



Warren County Board of Health
Minutes
August 6, 2025

The Warren County Board of Health met on Wednesday, August 6, 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, Bill Gross, Sandra Doerring and Dr. Zachary. Wanda Hilton was present via Zoom. Joelle Stolte, Jeff Hines, Tyler Till. Laura Lentell and Kim Brown from EveryStep were also present. Irina Frederick, Cory Pace, and Mario Sanchez were present via Zoom. Bill Gross called the meeting to order at 6:01 p.m.

Schrock moved to approve the agenda, seconded by Doerring, unanimous.
Schrock moved to approve the June 25, 2025, Board of Health minutes, seconded by Doerring, unanimous.

Assessment

New Business

EveryStep presented on the Title V Services

Continued Business

The Department update was given by Stolte.
Communicable Disease Report was received, reviewed, and filed
WCHS Program Reports received, reviewed, and filed

Assurance

New Business

Schrock moved to table possible Action Regarding Soil Scientist for Todd Carroll, Seconded by Doerring, Unanimous.

Doerring moved to approve Septic Variance for 1961 G64 HWY, New Virginia 50210 on the following conditions: seconded by Dr. Zachary (3 in favor, 1 against 1 abstention) motion passes.

1. The primary tank must be upgraded from a 1,000-gallon tank to a 1,250-gallon tank.
2. The secondary line, which has not been identified as connected to a secondary system, must be closed off.
3. Once the replacement tank is installed, if surface discharge is apparent and the system fails, the system must be replaced with a code-compliant system in accordance with Iowa Administrative Code 567.69.

Schrock moved to approve Septic Variance for 2316 County Club Road, Indianola, IA 50125
Cory Pace Seconded by Doerring, unanimous.

Schrock moved to approve Septic Variance for 2447 Hempstead St., Norwalk, IA 50211 Mario
Sanchez Seconded by Doerring, unanimous.

Schrock moved to approve BCD-ENV-Warren-0051 FY26-FY28 MOU Contract; Between WC
BOH and DIAL: Pool and Tattoo Inspections Seconded by Gross, unanimous.

Hilton moved to approve FY25-26 Contract Amendment #1 Extension thru Sept. 30, 2025;
Between WC BOH and ECI/IHHS: THRIVE Health Navigation Pilot Project Seconded by
Schrock, unanimous.

Gross moved to approve Contract 5884BT191 Amendment 8; Between WC BOH and IHHS:
PH-6 yr ER Response: Influenza A/H5N1 Response seconded by Doerring, unanimous.

Gross moved to approve of Service Contract/MOU; Between WC BOH and EveryStep: CCNC
Services in Warren, Madison and Polk Co, July 1, 2025, thru Sept. 30, 2026. seconded by
Doerring, unanimous.

Gross moved to approved FY26 Budget, Seconded by Doerring, unanimous.

Policy Review

New Business - None

Continued Business

Gross moved to approve the changed **BOH Policies**:

a) Signature Authorization
seconded by Schrock, unanimous.

Hilton moved to approve the changed **Administrative Policies**:

b) Admin QIP
seconded by Schrock, unanimous.

Schrock moved to approve the changed Administrative Policies:

c) Abuse Training & Reporting Policy and Procedure
seconded by Doerring, unanimous.

Schrock moved to approve the changed Administrative Policies:

d) Incident Report Policy & Procedure seconded by Doerring, unanimous

Schrock moved to approve the changed Administrative Policies:

e) Client Appeal Procedure w/Signature seconded by Doerring, unanimous

Schrock moved to approve the changed Administrative Policies:

f) Clients Rights, Restraints, and Behavioral Modification Interventions Policy and
Procedure seconded by Doerring, unanimous

Schrock moved to approve the changed Administrative Policies:

g) Employee Appeals Procedure Policy seconded by Doerring, unanimous

Hilton moved to approve the changed Administrative Policies:

- h) Financial Data Form Instructions Seconded by Schrock, unanimous

Schrock moved to approve the changed Administrative Policies:

- i) Release of Information (ROI) Policy Seconded by Doerring, unanimous

Hilton moved to approve the changed Administrative Policies:

- j) Sliding Fee Scale and Financial Form Seconded by Gross, unanimous

Schrock moved to approve the **unchanged Administrative policies**

- a) Bill of Right staff signature sheet Staff
- b) Bill of Rights - patient
- c) Appeals Procedure Policy
- d) Electronic Health Information policy
- e) Financial policy
- f) Home Care General policy
- g) Inclement Weather Policy
- h) Orientation General Policy
- i) Security of Information Policy
- j) Sliding Scale Fee determination policy

seconded by Hilton, unanimous

Schrock moved to approve the **new or changed Nursing/Homecare Policies/Procedures:**

- k) Admission Policy HCA Seconded by Doerring, unanimous

Schrock moved to approve the new or changed Nursing/Homecare Policies/Procedures:

- l) Records Retention Policy Seconded by Gross, unanimous

Doerring moved to approve the new or changed Nursing/Homecare Policies/Procedures:

- m) Medication Administration and QA Policy. Procedure Seconded by Schrock, unanimous

Schrock moved to approve the new or changed Nursing/Homecare Policies/Procedures

- n) Plan of Care Compliance, Annual Case Mgmt Mtg-Tacking Policy. Procedure Seconded by Doerring, unanimous

Schrock moved to approve the new or changed Nursing/Homecare Policies/Procedures

- o) Service Documentation Policy Seconded by Gross, unanimous

Doerring moved to approve the new or changed Nursing/Homecare Policies/Procedures

- p) Contents of Emergency Bag with the addition of Narcan Seconded by Schrock, unanimous

Schrock moved to approve the **unchanged Nursing/Homecare policies**

- q) Discharge or Denial of Service HCA-HMK Policy
- r) Discharge policy HCA
- s) Orientation HCA policy
- t) Protective service Policy

- u) Continuation of service policy
- v) Coordination of Services policy
- w) Discharge or Denial of Service- Policy
- x) Discharge-transfer-referral of clients policy
- y) Division of nursing personnel policy
- z) DRR Policy
- aa) Drug injection policy
- bb) Evaluation visit policy

seconded by Doerring, unanimous

Continued Business

FY25 EOY Budget Summary Report was received, reviewed, and filed

FY26 July Budget Summary 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

Schrock moved to approve agenda additions Seconded by Doerring, Unanimous

Schrock moved to approve 2025 Local Public health Collaborative Replacement form Seconded by Doerring, Unanimous

Schrock moved to approve position status change for Falon Flander from FT to PRN Seconded by Doerring, Unanimous

Gross moved to approve 3% merit increase for Amy Martens Seconded by Schrock, Unanimous

Schrock moved to approve 3% increase for Veronica McVay Seconded by Gross, Unanimous

Gross moved to moved into a closed session seconded by Schrock, Unanimous

Gross moved to end the closed session seconded by Schrock, Unanimous.

The next meeting will be held on Wednesday, October 1, 2025, at 6:00 p.m.

Meeting was adjourned at 9:05 p.m.

Respectfully submitted, Joelle Stoltz