



Warren County Board of Health
Minutes
April 2, 2025

The Warren County Board of Health met on Wednesday, April 2, 2025, at 6:00 p.m. in person and by Zoom meeting. The virtual meeting option is provided for convenience and cannot guarantee access; if a member of the public wishes to ensure participation in the meeting, they should consider attending in person if possible.

Board members present were Gretchen Schrock, Wanda Hilton, Sandra Doerring, and Dr. Zachary. Also present was Tyler Till, Caleb Smith, and by Zoom Joshua Carrington. Joelle Stolte was also present. Dr. Zachary called the meeting to order at 6:05 p.m.

Hilton moved to approve the agenda, seconded by Schrock, unanimous.

Hilton moved to approve the March 5, 2025, Board of Health minutes, seconded by Schrock, unanimous.

Assessment

New Business

Continued Business

The Department update was given by Stolte.

Communicable Disease Report was received, reviewed, and filed

WCHS Program Reports received, reviewed, and filed

Policy Review

New Business - None

Continued Business

Schrock moved to approve the unchanged Administrative Policies:

- a) Behavior Policy
- b) Call In Policy
- c) Complaint Policy
- d) Conflict of Interest Policy
- e) Philosophy of WCHS
- f) Purpose Statement of WCHS
- g) Record Retention Policy
- h) Succession Planning for Staff Roles Policy
- i) Time Off Request Policy

seconded by Hilton, unanimous.

Schrock moved to approve the changed BOH Policies:

- j) Board of Health Directory

seconded by Hilton, unanimous.

Schrock moved to approve the unchanged Public Health Policies:

- k) AED Policy
- l) AED Post Event Review Form

m) Hypertension Policy
seconded by Doerring, unanimous.
No Action Necessary-Archive Public Health Policies

- n) Foot Clinic Policy and Procedure
- o) Sickroom Equipment Loan Policy

Doerring moved to approve the unchanged Nursing Policies:

- p) Patient Access Function & Qualifications Policy
- q) Patient Education Policy
- r) Physician Orders Confirmation Policy
- s) Plan of Care Policy
- t) Priority for Skilled Nursing Policy
- u) Protocols for Medical Review Policy
- v) PT INR Laboratory Results Policy
- w) Public health Nursing Admission Criteria Policy
- x) Termination of Service Policy
- y) Wound Care Policy

seconded by Hilton, unanimous.

Schrock moved to approve the Changed immunization Policies:

- z) Expiration of Private Pay Vaccines Policy

seconded by Hilton, unanimous.

Hilton moved to approve the unchanged immunization Policies:

- aa) Adult Immunization Policy
- bb) Children's Immunization Program Policy
- cc) Emergency Generator Policy
- dd) Expiration of Vaccines for Children (VFC) Policy
- ee) Influenza and Pneumonia Vaccination Policy
- ff) Standing Orders Policy
- gg) Vaccine for Children Eligibility, documentation and records Policy
- hh) Vaccines Reaction Policy
- ii) Vaccine Scheduling Policy

seconded by Doerring, unanimous.

Hilton moved to approve the changed communicable disease policies:

- jj) TB Assessment for IA LPH 2025

seconded by Schrock, unanimous.

Schrock moved to approve the unchanged communicable disease policies

- kk) Communicable Disease Investigation
- ll) Emergency Reportable Disease and Outbreak Response Policy
- mm) Hepatitis B Vaccination Policy
- nn) Isolation Quarantine Policy
- oo) TB Employee Skin Test Policy
- pp) TB Facility Risk Assessment Policy
- qq) TB Screening of Staff Policy

seconded by Hilton, unanimous

Hilton moved to approve the unchanged Homecare Policies:

- rr) Ability to Work HCA Policy
- ss) Admission Criteria HCA-HMK Policy

- tt) Admission Policy
- uu) Bed Bug Policy
- vv) Client Record HCA-HMK Policy
- ww) Client Tasks HCA-HMK Policy

seconded by Doerring, unanimous

Assurance

New Business

Hilton moved to approve BOH Chair Dr. Zachary, Vice Chair; Bill Gross, Secretary: Gretchen Schrock for 2025 seconded by Schrock, unanimous.

Schrock moved to approve updated 2025 BOH Directory (in Policy Review Section) seconded by Hilton, unanimous

Schrock moved to approve removal from payroll Melissa Carruthers seconded by Doerring, unanimous

Hilton moved to approve Elevate Housing TB MOU seconded by Doerring, unanimous

Hilton moved to approve FY26 Immunization Contract #PHTHOIP26091 seconded by Schrock, unanimous

Hilton moved to approve LPHSC FY26 contract #5884CO91 Amendment #2 seconded by Schrock, unanimous

Schrock moved to approve FY26 LPHS Work Plan seconded by Doerring, unanimous

Schrock moved to approve FY26 Health Services/EH/OPP Budget seconded by Doerring, unanimous

Schrock moved to approve Petition for DNR Waiver 5239 155th_Carrington on the conditions that all sampling test results come back within normal range and processes follow the approved outlined proposal until IA administrative code officially changes seconded by Hilton, unanimous

Schrock moved to approve Septic Variance for 5239 155th, IA 50125_Carrington seconded by Hilton, unanimous

Continued Business

FY25 March Budget Report was received, reviewed, and filed

Health Services Complaint Log received, reviewed, and filed

Health Services Incident Report Log received, reviewed, and filed

Private Wells Report, received, reviewed, and filed

Environmental Health Reports received, reviewed, and filed

The next meeting will be held on Wednesday, June 4, 2025, at 6:00 p.m.

Meeting was adjourned at 7:55 p.m.

Respectfully submitted, Joelle Stolte