

JASPER COUNTY

HEALTH DEPT

116 W 4TH ST SOUTH, NEWTON, IA 50208

Agenda: Jasper County Board of Health

Jasper County Board of Health meeting details

- **Date:** Thursday, March 11, 2021, 11 AM
- **Location:** Jasper County EOC, 1030 W 2nd St S, Newton, Iowa 50208
- In person must wear mask and socially distance
or join Zoom <https://jasper.zoom.us/j/97157736051>
or join via zoom by via phone by calling (312)626-6799 & enter ID 97157736051# .
- **Participation:** Must remain on mute until recognized/via phone dial *9 (star 9), this will notify staff that you have "raised your hand" for public comment) or questions may be submitted via email to bprior@jasperia.org before 4:00PM the day before the meeting

Call to order: Roll call of Jasper County Board of Health members

Approval of minutes: January 14, 2021 (Action)

Other Agency Reports:

- Environmental Health: Kevin Luetters
- Dental current needs and challenges- Dr. Jeff Millet, dentist

Agenda Items:

- COVID-19 Crisis Response Supplemental Funding- Immunization (Action)
- Jasper County Health Department policy updates (Action)

Agency Reports:

- Administrator reports: COVID-19 status
- Home Care reimbursement: FY21, Jan and Feb-
- Public Health updates

Public input:

This is the time of the meeting that a citizen may address the Board on matters that are included in the agenda or a matter that is not on the regular agenda. After being recognized by the Chair, each person may be given three (3) minutes to speak as time allows. Comments and/or questions must be related to the polices or services and shall not include derogatory statements or comments about any individual. Except in cases of legal emergency, the Board cannot take formal action at the meeting, but may ask the staff to research the matter or have the matter placed on a subsequent agenda.

Next meeting:

Date: Thursday, May 13, 2021 at 11 AM

Location: Jasper County EOC

- American Lung Association – Kylie Mitchell

Adjourn: (Action)

JASPER COUNTY

HEALTH DEPT.

116 W 4TH ST SOUTH, NEWTON, IA 50208

Minutes: Jasper County Board of Health

Jasper County Board of Health meeting details

- **Date:** Thursday, January 14, 2021, 11 AM
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Call to order: Roll call of Jasper County Board of Health members

Approval of minutes: November 13, 2020: Approved

Motion made: Mike Balmer

Second by: John Van RysWyk

All in Favor: YES, none opposed

Motion carried

Outside Agency Reports:

- Environmental Health: Kevin Luetters
- MCAH Report
- I-Smile Report only

Agenda Items:

- 1.) Election of the Chair for the Board of Health: **Approved**
Mike Balmer nominates Margot Voshell for Chair.

Motion made: Mike Balmer

Second by: Dr. Andrew Cope

All in favor: YES, none opposed

Motion carried: Margot Voshell BOH Chair

- 2.) Budget approval for FY20-21, FY 21-22 **Approved**

Motion made: Mike Balmer

Second by: Donna Akins

All in favor: YES, none opposed

Motion carried

Department reports:

- Administrator report: COVID-19 status
- Home Care reimbursement: FY21, Q2= \$5542.50
- Public Health: immunization daycare and school audits

Public input:

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Next meeting:

Date: Thursday, March 11, 2021 at 11 AM

Location: Jasper County EOC

Adjourn: **Approved**

Motion made: John Van RysWyk

Second By: Mike Balmer

All in favor: YES, none oppose

Motion Carried

Board of Health Chair Signature: _____

Date: 03/11/2021



FIND

FULFILLING
IOWA'S NEED FOR
DENTISTS



What is the Fulfilling Iowa's Need for Dentists (FIND) project?

The FIND Project is committed to connecting dentists and underserved communities with the resources needed to combat Iowa's dental workforce shortage and ensure dental care is close to home for every Iowan.

FIND collaborates with communities and dentists on the recruitment and establishment of private practice dental offices located in underserved areas in Iowa.

Dental Loan Repayment

Through Delta Dental of Iowa, dentists can receive education loan repayment over a five-year commitment period to help address the oral health care needs of underserved Iowans.

Dentists who receive loan repayment in this program must practice in dental shortage areas and allocate at least 35 percent of patient visits to vulnerable populations, with a minimum of 15 percent of those visits to Medicaid-enrolled patients.

