

DALLAS COUNTY BOARD OF HEALTH

801 Court, Adel, Iowa 50003

Dallas County Health Department: (515) 993-3750

DATE OF MEETING: JANUARY 15, 2019

TIME OF MEETING: 7:00pm

PLACE OF MEETING: 25747 N Avenue, Adel, IA 50003; HSC- Community Room

ITEM 1: The Dallas County Board of Health met in regular session on Tuesday January 15th, 2019. Chairman Kim Chapman call the meeting to order at 7:06pm. Present were board members Kim Chapman, Monty Button, and Ashley Sunderman; Dr. Josh Kindt was absent. Present from staff were Suzanne Hegarty, Ted Trewin, and Abigail Chihak. Guests present included Deb Anderson, HomeCare Services; and Chuck Sinnard, Dallas County Attorney.

ITEM 2: Button moved to approve the agenda. Sunderman seconded the motion. **All ayes, motion carried.**

ITEM 3: Button moved to approve the consent agenda. Sunderman seconded the motion. **All ayes, motion carried.**

ITEM 4: No items were presented in open forum.

ITEM 5: Sunderman nominated Chapman as Chair for 2019. Button seconded. **All ayes, motion carried.**

Sunderman nominated Button for Vice-chair for 2019. Chapman seconded. **All ayes, motion carried.**

ITEM 6: Sunderman moved to approve the minutes of the December 18, 2018; January 8, 2019; and January 9, 2019 meetings as presented. Button seconded. **All ayes, motion carried.**

ITEM 7: Discussion on Chapter 34: Health Regulations. Chapman requested Sinnard draft an ordinance based on the Iowa DNR regulation. Trewin explained that there is not currently a DNR regulation written for septic installers. There was discussion whether a regulation or ordinance should be put into place. Currently it is a regulation. Chapman clarified that an ordinance could be created at any time and not in the five-year window as previously thought and that he wants to update the regulation but not over-regulate residents. Button expressed concern with the education requirements in the drafted regulation stating the credential will mean less if it is required for all inspectors. Button also stated that he was in agreement with the continuing education requirements. Trewin explained that the credential provides more regulation of quality, and oversight of the continuing education and credentialing requirements. Trewin further explained the process for Dallas County: An engineer does a soil analysis and recommend a septic system, the engineer turns the recommendation over to DCHD for approval, DCHD approves or denies the report, the homeowner gives an approved report to the septic installer who then follows the engineer recommendations and manufacturer guidelines to install the system.

Sinnard expressed concern about liability for the health department. Button voiced that installers should also be required to hold liability insurance.

The board agreed that a regulation would be appropriate as opposed to an ordinance, to avoid liability by not being the licensing agency, and that installers and inspectors should be required to carry insurance and workers comp. The board will continue working on updating the regulation. Trewin and Hegarty will edit the current draft to reflect the boards concerns. **No action taken.**

ITEM 8: Chapman would like HR to review the updated policy for *Recruitment, Selection and Hiring of Personnel* that was presented before the board. Chapman and Button recommended tabling the policy & procedure updates to next meeting so that Dr. Kindt can participate in their review. **No action taken.**

ITEM 9: Department Structure Update:

- Hegarty presented the job description for the Health Department Director position containing the edit from HR. Button moved to approve the job description. Seconded by Sunderman. **All ayes, motion carried.** Sunderman moved to post the position per county procedures. Button seconded. **All ayes, motion carried.**
- Hegarty presented the report from Condrey and Associates including titles and proposed grades for staff. Condrey gave no rationale for changes suggested. Hegarty expressed concern for the Public Health Program Assistant position indicating that grade and title were not changed despite the fact that the position will now report directly to the Health Department Director and supervise staff and programming, both reasons given by HR for changes in other position's title and grade such as the Community Health Administrator position. Hegarty would like to send the job description to Condrey for analysis, as opposed to the Position Analysis Questionnaire previously sent. Chapman suggested Hegarty submit the request to HR with a rationale for the request. Button moved to accept Condrey and Associates pay grade suggestions for Health Department staff with the exception of the Community Health Administrator and the Public Health Program Assistant. Sunderman seconded the motion. **All ayes, motion carried.** Discussion of the Community Health Administrator and Public Health Program Assistant positions will be tabled to the next meeting.
- Chapman proposed DCHD adopt the county Pay Plan Policy in order to provide consistency with other county employees and to take away possible conflict in setting arbitrary wages. The BOH has historically followed this plan with the exception of nursing positions which proved difficult to fill at the county pay rate. Sinnard stated that the BOH has the authority to give pay increases unless they delegate that authority to the BOS. Sunderman moved to approve the Dallas County Pay Plan policy with the understanding that it is guidance to follow but authority to hire, terminate and set salaries will still reside with the Board of Health. Button seconded. **All ayes, motion carried.**
- Chapman updated the BOH on the FY20 Budget. He reported that the BOS are calling a few departments back to finish yet, but that the Health Department will remain in the Public Health Fund through FY20 as there is sufficient funding available. The Health Department will likely move to the General Fund in FY21. Chapman stated he would

discuss the budgeting concern surrounding the recycling program at the next BOS meeting.

ITEM 10: Other Business:

- Hegarty questioned BOH members about how they preferred to be contacted. She stated she could request a county email so that constituents can have direct contact. Button stated he would prefer his phone number published rather than an email. Sunderman requested a county email.
- Hegarty requested to move BOH meetings to the BOS conference room so that the temperature and noise concerns with the current space would be alleviated. Planning and Zoning currently occupy the conference room on the third Tuesday so the schedule would have to be altered. A change to the fourth Tuesday of the month in the BOS conference room was proposed. Pending availability discussions with Dr. Kindt the February meeting will then be held on the 26th.

ITEM 11: Button moved to adjourn. Sunderman seconded. **All ayes, motion carried.** Chapman adjourned the meeting at 9:13pm. The next regular meeting of the BOH is tentatively scheduled for February 26, 2019 at 7pm in the BOS conference room.

Respectfully submitted,

Abigail Chihak
Community Health Coordinator
Dallas County Health Department