

Fremont County Board of health

Meeting Minutes

April 14 2025

Called to order at 6:01 by Dr. McGinley, BOH Chair.

Attendees:

Dr. Rod McGinley, BOH Chair

Clint Blackburn, BOH Vice Chair

Nicole Matheson, BOH

Angie Alley, BOH

Janet Teten, BOH

Kathi Brennan, Public Health

Cris Hendrickson, Grape Hospital

Clayton Long, EMA

Dawn Mouw, Iowa HHS

1. Approval of Minutes:

Minutes from the April 9 meeting ready by Teten.

Motion to approve the minutes by Blackburn, seconded by Teten, all in favor, motion carried unanimously.

2. Citizen Comment

There were no citizen comments.

3. Presentations

There were no presentations.

4. Action Items

Public Health Report

- Brennan provided budget and explained the budget numbers.

Public Health Contract

Discussion about what to do here moving forward with Public Health. Dr. McGinley provided his opinion on what he's observed so far as the board of health chairperson. Dr. McGinley stated he thought pairing with Mills County going forward with regionalization in the future as the board's best interest. Matheson stated she like Murtfield's presentation and what Mills County Public Health has to offer to Fremont County. Blackburn asked for additional thought from board members. Teten stated she was in favor of partnering with Mills County and wants a full time and part time employee to remain in Fremont County. Teten presented 3 options with numbers Murtfield ran showing different costs. Teten agrees with partnering with Mills County and having employees in county with Murtfield managing. Alley asked who would be in charge and how the hospital would continue to subcontract while Mills County Public Health oversees the program. Teten explained Mills County Public Health oversees, based out of the hospital and share employee's services between the two counties. Dr. McGinley asked how many hours a week Moore was putting in. Matheson stated Moore was putting in 40 hours a week. Dr. McGinley asked how much work Murtfield would do for Fremont County. How many hours per week for Fremont County?

Johnson mentioned Article 6 in the contract. Mouw clarified contracting and subcontracting Public Health. Johnson stated the Fremont County Board of Health doesn't have an agreement in place with Mills. Need to have a decision going forward. Doesn't want the board to agree on unknowns. The board can make a decision without it being memorialized. Blackburn stated that the board needs to make a decision. Option one to continue to subcontract with the hospital. Option two is to partner with Mills County Public Health. There would also need to be an amendment for finances. Blackburn stated that the board needs to be transparent with both parties. Dr. McGinley stated that the board needs to keep it as simple as possible, to keep it clean. Blackburn agrees on being transparent and get the discussion out. Blackburn also agreed on partnering with Mills County. It's been murky since being apart of the board of health the last two years, wants a clean start. Matheson asked if an office was in the budget presented. Asked where the employees would go. Blackburn stated that the Veterans affair office has unoccupied office space.

Dr. McGinley asked the board to express thoughts again. Alley stated she was in favor of partnering with Mills county and was impressed by Murtfield's presentation. Also pointed out that Murtfield could take advantage of grant opportunities for both counties. Teten read an email exchanged with Murtfield stating Murtfield would go to the Fremont County Board of Supervisors meeting to talk budget. Alley wasn't sure how the hospital will be needed with Mills taking over. Hendrickson stated that she thought Murtfield had a great presentation and would be good at managing the program.

Blackburn made a motion to contract with Mills County Public Health for FY26. Matheson seconded the motion. All in favor, Teten abstained from the vote. Motion passed.

Blackburn stated that there needs to be an amendment or addendum to allow finances to be shifted from the current subcontract with the hospital, to Mills County Public Health. Members discussed budget and grant status. Mouw provided clarity where grant money would be left.

Brennan asked what to do from here on out. Mouw explained that the program can still be ran on grant dollars till the end of the contract. Johnson stated the contract can end without notice needed but suggested it would be professional to give the notice.

Blackburn suggested a motion to amend the contract to shift finances around from Grape to Mills County Public Health. Mouw stated that the Fremont County Board of Health would need to subcontract with Mills County Public Health for the remainder of the current FY25 contract. Johnson stated that both parties need to be in agreement of transferring money to Mills County and allow Grape to counteroffer. Mouw and Johnson discussed the contract for clarification.

Blackburn motioned to move to pursue all appropriate amendments to contracts of which the board is apart to efficiently transfer services. Matheson seconded. All in favor, motion passed. Teten abstained from the vote.

Teten asked if Johnson could make the amendments. Johnson said he could and he's the board's legal council.

Dr. McGinley praised Brennan's performance in the time she's been the Public Health worker. Teten recommended a collaboration between Murtfield and the hospital to finish out the current contract. To efficiently and effectively spend the rest of the grant money for the benefit of the residents of Fremont County. Blackburn asked Mouw the best way to transition to partnering with Mills County Public Health. What does Brennan do that's in everyone's best interest? Brennan is providing a Stop the Bleed class on Thursday, April 17th. Brennan stated that she doesn't want to continue the new Public Health trainings if it won't be needed when the contract ends. Blackburn agreed that it wasn't in Brennan's best interest to continue training for a job that she won't be performing at the end of the contract.

Blackburn is going to the Mills county Board of Supervisors meeting tomorrow, Tuesday, April 15th for Environmental health 28E talks. Discussion about the Public Health Immunization grant, Brennan asked who should sign for the grant that is due April 30th. The Immunization grant requires a full inventory. Brennan stated that she also received an email for Measles Immunization grant with a deadline on that as well. Johnson stated that the obligations by Grape remain unchanged. Immunization FY26 needs a signature to submit. The board asked who signs the grant, Mouw provided clarification that Brennan is an authorized signer.

