

# ALLAMAKEE COUNTY BOARD OF HEALTH

January 22, 2024

**LOCATION:** Board of Supervisors Room, Allamakee County Courthouse

**MEMBERS PRESENT:** Jeanne Stein via zoom, Board of Health Chair, Lynn O'Hara, Jan Ellingson, Dr. Thomas McMullan and Dan Byrnes, Board of Supervisor

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mandy O'Neill- BOH Secretary, Sheryl Darling-Mooney- CHC, Lisa Moose -CHC, Kathy Schwartzhoff- Helping Services, Mikayla Onken & Sasha Schoulte- Hillcrest Family Services and Gloria McMullan

The Board of Health meeting was called to order at 1:30 p.m.

**OLD BUSINESS:** Motion to approve minutes with corrections from November made by Dan Byrnes and seconded by Lynn O'Hara. All in favor. Motion carried.

## **NEW BUSINESS:**

- **2024 Board Elections**
  - Jan Ellingson nominates Jeanne Stein as Board of Health Chair; Dan Byrnes seconded. All in favor. Motion carried.
  - Dan Byrnes nominates Jan Ellingson as Board of Health Vice Chair; Lynn O'Hara seconded. All in favor. Motion carried.
  - Lynn O'Hara makes a motion to appoint Mandy O'Neill as Board of Health secretary. Dan Byrnes seconded. All in favor. Motion carried.
- **Approval for Chair to sign routine renewable grants-** Jeanne explained this to the Board and Dan Byrnes made a motion to approve for Jeanne to sign these grants; Jan Ellingson seconded. All in favor. Motion carried.
- **Identify the chain of command for designated provider-** Lisa Moose explains that in the absence of management, that Sheryl Darling-Mooney can sign for public health and Cindy Johnson for home health. Jan Ellingson makes a motion to have Sheryl Darling-Mooney for public health and Cindy Johnson for home health to be able to sign in the absence of management. Dan Byrnes seconded. All in favor. Motion carried.
- **2024 Meeting Dates & Times-** Lynn O'Hara makes a motion to set the meetings for every other month (January, March, May, July, September, and November) on Tuesdays at 1pm in the Board of Supervisors room. Jan Ellingson seconded. All in favor. Motion carried.
- **Kathy Schwartzhoff- Helping Services**

Serve 8 counties with Allamakee County's office in Postville and six satellite offices. Domestic Abuse Advocacy group offers a 24-hour resource line, safety assistance, transportation to and from offices for needed paperwork, classroom instruction is offered to younger students to demonstrate a healthy versus unhealthy relationship.

Family education and support allows family educators to go into the home for assistance with children ages birth-3. They also offer play groups for children ages birth-5. They help parents understand they are the first teacher the youth have.

The prevention services group offers assistance with substance abuse and gambling. This group's council meets on the second Thursday of each month in Waukon. They have recently created a resource guide to help families find needed services.

IPN network grant- Leah Hemesath is now in charge of this area, as Jenny Rose has switched positions. Two Your Life Iowa media campaigns are currently running- Be #1 at getting help and Savor Every Moment. Savor Every Moment is geared towards middle aged women as during COVID this age group was drinking more. Be #1 at getting help is for gambling prevention.

Curriculum based support group for grades 4 & 5 at East Elementary for youth whom are identified by the school. Currently reaching out to Postville and Lansing schools to begin this program there in the Spring.

TIPS training- (Training for Intervention Procedures) this is for anyone who serves alcohol for them to understand the ramifications of overserving.

Tobacco Use Prevention & Control Grant- still looking for use of nicotine free parks and trails. Also working with Waukon High School staff to reestablish ISTEP youth leadership group.

Cessation programs are being utilized more due to kids as young as 12-14 vaping. Dr. McMullan states that this increase is not regulated, and the market is to young kids with fun flavors and wrappers.

State Opioid Response Grant- Offers training on substance use disorders, opioid and Narcan. Youth Mentoring: The steering committee mentoring program has monthly meetings and Allamakee County has 12 mentors.

• **CHC/Public Health Updates**

**Lisa Moose-**

Annual Report- Lisa presented the department annual report covering the dates of July 1, 2022- June 30, 2023. The report highlighted different funding sources that the department bills and grants that were awarded to the department. Also highlighted were the number of visits done by nursing, home care aide and therapy. Sheryl reviewed communicable disease cases, immunization numbers and blood pressure screenings done throughout the community. Quality Assurance reports were reviewed for Quarter 4- Drug Regimen Review done on discharge and Weekly wound measurements.

