



**Warren County Board of Health**  
**Minutes**  
**June 25, 2025**

The Warren County Board of Health met on Wednesday, June 25, 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. Bill Gross was present via Zoom. Joelle Stolte, Jeff Hines, Tyler Till, Timothy Cory were also present and Ken Clary (via Zoom). Dr. Zachary called the meeting to order at 6:05 p.m.

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

Schrock moved to approve the April 2, 2025, Board of Health minutes, seconded by Hilton, unanimous.

**Assessment**

**New Business**

EveryStep was unable to attend- this agenda item was tabled until next BOH mtg

Introduction and presentation of EH Sanitarian Jeff Hines

**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**

Hilton moved to approve the changed BOH Policies:

- a) BOH Plan Policy

seconded by Doerring, unanimous.

Schrock moved to approve the changed Administrative Policies:

- b) Administrative Responsibility Policy

seconded by Hilton, unanimous.

Hilton moved to approve the changed Administrative Policies:

- c) Background Check Policy

seconded by Doerring, unanimous.

Schrock moved to approve the changed Administrative Policies:

- d) Compensatory Earn Policy

seconded by Doerring, unanimous.

Hilton moved to approve the changed Administrative Policies:

- e) Compensatory Time Use Policy

seconded by Doerring, unanimous.

Schrock moved to approve the changed Administrative Policies:

- f) Consumer Questionnaire Policy

seconded by Hilton, unanimous.

Schrock moved to approve the changed Administrative Policies:

- g) Emergency Generator Proc Maintenance Schedule

seconded by Hilton, unanimous.

Hilton moved to approve the unchanged Administrative policies

- h) Abuse Training - Dependent Adult and Child Policy
- i) Administrative Paid Leave Policy
- j) Advertising Policy
- k) Annual Agency Evaluation Policy
- l) Authorization to Release Patient Information Form
- m) Authorization to Release Patient Information Policy
- n) Client Nondiscrimination Policy
- o) Compliance Policy-Home Care
- p) Conduct Standards Statement
- q) Confidentiality Policy
- r) Confidentiality Statement-County
- s) Continuing Education Policy
- t) Credential Licensed Prof Policy
- u) Dissolution of Agency Policy
- v) Dress Code Policy
- w) Driver's License & Insurance Verification Policy
- x) Electronic Signature Policy
- y) Emergency Plan Policy
- z) Governance Policy
- aa) Statement Acknowledging Requirement to Report Abuse Policy

seconded by Doerring, unanimous

Archived Public Health Policies

- bb) Reinvestment Policy

Hilton moved to approve the changed Nursing/Homecare Policies:

- cc) Waitlist Policy-New revised

seconded by Doerring, unanimous

Schrock moved to decline the Environmental Health Policy/Procedure:

- dd) Septic System Permitting and Inspection procedure

seconded by Doerring, unanimous

*Note: The procedure was denied, warranting liability on behalf of the BOH and Dept. Administrator and to protect the interest of the county. BOH will continue to accept and expect recommendations for EH staff.*

## **Assurance**

### **New Business**

Schrock moved to approve FY26 Warren County CLPPP Contact Amendment #3

Seconded by Hilton, unanimous.

Doerring moved to approve FY26 Private Wells Grant Contract #PHTHOEL26091

Seconded by Schrock, unanimous.

Gross moved to approve Septic Variance for 12838 50<sup>th</sup> Ave. Prole, IA 50229, Timothy Cory seconded by Schrock, unanimous.

Doerring moved to approve FY26 Aging Resources Budget Contract; Homemaker\Homecare Program seconded Schrock, Unanimous

Gross moved to approve Septic Variance for 14157 Hwy G76, Lucas, IA 50151, Kenneth Clary seconded by Doerring, unanimous.

Schrock moved to approve Septic Variance for 12339 Quaker St., Indianola, IA50125 Richard Peters seconded by Gross, unanimous.

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

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

### **Continued Business**

FY25 May. 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

Annual Review for Aging Resources On-site audit, reviewed and filed

Annual Review for THRIVE On-site audit, reviewed and filed

Annual Review for CCNC On-site audit, reviewed and filed

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

Meeting was adjourned at 9:07 p.m.

**Respectfully submitted,** Joelle Stolte