

POCAHONTAS COUNTY BOARD OF HEALTH  
REGULAR MEETING  
Pocahontas County Conservation Building  
October 6, 2021 3pm

Board Members present: Joe Kramer, Connie Harmon, Donna Stall, Kyle Smith, Dr. Shane Kirkegaard

Board Members absent: None

Staff Present: Anne Thompson, Administrator

Guests Present: Diane Anderson, IDPH

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**1. CALL MEETING TO ORDER**

The meeting was called to order at 3:03pm by Joe Kramer, Chair.

**2. APPROVAL OF AGENDA**

*Motion by Connie Harmon to approve the agenda with adding two additional policies for review on Infection Control and Home Care Bag, seconded by Shane Kirkegaard. Motion carried.*

**3. APPROVAL OF SEPTEMBER 8, 2021 MEETING MINUTES**

*Motion by Shane Kirkegaard to approve the minutes, seconded by Connie Harmon. Motion carried.*

**4. ADMINISTRATOR'S UPDATE – PUBLIC HEALTH AND HOME CARE**

Thompson presented her written report for Public Health and Home Care (attached).

- Approval of Public Health/Health Equity Registered Nurse job description – Motion by Connie Harmon to approve as presented, seconded by Shane Kirkegaard. Motion carried.
- Review of updated policies – Thompson reviewed proposed changes to the following policies. Motion by Connie Harmon to approve the following policies, seconded by Donna Stall. Motion carried.
  - Emergency Preparedness for Home Care policy
  - Fiscal/Internal Control policy
  - Infection Control policy
  - Home Care Bag policy
- Discuss Administrator's performance review process - Thompson requested in writing for a closed session and allowing Diane Anderson, IDPH, to remain present. Motion by Connie Harmon to start a closed session at 3:51pm, seconded by Shane Kirkegaard. Roll call vote - Connie Harmon aye, Kyle Smith aye, Shane Kirkegaard aye, Donna Stall aye and Joe Kramer aye. Motion carried. Motion by Shane Kirkegaard to end the closed session at 5:11pm, seconded by Donna Stall. Roll call vote - Connie Harmon aye, Kyle Smith aye, Shane Kirkegaard aye, Donna Stall aye and Joe Kramer aye. Motion carried.
- Review of FY20 Annual report – Thompson reviewed the FY20 Annual report and gave four extra copies to Kyle Smith to give to the remaining Board of Supervisors.
- Review of FY22 September 2021 financials and claims – Thompson reviewed the FY22 current revenues and expenditures for September 2021. September 2021 claims paid were provided to the board for review.

**5. OLD BUSINESS**

None

**6. NEW BUSINESS**

None

**7. NEXT MEETING** – The next Board of Health meeting will be November 10, 2021 at 3pm at the Pocahontas County Conservation Building.

**8. ADJOURN** – Meeting adjourned at 5:26pm.