Electronic Visit Verification (EVV)- Update provided on the federal requirement for states to roll out electronic visit verification in January 2024. EVV requirements are intended to reduce fraud. EVV systems verify the type of service performed, the person receiving the service, the date, location, person providing service and the time the visit begins and ends. This data is electronically verified and tracks a providers location at the start and end of each visit and sends the data to the Medicaid agency. CareBridge is the company that the state of Iowa is using for EVV. Currently our MatrixCare system is not set up to electronically communicate with CareBridge.

Regional Consultant- Update provided that the new Regional Health Consultant for our area is Roxanne Smith. She will need to do new BOH training with Dr McMullan. Currently the state has 6 regional health consultants, and this will be reduced to 4 starting in April 2024.

### **Sheryl Darling-Mooney-**

Letter for burial- Sheryl has been requested (2-3 times) by an area funeral home company to provide a letter that is- according to the funeral home required for a body to be returned to their native country for burial. Public health has no knowledge of the deceased. What the funeral home requested was a letter on agency letterhead be provided stating the deceased did not die of a communicable disease. Sheryl has stated that the agency has no knowledge of the deceased. A neighboring county has provided a similar letter when asked. Sheryl consulted with state epidemiologist Scott Seltrecht who reviewed the situation and advised the following statement: To Whom it May Concern: Allamakee Public Health has no knowledge that (name), who died on or about (date of death) died from a contagious disease. This is typed onto letterhead, signed by Sheryl Darling-Mooney RN, followed by title, etc., notarized and released to the funeral home. At the request of the BOH, Sheryl will confer with Tony Gericke, County Attorney.

Mobile Crisis Response- Sheryl included in the BOH packet a map of Iowa with Mobile Crisis Response Providers indicated for each county. Along with that map is a listing of Resources for Iowans- available to help families as they process tragedies such as the one in the school in Perry, Iowa.

### Reports-

For the timespan 01/01/2023-12/31/2023 Allamakee Public Health was notified of 80 infectious diseases reported to the state.

The Community Resource Guide for Allamakee County has been updated and is accessible on hospital website as well as social media sites and shared with community partners. It is a fluid document that can be updated by those with administrative access to the guide.

Respiratory illnesses remain to be high in the area. Illnesses being seen include upper respiratory infections, pneumonia, Influenza, RSV COVID. Prior to the holiday break one school district was seeing a consistently >10% absenteeism- which is the threshold for the school needing to report absenteeism to the state, for several days.

- **Laurie Moody- Environmental Health-**

2<sup>nd</sup> Quarter FY24 report- Septic permits-14; TOT inspections-24; Well permits-6; Water tests-61; Well Closures-3; Renovated Wells-2; Well Shockings-6; Septic Pumper Inspections-0; Plugged Cisterns-0; Radon kits-11; Animal bites-7.

FY25 Budget- Laurie reviewed her budget line items with the Board and explained there is money figured in for new computers for her and Mandy as well as a new desk for Laurie's office. There is now a simplified one-line item for well plugging, cistern plugging and well rehab. The grant does absorb a majority of Environmental Health expenses. Laurie has contacted Beau from Kious County about rust proofing the new Jeep for \$250 and undercoating for \$250 but if both are completed, then it would be \$450.

Revenue side of the budget hasn't changed.

Jan Ellingson makes a motion to approve Laurie's budget as going along with the Allamakee County Supervisors recommendation of wages; Lynn O'Hara seconded. All in Favor. Motion Carried.

Robert Koch septic variance- This is in Dorchester and neighbors Wings restaurant. The current septic systems tank is steel and is starting to corrode and cave in and whatever drainfield was there is now minimal and plugged. He has agreed to forego a septic system and replace it with a 3,000-gallon holding tank. This is a rental unit and is primarily used by his employees from his

dairy farm. The public well separation distance cannot be maintained, regardless, on this small lot. Laurie gave him the green light to go ahead and do the install when the weather was favorable as it had to be done as it was leaking. Within 43' is his private well and within 48' is the public well for Wings restaurant. Wings does monthly water samples and nothing has shown for bacteria or e coli, so with the opportunity of time, verbal permission was given to help this situation. Wings also signed an agreement that they were in favor of the system being put in within this proximity of their well. They agreed it is better to protect two wells versus having them become contaminated. Old tank pumped, crushed, and buried offsite and contaminated soils removed, and new soils brought in to avoid the potential of future problems. County BOH variance will need to be signed, but DNR waiver form was electronically signed by Laurie. Dr McMullan makes a motion to approve the variance; Jan Ellingson seconded. Dan Byrnes absent at this time; Lynn O'Hara in favor; Motion carried.

Greg Palmer Well Variance- The well collapsed and was pushing nasty water, bad smell & color, and was clogging up pressure system. Due to tree branches, powerlines and underground utilities, we're not able to maintain above ground fuel barrel distance as code requires 100' separation and we can only get 60'. Permit was issued and well has been drilled at 420' with 315' casing. New location is protected from being driven near with large farm equipment and snow removal. Jan Ellingson makes a motion to approve the well variance; Lynn O'Hara seconded. Dan Byrnes absent at this time; Dr. McMullan in favor. Motion carried.

Price changes on water samples for public water supply systems- Laurie explained a written sheet, which is in the record in the Environmental Health office and is considering that it isn't necessarily as bad as she initially thought for expense. Jan Ellingson makes a motion to table this discussion until March; Lynn O'Hara seconded. Dan Byrnes absent at this time; Dr. McMullan in favor. Motion carried.

Jeep rust proofing & warranty- Jeep has a 5yr/60,000-mile warranty and Bruce Torkelson didn't think an extended warranty is necessary. The budgeted money will cover the rustproofing job. Expense/Revenue Reports- November & December- Dan Byrnes made a motion to approve these reports as presented and Jan Ellingson seconded it. All in favor. Motion carried.

• **Board of Health Chair Comments/Correspondence-**  
• **Board of Health Budget-** Lisa Moose states that homemaking services can be removed from the budget as they no longer do them. Lynn O'Hara makes a motion to approve the budget; Dan Byrnes seconded. All in favor. Motion carried.

**Full audio minutes are available at the Environmental Health office.**

**FUTURE MEETING:** The next meeting for the Board of Health will be Tuesday, March 12, 2024, at 1pm in the Board of Supervisors Office.

**ADJOURNMENT:** Lynn O'Hara made a motion to adjourn at 3:25 p.m., Jan Ellingson seconded. All were in favor. Motion Carried.

APPROVED BY: Jeanne Stein

DATE

3-12-24

Jeanne Stein, Chairperson

MINUTES TAKEN BY: Mandy O'Neill

Mandy O'Neill

# ALLAMAKEE COUNTY BOARD OF HEALTH

March 12, 2024

**LOCATION:** Board of Supervisors Room, Allamakee County Courthouse

**MEMBERS PRESENT:** Jeanne Stein, Board of Health Chair, Lynn O'Hara, Jan Ellingson, Dr. Thomas McMullan and Dan Byrnes, Board of Supervisor

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mandy O'Neill- BOH Secretary, Sheryl Darling-Mooney- CHC, Lisa Moose -CHC, Kiane Smith, Vicki Gassman, Roxanne Smith-IDHHS and Gloria McMullan

The Board of Health meeting was called to order at 1:00 p.m.

## OLD BUSINESS:

- Motion to approve minutes with corrections from January 22<sup>nd</sup> made by Dan Byrnes and seconded by Jan Ellingson. All in favor. Motion carried.
- Tabled discussion on price changes for water samples. The cost we pay for the kit is covered by the grant. Postage has fluctuated a lot, but it isn't as substantial a change as we thought after we did some figuring, per Laurie.

