

**Chickasaw County Board of Health**  
**April 11, 2025**  
**Meeting Minutes**

The Chickasaw County Board of Health met at the Chickasaw County Community Services Building on Friday, April 11, 2025. Toni Friedrich, Chair, called the meeting to order at 9:00 a.m.

Members present were: Joan Knoll, Jeremy McGrath, and Toni Friedrich. Absent: Cindy Shoemaker, Dr. Brinkman

The guests present were: Lisa Welter, RN, Administrator; Ann Knutson, RN, Assistant Administrator; Anita Eschweiler, BOH Secretary; Derek Lechtenberg, Environmental Health Specialist; and Andrea Kime, LPN, Immunization Nurse. Also in attendance were Jeff Bernatz, EMA, Vicki Gassman, Laurie Martin, Amanda Josvanger, and Gina Gassman, Dubuque Visiting Nurse Association.

A motion by Knoll, seconded by McGrath, to approve the agenda. Ayes: Knoll, McGrath, Friedrich. Absent: Dr. Brinkman and Shoemaker. Motion carried.

A motion by Knoll, seconded by McGrath, to approve the March 14, 2025 meeting minutes. Ayes: Knoll, McGrath, Friedrich. Absent: Dr. Brinkman and Shoemaker. Motion carried.

Public Comment: None.

Vicki Gassman, Maternal Child Health Coordinator. The Maternal Child Health program was rebranded the Iowa Healthy Pregnancy Program. This program saw 13 women in Chickasaw County in 2024. This program focuses on increasing the number of children being seen by doctors and dentists and being up to date on vaccinations. In 2024, this program saw 222 children in Chickasaw County. Lead screenings provided by WIC tested 92 children in 2024.

Laurie Martin, Hawki Outreach Coordinator, explained the low-cost insurance and income guidelines. 294 children in Chickasaw County received Hawki insurance, and 38 used Hawki for Dental Insurance.

Amanda Josvanger with 1<sup>st</sup> Five. This program is for children from birth to age 5. They provide developmental screenings and referrals to many resources. In 2024, this program saw 3 children in Chickasaw County.

Gina Gassman, WIC coordinator. This program serves pregnant women, infants, children up to the age of 5, and postpartum women. This program's eligibility is based on income, which is 185% of the poverty level. In March 2024, WIC had 141 participants, and in March 2025 had 160 participants using WIC.

All the Dubuque staff left the meeting at 9:49 a.m.

**Environmental Health**

Environmental Health Update

The agency activities for March 2025 were presented. Derek completed 4 septic evaluations, 4 septic finals, 1 binding agreement, 1 time of transfer, 1 well plugging, 1 well permit, 1 shock chlorination, and 27 water tests. Derek completed 3 pumper truck inspections and 1 master matrix. Derek

completed an online private well class and completed the Iowa Well Information System training program. He also sent out the 1<sup>st</sup> and 2<sup>nd</sup> letters for non-compliant maintenance agreements.

The private well grant amendment #1 was presented for approval. A motion by McGrath, seconded by Knoll to approve the private well grant amendment for an additional \$10,000.00. Ayes: Knoll, McGrath, Friedrich. Absent: Dr. Brinkman and Shoemaker. The total amount of the grant is \$60,505.00. Motion carried.

Budget/Services were discussed. It was the board's consensus for Lisa and Derek to work out his new schedule/hours following the change to 30 hours per week. Lisa is going to post hours to social media once hours are finalized.

## **Home Health**

### Home Health Update

The monthly home health update was presented. Census 72, Medicare 10, Medicare HMO 6, Medicaid 24, VA 13, Other 19, Referrals 22, Admissions 15, Discharges 14, Failed Admits 7, Unbillable 2, Nurse visits 184, Aide visits 264, Homemaker visits 226, and 135 Therapy visits. There were 3 out-of-county referrals.

There was 1 employee evaluation.

