

**Board of Health Meeting Minutes**  
**Wednesday July 12, 2023**

Dr. Wells called the meeting to order at 8:30 am. Present were Penny Feters, Shelley Bickel, Susie Gibbs, Chris Moore, Charlotte Van Fleet, Susan Moore, David Rhodes, Dr. Wells and Clayton Merritt.

Penny F. made a motion to approve the agenda; Chris M. seconded it. All in favor. Motion carried.

Chris M. made a motion to approve May 24, 2023 minutes. Penny F. seconded it. All in favor. Motion carried.

Clayton M. made a motion to Approve the Consent Agenda to approve the reviewed policies for July and August 2023. Susie G. seconded it. All in favor. Motion carried.

Susan Moore, RN Public Health nurse came to the meeting to express concerns about getting referrals from the Wayne County Hospital and other hospitals. Susan M. and Holly Arnold will be going to WCH too communicate effectively to inform and educate case managers and new doctors. Charlotte V. will be sending out flyers and letters to surrounding areas to educate so that they know we want a referral from their agency when available.

David R., Environment Health went over his Data Report of activities for May 11 through July 3, 2023. Six new wastewaters written, eight wastewater inspections. seven New plugged wells. One Time Transfer Inspection. Helped the new Sanitarian for Clarke County. GTC Application for 2024 for 50,000. Turned in 4<sup>th</sup> quarter GTC \$12,692 and reimbursed for 3<sup>rd</sup> Quarter CTC 3,645. One Well permit. Went to a Wastewater Training in Indianola. Sent two letters to homeowners for wastewater. David got notified by Bill Byrns 911, that a new house was going in south of Allerton, so Bill B was going go and put up a new sign for it so David R. rode along with him last week or the week before. David R. said he saw where the house was already there, so they looked in the back yard and there was a complete sewer system put in. David R. knew when he looked at the work done, he knew who and put it in because they all have little distinct marks on how they do there work. David R. texted this contractor to see if he knew anything about it. The contractor admitted that he screwed up and didn't get ahold of David R. The process for getting a permit is before the homeowners or contractors but the contractors call before

they ever start work and contact David R. and the contractor do a pre sight visit and then makes out a permit at that time. David R. is to get a call back from the contractors before everything is covered up with dirt to do the final inspection that it is a legal inspection. So, this sewer system is completely covered, and I have no clue without seeing it in person how it was exactly done. David R. said that he is an exceptionally good contractor, but David R. couldn't tell by pictures of what the contractor did doesn't mean that is what it is without seeing it on location to see if the job was a legal inspection. David R. called the guy who David R. reports to the DNR that oversees all our on-sight wastewater systems, and he suggested a couple of different things. He would not except a permit at this time. Because the permit says that we will inspect it and we will do the work and make sure that it is correct. David has not accepted a permit from the contractor currently. David said the contractor only offered it once when the contractor was on vacation, but David has not heard from him since he has gotten back. The DNR also said that David could make the contractor dig up certain portions of this system, which you could ruin the entire system by doing it. That way it is still an illegal system because it has not been inspected. So, the DNR said that if this came to him and had to take it to the DNR Lawyers they would put the hammer down on this contractor and pull his license for a year. Dr. Wells asked David if this had been the only time this had happened to this contractor and David answered no. The contractor bought a permit on March 8, 2023, in another place and said he was going to work on it before too long. David R. was on his way to work one morning and saw one of the workers coming off the gravel road leaving that job sight and thought he better check and see if they had started it. When David got to the house the system was 3/4 of the way done. No notification and this were the middle of April 2023 already, so it's not like the contractor started it when he purchased the permit 6 weeks later. The contractors are to give David 24 hours' notice when the start the system so that it will fit into David schedule. Dr. Wells asked David if a contractor must notify him 100% of the time and David said yes, that is a requirement. The DNR did say if we solely hold responsible is the homeowner because it's their property that has the illegal system, but he also recommends you can go after the contractor if there not doing it the way it is meant to be. There are various levels of certifications that a contractor can get. We don't require all of them here in Wayne County we have one that is called CIOSWWA which means Certified Iowa On-Site Wastewater Association Certification it is a schooling that they get that show and trains them exactly how ever sewer system works the steps you go through, and this contractor is one of those. David R. has another issue with this same contractor we have certain sewer systems that we put in to have a maintenance contract on them. With those maintenance contracts there are supposed to be inspected in maintenance once a year

