

**WORTH COUNTY BOARD OF HEALTH
MINUTES**

August 19, 2025

Worth County Public Health
95 9th Street North, Northwood, IA 50459

- I. MEETING CALLED TO ORDER: 9:06 AM by Kathy Meyer. Other members present: Donna Orton, Mark Smeby, Jennifer Krotzer, DNP, Medical Director, Shana Butler, Administrator and Lexee Anderson, RN Clinical Director.
 - a. Acknowledge Guests: no guests
 - b. Approve Agenda: Motion to approve the agenda by Donna, 2nd by Mark.
 - c. Approve Previous Minutes (July 22, 2025): Approved as read. Motion by Mark, 2nd by Donna.
- II. Sanitarian Report: Shana gave update that her, AJ, and Jeff Greve are currently working on the sewer/septic situation in Emmons. AJ is working with the individual to have this fixed by October 2025.
- III. Discussion/ possible action new policies and procedures (Discharge of Client and Car Seat Technician): New policy and procedure of Discharge of Client presented by Shana. Motion made to approve policy by Mark, 2nd Jennifer. Aye – Jennifer, Donna, Mark, Kathy. Nay – none. New policy and procedure of Car Seat Technician presented by Shana. Motion made to approve policy by Donna, 2nd Jennifer. Aye – Jennifer, Donna, Mark, Kathy. Nay – none. Motion passed, effective 8/19/25.
- IV. Discussion/ possible action employee handbook addendum: Addendums made to employee handbook: Section 3.1 Employment Classification, Section 3.2 Recording Hours Worked, and Section 3.3 Overtime and Compensatory Time Provisions. Motion made to approve addendums by Donna, 2nd Mark. Aye – Jennifer, Donna, Mark, Kathy. Nay – none. Motion passed, effective 8/19/25.
- V. Clinical Manager update: Lexee gave update on Home Health Evaluations that were mailed in July and gave positive feedback from clients. She discussed recently attending the Iowa Suicide Prevention Coalition Summit in Ankeny on 8/14/25 and how prevention and postvention services are available to both school districts in the county offered by the AEA.
- VI. Agency administrator update- discussion on HHA hiring process and possible increase of wages for HHA: Shana discussed that there are currently 6 HHA applicants. Kathy discussed thoughts and projections of increasing the HHA starting wage to \$17.00/hr along with raising the current HHA's wages: Laura Block \$17.10/hr, Linda Ouverson \$17.75/hr. Motion was made by Donna to increase the HHA's starting wage to \$17.00/hr effective, 2nd motion by Jennifer. Aye – Jennifer, Donna, Mark, Kathy. Nay – none. Motion passed, effective 10/20/25. Motion made by Jennifer to increase Laura Block's wage to \$17.10/hr, 2nd motion by Donna. Aye – Jennifer, Kathy, Donna. Nay – Mark. Motion passed, effective 10/20/25. Motion was made by Jennifer to increase Linda Ouverson's wage to \$17.75/hr, 2nd motion made by Donna. Aye – Jennifer, Donna, Kathy. Nay – Mark. Motion passed, effective 10/20/25.
- VII. Set the next meeting time and date: The next BOH meeting is scheduled for October 13, 2025 at 10:15 AM.

**WORTH COUNTY BOARD OF HEALTH
MINUTES**

- VIII. Adjournment of meeting: At 10:35AM, Mark made a motion to adjourn the meeting, 2nd motion by Jennifer. Meeting adjourned.

Respectfully submitted-

Shana Butler

Worth County Public Health Administrator