

**BLACK HAWK COUNTY BOARD OF HEALTH SPECIAL MEETING**  
**MINUTES**

January 13, 2023

The meeting of the Black Hawk County Board of Health was called to order at 7:31 a.m. by Vice-Chair, Dr. Wesley Pilkington. Members present virtually: Dr. Kingsley Botchway, and Dr. Disa Cornish . Absent: Dr. Adam Roise and Attorney, Heather Prendergast. A quorum was met.

Others present: Kaitlin Emrich, Micah Knebel, Megan Olmstead and Matthew Verbraeken.

Unless otherwise noted, all actions were approved unanimously.

I. Approval of Agenda – For Vote

Discussion: No discussion.

Action: Dr. Cornish moved and Mr. Botchway seconded to approve the agenda. Motion carried.

II. Public Comments – No comments.

III. Election of Officers was led by Vice-Chair, Dr. Pilkington.

Board Secretary performed a Roll Call: Rosario Garcia Fino -Yes, Dr. Disa Cornish – Yes, Kingsley Botchway – Yes, and Dr. Wesley Pilkington – Yes

Election of Chairperson:

Dr. Pilkington called for nominations:

Nominations received: Dr. Cornish nominated Dr. Wesley Pilkington for Chairperson.

Dr. Pilkington called for any further nominations twice. No other nominations received.

Dr. Cornish moved to nominate Dr. Wesley Pilkington as Chairperson for calendar year 2023. Mr. Botchway seconded. Motion carried.

Election of Vice-Chair:

Dr. Pilkington called for nominations:

Nomination received: Dr. Pilkington nominated Dr. Disa Cornish for Vice-Chair.

Dr. Pilkington called for any further nominations twice. No other nominations received.

Dr. Pilkington moved to nominate Dr. Disa Cornish as Vice-Chairperson for calendar year 2023 and Mr. Botchway seconded. Motion carried.

IV. Discussion: FY2024 Budget & Planning

Summary of presented budget proposal background information from interim Director: Kaitlin Emrich

- Vision and Mission, Organizational Chart that provides an overview of programs
- 10 Essential Public Health Services

- Foundational Public Health Services – newer model to demonstrate what local health departments should be providing to their communities; national organizations use this model to create a workforce calculator
- Social Determinants of Health – linkage to both health equity approach to serving the community and emerging needs
- National Accreditation was awarded to Black Hawk County Public Health in March of 2022 which can help stimulate quality improvement,
- Workforce Needs – Public Health Workforce Calculator to determine staffing to perform Foundational Public Health Services
  - 80k + additional FTEs are needed nationwide
  - Survey from Public Health Workforce 2021, 1/3 of workforce intends to leave their organization in the next year (5% retire, 27% for other reasons)
    - Reasons for Leaving: Pay, work overload, lack of opportunities, stress, organizational climate/culture
  - More than half (56%) of public health employees report at least one symptom of post-traumatic stress disorder
- Emerging Needs
  - Requirement changes that caused a reduced capacity with dental hygienist in Child and Adolescent and Oral Health programs grant
  - Requirement for an increase to a minimum FTE of .4 for Child Care Nurse Consultants Child in Adolescent and Oral Health Programs grant
  - Continued shift of focus on population health activities for Local Public Health Services grant
  - Emphasis on infrastructure and workforce capacity in Public Health Emergency Preparedness grant
- Tuberculosis case management team- Cases have been at an all-time high and have a heavy workload
- STI rates in Black Hawk County are one of the highest in the state
- Budget Approach:
  - Local Public Health Systems grant funds to remain in 2010 Organizational code
  - Consistent budgeting for:
    - Cell phones – replace 1/3 every year
    - Hardware – replace 1/5 every year
    - Vehicles – replace 1/7 every year beginning in FY25
  - Uniforms – to provide branded apparel to staff when working out in the community
  - Position requests:
    - Dental Hygienist (GS14B): program changes
    - Public Health Preparedness Coordinator (GS14): Preparedness grant Service Area 6, \$49,222
    - Community Health Worker (GS12): focus on access to care and addressing unmet social determinant of health needs
    - Public Health Information Analyst (GS17): reduction to .5 FTE and share with Information Technology, pending budget approval
    - Public Health Nurse (GS14B): increase from .3 to .4 FTE for Childcare Nurse Consultant state program minimum requirement of FTE

Discussion: Dr. Pilkington asked if it is required to add a dental hygienist to provide the services. Ms. Emrich stated it is not a grant requirement, but the grant requires the dental team to visit a certain number of schools to provide direct services, and, due to the urgent needs that are presenting in Black Hawk County, more care coordination is

needed, and that impedes the ability to provide direct services. Currently there is one full time hygienist, one part time hygienist, and two dental assistants. The dental team is required to conduct infrastructure population health needs as well.

