



**WINNEBAGO COUNTY PUBLIC HEALTH NURSING**  
**216 SOUTH 4<sup>TH</sup> STREET**  
**FOREST CITY, IA 50436**  
**PHONE: 641-585-4763 FAX: 641-585-1788**

**Winnebago County Board of Health Meeting Minutes**  
**January 24, 2025**  
**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 Sonja Rank, Susan Smith, Dr. Ostercamp, Sandy Mireles, and Jaci Miller by phone. Absent None. Also present was Julie Sorenson, Allison Rice, and Beth Clouse.

A motion by Smith second by Rank to approve the agenda, all ayes and motion carried

A motion by Rank second by Smith to approve the November 15, 2024 minutes all ayes and motion carried.

A motion was made by Mireles to appoint Dr. Ostercamp as Chairperson and Sonja Rank as Vice Chair, second by Smith, all ayes and motion carried.

Practice fiscal oversight: End of November  
Public Health-Nursing &EH  
Revenue Department -\$49,729.65 (43.53%) Nurses & Sanitarian  
Expenses Department -\$67,895.95 (53.44%) Nurses  
Expenses Department-\$211.05 (54.02%) Sanitarian  
Fund Balance: \$20, 878.54 with 142,500 additional funds

Practice fiscal oversight: End of December  
Public Health-Nursing &EH  
Revenue Department -\$121,166.54 (54.61%) Nurses & Sanitarian  
Expenses Department -\$59,606.62 (58.90%) Nurses  
Expenses Department-\$1,440.50 (56.76%) Sanitarian  
Fund Balance: \$80,997.96 with \$285,000 additional funds

Sorenson reported that all billing is up to date. Sorenson also reported that she had to ask for the 4th quarter additional funds from the BOS. She also stated that she will have to amend the current fiscal budget when that time comes, board noted.

Evaluation: Allison reported on Deyta for November agency had 51 evaluations with no negative comments and December had 54 evaluation with no negative comments, board noted.

Policy Review: A motion was made by Rank to review and update the following policies for the Iowa Family Support credentialing, second by Mireles. Ayes: Rank, Mireles and Ostercamp. Miller and Smith abstained from voting.

Policies approved  
\*Leadership Endorsement of Quality & Performance Values, \*Fiscal Management  
\*Patient Records, \*Clinical Record Security, \*Emergency Preparedness

\*Protection of Reporters of Suspected Misconduct, \*Research

A motion was made by Rank to approve the update to the following policies, Termination of Employment and Phone Cell reimbursement, second by Mireles, all ayes and motion carried.

FY26 Budget: A motion was made by Mireles to approve the 3% cost of living rate for the FY26 budget from the compensation board and board of supervisors, second by Rank, all ayes and motion carried.

Home health:

November: Admission-5; Discharges 7; Rejected 9 due to not wanting to be homebound;  
December Admission-11; Discharges 11; Rejected 11 due to not wanting to be homebound and not a provider for their insurance, board noted.

November visits: SN-182; HCA-287, current census 70. December visits: SN-214; HCA-302, current census 69, board noted.

Medicare survey: Allison reported that the survey where here the January 14-16. She is waiting for the official letter to submit the plan of correction, board noted.

Public health:

Food Inspection Report: November had seven food inspection reports and December had zero, board noted.

First Steps credentialing: Beth reported that she has been working on getting the credentialing done and that the deadline is approaching. She has to wait to request a peer review after the TA approvals all the policies/procedures 16 thru 33. Smith is meeting via zoom with ECNCI director and state to see what can be done to help with the credentialing process, board noted.

Environmental Health: Chris Heyer was unable to attend the meeting due to illness, board noted.

Other Business: Sorenson shared the updated table of Organization from Iowa HHS with the board, board noted.

Motion by Mireles to adjourn the meeting at 10:00 am second by Smith, motion carried.

Next Board Meeting: Will be held on Friday, February 21, 2025 at 8 am.