

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
January 28, 2014

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
- ABSENT:** Cindy Schwehr, Madeline Luke
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
Russell Schell, Rj Energy Solutions, LLC
- CALL TO ORDER:** Meeting was called to order at 3:32 p.m. by Sharon Buhr, Chair, in the DES room in the Barnes County Courthouse.
- AGENDA:** Additional item added under New Business: 4) Election of officers 5) New Forms/Policies 5) Other. Agenda approved with this addition.
- MINUTES:** Overn made a motion to approve the minutes of the Nov. 26, 2013 monthly meeting and the Jan. 10, 2014 special meeting. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Will discussed immunization statistics with the Board. Immunizations increased in 2013, due to the Immunization Access grant which was handled by Lori Thompson, R.N. CCHD is now doing regular HPV (Gardasil) clinics in the county schools, along with required Tdap (tetanus/diphtheria/pertussis) and MCV4 (meningococcal) for students who will be entering the 7th grade in the fall. Adult immunizations including Tdap, Zostavax (shingles), and Pneumovax (pneumonia) have also increased significantly, especially during the "flu shot season." The Board was excited and pleased by this news and extended a thank you to Lori.
- Beth Viland is working on lactation consultant training online. She is also seeing a steady enrollment at WIC (218 in December 2013 compared to 210 in December 2012). 188 participants compared to 179 in 2012.
- SPF-SIG (Strategic Prevention Framework - Special Initiative Grant) update given. Will attended meeting in Fargo. Primarily talked about contracts and assessment phase. There is a 132-page workbook that needs to be filled out regarding our county. Grant seeks to decrease adult binge drinking and youth alcohol use. \$173,000 to Barnes County starting Jan. 1, 2014 through Sept. 2015. The state will also seek an extension of this grant, but this is uncertain at this time. Mental Health Access Group will work with CCHD on this project which focuses on evidence-based practices. Assessment workbook needs to be completed by May 31, 2014. March 31, 2014 deadline set regarding obtaining prices (via phone) for certain alcoholic beverages, local alcohol taxes, radio and newspaper scans to listen for set number of times/days when alcohol is mentioned within advertising (such as Happy Hour, 2-for-1 alcohol specials, etc.), and conduct interviews. Then we receive 15% of the \$173,000 (\$26,000) after the first portion is completed. 20% more received during planning stage, then 65% for implementation. Will and Kasey Skalicky will complete the initial stage. Valley City/CCHD was nominated for a Town Hall meeting through this grant and we can apply for \$500 to do this. It must center on alcohol.

VOUCHERED
EXPENSES:

Dr. Buhr made a motion to approve the vouchered expenses for January/February.
Second by Overn. Unanimous vote, motion carried.

FINANCIAL
REPORT:

The financial report was reviewed. CCHD ended the year about \$7,000 in the black.

(New Business item inserted at this point to accommodate Russell Schell regarding assessment of First Community Credit Union building.)

NEW BUSINESS:

Talked about the building assessment performed by Schell. Architect Bobbi Hepper Olson was unable to be at the meeting today. Schell needs to know if the walls will be open or go all the way to the ceiling regarding office remodeling in the current bank area. It will affect ductwork. If closed, each office will require own supply air and return air as opposed to open walls where the current supply/return ductwork would suffice. Examine rooms would need to be closed for privacy. Schell suggested considering examine rooms be placed in north portion of building where closed offices already have own supply/returns. Will noted these offices all have windows which would potentially lessen privacy.

Schell noted that the current system is working surprisingly well given its age. Controls have been calibrated not long ago. The boiler is working the way it should. The bottom of the air handler is rusting and deteriorating and is an issue that needs to be addressed. It contains heating and cooling coils and the controls. He was concerned about putting the old coils and controls in a new air handler and suggested the possibility of a complete upgrade. However, rather than replacing the boiler/chiller/air handler, Schell proposed the possibility of installing a rooftop unit in place of the air handler – it already has a heating and cooling coil inside it. He would consider tying the rooftop unit into the existing ductwork. Rooftop unit has a compressor for cooling and gas heat for heating. He wouldn't abandon the old boiler, but could use a much smaller boiler (use the old boiler until it doesn't work anymore and replace it then). Can also utilize the smaller boiler that is already in the building. There are four suggested options (handout provided), ranging in estimated price from \$7,000 to \$250,000. Dr. Buhr brought up the situation at Mercy Hospital where the decibel level from the rooftop unit was high. Schell said he could get the decibel level of a DX unit (the Board wouldn't want it any louder than what it is currently).

