



## **PUBLIC HEALTH**

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**Danielle Pettit-Majewski, BS, MPH, Director**

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

### **JOHNSON COUNTY BOARD OF HEALTH**

**December 21, 2015**

**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; Joni Bosch, PhD, ARNP; Zachary Pollock, PharmD, MS.

**Staff:** Danielle Pettit-Majewski, Director; Sam Jarvis, Community Health Manager; James Lacina, Environmental Health Manager; Kristin Meyer, Business Manager; Jennifer Miller, Disease Prevention Specialist; James Bechtel, Systems Analyst; Rebecca Nielsen, Emergency Preparedness Planner; Alissa Sotzen, Account Clerk I; Susan Denny, Secretary II.

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

**Approval of Minutes:** Motion by Rubin to approve the November 17, 2015 meeting minutes; seconded by Bosch. The motion passed unanimously.

**Next Regular Meeting Date and Time:** January 19, 2016. Due to management seminars, the meeting will begin at 4:30pm in Conference Room 203 at the Health and Human Services Building.

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

**New Employee Introductions:** Jarvis introduced Rebecca Nielsen, Emergency Preparedness Planner. Nielsen provided BOH members with a brief history of her 7 years of experience in Public Health, specifically in Environmental Health and Emergency Preparedness. BOH members welcomed Nielsen to JCPH.

#### **DISCUSSION / PRESENTATION(S)**

**Update on Certified Application Counselor (CAC):** Jennifer Miller, Disease Prevention Specialist, presented a brief history of the Affordable Care Act (ACA) which was signed into law in March 2010 and made available to the public in October 2013. Funding for navigators (trained professionals to assist in navigating the ACA system) was included in ACA funding for every county in the United States. In October 2017 funding for the eastern Iowa Navigator was cut by 85%, resulting in a number of eastern Iowa counties losing services. Partnering with the Iowa City Free Medical and Dental Clinic, in October 2017 JCPH funded a CAC for the open enrollment period. CACs are not required to provide education or outreach

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services, but are qualified to assist in navigating the ACA system. In 2018, funding was provided for a year round contracted CAC. In 2019, the individual mandate requiring participation or paying penalties was rescinded, resulting in a significant drop in the number of clients requesting assistance. During the current COVID-19 pandemic, office hours were suspended and replaced predominately by telecommunication appointments. Miller provided charts illustrating numbers of clients and costs associated with the program and provided BOH members with an informational brochure that is shared with community partners.

- **Community Health Update:** Jarvis provided a report outlining metrics for current programs. He looks forward to continued progress in programs prior to the pandemic using logic models and performance indicators. Jarvis responded to questions and comments from BOH members.

**ACTION ITEMS**

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

**Applications, Contracts and Agreements:** None

- **21-15 FY23 Budget Presentation:** Pettit-Majewski reviewed the budget summary. She described changes in revenue and expenditures, including impacts of wages. Pettit-Majewski noted that the decision packet for a Communications and Information Specialist position as well as funding related to the current pandemic is not included in the proposed budget. Meyer highlighted specific line item expenditures, reallocations and revenue adjustments, especially related to COVID-19. Meyer also noted the American Rescue Plan Act (ARPA) funding is also not included in the JCPH proposed budget, since Johnson County Board of Supervisor office is receiving this funding. Meyer and Pettit-Majewski responded to comments and questions from BOH members. Pollock suggested changes in reporting revenues and expenditures relating to actuals and projections.

**Motion** by Bosch to approve the FY23 Budget as presented; seconded by Rubin. The motion passed unanimously.

**Job Description Approvals**

- **21-16 Communications and Information Specialist:** Pettit-Majewski reported the potential duties and qualifications for the position. If the proposed job description is approved, the position will be presented for approval to the BOS. Discussion of job duties in non-pandemic periods such as community outreach and potential future benefits, such as assisting with accreditation requirements followed.

**Motion** by Rubin to approve the Communication and Information Specialist position job description; seconded by Bosch. The motion passed unanimously.

- **21-17 Community Health Nurse:** Pettit-Majewski reminded BOH members they reviewed this job description at the last meeting and suggested amendments. The job description was completed and submitted to Human Resources (HR) for review and wage scale assignment. The approved scale will match other RN positions at JCPH.

**Motion** by Bosch to approve the Community Health Nurse job description; seconded by Pollock. The motion passed unanimously.

- **21-18 Chronic Disease Prevention Specialist:** Pettit-Majewski recommended the BOH table a motion for this position pending action by HR to approve and assign a wage scale. The job description should be ready for approval at the January 2022 meeting.

**Reports / Inquiries:**

**County Attorney:** Rose updated BOH members on the Occupational Safety and Health Administration’s (OSHA) extended deadlines for employer’s vaccine/testing policies and procedures to the first part of February 2022. Johnson County BOS policy will require weekly testing for unvaccinated employees. Rose pointed out the County mask mandate is set to sunset on January 15, 2022, if the BOS takes no further action. Federal regulations will require unvaccinated and not fully vaccinated persons to wear a mask at all times while on the job. Rose and Assistant County Attorney Suzie Nehring are in conference regarding BOS compliance with federal vaccination policy and the mask resolution and will provide recommendations to the BOS in January.

**Members, Board of Health:** Wallace reported on meetings between Iowa Department of Public Health (IDPH) and Health and Human Services (HHS) on the impending transition of merging the two departments. Wallace also reported attending a legislative forum with Rubin, Pettit-Majewski and Jarvis to discuss Public Health concerns.

**Director:** Rubin asked about the State of Iowa policy not allowing for remote WIC visits and the need to advocate for change to this policy, to overcome client barriers such as travel and childcare issues. Pettit-Majewski highlighted Rob Thul, Environmental Health Specialist II finalized the grant application for the National Environmental Health Association’s (NEHA) Food Program Retail Standards Grant and submitted in November. This grant could result in a potentially substantial increase in funding through NEHA. Disease Prevention Specialists have reviewed and updated school guidance and shared with school district leadership regarding quarantine. Rebecca Nielsen and Jarvis attended a University of Iowa College of Nursing forum with more than seventy students practicing preparedness and Point of Dispensing (POD) training. JCPH continues to work with Sato Ashida, Adjunct Professor, University of Iowa College of Public Health, looking at workforce opportunities and shared data from the WELLBQ survey results to explore improving overall employee morale, workforce and focus on recovery options. Some of the options will be presented in the January meeting. The ELT continues seeking feedback from staff on these issues as well as possibly partnering with the College of Public Health.

Bosch thanked Pettit-Majewski for cancelling the initially scheduled BOH December 15<sup>th</sup> meeting due to weather concerns.

Wallace adjourned the meeting at 5:19 pm.

Approved by Board of Health Action on

January 19, 2022

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Date

Submitted by:  
Susan Denny  
Secretary II

Signature on File

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Peter D. Wallace, MD, MS, Chair