



## **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**

**September 14, 2022**

**MEETING MINUTES**

**3:00 pm**

**Call to Order:** Peter D. Wallace, MD, MS, called the meeting to order at 3:00 pm.

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

**Staff:** Danielle Pettit-Majewski, Director; Sam Jarvis, Community Health Manager; Kristin Meyer, Fiscal Manager; Tim James, Environmental Health Specialist; Rob Thul, Environmental Health Manager; Sarah Grunewaldt, Engagement and Outreach Coordinator;

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

**Approval of Minutes:** Motion by Bosch to approve the August 4, 2022 meeting minutes; seconded by Wellington. Rose stated for the record the BOH Amended Agenda she received indicated the June 15, 2022 meeting minutes were to be approved. Those minutes were previously approved at the August 4, 2022 meeting. The correct minutes to be approved are the August 4, 2022 meeting minutes included in the packets. The motion passed unanimously.

**Next Regular Meeting Date and Time:** October 11, 2022 in the 1<sup>st</sup> Floor Betty Sass Conference Room, at the Johnson County Administration Building.

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

**New Employee Introductions:** Pettit-Majewski re-introduced Rob Thul, previously Environmental Health Specialist II, who accepted the Environmental Health Manager position on August 9<sup>th</sup>. Thul gave a short summary of his experience. Thul introduced new Environmental Health Specialist (food program) Tim James hired August 22<sup>nd</sup>. James is from the North Liberty area and described his background and experience. Meyers introduced Sarah Grunewaldt, Outreach and Engagement Coordinator beginning August 31<sup>st</sup>. Grunewaldt also described her educational and community development background and experience. Pettit-Majewski informed the BOH that Karen Klein, Clinical Services Dietitian, retired effective September 7, 2022 after eighteen years with JCPH. Pettit-Majewski and Chuck Dufano, WIC Coordinator are working with HR to post the position.

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

- **FY23 Children's and Adolescent Health (CAH) and Oral Health (OH) Grants:** Pettit-Majewski

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reported changes to the JCPH collaborative service areas for both FY23 grants. Collaborative service areas for WIC, CAH and OH programs now include five counties: Johnson, Iowa, Benton, Linn and Jones counties. Hawkeye Area Community Action Program (HACAP) was awarded the WIC contract, JCPH will subcontract for WIC services through HACAP, while JCPH was awarded the Maternal Health contract with HACAP subcontracting services. Notice of the Child & Adolescent Health (CAH) grant showed no grants were awarded in Service Area 12, which is the JCPH service area, or in an additional eight out of fifteen service areas. The existing JCPH CAH/OH contract for Iowa and Johnson counties has been extended through the end of December, 2022. JCPH is currently re-applying for the CAH RFP due October 17, 2022 and will be notified December 17, 2022. If awarded, the CAH contract will begin in January 2023.

- **COVID-19 Update:** Jarvis updated BOH members that COVID numbers are trending down. The past seven days numbers reported were in the upper two hundreds including new and repeat cases. Community Health staff have been working with several long-term care facilities experiencing smaller outbreaks. JCPH will continue promoting vaccination and distribution of vaccine to pharmacies and hospitals in Johnson County. JCPH will be receiving five to six thousand vaccine doses up from two thousand previously to meet increased demand. Jarvis recognized the work of Rebecca Nielsen, Emergency Preparedness Planner and Karrey Shannon, Community Health Nurse in facilitating increased availability. Bosch asked about combining flu vaccination with COVID vaccinations. Jarvis responded to his knowledge those vaccinations can be given at the same time. Wallace commented on the continued presence of COVID and public awareness.
- **Monkeypox Update:** Jarvis reported JCPH is experiencing a lull in the first few weeks of reported cases despite expectations that the virus would be of more significance. Iowa currently has only two reported positive cases. He attributes the quick response of the State Hygienic Laboratory (SHL) for screening and testing and the overall success of vaccine clinics. He noted Johnson County has had only one positive case. Johnson and Linn counties are still experiencing higher interest in the vaccine than other counties across the state. JCPH will continue providing vaccinations and boosters through scheduled clinics in September. JCPH has requested additional vaccine from the State in anticipation of limited supplies due to low cases in Iowa per federal guidelines. Jarvis reported Linn County invited JCPH to share in providing vaccinations. JCPH has also conducted planning meetings with the state and other health departments, including Blackhawk, Linn, Johnson and Scott counties. Jarvis clarified vaccine dosage and criteria for BOH members.
- **Iowa Public Health Association (IPHA) Candidate Forum:** Pettit-Majewski reported an upcoming collaboration with IPHA co-hosting a candidate forum on October 2, 2022 at the University of Iowa College of Public Health from 3:30pm-5:00pm. Notices were sent to every candidate on the ballot in Johnson County running for state and local races. Congressional, Senate and Gubernatorial candidates were not included. Pettit-Majewski explained the purpose of the forum is to promote awareness of political determinants in public health and how candidates can play a role in promoting those determinants. Candidates will be able to participate in person or via ZOOM.
- **Updates to Standing Orders:** Jarvis reported to BOH members previous standing orders have been revised and amended. Staff whose programs are affected as well as volunteers with the Medical Reserve Corps (MRC) are up to date on orders concerning blood draws, immunizations, etc. and continue to review updated orders and remain in compliance.

