

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**July 25, 2017**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Mike Bishop
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, Director  
Angie Martin, Office manager
- CALL TO ORDER:** Meeting was called to order at 3:32 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Overn made a motion to approve the June 28, 2017 monthly minutes. Second by Bishop. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will noted that Tammy Langland has now returned to work following medical leave.
- VOUCHERED EXPENSES:** Overn made a motion to approve July/August vouchered expenses. Will start seeing more expenses/revenues from Young People's Healthy Heart Program now that they are a part of CCHD. Overn made a motion to approve the July/August vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Will reported that Home Health is in the black again this month \$5,500. Dr. Buhr made a motion to approve the financial report. General State Aid increased a bit this year. Tobacco funding will now come from ND Department of Health rather than the Tobacco Center. Regarding West Nile Virus, Barnes County has now had its first confirmed case of West Nile Virus. Second by Bishop. Unanimous vote, motion carried.
- Will shared a report regarding encumbered expenses/cash reserve that she will be sharing with the county commissioners. Ended 2016 with \$354,135 in cash reserve. Deficit budget of \$116,712. \$75,851 dedicated strictly to alcohol prevention. Total encumbered expenditures total \$324,085. Cash reserve remaining after encumbered expenditures is \$30,050. Additional costs yet unknown include:
- Asbestos removal costs (CCHD 2<sup>nd</sup> on list for state funds in Oct.)
  - Remodeling of lawyers office -- rent revenue depends on renovations
  - H-VAC system (estimated \$150,000)
  - North 1/3 roof replacement (\$32,720 in 2017 from D&D Roofing – tabled until 2018)
  - South 2/3 roof replacement (\$45,875 in 2017 from D&D Roofing – tabled until 2018)
- Bishop questioned if bid was sought from Enterprise for steel roof. Discussion ensued regarding cost of steel roof with longer life expectancy versus cheaper rubber roof. Board noted the need for 5 mills from county in order to provide the same services as in 2016 and 2017.

Board discussed \$6,000 expense for H-VAC design build by Bakkegard & Schell. They want to see the following for this amount of money:

- Blueprint of H-VAC design build
- Theresa should check with Bobby Koeplin, CCHD maintenance, to make sure specifics are included in plan
- Clarify who will be repairing roof when old H-VAC system is gone – roofers, Bakkegard?
- Where will compressors be located?
- Demolition/extraction plan
- Will old registers be left in building or removed? By whom?

Theresa will meet with county commissioners Aug. 8 and will request 5 mills. Preliminary budget will be ready for Board at August meeting.

OLD BUSINESS: CCHD facilities report – Will noted there was another fitting leak on old boiler July 24. Fixed by Bakkegard. Water leaked from mechanical room on second floor to vaccine room on first floor (minimal damage to ceiling tiles). H-VAC plan and window plan should be put together when Bobby returns Aug. 3. Plans will likely be available to Board at next meeting.

NEW BUSINESS: New policies: None.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:32 p.m. The next regular monthly meeting will be **Tuesday, Aug. 22, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary