

DALLAS COUNTY BOARD OF HEALTH

801 Court, Adel, Iowa 50003

Dallas County Health Department: (515) 993-3750

DATE OF MEETING: September 24, 2019

TIME OF MEETING: 7:00pm

PLACE OF MEETING: 902 Court St., Adel, IA 50003; Board of Supervisors Conference Room

ITEM 1: Kim Chapman called the Dallas County Board of Health to order at 7:00pm on September 24, 2019. Members present included Samantha Uhlenhake, Ashley Sunderman, Monty Button, and Kim Chapman. Suzanne Hegarty, Ted Trewin, and Abigail Chihak were present from staff. Guests included Jen Stout-EveryStep, Chuck Sinnard-Dallas County Attorney, Melissa Stark-BSN Student, and Darrell Bennett- Septic Contractor.

ITEM 2: Button moved to approve the agenda. The motion was seconded by Sunderman. No discussion. **All ayes, motion carried.**

ITEM 3: No business was brought forth in open forum.

ITEM 4: Sunderman moved to approve the consent agenda. The motion was seconded by Button. No discussion. **All ayes, motion carried.**

ITEM 5: Sunderman moved to approve the minutes of the August 27, 2019 meeting. The motion was seconded by Uhlenhake. No discussion. **All ayes, motion carried.**

ITEM 8: Trewin explained his budget amendment for the environmental health program to account for unspent money carried forward from FY19. Button moved to approve the FY2020 budget amendment for the environmental health program (Department 10). The motion was seconded by Sunderman. **All ayes, motion carried.**

Hegarty explained the three lines to be amended in the public health budget to account for the inclusion of family insurance for one staff member and transfer of funds for a supply purchase to a different line than originally budgeted for. Uhlenhake moved to approve the FY2020 budget amendment for the public health program (Department 42). The motion was seconded by Sunderman. **All ayes, motion carried.**

ITEM 9: Hegarty presented a new Change Fund Policy to replace the Petty Cash Fund policy as it better reflected that the account was to be used to make change for clients choosing to pay cash. Uhlenhake moved to approve the Change Fund Policy. The motion was seconded by Sunderman. **All ayes, motion carried.**

ITEM 7: Hegarty stated that she requested this item be placed on the agenda for the next several months so that Chapter 31 Dallas County Health Regulation could be workshopped. Chapman clarified that no action could be taken in a workshop. Hegarty stated that she anticipates that this regulation will need quite a bit of updating and a workshop will allow time for contractors to come and provide feedback without having multiple public hearings. No action was taken.

Chapman led the group in introductions to fill the time before the public hearing was to begin.

ITEM 8: Kim Chapman opened the public hearing on Chapter 34 Dallas County Health Regulations at 7:17pm. He explained that the Board has had the first reading with a proposed amendment, which was presented at this time. Hegarty stated that at the last meeting there was a discussion about homeowners being able to install their own systems, however, Chapter 34 only defines and provides requirements for system design contractors and engineers and the process of exempting homeowners would fit better in Chapter 31 discussions. She further explained that the liability and worker's compensation insurance requirements were split, as requested by the board, to add clarity. Additionally, the CIWOTS requirement was updated to include those that continue to hold the national credential despite it not being offered anymore. Button moved to close the public hearing on the Chapter 34 Dallas County

Health Regulations. The motion was seconded by Uhlenhake. No discussion. **All ayes, motion carried.** Button moved to approve the second reading of the proposed amendments of the Chapter 34 Dallas County Health Regulations and set time and date for the public hearing and third reading of the Chapter 34 Dallas County Health Regulations for October 22, 2019 at 7:15pm in the Board of Supervisors conference room. Uhlenhake seconded the motion. **All ayes, motion carried.**

ITEM 10: No other business was brought before the board.

ITEM 11: Uhlenhake moved to adjourn the meeting. Button seconded the motion. **All ayes, motion carried.** Chapman adjourned the meeting at 7:56pm. The next regular meeting of the Dallas County Board of Health will be October 22, 2019 in the Board of Supervisors conference room (902 Court, Adel).

Respectfully submitted,
Abigail Chihak MPH, MSW
Community Health Administrator
Dallas County Health Department