

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**June 26, 2012**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Tom Overn, Vice Chair  
George Dutton (4:21 p.m.)
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, CCHD Office Mgr.  
David Schelkoph, City Administrator  
David Luessen, Times-Record reporter
- 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:** Addition under New Business: 9) Discussion on flu shot clinics 10) Other. Agenda approved as amended.
- MINUTES:** Dr. Buhr moved to approve the minutes of the May 22, 2012 meeting as printed. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report. Will noted that a state surveyor from NDDoH Health Facilities Division is currently in the office auditing Home Care charts (they come every 3 years).
- VOUCHERED EXPENSES:** Dr. Buhr moved, Overn seconded a motion to approve the vouchered expenses for June/July. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Will stated that she will continue to monitor the Home Care situation as revenues are down, though the numbers should improve next month. Furniture expenses in the Home Care area were discussed.
- OLD BUSINESS:** Achieve grant: Will noted the Achieve group will be seeking funding from Dakota Medical Foundation to continue as a collaborative group.
- Chronic Disease Management (CDM) update: Theresa will be meeting Friday, June 29, with the Center for Rural Health, Kelly Nagel, ND Department of Health, and Melissa Olson, Healthy North Dakota, working on a community transformation grant application where they would like to use CCHD's CDM program as a pilot. This grant would include the original grant extension proposal to expand the current pilot program to include eight area counties (five additional counties not including the original three – Barnes, Stutsman and Logan). The application will go out about mid-July. Theresa will also meet again July 9 or 10 (date not set yet) with Dr. Dwelle, NDDoH, and Dr. Fischer, Blue Cross Blue Shield, to revisit BCBS covering CDM public health services, which could potentially save BCBS money.
- NEW BUSINESS:** The Board reviewed the annual required Medicare cost report compiled by Marlene Davis. A "lower utilization" cost report was prepared due to the lower number of clients

on service. The 2011 report showed a 19% loss, which Will noted was likely closer to a 10% loss when taking into consideration a 2010 therapy bill that was received in 2011 for approximately \$6,500. When looking at actual costs, the numbers remain about the same as last year. Dutton made a motion to approve the cost report as presented, with a second by Overn. Unanimous vote, motion carried.

Board member update: Overn's term actually ended in May. He is the member-at-large. According to the bylaws, this position is appointed by the Health Board. Overn stated that he is interested in remaining on the board. Dr. Buhr moved, Dutton seconded to reappoint Overn to the at-large position. Unanimous vote, motion carried. The board also noted that George Dutton, appointed by the City Commission, is going off the Board as of this meeting. His replacement will be announced July 2. Sharon Buhr is appointed by the Valley City School Board. She is no longer serving on the VC School Board as of this month, however, the School Board can appoint anyone they chose to serve in this capacity. Buhr was appointed by the School Board to continue serving on the Health Board as their representative and her term ends in 2016.

Will stated that City-County Health is looking at two electronic medical record systems – Centricity and Champ. Central Valley Health District, Jamestown, uses Centricity (which will integrate with the Ahlers billing system used by CCHD). Staff members Will, Thomsen, Kratz and Martin will go over to CVHD and get a first-hand look at the Centricity system. This group, plus Betty Olson, will review the Champ system July 11 during a webinar meeting with representatives. Eleven public health units in North Dakota are currently using Champ. This system was developed for use with Home Care agencies and then expanded to public health, so it is very in-tune to population-based public health needs. Will stated that she believed (at this time) the approximate cost of an electronic medical record system would be \$30,000.

Public Health scholarship discussed to honor Erma Overby, longtime director of City-County Health and champion of public health. As proposed, CCHD would need to raise the funds (\$10,500 needed to start a scholarship at VCSU) and decide where to establish the scholarship. VCSU now offers a program for LPNs and RNs. Will stated it is a good way to build a stronger public health relationship with the college (VCSU) and ensure that public health is a piece of the curriculum there. She suggested that CCHD also contribute a portion to the fund. Board members discussed the legality of using public funds for this purpose and Theresa has contacted the state's attorney office, but has not received a decision yet. This subject was tabled until the August board meeting.

Will discussed the matter of her pursuing a Master's degree in public health. She has already completed a core public health certificate program through the University of Minnesota, using state emergency preparedness scholarship dollars. There is now a new online master's program being offered jointly through NDSU/UND. The advantage of her pursuing an MPH is overall increased knowledge regarding public health, community health and concepts. Only nine credits of the previous course will transfer to the new program. There are eight different areas of study available (four at NDSU and four at UND). Will is interested in the health promotions area of study, which is offered at NDSU. She stated she is not pushing to get her MPH, but it could be beneficial when CCHD seeks accreditation. The total program is 42 credits. The approximate cost will be \$5,000-\$6,000 per year for four years, or \$650 per credit (Theresa could take 2-3 classes per year). She would need to be on-site only about 3-4 times a year. Overn questioned what line item this expense would come under and Will stated that it would likely come

under Inservice/Education (under Admin/CCH/HH). She also wanted the Board to consider an ongoing expenditure for continuing education for other staff members as well (tabled until later date). Dutton moved to approve paying \$5,000-\$6,000 per year for Theresa to obtain her Master's in Public Health. Second by Overn. Unanimous vote, motion carried. Theresa's application is due June 30.

Community Health Assessment (CHA): An organizational roundtable discussion is set Aug. 28 from 8 a.m. to 12 noon at the Health Education Center, Mercy Hospital. This is a community health assessment which includes all Barnes County, not just Valley City. So far, 22 of 40 organizations/individuals invited will be participating at this initial meeting. The group will look at all health services in our county as well as all the factors affecting our health, where the gaps in services are, and setting priorities. The ultimate goal of the group will be to come up with a community health improvement plan (CHIP) down the road. This is a requirement for Mercy Hospital as a critical access hospital, and will also be a requirement for eventual CCHD accreditation. The meeting is open to the public.

Policies/Forms:

- Employment – Hiring /ongoing staffing: Dr. Buhr moved, Dutton seconded a motion approve the policy as written. Unanimous vote, motion carried.

Sharon Buhr discussed the CCHD Director Evaluation. Evaluation sheets were handed out to all board members. Buhr would like these returned to her by July 13. She also wants CCHD staff members to submit an evaluation of the director to get a better overall view of Theresa's leadership abilities in the past year.

Flu clinics: Will stated that the Thrifty White corporate headquarters wants to offer community flu shot clinics in this area. Bill Jahn, MarketPlace Thrifty White Pharmacy manager, requested a list of flu shot clinics offered by City-County Health. Will is hesitant to share any of this information with outside sources as flu shots provide much-needed revenue to provide health services locally to residents (particularly low-income clients), and our office has spent a lot of time over the years establishing these clinics. Much of Thrifty White's profits from flu shots would be returned to the corporation and would do little or nothing to help provide health services locally. Theresa will talk to Dr. Dwelle at NDDoH regarding this situation. She stated that in the past Dr. Dwelle has been supportive of pharmacies offering immunizations to increase points of access for people. The board requested that Will talk with Dr. Dwelle and contact corporate Thrifty White to discuss this matter. Tabled until next meeting.

The Board thanked George Dutton, City Commission representative, for his years of service on the Health Board.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:30 p.m. The next meeting will be **Tuesday, July 24, 2012 at 4 p.m. in the County Commission room.**

Respectfully submitted,

Dr. James Buhr, Secretary