

# Mitchell County Board of Health Meeting

09/05/25

12:01 – 1:06

MCHHCPH Conference Room

**Call to Order:** The Mitchell County Board of Health meet on Friday, September 05, 2025, in the Mitchell County Home Health and Public Health conference room. Jolene Norby called the meeting to order at 12:01 pm. Others present at the meeting were Sandy Offen, Pam Marzen, Laura Huisman, Jessa Ketelsen, Terri Tesch, Dr. Kelly Ross, Brenda Miller, Sasha Giles, Amanda Baer, Jolene Norby and Christine Hackenmiller. Absent: Janet Borcharding

**Agenda:** Jolene asked for a motion to approve the agenda or if there are any changes. Pam made a motion to approve the agenda as written; the motion was seconded by Brenda and passed unanimously.

**Review and Approval of past minutes:** Brenda made the motion to approve June 6, 2025, minutes as printed, motion seconded by Sandy and passed unanimously.

**Environmental Health:** Amanda deferred to the report and was open to questions. She gave details on the free 1 hour course that will give an overview of Amandas job duties. The class will be held November 12<sup>th</sup> registration is on DMAC website.

**Discussion and Possible Action on Nuisance Policy & Procedure:** Updates have been made to clearly state that someone must place a complaint as anonymous complaints will not be accepted. The policy has a section for appeals individuals will have 20 days to submit an appeal. Amanda is looking for approval and signature from the chair, Jolene Norby. Terri made a motion to approve of the Nuisance Policy & Procedure policy as written; the motion was seconded by Dr. Ross and passed unanimously.

Amanda discussed the possibility of moving her office over to Public Health Building from the Court House. She is still comparing office size and storage of both spaces before finalizing her decision. This move would help with flow of services.

**Public Health/Home Health Business Operations:** Expense/Revenue Reports: Laura deferred to the report regarding the budget and expanded on a few points. Laura informed the Board that a previous employee has filled an unemployment claim. A fact-finding meeting was held today that both Laura and Sasha were present at. Results of this meeting determined that the employee did not qualify for unemployment. This employee can file an appeal by September 18<sup>th</sup>. Laura will continue to keep the Board updated. Laura also highlighted that Mitchell County has taken the Tobacco grant back over. IT update- starting next Thursday, September 11 the new phones will be installed for our agency. Internet service in the shed has always been inconsistent, so Ryan has OMU hooking up internet to the building instead relying on Wi-Fi connections. Sasha and Laura meet with McBee for possibly a new option for coding. Currently the agency uses Matrix for coding. With Matrix we have caught a few errors in coding. They viewed a McBee demo looks to be a good system and is cheaper than matrix. Laura will continue to update.

**Public Health Updates.** Jessa deferred and expanded on a few points in her report. Riceville Blood Pressure clinics will be changing locations to the Nursing Home. This change is due to the Nursing Home hosting congregate every Monday. Immunization Services and High Path (HPAI) Annual FY25 Report was included in Jessa's report. She highlighted a few points; the State goals range from 70-90% Mitchell County is way off from the state goal. County goal is to increase our percentage. Unfortunately, we continue to see declines in flu shots. To help increase vaccination percentage the agency continues to send out post cards, host multiple clinics and continues to work with the local clinics. School audits are due at the end of October. High Five Program shows that Mitchell is one of top counties that don't wear seatbelts. Goal is to team with sheriff dept to educate on the use of seatbelts. Plan is to host a Summer Safety kickoff event, The event will include car seat safety, seatbelt safety, bike safety and water safety. Teaming up with the CRC on water safety, Sherriff dept. on seat belt safety, Osage PD on bike safety and Jessa/Laura on car seat safety/checks. Jessa mentioned that the agency has a supply of car seats for those in need; Jolene suggested utilizing the Food Bank to help push that information out Jessa also plans on having information with WIC once they relocate to the county building. Continuing to work on School based therapy unfortunately there are so many kids not seen by therapists that would benefit. Prairie Ridge will have computer in each school allowing students to meet via zoom—thru all 8 counties. Public Health Alignment – will not be eliminating local public health agencies and will not turn into a district health alignment. The community will not see any change the changes will just be noticed with the agency. Funding may look different. We will send bill and be reimbursed. Reportable cases: Jessa deferred to report and highlighted details. Flu clinics are starting earlier this year than normal at the first Walk-in 43 individuals were vaccinated. There are clinics scheduled with

34 business/schools. Expecting to receive Covid vaccines mid to late Sept. New recommendations for COVID if 65 younger people must have an underlying condition if not, they must pay out of pocket. Fee for out of pocket is \$120.00. Through the Emergency Coalition more stop the bleeding kit will be distributed to the schools enough for every classroom and bus.

**Home Health Update:** Sasha deferred to the report and updated on census as of today. Current census 79 and 2 referrals on the board.

**QAPI Update:** QA - June July Aug report complete. Agency star rating is back up to 4. The plan is to focus on HCAPS survey to achieve at or above state average. Sasha has created a QAPI board for all employees to follow and see what is going on with the agency. She is advising nurses educate patients on the survey. All nurses have a copy of the survey, so they know what the patients are being asked. Nurses will try to incorporate some of these questions into their nurse visit and Sasha will do that as well during Admit and DC follow-up calls. The QA policy has been updated with agency name change, the data that we are monitoring and other verbiage updates. She will need signature from Jolene on the policy as it needs to be signed off yearly. The Board approved Quality Assurance Performance Improvement (QAPI) Policy and Jolene will sign after the meeting.

**Agency Other:** Brenda's term is coming to an end and will need a replacement she had no plans to accept another term.

**Public Comment:**

**Next Meeting:** November 14, 2025, at 12:00pm.

December 19, 2025, at 10:00am

**Meeting adjourned:** 1:06 pm