

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

PRESENT (BOH members)

Kyle Smith
Kylie Maurer
Polly Zaugg
Connie Schachtner
Annette Devereaux
Melissa Frazier

Absent (BOH members)

Donna Stall

Also Present (other attendees)

Jill Conlin, Administrator
Kayla Nedved
Wes Beneke, Clinical Manager
Diane Anderson, Iowa HHS

1. Call Meeting to Order
 - a. Kyle Smith called the meeting to order at 8:03am.
2. Approval of the Agenda
 - a. Jill Conlin would like to make a change to the agenda. Under new business, Overview of the Administrator's Performance Appraisal, this will be done in September 2025.
 - b. A motion to approve the agenda with the change by Annette Devereaux, seconded by Polly Zaugg. Motion carried unanimously.
3. Approval of minutes May 13, 2025
 - a. A motion to approve the minutes as written from May 13, 2025 by Kylie Maurer, seconded by Annette Devereaux. Motion carried unanimously.
4. Clinical Manager's Report – Wes Beneke, Clinical Manager
 - a. New Client Consent Form
 - i. A motion to approve the new Client Consent Form by Connie Schachtner, seconded by Annette Devereaux. Motion carried unanimously.
5. Administrator's Report – Jill Conlin, Administrator
 - a. Jill Conlin provided some highlights from the report.
 - b. Review of financial information and claims
 - i. May & June 2025 claims reviewed. FY25 EOY Budget reviewed.
6. Old Business
 - a. None
7. New Business
 - a. Nurse's Wage Increase
 - i. Jill Conlin provided the wage increases for the nurses as of July 1, 2025.

- b. New Nurse Hire – Hollie Nielsen
 - i. Hollie started with the department on 7/7/2025. We are excited to have her join our team.
 - c. BOH member resignation
 - i. Melissa Frazier submitted her BOH member resignation. We thank Melissa for her time on the board and wish her well.
 - d. Overview of the Administrator's Performance Appraisal
 - i. Tabled for next meeting on September 9, 2025.
- 8. Board Concerns/Comments
 - a. Annette Devereaux – Concerned about losing Meals on Wheels in Pocahontas. Will this affect a lot of people in our community?
- 9. Public Comments
 - a. None
- 10. Next Meeting, Tuesday, September 9, 2025 at 8:00am
- 11. Adjourn
 - a. A motion to adjourn the meeting at 8:30am by Kylie Maurer, seconded by Polly Zaugg. Motion carried unanimously.