



PUBLIC HEALTH

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
August 21, 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

Staff: Danielle Pettit-Majewski, Director; Sam Jarvis, Community Health Manager; Rob Thul, Environmental Health Manager; Matt Waldschmidt, Fiscal Manager; Roberta Sloat, Clinical Services Manager; Becky Hackett-Leas, Oral Health Coordinator; Sarah Grunewaldt, Outreach-Engagement Coordinator; Brycen Myers, Health Educator; 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 June 26, 2024 meeting minutes; seconded by Wellington. The motion passed unanimously.

Next Regular Meeting Date and Time: September 18, 2024 in Conference Room 203 at 4:00 pm in the Health and Human Services Building.

Citizen Comments / Questions / Issues: None

Staff Updates: Pettit-Majewski reported five staff submitted redline job descriptions for updated wage bands and three were successful. Holly Cummings is upgraded to Environmental Health Administration Assistant; Alissa Sotzen's new title is Public Health Grants Analyst; and Susan Vileta is now Community Health Educator. Pettit-Majewski also reported Lakeshia Jackson, Clerk II, Clinical Services resigned effective July 26, 2024. Two Clerk II staff will join Clinical Services on September 3, 2024.

Matt Waldschmidt, Fiscal Manager provided a summery report on expenditures and revenues showing a positive margin of nearly six hundred thousand dollars back to the Johnson County general account. Pettit-Majewski responded to questions about grant monies and fiscal overlaps.

DISCUSSION / PRESENTATION(S):

- **I-Smile Program Update:** Hackett-Leas presented a power point report including general updates and I-Smile activities in Johnson County as well as results and statistics from the Oral Health Needs Assessment, Community Water Fluoridation and the School Dental Screening Audit for kindergarten through ninth grade students. Hackett-Leas included updates on direct dental services through WIC clinics in Iowa City, North Liberty and Coralville, Bright Smiles program services for uninsured and underinsured school aged children, and the Infant Oral Health program partnering with the University of Iowa College of Dentistry, Pediatric Department. Hackett-Leas responded to questions and comments from BOH members.

ACTION ITEMS

Expenditures Over \$3,000: None

Applications, Contracts and Agreements

OTHER

- **RFA 24-17 Interim Artificial Intelligence (AI) Policy:** Pollock commented on conversations and research into recommendations on creation of the policy and the importance of revising and frequent review of the document. Grunewaldt presented the revised Interim AI Policy with suggested edits by BOH members per the June 26, 2024 meeting as well as additional legal review and investigation. Van Compernelle worked with Grunewaldt to review the policy and agreed for the need to review as AI develops and its use increases. JCPH recognizes the need for a policy with guidelines for staff use of AI technology to establish checks and balances until an official Johnson County policy is adopted. More discussion followed regarding review and oversight of AI use followed.

Motion by Bosch to approve the use of this Interim AI Policy until Johnson County finalizes one of their own with the understanding that the BOH will receive updates every six months; seconded by Wellington. The motion passed unanimously.

This item will be listed on the February 2025 agenda for review.

- **RFA 24-20 Performance Improvement (PI) Plan:** Mike Casella, Performance Improvement and Accreditation Coordinator requested BOH approval for the updated and combined quality improvement and performance management plan. Approval of the PI Plan will fulfill requirements for Public Health Accreditation Board (PHAB) reaccreditation. Casella highlighted changes and additions to the plan.

Motion by Wallace to approve the Performance Improvement Plan as submitted; seconded by Bosch. The motion passed unanimously.

- **RFA 24-25 Syndemic Prevention Outreach and Testing Services (SPOTS) and Hepatitis Immunization Services Program:** Brycen Myers, Health Educator requested approval from the BOH for additional funding to support vaccinations of Hepatitis B (HBV) and Hepatitis A (HBA) to individuals who utilize JCPH testing services who lack insurance. University of Iowa

Health Care Medical Center Downtown (formerly Mercy Hospital) and the Iowa City Free Medical and Dental Clinic no longer provide those services. Requested funding will cover the cost of HBV and HBA vaccinations for clients currently using intravenous drugs with no insurance. The RFA is due for submission September 16, 2024. It will replace the previous HIV and HCV prevention grant Integrated Testing Services (ITS) and prioritize the syndemic approach to HIV, HCV and STI prevention as well as expanded harm reduction services, PWID (persons who use intravenous drugs) assessment, SUD (substance abuse disorder) and OUD (opiate use disorder) screening. Pettit-Majewski and Myers responded to questions and comments regarding timelines, pricing, process and how these services will work with the Vaccines for Adults program which will also assist clients who are uninsured and underinsured. BOH members proposed increasing the requested funding.

Motion by Bosch to approve the submittal of the SPOTS application and up to three thousand dollars in funding for HBV and HBA vaccinations for uninsured individuals utilizing ITS services; seconded by Wellington. The motion passed unanimously.

- **RFA 24-21 Workforce Development Plan:** Pettit-Majewski asked for BOH approval for the updated Workforce Development Plan required for PHAB reaccreditation. This plan replaces the previously approved Workforce Development Plan from January of 2018. Pettit-Majewski highlighted goals, changes and additions to the plan and recognized staff input. Discussion continued and minor edits were suggested for the next review.

Motion by Wellington to approve the Workforce Development Plan as submitted; seconded by Bosch. The motion passed unanimously.

