

POCAHONTAS COUNTY BOARD OF HEALTH  
Pocahontas Court House – Assembly Room  
Tuesday, September 9, 2025 – 8:00 am

**PRESENT (BOH members)**

Donna Stall  
Kyle Smith  
Kylie Maurer  
Polly Zaugg  
Connie Schachtner  
Annette Devereaux

**Absent (BOH members)**

**Also Present (other attendees)**

Jill Conlin, Administrator  
Kayla Nedved  
Shelly Schossow, REHS  
Cindy Partlow  
Amber Cooke  
Hannah Park, Prevention  
Specialist, via Phone

1. Call Meeting to Order
  - a. Donna Stall called the meeting to order at 8:01am
2. Approval of the Agenda
  - a. A motion to approve the agenda by Annette Devereaux, seconded by Kyle Smith. Motion carried unanimously.
3. Approval of minutes from July 8, 2025.
  - a. A motion to approve the minutes as written from July 8, 2025 by Kylie Maurer, seconded by Kyle Smith. Motion carried unanimously.
4. I-Smile & I-Smile Silver Annual Report - Cindy Partlow and Amber Cooke
  - a. Amber Cooke provided highlights from the I-Smile Silver 2024-2025 Pocahontas County Report.
  - b. Cindy Partlow provided highlights from the I-Smile 2024-2025 Pocahontas County Report.
5. Community & Family Resources Update - Hannah Park, Prevention Specialist
  - a. Hannah provided some highlights from her report. Hannah provided information on one of their grants, The Integrated Provider Network (IPN) Grant. With this grant their prevention priority area is prescription medication and opioids, problem gambling (ages 21+) and collaborative behavioral health prevention services.
6. Environmental Health Report - Shelly Schossow, REHS
  - a. Shelly Schossow provided highlights from her FY25 Report.
7. Administrator's Report - Jill Conlin
  - a. Jill Conlin provided some highlights from her Administrator's Report.
  - b. Review financial information and claims
    - i. July & August 2025 claims reviewed.

8. Old Business

- a. Overview of the Administrator's Performance Appraisal
  - i. Motioned to approve Administrator's Performance Appraisal by Kylie Maurer, seconded by Kyle Smith. Motion carried unanimously.

9. New Business

- a. VFC On-Site Immunizations Audit report
- b. New BOH Member application
  - i. Motioned to appoint Tonja S. Petersen-Anderson to the BOH by Kyle Smith, seconded by Annette Devereaux. Motion carried unanimously.

10. Board Concerns/Comments

- a. Annette Devereaux would like to remind everyone that the Fonda Knights of Columbus is providing beds again this year. Please let them know if anyone is in need of new beds. Sleep in Heavenly Peace in Spirit Lake is where the application needs to be submitted.

11. Public Comments

- a. None

12. Next Meeting: Wednesday, November 12, 2025 at 8:00am

13. Adjourn

- a. Motioned to adjourn the meeting at 8:45am by Kylie Maurer, seconded by Annette Devereaux. Motion carried unanimously.