



PUBLIC HEALTH

Sam Jarvis, Acting Director

Board of Health
Joni Bosch, PhD, ARNP
Tatiana Izakovic, MD, MHA
Zachary Pollock, PharmD, MS
Bonnie D. Rubin, MLS, MBA, MHA
Peter D. Wallace, MD, MS

JOHNSON COUNTY BOARD OF HEALTH

July 21, 2021

MEETING MINUTES

4:00 pm

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

Roll Call: Peter D. Wallace, MD, MS; Bonnie D. Rubin, MLS, MBA, MHA; Zachary Pollock, PharmD, MS; Joni Bosch, PhD, ARNP ABSENT: Tatiana Izakovic, MD, MHA

Staff: Sam Jarvis, Acting Director; Kate Klefstad, Clinical Services Manager; James Lacina, Environmental Health Manager; Kristin Meyer, Business Manager; Alissa Sotzen, Account Clerk I; Karen Klein, Nutritionist; James Bechtel; Systems Analyst; Susan Denny, Secretary II.

Others Present: Lynn Rose, Assistant County Attorney, Danielle Pettit-Majewski, Director, WCPH; Becky Nowachek, IDPH; Aimerance Nzinga, Breast Feeding Peer Counselor; Travis Breeze, Reporter; Jon Greene, BOS

Approval of Minutes: Motion by Pollock to approve the June 16, 2021 meeting minutes and Special Meeting Minutes from June 7, June 29, and June 30, 2021; seconded by Bosch. The motion passed unanimously.

Next Regular Meeting Date and Time: August 18, 2021 in Conference Room 203 at the Health and Human Services Building.

Citizen Comments / Questions / Issues: None

New Employee Introductions: None

DISCUSSION / PRESENTATION(S):

- **Breast Feeding Peer Counseling Program:** Karen Klein coordinator for the Clinical Services BF Peer Counseling program and Aimerance Nzinga, Peer Counselor since April 2021, presented power point slides describing the program goals, statistics, and counselor backgrounds. Klein explained counselors are current or former WIC participants with breastfeeding experience and availability outside of clinic hours. Peer Counselors conduct client appointments via phone or in person, teach breastfeeding classes, complete WIC documents, attend monthly meetings, and stay up

to date on breastfeeding techniques and information. Currently there are four counselors with ability to communicate in Swahili, French, Lingala, Arabic, and Spanish. Klein provided statistics comparing JCPH with State results and the number of women served in Johnson County. Klein and Nzinga answered questions and responded to suggestions from BOH members.

- **Continuation of community participation for BOH meetings via Zoom** – Wallace informed BOH members beginning July 25, 2021 Board of Health meetings will resume in-person attendance and will be open to the public. Zoom will still be available for the community and BOH members who cannot attend in person, as long as a quorum is present.
- **Learfield – marketing plan update** – Jarvis reported there are no additional updates for the multi-county advertising contract approved at the June 16, 2021 meeting. He is waiting for the tiered plan to be shared with JCPH and other counties involved. Rubin asked when the update is expected. Jarvis has not received the update, but will keep the BOH informed. The expected timeline for marketing is the fall of 2021 to coincide with the football season. Polk County is the lead on the project.

ACTION ITEMS

Expenditures Over \$3,000:

- **21-10 Digitize COVID-19 records – up to \$10,000** – Jarvis estimates the cost of digitization will be in the range of \$8,000 to \$10,000 dollars for the 2020 caseload. Wallace asked if there was funding available for the project. Jarvis confirmed the cost is covered under the Public Health Emergency Preparedness Crisis Response funding. Bosch asked about developing a system for future digitalization of pandemics. Jarvis responded the NACCHO Innovative Practice Award provided funds for technical assistance and is being used to develop a case management module, which he hopes will inspire a more inter-operable online program. Rubin asked how Imagetek was chosen to digitize the records. Jarvis responded Imagetek is a Johnson County vendor. She also asked how JCPH will verify the project is done according to expectations and gave an example of how quality control could be verified by checking percentages of records. Jarvis will look into developing a similar quality control method for the JCPH project.

Motion by Bosch, to approve using up to \$10,000 in grant funds to digitize COVID-19 Records; seconded by Pollock. The motion passed unanimously.

- **21-07 Clinic exam room update** – revised request – Klefstad reported additional costs related to approved funding in May were necessary for a change in flooring material and installation costs to meet commercial specifications. The total additional funds are less than \$3,000.00. Costs will be covered through the Clinical Services operational budget.

Applications, Contracts and Agreements:

- **WIC and MCAH Service Area FY23** - Klefstad provided an update on changes in the WIC and MCAH programs. She shared an IDPH website to illustrate the proposed changes involving Collaborative Service Areas (CSA). Klefstad has been meeting with representatives from other nearby CSA's to discuss IDPH's proposal, which would change to one contract holder for WIC per CSA, one for MCAH per CSA, and one for 1st Five per CSA. Klefstad explained how these changes would affect services and collaboration. Administrative functions will be transferred to the local level, and without an allocation this would be a significant burden on the contract holder. Currently no additional funding allocation is expected per the FAQ response on the IDPH website. Klefstad is working with area counterparts to determine the impact of these changes at a local level. She hopes this will push the state

to provide solutions. She described how the proposed model would provide only one screening center for the entire CSA for all Medicaid billing requiring more staff. Klefstad and counterparts who will be affected by the new model are collaborating to raise awareness of potential impacts. She answered questions from Rubin and Bosch about the added burden on CSA's and what IDPH is planning for savings, as a result from the proposed changes. Rubin suggested as more information becomes available the BOH may want to comment formally or informally to IDPH. Wallace agreed.

