

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
March 22, 2016

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair
Cindy Schwehr
- ABSENT:** Madeline Luke
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
Bobby Koeplin, CCHD maintenance
- CALL TO ORDER:** Meeting was called to order at 3:45 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under Old Business add 7) EHP report; 8) Other. Under New Business add 5) Bylaws and election of officers; 6) Other. Approved as amended.
- MINUTES:** Board reviewed Feb. 18, 2016 minutes. Schwehr made a motion to approve the minutes as printed. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** It was noted that everything was OK at GrandStay Hotel and they opened on schedule in Valley City.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the March/April vouchered expenses. Second by Schwehr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Home Health: No revenue noted since there are still billing issues with Medicaid and CCHD can't bill until this is resolved. There were very few Medicare clients November 2015-January 2016 since CCHD experienced a major slowdown in physical therapy services during that time. CCHD has \$18,087 in interest account at First Community Credit. Overn made a motion to approve the financial report as presented. Second by Dr. Buhr. Unanimous vote, motion carried.
- OLD BUSINESS:** CCHD Facilities update/Building report: Bakkegard & Schell has been here again regarding a boiler circulating pump that went out March 8. Replaced spring assembly. Also had to call Thyssen-Krupp regarding the elevator not working and needing to be reset (though CCHD had increased the service contract to avoid this issue).
- Bobby Koeplin, CCHD maintenance, discussed heating/cooling issues with Board. CCHD is averaging more than \$10,000/mo. in building expenses (utilities, repairs, janitorial services, loan payment, etc.). Discussed heating options for building. Koeplin suggested board members visit with John Thompson, NDDoT, as they had similar system to CCHD building. Bakkegard put in multiple individual heating/cooling forced air systems for them, so building is controlled in pods or modules. Koeplin has talked with Bakkegard for cost to fix leaking boiler in north entry, fix two valves in the Wick suite, and fix electronic radiator valve in Carol Nelson's office. Also, Bakkegard & Schell would charge approximately \$5,000 to evaluate and design a new heating/cooling system for building, utilizing 4-5 forced gas air heating systems with A/C. Forced air gas system w/air conditioning and solar heating (solar estimate from Jack Hanson/Enterprise Sales for \$31,250) discussed. Koeplin concerned about how to integrate a solar option with

existing boiler and forced air system, A/C chiller, and whether the roof could accommodate everything. Grant opportunities for solar discussed, otherwise payback is not there for many years (ND Industrial Commission Renewable Energy Program grant, State Energy Program efficiency grant and USDA Rural Development – Community Facilities grant/loan). Schwehr would like to get opinion from mechanical engineers as a start. Need to know the cost for a mechanical engineer. They should have a background in solar and systems integration, said Koeplin. Koeplin suggested putting in smaller units so half the building doesn't go out at one time. Zoned building discussed. Two-phase design plan suggested (one floor at a time).

Koeplin will check on mechanical engineers with solar background, through the Home Builders Association. Should also check for other solar energy suppliers. Board would like this info by April 26 meeting.

Board discussed vision for heating/cooling situation. Would like something in place before next winter.

SPF SIG: Theresa reported that Randy McClafin, BC Sheriff, was happy with the outcome at the North Dakota Winter Show regarding alcohol sales/consumption. Many people utilized taxis or designated drivers. CCHD placed ad in the Times-Record to thank the Winter Show board for making sure all there servers received server training. Barb Bjorum is also working with Randy on the Alive at 25 program (distracted driving program for teens).

Tobacco: First reading of the tobacco/e-cig ordinance set April 5 by City Commission.

Community Health Assessment approval: Board reviewed the 2016 Community Health Assessment results. Theresa shared the prioritization list compiled by a community group of 23, with the help of the Center for Rural Health. The concerns most often cited were:

- Mental health service shortage
- Substance Abuse (alcohol and drugs)
- Licensed child care capacity
- Bullying/cyber-bullying

Will also look at hard data and decide where an effective difference can be made. The Community Health Assessment will also go to CHI Mercy Health Board for approval. Schwehr made a motion to accept and approve the report. Second by Dr. Buhr. Unanimous vote, motion carried.

Program evaluations: Board reviewed the following program evaluations:

- WIC: Theresa noted that Beth Viland, director, works 20-24 hours per week. Offers healthy food for proper growth and development and helps families choose healthier ways of eating. 296 unduplicated participants seen in 2015, down three from 2014.
- Jail: Jail hours have increased over past few years. CCHD breaks even on jail nursing. Julia conducted 319 inmate visits in 2015, up from 264 in 2014. Number of RN hours was 725.00 in 2015, up from 565.75 in 2014.
- Infectious Disease: Provide screenings, education, services and referrals as needed for county residents. Infectious diseases include TB, Hepatitis C, HIV, Zika virus, West Nile, etc. Total RN hours in 2015 were 160.25. Net program loss of \$4,964. Policies will be updated. HIV/HCV testing available at CCHD for eligible clients as requested.

- Public Health Home Visits: Utilization of this program is good. 1,336 visits made in 2015, up from 1,294 in 2014. Program had net loss of \$41,603.
- Child Passenger Safety: Nine car seats were distributed in 2015. Two community car seat checks held. Program net loss: \$1,890. Limited number of car seats available through NDDoH for a nominal fee, which is returned to the state.
- Foot care: Number of foot care procedures in 2015 was 470, up slightly from 461 in 2014. Net program loss: \$5,188. Changes being made to program – CNA will now do simple foot cares and RNs will do special care and dremeling.
- Newborn Home Visits: Three newborn home visits in 2015, down four from 2014. Net program loss: \$1,053. QI team working on getting info to new moms through contact with area clinicians and hospital discharge planners. Brochure to be created.

Schwehr made a motion to approve program evaluations as presented. Second by Dr. Buhr. Unanimous vote, motion carried.

EHP report: Concerns shared by Will. One septic owner (B.F.) hasn't made contact with Marcie Bata, EHP. One owner will not let local plumber back on property to correct situation. Carl Martineck, Barnes County States Attorney, will send letters to these people that they must respond to Bata. Board agrees.

NEW BUSINESS: Immunization rate changes: Universal vaccine program for children through the age of 18 will no longer be available as of July 1 due to state budget cuts. Children with private insurance will need private vaccine at that time. Will felt CCHD should break even or make a small profit when going back to private vaccine for insured children. There is concern about the need to take both state and private vaccine to school clinics. Will estimated it will initially cost CCHD \$17,000 to \$20,000 to purchase needed vaccines by the end of June.

Policies: Two new policies reviewed:

- Interpreter Services
- Consent for Photography

Dr. Buhr made a motion to approve both policies as written. Second by Overn. Unanimous vote, motion carried.

Bylaws: Reviewed. No changes.

Election of officers: Overn nominated Sharon Buhr for chair position. Second by Dr. Buhr. Unanimous vote, motion carried. Dr. Buhr nominated George "Tom" Overn for vice chair position on a unanimous ballot. Passed.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:50 p.m. The next regular monthly meeting will be **Tuesday, April 26, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary