



Jasper County Board of Health Agenda, Tentative Amended

Thursday, July 9, 2026, 11:00 AM

Jasper County Office Building, 315 W. 3rd St. N., Large Conference Room, Newton, Iowa
A hybrid option is available via Zoom link at the end of the agenda.

1. Call to Order. Time: _____
 2. Roll Call of Jasper County Board of Health members:
 - ☐ Julie Smith, Chair
 - ☐ Dr. Andrew Cope, Medical Director
 - ☐ Donna Akins
 - ☐ Jody Eaton
 - ☐ Doug Cupples, Board of Supervisors
 3. Introduction of others present:
 4. Minutes: (Action) May 14, 2026, minutes (Attachment, 3 pages)
 5. Agenda Approval: (Action) Consider and approve the agenda (Attachment, 1 page)
 6. Citizen Comments: The public may comment on public health items (Limit: 3 minutes)
 7. Outside Agency Reports: (Information Only)
 - ♦ Environmental Health: Kevin Luetters, Community Development Director
 - May and June reports (Attachment, 2 pages)
- Old Business:
8. IHHS Updates (Discussion)
- New Business:
9. Annual Policy Review (Action)
 - a. Record retention update (Attachment, 2 pages)
 - b. Posting Board meetings (Attachment, 1 page)
 10. FY26 Annual Report and Strategic Plan (Action) (Attachment, 2 pages)
 11. Next meeting: Thursday, September 10, 2026, 11:00 AM
 12. Motion to adjourn the meeting: (Action) Time:

While a hybrid/virtual option is available for convenience, access cannot be guaranteed. In-person attendance is recommended to ensure full participation. Require authentication to join: Sign in to Zoom
<https://zoom.us/j/95554784668>

Contact: bprior@jasperia.org

Jasper County Board of Health Minutes

Thursday, May 14, 2026, 11:00 AM

Jasper County Office Building, 315 W. 3rd St. N., Large Conference Room, Newton, Iowa

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Call to Order. Time: 11:00 AM

- Roll Call of Jasper County Board of Health members:
Julie Smith, Chair, Dr. Andrew Cope, Medical Director, Donna Akins, Jody Eaton, Doug Cupples, Board of Supervisors. Board members absent: None
- Introduction of others present: Becky Pryor, Kristina Winfield, Melissa Gary, Kevin Luetters, Community Development.
 - Zoom - Lauren Asman, EFR. Emma Krapfl, American Lung of Iowa, Megan Thompson, MICA, Heather Bombei, IHHS.
- Minutes: Motion to approve the March 12, 2026, minutes. See the 2-page attachment.
 - Motion: Dr. Cope Second: Donna Akins, in Favor: All Motion passed: unanimously
- Agenda Approval: Motion to consider and approve the agenda. See the 2-page attachment.
 - Motion: Dr. Cope Second: Jody Eaton, in Favor: All: Motion passed: unanimously
- Citizen Comments: None

Outside Agency Reports: (Information Only)

Environmental Health: Kevin Luetters, Community Development Director

- March and April reports. See 2-page attachment. Inspections have been slow. Septic Tank Pumper inspections are complete with 1 new pumper in Jasper County.

EFR: Lauren Asman, Program Specialist

Lauren reported progress on Jasper Marion State Opioid Response, with only 8 more trainings needed out of 48 required, and mentioned upcoming work with the Salvation Army in Newton regarding naloxone distribution.

American Lung Association of Iowa: Emma Krapfl

- FY26 Q3 Newsletter and Q4 reporting form. See 5-page attachment.
Emma reported on the Tobacco Prevention Grant, noting that the Baxter ISTEP chapter no longer exists, but she completed presentations at Baxter School and had 14 Quitline enrollments in Quarter 3, the highest number in one year. 31 Quitline Iowa calls. Presenting at MCH meeting in June and working on a webinar for youth support.

Mid-Iowa Community Action (MICA): Maternal and Child Health. Megan Thompson.

- MICA Health Newsletter, March 2026. See 3-page attachment.
Megan updated on WIC participation, which remains steady at 470 families. She also mentioned that in October, MICA plans to move the Newton WIC clinic from the second to the third Monday of the month. Megan announced a new initiative allowing X-rays to be performed during school-based sealant programs to reduce barriers for families.

Old Business:

- [IHHS Updates](#) (Discussion) See 32-page attachment
Becky reported on the public health system realignment and several program changes. Becky provided

an overview of the HHS handout on establishing lead entities in each of the 7 districts for public health services, explaining that Polk County is likely to be selected as the lead entity for Jasper County's region. The Board of Health would remain the decision maker under Iowa Code 137, and local staff responsibilities would continue largely unchanged, though contracts would flow through the lead entity.

- Motion to end the Home Care Reimbursement Program on 6.30.2027.
 - Motion: Dr. Cope Second: Donna Akins in Favor: All. Motion passed: unanimously

New Business:

- **General Assistance:**

Becky reported a plan to back up General Assistance. This will give the General Assistance backup. The General Assistant Director would like to discuss the program's future with the Board of Supervisors.

