

POCAHONTAS COUNTY BOARD OF HEALTH  
Pocahontas Court House – Assembly Room  
Tuesday, May 13, 2025 – 8:00 am

Board Members Present: Donna Stall, Kyle Smith, Kylie Maurer, Polly Zaugg, & Connie Schachtner

Board Members Absent: Melissa Frazier

Board Members Present via Phone: Annette Devereaux

Staff Present: Jill Conlin, Administrator, Kayla Nedved, Shelly Schossow, Environmental Health

Guests Present via Phone: Heather Krusemark, Prevention Specialist

1. Call Meeting to Order
  - a. The meeting was called to order by Donna Stall, Chair at 8:03 am.
2. Approval of the Agenda
  - a. Jill Conlin would like to make a change to the agenda. Jill states that Wes Beneke will not be giving his Clinical Manager's Report this morning.
  - b. Motioned by Kyle Smith, seconded by Connie Schachtner to approve the agenda with the change. All ayes, motion carried.
3. Approval of minutes March 11, 2025
  - a. Motioned by Kylie Maurer, seconded by Polly Zaugg, to approve the minutes from March 11, 2025. All ayes, motion carried.
4. Environmental Health Report – Shelly Schossow, Calhoun County Public Health
  - a. Increase Tanning Bed Inspection Fee
    - i. Motioned by Kyle Smith, seconded by Polly Zaugg to approve increasing the Tanning Bed Inspection Fee from \$35 to \$50. All ayes, motion carried.
  - b. 28E Agreement with Calhoun County
    - i. There is a change on item #10. "Payment of services by Pocahontas to Calhoun County shall be done within 30 days of receiving the quarterly bill." Calhoun used to send monthly bills, but is now changing to quarterly billing.
      1. Motioned by Kylie Maurer, seconded by Kyle Smith to approve the 28E Agreement with Calhoun County with the change of monthly to quarterly billing. All ayes, motion carried.
    - ii. Hourly charge for Shelly Schossow is increasing to \$56.85 and Jamie Waller's will be increasing to \$51.98 as of July 1, 2025.
      1. Motioned by Connie Schachter, seconded by Kylie Maurer to increase hourly wages for Shelly Schossow & Jamie Waller. All ayes, motion carried.

5. Administrator's Report – Jill Conlin, Administrator
  - a. Review of financial information and claims
6. Old Business
  - a. Update on hiring staff
    - i. Jill Conlin states that we've been advertising for three positions; RN, LPN, and Community Health Nurse. We've advertised in the Storm Lake newspaper, Pocahontas Record Democrat, Humboldt newspaper, Storm Lake Radio and on our social media. We did not receive any applications from those. Though today, we do have a person coming in this afternoon for an interview for the LPN position.
7. New Business
  - a. Amy Stern-Domek, LPN, retirement
    - i. Amy retired on April 24<sup>th</sup>, 2025. We hope she enjoys her retirement!
  - b. Approval of Community Health Nurse Job Description
    - i. Motioned by Polly Zaugg, seconded by Kylie Maurer to approve the Community Health Nurse job description.
  - c. Approval of Procedure Visits Policy
    - i. Motioned by Kylie Maurer, seconded by Connie Schachtner to approve the Procedure Visits Policy. All ayes, motion carried.
  - d. Approval of Safe Sharp Policy
    - i. Motioned by Kyle Smith, seconded by Polly Zaugg to approve the Safe Sharp Policy. All ayes, motion carried.
  - e. Release of FY25 LPHS Grant Funds
    - i. Due to not using all of our LPHS Grant Funds, we had to return \$5,000.
8. Board Concerns/Comments
  - a. Kylie Maurer mentioned that Melissa Frazier's work hours have changed and that we may possibly have to change our BOH dates in the future.
9. Public Comments
  - a. None
10. Next Meeting, Tuesday, July 8, 2025 at 8:00am
11. Adjourn
  - a. Motioned by Connie Schachtner, seconded by Kylie Maurer, to adjourn the meeting. All ayes, motion carried. Meeting adjourned at 8:39am.