

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

July 27, 2022

The meeting of the Black Hawk County Board of Health was called to order at 7:32 a.m. by Chair, Rev. Dr. Mary Robinson. Members present: Kingsley Botchway (virtual), Dr. Disa Cornish, Dr. Wesley Pilkington (virtual), Dr. Adam Roise, and Attorney, Mike Treinen. Absent: Attorney, Heather Prendergast. A quorum was met.

Others present in person: Kaitlin Emrich, Amanda Kirchhoff, and Megan Olmstead.

Others present via video conferencing: Willam Aukes, Jenna Diephouse, Gabbi DeWitt, Taylor Hagen, Micah Knebel, Brooke Lawrence-Richards, Rachael Mayer, Matthew Noghrehkar, Jared Parmater, Joshua Pikora, Aaron Reinke, Toki Selby, Lisa Sesterhenn, Tonya Wilder, and Bridgett Wood.

Board meeting minutes were not recorded due to a technical issue. Minutes were taken in writing by the board secretary.

Unless otherwise noted, all actions were approved unanimously.

I. Approval of Agenda – For Vote

Discussion: No discussion.

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

II. Approval of Minutes\* For Vote

Discussion: No discussion.

Action: Dr. Cornish moved and Dr. Roise seconded to approve the Board of Health Minutes for June 29, 2022. Motion carried.

III. Public Comments – No comments.

IV. Introduction of New Hires:

Jared Parmater introduced Matthew Noghrehkar, the new Environmental Health Officer, a recent graduate from University of Iowa where he received his degree in Public Health. Mr. Noghrehkar is originally from Black Hawk County, and the team is very glad that he chose Black Hawk County Health Department. Mr. Noghrehkar thanked Jared and stated he is very excited to be here and work for the department.

Bridgett Wood introduced two new Administrative Aides to the board. Brooke Lawrence-Richards, who has a military background and is from the Cedar Valley, and Taylor Hagen, who has worked in the hotel industry. They will be both assisting with the daily operations of various programs in the department. They are both excited to be here.

V. Presentation from WIC Director, Amanda Kirchoff

*Summary of Presentation: WIC - FFY2022 and FFY23 starts October 2022*

- High-Risk Nutrition Education
  - Participants with High-Risk must have one individual education contact by a licensed dietitian and have a nutrition care plan. High-Risk is defined as: 1) have an identified/diagnosed nutrition issue and/or 2) have been assessed as having the potential for developing nutrition issue and required additional assessment, intervention, monitoring, and evaluation by a licensed dietitian
- Outreach Projects: Promote the WIC program to new participants and close the gap between enrollment and participation
  - Due to COVID-19, they have been limited on their efforts but have continued to distribute program materials to childcare centers, obstetric offices, pediatric offices, local hospitals, churches, and community partners
  - They are planning to attend summer/fall in person activities such as the People's Clinic Annual Tent Event to distribute program materials and enroll new participants.
  - Additionally, they have invited a community partner to present virtually at their staff meetings to improve their staff's knowledge of programs available in our service area and provide opportunity to review each other's action plans and exchange referrals
- Breastfeeding Project
  - Heart Button Reinvention Roadmap: Life Changers
    - Present breastfeeding as the norm
    - Provide certificate of achievement for breastfeeding milestones reached
    - Many of their planned in person efforts were not put into place due to COVID-19
- Nutrition Project
  - Heart Button Reinvention Roadmaps: Living Legacy
    - Making healthy food and beverage choices starts at home. Their goal is to prevent obesity and encourage healthy choices
    - They work with families to model good choices, provide water bottles, provide information on how to make water fun and encourage fruits and vegetables with high water content
- Breastfeeding Peer Counselor Program FFY2022 Goals:
  - Educate staff on health equity
  - Staff attend interagency meetings and exchange program updates and referrals.
  - Create breastfeeding journey plans and provide anticipatory guidance/trouble shooting tips about reported reasons participants wean early and potential barriers to breastfeeding
- Black Hawk County WIC Data
  - Locations and Hours of Operation
  - The Ever-Breastfed rate
    - Operation Threshold- 6 county total: 73%
    - Waterloo Operation Threshold: 72%
    - Cedar Falls: 73%
    - Allen Women's Health: 74%
    - Kimball Ridge: 79%
    - State Average: 71%
  - Total amount spent on WIC foods in calendar year 2021 in Black Hawk County- \$2,491,244.51 – Forecasting to be significantly higher in 2022 due to increased cash value benefits for fresh fruits and vegetables
  - Participation data by Women, Infants and Children form 2019-2022

- Future Planning:
  - Legislation is reviewing the 2020-2025 Dietary Guidelines for Americans which include recommendations for women who are pregnant or lactating, infants, toddlers, and children
  - COVID-19 brought unexpected challenges and potentially new ways to reach and serve participants more effectively
  - Potential Changes: Increased length of postpartum benefits for breastfeeding and non-breastfeeding women, more food package options, more food variety, and online shopping opportunities

Discussion: Rev. Dr. Robinson requested more information on the cash value of the fruits and vegetables. Ms. Kirchhoff stated that the amount each person receives for fresh fruit and vegetables has increased from legislation that was passed and expires on 9/30/22. WIC hopes to get this extended indefinitely as the previous amounts were low compared to current prices of fresh produce.