Environmental Health Report

Long gave an update on grants. Long submitted the quarterly report. Hammons had all of the data entered and ready for submission. Long also completed the FY26 Private Wells grant. Blackburn is going to the Mills county Board of Supervisors meeting in the morning to discuss a 28E agreement between Mills and Fremont. This would allow the Mills County Environmental Health employee to work in Fremont County. This would allow much needed inspections to be conducted. The agreement can continue after Fremont County hires a replacement in case an employee from one county or the other takes vacation, has surgery, etc.

Dr. McGinley and Blackburn arranged to interview the three candidates that applied for the Environmental Health position. One of the applicants withdrew from the interview. Dr. McGinley and Blackburn held interviews for the two candidates on Thursday, April 10th. Dr. McGinley stated that they were both quality candidates. Blackburn motioned to hire greg Gordon. Teten seconded, all in favor, motion passed unanimously. Blackburn stated that he would contact Gordon to offer the position.

Next meeting is scheduled for May 14th, at noon.

Alley made a motion to adjourn, seconded by Teten. All in favor, motion passed unanimously. Meeting adjourned at 7:32pm.



FREMONT COUNTY BOARD OF HEALTH

Wednesday May 14th, 2025 @ 12 p.m.
Secondary Roads Building
2014 290th Ave
Sidney, IA 51652

Fremont County Board of Health Meeting Minutes May 14th, 2025

1. **Roll Call** – Dr. Rod McGinley (Chair), Clint Blackburn (Vice Chair), Nicole Matheson, Angie Alley, Janet Teten
 1. **Present:** Dr. Rod McGinley (Chair), Clint Blackburn (Vice Chair), Nicole Matheson
 2. **Guests present:** Dawn Mouw (HHS), Greg Gordon (Fremont Environmental Health), Clayton Long (Fremont EMA), Kathi Brennan (Grape Hospital), Cris Hendrickson (Grape Hospital), Tanya Hayes (Grape Hospital), Katelyn Murtfeld (Mills County Public Health)
2. **Approval of Agenda**
 1. Motion to approve the agenda by Clint Blackburn, seconded by Nicole Matheson. All ayes. Approved.
3. **Approval of the Board of Health Minutes - April 14th, 2025**
 1. Motion to approve the April 14th minutes by Clint Blackburn, seconded by Nicole Matheson. All ayes. Approved.
4. **Public Comment**
 1. No public comments were made.
5. **Program Reports**
 1. Kathi Brennan- Public Health Report
 - Kathi reported recent activities, including phone coordination with Katelyn and Dawn, beginning an inventory list, and attending an emergency preparedness event. She noted that she had been contacted by HHS for orientation training but was unsure how to proceed. A printed financial report was provided to the Board.
 2. Greg Gordon- Environmental Specialist
 - Greg introduced himself as the new environmental specialist. He provided updates on his training, which includes learning septic and well inspections.
6. **General Discussion on FY25 LPH grant subcontract between Fremont County BOH and Mills County BOH.**
 1. Katelyn Murtfeld provided an update on the fully executed FY25 subcontract for the Local Public Health Services (LPH) grant. Between April 15 and May 12, she dedicated 27.5 hours to Fremont-specific work, including: Preparing Board of Health meeting materials, meeting with other cross-county public health administrators, reviewing staffing and budget with Fremont officials, facilitating execution of the FY25 subcontract, drafting the FY26 28E agreement, developing a proposed FY26 budget, staffing plan, organizational chart, and job description for a part-time nurse. See attached packet for details.

7. Discussion and possible action to approve the FY26 28E Interagency Agreement for Public Health Services with the Mills County BOH.

1. Katelyn presented the details of the agreement. Katelyn explained that under the agreement, Mills County Public Health will provide core public health services in Fremont County, including immunizations, emergency preparedness, disease follow-up, and grant administration. All staff serving Fremont County will be employed through Mills County. Mills will manage hiring, payroll, and HR functions. Fremont County will retain local oversight and provide office space and essential equipment for on-site staff. All related grant funding will be directed to Mills County for administration.
2. Motion to approve the FY26 28E Interagency Agreement for Public Health Services with the Mills County BOH by Rod McGinley, seconded by Clint Blackburn. All ayes. Approved.

8. Discussion and possible action on signatory authority approval for the Mills County Public Health Administrator.

1. Motion to approve signatory authority for Katelyn Murtfeld by Clint Blackburn, seconded by Nicole Matheson. All ayes. Approved.

9. Discussion and possible action on Mosquito Grant Contract.

1. Katelyn presented two contract options for the 2025 Mosquito Surveillance Program. The program runs June 2–July 31. Option 1 is a direct contract with Fremont County BOH and a separate subcontract with Mills County Public Health. Option 2 is a direct contract with Mills County BOH to cover both counties, which is the faster and simpler option. The program work is the same in both options.
2. Motion to approve option 2 for the 2025 Mosquito Grant by Clint Blackburn, seconded by Nicole Matheson. All ayes. Approved.

10. Old Business: Discussion on amendment to FY25 LPH grant subcontract with Community Hospital, Inc. d/b/a Southwest Iowa Home Health Services.

1. An update was provided that the FY25 LPH grant subcontract amendment has been signed and fully executed. No further action is needed.

11. New Business

1. Next Meeting Date – June 11th, 2025 at 12:00 pm.

12. Adjournment

1. Motion to adjourn by Clint Blackburn, seconded by Nicole Matheson. All ayes. Approved.