

Dubuque County Board of Health
Minutes of July 20, 2022

Link to view the Meeting Recording: Meeting Recording:

Chair Sandra Larson called the July 20, 2022, Dubuque County Board of Health Meeting to order at 4:32 pm in-person and via zoom. A quorum was established.

Members Present: Sandra Larson, Jessica Smith, Adam Hoffman, Hendrik Schultz, Amy Crow Sunleaf

Members Absent:

Others Present: Ann McDonough, Bailey Avenarius, Samantha Kloft, Laura McCarthy-Kohn, Greg Adams, John Luedtke, Jan Bell, Kathy Weimerskirch

1. Roll Call

2. Public Hearing – Ch. 69 Ordinance Adoption

NOTE: Hendrik Schultz has entered the meeting.

3. Public Comments

None.

4. Chairperson Announcements and Updates

- a. Board of Health Resignations of Marsha Horwitz and Tom Bechen; Sandra Larson thanked them for their service.
- b. Introduction of new employees for the Health Department - Assistant Director, Laura McCarthy-Kohn and Office Clerk, Tina Daubenberger.

5. BOS / BOH Liaison Comments

Ann McDonough shared her gratitude for the volunteers on the Board of Health and the Health Department staff.

6. Approval of Agenda

Hendrik Schultz made the motion to approve the Agenda for July 20, 2022 – Jessica Smith seconded the motion. 4 Aye, motion carried.

7. Approval of Minutes

- a. **Regularly Scheduled Meeting Minutes** – June 15, 2022.

- b. **Special Meeting Minutes from:** June 21, June 23, July 13, and July 15, 2022.

Jessica Smith made the motion to approve the Minutes for all 5 meetings - Hendrik Schultz second the motion. 4 Aye, motion carried

8. Presentations and Reports

a. Response to Public Comments/Questions from Previous Meeting:

None.

b. Food Policy Council Grantees FY22 Final Reports: Samantha Kloft shared an update on the grant.

Hendrik Schultz made a motion to Receive and File – Adam Hoffman second the motion. 4 Aye, motion carried.

c. Dubuque County Health Monthly Update & COVID-19 Update:

NOTE: Amy Crow Sunleaf has entered the meeting.

Samantha Kloft shared updates and Hendrick Schultz shared additional information on Monkey Pox. Samantha also included an update on the After-Action Report.

d. VNA Monthly Update: Receive and File

Hendrik Schultz made a motion to receive and file Amy Crow Sunleaf seconded the motion. 5 Aye, motion carried.

9. Action Items

a. Chapter 69 Ordinance Adoption

Adam Hoffman motioned to adopt chapter 69 Ordinance – Hendrik Schultz second the motion.

Samantha Kloft shared that Chapter 69 Ordinance will replace Chapter 34 Ordinance. 5 Aye, motion carried.

b. Variance Request: Greg Adams Requesting a variance in Country View Estates. Bailey Avenarius, Environmental Specialist, shared information regarding the request.

Sandra Larson shared that she would like to consult with the County Attorney for a legal opinion, with regards to variances.

Amy Crow Sunleaf motioned to table the request until August – Jessica Smith seconded the motion. 5 Aye motioned carried.

c. Variance Request: John Luedtke, 16387 Country View Court

Bailey Avenarius, Environmental Specialist, shared information regarding the request and answered questions from the Board, regarding variances.

John Luedtke, shared information and answered questions from the Board Members.

Jessica Smith motioned to approve this variance request – Hendrik Schultz second the motion. 5 Aye, motion carried.

d. Interim Executive Director Resignation – Signing Authority & Support During the Interim

Samantha Kloft's last day will be August 12, 2022. Samantha shared information regarding support needed for the department between her last day and the starting date of the new Executive Director.

Hendrik Schultz motioned to grant signing authority to Assistant Director, Laura McCarthy-Kohn, from August 12, 2022 – until the start date of the new Executive Director. Amy Crow Sunleaf second the motion. 5 Aye, motion carried.

The Board and Board of Supervisors Liaison, Ann McDonough shared a discussion regarding options for support to the Health Department.

e. Strategic Planning Discussion & Job Development

Sandra Larson shared information regarding the request to use ARPA funds to hire a consultant to assist with strategic planning and the Board of Supervisor's position on the request.

Samantha Kloft shared information regarding Job Development.

The Board engaged in a discussion as to how to use the ARPA funds.

Hendrik Schultz motioned to request that the use of ARPA funds be used for a consultant to do strategic planning. – Adam Hoffman second the motion. 5Aye, motion carried.

Samantha Kloft shared the need for an additional Environmental Specialist or an Assistant for that position.

10. Unfinished Business

a. New Executive Director

Sandra Larson shared that the candidate that received the job offer, will give an answer by Monday, July 25, 2022.

11. New Business

None.

12. Board Communications & Reports

None.

13. Next Meeting – August 17, 2022

a. Sandra Larson shared that she will not be attending the September meeting.

b. Jessica Smith asked if the Board is allowed to make a special request to the Board of Supervisors, for the appointment of two new Board of Health Members. Options were discussed.

14. Public Comment

At this time, anyone may address the Board on matters of which are of concern to that person, and which are not agenda items. Please raise your hand on ZOOM, state your name, and home address. Please be aware that the Board is limited in their ability to respond to such inquiries and Iowa Code prohibits the Board from deliberating or acting on items not appearing on the agenda. Individual remarks are limited to three minutes.

- a.** Kathy Weimerskirch asked Samantha Kloft, what CHNA HIP is.
Samantha shared information regarding, (CHNA HIP) Community Health Needs Assessment Health Improvement Plan.
- b.** Jan Bell – Asked for clarification regarding variances.

Sandra Larson shared that what's being asked is, what is the standards that we use to determine if we should grant the variance or not.

15. Adjournment

Hendrik Schultz motioned to adjourn the meeting – Jessica Smith second the motion. 5
Aye, motion carried.

Sandra Larson shared that this was Samantha Kloft's last Board meeting. The Board and Ann McDonough thanked Samantha for her work and service with the Health Department and with the Board of Health.