- **RFA 24-19 Johnson County Employee Handbook Approval:** Pettit-Majewski reminded BOH members in the June 26, 2024 joint BOH/BOS meeting a Memorandum of Understanding (MOU) delineating the authority of each board regarding hiring, firing, and setting salaries for Johnson County Public Health employees. As part of the MOU, the BOH agrees to adopt the Johnson County Employee Handbook and review and approve it annually. Pettit-Majewski reported no major concerns or changes were made to the JC Employee Handbook. She will inform BOH members is any major changes are made in the handbook. Rubin will contact the BOS Chair regarding the MOU and Pettit-Majewski will send BOH members minutes from the joint meeting held on June 26, 2024.

Motion by Wallace to adopt the Johnson County Employee Handbook; seconded by Bosch. The motion passed unanimously.

- **RFA 24-22 National Institutes of Health (NIH) Vaccine Confidence Grant:** Jarvis requested approval from the BOH to submit an application to NIH for a grant Supporting Vaccine Confidence. He explained the initiative seeks to expand, plan implement, evaluate practices and develop new approaches to increase vaccine confidence in local communities through partnerships and organizations who work with populations who would benefit and identified expected performance goals and outcomes conducted under the NACCHO P4VE project. Jarvis would like to use the NIH grant funding to develop the P4VE work further and described activities planned. This three year funding of two hundred and fifty thousand each year would be applied to cover the

Community Health RN's time and provide support for a possible Refugee Health Coordinator position. Jarvis responded to questions and comments from BOH members.

Motion by Pollock to approve application for the NIH Vaccine Confidence Award; seconded by Wellington. The motion passed unanimously.

- **RFA 24-23 Community Health Position 1:** Jarvis requested BOH approval for creation of A Community Health Worker Supervisor position. He described the need for this position based on requirements explained this job description has not been assigned a pay grade by Human Resources but is expecting it to be assigned a ten or eleven. Jarvis offered three options for approving the job description: 1. approve the job description and creation upon the funded award notice, 2. Approve the job description and hold to post until funding is secured, 3. Do not approve the job description.

Motion by Wellington to approve the job description for Community Health Worker Supervisor and halt posting until funding is secured; seconded by Bosch. The motion passed unanimously.

- **RFA 24-24 Community Health Position 2:** Jarvis requested BOH approval for creation of a Community Health Division Social Determinants of Health Coordinator position. He provided an RFA to BOH members outlining the need and the justification for a coordinator position to continue support for the four Community Health Assessment and Community Health Improvement Plan priorities. Pettit-Majewski clarified this position was included in the budget.

Motion by Wallace to approve the creation of this position to hire; seconded by Bosch. The motion passed unanimously.

Reports / Inquiries:

County Attorney: None

BOS Liaison: Pettit-Majewski passed on a message from Fixmer-Oraiz that they apologize for being absent due to school.

Rubin informed BOH members mid-monthly liaison meetings with Pettit-Majewski and Fixmer-Oraiz will resume primarily to ensure the BOS is aware of what the BOH is doing.

Members, Board of Health: Wallace reported in relationship to the status of what used to be Mercy Hospital (now the University of Iowa Health Care Medical Center Downtown) to the community is done. He reported the Iowa City Free Medical and Dental Clinic is losing a partner, as well as the Healthy Kids Clinic and a number of physicians who had generously contributed services will no longer exist. He also reported the University set up a six-person committee to advise on the services to the "Downtown" board of directors. He is pleased the hospital will be providing Level 1 and Level 2 care as well as remaining an access referral hospital for Washington, Mt. Pleasant and other areas to provide relief for the UIHC main hospital. The entire Family Medicine Department, the College of Medicine will move the downtown facility and will also be used to train doctors in the community. Wallace listed changes such as remodeling of the medical office building, increasing residencies and teaching staff whose mission will be to train doctors to serve the state of Iowa per the head of the department.

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Wellington commented on the long history of programs such as residency programs making grassroots partnerships such as the I-Smile programs or Free Medical Clinic and feels there is potential for hope that this will happen.

Wallace added these developments are very reassuring for the community and will keep BOH members informed of the advisory/board of directors meetings every six weeks.

Wellington added at the next meeting a draft of the Equity the LGBTQ position statement draft to the agenda next month and encouraged BOH members to review it before the meeting.

Pollock requested sending the existing draft now. Pettit-Majewski will send it and also the other draft of position statements that will be on the September meeting's agenda.

Wellington also mentioned she would be filmed for a Flu Vaccine promotion as part of a longer piece promoting vaccinations. Pettit-Majewski added Elizabeth Baker, the director of Iowa Immunizes met with Johnson County staff about flu cases and connected to families affected by illnesses. Discussion followed.

Director: Pettit-Majewski reported being invited to Linn County for a summer tour which was post-poned until November sixth by state. She reported the state is providing office hours once a month meeting for forty-five minutes as an opportunity for local public health departments to submit questions regarding the changes in Iowa Health and Human Services (IHHS). Pre-submitted questions are answered ahead of time resulting in more discussion time through October and November to obtain feedback. IHHS decisions are expected by the end of the year and to legislators at this time next year. There is now a map for the seven mental health regions with approximately two-thirds of the state population in only two regions. She will continue to provide legislative and IHHS updates and will be attending an ICPHA meeting on August 22, 2024 and will have more information to share.

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

Rubin adjourned the meeting at 5:58 pm.

Approved by Board of Health Action on

September 18, 2024

Signature on File

Date

Bonnie Rubin, MLS, MBA, MHA, Chair

Submitted by:
Susan Denny
Secretary II