



## PUBLIC HEALTH

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Danielle Pettit-Majewski, BS, MPH, Director

Board of Health  
Joni Bosch, PhD, ARNP  
Vice Chair, Zachary J. Pollock, PharmD, MS  
Chair, Bonnie Rubin, MLS, MBA, MHA  
Peter D. Wallace, MD, MS  
Melanie Wellington, MD, PhD

### JOHNSON COUNTY BOARD OF HEALTH

June 26, 2024

### MEETING MINUTES

4:00 pm

**Call to Order:** Bonnie Rubin, CLS, MBA, MHA called the meeting to order at 4:00 pm.

**Roll Call:** Bonnie D. Rubin, CLS, MBA, MHA; Peter D. Wallace, MD, MS; Zachary Pollock, PharmD, MS; Joni Bosch, PhD, ARNP; Melanie Wellington, MD, PhD (4:07pm)

**Staff:** Danielle Pettit-Majewski, Director; Sam Jarvis, Community Health Manager; Rob Thul, Environmental Health Manager; Roberta Sloat, Clinical Services Manager; Matthew Waldschmidt, Fiscal Manager; Sarah Grunewaldt, Outreach & Engagement Coordinator; Jamie Gade, Systems Analyst; Ari Guzman, Public Health Associate; Lisa Parlato, Chronic Disease Prevention Specialist; Alissa Sotzen, Account Clerk I; Susan Denny, Secretary II

**Others Present:** David VanCompernelle, Assistant County Attorney

**Approval of Minutes:** Motion by Wallace to approve the May 15, 2024 meeting minutes; seconded by Bosch. The motion passed unanimously.

**Next Regular Meeting Date and Time:** August 21, 2024 in Conference Room 203 at 4:00 pm in the Health and Human Services Building. Rubin reminded BOH members a July meeting is not scheduled, but a meeting could be arranged if needed as long as there is a quorum. Rubin confirmed three BOH members would be available on July 17, 2024 if a meeting was called.

**Citizen Comments / Questions / Issues:** None

**Staff Updates:** Pettit-Majewski introduced Matthew Waldschmidt, Fiscal Manager for Administration Division as of June 24, 2024. Waldschmidt provided a short history of his background and experience. Jarvis informed the BOH CDC Public Health Associate, Ari Guzman is leaving for a new position as an Emergency Responder Coordinator with the Illinois Department of Public Health at the beginning of July. Community Health staff presented Ari with a commemorative plaque in gratitude for her service to Johnson County Public Health.

**DISCUSSION / PRESENTATION(S):** None

### ACTION ITEMS

**Expenditures Over \$3,000:** None

**OTHER**

- **RFA 24-16 Communications Plan:** Grunewaldt explained as part of the Public Health Accreditation Board (PHAB) re-accreditation process, JCPH staff have reviewed and updated the Communications Policy to meet PHAB standards and align with the JCPH Strategic Plan and the Healthy JoCo process. The former Branding Policy was revised as an appendix in the new Communications Policy. She outlined relevant changes and responded to BOH questions and comments including how to address misinformation and maintaining a science-based response. Rubin suggested minor edits identified in the last paragraph.

**Motion** by Pollock to approve the Communications Plan Policy with suggested edits to verb tense alignment; seconded by Bosch. The motion passed unanimously.

- **RFA 24-17 Artificial Intelligence (AI) Policy:** Grunewaldt described the need to develop an JCPH AI policy, stressing the importance of checks and balances as AI tools and programs become more prevalent in the public health workplace. Currently, Johnson County does not have an AI policy. She believes a JCPH AI policy should be adopted until the BOS approve an AI policy for all of Johnson County. Currently Information Technology (IT) is working on a county policy, but the timeline is not known. Grunewaldt modeled the JCPH policy based on the City of Boston's Interim Guidelines for the Use of Generative AI after attending the 2024 Government Social Media Conference in the spring. She explained most communities were adopting this particular policy for its thoughtfulness and thoroughness as well as its simplicity to understand and follow. She consulted with VanCompernelle to review the policy. Grunewaldt responded to concerns and questions from BOH members regarding the need for reviews, referencing, and guidelines when using AI. Pollock asked for clarification on the document being identified as a policy, interim policy or guidelines. He also suggested continuing discussion on the subject, especially with VanCompernelle. Motions were proposed after extensive discussion. It was decided to revisit this issue at the August meeting.

