. Immunizations are being met at their car by a nurse at their scheduled time. Koch added the Disease Prevention Specialists Miller and Riley were also essential services, performing surveillance and investigations. Environmental Health services has many services that can wait or be rescheduled. He explained more planning will continue tomorrow and through the week. Rubin asked what plans Koch had for off-time to avoid essential staff exhaustion. Koch responded the Continuity Plan and Succession Plan addresses off-hours. He gave an example with the Incident Command chart and also his own experience with the 2008 flood. Koch and the BOH members reached a consensus to move forward with planning. Emergency Operations Control (EOC) went into Level Two operations on March 10<sup>th</sup> and are meeting every day for briefings. Koch is the Incident Commander for the pandemic event. Koch also reported an applicant for Community Health Emergency Preparedness Planner accepted the JCPH offer and will start in April. The Community Health Planner will be starting on Monday. Koch thanked BOH and staff for all their help and support.

Wallace adjourned the meeting at 6:02 pm.

Approved by Board of Health Action on

April 15, 2020

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Date

Submitted by:  
Susan Denny  
Secretary II

Signature on File

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Peter D. Wallace, MD, MS, Chair