

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Oct. 5, 2016**

- PRESENT:** Sharon Buhr, Chair Tom Overn, Vice Chair  
Dr. James Buhr, Secretary Cindy Schwehr
- ABSENT:** Mike Bishop (new City Commission rep on Health Board)
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager  
Marcie Bata, EHP  
Heather Schwehr, Tobacco Prevention Coordinator  
Kerry Due, R.N., CCHD
- CALL TO ORDER:** Meeting was called to order at 12:15 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under New Business added 4) Home Care scanner 5) Employee exempt status 6) Other. Agenda approved as amended.
- MINUTES:** Board reviewed Aug. 25, 2016 minutes. Schwehr made a motion to approve the minutes as printed. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will read a thank you note from Vicki Rosenau, retired Tobacco Prevention Coordinator. Will also noted that CCHD will only receive 4 mills next year from county, rather than 5 mills.
- VOUCHERED EXPENSES:** Schwehr made a motion to approve September/October vouchered expenses. Second by Dr. Buhr. It was noted that elevator repair costs are becoming costly. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Home health is staying in the black; currently \$5,147 in black. CCHD has received all initial SPF SIG grant funds. Current year-end balance is [-1,238.01]. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.
- OLD BUSINESS:** On The Move Partnership: Nothing new to report.
- (The Board opted to move to item No. 7 under Old Business, Environmental Health update.)*
- Environmental Health update: Marcie Bata, EHP, shared information regarding septic system issues discussed earlier in 2016. Regarding holding tanks with no permits: two are awaiting final work, and Bata is working with sheriff on third project. Dr. Buhr made a motion to send a letter to these individuals reminding them of requirements and since the installation season is almost over it should be done soon. Second by Overn. Letter should include that CCHD needs to have work completed by set date. Unanimous vote, motion carried.
- Regarding unpermitted system in place: (DG/BA) Septic installer contacted and they are working with him to bring project into compliance. No further action needed at this time.

Individual (LS) responded to sheriff service letter in February stating she would get installer out in spring to investigate system. August 2016 letter for update sent – no response. Don't know if she even has a plan. Dr. Buhr made a motion to send one more letter stating if we don't hear from her in one month, the matter will be turned over to the states attorney. Second by Overn. Bata suggested sending certified letter rather than use sheriff service. Unanimous vote, motion carried.

Regarding third project (JJ/JH), had excavation work done that showed system not installed on fill. According to paperwork, system is in compliance. Dr. Buhr made a motion that we acknowledge that Bata states this project is in compliance and Board approves system. Second by Overn. Unanimous vote, motion carried.

Update on septic projects BC 36-15P (MA), individual will work with installer to correct drainfield, and BC 37-15P (JO), individual sent in variance but it was not completed, so CCHD is working with her to get this completed.

Regarding another unpermitted installation project (JB) put in by a local plumber, a permit was purchased and the system is now in compliance. Dr. Buhr made a motion to acknowledge completion of appropriate paperwork, and Board approves system. Second by Overn. Unanimous vote, motion carried.

Bata updated Board regarding statewide regulations for on-site septic systems. Based on scientific findings. This regulation is under legal review. After that, it will be taken to local public health units for adoption or updating if they have a current regulation in place already. With the MOU in the southeast central region (which includes Barnes County), Central Valley Health would adopt the regulation and it would then be accepted by other health units in this region. After health units adopt this regulation statewide, it would be taken to the Legislature in hope of getting it into the Century Code. This would provide continuity for contractors statewide. It lays out the licensure requirements also. Hopefully, it will be approved statewide and in place by Jan. 1, 2017, said Bata. With the new code, contractors have to be approved by the health unit to do soil classifications. Contractors will be licensed by whatever health unit their business is located in. Projects will be continue to be permitted by local health units. Contractor license must be renewed annually, with continuing education required every two years.

*(Board moved to New Business, item #1 New Staff and item #2 Tobacco prevention.)*

New staff: Will introduced two new staff members at CCHD – Heather Schwehr, Tobacco Prevention Coordinator, and Kerry Due, R.N.

Tobacco prevention: Schwehr attended a Raise It For Health meeting regarding increasing the tobacco tax in ND. Plans for Measure 4 information dispersal discussed. Schwehr stated that Sen. Joel Heitkamp wants to set up a debate between Measure 4 pro/con sides. Schwehr has sent out 39 letters regarding Measure 4 to service groups. Revenue from this tax would be used to reduce tobacco consumption and decrease initiation, not for cessation, which is already funded. Group in place to oversee this fund. Schwehr also did eight compliance visits last week with only one business not having smoking signs on their door.

*(Board returned to Old Business, item #2 CCHD facilities update.)*

NEW BUSINESS: CCHD facilities update: Elevator discussed briefly – will need to keep an eye on it. Elevator could be shut down if not needed for second-floor renters in the future. Will stated that the law office will remain on second floor through December 2016. An entity approached by Will stated they will get back to her sometime in the spring regarding second floor office space availability. A “For Rent” ad will be placed in the Valley City Times-Record.

Will priced a washer and dryer at Appliance City to utilize for foot care towels. The cheapest basic set available cost \$800. Overn made a motion to purchase the cheapest washer/dryer set available. Second by Dr. Buhr. Unanimous vote, motion carried.

Windows: An estimate of \$84,500 has been received from Fargo Glass and Paint to replace all 26 windows in building. Koeplin (maintenance) had additional questions that haven’t been answered yet.

CCHD will only receive 4 mills in 2017. CCHD will be \$113,058 in red next year at 4 mills. Windows, heating and electronic health record would have come out of cash reserves – not in budget. Dr. Buhr made a motion that because the County Commission only approved 4 mills for CCHD for the coming year, that the Board approve the 2017 budget with a \$113,058 deficit. Second by Overn. Unanimous vote, motion carried.

SPF SIG update: Katie Beyer, new SPF PFS (alcohol prevention) coordinator, has been on personal leave of absence, said Will. She will return the week of Oct. 10. Will signed new SPF PFS four-year contract (\$470,000), which starts in November.

Electronic Health Record: Will purchased the Patagonia Electronic Health Record system. CCHD will begin implementation after flu shot season (Jan. 2017).

Home Care scanner: We have to purchase a new scanner for Home Health which will allow CCHD to get started on decreasing paper. This purchase is necessary under any circumstances. The cost is \$3,859. Dr. Buhr made a motion to purchase a Home Solutions scanner for \$3,859. Second by Overn. Unanimous vote, motion carried.

Employee exempt status: Will has talked with Carl Martineck, Barnes County States Attorney, regarding changing Becky Kratz’s position as financial analyst to an exempt position. The requirements for an exemption for Administrative Employees under the FLSA are: an employee must be compensated on a salary at a rate not less than \$455 per week; the employee’s primary duty must be the performance of office work directly related to the management or general business operations of the employer and them employee’s primary duty includes the exercise of discretion and independent judgement with respect to matters of significance. Legally, Carl Martineck is okay with it. Will stated that similar positions in other health units are also exempt. Dr. Buhr made a motion to approve making Becky Kratz’s position an exempt position. Second by Overn. Unanimous vote, motion carried.

Policies: Known Bedbug Infestation in the Home. Overn made motion to approve the policy as printed. Second by Dr. Buhr. Unanimous vote, motion carried.

Next meeting: Tuesday, Oct. 25, at 3:30 p.m.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:50 p.m. The next regular monthly meeting will be **Tuesday, Oct. 25, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,  
Dr. James Buhr, Secretary