



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

**Friday, March 13<sup>th</sup>, 2026**

**7:00am – 8:00am**

**Benton County Service Center - Conference Room**

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

**BOH Members Present:** Lori Mott, Jean Ohlen, Tracy Bruns, Pam Keel

**BOS Members Present:**

**Staff Present:** Andrea Morris, Grace Schmidt, Monica Cox

**Guests Present:** Mary McFetridge, BCPH Student Intern & AmeriCorps Member; Diana Strahan, HACAP

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

- Vice-Chair Mott called the meeting to order at 7:00 AM.

### **Approval of Agenda:**

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

### **Approval of Minutes:**

- Motion by Ohlen to approve minutes, seconded by Bruns, motion passed unanimously.

### **Environmental Health – Environmental Health Report**

- Morris shared the monthly report, including a summary of continuing education opportunities, information on Schneider software & incorporation with Beacon, and activity numbers surrounding private wells, septic systems & animal bites.

### **Environmental Health – Discuss and/or act on February 2026 Expense Report**

- Motion by Bruns to approve the February 2026 Expense Report, seconded by Ohlen, motion passed unanimously.

#### **Environmental Health – Discuss and/or act on February 2026 Revenue Report**

- Motion by Ohlen to approve the February 2026 Expense Report, seconded by Bruns, motion passed unanimously.

#### **Environmental Health – Discuss and/or act on approving the Seasonal Environmental Health and Land Use Assistant job description**

- Dept. is looking to hire a part-time seasonal Environmental Health & Land Use Assistant to provide clerical & technical support services that will be split 50/50 between General/Rural Basic funds. Essential duties & responsibilities were shared, including record keeping, filing, preparing notifications, scheduling, etc. with qualifications including at minimum a high school diploma and ideally a background in an office, administrative support or environmental health. Dept. will take this action item to the Benton County Board of Supervisors as well for approval.
- Motion by Bruns to approve the Seasonal Environmental Health and Land Use Assistant job description, seconded by Ohlen, motion passed unanimously.

#### **Environmental Health – Discuss and/or act on signatory authority for Matt Even**

- Motion by Ohlen to approve signatory authority for Matt Even, seconded by Bruns, motion passed unanimously.

#### **Environmental Health – Discuss and/or act on implementing Schneider Geopermitting software**

- Dept. is looking to implement Schneider Geopermitting software to help assist with record keeping, workflow, documentation, scheduling, data entry, integration with Beacon, contractor registration etc. Will be utilizing grant funding for this initiative, which includes the cost of one-time setup and annual host fee; Environmental Health Dept. will also take this action item to the Benton County Board of Supervisors for approval.
- Motion by Ohlen to approve implementing Schneider Geopermitting software, seconded by Bruns, motion passed unanimously.

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

- Schmidt shared the department's monthly report, including grant activities, services provided, continuing education opportunities, work with partners & stakeholders, and department head work.

#### **Public Health - Discuss and/or act on February 2026 Expense Report**

- Motion by Bruns to approve the February 2026 Expense Report, seconded by Ohlen, motion passed unanimously.

#### **Public Health - Discuss and/or act on February 2026 Revenue Report**

- Motion by Bruns to approve the February 2026 Revenue Report, seconded by Ohlen, motion passed unanimously.

#### **FY27 LPHS Grant**

- Schmidt shared information on FY27 LPHS grant, including what scope of work will be defined as, Foundational Public Health Services framework and how it will be utilized in this grant cycle, and required forms to submit in Iowa Grants.

#### **Upcoming Community Health Needs Assessment (CHNA) virtual stakeholder meeting**

- Schmidt shared that there will be 2 Community Health Needs Assessment virtual stakeholder meetings occurring this month, put on by Benton County Public Health; these meetings are designed to inform partners & community members about what the assessment is, and how it is utilized. Ideally, interested stakeholders will join a separate workgroup to help mold & shape the assessment for strong uptake within Benton County.

#### **Discuss and/or act on utilization of Immunization & 6 Year Response Grant funds for advertisement of seasonal immunizations & services**

- Schmidt shared that both of these grants will be ending their current cycles on June 30<sup>th</sup>, 2026; there are remaining funds that could be utilized for the advertisement of immunization information and services provided by Benton County Public Health. Research has been completed on available billboards in Benton County and costs; will be waiting until fridge repairs are completed and claims billed to see what remaining funds would be available from these grants.

#### **Discuss planning for leave & staffing measures**

- Schmidt shared that she will be going on leave from September to December of this year, exact dates to be determined, but tentatively scheduled for 9/4/26 - 12/10/26. Schmidt & Cox are working on solidifying the transfer of key tasks and responsibilities within and outside of the department. Tasks that are anticipated to slow down or be put on pause were clarified. Items such as credit card authorization & submitting invoices are yet to be determined, Schmidt will be in touch with the Auditor's office to learn more information about making this a smooth transition.

**Public Comment**

- No public comments.

**Adjournment:**

- Motion by Bruns to adjourn, seconded by Keel, motion passed unanimously. Meeting adjourned at 8:14 AM.

**Next Meeting:**

Friday, April 10<sup>th</sup>, 2026

7:00am – 8:00am

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