

Dubuque County Board of Health Meeting Minutes November 16, 2022

Link to view the Meeting Recording: Meeting Recording:

Chairperson, Sandra Larson called the November 16, 2022, Dubuque County Board of Health Special Meeting to order at 4:33 PM, via in-person and zoom.

Members Present: In-Person: Sandra Larson, Amy Crow Sunleaf, Pat Lehmkuhl, Adam Hoffman and Mike Fidgeon - via Zoom: Hendrick Schultz and Jess Smith

Members Absent:

Others Present: Stacey Killian, Laura McCarthy-Kohn, Bailey Avenarius, Ann McDonough, Ed Raber

1. Roll Call – A quorum was established.

2. Public Comments

None

3. Chairperson Announcements and Updates

a. Sandra gave a brief update on the Executive Director position, stating that the board has conducted several interviews, both virtual and in-person. Tonight, in closed session, the board will vote on whether to make an offer to one of the three finalist.

b. Sandra thanked the board for going above and beyond the expectations, in their quest to find an executive director. Having had five meetings in October and three, thus far in November, she, and the community, appreciate the board member's time, commitment, and dedication.

c. Sandra shared national data concerning COVID-19; the number of COVID related deaths in the US and the fact that only 10% of the population is vaccinated with the most recent booster. Sandra shared the importance of getting vaccinated and following CDC guidelines when out in public, to keep us all, especially the vulnerable, safe, and healthy.

4. BOS/BOH Liaison Comments

a. Supervisor McDonough thanked the board for allowing her to participate in the stakeholder's part of the interviewing process, for an executive director.

b. Supervisor McDonough shared that with the most recent election, Wayne Kennecker was elected to the board of supervisors and will join the team in January.

c. Supervisor McDonough shared her concern with an agenda item; the variance request in section 8b. This property is a newer build, and she's unsure as to how a building permit was issued for the property, which is on one third an acre of land; it's her understanding that a full acre is required to install a septic system. She encouraged the board to get with the Zoning Department to educate us on the protocols of issuing building permits.

5. Approval of Agenda

a. Amy Crow Sunleaf made a motion to approve the November 16, 2022, agenda; Hendrik Schultz, seconded the motion and with 7 Ayes, the motion was passed.

6. Approval of Meeting Minutes

a. Minutes for Regularly Scheduled Meeting on October 19, 2022

b. Minutes for Special Meetings Held on: October 10, 11, 25 and 26, 2022

Mike Fidgeon made a motion to approve the minutes for all the October Meetings; Pat Lehmkuhl seconded the motion, and with 7 Ayes, the motion was passed.

7. Presentation & Reports

a. Dubuque County Health Department Report

Laura McCarthy-Kohn shared information from the contractor's meeting, held in October, hosted by Cory Frank, from the Iowa DNR and the County Health Department. Cory's presentation was on the installation of siphon and flout dosed sand filter systems. There were 22 contractors and engineers in attendance and the meeting was well received by all. We were encouraged to conduct these types of meetings, more often.

Laura shared that the county has been working towards digitalizing all departmental files/records. The Health Department received \$15,000.00 from the county's capital budget to use for this project and has hired a temporary employee to assist with the preparation of the files/documents, to be scanned. The temporary employee will work 25 hours per week, for approximately 31 weeks.

b. Chapter 137 Ordinance

Bailey Avenarius shared Chapter 137 with the board, she also shared Clayton County's ordinance regarding the installation of sewage disposal systems. She shared a couple of homeowner complaints that she's received. Bailey discussed the purpose and the need for adopting this ordinance and how it will allow the board of health and the health department to hold contractors accountable for the work they do, while providing full support to the homeowners. Supervisor McDonough shared that the board should submit a formal request to the County Attorney, asking that the ordinance be reviewed.

c. VNA Report and COVID-19 Update

Stacey Killian shared that 26.8 % of the \$50,006.00 money for the Tobacco Prevention and Control Grant has been spent.

For the Immunization Grant, 86.58% of the \$18,895.00 grant money has been spent. 580 Children have been vaccinated; this is a 9% increase in the number of children vaccinated.

Local Public Health Services is currently serving 54 patients, there were 89 homemaking visits and 52 home care aide visits completed. There are 48 individuals on a waiting list. Visits are down by 40% due to staff shortages.