**Motion** by Wellington to approve the JCPH Interim Policy for Use of Generative AI with identified edits; seconded by Bosch.

Pollock requested entertaining a different motion to the BOH members.

**Alternate Motion** suggested by Pollock to make the adjustments discussed to the document and re-review the document at the next BOH meeting; no second to the motion.

VanCompernelle and Wallace discussed Robert's Rules since there was already a motion on the floor that should first be voted on to pass or fail or be withdrawn. Also whether the alternate motion should be an amended motion, or whether the first motion and second should be withdrawn by Wellington and Bosch so that the Alternate Motion by Pollock could be seconded and voted on.

**Motion Withdrawn** by Wellington to approve the JCPH AI Interim Policy, with four recommended edits, until further information becomes available or three years; whichever comes first; **Second Withdrawn** by Bosch.

**Motion** by Pollock to table approval of this document to include the discussed edits until there is further due diligence particularly related to the legalities of the document for reconsideration at the next BOH meeting; seconded by Wellington. The motion was passed with three “ayes” (Pollock, Wellington, Rubin), two “nays” (Wallace, Bosch).

Rubin stated the requested edits will be completed by the next BOH meeting and legal counsel is requested to further investigate complexities and advise on the proposed policy.

- **RFA 24-18 Behavioral Health 360 Credible Mind:** Jarvis provided an update on the Behavioral Health 360 Credible Mind digital self-care platform addressing mental health through National Association of City and County Officials (NACCHO) approved at the February 2024 BOH meeting contingent on review of the terms of use. Jarvis provided the previous RFA as well as the Credible Mind terms of use in the BOH packet. NACCHO has awarded JCPH five thousand dollars for two years, which covers part of the costs for the Credible Mind set-up fee of one thousand dollars and annual licensing fee of fifteen thousand dollars. Jarvis is requesting approval to seek partial spending authority for up to fifteen thousand dollars, though anticipating the need for only eleven thousand dollars. He reminded BOH members the platform includes 133 different languages. Additional languages are available to purchase, but not needed at this time. The Community Health staff are excited to pursue this opportunity and for the first year will work with their mental health subcommittee chaired by Lisa Parlato, Chronic Disease Specialist and was able to touch base with the CEO of Credible Mind at the Medical Reserve Corps conference in Chicago to discuss the use of the program across public health departments to support mental health resilience. JCPH is only the second county in Iowa to utilize this program. Wellington asked how the NACCHO grant funding will be used. Jarvis clarified the five thousand dollars awarded will be applied to the sixteen-thousand-dollar total cost for the set-up fee and annual license fee and responded to budget inquiries. He is asking for approval for the remainder of the cost.

**Motion** by Pollock to approve partial funding approval for Behavioral Health 360 Credible Mind set-up and licensing fees of eleven thousand dollars for the first year and ten thousand dollars for the second year; seconded by Bosch. The motion passed unanimously.

**Reports / Inquiries:** Johnson County Employee Handbook Approval will be discussed at the next meeting as well as department reports.

**Motion** by Wallace to adjourn the meeting; seconded by Bosch. The motion passed unanimously.

Rubin adjourned the meeting at 4:58 pm.

Approved by Board of Health Action on

August 21, 2024

Signature on File

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Date

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Bonnie Rubin, MLS, MBA, MHA, Chair

Submitted by:  
Susan Denny  
Secretary II