

Grundy County Board of Health

Friday, June 17th, 2022

Called to Order: 12:07pm

The Grundy County Board of Health (LBOH) met on Friday, June 17th, 2022, at 12:00pm in the Conference Room at the Grundy County Annex Building in Grundy Center, IA. Per the Iowa Public Information Board: Electronic Meetings for a Governmental Body, minutes must include a statement explaining why an in-person meeting was impossible or impractical. Currently, LBOH meetings are offered in-person or via zoom for members and the public. This is due to the pandemic and wishing to support social distancing and safe protocols/mitigation efforts. Future meetings will only be held in said circumstances where such a meeting in person is impossible or impractical. Zoom/conference call attendance will still continue to be available to board members and to the public. Appointed board members present in person: Lexie Hach, MA, Chairperson; Crystal Petersen, RDN, LD, Vice-Chairperson; Nick Rains, PA-C, ATC. Also present in person: Carie Sparks, Grundy County Sanitarian; Katie Thornton-Lang, Grundy County Public Health (GCPH) Program Coordinator; Michelle VanDeest, GCPH Office Coordinator. Appointed board members present via zoom/conference call: Julie Johnson, PsyD, LMHC. Also present via zoom/conference call: Heather Bombei, Iowa Department of Public Health (IDPH) Regional Consultant.

Special meeting of the LBOH was called to order by Hach to discuss current GCPH structure.

Discussion/Approval of Grundy County Public Health Structure:

The board will briefly recap and discuss structure opportunities for improvement for everyone:
Hach updated board on current discussion topics.

Discussion/vote on Program Coordinator, Katie Thornton-Lang, title change to Administrator:
Having an administrative title would be helpful. Bombei states that of the 17 counties she works with, Grundy County is the only county that does not have a director/administrator. Thornton-Lang would report to LBOH and LBOH would conduct future evaluations of Thornton-Lang; VanDeest would report to Thornton-Lang and Thornton-Lang would conduct future evaluations of VanDeest. Discussion of Administrator being tasked with administrative updates, with LBOH available to provide guidance as needed. Once items are updated, they will be sent to Grundy County Attorney, Erika Allen, for approval, and notice that they will be approved at LBOH meetings over the next year. When all items are in final form, they will be shared with County Auditor and County Board of Supervisors (BOS) for transparency. Hach motions to move Thornton-Lang's title change from Program Coordinator to Administrator effectively immediately as reflected above; seconded by Rains; carried.

Both the Administrator and Office Coordinator job descriptions need to be updated: Thornton-Lang will have these completed by the September LBOH meeting to share with board for review and approval. Hach motions to update both as reflected; seconded by Rains; carried.

Discuss time card process and provide recommendations: Discussed timecard process with board members. No action needed, as GCPH will keep process the same with future concerns to be brought to Thornton-Lang, Administrator.

Discuss messaging to the public and other county officials/employees when GCPH staff are not in the office due to work in the community: Recommended to GCPH to change sign on doors and on email out of office reply from "We are closed" to "We are out doing important public health work." This has been completed by GCPH personnel.

Discuss education/presentation to Grundy County Board of Supervisors (BOS)/other county officials sometime over the next year to educate on GCPH services during an open meeting: GCPH, Sparks and LBOH will offer this to BOS and other county employees/community members during an open meeting within the next year. There is currently a presentation for former interns that can be updated with sanitarian information. Sparks states that given a previous department head meeting discussion, this would be a good idea and she will participate. Important to note that phone messages go to email, so personnel can help community members, as needed. Due to DHS/IDPH merger, other state Local Public Health Agencies (LPHA) are all moving more towards resource and referral, which is what GCPH is currently doing. Bombei states that this transition in other LPHA's is happening much to how we have been operating since 2018 with less direct service, more resource and referral, education, prevention, etc. Hach motions for educational opportunity provided as reflected sometime during the 2023 fiscal year; seconded by Petersen; carried.