Stacey shared that the VNA has a new communicable disease nurse, Lisa Sporer, who's been heavily involved in TB care, COVID response vaccinations and communicable disease follow up.

Stacey shared the Dubuque County Immunization Audit Report.

As Interim Executive Director, Stacey is working with department staff and Ed Raber to develop an orientation manual and develop department procedures/policies for the new director.

Stacey initiated contact to all Dubuque County Mayors to assess county needs and improve collaborations/communications with the health department.

COVID update: The community level is at Medium – To date, cases in Dubuque County in the last 7 days, is up to 121, from 105 on 11/9/22.

Stacey shared the letter that the Dubuque Community received from the local Pediatricians, regarding the RSV and influenza that is affecting children. Hendrik Schultz discussed the contents of the letter in greater detail. Stacey shared a list of CDC websites to reference and get additional information on RSV.

8. Action Items

a. Chapter 137 Ordinance

There was a discussion that took place, following Baily's presentation in section 7b, in which the board agreed to send a formal request to the County Attorney for legal assistance.

Jess Smith made a motion to table Chapter 137 until legal counsel is received; Amy Crow Sunleaf seconded the motion and with 7 Ayes, the motion was passed.

b. Variance Request for John Leibfried at 16848 Country Club Dr. in Peosta

There was a discussion earlier, in section 4, regarding this variance, prompted by Supervisor McDonough. The board agreed it would be beneficial to get more information from the Zoning Department and possibly do a survey on the number of properties that received variances, in that subdivision.

Amy Crow Sunleaf made the motion to table the variance requests, until additional information is obtained; Hendrik Schultz seconded the motion and with 7 Ayes, the motion passed.

9. Response to Public Questions

None received.

10. Unfinished Business

a. Strategic Planning Committee Report

Sandra shared that this committee will be planning a meeting soon.

b. Finance Committee Report

Sandra shared that this committee will be planning a meeting in December.

c. PIO Agreement with The City Health Department

Sandra shared that the board had voted to approve this agreement and approval was needed by Stella Runde, with the County's finance department. While waiting for that approval, Sandra was made aware that the county is already contracted with Stacey Killian, from the VNA for this service. Sandra said the City Health Department will be working with our County Auditor and Stacey to sort through this.

d. Partnering with The Conservation Department

Amy Crow Sunleaf shared that at this time, there are no conservation programs to partner with, however, she's sure there will be something coming in December.

NOTE: Jess Smith had to leave the meeting.

11. New Business

None.

12. Board Communication & Reports

Amy shared that she attended the Wellness Coalition meeting and that it was well attended.

13. Next Scheduled Meeting: December 14, 2022, at 4:30 PM.

Sandra made a motion to change the date of the board's December meeting from the 21st to the 14th and for now, keep the date of the 21st on the calendar, to use for a special board meeting, if needed.

Adam Hoffman seconded the motion and with 6 Ayes, the motion was passed.

14. Public Comments

Supervisor McDonough shared that she attended the Food Policy Council meeting and Whitney Sanger has resigned from her position as the Chairperson. It was also noted that there was no representation from the health department at the meeting. Sandra shared that the board is unsure of their relationship with the Food Policy Council and recommended someone from the council do a presentation for the board.

15. Discussion of Executive Director Candidates – Closed Session

Amy Crow Sunleaf made a motion to go into a closed session to discuss the candidates for the executive director position; Hendrik Schultz seconded the motion, and with 6 Ayes, the motion was passed.

At the conclusion of the closed session, Amy made a motion to go back to open session; Adam Hoffman seconded and with 6 Ayes, the motion was passed.

In open session, Amy Crow Sunleaf made a motion to have Maureen Barry, with GovHR, make an employment offer to Candidate #2. Mike Fidgeon seconded the motion and with 6 Ayes, the motion passed. Sandra shared that all three of the final candidates were qualified and the board appreciates that they applied. The board and the stakeholders unanimously chose Candidate #2.

16. Adjournment

Hendrik Schultz made a motion to adjourn the meeting; Adam Hoffman seconded the motion, and with 6 Ayes, the motion was passed. Sandra Larson adjourned the meeting at 6:56 PM.