## NEW BUSINESS:

- **Kiane Smith- I Smile VNA-**
  - Services Dental hygienist serves 8 counties in NE Iowa services include dental screening, fluoride varnish treatments, nutritional and tobacco counseling. They go to Headstart, WIC clinics, preschools, and elementary schools to provide services. In 2023 for Allamakee County there were 501 children seen for health screenings; 195 sealants in Postville, Waukon & New Albin; 426 varnish treatments; 119 of children seen had cavities, which is 24%, the highest in their 8 areas. Most decay is coming from Postville area with migrant children. Care coordination is done with families to get the care needed for dental care. Medicaid accepting providers are quite a distance away and Dr. McMullan asks about transporting people via bus to these providers. Kiane replied that getting several people from this area seen in the same day and time frame would be an issue. With dental offices being privately owned this makes the issue of why there are not as many providers accepting Medicaid insurance. Kiane states she would like to see local dental offices accepting these patients as there aren't any providers in Allamakee County accepting Medicaid. Dr. Annie Fencl in Decorah does accept one of the Medicaid insurance and will take on new patients 8 and under. Otherwise, the closest areas to here are Iowa City and Dubuque. Kiane recommends adding fluoride to water to help with lack of community water fluoridation. She states medical providers can do fluoride treatments as well through a program called Cavity Free Iowa and Kiane trains the

providers and nurses on oral health education. Dr. McMullan asks to have Kiane schedule in Postville and Waukon at the clinics to train them.

- Maternal Health- Expectant mothers are also seen at WIC clinics. There is a 79% decay rate in the pregnant population.
- Dental Audit Screenings- Kindergarten and 9<sup>th</sup> grade are required to have dental screenings. There is no punitive damage if this isn't done. The decay rate is 14% in this age group, which is closer to state averages. The previous year Allamakee County had a 19% decay rate, so we had a 5% decrease.
- They have a summer grant for library programs. And Kiane will be reaching out to schedule locally in the libraries.

- **Vicki Gassman- VNA Child Health Coordinator**

- Finds resources and gaps to get materials to families in need. ASQ screenings are provided for families in need of physical and social health assistance. Lead testing is completed for those who are ages 1 through first day of kindergarten. Lead has been more and more in food and toys. They encourage the lead screening be completed between 24-36 mo. or 36-48 mo. As a county, she asks us to be more proactive in requesting families to do this testing.
- Medicaid Update- April 2023 families were sent packets to see if they have relocated or any changes and if this packet wasn't returned, they were dropped off Medicaid insurance. Most families don't know this has happened until they go into clinic for a visit. So now these families are getting help to reapply. At this time, families are encouraged to also apply for dental assistance. Care coordination takes place to help families be sure they are getting all services available.
- Grants- Many grants are available to reach families more strategically through area offices. Grant writing is happening now for next fiscal year. If the board has any ideas to help with anything, let Vicki know.

- **Kathy Schwartzhoff- Helping Services**

- Written report available in Environmental Health office.

- **Roxanne Smith**- Roxanne is taking over Erin Barkema's position as Region II Program Director. She introduced herself to the Board.

- **CHC/Public Health Updates**

- **Lisa Moose-**

Electronic Visit Verification (EVV)- This is still an issue carrying over from last meeting. \$5,000 of visits finally paid up and another \$15,000 are about to move into the payment section. There is \$30,000 left to be paid. Most agencies in the country seem to be having a difficult time with EVV working correctly. Scheduling has changed to avoid errors between CareBridge and MatrixCare. A training session will be held at the end of the month. Roxanne asks Lisa if she's reached out to other regions to see if they have any answers on MatrixCare issues. Lisa has reached out to Winn Med in Decorah. Iowa Total Care had CHC under VMH's NPI# so it wasn't allowing visits to move into billing.

COVID-19 Vaccination Reimbursement- Medicare isn't reimbursing for COVID vaccinations according to their fee schedule. West Union uses their hospital's NPI# when billing vaccinations as it is reimbursed at a higher rate than it would be under the public health NPI#. There is a new

Revenue Cycle Director at VMH and CHC is hoping to get some ideas from her regarding this issue.

Staffing- Public Health is fully staffed but looking to hire PRN home care aides for summer.

- **Sheryl Darling-Mooney-**

Reports-

-2<sup>nd</sup> Quarter Infectious Disease report- 9 cases, with 7 being STD's, which are locally, statewide and nationally on the rise.

-Dr. McMullan had previously asked about COVID vaccination rates for 2023-24 at the prior meeting. Iowa fully vaccinated rate is 13.1%, with Allamakee County at 12.3%; flu vaccinations Iowa is at 33.5% Allamakee County is at 32.5%.

-The Iowa Public Health Conference is coming up in Des Moines at the end of March. Corey Snitker and Sheryl Darling-Mooney attended a preparedness training for the underserved population in Independence on March 6th.

-County Attorney Gericke has not responded to inquiries related to public health providing a letter re: contagious disease as it relates to a death in an individual whose body is being transported back to their native country. This has been discussed with Roxanne Smith and Allamakee's state epidemiologist to give direction in being able to verify this certificate.

-A vaccination clinic will be held at the Postville Community School district in May.

- **Laurie Moody- Environmental Health-** No report

- **Expense/Revenue Reports-** January & February- Dan Byrnes made a motion to approve these reports as presented and Jan Ellingson seconded it. All in favor. Motion carried.

- **Board of Health Chair Comments/Correspondence-** Update voice recorder as it quit during the last meeting and missed half of the minutes. New proposal is Sony brand for approximately \$80 with long battery life and background noise cancellation. Dan Byrnes made a motion to approve the purchase of a new recorder; Lynn O'Hara seconded. All in favor. Motion Carried.

**Full audio minutes are available at the Environmental Health office.**

**FUTURE MEETING:** The next meeting for the Board of Health will be Tuesday, May 14, 2024, at 1pm in the Board of Supervisors Office.

**ADJOURNMENT:** Lynn O'Hara made a motion to adjourn at 2:04 p.m., Dan Byrnes seconded. All in favor. Motion Carried.

**APPROVED BY:** Jeanne Stein **DATE** 5-14-24

Jeanne Stein, Chairperson

Mandy O'Neill by Laurel Moody

**MINUTES TAKEN BY:** Mandy O'Neill

*emailed to Amanda Winters 5/15/24*





# ALLAMAKEE COUNTY BOARD OF HEALTH

July 23, 2024

**LOCATION:** Board of Supervisors Room, Allamakee County Courthouse

**MEMBERS PRESENT:** Jeanne Stein, Board of Health Chair, Lynn O'Hara, Jan Ellingson, Dr. Thomas McMullan and Dan Byrnes, Board of Supervisor

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Claire Opperman- BOH Secretary, Sheryl Darling-Mooney- CHC, Laurie Moody, and Gloria McMullan

The Board of Health meeting was called to order at 1:02 p.m.

## OLD BUSINESS:

- Motion to approve minutes with corrections from May 14, 2024 made by Dr. McMullan and seconded by Dan Byrnes. All in favor. Motion carried.

## NEW BUSINESS:

- **Gina Gassman- WIC Report**
  - Unable to make meeting. Received a report for board members to look over.
  - Jeanne noticed there are no grocery stores in Postville that accept WIC. Discussion followed.
  - Jeanne will contact Gina for more information on requirements for a grocery store to be WIC approved.
- **CHC/Public Health Updates-Sheryl Darling-Mooney**
  - Census at 67, going well as trying to manage vacations, fully staffed.
  - The immunization grant is \$8,585; local public health grant is \$44,408 in which \$2,000 is used for mileage and other incidental expenses which leaves \$42,408 to go towards salaries.
  - Preparedness grant not sure how much they will receive
  - Looking to get a program called VaxCare which is a private company going to come in and purchase their private inventory and will supply them with inventory from there on out. They have a process for checking availability and taking care of billing and insurance. We get paid an administrative fee. The issue right now is that we don't give enough of the private vaccine to carry it as they do outdated. This is a common theme throughout Iowa and the United States. Looking to get set up with VaxCare at the end of August in time for clinics. Still going to have the same offerings as they do now. There is no money invested in it along with no contracts. Dan was wondering if they periodically come with a supply. Sheryl responded with they will come as needed and they will know due to barcode scanning. Sheryl also stated that several counties are using this and have contacted them to get more information and how it works for them. Dr. McMullan stated that there was a lot of loss due to having to order a large

amount at a time. This will help decrease expenses. Laurie asked, "How much will it cost to give the shot". Sheryl stated that the administrative fee for giving the shot can be \$15-\$25 depending on the vaccine given. More information to come at the next Board of Health meeting.

- Working with school districts as school will be starting again to do onsite vaccine clinics to get some kids vaccinated as it works well with everyone involved. This encompasses multiple vaccines that are required for school.
- Continuing with blood pressure clinics throughout the county as they can be busy. She also makes referrals based on their blood pressure.
- Large increase in Ukrainian refugees in Postville over the summer. We are seeing them as they have a Mantoux skin test coming back as positive. Worked with clinics to provide further care and testing.
- July 24<sup>th</sup> they will be helping stop the bleed course at the courthouse
- Working on year end reports, should be done and submitted by end of next week
- **Pay Gold Lab Test Bill**
  - Dan Byrnes made a motion to pay the Gold Lab Test bill as listed and Lynn O'Hara seconded. All in Favor. Motion Carried.
- **Laurie Moody- Environmental Health- Quarterly & End of FY Report**
  - Septic and wells have been going up due to the warmer weather.
  - Finished the year doing 283 water samples both public and private. Picked up more public samples with campgrounds and churches. DNR has gotten stricter with making sure campgrounds and churches are getting samples.
  - Just finishing swimming pool inspections as the school year is about to start
  - Only two tattoo parlors in the county which are both done for the year
  - Radon kits usually pick up around this time of the year which are reflected in the report
  - Animal bites never stop. Have gotten some from other counties in which I redirect them over there.
  - Grant to Counties program had to turn back \$15,463 that was unused. They increased the payouts for this next fiscal year of 2025. They increased plugging a well from \$500 to \$700, rehabbing a well went from \$1,000 to \$2,000, plugging a cistern went from \$300 to \$500, and shocking a well went from \$300 to \$500. Dr. McMullan asked how effective shocking a well is? Laurie replied that if the well comes back with low bacteria, then shocking will usually take care of it. If there is an old well with poor casing, then shocking may not take care of the problem. Shocking does not fix E. coli permanently. With all the rain we have had lately it is hard to tell with all the water tables.
  - Shocking does not clean the water table, only the man-made devices of the well (pipe, faucets, pressure systems, etc.)
  - The lab will only read up to >200.5 which is where we recommend not to drink that water as it is the highest read. If the well has an E. Coli issue, then we also recommend not drinking the water as it is bad for the body.
  - When drilling a new well there could be issues such as a deeper well, iron, and manganese. Those 2 things do not have the potential to harm you as E. Coli does.

- Jan asked the question if you should test water periodically. Laurie responded that you should test an older well 1 time per year and a new well 1 time every 3 years.
- Laurie states that when they reconfigured the amount given for grant to counties that they should have added money to help drilling a new well instead of so much money towards rehabbing a well.
- There is talk that we may have to do mosquito testing again like we did a couple years ago. If so, Laurie possibly would have to go put out the five-gallon pails with solution and then later send them in.
- **Expense/Revenue Reports-** June & July- Dan Byrnes made a motion to approve these reports as presented and Dr. McMullan seconded it. All in favor. Motion carried.
- **Board of Health Chair Comments/Correspondence**
- **Other Misc. Business**

Jeanne contacted clinics about dog bite packets. We just filled them in June at the clinics in Waukon.

Sealants program that can be put on by the physicians. They have decided they are not doing it at the Waukon or Postville clinics due to not having enough patients. They couldn't justify having it on the shelf and going to waste as it does not come in individual vials. Jeanne is going to contact Kiane to see how it is provided and the cost.

Board mileage gets paid 1 time a year since they only meet 6 times per year. Dan Byrnes does not receive mileage. Jan is 4 miles round trip, Jeanne is 30 miles round trip, McMullan is 35 miles round trip, and Lynn is 32 miles round trip. Pay the whole year of 2024 in December.

Need to have contract updates on every agenda. They are routine grants and contracts that do not need to be voted on and Jeanne can sign.

- **Contract Updates**

6-14-24

SA6-FY25 Intent Agreement (PHEP) & EMS System Development

(58841403) review 6/27/24 ext. to July 31<sup>st</sup>

7-11-24

LPHS FY25 Amendment #1 (Contract #: 5884C003)

LPHS subcontract FY25

- **FUTURE MEETING:** The next meeting for the Board of Health will be Tuesday, September 10, 2024 at 1pm in the Board of Supervisors Office.
- **ADJOURNMENT:** Jan Ellingson made a motion to adjourn at 1:52 p.m., Lynn O'Hara seconded. All in favor. Motion Carried.

APPROVED BY: Jeanne Stein DATE 9-10-2024  
Jeanne Stein, Chairperson

Claire Opperman  
MINUTES TAKEN BY: Claire Opperman