Practice Opportunities / Dental Workforce

The Office of Iowa Practice Opportunities (OIPO) at The University of Iowa College of Dentistry and Dental Clinics helps new dental graduates connect with active and potential practice opportunities in Iowa. The OIPO also provides demographics of dentists practicing in the state.

Through the American Dental Association Practice Transitions (ADAPT) Program, the Iowa Dental Association also assists the dental workforce to make the process of entering or leaving a dental practice more successful. This includes matching a dentist who is looking for a new practice with one who is trying to add an associate or partner or sell a practice.

Community Resources

Dentists can take advantage of community outreach efforts with Iowa Area Development Group (IADG) and their sponsoring utilities that have connections with local leaders to start things off right. Confidential, professional, and effective discussions can bring projects together and include assistance with local funding for FIND program match. Additionally, IADG and their partners have access to low interest loans for establishing dental practices.

The Iowa Department of Public Health's (IDPH) I-Smile™ Program is a statewide initiative to connect Iowans with dental, medical, and community resources. Local I-Smile™ Coordinators work with dentists to help establish dental homes for underserved children and their families, and partner with community leaders in dental recruitment efforts. IDPH also coordinates I-Smile™ Silver, a pilot project to improve dental care for adults.

Partner Contact Information

Dental Education Loan Repayment Program

Sara Schlievert

Delta Dental of Iowa

515-261-5660

sschlievert@deltadentalia.com

Practice Opportunities and Dental Demographics in Iowa

Lisa Piper

The University of Iowa College of Dentistry and Dental Clinics

319-335-7151

lisa-piper@uiowa.edu

Dental Workforce in Iowa

Kara Bylund

Iowa Dental Association

515-331-2298

kara@iowadental.org

Community Resources

Bruce Hansen

Iowa Area Development Group

800-888-4743

bhansen@iadg.com

Brittany Morales

Iowa Area Development Group

800-888-4743

bmorales@iadg.com

Dental Health Professional Shortage Data / I-Smile™ & I-Smile™ Silver Programs

Bob Russell

Iowa Department of Public Health

866-528-4020

Bob.russell@idph.iowa.gov

Tracy Rodgers

Iowa Department of Public Health

866-528-4020

tracy.rodgers@idph.iowa.gov

IowaFINDProject.com



College of Dentistry
and Dental Clinics
Office of Student Affairs



09/2020

CONTRACT #: 5885BT450	AMENDMENT #: 9
CONTRACTOR: Jasper County Board of Health	PROJECT TITLE: Emergency Response Multi-Year Program

This contract is amended to add another response initiative, COVID-19 Crisis Response Immunization, as follows:

Amendment Amount: \$109,056

Match Required: No

Specific Initiative: COVID-19 Crisis Response Supplemental Funding-Immunization

Initiative Project Period: January 18, 2021-March 31, 2022

The Contractor has reviewed and agrees to the General Conditions effective July 1, 2019 as posted on the Department's website under *Funding Opportunities*: <https://idph.iowa.gov> or as available by contacting John Hallman at telephone (515) 281-4054.

Article V - Statement of Contract Purpose:

Build a system in each Iowa County that allows the local agency to respond to COVID-19 by providing COVID-19 Vaccination efforts.

Article VI – Description of Works and Services:

This funding is intended for local health departments to carry out vaccine efforts. Funding must be used to implement activities outlined in the list of allowable activities to support the implementation of the COVID-19 vaccine program. This requires expanding the existing immunization infrastructure, engaging in additional partnerships, and implementing and evaluating new strategies to reach affected populations (such as those who may be vaccine hesitant, those who are in racial and ethnic or other minority groups) (See Appendix 1 – Allowable Activities).

10% of the total funding received under this award must be allocated for high-risk and underserved populations, including racial and ethnic minority populations and rural communities.

The funds provided through this supplemental award supports vaccine clinics. There are large populations that will be difficult to reach and who will rely on public health clinics as well as satellite, temporary, or off-site settings for vaccine services.

Overall, this supplemental funding will be used to support and strengthen critical immunization planning and implementation requirements and activities to ensure effective and efficient COVID-19 vaccination in phases 1 (a, b, and c), 2, and 3.

All unallowable costs cited in CDC-RFA-TP18-1802 remain in effect, unless specifically amended in the COVID-19 Crisis Response Cooperative Agreement, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements Cost Principles, and Audit Requirements for HHS Awards.

