



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
September 20, 2023
MEETING MINUTES
4:00 pm

Call to Order: Bonnie Rubin, CLS, MBA, MHA called the meeting to order at 4:00 pm.

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

Staff: Danielle Pettit-Majewski, Director; Sam Jarvis, Community Health Manager; Kristin Meyer, Fiscal Manager; Rob Thul, Environmental Health Manager; Roberta Sloat, Clinical Services Manager; Mike Casella, Performance Improvement and Accreditation Coordinator; Becky Hackett-Leas, Oral Health Coordinator (via Zoom); Hianca Pinho, ITS Health Educator; Alissa Sotzen, Account Clerk I; Susan Denny, Secretary II

Others Present: David VanCompernelle, Assistant County Attorney; V Fixmer-Oraiz, BOS Liaison; Becky Nowachek, Community Health Consultant, IHHS (via Zoom)

Approval of Minutes: Motion by Wallace to approve the August 16, 2023 meeting minutes; seconded by Wellington. The motion passed unanimously.

Next Regular Meeting Date and Time: October 18, 2023 at 4:00pm in Conference Room 203 at the Health and Human Services Building.

Citizen Comments / Questions / Issues: None

New Employee Introductions: Clinical Services, Jessica Erhart, Dental Assistant and Hianca Pinho, MCAH Coordinator were introduced and each gave a short bio of their background and experience.

DISCUSSION / PRESENTATION(S):

- **Onboarding:** Mike Casella, Performance Improvement and Accreditation Coordinator presented a power point review to BOH members on the Onboarding Quality Improvement (QI) project in response to decreased staff retainage over a five-year period. He described the data collection process using past data and future steps, the standardized onboarding process using the 4-C's approach (compliance, clarification,

Johnson County Board of Health Meeting Minutes
September 20, 2023

culture, and connection) as well as follow-up survey results for recent new hires. BOH members requested Casella to incorporate the onboarding process for new BOH members as well and provide access to the process for other local boards of health. Fixmer-Oraiz requested Casella share the process with the BOS office as an example of best practices as well.

- **I-Smile Oral Health Program:** Becky Hackett-Leas, Oral Health Coordinator reported on audit results for kindergarten and ninth grade students at thirty-nine schools in Linn, Benton, Iowa, Jones and Johnson counties. The 2022-23 five-year dental screening audit required per Chapter 51 of the State of Iowa Code was completed in May 2023 and results were sent to the Bureau of Oral and Health Systems at IHHS. Hackett-Leas provided summary results of data showing compliance rates of 66.1% for kindergarten and 32% for ninth grade students as well as treatment needs statistics. She provides training for school nurses and staff and described outreach efforts through a social media campaign to encourage early appointments, especially for Medicaid recipients. Audits are initiated in the fall and completed in spring yearly. Hackett-Leas responded to questions and comments about the program from BOH members.
- **Iowa Department of Health and Human Services (IHHS) Integration and Alignment:** Pettit-Majewski updated BOH members on changes and timelines in the alignment process with IHHS.

ACTION ITEMS

Expenditures Over \$3,000: None

Applications, Contracts and Agreements: None

OTHER

- **23-19 Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP) Extension:** Jarvis asked the BOH for approval to send an official request to extend the timeline to submit the CHA and CHIP reports due November 17, 2023 to IHHS. Jarvis cited significant changes and challenges to community engagement, data collection and analysis, and implementing the MAPP 2.0 framework. He added the extension request is out of an abundance of caution to allow additional time to complete the reports if needed. Approval recorded in the BOH meeting minutes is required with the extension request, which must be dated at least two weeks prior to the report due date. Becky Nowachek, Community Health Consultant, IHHS commented she did not foresee an issue with an approval for the extension and will recommend approval.

Motion by Wallace to approve the extension request for submittal of the CHA and CHIP reports; seconded by Pollock. The motion passed unanimously.

- **23-20 ITS Health Educator:** Sloat and Pettit-Majewski asked for approval to begin the hiring process for a full-time Health Educator prior to the resignation date for the current Health Educator. They also asked for approval to allow the current staff member to maintain a part-time position until their resignation date to assist in training the new hire. Pettit-Majewski responded to BOH member questions and budget concerns.

Motion by Wellington to approve immediate posting of the FTE ITS Health Educator position and maintaining a part-time position for the current ITS Health Educator until the end of the year; seconded by Wallace. The motion passed unanimously.

- **23-21 Clerk II Position:** Meyer explained the need for an additional Clinical Services Clerk II FTE position. The position is needed due to changes in state timelines, contract requirements in the Collaborative Service Areas (CSA's) for MCAH, increased clinic hours, the need for additional staff to

Johnson County Board of Health Meeting Minutes
September 20, 2023

address phone calls and challenges to reach clients through call backs. Meyer added the extra support will address adjusted clinic hours, satellite clinics, changes in scheduling and intake duties and process updates in the Electronic Health Record (EHR), Infant Oral Health Clinic (IOHP), WIC, Maternal Health, Immunizations and ITS, as well as staff workloads. She added staffing scheduling and shortages are also impacting staff involvement in department initiatives and reaccreditation participation. Meyer responded to questions about the previous change from a former existing Clerk II position which had been changed to meet other Clinical Service needs and a request for additional information and analysis to justify approving the added position. BOH members stressed the importance of receiving hard data/criteria that demonstrate the need for the additional staffing. Rubin suggested proceeding with the motion, but with the expectation of additional information provided to BOH members. More discussion followed concerning budget impacts, future funding and RFA formatting and metrics for proposals. Meyer will provide additional data as requested.

Motion by Wallace to approve a 1.0 FTE Clerk II position with the understanding that the BOH will be receiving additional hard data demonstrating the need for this position and impacts; seconded by Wellington. Pollock voted nay. The motion passed.

Reports / Inquiries:

County Attorney: None

Members, Board of Health: Wellington reported recent informal conversations with contacts in epidemiology and other staff at the University of Iowa and suggested fostering those connections. Pollock expressed appreciation for everyone's efforts.

Director: Pettit-Majewski reported the lack of information from highest levels in the state and the need for improved communication. The fall Johnson County Public Health All-Staff Retreat is scheduled for the end of October. Conversation continues regarding COVID-19 and Flu clinics for staff.

Rubin adjourned the meeting at 5:13 pm.

Approved by Board of Health Action on

November 15, 2023

Date

Submitted by:
Susan Denny
Secretary II

Signature on File (Zachary Pollock)

Bonnie Rubin, MLS, MBA, MHA, Chair
or Zachary Pollock, PharmD, MS, Vice Chair