



## Scott County Health Department

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### SCOTT COUNTY BOARD OF HEALTH

September 21, 2023

#### MEETING MINUTES

12:00 p.m.

Meeting Held at: Scott County Administrative Center  
600 West 4<sup>th</sup> Street – 6<sup>th</sup> Floor Room 605  
Davenport, Iowa 52801

Dr. Hanson, Chair of the Scott County Board of Health, called the meeting to order at 12:05 p.m.

Members Present: Dr. Hanson, Dr. O'Donnell, Dr. Franzman, Mr. Robinson, Dr. Schermer

Staff Present: Amy Thoreson, Brooke Barnes, Briana Boswell, Lashon Moore, Nicholette Parmelee, Tiffany Peterson, Mariah Bryner, Anna Copp, Carole Ferch, Ellen Gackle, Christina McDonough, Staci Nielsen, Sherrie Petersen, Brenda Schwarz

Dr. Hanson called for a motion to accept the agenda. Dr. O'Donnell moved to accept the agenda. Motion seconded by Mr. Robinson. Motion carried unanimously.

Dr. Hanson called for a motion to accept the minutes. Dr. O'Donnell moved to approve the minutes of the July 20, 2023 Board Meeting. Motion seconded by Dr. Franzman. Motion carried unanimously.

The following reports were reviewed and discussed by the Board:

#### A. Director's Report

Amy Thoreson recognized the following employees for their years of service with the department.

- |  |          |                            |
|--|----------|----------------------------|
| • Staci Nielsen, Public Health Nurse             | 2 years  | August 23 <sup>rd</sup>    |
| • Heather VanHoosier, Office Assistant           | 2 years  | September 13 <sup>th</sup> |
| • Tara Marriott, Environmental Health Specialist | 10 years | September 17 <sup>th</sup> |
| • Jessica Redden, Child Care Nurse Consultant    | 11 years | August 27 <sup>th</sup>    |
| • Brooke Barnes, Deputy Director                 | 15 years | August 29 <sup>th</sup>    |
| • Jack Hoskins, Environmental Health Specialist  | 23 years | August 7 <sup>th</sup>     |

Mrs. Thoreson shared new employee, Sherrie Petersen, has been hired as an Environmental Health Specialist. Mrs. Petersen joined the department on August 7<sup>th</sup>.

Mrs. Thoreson shared new employee, Alison Struck, has been hired as a Dental Direct Services Consultant. Mrs. Struck joined the department on September 1<sup>st</sup>.

Mrs. Thoreson shared new employee, Alicia Coppedge, has been hired as a Public Health Nurse. Ms. Coppedge joined the department on September 20<sup>th</sup>.

Mrs. Thoreson shared the departure of Jordan Pape, Public Health Nurse effective August 18<sup>th</sup>.

Mrs. Thoreson explained the U.S. Food and Drug Administration (FDA) approved a new commercialized COVID-19 booster. The government procurement and distribution of the COVID-19 vaccine has been phased out and existing stock is no longer authorized for use and must be discarded.

The Scott County Health Department (SCHD) has been approved as a Bridge Access Program provider. The Bridge Access Program provides COVID-19 vaccines at no cost for uninsured and underinsured adults. The SCHD will be able to provide the vaccination to those who qualify for the Vaccine for Children (VFC) program or the Bridge Access Program only. The public is encouraged to utilize the [www.vaccines.gov](http://www.vaccines.gov) to locate a provider.

The federal government has made an investment into United States manufacturing of COVID-19 test kits to increase domestic production capabilities. The federal government is again allowing households to order free test kits beginning September 25<sup>th</sup> at [www.COVIDTests.gov](http://www.COVIDTests.gov).

Mrs. Thoreson reported the internal workgroup formed by Scott County Administration, regarding transitioning MEDIC EMS to a department of Scott County, continues to meet and work through a large list of tasks. Dr. Vermeer has expressed his willingness to enter into an agreement to serve as the medical director of MEDIC of Scott County. The operational start date is set for January 1, 2024.

Mrs. Thoreson shared that staff met with the Humane Society of Scott County (HSSC) to discuss the notification the department received that HSSC has entered into negotiations regarding their contract for animal control and animal housing services with the City of Davenport. Erika Gunn, HSSC Executive Director, assured staff they have no plans to alter the current contract they have with the Scott County Board of Health (SCBOH).

B. Dr. Hanson moved to the Public Health Activity Report for the month of July and August 2023.

C. Dr. Hanson moved to the Budget Report for the month of July and August 2023.

Following discussion, Dr. O'Donnell moved to approve the claims. Motion seconded by Mr. Robinson. Motion carried unanimously.

D. Dr. Hanson moved to the Board of Health Orientation – Overview of FY'24 Workplans for Department Infrastructure Teams

Brooke Barnes shared that strong public health infrastructure is achieved through public health performance improvement work using formal activities to strengthen the department and programs.

Mrs. Barnes provided an overview of the FY'24 Workplans for the SCHD infrastructure teams.

The Health Equity Committee ensures SCHD's policies, programs, services, materials, and processes address the social, cultural, and linguistic differences of the populations served. In FY'23, the committee was able to conduct a department-wide health equity assessment, identify a new employee health equity training, and update the SCHD's website to include a webpage on health equity. In FY'24, the committee will offer health equity training opportunities for staff, build staff skills and capacity for outreach and community engagement, and implement an additional "health equity in action" project based on ideas submitted by SCHD staff.

