

# Henry County Board of Health

July 16<sup>th</sup>, 2025, 12:30 p.m.  
Public Health Conference Room

## Minutes

**Attendance: Board Members –Lois Roth, Mike Hampton, Matt Klundt (virtual), Tyler Moeller (virtual)**

**Staff –Katie Reuter, Mike Dawson (RUSS)**

**Guests – Bryan Messer**

**Call to Order –** Meeting was called to order by Roth at 1234.

- **Minutes** –Hampton made a motion to approve the 05/14/2025 minutes without any revisions, Roth seconded, and the motion unanimously was approved with Moeller voting virtually.
- **Environmental Report** – Report and statistics were provided to the Board.
  - A. Dawson gave an update on the ongoing case of chemical discharge into a pond on a property on Old Highway 218. Drainage of the pond had been delayed due to the weather. Owner of business is planning to sell/close the business.
  - B. Dawson gave an update on well testing, and what testing is performed.
  - C. 2 new complaints were filed. The Smith Campgrounds received complaints of hoses from RVs discharging sewage into a ditch. There is also a report of improper discharge at 1466 Highway 34 after a neighbor noticed sewage draining from a field tile.
  - D. Dawson requests guidance on outstanding late fee charges for Big Dog Tattoos located at 111 S Jefferson St. Annual inspection was conducted on 12/19/2024, with the facility passing inspection. Fees were then unpaid; late fees are totaling \$150. The initial \$250 fee for inspection in 12/2024 was paid on 07/07/2025, but the facility had already been closed due to outstanding fees. Discussion about waiving the late fees. Dawson states there will also be a fee for reinstating license, and the check has not been processed for the 12/2024 inspection. After discussion, a motion was made by Roth to waive the late fee and reinstate with \$250 inspection fee, reinstatement fee if initial payment clears. Motion was seconded by Hampton. Motion passed unanimously with Moeller voting virtually. Dawson remarks that the facility will need to undergo inspection again after re-opening.
- **Public Comment--**
  - A. Messer made a comment about compromising and maybe asking for half of the late fees accrued by the tattoo agency.

- **Public Health Report-**
  - A. June Board of Health Report was reviewed in detail and printed copies were distributed to the Board. As the Board did not meet in June, the May report had been emailed to the Board members.
  - B. Update given on measles in Iowa. 7<sup>th</sup> case was reported over the weekend in Linn County which exposed over 400 people to measles. HCPH is following 1 individual currently and followed an infant in June. The infant followed in June was under voluntary quarantine orders handed down by the state. Discussed demands for time and staffing as calls must be answered immediately including after hours and weekends.
  - C. Reuter gave an update on the compensation study and possibility of changes to pay bands.
  - D. Reuter discussed that a Safety Committee is being formed and will meet next week. She plans to sit on the committee, Derek Wellington with IT/Safety is organizing.
  - E. Budget was reviewed; expense and revenue reports attached. Expenses were over the anticipated budget for June at \$100,298.07 mainly due to the purchase of vaccines for back-to-school season with cost ~\$30,000. Revenue was \$6,273.46. For FY 25, HCPH ended the year under amended budget by \$66,752.37 and over projected revenue by \$101,832.
  - F. Discussed IHHS has awarded an additional \$6000 to counties to help combat Avian Influenza (HPAI, H5N1). Discussion about messaging to farmers and farmworker with ideas generated by the Board.
  - G. Reuter gave an update on the 99 Counties Project meeting that took place on 07/01/2025, hosted by the Iowa Cancer Registry.
  - H. Update given on upcoming events: Access Energy Picnic, Back-to-School Fair, Senior Health Fair. Recap given on Stride into Summer.
  - I. Reviewed results from the State Audit for FY 24. This prompted a review of our fiscal management policies. Many of the policies still had language surrounding the now defunct homemaker program and required an update.
  - J. General assistance report given. Reviewed budget in detail. 1 direct cremation was allowed in June and 1 in July. All other applicants did not qualify mostly due to past due bills or being over income guidelines.
- **Old Business-**
  - A. None.
- **New Business-**
  - A. Motion to approve the following policies (Fiscal Management Procedures, Bad Debt, Policy Review/Update, Determination of Financial Obligation) and retiring the policy Financial Responsibility as it pertained solely to the

homemaker program made by Hampton, seconded by Roth. Passed unanimously with Moeller voting “ay” virtually.

- B. Reuter has been working with consultants at IHHS to develop a strategic plan for the department. She is looking for 5-8 participants and would like to include a BOH member.
  - C. Reuter will be working with consultants at IHHS to develop a succession plan as 2 senior staff will be retiring next year and the remaining nursing staff all have <5 years’ experience in public health and policy development.
- **Announcements and Adjournment –**

The next meeting was set for September 3rd, 2025, at 12:30pm in the Public Health conference room. With there being no further business, the meeting was adjourned at 1333. following a motion to adjourn by Roth that was seconded by Hampton.