Worth County Public Health

Board of Health Meeting Minutes

October 14, 2026 | 8:30 a.m.
95 9th Street North, Northwood, IA 50459

1. Call to Order and Attendance

Kathy Meyer called the meeting to order at 8:33 a.m. No guests were present. In attendance were Mark Smeby, Kathy Meyer, Jenny Johnson-Krozter (Medical Director), Stephanie Perkins, and Donna Orton.

2. Approval of Agenda

Mark Smeby moved to approve the agenda; Jenny Johnson-Krozter seconded the motion. Motion carried.

3. Approval of Previous Meeting Minutes

Donna Orton moved to approve the September 15, 2026, meeting minutes as read.

4. Old Business — Salary Changes

Stephanie Perkins moved to approve the following hourly salary changes; Jenny Johnson-Krozter seconded the motion:

Employee / Position	Hourly Rate
Jill Schutz, RN	$31.90
Lexee Anderson, RN, Clinical Manager	$40.78
Shana Butler, Administrator	$43.00

Vote: Donna, Stephanie, and Jenny in favor and Mark voting against the changes in salaries. Motion carried.

5. Employee Raise Policy

Shana Butler discussed working with Mike Galloway, an HR attorney, to develop a policy governing employee raises outside of cost-of-living (COL) increases. The Board tabled the policy to allow all members additional time to review it and propose changes. Discussion will resume at the next Board of Health meeting.

6. Mileage Reimbursement Rate

Mark Smeby moved to increase the mileage reimbursement rate to $0.76 per mile, effective October 14, 2026. Stephanie Perkins seconded the motion. All voted in favor; motion carried.

7. Sanitarian Update

Shana Butler reported that S and H Sanitarian Services completed 37 well water tests, 15 septic permits, and 3 well tests during the last quarter. S and H Sanitarian Services requested an increase in the well permit fee from $75 to $125 to reflect the actual time and costs associated with issuing permits. Mark Smeby moved to set the well permit fee at $125; Donna Orton seconded the motion. All voted in favor; motion carried.

8. Administrator Report

The Board received updates on the budget and current grants. Shana Butler reported applying for an additional $13,000 for immunization services. The proposed funding would support staff salaries and radio advertising intended to increase immunization rates throughout Worth County, this funding is from IHHS.

9. Transit Operating Hours

The Board discussed the hours during which county transit services may operate. Mark Smeby requested that Shana Butler draft a transit operating-hours policy for presentation at the next meeting.

10. Next Meeting

Monday, November 23, 2026, at 2:00 p.m.

11. Adjournment

Donna Orton moved to adjourn; Jenny Johnson-Krozter seconded the motion. Motion carried. The meeting adjourned at 9:31 a.m.

Approved by: _____ Date: _____