The Health Promotion Team efforts are coordinated, branded, and tailored to population groups using evidence-based content and community-based input. In FY'23, the team implemented a health promotion strategy for National Infant Immunization Week, provided the continuous promotion of public health topics on the SCHD website and social media platforms, and analyzed and purchased promotional item needs. In FY'24, the team will complete the department annual report, identify and implement a health promotion strategy, and monitor and meet the department's promotional item needs.

The Legislative Committee provides a framework and guide for engaging in the legislative process. In FY'23 the committee provided legislative training for all SCHD staff, joined the Iowa Public Health Association (IPHA) and the Iowa Environmental Health Associations (IEHA) advocacy committees, finalized five BOH position statements, and engaged legislators through an introductory packet, candidate forum, and in-person meetings. In FY'24, the committee will engage with other public health entities regarding policy work, build relationships with elected officials, and support the work related to the Health in All Policies (HiAP) strategy.

The Quality Improvement (QI) Council is advancing a culture of quality through leadership, teamwork and collaboration, employee empowerment, continuous process improvement, customer focus, and QI infrastructure. In FY'23, the council completed a department QI project, updated the customer satisfaction plan, and trained new QI Council members on facilitation methods and QI tools. In FY'24, the council will support all service areas in completing a customer satisfaction survey, gather feedback to identify opportunities to promote a culture of quality through projects, and use the SCHD program performance measures to identify potential QI projects.

The Workforce Development Committee is working to identify gaps in knowledge, skills, and abilities through the assessment of both organizational and individual needs and addressing those gaps through targeted training and development opportunities. In FY'23, the Committee implemented a department-wide survey on public health skills and training needs and began developing a new employee orientation plan. In FY'24, the committee will review and finalize the new employee orientation procedure, offer training for all staff regarding the areas of focus identified in the FY'23 staff workforce development survey, and update and expand the workforce development plan to include additional Public Health Accreditation Board (PHAB) requirements.

The Workplace Culture Committee provides the framework and a guide for the department's efforts to create and sustain a supportive work environment that fosters each employee's ability to contribute to the achievement of personal goals as well as the department's mission, goals, and

objectives. In FY'23, discussions of needs related to the workplace culture plan were had and the committee reviewed and selected the National Association of City and County Officials (NACCHO) Joy in Work Toolkit to guide their efforts. The committee hosted a full day, offsite workplace culture event that was facilitated by a professional development coach and the committee. In FY'24, the committee will continue to work on the development of a workplace culture plan and implement activities related to the Joy in Work toolkit.

Mrs. Barnes explained the department uses data to drive programming decisions and improvements as part of its Performance Management process. In FY'23, the department trained new staff in submitting data for program performance measures, reviewed the process for submitting data in measures to ensure accuracy, and identified the need for work in a few programs. In FY'24, the department will review and finalize SCHD's Performance Management Plan, update performance measures during the County budget process, and report on performance measures to all staff to improve familiarity and use for decision making.

Dr. Hanson called for a motion to accept the reports. Mr. Robinson moved to approve the reports. Motion seconded by Dr. O'Donnell. Motion carried unanimously.

Dr. Hanson moved to Public Comment.

There were no comments.

Dr. Hanson moved to Unfinished Business.

There were no items for Unfinished Business.

Dr. Hanson moved to New Business.

Brooke Barnes shared the Fiscal Year 2023 – 4<sup>th</sup> Quarter Performance Measures/Budgeting for Outcomes (BFOs). Mrs. Barnes highlighted the following:

- In the lead program, staff encountered two instances where environmental inspections were refused; staff worked with the state regarding how to handle these situations.
- In the maternal health and child health programs, in mid-June, the Iowa Department of Health and Human Services (HHS) transitioned data systems. With the transition, the department temporarily lost their reporting capability, but the department anticipates this capability to return in FY'24.
- Staff are working with Human Resources and Risk Management to make quality improvements in the employee health program to ensure needed services are provided and data is recorded accurately.
- In the tanning and tattoo programs, all inspections were completed for FY'23, however, the inspections were not completed by the objective date. A new process has been implemented to track and document the inspections.

Following discussion, Dr. O'Donnell moved to approve and authorize the signature of the grant items listed below. Motion seconded by Dr. Schermer. Motion carried.

- I-Smile™ Silver: application, contract, and subsequent amendments
- Integrated HIV and Viral Hepatitis Testing and Referral (CTR): application, contract, and subsequent amendments

Following discussion, Dr. Franzman moved to approve and authorize the signature of the agreements listed below. Motion seconded by Dr. Schermer. Motion carried.

- PrEP Care Coordination with UIHC/IHHS
- Orthopedic Services with ORA Orthopedics
- Influenza Vaccine Support and Education with St. Ambrose University
- Scott County Kids Flexible Funding

Following discussion, Dr. O'Donnell moved to approve and authorize the Staff Education Requests. Motion seconded by Mr. Robinson. Motion carried unanimously.

Mrs. Thoreson explained to stay in alignment with the SCHD Improvement Plan and the PHAB reaccreditation process, the department is reviewing and updating the 2020-2022 Strategic Plan. Staff participated in a work session to review the three strategic goals:

- 1) Implement health equity framework.
- 2) Apply community-focused strategies to department's programs and initiatives.
- 3) Build community infrastructure to advance identified community health priorities.

Staff identified activities that have been accomplished in the workplan and felt comfortable that the existing goal areas will continue to move the department forward.

Mrs. Thoreson asked the Board to review the Strategic Plan and provide any feedback they may have. The updated proposed plan will be brought back to the Board, perhaps in November.

The next meeting will be held on October 19, 2023, at the Scott County Emergency Operations Center. There being no further business before the Board, the meeting was adjourned at 1:27 p.m.

Respectfully submitted,

Brenda Schwarz  
Recording Secretary