

Conservation Building
Pocahontas, Iowa
May 3, 2022

The Board of Health of Pocahontas County, Iowa, met in special session pursuant to adjournment. Chairman, Donna Stall called the meeting to order at 4:07 p.m. and declared a quorum. Members present: Chairman, Donna Stall; Members, Kyle Smith, Connie Schachtner, Selena Meacham, Kylie Maurer; Auditor, Kelly Jepsen; Public Health Interim-Administrator, Jill Conlin; Environmental Health Specialist, Nate Vento; and Human Resources Representative, Paul Greufe.

Motion by Kyle, seconded by Connie, to acknowledge the Board of Supervisors appointment of Selena Meacham, as a Board of Health member. Ayes all, motion carried. Selena's term will expire December 31, 2022.

Motion by Kyle, seconded by Connie, to consider Selena for the Board of Health. Ayes all, motion carried.

Motion by Kyle, seconded by Kylie, to appoint Selena to the Board of Health. Ayes all, motion carried.

Motion by Kyle, seconded by Connie, to approve the agenda as amended. Ayes all, motion carried.

Motion by Connie, seconded by Kyle, to approve the minutes, dated April 12, 2022, as presented. Ayes all, motion carried.

Nate made the following reports and requested action for the following variances:

Dutchland Dairy notified him that they had no room on their property to put in a leach field. Duitschers, whose ground is next to the Dairy, agreed to let the easement be on his land. Motion by Kyle, seconded by Selena, to authorize Dutchland Dairy's leach field be placed on Duitschers' property. Ayes all, motion carried.

Jerry Fowler stated that his septic tank was within 2 feet of his unattached garage. Since this is not next to their living area, it is not necessary for anything to be done. Motion by Kyle, seconded by Kylie, to dismiss said concerns. Ayes all, motion carried.

Ray Wolfe of Varina, would like an easement to be able to put in a tile under the alley north of his home and run it to his other property. The city of Varina has approved this easement. Motion by Kylie, seconded by Selena, to approve said easement. Ayes all, motion carried.

Chris Archer and Rod Falline, both of Varina would like easements, they have not yet gotten permission from Varina first, therefore the board has tabled discussion until next meeting.

Nate also advised that he and Jill met with Dave Lee, Humboldt County Board of Supervisor. Dave would like a more detailed account of his services that he provides, so Nate will do a day to day report for both Humboldt County and Pocahontas County.

Motion by Kylie, seconded by Kyle, to hire Amanda (Mandy) Richter, as RN/ Clinical Manager. Ayes all, motion carried. Mandy will start on May 23, 2022 at \$27.00/hr.

Jill gave an update on the grant applications. The FY23 Local Public Health Service (LPHS) Grant for \$30,644.00 was applied for within its deadline. The grant is different this year as it is population based, so it will be used for programs rather than direct services. The Immunization grant application is in process. The FY23 Elderbridge Agency on Aging grant had not been submitted by the deadline of March 15, 2022. Jill contacted Elderbridge, they allowed her to submit the application. In FY22, Public Health was awarded \$3,528.00 for health promotion, since it was not used, it will need to be given back to Elderbridge for re-allocation.

Jill requested hiring another staff nurse. There had been funding for a Public Health/Health Equity RN through COVID-19 grants, unfortunately that grant was used for advertising. After discussion, a motion was made by Kylie, seconded by Selena, to authorize the Interim-Administrator to advertise for a Registered Nurse. Ayes all, motion carried.

The Board discussed the Registered Nurses' wages, malpractice insurance, cost of CEUs, and benefits. Paul explained the wage study and the process used to determine wages. Jill will work on updating job descriptions.

Kylie inquired if a Public Health Nurse would be able to assist in drawing labs at the Unity Point Clinic until Pocahontas Community Hospital could get more lab staff hired. This would take about an hour twice a week. The Board advised Kylie to reach out directly to Jill on this matter.

Paul recommended the Board determine what power and authority they would like their Public Health Administrator to have. He inquired if the Board would be interested in any training, work sessions, or strategic planning. The Board thought that was a great idea. Also going forward, every month a Public Health employee will join the Board meeting to advise of their responsibility so the Board can learn more about the department.

The Board discussed combining Home Care Aide Agency (HCA) and Public Health. The HCA Board would have to disband. The Board discussed increasing the size of the Public Health Board from 5 to 7, adding two members from the HCA Board. The goal is to have them combined by January 1, 2023. At the next meeting, the Board will set a date for Paul and Diane Anderson to start working on the process of combining the two departments.


After discussion on Jill's compensation for taking on two departments, a motion was made by Kyle, seconded by Connie, to adjust Jill's salary to pay band 19, year 6 of the current pay scale, effective date of April 8, 2022. Ayes all, motion carried. On July 1, 2022, Jill's salary will be adjusted according to the cost of living.

On Monday, July 25, 2022, from 8:00 a.m. to 6:00 p.m., Public Health will man a First Aid station for RAGBRAI. They Hospital will provide food for staff, sunscreen, chap stick, and over-the-counter medication. Public Health will need to provide band aids, bandages, etc.

Next meeting will tentatively be Tuesday, June 14, 2022 at 3:00 p.m.

There being no further business, the Chairman declared the meeting adjourned.


Donna Stall, Chairman


Auditor Kelly Jepsen, Secretary