

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**October 27, 2015**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Madeline Luke (left at 5:15 p.m.)
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:43 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Board members reviewed the minutes of Sept. 22, 2015 regular Board meeting. Dr. Buhr made a motion to approve the minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Will reported that approximately 150-170 people attended our open house Oct. 20. She also noted that CCHD staff has given out at least 50 iFOBT kits (colorectal cancer test kits) at this point, with 27 test kits returned. Dr. Luke reiterated that this is only a preliminary test for blood in the stool and is not a replacement for a colonoscopy.
- VOUCHERED EXPENSES:** Overn made a motion to approve the October/November vouchered expenses, with the addition of \$122.50 for a locksmith bill (key accidentally locked in accountant's office during open house). Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** It was noted that Home Health is \$41,000 ahead for the year at this point. Board discussed the possibility of looking at the cash reserve before the end of the year and deciding if an extra payment could be made toward the building loan and paying off the loan in eight years rather than ten years and saving on interest (annual loan payment is approximately \$72,000). Overn voiced concern about the aging heating system and suggested it might be wise to wait until spring before making any extra loan payment. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried. The Board would like Becky Kratz and Theresa to project year end cash reserve to determine if an extra loan payment would be best for CCHD.
- OLD BUSINESS:** Barnes OTM Partnership update: Sharon Buhr encouraged all Board members to join On The Move program this fall. There is a discount rate of \$12/yr. until Dec. 1 at which time the price of an individual membership will increase to \$15. The family rate will increase from \$35/yr. to \$45/yr.
- CCHD facilities update: Will doesn't have any bids yet to remodel the second floor bathroom(s). Wick Construction manager Dennis Pommerer visited with RJ's Plumbing regarding combining the two small men's/women's bathrooms into one unisex handicapped accessible bathroom. There is the possibility of the stool and urinal on the east wall and the vanity on the west wall, and they could move the water fountain, located outside the bathrooms, somewhere else. Waiting to hear back from Dave Anderson, building inspector, regarding legality of unisex bathroom.

Just had a building inspection. Anderson doesn't like the second floor water fountain though it isn't illegal. Two fire extinguishers on the first floor were out of compliance and need to be inspected (now completed). One extinguisher was too small and has been replaced.

Northland Glass & Glazing proposal discussed. Six options included in proposal.

1. Replace 46" x 81 3/4" x 1/4" clear tempered glass (replace replacement pane in east entry that has a crack in it) **\$270.00**
2. Replace 43" x 89" x 1" clear tempered glass (has BB holes in it and is cracking in east entry) **\$675.00**
3. Replace two aluminum interior doors with new glass and hardware installed into existing frame (interior east entry doors) **\$5,975.00**
4. Disable existing closers on No.3 (above) interior doors and install two LCN 4040XP closers **\$1,250.00**
5. Install plates to cover holes on existing No. 3 (above) door frames (where old lock was taken out) **\$200.00**
6. Install new weather strip on north doors **\$375.00**

Board members looked at above issues in building and also the carpeted stairway in the east entryway. Will recommended options 2, 4, 6 and possibly 5. Dr. Buhr made a motion to accept options 2, 4, 5 and 6 (approximately \$2,500) plus appropriate amount to weather strip east entry doors. Second by Overn. Unanimous vote, motion carried.

Flooring: Will was asked to get bids to carpet the east entry stairway and the second floor hallway at the October meeting. Received the following bids:

- Valley Paint & Glass: \$5,679 – using carpet tiles on both stairs and hall and putting stair nosing on stairs. Only included the rubber base but not the stringer that goes up the side of the stairs. A second proposal using broad loom carpeting rather than carpet tile was \$6,349.
- Valley Flooring: \$4,400 -- they bid 28 oz. carpeting instead of carpet tile. Also recommended stair nosing and included stringer. They will look at carpet tile and get back to Will. Will e-mailed Lori Trucke (Valley Flooring) for carpet tile bid but hadn't received that bid yet.

Action tabled until November meeting.

