

CITY-COUNTY BOARD OF HEALTH MINUTES
Special Board Meeting
July 2, 2015

PRESENT: Sharon Buhr, Chair
Madeline Luke (by phone) Cindy Schwehr
Tom Overn

ABSENT: Dr. James Buhr

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 12:09 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Agenda approved as printed.

OLD BUSINESS: The Board discussed the part-time maintenance position at CCHD. Will provided a list of potential duties for this position.

There are two candidates for the position which was advertised as a 0-5 hr/week position. It was noted that there may be more hours to begin with until the employee has a good grasp of all duties required.

Candidate No. 1 is currently employed locally in a maintenance position so could only work in this position after 4 p.m., with some exceptions. He has experience in carpentry and is a certified locksmith. Could do minor electrical repairs. Has own tools for most repair work. Also has experience in general landscaping. He is willing to obtain his own liability insurance to \$1 million. He was agreeable to \$20/hr.

Candidate No. 2 was unable to meet with the Board due to planned travel out of state and the short notice regarding the special Board meeting. He has talked with Will about the duties of this position and submitted a letter to the Board regarding pay level and billing. He has requested \$32/hr. (to be renegotiated Jan. 1, 2016). Already has own liability insurance to \$1 million. Board agreed that all are acquainted with his abilities or have worked with him on other projects.

Both candidates offered unique skills. Board would like a manual to be put together regarding maintenance duties throughout building. Will noted that CCHD is only contracting for this position through 2015 and a contract would need to be renegotiated annually. Skill assets of both candidates discussed.

Overn made a motion to hire Candidate No. 2 at \$32/hr for an average of 5 hours per week for six months (through end of 2015), not to go over 130 hours during this time period. Second by Schwehr. Unanimous vote, motion carried.

Schwehr noted that the contract for this position should have a 30-day out clause, as advised by Barnes County States Attorney Carl Martineck.

Facilities update: Will noted that the final measurements for window blinds was completed by Valley Flooring staff. They will provide final numbers soon.

Luke suggested that Board consider planting trees on the east boulevard to cut down on morning sun exposure in conference room and Will's office.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:02 p.m. The next regular monthly meeting will be **Tuesday, July 28 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary