



Benton County Board of Health Minutes

Friday, July 10th, 2026

7:00am – 8:00am

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

BOH Members Present: Tai Burkhart, Jean Ohlen, Tracy Bruns, Lori Mott, Pam Keel

BOS Members Present: Ron Tippet

Staff Present: Monica Cox, Grace Schmidt, Andrea Morris

Guests Present: N/A

Meeting called to order:

- Chair Burkhart called the meeting to order at 07:01 AM

Approval of Agenda:

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

Approval of Minutes:

- Motion by Ohlen to approve minutes, seconded by Keel, motion passed unanimously.

Environmental Health – Environmental Health Report

- Staff presented their report, summarizing recent activities and providing updates on the online permitting process and the scanning of septic permits. Even attended DNR floodplain classes. Morris attended continuing education classes, where instructors emphasized the importance of placing 811 calls before any digging. As a result, staff will require contractors to submit 811 requests prior to conducting any soil probing.

Environmental Health – Discuss and/or act on June 2026 Expense Report

- Motion by Mott to approve the June 2026 Expense Report, seconded by Bruns, motion passed unanimously.

Environmental Health – Discuss and/or act on June 2026 Revenue Report

- Motion by Bruns to approve the June 2026 Revenue Report, seconded by Mott, motion passed unanimously.

Environmental Health – Discuss/ Approve Changes to Septic Permit Fees

- Morris requested an increase to septic permit fees for both new and repair permits, as well as the implementation of a fee for new connections (such as new home connections, shop connections, etc.). She provided a detailed breakdown of staff time and activities, along with information from IHHS showing septic permit fees charged by other counties. The last septic permit fee adjustment occurred in FY2020.
- Motion by Bruns to approve the proposed changes to septic permit fees; seconded by Ohlen. Motion passed unanimously.
- Due to lower PWG funds this fiscal year, Morris asked whether the Board wished to prioritize certain services or continue offering them on a first-come basis. Burkhart stated that this topic should be formally added to the next meeting agenda, so the Board is able to discuss and take action at that time.

Public Health - Public Health Report

- Staff presented a summary of activities as well as the FY27 awarded amounts for the PHEP and the Local Public Health Services grants. Schmidt provided an update on the Combat Cancer Initiative and is currently awaiting confirmation of which libraries & pharmacies in Benton County were interested in receiving telehealth tablets through this program. Schmidt said free radon test kits might be distributed early fall but in the meantime, she has started a wait list.

Public Health - Discuss and/or act on June 2026 Expense Report

- Motion by Bruns to approve the June 2026 Expense Report, seconded by Ohlen, motion passed unanimously.

Public Health - Discuss and/or act on June 2026 Revenue Report

- Motion by Mott to approve the June 2026 Revenue Report, seconded by Bruns, motion passed unanimously.

Public Health – Discuss Community Health Needs Assessment (CHNA) Progress

- Schmidt reported that the survey has been live since July 1 and has received 119 responses, including 68 completed and 51 partial submissions, resulting in a 57% completion rate. She provided an overview of the survey findings, noting that the responses offer valuable feedback to help identify County priorities and highlight programs that may need additional promotion.
- The survey will remain open until midnight on August 1. Paper copies were distributed to key locations, including Virginia Gay Hospital, the Home Health Program, and local libraries. Ohlen suggested mailing postcards to all Benton County residents to boost participation; however, Schmidt explained that a cost analysis showed postcards would be too cost prohibitive.
- Chair Burkhardt recommended sending the survey link to city clerks and asking libraries to post the link on their Facebook pages. Schmidt noted that the Benton County Suicide Prevention Coalition has shared the survey on its Facebook page, the link has been posted on Vinton Today, and flyers have been placed around the courthouse. Ohlen asked whether the survey can differentiate responses from inside versus outside city limits. Schmidt explained that the survey collects zip codes but does not distinguish between respondents living within or outside city limits.

Public Health – Discuss and/or act on 2026 Local Public Health Collaborative Waiver Request

- Schmidt says it is a requirement that if the administrator/director cannot attend the annual collaborative meeting a waiver request must be approved and signed by the County Board of Health. Schmidt will send the PDF to chair Burkhardt requesting a digital signature

Public Comment

- No public comments

Adjournment:

- Motion by Mott to adjourn, seconded by Bruns, motion passed unanimously. Meeting adjourned at 07:56 AM

Next Meeting:

Friday, August 14th, 2026

7:00am – 8:00am

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