Regarding the current water heater, the lower elements are disconnected and the upper element has some corrosion. It will soon go out. It is used for potable water for the sinks, etc. It is an 80-gal. water heater. Overn questioned if we need that big unit. Most thought a 50-gal. water heater might be sufficient for our needs. Schell said that we might be able to use the boiler for potable water (less expensive).

Using thermal imaging, there appears to be more leakage in the seals around the windows. The windows are older steel windows which are colder than vinyl or PVC windows. There are more leaks with the second floor windows. Will get some return by resealing windows. Schell could evaluate the windows if CCHD wants it done (not in original proposal).

(Return to Old Business)

OLD BUSINESS:

CDM update: Three people currently on service.

Facilities update: Will and Sharon Buhr met with Arlie Braunberger to discuss the possibility of him moving to the second floor, freeing up the conference room space on the first floor for CCHD. The architect will be in touch more with CCHD beginning in February. Environmental testing proposals were reviewed. Hepper Olson recommended Trio Environmental, West Fargo. Dr. Buhr made a motion to go with Trio Environmental's proposal. Second by Overn. Unanimous vote, motion carried.

Building loan discussed. The architect feels CCHD will need \$400,000 to \$480,000 for renovations. We had guessed originally that renovations might be about \$200,000. Will isn't sure at this point if Schell's question regarding closed or open walls in the bank area could change this amount again. First Community Credit Union has no problem giving us a larger loan. They suggested a 10-year loan (\$550,000) – payment would be about \$60,000 per year as opposed to \$78,000 per year for \$350,000 over five years. With the FLEX program, that saves us about \$32,000 in interest. Board can't move until the architect gives us the estimates of what the building will cost. Then FCCU can get the appraisal done. It was reiterated that the Development Corporation funds (FLEX) don't need to be returned. Board may want to look at a \$600,000 loan. The loan can always be paid back early with the smaller payments. All Board members are strongly encouraged to be at the next Board meeting to vote on this matter.

Environmental Health update: Allen McKay, EHP, at Lake Region District Health in Devils Lake sent a letter concurring with Marcie Bata's findings regarding the Crossroads Steakhouse & Lounge near Enderlin. The Barnes County Commission approved Crossroad's application for a beer license, retail liquor license and Sunday alcoholic beverage permit, contingent upon Crossroads' compliance with state and local health regulations by April 30, 2014.

A county resident put in a septic system and covered it without obtaining a permit first. A certified letter was issued by the States Attorney. Will likely get a drawing of the project from the installer. However, this person may have to dig up his system if there are concerns.

Regarding a continuing situation in Eckelson involving a man who has issues with an abundance of animals and an excess of junk on his property, the county is hiring someone to clean up the property and the expense will be assessed to his property.

NEW BUSINESS: Policies and forms: Dr. Buhr made a motion to adopt all the environmental health policies used by Central Valley Health District in Stutsman County and designate Central Valley's Environmental Health Practitioners to carry out the ordinances as stated in Century Code 23-35. Second by Overn. Unanimous vote, motion carried.

Employee vaccine policy: Will asked the Board if CCHD can add MMR immunizations to the list of those immunizations covered by CCHD for employees. Dr. Buhr made a motion to add the MMR vaccine to the list of those immunizations covered by CCHD for employees. Second by Overn. Unanimous vote, motion carried.

Election of officers: Overn made a motion to approve the current Health Board officers on a unanimous ballot. Second by Dr. Buhr. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:50 p.m. The next meeting will be held Tuesday, Feb. 25 at 3:30 p.m. in the County Commission chambers.

Respectfully submitted,

Dr. James Buhr, Secretary