



## **Benton County Board of Health Minutes – Special Session**

**Friday, August 22<sup>nd</sup>, 2025**

**7:00am – 8:00am**

**Benton County Service Center - Conference Room  
811 D Ave. Vinton, IA 52349**

**BOH Members Present:** Tai Burkhardt, Karl Holmes, PA-C, Lori Mott, Jean Ohlen

**BOS Members Present:**

**Staff Present:** Barbara Fetzer, Matt Even, Grace Schmidt & Monica Cox

**Guests Present:**

### **Meeting called to order:**

- Chair Burkhardt called the meeting to order at 7:00 AM.

### **Approval of Agenda:**

- Motion by Ohlen to approve the agenda, seconded by Holmes, motion passed unanimously.

### **Approval of Minutes:**

- Motion by Mott to approve the minutes, seconded by Holmes, motion passed unanimously.

### **Discuss and approve the job description for a Sanitarian/Land Use Administrator**

- Chair Burkhardt & Even have worked to merge multiple versions of collected job descriptions together to form a job description for the position of Benton County Sanitarian/Land Use Administrator. There was a focus on consistency with other departments across the state, as well as clarifying authority. It was noted that incident command training would be included in this job description due to its importance. Motion by Ohlen to approve the job description for a Sanitarian/Land Use Administrator, allowing the Benton County Board of Supervisors to make minor corrections throughout the document, and any correction to the Land Use portion without returning to the Benton County Board of Health for additional approval; motion seconded by Mott, motion passed unanimously.

**Discuss and approve the job posting for a Sanitarian/Land Use Administrator**

- Applications for the job posting will go to Hayley Rippel, Benton County Auditor, with the dates for application posting and closing as appropriate per existing county job posting guidelines. Once the application period closes, interviews for the position can be set up. Motion by Mott to approve the job posting for a Sanitarian/Land Use Administrator, allowing the Benton County Board of Supervisors to make minor corrections throughout the document, and any correction to the Land Use portion without returning to the Benton County Board of Health for additional approval; motion seconded by Holmes, motion passed unanimously.

**Public Comment**

- No public comments

**Adjournment:**

- Motion by Mott, seconded by Ohlen, motion passed unanimously. Meeting adjourned at 7:21 AM.

**Next Meeting:**

Friday, September 12<sup>th</sup>, 2025

7:00am – 8:00am

Benton County Service Center - Conference Room

811 D Ave. Vinton, IA 52349