**Louisa County Board of Health**

12635 County Rd G56, Ste 103

Wapello, IA 52653

Meeting Minutes November 1st, 2023

**Members Present**: Randy Griffin, Lynn Mincer, Joellen Schantz

**Members Present via Zoom**:

**Excused/Absent**: Jacinta Wangui, Shawn Maine

**Staff Present:** R. Smith, L. McElhinney, R. Grimm, B. Smith

**Guests:**

**Guests via Zoom:** 2 unknown/unidentified

**Call to Order**

Meeting was called to order by Schantz at 1335.

**Approval of Agenda**

Motion to approve November 1st, 2023, agenda by Mincer, 2nd by Griffin. All approved, so carried.

**Approval of Minutes**

All members present reviewed minutes from October 18th, 2023, meeting. Motion by Mincer to approve October 18th, 2023, board minutes with amendment to add word of “temporary” to the increased wages for the Interim Administrator, Office Manager, and Home Care Supervisor. 2nd by Griffin. All approved, so carried.

**Public Health/Home Health Update**

New business:

Appoint Department Director:

1 internal application was received by L. McElhinney. Board members reviewed the application. Motion by Griffin to appoint L. McElhinney as Department Director, 2nd by Mincer. All approved, so carried. Motion by Griffin to set Department Director wage at $82,000 annually, Mincer 2nd. All approved, so carried.

Appoint Secretary Pro-tem:

Motion by Mincer to appoint L. McElhinney as Board of Health secretary pro-tem, 2nd by Griffin. All approved, so carried.

Designate Signatory Authority:

Motion by Griffin to designate L. McElhinney with Board of Health signatory authority, 2nd by Mincer. All approved, so carried.

Update on exiting Administrator employment end date:

R. Smith had previously stated that her last day would be November 12th, 2023, update provided that the new date is now January 5th, 2024, to allow for vacation payment.

Old Business:

L. McElhinney requested an end date for applications of RN and where the board would like to advertise. Mincer motion to take applications for 2 weeks and advertise on county website and LCPH Facebook page. 2nd by Griffin. All approved, so carried.

**Public Input**

No public in attendance.

**Meeting Schedule**

Next BOH meeting: TBD

**Adjournment**

There being no further business, motion to adjourn by Griffin at 1413.

Respectfully Submitted,

*Leah McElhinney*

Secretary Pro-tem

Motion to Approve:

1st: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_