Discuss agreement for Environmental Health, Carie Sparks, to either attend LBOH meetings in person, virtually, or provide report to Administrator. If there was an agreement in place with the previous LBOH, the current LBOH is not aware. Would like to make this a formal written agreement, can adopt from Jasper County example or other similar counties: Sparks states that as a smaller county, there may not be much to report at each meeting, and it may be more beneficial to do a written report emailed to the Administrator, and then will share with board, which she can make as simple or as detailed as board preferred. Sparks states that in previous years, November was bookmarked for an annual in-person report. Bombei states that Jasper County has a 28E agreement, since their environmental health department is an entirely different department. The agreement was done to create a method of knowing what expectations would be of both departments. Bombei states that it would be a good idea to have a concise version of this type of agreement to state what all the Grundy County Sanitarian does. Sparks states that she has a statement of what is done and that can be adapted that into a written policy of how environmental health works in Grundy County; she recommends it would need to include who is the overall employer of this position. Sparks and Thornton-Lang will check with Erika on adding LBOH to this process in the future and clarifying all 3 roles and

how to move forward with BOS is first step (along with eval process below). GCPH and Sparks will update progress at July meeting.

Discussion on updates needed to GCPH Organization Chart: Once the sanitarian position information is clarified, the administrator can work on these updates. Hach states that this discussion will table until then; all board members agree.

Discussion of Evaluation Process/Procedure:

For July of 2022: LBOH will use the evaluation form on file for GCPH (template was emailed to LBOH Chair, Hach). Each LBOH member will be sent this form to fill out and will return to Chair, Hach, and/or Vice-Chair, Petersen. Hach and Petersen, will combine feedback and meet with Thornton-Lang and VanDeest, separately for evaluations during the month of July. No communication via email among LBOH is allowed for this process. Hach motions for July 2022 evaluation procedure as reflected; seconded by Rains; carried.

Environmental Health: Discussion with Sparks regarding how sanitarian evaluation process has been conducted in the past given the uniqueness of her position (1/3 County Sanitarian, 1/3 Drivers License Personnel, and 1/3 Zoning Administrator). Bombei shared how this is done in other counties. LBOH could provide yearly evaluations during the month of hire and give feedback only related to County Sanitarian position. The county website outlines responsibilities and duties of the County Sanitarian position, which may request job description updates. Sparks states that she has not had an evaluation conducted since around 2012/2013. Bombei states that in other counties, when environmental health is Local Public Health Agency (LPHA), then the LBOH does not do conduct one. Board requests that GCPH/Sparks check with Allen on this work out with BOS.

Update Evaluation Process: For July, 2023, the suggested evaluation process for GCPH staff members will be as follows: GCPH Administrator will conduct the GCPH Office Coordinator evaluation annually during the month that the Office Coordinator was hired (VanDeest, July). LBOH will conduct the GCPH Administrator evaluation annually during the month that the Administrator was hired (Thornton-Lang, July). Bombei has sent several examples of evaluations that other Local Public Health Agencies (LPHA) use that we can review, adopt, and use for July, 2023, and moving forward. Administrator will update evaluation policy and send to Allen for review and final approval by the LBOH. The updated policy will reflect similar process for completing in month of hire with Chair/Vice Chair for secession planning. LBOH will work on tool for future use throughout the 2023 fiscal year. Hach motions as reflected; seconded by Johnson; carried.

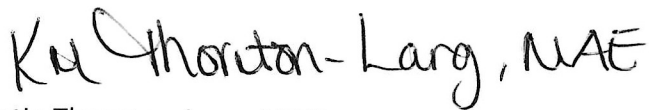
Recorded Meeting available via zoom for future viewing on Google Drive:

- Video link:
https://drive.google.com/file/d/1psp_7ffbtIFDDa4akt62V4kcUfScLSQE/view?usp=sharing
- Audio link:
https://drive.google.com/file/d/1wCu5_1eyWbMym3giZrf_5kCgl6CROXj4/view?usp=sharing
- File link:
<https://drive.google.com/drive/folders/1Ef9O10fmU6vbxC8s4etD4kfsOij9oVi1?usp=sharing>

Meeting adjourned at 1:13pm; motion by Hach, second by Petersen; carried.

Next Scheduled Meeting Date: Monday, July 11th, 2022, 7:00am, Grundy County Annex Building Conference Room/Zoom/Phone Conference

Respectfully submitted,



Katie Thornton-Lang, MAE
Grundy County Public Health Administrator

Lexie Hach, MA
Chairperson

