

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**July 6, 2011**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- George Dutton
- ABSENT:** Tom Overn, Vice Chair; Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, CCHD Office Mgr.
- CALL TO ORDER:** Meeting was called to order at 4:10 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The agenda was approved as presented.
- MINUTES:** Dr. Buhr moved to approve the May 24, 2011 minutes as presented. Second by Dutton. Unanimous vote. Motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report.
- VOUCHERED EXPENSES:** Dr. Buhr moved, Dutton seconded a motion to approve the vouchered expenses for June/July. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Expenses for Home Health are below budget except for therapy expenses. This is due to some 2010 therapy expenses being paid in 2011, and regular expenses for therapy are already way over, so they are "out of whack," according to Will. Support services (computer) and rent will be paid in August (approximately \$24,000). Home Health is \$18,000 in black right now, even with the overage in therapy expenses.
- OLD BUSINESS:** Achieve update given. Will went to the social marketing conference in Clearwater, Fla. In June, which was about how to change norms or people's opinions. They encouraged organizations to narrow their scope (don't market to too many age groups at once). They also stressed that public health shouldn't use their logo (and other logos) on all marketing as it is overwhelming to the public at times. Research and data analysis were a focus of the conference. Sharon Buhr also reported that locally the bike racks are nearly done, according to Armando, art instructor at VCSU. A PowerPoint presentation is available from VCSU. Achieve committee would like to know how the community feels about smoke-free facilities throughout the city. A survey will be conducted.
- Outreach grant: Will was in Bethesda, MD, the end of June for the meetings required for the Chronic Disease Management grant. They looked at sustainability and how to continue the program if [CCHD] isn't funded again. We will be looking at writing another grant next month. It will be due in October or November.
- Home Care update: Recent strategic planning session with Brad Gibbens concerning the future of CCHD certified/public health home care discussed. Brad also compiled a

booklet containing all outcomes from the session (to be included in Health Board binder), which all Board members received in their packets. Theresa will also e-mail a survey monkey to staff members to gather any input that wasn't expressed at the session. Regarding **actual funding percentages** that appear on page 4 of booklet under "Threats," it should read: Medicare/Medicaid/HRSA – 33.73% of CCHD budget; State – 24.4%; Grants – 39.13%; and Local – 28.3%. Will talked with Harold Rotunda, CPA, concerning home health expenses and revenues. Becky Kratz, accountant, and Theresa will be looking at all the numbers carefully and will report back to the Board. Rotunda questioned that if the home care program is breaking even, why would CCHD want to drop it? Need for two cars and home visits briefly discussed. Will suggested that CCHD should remain status quo for the next year, at least until the next cost report is completed. Board also briefly discussed other CCHD staff concerns regarding office space and confidentiality issues. Will may contact a contractor or architect to see if anything can be done to better soundproof the office.

Director evaluation: Board members completed individual evaluations of Will. Consensus is that Will is doing an excellent job and was thanked by the Board. Dutton moved, Dr. Buhr seconded to accept the evaluation outcome as presented. Unanimous vote, motion carried.

Community Health Assessment: Working on best practices. There is confusion on how to conduct it. Will stated that she thought we needed to wait until there are more guidelines established. An assessment is a requirement for voluntary accreditation. Methods of conducting an assessment were discussed. This assessment is also a requirement for critical access hospitals (Mercy Hospital) as part of healthcare reform nationwide. According to a recent webcast Will attended, hospitals will need to show outcomes with what they claim is community health benefit.

NEW BUSINESS: The Board reviewed four policies:

- Disinfecting Patient Care Equipment and Instruments. Dr. Buhr moved to accept the policy as written. Second by Dutton. Unanimous vote, motion carried.
- Procedure to Open/Close Office. Dutton moved to accept the policy as written. Second by Dr. Buhr. Unanimous vote, motion carried.
- Wellness Policy (staff) and Wellness Policy (client/office). Dr. Buhr moved to accept the policies as written. Second by Dutton. Brief discussion regarding cholesterol screenings for healthy people/staff and Sharon Buhr provided input regarding healthy food guidelines for catering situations. Section regarding tobacco-free meetings, meeting sites, and outdoor spaces discussed. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:15 p.m. There will not be another Board meeting in July unless something important comes up. **The next meeting will be Tuesday, Aug. 23, at 4 p.m. in the County Commission room.**

Respectfully submitted,

Dr. James Buhr, Secretary