

**FRANKLIN COUNTY BOARD OF HEALTH**  
*UNOFFICIAL MINUTES*

*SPECIAL MEETING*

*TUESDAY, MARCH 22, 2016, 4:45 P.M.*  
*FRANKLIN COUNTY PUBLIC HEALTH OFFICE*  
*1600 CENTRAL AVE. E, HAMPTON, IOWA*

MEMBERS PRESENT: Shawn Dietz, Chair; Carol Miller, Vice Chair; Russell Wood  
ALSO PRESENT: Supervisor Gary McVicker, Sanitarian Earl Kalkwarf  
MEMBERS ABSENT: Nancy Retz, Secretary; Dr. William Paltzer

1) Called to order by Dietz at 5:03 p.m.

In the absence of Retz, Dietz would be responsible for submission of minutes for this meeting.

2) Motion by Wood to approve agenda. 2nd by Miller. Motion approved.

3) Motion by Wood to approve minutes from March 15th meeting as submitted by Retz. 2nd by Miller. Motion approved.

4) No public comments received.

5) Old Business

\*Discussion of Sanitarian job description

Dietz had distributed via email a sample job description and qualifications obtained from Daniel Olson with the Iowa DNR. Auditor Michelle Giddings had also distributed to the Board via email a job description for Franklin County developed by working with Kalkwarf. It was the consensus of the Board after a suggestion by Wood that the Board utilize the job description as written by Giddings with some formatting changes.

Dietz informed the Board that he had been contacted by Supervisor Corey Eberling that Hardin County may be willing to share the position. A phone call was made by Dietz to Hardin County Supervisor Lance Granzow to confirm. A motion was made by Wood to authorize Dietz as Board Chair to continue discussion with Hardin County about the possible sharing of the Sanitarian position. 2nd by Miller. Motion approved.

6) New Business

\*Consideration of publication of County Sanitarian job opening

McVicker noted that Franklin County Supervisors would also be open to the possibility of continuing the shared responsibilities that the Sanitarian currently carries as County Weed Commissioner. A motion was made by Wood to publicize a general job opening announcement in the Hampton Chronicle and Sheffield Press as well as other media and online with the announcement to include that the position

may include shared responsibilities with another county and/or other responsibilities within Franklin County. 2nd by Miller. Motion approved.

As Chairman, Dietz then appointed a search subcommittee to include Wood and himself. Correspondence relating specifically to the County Sanitarian job opening should be directed to Dietz at the Public Health Office.

7) Dietz informed the Board that following the previous meeting, he contacted Dr. Paltzer about better meeting times to allow his attendance and Paltzer offered suggested times to be considered at a later meeting.

Dietz informed the Board that he attended the Franklin County Supervisors meeting on Monday, March 21st to discuss 4 items. Kalkwarf was also present at that meeting. Dietz made the request of Kalkwarf to confirm with the Recorder's office the status of an easement at the Jass property in Popejoy that has been the topic of much discussion over the past year or more. Kalkwarf commented that since that meeting he had worked with the Recorder's office and was unable to find any easement for the Jass property. The matter for the Board of Health is considered closed. It is our understanding that other considerations are ongoing with the County.

Dietz also confirmed with the Supervisors the method of sale the Board of Health would like to consider regarding the sale of a vehicle owned by Franklin County Public Health with the matter to be further discussed and considered at a future meeting.

The topic of Time of Transfer extensions was also discussed with the Board of Supervisors. It was agreed that in the future, such extensions should be brought before the Board of Health for consideration before being approved by the Sanitarian.

Finally Dietz informed the Board about his discussions with the Supervisors regarding the Sanitarian job description and whether they wished to continue sharing Weed Commissioner and Sanitarian responsibilities as previously mentioned by McVicker. The Supervisors are open to this.

8) With no other business, a motion was made by Miller to adjourn. 2nd by Wood. Motion approved.

Respectfully submitted by Shawn Dietz