

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

Aug. 28, 2014

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Madeline Luke (left at 4:32 p.m.)
- Tom Overn, Vice Chair
Cindy Schwehr (left at 4:40 p.m.)
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:35 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:** Schwehr made a motion to approve the minutes of the July 22, 2014 monthly meeting. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed as printed.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the vouchered expenses for August/September. Second by Luke. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Home health revenue is at 46%. Beth Didier, BC Auditor, suggested the county drop IT support service fee for some county offices that pay this fee, so this was not figured into the 2015 CCHD budget (\$27,000 in 2014).
- OLD BUSINESS:** OTM program: Sharon Buhr noted that two grants have been received – a Sheyenne Valley Community grant and an American Heart Association grant – for use in the schools.
- Will gave a facilities update on the new building. A pre-construction meeting will be held Sept. 11 at 11:30 a.m. in the new facility. Architect Bobbi Hepper Olson will lead the meeting. Hepper Olson was also going to put together a request for proposal for updating the area currently occupied by Braunberger & Associates on the first floor.
- Signage: The Board reviewed signage options through Indigo Signs. Will noted that there were no other electronic sign companies from which to get bids in ND, the next closest firm being in SD. Checked with Newman Signs and they no longer deal in electronic signage. The option include:
- Quote 1: Using the existing sign cabinet, replace the faces with new flex faces decorated with the CCHD logo and information, and hang. **\$4,564.30**
 - Quote 2: Supply and install 1 Galaxy 3500-16x96-20-Red-2V (21" x 81") in place of the existing emc. Use the existing cabinet. **\$13,667.05**
 - Quote 3: Supply/install 1 Galaxy Pro 3550-16x96-20-RGB-2V Full Color (21" x 81") in place of the existing emc. Use existing cabinet. **\$15,389.00**
- The prices shared with the Board may go up Jan. 1, 2015, noted Will. Question arose if a community image grant might be available and Theresa will check on it. It was noted that the base price of \$4,564.30 must be added to Quote 2 and 3. Theresa will check on costs

associated with software upgrades and what the guarantee would include. Dr. Buhr made a motion to pay 50% now (if it locks in our price), but wait until construction on the building ends to actually put up the sign. Go with the full-color option and ask about guarantee. Second by Overn. Unanimous vote, motion carried.

Director evaluation: Sharon Buhr noted that Theresa has been doing an excellent job as director. She has been dealing with issues regarding the new building, while also pursuing her Master's degree in public health. Schwehr made a motion noting that the evaluation has been completed and that all Board members participated. Second by Luke. Unanimous vote, motion carried.

Mill levy request: Will noted that a mill is currently worth \$70,460.

NEW BUSINESS: 2015 budget: CCHD has requested 5 mills from Barnes County. City will do in-kind work at the new building (approximately \$3,000) in lieu of an increase in funding for CCHD. Will did not seek an increase from the VC Public School system due to their fiscal issues in past year. Grant revenues were reviewed. State MCH funding will increase \$2,000 in 2015. Tobacco State Aid doubled. It was noted that WIC and the tobacco program will pay rent at the new building.

CCHD increased some fees for service this year. Rent for the businesses housed on the second floor of the new building will remain the same for one year and then be reviewed. A 3% salary increase across the board was noted in the budget. Will noted that one of the cars will be traded in and an upgraded model will be purchased. Eight hours were added for Cindy Wendel who will manage the new building and help with some accounting items (she will be between 10-18 hours per week). Kristen Bear's hours will increase one hour per week and 5 hours were budgeted per week for an RN in public health. Nothing was budgeted in 2015 for an electronic health/med record system.

Total public health 2015 request is \$455,321. Total home health request is \$168,145.

Following discussion, Dr. Buhr made a motion to give preliminary approval of the proposed 2015 budget, with a second by Schwehr. Unanimous vote, motion carried. Board will revisit the budget at the Sept. meeting for final review/approval.

Suggested donation/fee schedule: Dr. Buhr made a motion to approve the updated suggested donation/fee schedule for CCHD. Second by Overn. Unanimous vote, motion carried.

Home Care cost report: Will noted that home care was \$854 to the good for 2013. It was noted that the cost report was reviewed.

Forms/policies: No new forms or policies to review/approve.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:10 p.m. The next monthly meeting will be Tuesday, Tuesday, Sept. 23, 3:30 p.m. in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary