

***Dubuque County Board of Health
Minutes of May 18, 2022***

Link to view the Meeting Recording:

Chair Sandra Larson called the May 18, 2022, Dubuque County Board of Health Meeting to order at 4:30pm in-person and via zoom. A quorum was established.

Members Present: Tom Bechen, Marsha Horwitz, Sandra Larson, Jessica Smith, Amy Crow Sunleaf, Hendrik Schultz

Members Absent: Adam Hoffman

Others Present: Ann McDonough, Stacey Killian, Samantha Kloft, Vicki Gassman, Whitney Sanger

Additional Notes: None

1. Roll Call

2. Public Comments

None

3. Chairperson Announcements and Updates

Sandra Larson shares with the BOH that she attended the most recent BOS meeting to discuss the ARPA proposal for restructuring the Health Department. It was proposed that the BOH have a joint meeting with the BOS to discuss budget and hiring plans.

The BOH plans to have a quorum available to meet with the BOS at their June 6th meeting. To prepare for this meeting, Tom Bechen suggests the BOH have a special meeting. That special BOH meeting will be held on June 1st, 2022, at 5:00pm.

Sandra also mentions the position of the Clerk IV position. She informs the BOH that Samantha Kloft will conduct the interviews and coordinate start dates and training. Amy Crow Sunleaf offers to sit in on the interviews for this position as well.

Sandra also updates the BOH on the search for an Executive Director. Serval applications have been received that fit the minimum requirements for the position. The BOH must now prepare for interviews. Tom Bechen made the motion to allow the ad hoc committee to narrow down the applicant pool on behalf of the BOH. Marsha Horwitz seconded the motion. 6 Aye, motion carried.

The Board agrees to hold first round interviews on June 21st and 23rd at 6:00pm. these will be virtual. The second round of interviews will be on June 27 and July 7th at 2pm.

These will be in person and include community stakeholders. These stakeholders will be selected by Samantha Kloft with assistance from Amy Crow Sunleaf and sent to Sandra Larson.

4. BOS / BOH Liaison Comments

Supervisor Ann McDonough thanks the BOH for being at the previous Monday's BOS meeting. Ann would also like to shed more light on the workload of the Environmental Specialist as the Department continues to get more involved in the community.

Ann urges the BOH to meet with Stella Runde with regard to budgeting ARPA proposals for more department staff. Ann supports increasing staff over a period of time.

Ann also makes note that the MAT program with MercyOne which has been funded by the BOH in the past now has been funded at CCHC and Hillcrest FS. She suggests this change may mean there is no longer a need for the county to fund this work through MercyOne.

5. Approval of Agenda

Hendrik Schultz made the motion to approve the Agenda for May 18, 2022. Amy Crow Sunleaf seconded the motion. 6 Aye, motion carried.

6. Approval of Minutes

Marsha Horwitz made the motion to approve the Minutes from April 20, 2022. Hendrik Schultz seconded the motion. 6 Aye, motion carried.

7. Presentations & Reports

- a. Response to Public Comment/Questions from Previous Meeting
None
- b. Guest Presentation – Vicki Gassman – Maternal & Child Health + Dula Project
Vicki provides an update to the BOH on the VNA's Maternal and Child Health Program. This work is not funded through the BOH but is a major focus in services provided by the VNA. Additionally, Vicki provides an overview of the VNA Dula Project.
- c. Guest Presentation – Whitney Sanger – Dubuque County Food Policy Council Strategic Plan
Whitney Sanger goes over the Food Policy Council's updated strategic plan. The plan comes with funding requests for additional staff and support through the BOH.
- d. Dubuque County Health Monthly Update & COVID-19 Update
Samantha Kloft shares her screen to provide a COVID-19 data update to the BOH. She reminds the BOH that cases are slightly increasing in Dubuque County, though the county remains at a low Community Level according to the CDC. Samantha also shares community resources from the CDC website such as a quarantine and isolation calculator as well as a booster eligibility tool.

- e. VNA Monthly Update
Stacey Killian provides a brief update to the BOH on grant progress for all subcontracted grants including Tobacco Abatement, Wisewoman/Care for Yourself, LPHS, and Immunizations.

Amy Crow Sunleaf made the motion to take a five-minute break. Tom Bechen seconded the motion. 6 Aye, motion carried.

8. Action Items

- a. Assistant Director Position – Dubuque County Health Department
Samantha Kloft shares with the BOH that her advance notice of resignation would ideally allow time for new staff to be hired and trained prior to her departure. This process is not typically followed with county staff but could be done given the low staffing situation in the Health Department.

Tom Bechen made a motion to adopt the Assistant Director job description as amended by the BOH and approve the position for posting. Amy Corw Sunleaf seconded the motion. 6 Aye, motion carried.

This will now move to the BOS for final approval and posting.

- b. IMT Project Proposal Request – AAR
Samantha Kloft shares the IMT proposal for an After-Action Report focused on Dubuque County's response to the COVID-19 pandemic. This is something all counties in Iowa will complete. The IMT suggests posting this RFP in order for outside organizations to apply as subcontractors to assist in completing the AAR.

Sandra Larson made the motion to approve the IMT RFP for posting. Amy Corw Sunleaf seconded the motion. 5 Aye, motion carried.

Please note, Hendrik Schultz has left the meeting.

9. Unfinished Business

- a. Dubuque County Health Department ARPA Proposals
Amy Crow Sunleaf suggests holding off on a conversation about ARPA proposals as this may be discussed further with the BOS at the June 6th meeting.

10. New Business

None

11. Board Communication & Reports

Amy Crow Sunleaf reports on the last DASAC. Jess Smith reports on progress related to the Narcan program for bars and restaurants in Dubuque County. Marsha Horwitz reports on the last Wellness Coalition meeting she attended and discussed Health Hometowns.

12. Next Regularly Scheduled Meeting – June 15, 2022 @ 4:30pm

13. Public Comment

Diane Pape-Freiburger – suggests the BOH consider the location of the Health Department, as discussed at a previous BOS meeting. She urges the BOH keep the Department outside the city limits of Dubuque to continue serving county residents.

14. Adjournment

Tom Bechen made the motion to adjourn. Jess Smith seconded the motion. 5 Aye, motion carried. Sandra Larson adjourned the meeting at 7:30pm.