



Benton County Board of Health Minutes

Thursday, April 11th, 2024

7:00am – 8:00am

Benton County Service Center - Conference Room

811 D Ave. Vinton, IA 52349

BOH Members Present: Tai Burkhart, Jean Ohlen, Lori Mott & Karl Holmes, PA-C

BOS Members Present: Richard Primmer

Staff Present: Barbara Greenlee, Matt Even & Grace Schmidt

Guests Present: Diane Anderson

Meeting called to order:

- Motion by Chair Burkhart to call meeting to order at 7:00AM, seconded by Mott.

Approval of Agenda:

- Motion by Mott, seconded by Ohlen, motion passed unanimously.

Approval of Minutes:

- March minutes should read "28E Agreement" and not "20-80 Agreement". Motion by Mott, seconded by Ohlen to approve minutes with this change, motion passed unanimously.

Guest: Diane Anderson, Regional Comm. Health Consultant: Environmental & Local Public Health Bureau

- Diane introduced herself to the Board, and reviewed her role as Regional Community Health Consultant with Iowa HHS in the Environmental & Local Public Health Bureau.

Diane will be working with Schmidt and Benton County Public Health throughout the year with the Local Public Health Services grant.

Environmental Health Report:

- Environmental Health staff shared their Summary of Activities for Q3, including well activity, well water sampling, Grants to Counties, private sewage disposal systems & animal bites.

Public Health Report:

- Schmidt provided an update on PH, including classes taught, trainings attended, leadership activities and committee/coalition work. Has achieved certification as a Child Passenger Safety Technician, and plans to gather materials for future in-person checkup events the department will host. She attended the NACCHO Preparedness Summit in Cleveland, and learned more about working with Emergency Management, infectious disease control, responding to disasters/flooding, operating PODs, partnering with LTC & other community partners. Benton County Public Health is on track for LPHS and PHEP grants, and Schmidt will be working on completing additional pre-approvals for PHEP throughout April. Lastly, this afternoon will be the Benton County Opioid Taskforce Meeting, Schmidt will determine what additional supports PH can provide.

Discussion and/or approval of departmental policies & procedures:

- Schmidt submitted for approval Emergency Intervention, Employee Dress Code and Employee Input & Feedback policies. Discussion occurred with Supervisor Primmer and Board on Dress Code policy & how to determine if an individual's tattoos, attire, etc. were appropriate – as this employee falls under Schmidt's supervision, it will be at her discretion per the submitted policy. Motion by Mott to approve, seconded by Ohlen, motion passed unanimously.

Discussion on subcontracting opportunities past & present

- Due to time constraints, this discussion was tabled for a future Board meeting.

Discussion and/or approval of posting of BCPH staff position:

- After reviewing Clinical Program Coordinator position & job posting proposed by Schmidt, discussion occurred on the ideal training/qualification for this individual. It was determined that the educational level option for a Bachelor of Science in Nursing (BSN) prepared nurse with 1 year of relevant experienced would be replaced with the following phrasing: “Registered Nurse licensed to practice in the State of Iowa with a bachelor’s degree in a health-related field and a minimum of 1 year of relevant experience; OR a Registered Nurse licensed to practice in the State of Iowa and a minimum of 2 years of relevant experience”. When it comes time to interview for this position, a Board of Health member(s) should be present, along with Schmidt & Human Resources Director with Benton County; Holmes & Mott expressed interest in being part of this process. Motion by Mott to approve with these changes, seconded by Holmes, motion passed unanimously.

Discussion on department office space/storage

- Schmidt emphasized the need for additional office space & storage due to not only the addition of another staff member, but also for space that is compliant with privacy needs, and provides adequate storage for the many items & expensive equipment in public health’s possession. Due to time constraints, the remainder of this discussion was tabled for a future Board meeting.

Public comment:

- No public comment.

Adjournment:

- Motion by Mott, seconded by Holmes, motion passed unanimously. Meeting adjourned at 8:17 AM.

Next Meeting:

Thursday, May 9th, 2024
7:00am – 8:00am
Benton County Service Center - Conference Room
811 D Ave. Vinton, IA 52349