



Benton County Board of Health Minutes

Friday, August 14th, 2026

7:00am – 8:00am

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

BOH Members Present: Chair Burkhart, Vice-Chair Mott, Pamela Keel, Tracy Bruns, Jean Ohlen

BOS Members Present: Ron Tippet

Staff Present: Grace Schmidt, Monica Cox, Matt Even

Guests Present: Diane Anderson, Regional Community Health Consultant, Iowa HHS

Meeting called to order:

- Chair Burkhart called the meeting to order at 7:01AM

Approval of Agenda:

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

Approval of Minutes:

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

Environmental Health – Environmental Health Report

- Even shared the monthly Environmental Health Department report. Staff continued working on a variety of projects and activities during the reporting period. Staff participated in several planning and training opportunities, including the NEHA Region IV Planning Committee, Community Health Needs Assessment Stakeholder Workgroup, and Iowa HHS Systems Alignment meeting. The department also continued developing workflows for non-agricultural use permits and septic permits. Morris attended a sand filter design class, Even continued working on transferring ArcGIS layers into

geodatabase format with Micah from Schneider Geospatial, and Fey continued scanning older and newer septic system records, currently working through records beginning with the letter “J”.

- July activity included 25 private well tests, 1 well reconstruction, and 1 well permit. Staff also completed 6 time-of-transfer inspections. Septic-related activities included 12 septic permits, 16 post-construction evaluations, and 8 pre-construction evaluations. Additional activities included 2 binding agreements for future installations, 6 rabies-related investigations (3 dog bites and 3 cat scratches/bites), and 1 nuisance complaint.

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

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

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

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

Environmental Health – Discuss and/or act on approving participation in PFAS Testing and Treatment Grant for Private Wells

- Motion by Mott to approve participation in PFAS Testing and Treatment Grant for Private Wells, seconded by Bruns, motion passed unanimously.

Environmental Health – Discuss and/or act on approving the extension of part-time employment for the Environmental Health and Land Use Assistant

- Motion by Mott to approve the extension of part-time employment for the Environmental Health and Land Use Assistant, seconded by Ohlen, motion passed unanimously.

Environmental Health – Discuss and/or act on amendments to Implementation of Private Well Grants Program policy

- Motion by Mott to approve amendments to Implementation of Private Well Grants Program policy, seconded by Bruns, motion passed unanimously.

Public Health – Public Health Report

- The department began the FY27 grant year; PHEP funding totals \$19,249.41 with a \$3,272.40 match requirement, while LPHS funding totals \$62,251.00. Staff participated in a variety of meetings during the reporting period, and attended training on the Salamander system in preparation for implementing the new barcode and printing technology in the department's response trailers. Schmidt also continued meeting with District 6 partners as departments prepare for system alignment. Following the close of the 2026 Community Health Needs Assessment survey, staff are now compiling and analyzing results in preparation for the final report.
- FY27 Combat Cancer Initiative started with \$8,647.92 in funding available to BCPH. Upcoming activities include distribution of 100 in-home radon test kits, potential distribution of dermatoscopes to interested Benton County primary care providers. The Urbana Public Library was also selected to receive a telehealth tablet for community use.
- Immunization Services grant has \$10,000 allocated to BCPH for FY27, with upcoming vaccine refrigerator/freezer servicing and datalogger recalibration costs to be submitted; FY26 annual report was submitted to Iowa HHS.
- Cox completed and passed the Certified in Disease Intervention (CDI) exam and is currently precepting two Chamberlain nursing students, who will complete public health-focused education projects. Cox also presented on National Immunization Awareness Month to the Community Wellness Alliance, and coordinated a LifeServe blood drive.
- During the reporting period, Cox also completed four disease investigations for Legionella, E. coli, and Salmonella.

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

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

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

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

Public Health - Discuss Community Health Needs Assessment (CHNA) progress

- Schmidt shared an update on CHNA progress and stakeholder workgroup meetings. The 2026 CHNA survey closed at the beginning of the month, and staff are currently working through analyzing all online and written responses.

Public Health - Discuss planning for leave & staffing measures

- The department received verification from Scott Seltrecht with CADE that they'll be able to cover BCPH for disease investigations, with the caveat that should something major crop up, local public health will need to be involved in coverage.
- Schmidt and Cox have been working together on billing claims, submitting invoices, and making connections with partners to allow for warm handoffs where able.

Public Comment

- No public comments.

Adjournment:

- Motion by Mott to adjourn, seconded by Ohlen, motion passed unanimously. Meeting adjourned at 8:01 AM.

Next Meeting:

Friday, September 11th, 2026

7:00am – 8:00am

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