



Public Health
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MILLS COUNTY PUBLIC HEALTH

**Mills County Board of Health
Fremont County Board of Health Minutes
January 12th, 2026 @ 6:00 p.m.**

MILLS COUNTY BOARD OF HEALTH
FREMONT COUNTY BOARD OF HEALTH
Monday January 12th, 2026 @ 6:00 p.m.
Lakin Library
725 Main Street
Tabor, IA 5165

1. **Mills Roll Call** – Darcey Butts, DVM (Chair), Jill Ford (Vice Chair), Megan Major (Secretary), Caitlin Walter, APRN (Present via Zoom), Paul Curry, RN, Jack Sayers (Board of Supervisors Liaison)
2. **Fremont Roll Call** – Clint Blackburn (Vice Chair & Board of Supervisors Liaison), Angie Alley, RPh, Janet Teten, RN (Present via Zoom)
Absent: Rod McGinley, DC (Chair), Nicole Matheson, RN,
3. **Mills Approval of Agenda**
Motion by Jill Ford to approve the agenda, seconded by Paul Curry. All ayes. Approved.
4. **Fremont Approval of Agenda**
Motion by Janet Teten to approve the agenda, seconded by Angie Alley. All ayes. Approved.
5. **Mills Approval of the Board of Health Minutes – November 17th, 2025**
Motion by Jill Ford to approve the minutes with correction that Jill was absent at the last meeting, seconded by Paul Curry. All ayes. Approved.
6. **Fremont Approval of the Board of Health Minutes – November 17th, 2025**
Motion by Janet Teten to approve the minutes, seconded by Angie Alley. All ayes. Approved.
7. **Public Comment** (limit 3 minutes per person)
No public comments were made.
8. **Jenny Sharrick - Mills Firefly Report-**
Caitlin Bleik provided an update on recent Firefly program activities across early childhood, maternal health, and child/adolescent health initiatives, including approval of the 1st Five six-month work plan, upcoming chart audit and developmental screening performance measures, and expanded provider outreach. Firefly reported ongoing efforts to increase I-Smile early childhood dental screenings through WIC, childcare, libraries, and community events, and shared plans for February’s Children’s Dental Health Month and Give Kids a Smile Day. Maternal health updates included continued nurse recruitment, a schedule change for the maternal mental health support group, coalition strategic planning, and receipt of

the Iowa MOMS grant to expand pregnancy support services across western Iowa.

9. **Richard Mullen** – Fremont County Opioid Settlement Fund Program

Richard presented on the Integrated Resource and Recovery Team (IRRT) program, a community-based initiative funded through opioid settlement resources and offered at no cost to participants. He explained that IRRT focuses on addressing comprehensive individual needs to support sustainable recovery and overall community health, including connections to medical and dental care, housing stability, treatment and mental health services, employment and workforce development, and supports for justice-involved individuals. The program also emphasizes community engagement, social connection, and practical skill-building to reduce opioid risk and improve long-term outcomes.

10. **MCPH Program Reports** –

1. Katelyn Murtfeld – Mills/Fremont Administrative Report and Mills Nursing Report

Katelyn presented a joint Fremont and Mills County update highlighting first-half FY26 accomplishments, including establishment of a fully functioning Fremont County Public Health office, expansion into environmental health, completion of mosquito surveillance, launch of the Jennie Edmundson Community Health Worker program, multiple staff training, completion of school audits, and extensive community outreach. Updates were also provided on the launch of a new CPR training program, recent administrative system improvements that resulted in cost savings, and ongoing efforts to increase visibility and accessibility in the community.

2. Megan Smith – Fremont County Nursing Report

Megan provided a Fremont County nursing report including working on scheduling Matter of Balance class, preparing for upcoming CPR classes, and opioid committee project work.

3. Matt Scott – Mills/Fremont County Environmental Report

Matt reported on November/December environmental health activities across Mills and Fremont Counties, which included 43 well tests in Mills and 4 in Fremont, 6 well permits in Mills and 1 in Fremont, 14 septic permits in Mills and 2 in Fremont, 27 septic inspections in Mills and 5 in Fremont. PWG reimbursement was \$1,100 in Mills and \$571 in Fremont. 2 tattoo parlor inspections.

11. **Mills 2026 Board of Health Chair Appointment**

Motion by Paul Curry to appoint Darcy Butts as Chair, seconded by Jill Ford. All ayes. Approved.

12. **Mills 2026 Board of Health Vice Chair Appointment**

Motion by Darcy Butts to appoint Jill Ford as Vice Chair, seconded by Paul Curry. All ayes. Approved.

13. **Mills 2026 Board of Health Secretary Appointment**

Motion to not appoint a secretary this year by Jill Ford, seconded by Paul Curry. All ayes. Approved.

14. **Fremont 2026 Board of Health Chair Appointment**

Motion by Clint Blackburn to appoint Rod McGinley as Chair, seconded by Janet Teten. All ayes.

Approved

15. Fremont 2026 Board of Health Vice Chair Appointment

Motion by Clint Blackburn to appoint Clint Blackburn as Vice Chair, seconded by Janet Teten. All ayes.

Approved.

16. Fremont 2026 Board of Health Secretary Appointment

Discussion was held to not appoint a secretary. No formal action needed.

17. Mills and Fremont annual signature of HIPAA Acknowledgement, Confidentiality Statement, and Conflict of Interest forms.

Routine annual forms were signed, no formal action needed.

18. Mills discussion and action on annual approval of Signatory Authority to MCPH Agency Administrator

Motion by Paul Curry to give Signatory Authority to Katelyn Murtfeld and Megan Major, seconded by Jill Ford. All ayes. Approved.