Dr. Roise asked if there were any services impacted by COVID-19. Ms. Kirchhoff stated yes, there were, but they were able to do virtual appointments to accommodate. Now WIC is back to all in-person services with staff being masked. Some services can still be done virtually, but there are a few that require in-person meetings. The hope is for WIC to become more modernized and making progress that way.

Dr. Roise inquired if participation rates are on track. Ms. Kirchhoff stated it is not uncommon for participation rates to be higher than the benchmark. Ms. Kirchhoff added that they are reducing their service area and moving two counties out of this jurisdiction, so this service area now will be servicing Black Hawk, Bremer, Buchanan, and Grundy counties. This provides an opportunity to increase the service levels for these four counties.

## VI. Health Department & COVID-19 Update

*Summary of Health Department Update presented by Deputy Director, Kaitlin Emrich*

- Continuing recruiting efforts to fill open positions, status update
  - Environmental Health Officer- Offer in progress
  - Child Care Nurse Consultant – Offer in progress
  - Healthy Homes Coordinator – Reviewing applications
  - 1st Five Community Program Coordinator – Job posting closes July 31st
  - Public Health Nurse – Job posting closes July 31st
  - Health Educator – Converting this position to a Community Program Coordinator
  - There has been an applicant pool increase for non-nursing positions which will increase the ability to fill these positions with qualified, competent staff.
- Quality Improvement - IDPH is scheduled to be here in August and will focus on two tools not previously covered in trainings. The QIC (Quality Improvement Council) is now working from the FY23 plan which was updated at the end of FY22. The main priorities are to provide training for quality improvement, build facilitation skills among QIC members, and continue to work toward a culture of quality improvement
- Workforce Development - Meeting regularly with the University of Iowa College of Public Health team (UI Team) as part of the academic health department partnership, focusing primarily on workforce development. The UI team is assisting with workforce assessment, with the first assessment to be launched in late August or early September and the second assessment to be launched in January. The first assessment will be a culture assessment, with the second being a more traditional competency-based

workforce development assessment

- Operations within program areas have been busy, primarily due to focusing efforts on maintaining operations through staff vacancies, but also due to a continuous amount of work to be done. Health department staff are extremely dedicated and continue to work hard to maintain operations and ensure customer service to community members and community partners
- Audio and Visual Equipment Installation RFP – BHCHD (Black Hawk County Health Department) released the RFP for Audio and Visual Equipment and Installation, to be paid for with COVID-19 technology grant funds on July 15. The Health Department held the pre-bid meeting and facility walk-through on July 25. This has been a big undertaking to research, write, and issue the RFP. The department thanks the IT team and Maintenance Department for assistance with moving this forward. A big thank you to Toki Selby, Public Health Information Analyst, as well for taking on most of the work
- Departmental Space - The Health Department and the Black Hawk County Maintenance Department have been in close communication regarding the status of the replacement of the air conditioning unit which serves the west wing of the 5th floor, including the public health clinic. As of July 26, the delivery of the unit is delayed, and the department is awaiting an updated delivery date. The temperature is being managed with temporary window AC units and fans, but it is not an ideal situation and the department is looking forward to the replacement of the permanent unit
- ARPA Update - The Black Hawk County Board of Supervisors are working with Baker Tilly (consulting) regarding the use of ARPA funds. Until a determination is made regarding the balance of funds remaining, requests for use of funds are in a holding pattern

Discussion: Mr. Treinen explained the consultation process for Baker Tilly with ARPA funding and the difficulties in providing the burden of proof for some of the capital items requested from various departments.

*Summary of COVID-19 Update presented by Mr. Pikora*

- Black Hawk County has recently been determined to be at the medium risk community case level per CDC guidelines
  - Less than 200 new cases per 100,000 over last 7 days AND more than 10 new COVID-19 admissions per 100,000 over last 7 days AND/OR more than 10% 7-day average of staffed inpatient beds occupied by COVID-19 patients
  - May fluctuate between low medium and high over the next few weeks
- Black Hawk County COVID-19 case numbers
  - 35,002 positive individuals
  - 197 cases per 100,000 over last 7 days
  - 494 deaths
  - 10.3 new COVID-19 admissions per 100,000 over last 7 days
  - 1.7% 7-day average of staffed inpatient beds occupied by COVID-19 patients
- As of 7/25/22
  - 72.3% of Black Hawk County residents age 12+ have received at least one dose of COVID-19 vaccine, 68.2% series complete, 39% up to date
  - 50+: 90.8% 1 dose, 81.9% series complete, 62.2% 1st booster, 23.6% up to date
  - 5-11: 28.9% 1 dose; 25.1% series complete, 1.7% up to date
  - <5: 2.2% received first dose. Of those vaccinated 73.5% are 24 months or older, 26.5% 6-23 months

- Trends
  - Rate of cases on an increasing trend throughout the month
  - Omicron still the dominant variant in the US, BA.5 is the dominant subvariant (77.9%) and BA.4 also present (12.8%). BA.2.12.1 has continued to decrease (8.6%)
  - In our HHS region is similar BA.5 (72.7%), BA.4 (16.85%) and BA.2.12.1 (9.9%)
  - Children 18 and under accounted for 18% of cases to date in July, up from 11% in June. 0–10-year old's make up most cases among children
  - No data available yet for 6 months – 4 years old vaccination rates. The vaccine for these age groups were approved earlier this month. Will provide update at next meeting
  - Among adults, young adults 19-24 and 25-29 saw the largest proportion of cases 13% and 11% respectively, with proportions among other adult age groups being even
- Updates
  - 7/14/22 the EUA for the Novavax Vaccine was issued by the FDA, and the vaccine was approved by the ACIP and CDC on 7/19/22. Vaccines will start to be available in the community over the next few weeks

Discussion: Rev. Dr. Robinson asked what age groups to have been identified as the cause of the increase in case levels. Mr. Pikora stated the age groups that have had an increase in positive cases are: 0-10, 19-24 and 25-29 (10% or above).

Rev. Dr. Robinson inquired if at home rapid testing results are being tracked. Mr. Pikora answered by stating that there is no way to track at home rapid testing results since we are only receiving records if the person voluntarily submits their test results.

Dr. Roise asked about the guidance available for the Novavax vaccine. Mr. Pikora said that there is a lack of guidance on the primary series and there are not any booster recommendations at this time.

VII. Communications Update was provided by Gabbi DeWitt.

*Summary of Update:*

- Bus wraps advertising are up and running on two different routes: Route 7- Cedar Falls and Route 5 (Crossroads/West 11<sup>th</sup> St.) which are changeable six times per year on the back end and twelve times per year on the driver's side
  - Picture was displayed of the bus wrap which featured COVID-19 vaccinations for 6 months – 4 Years in age and back to school physicals. Permanent language: "Public Health is Where You Are" in several different languages
- Other advertising continues with electronic billboard messaging and SoulTown magazine ads
- Summer Event update- staff have been busy promoting "Public Health is Where You Are" which was the National Public Health week theme and the department has adopted the theme for the summer
  - 7 events completed this summer- 10 to go
  - Since the last update the department has attended the North End Art and Music Festival and the Fiesta Celebration
  - Visiting 11 Farmers Markets in 6 communities
- Staff now have most of their branded uniform items that were ordered through the ARPA funds. The department has received great feedback from staff and from the

community as they've seen staff out and about in them. The online store will reopen August 1 for new staff and for current staff to purchase items on their own

VIII. Request for Proposal- Electronic Health Records System\* - For Vote

*Toki Selby presented an overview of the cost and needs of the system to the board.*

- In 2019, the Board of Health (BOH) approved a three-year contract with CureMD to provide electronic health records (EHR) and revenue cycle management (RCM) services. The services provided by CureMD have been satisfactory, but the current contract expires at the end of October. Per County policies and procedures, Board of Health approval is being requested to seek proposals, per the attached draft RFP, to provide services to the department for an EHR system with optional/add-on RCM services
- Currently, the annual cost of the system is approximately \$20,500. It is anticipated that the costs will remain under \$25,000 annually
- Contingent upon BOH approval of this agenda item, proposals for this project are to be received by 12:00 p.m. on August 22, 2022, with the bid tabulation, department's vendor recommendation, and proposed contract to be presented for Board of Health approval on August 31, 2022

Discussion: No discussion.

Action: Dr. Cornish moved and Dr. Roise seconded to authorize the request for proposal for an electronic health records system with optional revenue cycle management services. Motion carried.

IX. Financials – *Bridgett Wood*

A. Disbursements\* – For Vote

Discussion: Ms. Wood reviewed the disbursements with the board.

Action: Dr. Cornish moved and Dr. Roise seconded to approve to pay the bills as presented. Motion carried.

B. Ms. Wood presented the Financial Report as of July 22, 2022, to the board.

Discussion: No discussion.

X. Consent Agenda: Grants and Contracts\* - *Kaitlin Emrich, Deputy Director* – For Vote

*The following items will be acted upon by vote on a single MOTION, without separate discussion, unless someone from the board or the public requests that a specific item be considered separately.*

- A. Contract (Amendment 7E) 5881MH03E Community Based Programs of Maternal Health and Child Adolescent Health (including Early ACCESS, HCCI, Hawki, Outreach, I-Smile™@School), IDPH
- B. Memorandum of Understanding (Amendment 2) – MOU-2022- TB03 – Tuberculosis Direct Observed Therapy, IDPH
- C. Memorandum of Understanding (Amendment 3) – MOU-2022- TB03 – Tuberculosis Direct Observed Therapy, IDPH
- D. Contract (Amendment 3E) 5881MHI02E – 1st Five Healthy Mental Development Initiative: Implementation Phase, IDPH
- E. Contract (Renewal) 5883LP01- FY23 – Childhood Lead Poisoning Prevention Program, IDPH
- F. Contract (Renewal) 5883CRC10- FY23- Iowa Get Screened: Colorectal Cancer Program, IDPH
- G. Contract (Renewal) 5883I405 – FY23 Immunization Services, IDPH

- H. Cooperative Agreement (Renewal) 22ESDWQBTGROT – 002-7, Septic Pumper, Iowa Department of Natural Resources
- I. Service Area 6 Emergency Preparedness Coalition (Renewal) FY23 Partner Acknowledgement and Intent to Comply, IDPH
- J. Service Site Agreement (New) – August 8, 2022 – July 7, 2023 – Service Site, FoodCorps, Inc.
- K. Sub-Contract (New) – CADE (Center for Acute Disease Epidemiology) COVID Confinement Funds, North Iowa Juvenile Detention
- L. Memorandum of Understanding (New) – Closed Point of Distribution (POD), Tyson Fresh Meats Inc.
- M. Memorandum of Understanding (New) – Closed Point of Distribution (POD), Martin Health Center, Inc.

Discussion: Mr. Pilkington requested that item M be considered separately. Mr. Pilkington questioned if Martin Center, Inc. was referring to the pharmacy and if other pharmacies were included in this request to participate in a Point of Distribution (POD). Mr. Pikora stated that the Martin Center, Inc. was referring to the long-term care facility that is under the Western Home Communities umbrella. No pharmacies were contacted to participate in a POD. The board members requested from the department a clarification on the process of establishing PODs and which organizations have been contacted and which ones have responded to establishing agreements.

Mr. Pikora added that each long-term care facility in an emergency can obtain their medications even if they do not have a POD agreement. The agreements are there to ensure that the long-term care facilities and public health are on the same page and the process is established to be better prepared in case of an emergency event. Mr. Pikora added that conversations with the local hospitals have begun about establishing POD agreements with them as well.

Ms. Emrich added that the IDPH Immunization grant contract requires these partnerships to be established and that the board will be given more information on the scope and purpose of these agreements.

Dr. Roise asked if group homes were included in the POD agreements and if there is a minimum size/population requirement. Mr. Pikora said that they were not, and that there is not a minimum size requirement. The facilities that are sought out, however, would need to have a healthcare worker on site, and they are seeking out facilities that would have a greater benefit from having the PODs onsite.

Action: Dr. Cornish moved and Dr. Roise seconded to approve items A-L as presented on the grants and contracts memo and agenda. Motion carried.

Action: Dr. Roise moved and Dr. Cornish seconded to approve item M. as presented on the grants and contracts memo after discussion that the reason for separating this item was for clarification that was provided by the department. Motion carried.

- XI. For Information Only - Board of Supervisors Update – Linda Laylin was not in attendance.
- XII. Set Public Hearing for Technology RFP, August 31, 2022, at 7:35am – For Vote

Discussion: The board clarified that this meeting would be during the regular board of health meeting.

Action: Dr. Cornish moved and Dr. Roise seconded to approve to set the Public Hearing for the Technology RFP, for Wednesday, August 31, 2022, at 7:35am located at 1407 Independence Ave., Waterloo, IA. Motion carried.


*Mr. Pilkington left the meeting at 8:35am.  
Mr. Botchway left the meeting at 8:40am.*

XIII. Next Regular Board of Health Meeting: Wednesday, August 31, 2022, at 7:30am, 1407 Independence Ave. Waterloo, IA.

XIV. Adjournment – For Vote

Action: Dr. Roise moved, and Dr. Cornish seconded to adjourn the meeting at 8:42 a.m. Motion carried.

Respectfully Submitted,

  
Megan Olmstead, Secretary

  
Rev. Dr. Mary Robinson, Chair