

POCAHONTAS COUNTY BOARD OF HEALTH  
Pocahontas Court House – Assembly Room  
Tuesday, January 21, 2025 – 8:45am

Board Members Present: Donna Stall, Kyle Smith, Kylie Maurer, Polly Zaugg, Melissa Frazier

Board Members Present via Phone: Connie Schachtner, & Annette Devereaux  
Staff Present: Jill Conlin, Administrator, Kayla Nedved, Shelly Schossow, Environmental Health

1. Call Meeting to Order
  - a. The meeting was called to order by Donna Stall, Chair at 8:41am.
2. Election of Chair and Vice Chair
  - a. Motioned by Kylie Maurer, seconded by Polly Zaugg to keep Donna Stall as Chair and Kyle Smith as Vice Chair. All ayes, motion carried.
3. Approval of the Agenda
  - a. Motioned by Kyle Smith, seconded by Kylie Maurer, to approve the agenda. All ayes, motion carried.
4. Approval of minutes from November 12, 2024
  - a. Motioned by Polly Zaugg, seconded by Melissa Frazier, to approve the minutes from November 12, 2024. All ayes, motion carried.
5. Environmental Health Report
  - a. EH Management Team meeting with Calhoun Co Public Health
    - i. Kyle Smith, Donna Stall, Jill Conlin and Kayla Nedved met with Calhoun County this morning to go over our 28E Agreement. This will be done yearly.
  - b. Shelly Schossow gave her report for the first two quarters of FY25.
6. Administrator's Report – Public Health & Home Care
  - a. On Tuesday, January 28, 2025 our agency will be participating in "Slam the Stigma" at the half time of the girls' and boys' basketball games.
  - b. Review of financial information & claims
7. Old Business
  - a. Sharps Program
    - i. Table to next meeting.
  - b. Diapers from the hospital
    - i. Melissa Hoyt reached out to Leah at the hospital. Melissa has not heard anything back, but plans to reach back out to her.
8. New Business

- a. Alex Salsberry, RN BSN resignation
- b. Hiring a Registered Nurse
- c. Approval of New Agency Policy
  - i. Client Acceptance-To-Service Policy
    - 1. Motioned by Kylie Maurer, seconded by Polly Zaugg to approve the Client Acceptance-To-Service Policy. All ayes, motion carried.
- d. Conflict of Interest Statement
- e. Approval of Policy Manual (Policy Review and Renewal)
  - i. Donna Stall, Chair signed and approved the Policy Manual.
- f. Approval of EOP (Emergency Operations Plan)
  - i. Donna Stall, Chair signed and approved the EOP.
- g. Approval of Signatory Authority
  - i. Donna Stall, Chair signed and approved the Signatory Authority.
    - 1. Motioned by Kyle Smith, approved by Kylie Maurer to approve the signatory Authority for Jill Conlin. All ayes, motion carried.
- h. FY26 BOH and EH Budget
- i. Quote for PH interior doors window installation

9. Board Concerns/Comments

- a. None

10. Public Comments

- a. None

11. Next Meeting, Tuesday, March 11, 2025 at 8:00am

12. Adjourn

- a. Motioned by Kyle Smith, seconded by Kylie Maurer, to adjourn the meeting. All ayes, motion carried. Meeting was adjourned at 9:18am.