



Benton County Board of Health Minutes

Monday, February 12th, 2024

7:00am – 8:00am

Benton County Service Center - Conference Room

811 D Ave. Vinton, IA 52349

This meeting was called to order at 7:05 AM by Tai Burkhart.

Introductions:

- **BOH Members Present:** Tai Burkhart, Jean Ohlen, Lori Mott, Jessica Fairbanks & Karl Holmes, PA-C
- **Staff:** Barbara Greenlee, Matt Even & Grace Schmidt
- **Guests:** Becky Nowachek, Population Health Advisor for Iowa HHS & Amy Stourac, reporter for the Vinton Newspaper

Discussion on which new Board of Health members will be taking over the terms of the former Board of Health members. The following was determined:

- Tai Burkhart to take over Kaitlin Emrich's term, ending 12/31/2025
- Jessica Fairbanks to take over Lisa Staab's term, ending 12/31/2025
- Jean Ohlen to take over Wendy Michels' term, ending 12/31/2024
- Lori Mott to take over Braxton Morrison's term, ending 12/31/2024
- Karl Holmes, PA-C to take over Dr. Maggie Mangold's term, ending 12/31/2025

Motion to approve the above terms by Fairbanks, seconded by Mott, motion passed unanimously.

Discussion on which new Board of Health members will be taking on the role of Board Chair and Board Vice-Chair.

- Motion by Ohlen to nominate Tai Burkhart for Board of Health Chair, seconded by Mott. Motion to close nominations by Fairbanks, seconded by Mott. **Motion carried, all in favor of election of Tai Burkhart for Benton County Board of Health Chair.**
- Motion by Mott to nominate Jessica Fairbanks for Board of Health Vice-Chair, seconded by Ohlen. Motion to close nominations by Ohlen, seconded by Mott. **Motion carried, all in favor of election of Jessica Fairbanks for Benton County Board of Health Vice-Chair.**

Approval of Agenda:

- Motion by Ohlen, seconded by Vice-Chair Fairbanks, motion passed unanimously.

Board of Health Orientation:

- Board of Health Orientation was completed by Becky Nowachek, Population Health Advisor for Iowa HHS. She facilitated a presentation on the Iowa HHS structure, required public health services, the funding of public health, LPHS Services Contract, Iowa Code Chapter 137, Iowa Administrative Code 77, the Board of Supervisor's role in Local Boards of Health, the role of Boards of Health in Iowa, and provided additional resources & contact information.

Signatory authority for Environmental Health & Public Health Department staff:

- Discussed Signatory Authority for Environmental Health staff member Matt Even, Grants to Counties Project Director, for Contract #: 5884AW06. Per Even, Benton County Environmental Health completes approximately 100 well tests per year, with 10%-20% of those tests showing bacterial growth. **Motion to approve Matt Even as Signatory Authority for Benton County Environmental Health by Mott, seconded by Ohlen, motion passed unanimously. Resolution #24-1 signed by Chair Burkhart.**
- Discussed Signatory Authority for Public Health Director Grace Schmidt for Local Public Health Services, Grant ID#: 5884CO06. Per Nowachek, a verbal action will suffice with no written resolution needed at this time. **Motion to approve Grace Schmidt as Signatory Authority for Benton County Public Health by Holmes, seconded by Vice-Chair Fairbanks, motion passed unanimously.**

Board of Health Conflict-of-Interest statement:

- Per Schmidt, there is no current county-wide conflict-of-interest statement for members of county boards & commissions to sign. She will take point on gathering information to put together a Benton County Board of Health Conflict-of-Interest statement based off of examples provided by Nowachek. This will be available for signature at the next BOH meeting.

Next Board of Health meeting date & time:

- Next meeting, in addition to conflict-of-interest statement being brought for signature, it was discussed that Environmental Health & Public Health staff should bring along job descriptions for current employees & those of positions looking to be filled. This is to allow for new Board members to better understand duties of each department's staff.
- Optimal meeting dates and times were discussed for the remainder of the calendar year. It was established that the **Benton County Board of Health will be meeting the 2nd Thursday of each month from 7:00-8:00 AM for the remainder of 2024. Motion by Mott, seconded by Ohlen, motion passed unanimously**

Public comment:

- No public comment

Adjournment:

- Motion by Mott, seconded by Vice-Chair Fairbanks, motion passed unanimously.
Meeting adjourned at 8:25 AM.

Next Meeting:

Thursday, March 14th, 2024

7:00am – 8:00am

Benton County Service Center - Conference Room

811 D Ave. Vinton, IA 52349