

POCAHONTAS COUNTY BOARD OF HEALTH
Pocahontas County Conservation Building
May 14, 2024 – 8:00 AM

Board Members present: Donna Stall, Kyle Smith, Kylie Maurer, Polly Zaugg, Selena Meacham, Connie Schachtner, Annette Devereaux
Staff Present: Jill Conlin, Administrator, Kayla Nedved, Wes Beneke, RN/Clinical Manager

1. Call Meeting to Order
 - a. The meeting was called to order at 8:02am by Donna Stall.
2. Approval of the Agenda
 - a. Motioned by Selena Meacham, seconded by Polly Zaugg to approve the agenda with a change made to add Discuss 28E Agreement with Calhoun County. All ayes, motion carried.
3. Approval of minutes from March 12, 2024
 - a. Motioned by Kyle Smith, seconded by Connie Schachtner to approve the minutes from March 12, 2024. All ayes, motion carried.
4. Environmental Health Specialist Report/Update – Jill Conlin
 - a. Discuss EHS job opening
 - b. Discuss 28E Agreement with Humboldt County
 - c. Discuss 28E Agreement with Calhoun County
 - i. Motioned by Kyle Smith to give Jill the authority to discuss and create a 28E agreement with Calhoun County and dissolve 28E agreement with Humboldt County. Seconded by Selena Meacham. All ayes, motion carried.
5. Administrator's Report – Public Health & Home Care
 - a. Review of financial information & claims
 - b. FY25 Wages
6. Clinical Manger's Report
 - a. QAPI (Quality Assurance & Performance Improvement)
 - b. Measles Update & Protocol
7. Old Business
 - a. Approve the Agency Policy Manual
 - i. Motion to approve the Agency Policy Manual by Kylie Maurer, seconded by Selena Meacham. All ayes, motion carried.

8. New Business

a. Approval of New Agency Policies

- i. Employee Performance Evaluation Policy
- ii. Care Plan Policy
- iii. Clinical Record Policy

1. Motioned by Kylie Maurer to approve the policies, seconded by Connie Schachtner. All ayes, motion carried.

b. BOH Signatory Authority

- i. Motioned by Selena Meacham to approve the BOH Signatory Authority, seconded by Kylie Maurer. All ayes, motion carried.

c. Exit Conference comments – Pocahontas County Audit FY23 (State Auditor)

9. Board Concerns/Comments

- a. None

10. Public Comments

- a. None

11. Next Meeting: Tuesday, July 9, 2024 @ 1:00pm

12. Adjourn

- a. Motioned by Kylie Maurer, seconded by Selena Meacham to adjourn the meeting at 8:39 am. All ayes, motion carried.