

# Mitchell County Board of Health Meeting

11/14/25

12:01 – 1:10

MCHCPH Conference Room

**Call to Order:** The Mitchell County Board of Health meet on Friday, November 14, 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, Janet Borcherding, Jolene Norby and Christine Hackenmiller. Virtual: Amanda Baer

**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 Sandy and passed unanimously.

**Review and Approval of past minutes:** Brenda made the motion to approve September 5, 2025, minutes as printed, motion seconded by Janet and passed unanimously.

**Environmental Health:** Amanda deferred to the report and was open to questions. Amanda was happy to announce that she was awarded the Shop On State grant allowing her to purchase 250 radon test kits verses the 180 she originally applied for. With these kits she will also be able to collect data and track the information. She plans to notify the public regarding the free radon test kits through flyers, news articles, Facebook page, MCPH Facebook and, the county website. Jessa showed concern with the lack of information on radon, the test kits and data collection. She feels there needs to be more collaboration between agencies for the betterment of the community. She also questioned why data was not collected in the past as data collection is huge benefit to the community. Laura, Jessa and Amanda decided to meet next week on Wed at 9am to discuss details of the distribution of the free radon test kits.

**Public Health/Home Health Business Operations:** Expense/Revenue Reports: Laura deferred to the report regarding the budget and grant financials.

**General Assistance:** Laura voiced concerns about possible assistance abuse. \$75 grocery cards are available through General Assistance for use at Randy's. These cards are meant to be used in emergency cases only. Individuals must first look to the local food banks and Salvation army for assistance. If a card is given out, we ask them to return a receipt showing that the card was not used for alcohol, tobacco, candy, pop, pet food, etc. Unfortunately, the policy does not state they have to return the receipt. Laura wants to update the policy to state they need to return a receipt within 7 days after receiving card and that it is limited to 1 time use per year. The Board agreed to these changes. Laura will update policy and will bring it to the next meeting.

**Staffing update –** Laura proposed hiring a part-time Public Health Nurse. We see a great need to help execute public health services that we already have instilled and have a list of extras services that we would like to add: Outreach programs working with schools, Tobacco education at schools, etc. Brenda suggested maybe hiring someone to help with both public and home health services. Laura commented that doing it that way would make it difficult if census is up then public health duties would be left hanging and needing help again. Laura feels Parttime 20-25 would be sufficient, and this would cause no issues with the budget. Jolene was wondering if possibly do 30 then the possible candidate could get insurance if that's a benefit they are looking for. She also suggested if there are issues with filling the 30 hours we could use the nurse on the environmental health side as well. Board members suggest looking for a 30 hour and add extra programs.

**FY25 Annual Report –** Laura is looking for a new format and will be updating for next year. Will need approval of the FY25 Annual Report at next meeting.

**Shop On State Grant-** Agency received \$2000 for upgrades to the conference room. The Conservation has shown interest in the old smart board that is currently hanging in the conference room.

**FEMC Grant –** The grant was not awarded to us. Had we been awarded the grant we would have researched purchasing a podiatry/exam chair and stool. Laura will seek out other options and may possibly use some of Home Health Funds.

Laura Gave out the vetting tool to BOH members for possible candidates to replace Brenda at the end of her term. Terri stated she has a possible candidate. All applicants will need to complete the vetting tool.

**Public Health Updates.** Jessa deferred and expanded on a few points in her report. She reported that a new food pantry has been started in collaboration with Osage United Church. This pantry has all nonperishable foods and is intended for 1 night use when struggling to find a meal. Hoping to partner with more churches in the community. Public

Health Alignment has stalled currently. As of today, SNAP benefits should be applied to SNAP recipient accounts. These benefits were temporarily shut down due to the Government shut down.

**Immunizations:** Numbers are right on track compared with last year's numbers. Audits have been completed. The outcome of the audits is looking better than in years past. The state will no longer be offering free measles vaccines after Dec. 31, 2025, due to no reported cases.

**EPI Update:** Marshalltown had outbreak of legionnaires disease linked to cooling towers. Due to their outbreak this has raised questions/concerns for our own county. The plan is to discuss with Amanda on Wednesday regarding our local businesses with Cooling towers. Are our local businesses following proper protocol of cleaning to rid the towers of legionella bacteria?

**Home Health Update:** Sasha deferred to the report and updated on census as of today. Current census 70 and 7 referrals on the board. After January 1<sup>st</sup> Sasha will go back to doing the chart reviews. She plans to have a mock survey in early summer which would be just prior to survey next November.

**QAPI Update:** Sasha deferred to her report.

**Agency Other:** November is Home Health month.

**Public Comment:**

**Next Meeting:** December 19, 2025, at 10:00am – Budget meeting

**Meeting adjourned:** 1:10 pm