

Approved Meeting Minutes

JACKSON COUNTY BOARD OF HEALTH

7:00 p.m.

Tuesday, February 4, 2025

Community Room, Jackson County Courthouse

201 W Platt Street, Maquoketa, Iowa

Board Members Present: Sara Davenport, Chair Dr. Khristian Becker, Nin Flagel, Dr. Gerald Bybee, Jessica Manders

Board Members Absent: Doug Latham

Staff Member Present: Elizabeth Townsend Jackson County Health, Becca Pflughaupt
Administrative Assistant

CALL TO ORDER AND ROLL CALL: The meeting was called to order by Chair Dr. Becker at 7:01 p.m. and a quorum was established. A sign-in sheet was distributed. A Zoom meeting was launched. There were no people attending via Zoom. Those in attendance were:

Jen Warren RN JCPH

Briana Boswell, Scott County Health Department

Jenn Kutsch, Delmar, IA

Ron Boesch, Charlotte, IA

Becky Chapin, Jackson County Human Resources

MINUTES: Approval of meeting minutes from November 19, 2024. Motion by Dr. Bybee seconded by Davenport to approve the minutes from November 19, 2024. Motion passed unanimously.

UNFINISHED BUSINESS: Discussion/possible action on FY26 Administrator Salary and office hours- *Becki Chapin, HR Director*

Chapin presented reports detailing both the expenses and revenue that Townsend has brought into her department and salary ranges of other Health Department supervisors throughout Iowa. Chapin also stated that the standard for Jackson County the full-time work hours are 35 hours per week. Chapin stated that Townsend was the only department head in recent hires that did not negotiate extra vacation time.

Discussion followed.

Motion by Dr. Bybee, seconded by Davenport, to increase Townsend's salary an extra \$6000 per year with a decrease in working hours to 35 per week.

Discussion followed.

Motion carried by the following vote: Aye- Davenport, Becker, Bybee, Manders; Nay- Flagel

Agency Reports

Environmental Health – Elizabeth Townsend

Townsend gave a presentation of the Department's highlighted tasks for 2024, and what the Department will be focusing on in 2025. Townsend also updated the Board of the CEU's that she has taken in 2024 and presented the First and Second Quarter Private Well Grant data and what the Department will be focusing on for the Third Quarter.

Community Health – Jen Warren, RN

Warren gave a report on communicable diseases for November and December.

Warren stated that they have trained and are continuing to train faculty and staff in Jackson County public and private schools in Stop the Bleed. Warren also stated that

they are working on getting AED's placed in the County.

Family Health – Briana Boswell

Boswell gave an update on the Maternal Child Health Services that are serving Jackson County, including that they provide outreach for HAWK-I and Medicaid. Boswell stated that 381 children have been served through I-Smile and that staff has needed to be added, in this, the third year. Boswell shared that fewer cavities have been seen in ages 0 – 5.

NEW BUSINESS:

Annual Designation of Board of Health Chairperson and Vice Chairperson for 2025

Motion by Dr. Bybee, seconded by Flagel to appoint Sara Davenport as Board of Health chairperson for 2025 and to appoint Dr. Becker as Vice Chair. Motion passed unanimously.

Wind Turbine Presentation – Jenn Kutsch & Dr. Ron Boesch

Next Scheduled Meeting Date: March 18, 2025, at 7:00 p.m.

Adjourn: Motion by Dr. Bybee, seconded by Flagel to adjourn the February 4, 2025 Board of Health Meeting. Motion passed unanimously. Meeting adjourned at 8:17 p.m.