



## **Benton County Board of Health Minutes**

**Thursday, December 12<sup>th</sup>, 2024**

**7:00am – 8:00am**

**Benton County Service Center - Conference Room**

**811 D Ave. Vinton, IA 52349**

**BOH Members Present:** Tai Burkhart, Jean Ohlen, Karl Holmes, PA-C, Lori Mott, Jessica Fairbanks

**BOS Members Present:** Richard Primmer

**Staff Present:** Barbara Greenlee, Matt Even, Grace Schmidt & Monica Cox

**Guests Present:** Diane K. Anderson, Regional Community Health Consultant: Bureau of Environmental and Local Public Health

### **Meeting called to order:**

- Burkhart called meeting to order at 7:01 AM

### **Approval of Agenda:**

- Motion by Ohlen to approve agenda, seconded by Mott, motion passed unanimously.

### **Approval of Minutes:**

- Motion by Ohlen to approve agenda, seconded by Mott, motion passed unanimously.

### **Environmental Health**

- Environmental Health shared updates from their department. Individuals are still looking to have their septic systems put in even in the colder months, however the ground and temperatures can fluctuate.

### **Public Health – Public Health Report**

- Schmidt & Cox presented monthly public health report on department activities, including the November 2024 expense report. Motion by Mott to approve expense report, seconded by Holmes, motion passed unanimously.

#### **Public Health – Discuss and/or approve BCPH Procurement Policy**

- Discussed the Procurement Policy for Benton County Public Health Department presented by Schmidt. She will run this by Benton County Auditor Hayley Rippel to hear her thoughts on the policy, and will bring any suggestions or revisions to future Board of Health meeting.

#### **Discuss next Community Health Needs Assessment (CHNA) & CHNA Presentation**

- Schmidt will work with Diane A. & Becky N. from Iowa HHS on the next CHNA for BCPH, and create a timeline for an estimated June 2026 completion; there are resources available from multiple agencies such as other local public health departments, the CDC, and Iowa HHS.

#### **Public Comment**

- No public comment

#### **Adjournment:**

- Motion by Mott, seconded by Fairbanks, motion passed unanimously. Meeting adjourned at 8:08 AM.

#### **Next Meeting:**

Thursday, February 13<sup>th</sup>, 2025  
7:00am – 8:00am  
Benton County Service Center - Conference Room  
811 D Ave. Vinton, IA 52349