Security cameras: Bid from DLink and Byte Speed, Moorhead, MN, (companies utilized by library for security cameras) was approximately \$4,000. It will cost more than \$5,000 to replace the travel cable in elevator (not included in DLink/Byte Speed bid, but required for them to install a camera there, according to the elevator company). Jason Thiel, Barnes County IT, submitted an initial estimate 7/1/15 which totaled \$4,377. It included a base unit (\$2,504), wireless elevator camera (\$1,396), and 4 inside cameras (\$477). The four inside cameras would be located at the two main entry doors, by the kitchen for the west entry, and one by the med cabinet in the vault area. Board members inquired if outside cameras could be added to this base unit, which Will thought was possible. Outside cameras are more expensive. Will recommended going with Jason's estimate (labor through county) rather than having to replace the travel cable in the elevator. Outside camera potential needs to be figured in. The Board tabled further action on this issue until the November meeting.

Old sign on northeast corner of parking lot needs to come down, according to building inspector. Gary Will is planning to take the sign down for CCHD.

Insurance claim for upstairs water issue is pending until CCHD decides what to do regarding renovation of bathrooms. \$2,689.70 - \$2,000 deductible.

SPF SIG: Will and Barb Bjorum attended training last week. Have meeting with Winter Show board Nov. 9 and were given 5 minutes to speak. Have suggestions to change norms regarding alcohol at Winter Show events including: at the concert switch selling 4 beers in a bag to 2 beers (no bag); don't allow people outside once the concert begins to keep them from bringing additional alcohol back into the building; continue to use ID scanners, including pub area in building; decrease hours at NDWS pub. Appeal to NDWS board's community mindedness and remind them that they are serving as a model for youth. Health Board was in full support of CCHD's stance. Also reactivating the Mental Health Access Coalition.

Tobacco smoke-free/e-cig ordinance: Merging the old ordinances with the new ordinance which will identify the number of tobacco licenses that will be had, and there won't be any flavored e-cigs allowed in Valley City.

Community AEDs: Stephanie Mayfield, CHI Mercy Health, hasn't had any word from her sources regarding funding. Overn made a motion to purchase an AED unit for CCHD. Second by Dr. Buhr. Unanimous vote, motion carried.

Lease agreement: Discussed potential wording for lease agreement. Under No. 1, Pg. 1, omit wording "...[and use of other rooms/suites tenant has access to ... tenant requests to use.]. On Pg. 3 (top) ... Tenant shall not be permitted to place any signs on the structure ... Board wants to leave it in but not enforce it at this time. Theresa will talk further with Carl Martineck, Barnes County States Attorney. Lease agreement tabled until November meeting.

2016 budget: Board members received corrected 2016 budget. Changes include: Error on last page under service contract (\$17,940 total) corrected; ThyssenKrupp elevator, approved increased elevator cost. Mills are correct at \$373,000 (auditor wasn't available for clarification). Board was aware of these changes when the past copy of the budget was approved. Becky Kratz, CCHD accountant, was off, so corrections were not made prior to the Sept. 22 Board meeting.

Community Health Assessment: Surveys have been distributed throughout county. Approximately 120 surveys have been completed to date. Project goes until Nov. 22. Target: 900 completed surveys.

NEW BUSINESS: Policies:

- Variance Process for On-Site Septic Treatment Systems.

Board reviewed Central Valley Health District's new policy (CCHD has adopted all CVHD environmental health policies to date). They ask \$400 to request septic variance. Board requested Will have Barnes County States Attorney talk with Stutsman County States Attorney since it was strongly suggested to CCHD that we don't have the authority to grant a variance. Tabled until later date.

Rent schedule: Reviewed. To date CCHD has received \$23,585 in rent income. For 2015, CCHD has paid building expenses of \$76,567 (loan payments and monthly bills). Received \$12,000 from energy grant, \$4,800 from Missouri River energy rebates. \$184,298 paid in construction expenses in 2015. Becky Kratz and Teresa Garrahy

thanked for all their work in compiling the building income and expense schedules for the Board.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:20 p.m. The next regular monthly meeting will be **Tuesday, Nov. 24 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary