



## **Benton County Board of Health Minutes**

**Friday, November 14<sup>th</sup>, 2025**

**7:00am – 8:00am**

**Benton County Service Center - Conference Room**

**811 D Ave. Vinton, IA 52349**

**BOH Members Present:** Tai Burkhardt, Lori Mott, Jean Ohlen

**BOS Members Present:**

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

**Guests Present:** Diana Strahan, Family and Community Health Alliance Director; Mary McFetridge, AmeriCorps Member & BCPH Student Intern

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

- Motion by Mott to call the meeting to order at 7:02 AM, seconded by Ohlen, motion passed unanimously.

### **Approval of Agenda:**

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

### **Approval of Minutes:**

- Motion by Mott to approve minutes with the correction of changing "sock chlorination" to the correct "shock chlorination", seconded by Ohlen, motion passed unanimously.

### **Environmental Health – Updates**

- Getting ready to work on department budget for FY27, waiting on direction from BOS/Auditor's office

### **Public Health – Public Health Report**

- Schmidt presented the October-November activities report for the department, touching on PHEP grant activities including stop the bleed trainings, immunization audits of K-12 schools, continuing education opportunities, stakeholder meetings, results of the 99 Counties project presentation at VGH, and a Legionella disease investigation.

#### **Public Health – Discuss and/or act on October 2025 Expense Report**

- Motion by Mott to approve the October 2025 expense report, seconded by Ohlen, motion passed unanimously.

#### **Public Health – Discuss and/or act on October 2025 Revenue Report**

- Motion by Mott to approve the October 2025 revenue report, seconded by Ohlen, motion passed unanimously.

#### **Public Health - Public Health Director Annual Review; Possible closed session based upon 21.5(1)(i) if requested by employee**

- Schmidt elected to not go into closed session. To receive feedback from all Board of Health members, a Google Form sheet that aligns with the county's current form was sent out via email to all 5 Board of Health members. It is the same information other departments base their reviews on, however it is in an accessible format so that members can submit their feedback remotely. Feedback from these forms was reviewed. Chair Burkhardt signed and dated the compiled information before the HR due date of 10/31/25, Schmidt sent in the information in to be put on file.

#### **Discuss 2026-2027 Public Health Budget**

- Schmidt discussed the 2026-2027 Benton County Public Health budget. At this time, budget worksheets have not been received from the Auditor's office, but should be coming to department heads soon. This was put on the agenda today to walk through what the budgeting process has looked like in the past. The budget worksheets allow departments to see a historical look back on line items, to see where spending has been high, low or remained the same. Health insurance numbers will come out closer to the 1<sup>st</sup> of the year, so at this time estimates are being used. There will be minimal changes anticipated to the budget from this FY to next, as revenues and expenditures have had a few budgeting cycles to iron out. Grant revenues aren't anticipated to majorly change at this time, however these are dependent on a variety of factors at the state and/or

federal level. When the budget worksheet is received, Schmidt will make notes on the line items, and bring the budget to the BOH to present and discuss next month.

**Public Comment**

- No public comments

**Adjournment:**

- Motion by Mott to adjourn, seconded by Ohlen, motion passed unanimously. Meeting adjourned at 7:49 AM.

**Next Meeting:**

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

7:00am – 8:00am

Benton County Service Center - Conference Room

811 D Ave. Vinton, IA 52349