

Dubuque County Board of Health Meeting Minutes August 16, 2023

Chairperson, Sandra Larson called the August 16, 2023, Dubuque County Board of Health regularly scheduled meeting to order at 4:33 pm, via in person and zoom.

Members Present in Person: Sandra Larson, Amy Crow Sunleaf, Patricia Lehmkuhl, Mike Fidgeon

Members Present via Zoom: Adam Hoffman

Members Absent: Jess Smith, Hendrik Schultz

Others Present: Ann McDonough, Allie White, Bailey Avenarius, Tina Daubenberger, Stacey Killian, Kevin Dragotto, Dan Michel, Jay Schmitt, Ron Coates, Deb Anglin, Dave Neuwohner, Diane Pape Freiburger, KWWL

1. Roll Call - A quorum was established.

2. Public Comments

None

3. Chairperson Announcements & Updates

- a. Sandra Larson commented on Swiss Valley's special action track chairs for disabled individuals who have mobility challenges, these chairs will help them to be able to go onto the trails and experience the outdoors. Chairs are free to rent. Wonderful new addition.
- b. Sandra Larson commented on the Community Health Connection, the quarterly newsletter for the Dubuque County Public Health Department, which is on the Health Department's website and was created by Executive Health Director, Allie White. It is filled with lots of important information and how you can access this on the Dubuque County Public Health's web page.
- c. Sandra Larson advised the Board that Dr. Hendrik Schultz submitted his resignation. Sandra thanked Dr. Hendrik Schultz for his service on the Board of Health and to our community.
- d. Sandra Larson stated that the fatal mixture of Xylazine and Fentanyl is present in Dubuque County, according to the TH. The BOH and Department are taking the lead on the community use of the Opioid Settlement Fund and are moving forward with deliberate speed.

4. BOS/BOH Liaison Comments

- a. Ann McDonough thanked the Opioid Sub Committee.
- b. Ann McDonough commented on the resignation of Dr. Schultz. She expressed her appreciation for the important work Dr. Schultz did for the community.

- c. Ann McDonough appreciates the Dubuque County Disability Council working with Conservation. The new trac chairs are the result of their cooperation.

5. Approval of Agenda for July 19, 2023

- a. Mike Fidgeon motioned to approve the August 16, 2023, Board of Health meeting agenda, Patricia Lehmkuhl seconded. Motion passed unanimously.

6. Approval of the Opioid Subcommittee Minutes 7-18-23 & BOH Minutes 7-19-23

- a. Mike Fidgeon motioned to approve the July 18, 2023, Opioid Subcommittee meeting and the July 19, 2023, Board of Health meeting minutes. Patricia Lehmkuhl seconded. Motions passed unanimously.

7. Presentations & Reports

a. Health Department Monthly Report

Executive Health Director, Allie White, explained that there are many projects in the Dubuque County Health Department that are continuing to move forward:

1. **Incident Management Team.** Continues to meet on a regular basis and, as things change as far as Covid, she will send out a joint message so that everyone hears the same message at the same time.
2. **Quarterly Newsletter.** It is on our Health Department website, and she will work to make it more accessible.
3. **Strategic Planning.** The consultants wrapped up their interviews and are in the process of scheduling a meeting to discuss the preliminary findings of those interviews. They requested that the Health Department staff, BOH Chairperson Sandra Larson, Dr. Hendrik Schultz, Ed Raber, Project Coordinator for Dubuque County, and Stacey Killian, Director of Visiting Nurse Association, will all be a part of the follow-up virtual meeting.
4. **National Health & Nutrition Examination Survey.** Examination screenings completed. The aggregated results will be provided to the BOH when received.
5. **Community Health Assessment.** Three priority areas of Public Health were identified as follows:
 - a. **Obesity, nutrition, and physical activity (Allie White),**
 - b. **Dental care access (Stacey Killian), and**
 - c. **Brain health and substance use disorder (Amanda Jansen).**

Allie is seeking community members to include in this data gathering stage. Any suggestions should be forwarded to Allie.

6. **Securing Sub Award Agreements and monitoring.** Allie has continued to secure the state grants and is completing subcontracts with our partners.
7. **Working on becoming a paperless department.** The scanning of all office files is continuing.
8. **Succession Planning Workshop..** Allie and Stacey attended a succession planning workshop sponsored by the Iowa Department of HHS. She will be developing a plan for the Department in coming months.

b. VNA Monthly Report.