Dr. Pilkington asked if the draft budget includes the Medicaid reimbursements.

Ms. Emrich said that it does, but at a very conservative amount, so anything received above that amount would reduce the tax asking.

Dr. Pilkington asked if the Tuberculosis case counts are new cases only.

Ms. Emrich stated that the graph shows only active cases in the presentation. There are other activities being completed by the nurse care management team: eight clients for daily Direct Observed Therapy/ Electronic Direct Observed Therapy visits, daily pediatric patients that have been exposed, three pediatric patients on medication treatments, weekly twelve dose home visits, and twelve patients that are being monitored for symptoms.

Summary of presented budget information from Finance Manager, Matthew Verbraken

- FY24 Budget Comparison to FY23 Budget reviewed all programs: Administration, Health Planning & Development, Child Health, Chronic Disease Prevention, Disease Surveillance & Investigation, Environmental Health, and Public Health Center
- FY24 Budget Comparison to FY23 Budgeted and FY22 Actual Expenses

Discussion: Dr. Pilkington asked if the board of supervisors provided any guidance on budget proposals.

Ms. Emrich stated that there was not any guidance provided.

Dr. Pilkington stated there may be hurdles with administration increased budget and position requests.

Ms. Emrich said that the budget proposal that the department has provided has priorities set in case the budget would need to be reduced.

Dr. Pilkington asked about salary increases.

Ms. Emrich stated the finance and auditor prepare the salary increases, and this budget only reflects the bargaining unit's annual across the board and step increases and non-bargaining cost of living increases.

Mr. Botchway asked if this represents the typical budget process for presenting. He asked if a three percent increase is in line with what other departments are asking and if it would be out of line to contact these departments to see if the health department is in line with the rest of the county departments in tax asking.

Ms. Emrich stated due to the timing of the hiring of the new Finance Director, there was not a lot of time to provide any guidance. There was an acknowledgement of the

increase in asking from the Finance Director. Ms. Emrich stated she would follow up with other departments for more information.

Mr. Pilkington stated that the goal of the board is to present a budget with transparency. Overall, the asking is fair. The additional asking is about one percent.

Ms. Emrich stated due to the low estimate of Medicaid reimbursement, the increase would be less than one percent. She noted that the agency cannot predict what the Medicaid reimbursements will be.

Mr. Botchway asked if the department had to present just the minimum requirements, what would that look like, and if there were items that could be removed, what would those be. He noted that the presentation noted there is a priority for dental hygienist but there are other items that are required.

Ms. Emrich said the only thing that is required is to increase the .3 to .4 public health nurse in the amount of \$8,000 which would about equate to a zero percent increase. Operational expenses are very lean, and it would take a lot of work to trim.

Mr. Botchway wants to make sure there is a backup plan and encouraged the department to seek out other agencies to support budget proposal based on the current needs of the community.

Dr. Cornish agreed that having back up plans to reduce the budget is good, but also it is important to justify the needs of the community. The current leanness of the budget makes it difficult, and it is a soft requirement to complete the work that needs to be done. The budget presented today included streamlining expenses to avoid unexpected expenses in the future and is good for long term planning. A three percent increase is modest considering the needs presented.

Mr. Botchway agreed with Dr. Cornish and emphasized three items: present the why's and present testimonials, have a backup plan but explain that this would have a significant impact on the community, and have board members advocate for the budget. The board wants to set up the department for success. Mr. Botchway added that this was a good presentation and articulated the expectations well.

Dr. Cornish stated having a persuasive argument and sobering statistics are important when presenting to the public about social determinants of health and then be prepared for questions. Dr. Cornish added that it is important to clearly inform the public of what the health department does.

Dr. Pilkington asked board members if the budget proposal today was acceptable and would be able to be voted on at the next meeting. Board members all agreed the proposal was acceptable.

Ms. Emrich stated that she agrees with the board on all points and will be meeting with Supervisor Trelka to review the budget proposal.

Dr. Cornish stated that Ms. Emrich has really risen to the challenge of taking on this role and praised the team involved in the budget presentation. Other board members agreed.

- V. Next Regular Board of Health Meeting: Wednesday, January 18, 2023, at 7:30am, 1407 Independence Ave. Waterloo, IA.
- VI. Dr. Cornish moved and Mr. Botchway seconded to adjourn the meeting at 9:03 am.

Respectfully Submitted,

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Megan Olmstead, Secretary

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Chair, Dr. Wesley Pilkington