



Public Health
Prevent. Promote. Protect.

Dubuque County
Public Health Department

Board of Health

Sandra Larson, JD, BSN
Amy Crow Sunleaf, MA, NCC, LMHC
Preeti Joseph, MD
Jess Smith, PharmD, MPH
Pat Lehmkuhl, MSN, BSN, RN, CIC
Mike Fidgeon
Adam Hoffman, PhD

DUBUQUE COUNTY BOARD OF HEALTH

December 20, 2023, at 4:30pm
Dubuque County Offices - West Campus
1225 Seippel Rd. Dubuque, IA
<https://us06web.zoom.us/j/88124499551>

MEETING MINUTES

Chairperson Larson called the December 20, 2023, Dubuque County Board of Health regularly scheduled meeting to order at 4:30pm, via in person and zoom.

Members Present in Person: Sandra Larson; Amy Crow Sunleaf; Pat Lehmkuhl; Adam Hoffman; Preeti Joseph; Mike Fidgeon

Members Present via Zoom:

Members Absent: Jess Smith

Others Present: Allie White; Carissa Brown; Noah Dougherty; David Harrington; Mary Jonetta Harrington; Ken Buesing; Diane Pape Freiburger

Others Present via Zoom: Kevin Dragotto; Ann McDonough; Bailey Avenarius; Stacey Killian; Mary Rose Corrigan

- 1. Roll Call** – A quorum was established.
- 2. Public Comments** – None.
- 3. Chairperson Announcements & Updates** – Chairperson Larson congratulated Director Allie White for her one-year anniversary with DCPHD and showed gratitude to the staff for celebrating her one-year anniversary. Larson also encouraged the use of masks over the holiday season, due to the effectiveness of slowing the spread of respiratory illnesses. Larson then thanked Diane Pape Freiburger for staying up to date on all news revolving vaccine rate and for sharing an article with the BOH called “Community Immunity Toolkit.” Larson concluded by sharing that the BOH is comprised completely of volunteers that bring forth multiple areas of expertise, with a common goal, which is to serve their community to the best of their ability.
- 4. BOS/BOH Liaison Comments** – Supervisor McDonough joined Sandra in expressing

gratitude towards the members of the Board of Health. Supervisor McDonough also made it aware that the appointment of two individuals to the BOH had been tabled by supervisor Pothoff and rescheduled for the next BOS meeting on January 3, 2024. McDonough expressed her support of Adam Hoffman and Pat Lehmkuhl, followed by sharing Amy Crow Sunleaf's letter expressing support for the pair.

5. **Approval of Agenda** - Motioned by Crow Sunleaf to approve the December 20, 2023, regularly scheduled Board of Health meeting agenda; seconded by Fidgeon. The motion passed unanimously without discussion.
6. **Approval of Minutes** –Motioned by Fidgeon to approve the November 15, 2023, regularly scheduled Board of Health meeting minutes and the December 5, 2023 opioid subcommittee meeting minutes; seconded by Joseph. The motion passed unanimously without discussion.
7. **Presentations & Reports** –
 - a. **VNA Report** – Discussion and updates regarding the VNA provided by Director Killian.
 - b. **DCPHD Report** – Discussion and updates regarding the DCPHD provided by Director White.
8. **Action Items** –
 - a. **Variance request 10018 Shawondassee Lane**- Crow Sunleaf motioned to table the variance request at 10018 Shawondassee Lane until a further date to obtain more information and to obtain written permission from parties affected by the variance, seconded by Hoffman. The motion passed unanimously without discussion.
 - b. **Introduction of and discussion of FY24-25 DCPHS operating budget**- The BOH reviewed and discussed the operating budget for FY24-25. Larson motioned that Director White ask for 25,000 dollars in the operating budget for COVID-19 and/or other respiratory infections, seconded by Lehmkuhl. The motion passed unanimously without discussion.
 - c. **Appointment of Nominating Committee**- Chairperson Larson designated BOH members Lehmkuhl and Crow Sunleaf to serve as the nominating committee for next years board members. Elections are to be held in January, 2024.
 - d. **Finalize 2024 meeting calendar and work session discussion**- The BOH and Director White, engaged in discussion around how they would like to proceed with the frequency and subject matter of future BOH meetings.
9. **Response to Public Questions** – None.
10. **Unfinished Business** –
 - a. **Variance request update for 18405 Twin Springs Drive**- Noah Dougherty briefly updated the BOH regarding the variance request for 18405 Twin Springs Drive. Stating that they ultimately found a location for the new well that met all required setback distances and no longer required a variance.
11. **New Business**-
 - a. **Review draft of DCPHD strategic plan 2024-2027 with possible January 2024 work session**- The BOH discussed and provided feedback regarding the DCPHD 2024-2027 strategic plan. Fidgeon motioned that the strategic plan be tabled and assigned to a work session in January in order to further review and modify the document, seconded by Joseph. The motion passed unanimously and it was emphasized that the consultants will be invited to attend.
12. **Board Communication & Reports** –

- a. **Meals on Wheels-** Crow Sunleaf shared information about Meals on Wheels, emphasizing their positive contribution to the community.
- b. **Radon testing and mitigation grants-** Crow Sunleaf spoke on the possibility of receiving a grant that would apply to the testing and mitigation of radon in Dubuque County.
- c. **Hillcrest CCBHC-** Fidgeon shared information regarding the CCBHC initiative.

13. Next Meeting – January 17, 2024 @ 4:30 p.m.

14. Public Comment – Diane Pape Freiburger shared concern regarding the amount of education the DCPHD has provided the general public regarding vaccines. Pape Freiburger also emphasized that she would like to see the more work done in long-term care facilities in order to increase respiratory illness vaccination rates.

15. Adjournment – Larson adjourned the meeting at 6:30 p.m.

Minutes by: Noah Dougherty