1. **Promotional Items/Incentives:** Stacey Killian and Allie White have developed several ways to include the Dubuque County Department of Public Health in branding when appearing for community events.
2. **EPIC:** Stacey Killian indicated EPIC went live on Monday. The new record keeping and reporting system will facilitate communication between care providers.
3. **Dubuque County Fair:** Stacey Killian indicated the VNA was at the Dubuque County Fair for the week and saw over 1,000 individuals. This was a great opportunity to provide education and outreach.
4. **Back to School Bash:** Stacey Killian stated that the VNA was at the Back to School Bash on August 5th. Over 600 children received various screenings and school supplies at this important event.
5. **School & Childcare Audit:** Stacey Killian reported that the VNA audits every school and 20% of all county daycare facilities for vaccination status. The results will be provided to the state in December and will be available to the counties in the spring.
6. **Grant from the McDonough Foundation:** Stacey Killian announced that the VNA received a \$10,000 grant from the McDonough Foundation and that this grant will be used to purchase a lead care II analyzer machine. The addition of this technology will enhance the detection and treatment of lead poisoning in Dubuque county.
7. **Grants:** Stacey Killian indicated that the grants will renew on July 1.

c. Report from Environmental Health.

1. Bailey Avenarius shared the Grants to Counties (GTC) Year-End Report for July 2022 to June 2023, as well as an overview of the grant that we receive from the State. In FY 23 the Department used \$61,680.00 from the grant. The Department completed the following with the grant:

- | | |
|------------------------|-----|
| a. Water tests | 325 |
| b. Well closings/caps | 7 |
| c. Well reconstruction | 1 |

81 more tests were completed in FY 23 over FY 22. The grant also permits the Department to purchase promotional materials and to participate in additional training.

8. Action Items

a. Septic Variance Request-9919 Shawondassee Dr., Dubuque, IA in Massey Station:

Homeowner requests a 10' variance tank to well and a 5' variance tank to dwelling. The Department recommends granting the 2 variances due to the size of the lot.

Amy Crow Sunleaf made the motion to grant the variances for 9919 Shawondassee Drive and require the homeowner to pump regularly as needed and to complete water testing every 6 months with results to be provided to the Department.; Adam Hoffman seconded the motion, motion passed unanimously.

b. Septic Variance Request-5069 St. Catherine Rd., Dubuque, IA:

Homeowner requests a 5' variance tank to property line due to the small size of the lot. Adjoining landowner, the church, has no objection.

Adam Hoffman made the motion to grant the variance, Mike Fidgeon seconded, motion passed unanimously.

c. Septic Variance Request-8676 Kane Rd., Dubuque, IA:

Homeowner requests a 35' variance field to well. This variance is required due to the small size of the lot.

Amy Crow Sunleaf moved to approve the variance request for 9919 Shawondassee Dr. with a requirement for the homeowner to submit private well water test results to the Dubuque County Public Health Department every six months. Adam Hoffman seconded. The motion passed unanimously.

d. Public Health Department – New Staff Position:

A job description has been developed for the current open job position.

Amy Crow Sunleaf moved to approve the job description. Adam Hoffman seconded. The motion passed unanimously.

e. Board of Health Opioid Subcommittee Job Description Recommendation:

A job description has been developed for the proposed new position to coordinate the Opioid Settlement Funds use in Dubuque County.

Amy Crow Sunleaf moved that Director White finalized the job description and present it to the Dubuque County Board of Supervisors for approval and funding. Adam Hoffman seconded. The motion passed unanimously.

9. **Responses to Public Questions.** Alexis Miner would like to present to the BOH concerning the Hillcrest lock box initiative. Ms. Miner will be added to the September meeting.
10. **Unfinished Business**
 - a. **Letter to County Attorney.** Allie White and Amy Crow Sunleaf met with the County Attorney yesterday and had a productive meeting.
11. **New Business**
 - a. Amy Crow Sunleaf distributed 811 magnets and computer stickers, notepads, and Quitline Iowa promotional items that she requested and received. The Department is encouraged to use the items when out in the community.
12. **Board Communications and Reports**

None
13. **Next Scheduled Meeting is September 20, 2023, at 4:30pm**
14. **Public Comments**

At this time, anyone may address the Board on matters 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 the Iowa code prohibits the Board from deliberating or acting on items not appearing on the agenda. Individual remarks are limited to three minutes.
15. **Adjournment**

Amy motioned to adjourn; the motion passed unanimously. Larson adjourned the meeting at 6:01 p.m.