by the certified maintenance contractor. David R. gets a copy of their maintenance contract when they do their inspections and wants a copy of when they did the inspection. These sewer systems can cost 20 thousand dollars to put in and there is a 10-year warranty on them if they get their maintenance done if not the warranty goes void. It is full responsibility of the homeowners to make sure this gets done, but the contractor is to notify David that they do not. So, this contractor has 4 systems, and it was put in 2021 and David cannot get this contractor to send me his Maintenance contract. David R. called on the homeowners and he hasn't had anything done with his system. So, David advised him that his system is not warranted anymore, and he needed to get hold of the contractor. That shows David R. that there is not a maintenance contract with the homeowner. In the ten years that the warranty is not any good. So, the homeowners might have to spend 10 to 15 thousand dollars to fix their system. So, the BOH has a couple of options they can follow what the DNR says right now and pull the contractor's license right now and show the presidency. We could do nothing. Or David R. can have a talk with the contractor to let him know that if this happens again, we will pull it, which David has text message saying that previously when we had the conversation and he said he would fight it if BOH pulls his license. Chris Moore made the motion to revoke the contractor's license for one year. Discussion was since David has had trouble with this contractor previously and David R. is asking for the backing support from the BOH. Penny F. seconded the motion. All in Favor. AYES: Chris Moore, Penny Feters, Susie Gibbs, and Joel Wells. NAYES: Clayton Merritt. Motion passed 4 to 1.

Shelley B. went over the WCPH Population/Non population quarterly report to the state with the board. Shelley will be reviewing every quarter starting the new fiscal year. It is a report we are using for our Local Public Health funds.

Updates: Susan M. and Jessica H. offered a safe sitter class for ages 6<sup>th</sup> through 8<sup>th</sup> grades. The class was twenty dollars for each child, which they received some supplies to help with their Babysitting. If any of the kids did not have the twenty dollars to give, a private individual contributed to the class. They had to have 2 classes because there was a great turn out and you could only have 16 in the class, they were held on June 1<sup>st</sup> and 2<sup>nd</sup>. We received two thousand dollars from redeem it was used for classes for Susan and Jessica, bought supplies for the classes. A local resident of Wayne County supplied all the pizza for both days. Hy-Vee and Caseys donated items also. Shelley B. would like to offer it again in the fall. We received four thousand dollars for the Kids First grant which will help on our Baby Bags that are taken to the hospital and our Diaper Derby which is ran out of our office, Jessica H. wraps the diapers to be handed out and we have given out 30

packages of diapers and twenty-eight baby wipes in our last grant that ended June 30.2023. Jessica H. has received sixty car seats to give out and install, she has her own grant money to use on supplies also. The big state fund program that we are doing this fiscal year is the vision project. Susan M., Penny Feters and Shelley B. were at a zoom meeting about the vision project and Penny F. is going to help with that program. They met with Corraine; she is the head of the program. Corrine will contact the schools Superintendent/ and or Principals in Wayne County. They will send an optometrist to teach Susan M. and Heather S. to use the vision screener properly. Heather S. will also be doing School nurse for Humeston and Seymour school this fiscal year and home care. Langtry Foundation has donated all the money to help with the Humeston school. WCPH has already received some of the money from members of the community to help with Humeston. Wayne County Foundation will fund the Seymour and Corydon schools. Penny F. also stated that the Lions Club is going to help in some way also. Penny F. said that why she was on the zoom meeting was to get some advice on promotional ideas since she is on as a dual role for both Foundation and Public Health. The children will get one pair of glasses for school and home. One pair is under warranty. They can have an extra pair if they lose them. The school nurse will work with Vision to learn to get that lost pair. Once we do the initial screening then Vision and all the schools will take over the project. Once the kids get tested and need to be referred to their Optical doctor to either get there prescription from them and bring it back and can get the two glasses free or get them at Eye Doctor and must pay for their own glasses. Dr. Wells asked if Public Health could help some other facility out when WCPH is not using the vision screener. The board thought that would be a great idea. Susie G. said it would be nice if WCPH could test the elderly also and just send them to their doctor if they didn't pass the test.

