

Mitchell County Board of Health Meeting

12/19/2025

10:00 – 10:58

MCHHCPH Conference Room

Call to Order: The Mitchell County Board of Health met on Friday, December 19, 2025 in the Mitchell County Home Health and Public Health conference room. Jolene Norby called the meeting at 10:00 am. Those present for the meeting were Laura Huisman, Jolene Norby, Sandy Offen, Brenda Miller, Terri Tesch, Amanda Baer, Jessa Ketelsen, Pam Marzen and Dr. Kelly Ross. Absent Janet Borcharding.

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

Review and Approval of past minutes: Brenda made the motion to approve the November 14, 2025 minutes as printed, motion seconded by Sandy and passed unanimously.

Environmental Health: Amanda reviewed her budget (pending COLA), there were no questions or concerns. Pam made a motion to approve the budget and the motion was seconded by Sandy and passed unanimously. Amanda's annual evaluation was discussed.

Public Health/Home Health Business Operations: Brenda made the motion to approve the FY25 Annual Report and the motion was seconded by Terri and passed unanimously. Laura shared that under the General Assistance Policy there was a change under the food section with two additions which she reviewed with the Board. The Board of Supervisors will be given the General Assistance Policy for review and approval. The FY27 Budget 23 General Public Health & Home Health was reviewed by Laura with revenues being reviewed with changes and expenses with changes and pending COLA. Dr. Ross made a motion to approve this budget and it was seconded by Brenda and passed unanimously. FY27 Budget 52 Health Improvement was reviewed with no changes. Pam made a motion to approve this budget and it was seconded by Brenda and passed unanimously. FY27 Budget 12 General Assistance is a new budget for Home Health. This is an expense only/no revenue budget. There are two changes to this budget which Laura shared with the Board. Brenda made a motion to approve this budget and it was seconded by Pam and passed unanimously. Laura's annual evaluation was reviewed.

New Board of Health candidates were reviewed and Pam will share the vetting tool received with the Board of supervisors.

Next Meeting: February 13, 2026, at 12:00pm

Meeting adjourned: 10:58 am

Minutes submitted by Terri Tesch