- **Thrive Iowa Grant**, Information only. See 1-page attachment

Becky reported on the Thrive Iowa grant. She explained the decision to decline the grant was due to several factors, including HHS changes to public health, limited staff and ability to hire, and the narrow scope of participants who would be served. Becky explained that one of the community partners is interested in the Thrive Iowa program and that they can better accommodate requirements. Becky reported that the health department will assist the program with resources and mentoring.

Organization Reports:

- **CHA/CHIP**: Worked on housing flow sheet, Alcohol Treatment Resources, Mental Health month, summer food program resources, open houses for Capstone IOP program and Hickory Recovery in Grinnell. Housing ribbon cutting this month. CISS work on housing in Newton.
- **Students**: 2 nursing students completed hours this semester.
- Also see the Health Department Report. See 1-page attachment. Resource guide and events calendar updated often.
- Emergency Preparedness: Drills and contacts. Updated plans, including NIMS cast and PHERP.
- Immunizations and Communicable Diseases
 - CD: Kristina arrived late due to a webinar from IHHS. She explained new updates on the Hantavirus and the state's plan if the virus is found in Iowa.
 - TB: State issues with TB medication.
 - Immunizations: She reported that JCHD immunization numbers have decreased. This may be attributed to the new pediatrician and primary care physicians administering more immunizations during well-child checks.
 - Kristina is working with Newton Clinic and Schools on immunizations.
 - Becky and Kristina met with Quick Care Urgent Care.
 - VFC program: Evaluation of program
 - Flu: County employees and Medicare pay for flu shots
- Events:
 - Senior Health and Fitness Fair** at the Newton YMCA May 27th.
 - Healthy Kids Day** at the YMCA was in April. About 340 people in attendance.
 - Car Seat checks**: Melissa will be checking car seats on May 16 at the Pregnancy Center of Central Iowa.
 - Jasper County Cares Coalition**. There were 54 people in attendance yesterday, including 8 new people from new agencies. See 1-page attachment

Next meeting: Thursday, July 9, 2026, 11:00 AM

Motion to adjourn the meeting. Motion: Doug Cupples Second: Jody Eaton In Favor: All

Motion passed: unanimously
Time: 11:45 AM

Board Member Signature

Date

Minutes taken by Melissa Gary on May 14, 2026

Environmental Report for Jasper County Board of Health
7/1/2025 to 6/30/2026

Environmental Reporting	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Septic Eval & Inspections	15	12	12	10	8	5	2	2	10	10	11	11	108
New Water Wells	0	0	0	0	0	1	0	0	0	0	1	1	3
Plugged Water Wells	2	2	5	2	2	1	0	0	2	4	6	2	28
Water Tests	4	3	3	4	1	1	0	0	2	2	0	0	20
Pool/Spa Inspections	0	0	0	0	5	8	0	0	0	0	0	6	19
Tanning Facility Inspections	0	0	0	0	6	7	0	0	0	0	0	0	13
Tattoo Facility Inspections	1	0	0	0	5	8	0	0	0	0	0	0	14
Septic Tank Pumper Inspections	0	0	0	0	0	0	0	0	0	4	0	1	5
Nuisance Complaints	5	3	3	6	3	3	5	5	4	4	4	3	48
Rabies / Dog Bites	0	1	2	2	1	1	1	2	2	2	2	2	18
Radon Test Kits Sold	0	0	0	0	0	0	0	0	0	0	0	0	0
Any Issues or Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	27	21	25	24	31	35	8	9	20	20	24	26	276

Grants to Counties

Nitrate(1)/Coliforms(2)/Ecoli(3)/Arsenic(4)/Manganese(5)

[illegible]

JASPER COUNTY HEALTH DEPARTMENT POLICY AND PROCEDURE

Subject: Record Retention

Updated: 6/18/2026

Section: Public Health

Regulation: ISAC Record Retention Policy, IHHS, see below

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I. **POLICY: Record Retention:** Proper storage and destruction of records is essential to safeguarding assets, maintaining client and employee confidentiality, ensuring efficient access to stored materials, and appropriately disposing of sensitive or outdated information. The Jasper County Health Department will comply with all applicable federal and state laws regarding the storage, retention, and destruction of records. Access to stored records will be limited to individuals who have a legitimate need and authorized permission to retrieve them. All on-site destruction of records will be completed through shredding to protect privacy and confidentiality

Document	Code, Regulation	Explanation	Disposition, where stored
Minutes	Iowa County	Board of Health meetings	Permanent in SharePoint
Leases, Contracts	Iowa State Records Commission	Leasing/contracting agreements	SharePoint, Retain 10 years after fulfillment of the contract, then destroy.
Financial records, Claims, Payroll, Audits	Iowa County Records Manual	Claims	Auditor's Office, Retain 10 years after approved audit, then destroy
Deposits	Iowa County Records Manual	Deposits	Treasurer's Office, 3 years
Budgets	Iowa County Records Manual	Annual budgets	Auditor's Office Historical
Employee Records including FMLA	Iowa County Records Manual	Name, address, social security number, application, wage/salary, earning, withholding, insurance claims, term of employment	Auditor's Office, 75 years
Annual Reports, Community Health Plans	---	Annual Report, CHA, CHIP	SharePoint, 10 years