19. Mills discussion and action on annual approval of Signatory Authority to MCPH Environmental Health Specialist

Motion by Jill Ford to give Signatory Authority to Matt Scott, seconded by Megan Major. All ayes. Approved.

20. Fremont discussion and action on annual approval of Signatory Authority to MCPH Agency Administrator

Motion by Angie Alley to give signatory authority Katelyn Murtfeld and Rod McGinley, seconded by Clint Blackburn. All ayes. Approved.

21. Fremont discussion and action on annual approval of Signatory Authority to MCPH Environmental Health Specialist

Motion by Angie Alley to give Signatory Authority to Matt Scott, seconded by Clint Blackburn. All ayes. Approved.

22. Mills and Fremont annual signature of Mills County Public Health standing order for administration

of vaccines

Caitlin Walter to sign standing orders. No formal action is needed.

23. Mills discussion and possible action on approval of FY26 budget amendment

Motion by Megan Major to approve FY26 budget amendment, seconded by Paul Curry. All ayes.

Approved.

24. Mills discussion and possible action on approval of FY27 proposed budget and programs

Motion by Megan Major to table formal action on FY27 budget, seconded by Paul Curry. All ayes.

Approved.

25. Mills discussion and possible action on posting part time homemaker job position.

Discussion about recruitment to hire an additional homemaker due to upcoming employee retirement was held. No formal action was taken.

26. Mills discussion and possible action on well variance request for 56473 195th St Pacific Junction, IA 51561

Motion by Megan Major to approve well variance with requirement that new well is tested every 6 months for 5 years by Mills County Public Health, seconded by Paul Curry. All ayes. Approved.

27. Mills & Fremont Next Meeting Date:

Motion by Megan Major for 2/9/26 at 6 pm. All ayes. Approved.

28. Mills Adjournment

Motion to adjourn by Megan Major, seconded by Jill Ford. All ayes. Approved.

29. Fremont Adjournment

Motion to adjourn by Angie Alley, seconded by Clint Blackburn. All ayes. Approved.



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FREMONT COUNTY BOARD OF HEALTH
Monday February 9th, 2026 @ 6:00 p.m.
Lakin Library
725 Main Street
Tabor, IA 5165

Mills County Board of Health Minutes
Fremont County Board of Health Minutes
February 9th, 2026 @ 6:00 p.m.

1. **Mills Roll Call** – Darcey Butts, DVM (Chair), Jill Ford (Vice Chair), Megan Major, Caitlin Walter, APRN

Absent: Paul Curry, RN, Jack Sayers (Board of Supervisors Liaison)
2. **Fremont Roll Call** – Rod McGinley, DC (Chair) present on zoom, Clint Blackburn (Vice Chair & Board of Supervisors Liaison)

Absent: Angie Alley, RPh, Janet Teten, RN, Nicole Matheson, RN
3. **Mills Approval of Agenda** – Motion to approve the agenda by Megan Major, seconded by Caitlin Walter. All ayes. Approved.
4. **Fremont Approval of Agenda** – Motion to approve the agenda by Clint Blackburn, seconded by Rod McGinley. All ayes. Approved.
5. **Mills Approval of the Board of Health Minutes – January 12th, 2026**

Motion to approve the January 12th minutes by Jill Ford, seconded by Megan Major. All ayes.

Approved.
6. **Fremont Approval of the Board of Health Minutes – January 12th, 2026**

Motion to approve the January 12th minutes by Clint Blackburn, seconded by Rod McGinley. All ayes.

Approved.
7. **Public Comment** (limit 3 minutes per person)
8. **Rachel Reis-** Mills Community Health Worker Program

Unable to attend, rescheduled to next BOH meeting.
9. **MCPH Program Reports** –
 1. **Katelyn Murtfeld – Mills/Fremont Administrative Report and Mills Nursing Report**

Katelyn presented the Mills and Fremont County administrative, nursing, and environmental health reports. Discussion included upcoming emergency preparedness tabletop exercises, January reportable disease data, 99 Counties Cancer presentation for Fremont County, the upcoming Matter of Balance class, CPR classes, spring nursing conferences, and the January financial report. Updates were provided on Fremont County opioid projects including Richard Mullen IRRT program, and efforts to set up Narcan dispensing boxes. Environmental health report summarized monthly totals for wells, septic permits, and nuisance complaints in both counties.

2. Megan Smith – Fremont County Nursing Report

Megan presented the Fremont County nursing report, including updates on CPR classes, the 99 Counties Cancer presentation, upcoming conferences, and general office updates.

3. Belinda DeBolt – Emergency Preparedness Program Report

Belinda presented on emergency preparedness grant activities, highlighting workgroup successes, upcoming tabletop exercises and speakers, and progress on current projects and the annual workplan.

10. Mills discussion and possible action on approval of FY27 proposed budget and programs.

Motion to approve FY27 budget by Megan Major, seconded by Jill Ford. All ayes. Approved.

11. Mills discussion and possible action on increasing part time Public Health Nurse to full time.

Motion to approve increasing Megan Smith from part time to full time, effective February 23rd, 2026 by Caitlin Walter, seconded by Megan Major. All ayes. Approved.

Motion to increase Megan Smith's pay to \$32 an hour, effective February 23rd, 2026 by Megan Major, Seconded by Caitlin Walter. All ayes. Approved.

12. Mills & Fremont Next Meeting Date: March 16th, 2026.

13. Mills & Fremont Adjournment: Motion to adjourn by Darcy Butts. All ayes. Approved.