



Board of Health

Sandra Larson, JD, BSN

Preeti Joseph, MD

Mitchell Edwards, MD

Mike Fidgeon

Lynn "Tut" Fuller, MD

Kathryn J. Dolter, RN, PhD,

Lieutenant Colonel, U. S. Army (Retired)

DUBUQUE COUNTY BOARD OF HEALTH

Meeting Minutes – December 17, 2025 | 4:30 p.m.

Dubuque County West Campus Conference Room, 1225 Seippel Rd. Dubuque, IA & via Zoom

Call to Order: Chair Larson called the meeting to order at 4:31 p.m. (in person & Zoom).

Roll Call:

Board Members (In Person):

- Sandra Larson, Chair
- Kathryn Dolter
- Mike Fidgeon, Vice Chair
- Mitchell Edwards

Board Members (Virtual):

- Preeti Joseph

Board Members (Absent):

- Mitchell Edwards
- Tut Fuller

Liaison (In Person):

- Ann McDonough, Board of Supervisors Liaison

Internal Staff (In Person):

- Allie White
- Bailey Avenarius
- Tina Daubenberger
- John Sewell
- Emma Hilkin
- Carissa Brown

Contracted Staff:

- Stacey Killian

Members of the Public:

- Diane Pape Freiburger
- Jeff Metcalf
- Chuck Isenhardt

Quorum Established: at 5:01 pm

Public Comment: Diane Pape Freiburger reported that Stacey Killian is a candidate for the Iowa Public Health Association (IPHA) Board, with voting scheduled to take place in January. She also noted that membership in IPHA should be considered for both the Board and the department.

Chairperson Announcements & Updates: The Board of Supervisors reappointed Larson and appointed Jeff Medcalf and John Dolehide. Larson expressed appreciation to Mike Fidgeon for his service and contributions to the Board of Health.

BOS/BOH Liaison Comments: Supervisor McDonough thanked the Board for their commitment and service to the Board of Health. She suggested that the Board consider meeting on a bi-monthly basis to improve attendance at Board of Health meetings.

Approval of November 19, 2025, Agenda: Motion by Dolter, seconded by Fidgeon; approved unanimously.

Approval of October 15, 2025, Minutes: Motion by Dolter, seconded by Fidgeon; approved unanimously.

Presentations & Reports

a. DCPH Monthly Report- Allie White

Director White presented December highlights. She reported that free in-home radon test kits will be available, funded through the Local Public Health Services Grant. The initial operating and capital budget draft has been submitted and is currently seeking input through the Board of Health Finance Committee. While the Dubuque County Public Health Department (DCPH) is unable to apply for the Rural Health Transformation Grant at this time due to capacity limitations, the department remains committed to supporting community organizations as opportunities allow. Dolter suggested developing a map of public buildings equipped with automated external defibrillators (AEDs) to help DCPH identify and address potential gaps. Director White also noted that two schools exceeded 10% illness-related absences due to cold-like symptoms and Influenza A.

b. VNA Monthly Report- Stacey Killian

Killian reported that client numbers at the VNA remain steady, with any declines attributed to the holiday season. Larson requested that the VNA provide an itemized report of the Dubuque County Deficit Grant to clarify how the funding is being utilized. The Board expressed interest in encouraging providers to enter vaccination records into IRIS to maintain accurate immunization data. The Board also plans to further discuss the formation of an ad hoc committee for immunizations at the January meeting.

c. DCPH Quarterly Environmental Report

During the second quarter, 29 septic permits were issued, 33 time-of-transfer reports were submitted, 20 well permits were issued, and 100 private wells were sampled through the Private Well Grant (PWG). Director White reported that DCPH will receive reallocation funds

through the PWG, with the first-round totaling \$30,000 and the second-round totaling \$16,000.

Action Items

a. Appointment of Finance Committee members

The Board of Health Bylaws state that a Finance Committee should be established, with at least one Board member serving on it. Dolter volunteered to work with Director White on the Finance Committee.

b. Appointment of a Nominating Committee for Officers

Hilkin will continue to serve as the Secretary. Dolter, Joseph, and Larson will be on the nominating Committee for Officers.

c. Election of a Temporary Chairperson due to the Chairperson's resignation if not reappointed to the Board of Health by the Board of Supervisors

Larson was reappointed, so there will not be a temporary chairperson.

d. Withdrawal Management Request for Proposal — Final Document Consideration

Brown presented the Request for Proposal for providing withdrawal management services for uninsured Dubuque County residents. The contract timeline was established from March 2, 2026, to December 31, 2026, with funding of \$12,000 for 1–2 individuals. Larson made a motion to approve the documents as presented, seconded by Dolter, and the motion was approved unanimously.

Response to Public Questions None

Unfinished Business

a. Waiver Contingency Agreement Practices – Review and County Attorney Opinion

Sewell reported that he has been in contact with County Attorney Scott Nelson. The Board of Health does not have the authority to require homeowners to sign a written agreement for an annual well water test. Dolter suggested beginning to draft a new ordinance in anticipation of potential future action.

b. Easement Follow-Up - 25552 Dawn Circle, Sherrill, IA 52073

Avenarius reported that the agreement for 25552 Dawn Circle, Sherrill, IA 52073 has been signed by both parties and recorded with the Recorder's Office. The holding tank has been installed in accordance with the approved waiver.

c. Letter from Chairperson Larson to County Attorney Nelson

Larson read the response from the County Attorney regarding the Board's request for legal advice on waivers. Avenarius noted that the DNR has the authority to approve or deny a waiver. Supervisor McDonough requested that Sewell and Avenarius review how other urban counties in Iowa manage their waiver processes. The Board agreed that the matter requires further discussion and clarification. A temporary ad hoc committee will be formed to develop a procedure, with Dolter, Larson, and McDonough serving on the committee.

New Business None

Board Communication and Reports: None

Next Meeting: January 21, 2026 at 4:30 p.m.

Public Comment:

Diane Pape Freiburger provided an update on Vaccines for Adults (VFA), reporting that in the state of Iowa 4,555 adults have been served, and in Dubuque County 22. She indicated that she will continue efforts to educate the public on vaccines.

Adjournment: Motion by Dolter at 6:28 p.m.

Board of Health Attendance 12/17

Name	Time In	Time Out	In person or Zoom	If absent, was notice provided?
Sandra Larson	4:19	6:28	In Person	
Lynn Fuller				No
Preeti Joseph	5:01	6:28	Zoom	
Mitchell Edwards				Yes
Kathryn Dolter	4:15	6:28	In Person	
Mike Fidgeon	4:31	6:28	In Person	