

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
July 22, 2014

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
Cindy Schwehr (left at 4:45 p.m.)
- ABSENT:** Madeline Luke
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
Bobbi Hepper Olson, Architect
Ben Davis, Bobbi Hepper Olson Architect, Project manager
- CALL TO ORDER:** Meeting was called to order at 3:39 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The Board agenda was approved as printed.
- MINUTES:** Overn made a motion to approve the minutes of the June 25, 2014 monthly meeting. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Will shared the final report regarding mental health access in ND, compiled by Schulte Consulting and presented to the ND Legislature's Human Services Committee during a hearing held today (July 22) in Bismarck. Referred to "legacy" services that have been provided for years but that have no evidence-based science behind them (in some cases) that they work. Many of ND's challenges are self-imposed: choosing a poor essential health benefits package for Medicaid, refusing to spend state funds on services, and not applying for Medicaid waivers to assist with chronic mentally ill. Workforce shortages are debilitating. And North Dakota has a unique challenge in the Western region where the situation is dire. State is potentially facing lawsuits due to lack of choice of mental health providers. Warned against combining county and state services. Good news: ND is fully equipped to deal with the behavioral health crisis at hand. With proper leadership and oversight, ND has the resources to become a model program for the nation in mental health and substance abuse services.
- Theresa is working on staff evaluations and forms were passed out to Board members to evaluate the director.
- Skyline Villa board was meeting today to discuss smoke-free housing. Theresa hadn't heard anything back yet. Schwehr is also a Villa board member and thought they were looking at an attrition (transitional policy) approach, though she was unable to attend this meeting. Board appointments discussed.
- VOUCHERED EXPENSES:** Overn made a motion to approve the vouchered expenses for July/August. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed.
- OLD BUSINESS:** OTM program: Nothing new to report.

(The Board moved ahead at this point to address a vacation time issue under New Business as Schwehr needed to leave the meeting early.)

NEW BUSINESS: Becky Kratz, financial analyst, is nearing her employment anniversary date the end of July. She will go over her 200-hour vacation limit by 64 hours and is seeking a buy-out of those hours. Becky has been very busy this year with the Regional Network grant requirements, the requirements of other grants, plus issues with the new building. Nearly all CCHD programs require her input since she handles the financial aspects of each program. She is currently training Cindy Wendel to help with some of the billing issues. Schwehr stated that the county has previously bought out other employees' vacation hours on a limited basis, but only one time. After that they lose any vacation hours over 200. Schwehr made a motion to pay out 64 hours of vacation time for Becky Kratz on a one-time basis. Second by Overn. Unanimous vote, motion carried.

(The Board returned to Old Business on the agenda at this point.)

OLD BUSINESS: CCHD facilities update: Will shared a rent income and FCCU building expense summary with the Board. The total expenses to date for the building and architect are \$121,150 (excluding monthly expenses such as MDU, Public Works, etc.).

NEW BUSINESS: Bobbi Hepper Olson and Ben Davis, Hepper Olson Architects, discussed the bids received for the former FCCU building renovations. Bid opening went well and came in well under estimate. The Board will be able to add some items back into the project that were back-burnered due to anticipated costs. Only one bid was not opened due to the bidder arriving late to the opening. Wick Construction was the low base bidder for general construction at \$141,000. Low base bid for mechanical construction was Bakkegard & Schell at \$42,844, and low base bid for electrical construction was Enterprise Electric at \$65,877. **Total base bids:** \$249,721. All low bidders are from Valley City. Board members then discussed six alternate project bids:

- Alternate #1: Interior finishes in the public nursing area \$17,759.00
- Alternate #2: Interior finishes in the tobacco/HH area \$13,087.00
- Alternate #3: Drive-thru canopy removal/curbs \$ 6,807.00
- Alternate #4: Lighting \$ 5,747.00
- Alternate #5: Stairway carpeting \$ 7,000.00
- Alternate #6: Upgrading selected lights to LED \$ 8,477.00

Total Construction Cost (including base bids): \$308,598.00

Alternate #4 could be upgraded with Alternate #6 and then Olson/CCHD could submit the grant application for a 50% match on lighting. Should qualify for 10-year payback with maximum match of approximately \$7,000. Schwehr questioned if LED lighting was now accepted for matching funds and Hepper Olson stated that it was, unlike a year or two ago.

Architectural fees are 10% of total construction costs (approx. \$31,000, based on base bid). Environmental survey work cost \$1,400. Abatement work should be budgeted at \$5,000. \$308,598.00 includes carpeting. Other costs include phone system/Internet (estimate from Jason Thiel, county ITS director). Contractor will run all connecting cabling from the data rack to the plug-ins (all the rest goes through Jason). Security (card reader, cameras x 4) not figured in yet. Cameras could be low priority. Power for

security and outdoor sign already allotted. No fire alarm system required for an office building. Standby natural gas generator in electrical bid (20 kw, 120-volt, 3-phase). Will questioned if this size generator was big enough to handle not only the vaccine refrigerators/freezer, but to power electronic equipment for both floors. Schwehr stated that CCHD doesn't necessarily need to provide back-up power for the second floor as they don't currently have back-up capabilities. Hepper Olson will look further into the generator size and get price for generator large enough to power entire building. Outdoor sign is not yet figured in (\$4,500 to \$15,389, depending on type of sign). Ten percent contingency fund (\$30,000) should be figured in also. Hepper Olson would like to get a price on the north (Braunberger) area now (paint, carpet, lights and ceiling). Total budget for the building was set at \$414,000. At this point expenses total \$384,000 without sign, fiber optics or possible increase in architect fees.

Construction start date is Nov. 3, 2014, with substantial completion by Feb. 28, 2015.

Overn made a motion to accept the base bids and alternates 1-6 as presented. Second by Dr. Buhr. Unanimous vote, motion carried.

Will signed the acceptance of bids for the project and was also signed by Bobbi Hepper Olson. Architect will issue formal Notice to Proceed, issue contracts to contractors, get their insurance certificates, contractors' licenses, and Worker's Compensation insurance. Hepper Olson would like to have a pre-construction meeting within the next month. Contractors provide own insurance during construction phase (builder's risk policy), however, CCHD should have general liability insurance and building insurance in place now for other types of injuries on property or to insure building in general for its value.

Braunberger & Associates has said they will be out of their office by the end of August. This will be their final deadline.

CCHD staffing: Kasey Skalicky, Traffic Safety coordinator, has submitted her resignation, effective July 17. She will be in after July 25 to finish cleaning out her office. CCHD will no longer have a Traffic Safety program.

Welcome Event: Well attended by Valley City presenters and people new to our community. Eighty-one signed in, however, there were likely more who attended who didn't sign in.

There were no new policies/forms presented.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:15 p.m. The next monthly meeting will be held Tuesday, Tuesday, Aug. 26, at 3:30 p.m. in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary