



PUBLIC HEALTH

Danielle Pettit-Majewski, BS, MPH, Director

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

JOHNSON COUNTY BOARD OF HEALTH August 16, 2023 MEETING MINUTES 4:00 pm

Call to Order: Bonnie Rubin, CLS, MBA, MHA called the meeting to order at 4:02 pm.

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

Staff: Danielle Pettit-Majewski, Director; Sam Jarvis, Community Health Manager; Kristin Meyer, Fiscal Manager; Rob Thul, Environmental Health Manager; Roberta Sloat, Clinical Services Manager; Jennifer Miller, Disease Prevention Specialist; Nate Savage, Emergency Preparedness Planner; Karrey Shannon, Community Health RN; Rachel Quinn, Disease Prevention Specialist; Amelia Slaichert, Disease Prevention Specialist; Alissa Sothen, Account Clerk I; Susan Denny, Secretary II.

Others Present: David VanCompernelle, Assistant County Attorney; V. Fixmer-Oraiz, BOS Liaison

Approval of Minutes: Motion by Wellington to approve the June 21, 2023 meeting minutes (with noted edits); seconded by Bosch. The motion passed unanimously.

Next Regular Meeting Date and Time: September 20, 2023 in Conference Room 203 at the Health and Human Services Building at 4:00 pm.

Citizen Comments / Questions / Issues: None

New Employee Introductions: Jarvis introduced Community Health Emergency Preparedness Planner, Nate Savage. Jarvis reminded the BOH members Savage, a recent University of Iowa graduate, has been involved with JCPH on various projects with the Infectious Disease Team as well as being employed as a former contract tracer during the pandemic. Savage gave a short bio of his background and goals.

DISCUSSION / PRESENTATION(S):

- **HHS Assessment and Alignment:** Pettit-Majewski sent a survey to BOH members for feedback on the impacts of the HHS Assessment and Alignment and keeping public health stay local. She and other JCPH staff have been attending townhall meetings as well as virtual townhall meetings to provide feedback with other public health staff, board members and program staff affected by the Iowa Health and Human Services (IHHS) alignment issues. Pettit-Majewski is a board member with the Iowa Counties Public Health Association (ICPHA) who developed a list of priorities moving forward during these changes to help provide solutions for local impacts resulting from the alignment. ICPHA is meeting next week during the Iowa State Association of Counties (ISAC) meeting with Kelly Garcia, Director of IHHS who will also attend the ICPHA meeting for the first hour to hear from local public health administrators. Pettit-Majewski reported being part of two additional sub-committee groups; one involving

Johnson County Board of Health Meeting Minutes August 16, 2023

departments working with the Public Health Accreditation Board (PHAB) and another for departments working with Maternal Child Adolescent Health (MCAH) and Title X programs to provide more feedback on interfacing with the state. She stressed the importance that local boards of health play in maintaining relationships on a local level rather than directing services from urban hubs. Pettit-Majewski will keep the BOH members informed and noted the timeline for the final assessment is in October. Rubin asked if ICPHA and other organizations are working together to develop a statement collaboratively. Pettit-Majewski responded there are conversations with other groups influencing legislative priorities involving organizational focus and expertise. Discussion followed regarding jurisdictional health departments and community needs and how BOH members could assist in communicating concerns with other local boards of health as well as BOS and ISAC involvement.

- **IPHA and ICPHA Legislative Priorities:** Pettit-Majewski identified three priorities developed by ICPHA for submittal to ISAC: funding for communicable disease investigation, making public health an essential service; and closing the casino loophole for tobacco. IPHA is focusing on four “bucket” areas: access to care using infrastructure that aligns with public health such as keeping public health access at the local level; water quality tracking and data including improved technical capacity for systems used by public health; increasing the public health workforce by recruiting, maintaining, and supporting the local public health workforce using tools such as loan repayment programs or public service tax credits, and improving community vitality by increasing programs such as teen pregnancy prevention and resources for children and families, affordable childcare, etc.
- **Succession Planning:** Pettit-Majewski explained Heather Bombei, Regional Community Health Consultant with IHHS, provided a succession plan template to her at a recent Region 6 meeting to address workforce challenges such as an expected forty percent of the public workforce approaching retirement, as well as staff turnover. She is working with management staff to develop a policy to address critical positions affected by expected vacancies. She explained staff will be asked at annual evaluations to look at their job tasks in view of continuity to prepare for situations that may require a leave of absence or vacancy. Pettit-Majewski stressed the importance of this tool for JCPH workforce development and in relation to Domain Eight PHAB reaccreditation. The subject will be presented to JCPH staff at the monthly all-staff meeting. Pettit-Majewski responded to comments and suggestions from the BOH concerning staff participation and creating employee back-up positions for resiliency and additional structure. Discussion followed. BOH members asked Pettit-Majewski to include succession planning issues when considering the new budget.
- **Notice of P4VE Award:** Jarvis reminded the BOH the application for Partnering for Vaccine Equity (P4VE) award applied for in June was awarded to JCPH. He thanked Karrey Shannon, Community Health RN and her team for their work submitting the application. Jarvis hopes the award will improve results for COVID-19 and Flu vaccinations. National Association of County and City Officials (NACCHO) sponsored the award and will be scheduling planning meetings in the near future. Shannon, Arizay Guzman, CDC Public Health Associate, and Nate Savage, Emergency Preparedness Planner are working to complete a Rapid Community Assessment to aid in obtaining results. The one hundred fifty-thousand-dollar award will help support subcontracting agencies who work with the community and to promote communication.
- **ISAC Excellence in Action Award:** Jarvis also reported JCPH was awarded the ISAC Excellence in Action award. He explained this is a competitive awards program that seeks to recognize innovative county government employee programs and projects. He noted Shannon and former Emergency Preparedness Planner Rebecca Nielsen were recognized for their success in registering and tracking the two-dose vaccine JYNNEOS in their vaccine campaign in the summer of 2022 for treatment of Mpox.

ACTION ITEMS

Expenditures Over \$3,000: None

Applications, Contracts and Agreements:

OTHER

- **23-13 Update to Public Health Director Job Description:** Pettit-Majewski reminded BOH members of the recent June BOH discussion item to remove the residency requirement from the PH Director job description. She responded to questions and concerns from BOH members about availability, in-house attendance, and community

Johnson County Board of Health Meeting Minutes August 16, 2023

expectations. Rubin asked that any additional changes in the job description be added to the agenda for the next meeting.

Motion by Bosch to approve removal of the six-month residency requirement from the Johnson County Public Health Director's job description; seconded by Wallace. The motion passed unanimously.

- **23-14 NACCHO Infectious Disease Outbreaks-Enhancing Capabilities:** Jarvis asked for approval to pursue the NACCHO opportunity for infectious disease modeling. He highlighted the project areas the team would be working on, noting some of these areas they already have experience with. He added this is a wonderful opportunity for staff development and to fine-tune development of pandemic practices. Rachel Quinn, Disease Prevention Specialist, will be taking lead on the project if the application is accepted. He added there is an informational webinar on August 18, 2023 if any BOH members would like to learn more about the project. Jarvis and Quinn responded to questions and comments from the BOH members.

Motion by Wallace to approve moving forward with NACCHO Infectious Disease Outbreaks-Enhancing Capabilities application; seconded by Bosch. The motion passed unanimously.

- **23-15 Emergency Operations Plan (EOP) Update and Addition of Annex:** Jarvis asked for approval of changes to the JCPH EOP to include the addition of a new health equity annex. The annex was created to address health equity in preparedness based on best-practices across the United States. He included an executive summary of changes in the Emergency Operations Plan with the addition of the annex noting the input from an internal health equity workgroup as well as feedback from community partners. Jarvis also reported the former JCPH Emergency Preparedness Planner, Rebecca Nielsen, developed a workplan and tasks to initiate the new changes if approved by the BOH. Jarvis responded to questions and comments from the BOH including groups impacted by inequity, such as homebound, homeless, hearing challenged and more.

Motion by Bosch to approve the additional annex with recommended edits including a broader statement about groups experiencing inequity; seconded by Wellington. The motion passed unanimously.

- **23-16 Johnson County Handbook:** Pettit-Majewski reminded BOH members changes in the Johnson County Handbook are reviewed for approval annually. She summarized the current changes for review including changes in vacation, the addition of family leave, and social media policy for guidance on professional use of social media.

Motion by Bosch to accept changes to the Johnson County Handbook; seconded by Wellington. The motion passed unanimously.

- **23-17 BOH & BOS Split of Authority MOU:** Rubin summarized discussion at the June 21, 2023 joint BOS/BOH meeting where the Memorandum of Understanding delineating the authority of each board was reviewed. VanCompernelle identified minor edits. Pettit-Majewski will provide an edited copy for signatures, if approved.

Motion by Wellington to approve BOH & BOS Split of Authority MOU with recommended edits for presentation to the BOS; seconded by Wallace. The motion passed unanimously.

- **23-18 Update to Community Health Manager Job Description:** A reevaluation of the Community Health Manager for an updated wage band revealed the description needed to be updated as well. The current job description had not been updated since 2019 and has been impacted by numerous changes post-2019. JCPH and HR updated the description to reflect actual current duties. Pettit-Majewski asked the BOH to approve changes in the job description including an increase from wage band thirteen to wage band fourteen. The budget impact was not considered excessive. Ruben asked about other manager wage bands. Pettit-Majewski clarified other manager ranges and agreed to work with HR on achieving more parity.

Motion by Bosch to approve the Community Health Manager updated job description as presented (with minor edits); seconded by Wellington. The motion passed unanimously.

Reports / Inquiries:

Johnson County Board of Health Meeting Minutes
August 16, 2023

County Attorney: None

Members, Board of Health: Wellington introduced the topic of the recent approval of a long-lasting anti-body treatment for RSV in newborn infants. She estimated currently RSV causes one hundred to three hundred deaths in children under five per year, fifty to eighty thousand hospitalizations, and one point five million doctor visits in children under five years. Wellington stressed this new preparation is very effective and explained the new protocols and recommendations. She pointed out the issues with administering the anti-body to newly discharged infants involves cost considerations and inequities, but is excited about this new development. She added the new antibody will also be included in the Vaccines for Children program. Wellington hopes JCPH will be able to assist in providing administering the antibody when available. Pettit-Majewski responded Clinical Services staff are already preparing for that possibility. BOH members and staff discussed RSV history and various issues and solutions.

Bosch anticipates not being present at the next BOH meeting in September.

Director: Pettit-Majewski asked BOH members to review JCPH activities for July and August listed in the narratives provided in their packet. She also met with department heads and elected officials at the Urban County Coalition meeting which includes five counties and a lobbyist at the state house to represent priorities from the coalition. Pettit-Majewski shared five priorities for consideration she submitted to the coalition including: parity for Title XIX reimbursement for oral health services, a program for loan repayment as incentive for public health students, access to care, especially in obstetrics and gynecology, county support to provide Plan B for rape victims, and maintaining local control through the IHHS alignment.

Congratulations were given by BOH members and staff to Jarvis on the birth of his daughter, Olivia Jarvis.

Rubin adjourned the meeting at 5:39 pm.

Approved by Board of Health Action on

9/20/23

Date

Signature on File

Bonnie Rubin, MLS, MBA, MHA, Chair

Submitted by:
Susan Denny
Secretary II