- **28E Agreement Food Program** – Lacina provided an update for the 28E Agreement for the Food Safety program. The agreement with Iowa Department of Inspections and Appeals renews every 1-3 years. It is a continuation of a program JCPH has administered for over forty years. Lacina shared new changes in the agreement, including data verification requirements addressing better categorization, and continued focus meeting FDA retail food standards 2,3,4,6 and 9. DIA will initiate a strike team to assume all outbreak investigations beginning July 1, 2022. Local health departments will be able to assist strike teams during outbreaks. Other changes will include new inspection metrics and Key Performance Indicators (KPI) to track timeliness of complaints and follow-up inspections. The current database, which is outdated and no longer maintained by the software developer, will be replaced. Hosting and maintenance costs for the new system will be offset by DIA retaining a percentage of license fees. Participating counties will contribute fifty percent to hosting and maintenance fees that are projected to be \$100,000.00. Previously DIA absorbed those costs. The new database is expected to be operational in 2023 and will then move to an online electronic licensing process, except for temporary events and paper license applications submitted locally. The current 28E Agreement expires in 2024. Rubin asked if the new database was being developed by DIA or contracted. Lacina responded database development is with the FDA. Steve Mandernach, former head of the Iowa DIA, is now with the Association of Food and Drug Officials (AFDO) and is developing the new database. The new system will potentially provide other modules for FDA inspections, seafood and meat inspectors. Rubin asked how counties will pay the 50% hosting and maintenance fees. Lacina explained there are eleven counties with agreements who will begin payments July 1, 2022.

OTHER

- **JCPH Director Appointment** – Wallace announced Danielle Pettit-Majewski, Washington County Public Health Director has accepted the offer to be the Johnson County Public Health Director. Wallace welcomed Pettit-Majewski and added a press release will be sent immediately after the meeting adjourns.

Motion by Bosch, to appoint Danielle Pettit-Majewski as the Johnson County Public Health Director effective August 18, 2021 in a formal appointment vote; seconded by Rubin. The motion passed unanimously.

Reports / Inquiries:

County Attorney: Rose noted the current Emergency Disaster Proclamation from Governor Reynolds continued through July 25, 2021 suspending the statute concerning open meetings, in terms of allowing meetings to be held electronically, is not to be expected to continue past that date. Beginning in August BOH meetings must convene at least a quorum physically present. BOH members who have no other way to attend may be present electronically. She added today is the first meeting since February, 2020 that BOH members have had a quorum physically present and suggested continuing to meet in room 203 to allow for more space as members of the public will now be allowed to attend the BOH meetings. Members of the public could also be allowed to attend via Zoom if the BOH decides to do so, but does not obviate their obligation to allow the public to attend in person. Rose suggested BOH seating arrangements could be adjusted to face in person rather than the screen for subsequent meetings. She

introduced Jon Green, new BOS member. Green thanked the BOH for their work during the pandemic. Bosch asked Rose about protections for citizens who have not been able to be vaccinated. Rose responded there could be an expectation created to use Zoom or tele-conferencing for those citizens who are immunocompromised. Green offered resources and staff from the BOS to help implement any measures needed.

Members, Board of Health: Wallace acknowledged Jarvis for his role as interim director. He recognized Jarvis' competence and willingness to take on additional duties during a stressful time for the community and the department. Wallace recognized Jarvis for his extraordinary performance earning the respect of the community, partners, and the BOH. Wallace thanked Jarvis and hopes he will continue to serve Johnson County and the Public Health Department. Jarvis thanked the BOH, staff and community for the honor to serve. Pollock thanked Dr. Wallace for his comments adding the entire BOH echoed his sentiments. Bosch agreed and expressed her admiration for Jarvis during a difficult period.

Director: Jarvis noted changes in the format of the director's report, thanking James Bechtel, Systems Analyst, for assistance. He outlined changes in the design and process of the report. Jarvis is hoping to highlight an essential service to match each month reporting on the past month as well as future planning. He noted another change in the process is sharing the report with staff in addition to reporting on BOH meetings at the monthly staff meeting. He then noted in Public Health Essential Services number 2, JCPH will continue evaluating COVID-19 cases on a month to month basis, even though this is no longer required by the state health department. Bosch asked if there was any expectation of re-implementing a mask mandate due to the Delta variant. Jarvis responded there was not at this time, but acknowledged this is a concern. Jarvis noted Domain 6 included the 28E Agreement Lacina reported on. Essential Service number 7, included updates on the exam room status reported by Klefstad and a COVID-19 clinic hosted by Clinical Services. Rubin commented that she liked the new format.

Wallace adjourned the meeting at 5:05 pm.

Approved by Board of Health Action on

August 18, 2021

Date

Signature on File

Peter D. Wallace, MD, MS, Chair

Submitted by:
Susan Denny
Secretary II