

## CITY-COUNTY BOARD OF HEALTH MINUTES

### Monthly Board Meeting

September 22, 2015

- PRESENT:** Sharon Buhr, Chair Tom Overn, Vice Chair  
Dr. James Buhr, Secretary
- ABSENT:** Cindy Schwehr, Madeline Luke
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:36 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under New Business add 3) Lease agreement 4) Other. Agenda approved as amended.
- MINUTES:** Board members reviewed the minutes of Aug.25, 2015 regular Board meeting. Dr. Buhr made a motion to approve the minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed 2015-16 flu and pneumonia vaccine rate changes. With the exception of trivalent flu vaccine, rates will go up nominally for these immunizations. The remainder of the director's report was reviewed.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the September/October vouchered expenses. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Home Health is back on track, and with the additional contracted person helping in the financial department, billing should remain more timely. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried. Will noted that MCH (Maternal Child Health) funding will now be through a competitive grant process. Will believes we will be applying for this grant as a region (eight counties in our region). Looking at MCH injury prevention, breastfeeding or child health physical activity (can't use for immunizations anymore). All eight counties must do the same activity. Ending balance as of Aug. 2014 was \$547,209. Ending with cash reserve of \$363,103 Aug. 2015. We're a little lower than last year, said Will, in view of purchasing a building.
- Building report will be added to monthly agenda item. Rent income: \$21,069 (January through August 2015). One tenant voiced concerns about rent increase as of Oct. 1. Invited to visit with the Board. Caral Nix will be moving into the law office space, decreasing their rent by the space she was using for her office. Reviewed revenue/expense report. Will reiterated that CCHD wants to pay off the building loan in 8 years rather than 10 to save on interest, if possible.
- Regarding Bakkegard & Schell contract issue, the Board feels it must follow recommendation from Barnes County States Attorney and ND Attorney General and stick to the contract guidelines (Barnes County Commission also recommended following States Attorney's recommendation). Bakkegard & Schell mistakenly omitted including a \$5,000 contingency fee in their original mechanical bid (no other bids were submitted in this area). It was the opinion of the BC States Attorney that CCHD/Health Board should

not forgive this oversight or it would set a precedent. The original contract bid was for \$44,124. There were change orders for \$2,105. Total \$46,229. Bakkegard & Schell have been paid \$41,229 (\$49,229 - \$5,000). Board members feel that Bakkegard & Schell did an excellent job and regret being unable to pay them for the amount billed, but it is essential to follow the advice of the BC States Attorney. Overn made a motion to follow the advice of the BC States Attorney/ND Attorney General, noting that an increase in the contract sum would circumvent the competitive process. Second by Dr. Buhr. Unanimous vote, motion carried.

**OLD BUSINESS:** Barnes OTM Partnership update: Sharon Buhr reported the Let's Walk VC project was a success.

CCHD facilities update: Will reported there was a leak under the kitchen sink and bottom of cabinet was ruined. Plumber replaced spray nozzle and maintenance will replace wood in bottom of cabinet. Second floor sink was working slowly, so plumber took care of that too. Dennis Pommerer, Wick Construction, ordered three new skylights due to leak around these lights. We will receive a bill for these. Wick did some patching around the skylights and didn't feel anything more needed to be done to the roof at this time.

North Dakota Insurance Reserve Fund discussed. CCHD pays \$587.86/year through county. County deductible is \$2,000 per event. If we go on our own, our premium will go up to about \$800/year but our deductible will be \$1,000. If we go this route, we can't go back with the county. There was Board consensus to remain with the county.

*(At this point Board members went up to second floor to look at damage to two restrooms caused by a leak in a toilet valve – this led to damage of ceiling tiles on first floor also.)*

Will suggested that Board members consider turning the two restrooms into one unisex handicapped bathroom. Overn was concerned about whether walls were concrete or not as toilets are wall mounted. Legality of converting to unisex bathroom will need to be addressed. Tabled until October meeting.

SPF SIG: State has given Will an OK to use alcohol prevention dollars to take 1-2 city officials as well as one Barnes OTM partner to the American Public Health Conference in Chicago. Focus is Health in All Policies. Mary Lee Nielson, VC commissioner, is interested in going. Madeline Luke, VC commissioner, is also interested. Sharon Buhr would go as OTM rep. Vicki Rosenau, Tobacco Cessation Coordinator, is also going to the conference, utilizing tobacco funding.

Sharon Buhr questioned \$11,000 for SPF SIG media (radio) messaging brought up at August Board meeting. Messaging has not been finalized yet. Will has put this on hold for now. SPF SIG committee has been looking at putting this messaging out in November 2015, January and March 2016. Sharon Buhr suggested a focus on binge drinking. Will would like to see a statewide message.

Tobacco-free worksite and e-cigarette city policies discussed. Nothing new to report. Another recodification meeting is planned Sept. 29.

Community AEDs: Sarah Hansen, R.N., and Will met with Stephanie Mayfield, Mercy Foundation. She will check with two banks regarding possible funding for AEDs. If nothing happens within the next month, Sharon Buhr recommended that CCHD should buy an AED for our facility (between \$1,200 and \$2,000).

2016 budget: Will noted that CCHD should be getting the full 5 mills from the county, though she hasn't gotten final word from the county. Total revenues have increased by \$50,243. Full-time wages have increased, part-time wages have decreased. Home Health revenue has increased by \$19,355. Total grant revenue is \$125,623. Just received notification that \$25,000 for chronic disease management (block grant) is certain. Paula Thomsen, DON, has submitted a NACCHO grant for \$15,000 to work on accreditation. Private pay vaccines was increased. Rent revenues will increase. Nothing budgeted for electronic health records. Not much budgeted for equipment. Bottom line is \$37,000 in red. Total revenue is higher by \$50,243 and total expenses are higher by \$38,932. Part of the reason for being in the red is because of the alcohol grant and the fact that we are going to receive \$100,000 in 2015 that we won't use until 2016. Will thinks we will end the year with over \$400,000 with the extra SPF SIG dollars coming in and should still be at over \$300,000 next year at the end of year, barring unforeseen problems. Overn made a motion to accept the 2016 budget as presented, with noted corrections and with 3% increase for wages. Second by Dr. Buhr. Unanimous vote, motion carried.

CCHD open house is planned Tuesday, Oct, 20 from 3-6 p.m., with a ribbon-cutting ceremony at 3:30 p.m. The Mobile Medical Unit will be set up in the parking lot to the south of the CCHD building. KOVC will provide a live broadcast. T-R will also be here. We will provide immunization records for participants, flu and other vaccinations will be available, free Hep C testing for baby boomers, free colorectal screening kits for people age 50-75, free blood pressure checks. Displays will be set up. Food demonstrations by Sue Milender Toppen and healthy snacks will be offered. Prizes planned.

Continuing to work on the Community Health Assessment/Community Health Improvement Plan with Stephanie Mayfield at CHI Mercy Health. Forming strategic steering committee.

Security cameras: Received bid from Byte Speed (also providing cameras for public library). They didn't include wiring in elevator. Jason Thiel, MIS director, is communicating with Thyssen Krupp about this. Tabled.

NEW BUSINESS: Policies: No new policies.

Lease agreement: Will talked with BC States Attorney Carl Martineck regarding updating leases for second floor. Put together template. Will send out a copy of the lease agreement in the October Board packets.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:35 p.m. The next regular monthly meeting will be **Tuesday, Oct. 27 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary