



PUBLIC HEALTH

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

April 15, 2020

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, CLS, MBA, MHA (via video conference); Zachary Pollock, PharmD, MS (via video conference); Tatiana Izakovic, MD, MHA (via video conference), absent: Michael P. McLaughlin, PhD.

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; Susan Denny, Secretary II.

Others Present: Lynn Rose, Assistant County Attorney (via video conference).

Approval of Minutes: Motion by Rubin to approve the March 18, 2020 meeting minutes; seconded by Pollock. The motion passed unanimously.

Next Regular Meeting Date and Time: May 20, 2020 in Conference Room 214B at the Health and Human Services Building and by video conferencing.

Citizen Comments / Questions / Issues: None

New Employee Introductions: Koch reported Jamie Huntley, Health Planner and Steven Button, Emergency Preparedness Planner were both hired in April and report to Sam Jarvis in Community Health. Rubin asked that background information be sent when new employees are hired. Koch will provide information when new employees are not present in person at BOH meetings.

DISCUSSION / PRESENTATION(S): Pools, Tattoo, Tanning – cancelled

ACTION ITEMS

Expenditures Over \$3,000:

- **Annual Qualtrics Subscription \$8,475.00:** S. Jarvis

Jarvis reported renewal of the Qualtrics subscription to assist in surveys, data collection, and analysis. The new subscription level will provide Personal Health Information (PHI) and HIPAA compliance and more robust capabilities for managing workflow and to assist with disease investigations. Jarvis responded to questions from Rubin and added the program will increase workflow exponentially. Wallace informed BOH members he gave permission a week ago to purchase the upgraded program due to the urgent need to move forward with COVID-19 investigations.

Applications, Contracts and Agreements:

- **20-11 Immunization Grant Application:** K. Klefstad

Klefstad outlined the grant, open to Local Boards of Health, for BOH approval. Debbie Ackerman, Data Specialist and Immunization Coordinator is the lead contact for the grant. Klefstad explained the grant will support pandemic flu, immunizations for VFC (Vaccine For Children) clients and vulnerable populations. The funds will specifically support immunization audits, school and child care immunization records and the immunization lead nurse.

Motion by Rubin to approve the Immunization Grant funding application; seconded by Izakovic. The motion passed unanimously.

OTHER

- **Waste Water Regulation Public Comment**

Lacina presented written public comments as required as part of the review process to proceed with approval for the proposed Waste Water Regulations. Lacina sent changes and revisions to contractors and interested parties for comment. He provided the public's input to the BOH, reading both the questions and comments and the JCPH response. Discussion of public comments followed. Rubin praised Lacina for due diligence in obtaining public comment. After approval by the BOH, the revisions will be presented to the BOS for approval to be adopted.

- **20-12 Waste Water Regulation Approval:** Lacina presented the revised Waste Water Regulations for BOH approval.

Motion by Rubin to approve Waste Water Regulations Revisions and proceed to BOS for approval; seconded by Pollock. The motion passed unanimously.

- **Johnson County Tanning Regulations Draft:** J. Lacina

Lacina reminded BOH members that the Tanning Program is moving to local control from Iowa Department of Public Health (IDPH), as reported in a previous BOH meeting. Local health departments were encouraged to adopt IDPH regulations to continue the program. Lacina presented an overview of the regulations, noting changes were minimal to maintain consistency for businesses. He described the history of the program using Power Point and noted changes to address issues of non-compliance, special inspections fees and moving authority to the BOH. Lacina added annual fees were not adjusted as revenue currently covers the cost of the program and expenses are minimal. Koch and Lacina responded to questions and suggestions from BOH

members regarding volume of beds, sanitation, and inspection language. Lacina will proceed with a public hearing at the May BOH meeting.

- **COVID-19 Update:** D. Koch, S. Jarvis

Koch updated BOH members on daily meetings of the JCPH Incident Command System (ICS) team, and the Johnson County Emergency Operations Center. Press conferences have now been reduced to once per week on Tuesdays at 1:00 pm followed by a weekly press release. Communications Plan developments by Kelly Andresen, Public Information Officer, and Susan Vileta, Health Educator, include distribution of flyers and pamphlets every Friday as well as social media posts to reach a larger population. Jarvis reported these efforts have received positive feedback. Jason Decker, Environmental Health Specialist was able to provide valuable information to the Amish community. Jarvis described problems involving data across the state such as IDPH website issues and frequency of data updates. Updates are scheduled for 10:00am daily. Koch reported Dr. Caitlin Pedati, IDPH Medical Director and Epidemiologist, has been helpful answering questions on various topics. The Attorney General's office is providing guidance on relaxed HIPAA regulations. He also reported progress in de-populating shelters and other vulnerable housing to maintain social distancing. Local partners have identified three local hotels willing to provide housing to meet those goals and offering reduced rates. Koch reported on topics such as FEMA's approval process in reimbursing city and county expenses. He informed BOH members that JCPH operations continue with minimal staffing in the HHS building and increased telework. The March all-staff meeting was held by zoom. In Clinical Services, immunizations continue by meeting clients in the parking ramp stairwell by appointment. Environmental Health has suspended on-site food inspections, but are investigating complaints. Waste Water operations are continuing as normal. Jarvis reported Community Health is shifting workflows to address the pandemic. Outreach services continue and Disease Prevention Specialists (DPS) have on-boarded more staff to assist in collecting information and data. The new Health Planner is promoting morale and monitoring staff stress. The phone bank continues as a primary tool for community information access. Emergency Management is communicating daily to provide support. He added other Iowa counties are looking to JCPH for leadership. Discussion followed on tracking methods, metrics, ICS meetings, IDPH methods, etc. BOH members expressed thanks to the staff and management.

- **Title X Update:** K. Klefstad

Klefstad reported JCPH applied for and was awarded the Title X Family Planning & Reproductive Health Clinic grant for Johnson, Washington and Iowa Counties. Klefstad updated BOH members on initial start-up funding purchases to be used before March 31, 2020, including supplies and equipment purchases as well as two pre-paid contracts for marketing and electronic health records. She reported securing a clinician contract has been delayed due to the COVID-19 pandemic, but provided three options being considered for contracting a clinician. Klefstad described marketing and branding progress as well as promotion and outreach, working with community partners and coalitions such as Sexual Health Alliance. She plans to reach out to BOH meetings in Washington and Iowa counties to discuss outreach, promotion, and education. Klefstad and Lakeshia Jackson, Clerk II, will be leading the program. Jackson and Klefstad attended the National Family Planning and Reproductive Health Association conference in Washington, D.C. March 7-10, 2020 to gain valuable information in support of the new family planning clinic. Klefstad mentioned other details and plans for the new clinic. Discussion followed.

Reports / Inquiries:

County Attorney: None

Members, Board of Health: Rubin reported receiving general information in a weekly call with the State Hygienic Lab and will forward to BOH members and Koch.

Director: Koch reported highlights in the report, including, Susan Vileta, Health Educator, successfully worked with University of Iowa Hospitals and Clinics (UIHC) to embed the Quitline program within EPIC.

Domain 4, Lacina was given permission to use additional Grants to Counties (GTC) funds awarded to JCPH for continued radionuclide testing and will be diverting staff to proceed. Rubin suggested correlating with SHL to spend any excess GTC funds.

Domain 8, staff changes include Dental Hygienist from part-time to full-time, a part-time Clerk II to full-time, and a Clerk II promoted to Clerk III. Koch thanked BOH for supporting those changes. Koch encouraged BOH members to review the entire Director's Report for more updates.

Wallace adjourned the meeting at 5:24 pm.

Approved by Board of Health Action on

May 20, 2020

Date

Signature on file

Peter D. Wallace, MD, MS, Chair

Submitted by:
Susan Denny
Secretary II