



**WINNEBAGO COUNTY PUBLIC HEALTH NURSING**  
**216 SOUTH 4<sup>TH</sup> STREET**  
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**Winnebago County Board of Health Meeting Minutes**  
**March 17, 2023**  
**Public Health Office**  
**8:00 a.m.**

Dr. Twyla Ostercamp called the meeting to order. With the announcement of a Quorum. Members in attendance were Susan Smith, Sonja Rank (by phone), Sandy Mireles and Dr. Ostercamp. Absent Jaci Miller. Also present was Julie Sorenson and Ron Kvale.

Additions to the agenda: Staffing issues

There were no corrections to the February 24, 2023 minutes. A motion was made by Smith, second by Mireles to approve the minutes, all ayes and motion carried.

**Governance:**

Julie Sorenson, Administrator/Financial Manager, presented the end of February fiscal report.

Practice fiscal oversight: End of February—Julie Sorenson

Public Health-Nursing &EH

Revenue Department – \$46,029.90 Nurses & Sanitarian (42.25%)

Expenses Department -\$62,278.92 Nurses (52.79%)

Expenses Department-\$ 2,282.99 Sanitarian (50.12%)

Fund Balance: \$52,757.74

Julie has put in a letter to the board of supervisors request for the 1<sup>st</sup> quarter of additional funding (\$71,250) board noted.

Administration: Julie informed the board that billing is up to date and no issues, board noted.

Building Update: Julie showed the board update plans for the addition, board noted

Communication/IT: nothing at this time

Workforce: February: Admission-13 Discharges-13; February visits SN-227; HCA-314

Staff retirements: HCA-A motion was made by Smith with regret to accept the retirement of Willie Skellenger as full-time home care aide effect April 7, 2023, second by Rank, all ayes and motion carried. EH/Sanitarian-A motion was made by Smith with regret to accept the retirement of Ron Kvale as part-time environmental health/sanitarian effect June 30, 2023, second by Rank all ayes and motion carried.

Staff resignation: SN- A motion was made by Smith to accept the resignation of Alyssa Rakoto as full-time nurse, second by Rank, all ayes and motion carried.

Environmental Health/Sanitarian position: Ron Kvale explained to the board the duties that he performs as Environmental health/Sanitarian. Board asked that Ron attend the next board of

supervisors meeting to keep them inform. Julie will work with Karla and the BOS to get an ad in the paper for the position.

Staffing issues: At this time Julie and Allison feel that the agency will not seek a replacement for the nurse who has resigned due to the census being low, board noted.

Community Assessment & Planning: Discussion on the upcoming meetings: Julie attending the BT monthly regular meetings, CHNA HIP meetings. Rhonda attended her monthly CAUSE meetings.

Evaluation: Julie reported on Deyta February evaluations-69 with no negative comment.

Prevent Epidemics and the Spread of Disease:  
COVID19: Nothing new to report.

Food Inspection Report: February had no food inspection reports, board noted

Protect against Environmental Hazards: Ron Kvale's sanitarian report was review, no questions or concerns, board noted.

Prevent Injuries: Radon kits available for \$11 dollars

Promote Health Behaviors

Clinic held at the agency: Thursday will be Covid/Flu Clinic by appointment for 1-4 in the afternoon. Foot Clinics are the last Wednesday of the month must call for appointments. We also do foot clinics in their homes. First Steps Winnebago County staff Beth and Melissa are back doing in person home visits with their families with some video chats at the family request.

Other Business:

Motion by Smith to adjourn the meeting at 9:15 am second by Mireles, motion carried.

Next Board Meeting: Will be held on Friday, April 21, 2023 at 8 am.