

BLACK HAWK COUNTY BOARD OF HEALTH SPECIAL MEETING
MINUTES

March 8, 2023

The meeting of the Black Hawk County Board of Health was called to order at 7:30 a.m. by Chair, Dr. Wesley Pilkington. Other members present virtually: Vice-Chair, Dr. Disa Cornish, Kingsley Botchway, Dr. Adam Roise, Rosario Garcia Fino (joined at 7:35am), and Attorney, Heather Prendergast. Absent: None. A quorum was met.

Due to the short notice and work schedules of the board members, the meeting was held virtually with the board secretary at 1407 Independence Ave. Rm 420, Waterloo, IA.

Others present in person: Gabbi DeWitt, Bethany Fratzke, Megan Olmstead, Lisa Sesterhenn, and Matthew Verbraken

Others present virtually: Sarah Mergenthaler

Unless otherwise noted, all actions were approved unanimously.

- I. Approval of Agenda – For Vote

Discussion: No discussion.

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

- II. Public Comments – No comments.

- III. Resolution-Awarding the Pinecrest LED Message Center Contract – *Roll Call Vote*

Discussion: Ms. Sesterhenn stated the department received four bids and the bid recommendation from the committee (IT, Health Department and Maintenance) is Nagle Signs, Inc. This is contingent on the Black Hawk County Board of Supervisors' approval of expenses related to the removal of the current sign, electrical, installation, and variance approval for electronic moving parts sign and Board of Health legal review of the proposed contract. This project is being funded by the Emergency Response Multi-Year Program grant funds from Iowa Department of Health and Human Services and as well as Black Hawk County funds. Proposed completion date of June 1, 2023.

Ms. Sesterhenn added both the information technology and maintenance departments will be involved throughout the duration of the project to coordinate the removal of the existing sign, running the electrical for the new sign, and installation of the new sign. The department's health communication strategist and communication team will develop guidance and procedures for message center content and share it with Pinecrest tenants.

Dr. Cornish asked which Nagle Signs bid was selected. Ms. Sesterhenn stated that the 8-millimeter sign was selected. Dr. Cornish inquired what kind of questions the Board of Supervisors had about the sign. Ms. Sesterhenn stated that the questions were about how to involve other departments at Pinecrest with the sign and how to get that information on the sign, questions about the amount of time it would take for the variance. Ms. DeWitt will be working on communication with the other departments to include all departments on the signage. Ms.

Sesterhenn added that the board of supervisors requested that the resolution would need to include the exact amount of the request. Will resubmit the agenda item for approval at the next meeting.

Action: Mr. Botchway moved and Dr. Cornish seconded to:

1. To accept bid number two received from Nagle Signs, Inc. for purchase of the Pinecrest LED Message Center.
2. To award a contract to Nagle Signs, Inc. for bid number two for the Pinecrest LED Message Center not to exceed \$50,000 in costs and authorizing the Interim Director to execute any contract documents necessary for completion of the Pinecrest LED Message Center pending Black Hawk County Board of Supervisors approval of expenses related to the removal of the current sign, electrical, installation, & variance as well as Board of Health legal review of the proposed contract.
3. To authorize the Interim Director as the signatory for all change orders, not to exceed \$5,000 for the Pinecrest LED Message Center Project.
4. To issue a Notice to Proceed to Nagle Signs, Inc. to begin work on the Pinecrest LED Message Center Project following execution of all documents. Motion carried.

Dr. Pilkington called Roll Call Vote: Ayes: Dr. Adam Roise, Dr. Disa Cornish, Kingsley Botchway

Nays: None

Ms. Garcia Fino was absent for this roll-call vote.

Ayes: 3 Nays: 0

Resolution adopted.

IV. Resolution-Awarding Video Development Production and Marketing Contract – Roll Call Vote

Discussion: Ms. DeWitt reviewed the process of the bidding. On March 3, 2023, the public health department received three bids for the Video Development, Production, and Marketing Project. The eight-person bid review committee included representation from the departments of public health and information technology. For your reference, the final bid tabulation and form of bid are included with this memo.

Based on the scoring, the committee is recommending acceptance of the bid from, and awarding a contract to, Pixel Labs LLC. The project is being funded through Emergency Response Multi-Year Program grant funds from the Iowa Department of Health and Human Services and has a proposed completion date of June 1, 2023.

Action: Mr. Botchway moved and Dr. Roise seconded to:

1. To accept the bid received from Pixel Labs LLC for the Video Development, Production, and Marketing Project.
2. To award a contract to Pixel Labs LLC for the Video Development, Production, and Marketing Project not to exceed \$60,000 in costs, and authorizing the Interim Director to execute any contract documents necessary for completion of the Video

Development, Production, and Marketing Project. The award is contingent upon Board of Health legal review of the proposed contract.

3. To authorize the Interim Director as the signatory for all change orders, not to exceed \$5,000 for the Video Development, Production, and Marketing Project.
4. To issue a Notice to Proceed to Pixel Labs LLC to begin work on the Vide Development, Production, and Marketing Project following execution of all documents. Motion carried.

Chair, Dr. Pilkington called Roll Call Vote: Ayes: Dr. Adam Roise, Dr. Disa Cornish, and Rosario Garcia-Fino;

Nays: None

Ayes: 3 Nays: 0

Mr. Botchway-absent for this vote

Resolution adopted.

Mr. Botchway left the meeting for a few minutes and returned.

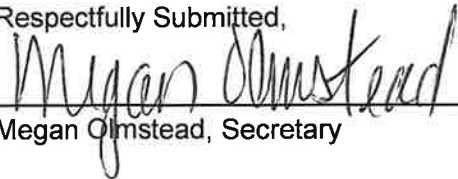
- V. Memorandum of Agreement (New) State Physical Activity and Nutrition Program (SPAN), Iowa Department of Health and Human Services (HHS) Bureau of Nutrition and Physical Activity – *For Vote*

Discussion: Ms. Fratzke reviewed the Memorandum of Agreement. No questions.

Action: Dr. Cornish moved and Mr. Botchway seconded to approve the Memorandum of Agreement: State Physical Activity and Nutrition Program, HHS. Motion carried.

- VI. Mr. Botchway moved and Dr. Cornish seconded to adjourn the meeting at 7:49am. Motion carried.

Respectfully Submitted,



Megan Olmstead, Secretary



Chair, Dr. Wesley Pilkington