The CDAC Audit Provider Acknowledgment was presented for approval. A motion by McGrath, seconded by Knoll, to approve the CDAC audit and authorize the administrator's and BOH's signatures. Ayes: Knoll, McGrath, Friedrich. Absent: Dr. Brinkman and Shoemaker. Motion carried.

Lisa updated the board regarding the home care services cuts. She sent letters out to the clients whose services can no longer be provided due to the cuts. The client's insurance case managers are working with the clients to get them lined up with other agencies. Lisa discussed the state grant sliding fee scale. Lisa also said there are going to be changes to the foot clinics due to staffing cuts.

## **Business Operations**

### Monthly Claims

The claims for Public Health were \$20,985.54. The mileage claims were \$2,830.80. The total Public Health claims were \$23,816.34. Environmental Health claims were \$2,741.24 for a grand total of \$26,557.58. A motion by McGrath, seconded by Knoll, to approve the claims as presented. Ayes: Knoll, McGrath, Friedrich. Absent: Dr. Brinkman and Shoemaker. Motion carried.

### Payroll Approval

A motion by Knoll, seconded by McGrath, to approve payroll ending March 16, 2025 and March 30, 2025. Ayes: Knoll, McGrath, Friedrich. Absent: Dr. Brinkman and Shoemaker. Motion carried.

### Employment Separation

A discussion was held on offering a stipend to laid-off employees. Lisa called Ann Smisek. Ann Smisek joined the BOH meeting via speaker phone at 10:44 a.m. Lisa asked Ann about giving employees a stipend and the public purpose. Ann said the public purpose would be to recognize prior years of service. Ann reports that people do this quite frequently and would be like what the BOS is doing with the extra 1 month of medical insurance, same public purpose. Ann Smisek left the meeting at 10:48 a.m. A discussion was held with members on what amount of stipend should be given. Ann Smisek was called again at 11:13 a.m. to ask about the employees having to sign the agreement to get the stipend. Ann recommended having the employees sign the document because, from a liability

standpoint, there is a risk to the county. Ann Smisek left the meeting at 11:18 a.m. The members continued to discuss the stipend amount. Cindy Shoemaker joined the meeting via speakerphone at 11:33 a.m. A motion by McGrath, seconded by Shoemaker, to approve a severance of \$500.00 for each year worked for recognition for prior years of service, and have it added to the separation letter and permanent layoff notice. Holly Bailey will receive \$2,500. Julia Shekleton will receive \$1,000. Mistie Deere will receive \$1,500. Ayes: McGrath, Shoemaker, Knoll. Nays: Friedrich. Absent: Dr. Brinkman. Motion carried.

#### Permanent Layoff Notice

The board acknowledged the permanent layoff notice.

#### Separation Letter

The board acknowledged the separation letter.

#### **Public Health**

##### Communicable Disease Update

No new communicable disease investigations were reported in March. Lisa is still following 2 latent TB cases from last month.

##### Animal Bites

Lisa reported 3 dog bites in March.

##### Grant Update

Anita included the grant worksheets in this month's packet.

##### Immunization Services for FY26 Contract

A motion by McGrath, seconded by Knoll, to approve the administrator to sign the Immunization Services Contract for FY 26. This grant is \$8585.00. Ayes: Knoll, McGrath, Shoemaker, and Friedrich. Absent: Dr. Brinkman. Motion carried.

##### Delegation of Signatory

A motion by McGrath, seconded by Knoll, to approve the Delegation of Signatory Authority of each grant. Ayes: Knoll, McGrath, Shoemaker, and Friedrich. Absent: Dr. Brinkman. Motion carried.

The next Board of Health meeting is May 9, 2025, at 9:00 a.m.

A motion by McGrath, seconded by Knoll, to adjourn the meeting at 11:42 a.m.

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Anita Eschweiler, BOH Secretary

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Attested by Lisa Welter, RN,  
Chickasaw County Public Health Agency Administrator