#### ACTION ITEMS

##### Expenditures Over \$3,000:

- **22-30 Clinic Offices Remodel \$25,000 Estimate:** Pettit-Majewski explained the RFA for additional funding for furniture and equipment to remodel the office areas of Clinical Services (CS) is to accommodate moving administrative staff to the first floor. With the absence of a Clinical Services Manager and the departure of the Data Specialist (title now changed to MCAH Coordinator), Meyer and Pettit-Majewski seek to better utilize staff and initiating a main reception area for the department. Pettit-Majewski reminded BOH members the eventual remodel of the entire Public Health Department scheduled for 2024 includes shared office space for support staff and a single reception area for clients. She also pointed out the department remodel was scheduled to start fall 2022 but has been rescheduled for fall 2024. She added the new furniture and equipment may not be compatible with the overall department remodel plans. Meyer presented photos of the proposed office changes for BOH members. Meyer is still waiting for a firm cost quote from the vendor Discussion regarding equipment resources and privacy concerns followed. Pettit-Majewski is hoping to initiate then new floor plan and main reception area for the department on November 1, 2022.

**Motion** by Wellington to approve \$25,000 to fund Clinical Services Office Remodeling; seconded by Bosch. The motion passed unanimously.

**Applications, Contracts and Agreements:** None

#### **OTHER**

- **22-31 FY23 Fall Budget Amendment:** Meyer reminded the BOH members that typically the fall budget amendment is proposed between September and December, but she has been working on the fall budget amendment simultaneously with the FY24 budget proposal and was able to identify pros and cons. She added that since the FY23 fall budget amendment has not been approved by the BOS, the percentage changes that are showing on the FY24 budget from prior year to proposed budget year may have to be adjusted. Meyer pointed out format changes as well as budget adjustments by division. Pettit-Majewski explained other funding adjustments in WIC and Maternal Health and Child Health budgets.

**Motion** by Bosch to approve FY23 Fall Budget Amendment; seconded by Wellington. The motion passed unanimously.

- **22-32 FY24 Budget:** Meyer presented the FY24 budget proposal noting a seven and a half percent increase was included in health insurance expenses and also included in the FY24 budget is a salary and benefit expense (approximately seventy-five thousand dollars) for the American Rescue Plan Act (ARPA) funded positions, which are covered one hundred percent by ARPA funds for FY23, but require increasing contributions yearly until JCPH absorbs the entire cost. Meyer highlighted changes of one thousand dollars and ten percent or more increases and decreases in the FY24 budget projections and explained those costs may have been affected by events and activities, or equipment costs that are not scheduled for FY24. Overall JCPH will ask for approximately three hundred twenty-one thousand dollars in county funding. Pettit-Majewski and Meyer responded to questions from BOH members.

**Motion** by Wellington to approve the budget for FY24 seconded by Bosch. The motion passed unanimously.

#### **Reports / Inquiries:**

**County Attorney:** Rose introduced Rachel Zimmerman Smith, Assistant County Attorney running for Johnson County Attorney. She will be attending the IPHA Candidate Forum October 2, 2022.

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**Members, Board of Health:** Bosch reported the letter to the editor drafted by Board of Health members addressing gun violence was published in the Iowa City Press Citizen on August 26, 2022.

**Director:** Pettit-Majewski reported collaboration between Integrated Testing Services (ITS) staff and Disease Prevention staff discussing strategies to address Monkeypox and other community issues. Linn, Johnson, Blackhawk and Scott counties are all advertising vaccination clinics across social media. Community Health Nurse Karrey Shannon provided COVID vaccine clinics with Proteus at the Latino Fest. Improvements are being made to the JCPH onboarding process to welcome new employees and increase long-term retention. Mike Casella, Performance Improvement and Accreditation Coordinator reports that sixty-four percent of turnover happens within an eighteen month period. The goal of the new onboarding process is to increase employee longevity past that threshold. Roberta Sloat has accepted the Clinical Services Manager position. Sloat will start on September 26, 2022. The regionalization letter sent to the BOH members included clarification from Kelly Garcia, Director, Iowa Department of Public Health about long-term goals. Pettit-Majewski believes it would involve changes in legislation from the local public health standpoint and doesn't believe those goals are imminent, but there will be other changes with the alignment. She and Jarvis attended a Local Public Health Services conference focusing on the ten essential services and moving away from direct services. They were able to get ideas from other public health departments regarding communication messaging and outreach.

Wallace adjourned the meeting at 4:58 pm.

Approved by Board of Health Action on

October 11, 2022

Signature on File

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Date

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Peter D. Wallace, MD, MS, Chair

Submitted by:  
Susan Denny  
Secretary II