Clayton M. talked about the Free Clinic that we have on the last Tuesday of the month. There are 5 to 10 patients. Clayton M. thought the Public Health move was a good central area for the health clinic and the word has been getting around about the free clinic. The Dr. providers at the hospital and clinics are identifying patients that can benefit from our services too, especially with the lab components with a high deductible.

Shelley had another event that she got a phone call from the wife of the paster at the Assembly of God in Seymour and the Seymour School is going to have their own Back to School August 19.2023. They wanted to know if we could do the physicals and Shelley talked to Clayton M., and he is going to volunteer his time for four hours and it is going to be promoted through his employment WCH and through Public Health and Heather S. has agreed to go and help Clayton M. The physical form will come from



Seymour School. They need to bring their Immunization cards with them so they can see if they need to sign up to get their Immunizations at our office and at the scheduled time.

Shelley B. talked about the financials from the past physical budget and on the new budget.

Update on Communicable Disease: We have 2 confirmed pertussis outbreaks.

Update on CHNA/HIP report: Sent out a survey and will be collecting data from these surveys.

Shelley B. said that the Iowa Public Health Association and Amy Sinclair's Office are working together, and they want to meet with Shelley B. privately and they are trying to set up a date and Shelley thinks it is about regionalization. Chris M. asked Shelley B. when did they contacted you and Shelley said they did not contact her. They were set to meet on August 18<sup>th</sup> or 19<sup>th</sup> of August., and they wanted it to change so Shelley was trying to get it changed before she goes on vacation in September. Shelley is going to have a meeting with the Medical Director and the State, different administrators and Board of Health members. Chris M. was going to contact Amy Sinclair to see if she knew anything.

Dr. Wells made a motion to go into closed session concerning an Employee, seconded by Clayton. All in favor. Motion carried.

Dr. Wells told Shelley B. that the Board of Health does not want her to quit. We as the board want to do anything we can to improve the relationship within our department, which also includes the Wayne County Home Care Agency. Shelley B. committed that the agency is on the right track and feels very positive in hiring Heather S. Chris M. ask Shelley that when she has a plan of retiring to give them a heads up because it kind of makes a difference in the realization and finding information. Shelley B. says she is being honest, If I can keep working my few little days and do a good job with what I am doing, and the board is fine with that I would like to keep working. Sometimes I feel like I tell you too much and that creates problems. But I always wanted the board to know what I was doing and being honest that way, I feel like the board has been the most engage board I have ever been on. Chris M. asked I think it has already been appointed that the board of supervisors group things that are alike, so the communication is better. Chris said I should have told Lance L. that I wanted to be on the WCHCAA board and Chris feels like he should have taken it as an opportunity to get better communication by being on that

board also. Shelley B. said if they regionalize you can still have homecare and homemaker in Wayne County it just won't be under Public Health. There is going to be a commitment from the BOS for funding to keep that going. That would be my suggestion, there is not going to be homecare under Public Health in this new zone. Before the next meeting BOH wants to meet with WCHCAA to look at their contract with BOH. We all care about our clients. Dr. Wells is going to make up a survey on "Monkey" and have all the Public Health and WCHCAA take this survey. There will be 10 questions and Dr. Wells will then put the data together and present it to the BOH and WCHCAA.

Next meeting will be on Wednesday, September 13, 2023, at 8:30 am.

Clayton M. made a motion to adjourn @ 11:30 am, and Penny F. seconded it. All in favor. Motion carried.

  
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Board of Health Chair

  
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