Communicable Disease Cases	IHHS	Investigations are entered into the State system.	State System
Immunizations (given)	IHHS	Immunizations given in office	State System (IRIS), Permanent
Grants	From Iowa Attorney General website, Chapter 3	Grant records	State has record in Iowa Grants, SharePoint. Auditor's Office for all financial documents. Retain 3 years after approved audit, then destroy. Federal funds- 10 years

- **Grant document/record keeping updated:**

- *The Contractor shall maintain all records, books, documents, and other evidence pertinent to this Agreement (including electronic records) for a minimum of ten (10) years after the date the final expenditure report is submitted to the State, or for such longer period as may be required by federal statute, regulation, audit, or litigation. The Contractor shall afford the State, its auditors, the Federal awarding agency, the Comptroller General of the United States, and any of their duly authorized representatives full access to such records at reasonable times and upon reasonable notice for the purpose of audit, examination, or inspection.*

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Added 6/18/2026

House File 2490 Open Meeting Laws

The Jasper County Board of Health will post its meeting agenda in the following locations:

- Bulletin board on the east side of the Administrative Building
- Door of the north entrance
- Jasper County Website (www.jasperia.org)

If a posted agenda needs to be amended, not less than 24 hours before the meeting, and it will be marked with the word "Amended" and will identify the amended provisions.

Reference: House File 2490, the Open Meetings Laws, Chapter 21, Chapter 22

Dated: 7/9/2026 Board of Health meeting

FY26 ANNUAL REPORT

Mission: Protecting & improving the health of Jasper Co.

Board of Health members: 5

Staff: 3

Subcontracts:

- Environmental Health: 276 services
- Homemaker: 4 clients, \$10438

Public Health:

Community Health Improvement Plan

- Mental Health/Substance/Misuse
- Lack of Medical Providers
- Lack of affordable housing, transportation, child care, & food

Jasper Co. Cares

- 11 meetings, 581 total, average 53 per meeting

Immunizations: 141, Audits: 6041 records

Communicable Disease (TB):

- 65 cases, 182 days of medications

Referrals/out reach: 5500

Other: Emergency Prep, Jasper Co. Cares, Opioid Settlement, Strategic Plan FY27

Media: 8 million impressions

Outreach: 11779 contacts, 87 car seat installs

Events: Calendar: 1500. 186,000 impressions

Budget: \$428,150 expenses; \$136,000 grants

Actual: \$395,386 expenses; \$142,003 grants

Jasper County Health Department: Strategic Planning FY27 7.9.2026 BOH

The following should be completed by the Jasper County Health Department by **6/30/2027**.

1. State IHHS, Administrator will:
 - a. Monitor changes at Iowa Health and Human Services for public health.
 - b. Attends meetings and updates the Board of Health.
2. Emergency Preparedness, Administrator will:
 - a. Update Emergency Plans (PHERP).
 - b. Ensure monthly radio tests, communication drills, and training are complete.
 - c. Complete billing monthly.
3. Community Health Improvement Plan, Administrator will:
 - a. Oversee the Jasper County Health Improvement Plan goals and update.
 - b. Work with the Opioid Settlement Committee.
 - c. 99 County Cancer Event, Scheduled for 9/9/2026.
4. Jasper County Cares Coalition, Administrator will:
 - a. Coordinate meetings and attendees, along with facilitating the meeting.
 - b. Update resource guide, Facebook, and contact list.
 - c. Complete activities as funding becomes available.
5. Immunization Program, Public Health Nurse will:
 - a. School & daycare immunization audits
 - b. Host Back-to-School Immunization Clinic and accommodate those in need of immunizations.
 - c. Educate on immunizations.
 - d. Coordinate the Vaccine for Adults and the Vaccine for Children programs
6. Communicable Disease, Public Health Nurse will:
 - a. Complete investigations promptly
 - b. Keep up with current epidemiology.
7. Public Relations, Administrator will oversee:
 - a. Regular social media posts.
 - b. Attend community events as time allows,
 - c. Welcoming new health and human service staff to Jasper County.
 - d. Keep website updated.
 - e. Update Jasper County Resource Guide.
 - f. Melissa will keep up passenger safety seat certification and install car seats as time allows.
8. Financial Management, Administrator will:
 - a. Monitor and comply with budget protocols,
 - b. Regular billing and auditing of grants.
 - c. Audit all revenue and expenses monthly and yearly.
 - d. Evaluate IHHS grants and other funding sources.
 - e. Coordinate with Environmental Health programs.
9. Administrative & Board of Health, Administrator will:
 - a. Complete annual employee evaluations
 - b. Complete annual report and strategic plan each fiscal year.
 - c. Home Care reimbursement program will end on 6/30/2027.
 - d. Organize at least 6 Board of Health meetings per contract year- July, Sep, Nov, Jan, Mar, May.
 - e. Ensure employee CEU, insurance, and licensure are current.

Note: The Administrator may delegate duties to the Public Health Nurse or Assistant.