Article VII – Performance Measure:

The Department anticipates the following performance measures to be included in a successful applicant's contract.

Performance Criteria: The Contractor will complete semi-annual progress reports documenting that 10% of the total funding received under this award must be allocated to high-risk and underserved populations, including racial and ethnic minority populations and rural communities. Contractor will include reporting related to activities that are focused on the specific needs of underserved populations and describe how the jurisdiction will use community leaders, stakeholders, and data to identify and address access and acceptance in these communities.

Withholding: The Department will withhold ten (10) percent of the total amount claimed from each monthly reimbursement claim for the six-month period preceding the due date of each progress report.

As determined by the Department, if the Contractor demonstrates achievement of the 10% high risk/underserved requirement in the Progress Report, the Department will release the total ten (10) percent of funds withheld (from the previous six months of claims). If the Contractor fails to demonstrate achievement in the Progress Report or fails to submit the report by due date, the Department will retain the entire 10% withheld from the prior six months of claims and this amount will not be released back to the contractor.

Article VIII – Reports:

The Contractor shall complete and submit the following reports in the grant site located in IowaGrants.

Report Title	Form Frequency/Type	Date Due
Subcontracts- draft, unsigned	Type: Subcontract Documents	Submit for Department approval prior to obtaining signatures
FFATA Report	Type: FFATA Report	February 28, 2021

Semi Annual Progress Report	Type: Semi Annual	Every 6 months as scheduled by Department
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The Contractor shall complete and submit the following reports:

- Monthly expense reports
- Other reports as requested by Department

Article IX – Budget 7 (Vaccine Response)

Direct Cost Category	Budget
Salary/Fringe	\$65,434
Subcontract	\$10,906
Equipment	\$10,906
Other	\$21,810
Total	\$109,056

Article X – Payments:

1. Instate maximum allowable amounts for food are \$12.00/breakfast, \$15.00/lunch and \$29.00/dinner.

The CONTRACT AMOUNT on the face sheet is changed to: **\$134,217**

All other conditions and terms of the contract remain in effect. The contractor specifies no additional changes have been made to the Special Conditions or General Conditions. The parties hereto have executed this contract amendment on the day and year last specified below.

For and on behalf of the Department:

For and on behalf of the Contractor:

By: _____
Ken Sharp, Division Director
Acute Disease Prevention, Emergency Response and
Environmental Health

By: _____
Insert Date (required if not a digital signature): _____

JASPER COUNTY

HEALTH DEPT.

Employee Handbook

MISSION STATEMENT: Protecting and improving the health of Jasper County

Board of Health – March 11, 2021

Disclaimer: The Jasper County Health Department is governed by the Jasper County Board of Health. The Jasper County Health Department employees will follow the policies found in the Jasper County Employee Handbook, but will replace any verbiage about the Board of Supervisors with the Board of Health or Administrator when stated in a policy. The below employee handbook/policies will supersede all previous editions.

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ADMINISTRATOR'S ROLE: The Board of Health has delegated authority to the Administrator for signatory and responsibility for the agency administration and operations. The Public Health Coordinator will serve as the backup for emergencies. In the absence of the Administrator, the Board of Health Chair will serve as the backup for personnel or audit issues.

CELLULAR DEVICES: The County recognizes that it may be necessary, on occasion, for employees to make and receive personal phone calls on his/her personal phone. However, the frequency and duration of such phone calls should be rare and infrequent. Use of the employee's personal cell phone for personal use must be done on the employee's non-work time, except in emergencies. The Jasper County Health Department administrator and public health coordinator require the use of personal phones for public health emergencies. The administrator and public health coordinator will be reimbursed \$35 monthly.

DRUG AND ALCOHOL-FREE WORKPLACE: Any illegal drug or alcohol use in or on Health Department vehicles, or during paid time is strictly prohibited. The objective is to ensure a safe, healthy, and work-efficient environment for the County's employees and the public at large. This includes ridding the County workplace of illegal and potentially dangerous drugs, as well as persons who may have an adverse response on the County's employees. The County will utilize every reasonable measure to maintain a drug and alcohol-free work environment. Jasper County Health Department has a zero-tolerance for illegal drug use anytime or alcohol use during working hours.

ELECTRONIC DEVICES: Electronic devices are used to access files and information needed for their position. Jasper County Health Department will work with the IT department with any issues on equipment including adding applications or new devices or systems.

