

**OFFICIAL**  
**JACKSON COUNTY BOARD OF HEALTH PROCEEDINGS**  
**(APPROVED)**

SPECIAL MEETING: 6-23-21 – 7:15 PM

**St Mark's Episcopal Church Hall**  
**206 W Maple St Maquoketa IA 52060**

Board Members Present: DeMoss, Bybee, Becker, Latham, Flagel

Meeting called to order at 7:15 pm by Flagel

Upon motion approved the Board of Health (BOH) Special Meeting agenda (unanimous)

Upon motion approved final day of current Administrator as July 13<sup>th</sup> and agreed to payout accrued benefits for vacation, comp, etc. bi-weekly until they run out instead of a lump sum. (unanimous)

Upon motion approved posting and beginning the process to fill the Public Health Administrator Vacancy. (unanimous)

Upon motion moved into closed session pursuant to Iowa Code Section 21.5(1)(c). (unanimous)

Upon motion adjourned meeting at 8:36 pm (unanimous)

*Detailed Secretarial minutes are available by completing a public information request to Jackson County.*

**(Unapproved) Secretarial Minutes  
Jackson County Board of Health**

DATE AND TIME: June 23, 2021 at 7:15 PM – Special Meeting

PLACE: **St Mark’s Episcopal Church Hall - 206 W Maple St Maquoketa IA 52060**

MEMBERS PRESENT: Pamela DeMoss, Bybee, Dr. Becker, Doug Latham, Nin Flagel

OTHERS PRESENT: Kimberly Grandinetti

PUBLIC PRESENT: None

**CALL TO ORDER**

Flagel called the meeting to order at 7:15 PM

**ROLL CALL**

A quorum was established.

**APPROVAL OF AGENDA**

***Motion by Latham, second by Bybee to approve the Board of Health (BOH) Special Meeting agenda as submitted for June 23, 2021. Motion passed unanimously.***

**ITEM 1 – VACANCY**

Discussion was had regarding Grandinetti’s decision to leave. She stated that she has truly enjoyed working for the Board of Health to provide and improve upon our environmental health programs. She feels the health department programs are moving in the right direction and hopes the board and new person are able to continue moving forward. She stated the Board has been nothing but supportive and professional to work for; however, lack of support from elected leadership and the divisive work environment in the courthouse make it difficult to progress much further and she felt it was time to move on.

Grandinetti stated that the end of the 4-week notice period was Friday July 9<sup>th</sup> however if desired by the board she would stay on until July 13<sup>th</sup> to assist with the next regular meeting that is scheduled for July 13<sup>th</sup>. Board expressed an interest for that so Grandinetti agreed. Grandinetti stated she had spoken to Human Resources and there is accrued benefits such as comp time, vacation, etc. that would need to be paid out. Grandinetti stated that HR stated the board of health would need to decide if it would be lump sum or paid out bi-weekly until credits ran out. Discussion was had and Grandinetti requested to be paid bi-weekly until the credits run out most likely before mid-August depending on how much time is put in before leaving on the 13<sup>th</sup>.

***Motion by Latham, second by Bybee to approve the last day as July 13<sup>th</sup> and to payout accrued benefits on a bi-weekly schedule until the benefits expire. Motion passed unanimously.***

Discussion regarding the job posting and job description were had, and the board decided to have the posting state the application deadline was July 9<sup>th</sup> or until filled to try and get the vacancy filled as soon as possible. Grandinetti suggested that the requirement to be able to attain the REHS credential within 1 year be added to open up the pool of qualified applicants. Someone experienced with county or city environmental health regulations for several years would be better suited to this position since there is no support or transitional training as it is a one-person department. Discussion on where to post to find the best applicants took place – Grandinetti stated she would send it out to regional professional associations as well as our national association. Those would be free. She stated HR would take care of posting in the papers and online forums such as Indeed. Board requested seeing if HR would aid in the recruitment process.

***Motion by Latham, second by Becker to post the job notice and begin the recruitment process to fill the Public Health Administrator position immediately. Motion passed unanimously.***

**ITEM 2 – INTERIM PLAN FOR VACANCY / TRANSITION**

Grandinetti stated that DNR has the expectation that the county will provide essential services when it comes to private onsite wastewater and private water well programs. Essential functions need to be clarified, but she assumed site assessments, permits and inspections. Grandinetti stated that the current Grants to Counties grant ends June 30 and the next contract begins July 1. She stated that she would be stopping the water samples June 30<sup>th</sup> and submit the report before leaving. The contract only lists Grandinetti as the authorized sampler so the contract will need to be amended once the vacancy is filled. In the meantime, citizens and realtors can work with Chemright labs, at their own expense, for sampling of private wells – grant funding will not be able to be used. She stated she is trying to catch up and issue all septic and well permits that have been completely submitted before leaving and will continue doing inspections up until the time she leaves. She recommended trying to contract with retirees or other health departments as an option and stated she would try to reach out and see what she could find. Due to most neighboring counties being single person departments and us not having administrative support it could be difficult. Board asked her to start this process immediately and try to find something. Keeping up with all we have and trying to prepare things for the next person will be difficult.

**ITEM 3 – CLOSED SESSION PURSUANT TO IOWA CODE SECTION 21.5(1)(c) – DISCUSSION REGARDING TIME OF TRANSFER**

*Motion made by Becker, second by Bybee to move into close session. Motion passed unanimously.*

Session recorded pursuant to Iowa Code and will be retained for 1 year.

**ADJOURNMENT**

*Motion by Flagel, second by DeMoss to adjourn the meeting. Motion passed unanimously. The meeting ended at 8:36 pm.*