GOVERNING BODY: The Board of Health is the governing body for the Jasper County Health Department. The Board of Health follows Chapters 77, 80, and 137 to replace the previous. Major decisions such as budgets, new programs, and the appointment of an Administrator are determined by the Board of Health in a public meeting held on the second Thursday in January, March, May, July, September, and November. The Board of Health's decisions are final and cannot be overturned by any other county governing body. The Board of Health retains its right as the governing body including all personnel issues.

HEALTH DEPARTMENT CLOSURE: The Administrator will decide if the Health Department office will need to be closed or work at an alternative site. In the event of a closure, the Administrator will notify staff.

JOB DESCRIPTIONS & DEPARTMENT POSITIONS: Before employment begins employees will be required to complete a criminal background check including children and dependent adult abuse check. All positions in the Health Department are assigned a job description explaining position requirements. An annual employee evaluation is provided by the Administrator or designee. The Administrator's evaluation will be complete by all the Board of Health members. For positions requiring a license or certification, the employee is responsible for tracking continuing education to stay current. Any required training will be paid for by the Health Department.

MILEAGE AND COUNTY VEHICLES: The County vehicle will be utilized if available. County-owned vehicles driven by County employees are authorized for County business only. Employees required to use employee's vehicles for County business will be reimbursed mileage at the federal government rate, which is published every year on <http://www.irs.gov>

OFFICE HOURS: The regular office hours are Monday through Friday 8:00 AM until 4:00 PM. The office is closed on Saturday, Sunday, and approved Holidays. Due to the nature of public health, employee hours may need to be flexed or altered, if needed, with the Administrator's approval.

OVERTIME: All employees shall be eligible for overtime unless specifically excluded under the executive, administrative, or professional exemption provisions of the Fair Labor Standards Act. The list of the positions, which are exempt, is on file in the Human Resource Director's office. All overtime must have prior approval by the Administrator. Overtime shall be rare and infrequent and hours should be adjusted if at all possible

PAYROLL: Both hourly and salaried employees of Jasper County are paid every other Wednesday according to the schedule compiled by the Auditor's Office. All payroll information must be in the Auditor's Office by noon on Friday before the payday, or alternative deadline established by the Auditor's office. Distribution of paychecks shall be made through the employee's Department Head.

QUALITY: Jasper County Health Department will monitor and evaluate through an ongoing quality improvement. The Administrator will be responsible for the overall strategic plan, annual budgets, annual evaluation, reports, annual employee evaluations, quality improvement activities, reoccurring grants, and ensuring audits. On annual evaluations, each employee's job performance will be reviewed by the supervisor. At least yearly, a report will be given to the Board of Health or on an as-needed basis.

RECORD RETENTION: Proper storage, retention, and means of destruction for several types of records in accordance with federal and state laws and regulations. Proper storage and destruction of records serve to safeguard assets, maintain client and employee confidentiality, ensure efficient access to stored materials and provide for appropriate destruction of sensitive and outdated records

SOCIAL MEDIA: Jasper County Health Department has a social media presence to provide accurate information from and about the County to the public and to respond to questions related to such information. Jasper County social media sites are a limited public forum. Jasper County's website Jasperia.org is the County's primary Internet presence. Communications made through a social media site will in no way constitute a legal or official notice or comment by or to any official or employee of Jasper County for any purpose. Comments posted by the public on Jasper County's social media site express the opinions of the commentators or posters. Such comments do not necessarily reflect the opinions or policies of the County, and the publication of such comments does not imply endorsement or agreement by the County. County staff will monitor accounts as time allows. The Jasper County Health Department reserves the right to remove any content posted on its social media site.

SUPERVISION OF STAFF: All health department staff will be supervised according to the organization chart. All departments will be supervised by the Administrator. See organization chart.

TOBACCO/NICOTINE-FREE WORKPLACE: Any smoking, use of tobacco products, and electronic smoking devices in or on Health Department vehicles, or during paid time is strictly prohibited. All employees, visitors, vendors, volunteers, or any person coming on the grounds of the County property must comply with this policy.

WORKING REMOTE: If the Administrator determines necessary, employees may have the option to work remotely. Remote work will be the standard for public health on-call, nights, holidays, and weekends.

Any employee who violates the policies will be subject to disciplinary action.

Addendums:

1. HIPAA/Confidentiality
2. Organizational Chart
3. Record Retention