

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Sept. 23, 2014**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Madeline Luke  
Tom Overn, Vice Chair  
Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager  
Becky Kratz, CCHD Financial Analyst
- CALL TO ORDER:** Meeting was called to order at 3:40 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The Board agenda was amended under New Business to include 6) Office furniture 7) Outreach grant 8) Stoudt Ross Ford heating system 9) Other.
- MINUTES:** Sharon Buhr requested the following changes to the Aug. 28, 2014 minutes: 1) Page 1, under Old Business, facilities update, line 3, change the word “bid” to “request for proposal.” 2) Page 2, Director evaluation, line 1, change the phrase “a fine” to “an excellent.” Dr. Buhr made a motion to approve the minutes of the Aug. 28, 2014 monthly meeting with the aforementioned corrections. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR’S REPORT:** Discussed Thrifty White Drug issue regarding flu shots and the fact that is now becoming competitive between us when offering flu clinics throughout the community. The other drug stores are not doing flu shot clinics out in the community. Many of our local “suggested donation” public health services are funded, in part, by the profits made from flu shots annually. It costs CCHD approximately \$23 per flu shot (administration time, billing, vaccine ordering, etc. included). School flu clinics in Valley City and the county are set up and the HPV (Gardasil) clinics are completed. There is a VFC (Vaccines for Children) site visit scheduled this week by NDDoH (Department of Health). It was discussed if pharmacies must meet the same standards for vaccine storage as CCHD and clinics, but since they don’t give state vaccine they may not be required to be checked by NDDoH. Entry of vaccinations in Thor (NDIIS registry) by all entities giving shots was discussed.
- VOUCHERED EXPENSES:** Schwehr made a motion to approve the vouchered expenses for September/October. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed.
- OLD BUSINESS:** 2015 budget: Becky Kratz, CCHD financial analyst, was asked to give Board a financial picture of what CCHD will look like at the end of 2014. The September cash reserve as of 9-23-14 interim budget was \$467,004.75. Total additional estimated expenditures for September through December 2014 were figured high (where applicable) at \$644,654.60. Total estimated revenues through December 2014 were figured conservatively (where applicable) at \$450,412.00. The estimated cash reserve as of 12-31-14 Interim Budget will be approximately \$272,762.15. Regarding rent revenues from FCCU building

tenants, it was noted that Miller Elevator pays rent annually in October. Schwehr requested that Miller Elevator pro-rate October-December rent and then begin paying rent annually beginning January 2015 to make things cleaner.

The Board then looked at a 10-year projection regarding the FCCU building purchase and its effect on cash reserve through 2024. Beginning 2015 with a cash reserve of \$272,762, Kratz took our current cash reserve and building expenses and just worked from that number, “assuming” CCHD can maintain revenue and expenses beyond the building. So that was the only adjustment that was made. Total cash reserve remaining at the end of 2015 is projected at \$232,897. By the end of 2024, total cash reserve remaining is projected at \$120,214, assuming all other revenue/expenses remain the same each year. Regarding the loan information contained in the cash reserve projection table, CCHD’s annual loan payment is \$57,816 (monthly payment being \$4,818). This will be paid over 10 years. The interest rate is 5.5% (bought down to 1% for 105 months). Schwehr noted that if CCHD has a stellar year(s) during the loan repayment period, CCHD would pay ahead on the loan. Will checked with Central Valley Health District regarding their cash reserve. They have a \$2 million budget, with a cash reserve of \$700,000 (this can fluctuate). Based on a 35% cash reserve, CCHD should have a \$350,000 reserve.

The Board tentatively approved a budget at the August board meeting of \$6,400 in the black. Kratz was having computer problems at the time, and her formulas didn’t total, so there was \$130,000 under the building department that didn’t total into the bottom line. They decreased the budget by \$83,800, taking out extras that had been plugged into the initial budget such as car replacement, equipment and supplies. Under Admin. Travel and Training, Will also noted they had increased the amount to include costs for her Master’s program to \$9,000. She stated that she could stop her classes. Board discussed other line item adjustments. Bottom line: 2015 budget is \$39,865 in the red. Sharon asked if dropping the salary increase from 3% to 2.5% was something to consider. That would amount to about \$2,000 to \$2,500. Kratz stated that payment for services may be higher than what is in the budget also. It was also noted that CCHD could partner with another group regarding the two unused rooms that will be available in the FCCU building on the first floor for possible additional rent. And we could also look at other maintenance service options in the new building.

Overn made a motion to approve the 2015 budget with \$39,865 in deficit spending (to come out of cash reserve). Second by Dr. Buhr. On a roll call vote: J. Buhr – aye; M. Luke – aye; S. Buhr – aye; Overn – aye; Schwehr – aye. Unanimous vote, motion carried.

Barnes OTM Partnership: Sharon Buhr noted that some of the OTM partners are in favor of the proposed wellness center in Valley City. The new building will not be open 24/7. Three sites are being discussed – two sites near the VCSU Bubble and one on Granger Hill.

Facility update: Will stated that four contracts have been signed for approved amounts. Will received a change order from Enterprise Electric to upgrade to LED lighting (north side of building). \$2,520 for first alternate and \$1,680 for second alternate. Schwehr made a motion to sign Enterprise Electric change order. Second by Dr. Buhr. Unanimous vote, motion carried.

A new contract is needed for environmental testing for asbestos and lead in the Braunberger office area, which was not going to be updated originally. Trio Environmental has submitted a proposal to do this testing for \$1,115. Schwehr made a

motion to accept the Trio Environmental proposal. Second by Dr. Buhr. Unanimous vote, motion carried.

Project director Ben Davis, Hepper Olson Architects, has requested if there is a dollar amount that Will or Sharon Buhr can approve regarding change orders, so that progress doesn't need to be held up while waiting for Board approval. Dr. Buhr made a motion to approve Will or Sharon Buhr be allowed to approve change orders up to \$2,000. Second by Overn. Unanimous vote, motion carried.

Regarding the drive-through teller drawer that is being removed, Will stated that Central Avenue HealthMart Pharmacy has requested it. A new drawer costs between \$1,300 and \$5,200. Some CCHD staff didn't think it should just be given away. It likely won't scrap out at much. Doreen Saylor may pay up to \$100 for it. As county property, CCHD may not be able to just give it away. Theresa will ask Dean at First Community Credit Union if the drawer was totally functional at the time they moved out of the building. Will could also consult Carl Martinek, Barnes County States Attorney, about the legality of selling it outright.

Will asked if it was OK with the Board to extend the start date of the loan to May (rather than starting in November 2014), per a recommendation by Dean from FCCU. Schwehr made a motion to extend the start date of the building loan to May 2015. Second by Dr. Buhr. Unanimous vote, motion carried.

Will stated that CCHD had to purchase a lock box for fire protection per regulations, according to Gary Retterath, Valley City fire chief. It cost \$350. It is mounted on the outside of the building and contains keys to enter the building in the event of fire.

Signage: CCHD is eligible for an image enhancement grant since we have renters who are not government entities. We would need to put up window signage to advertise for them. Will had drawings of the proposed window signs to be placed in the east entry windows. Indigo Signs has submitted a bid of \$685 for vinyl signage. CCHD signage will be in color, but the renters' names will be in black. It is temperature sensitive, so it has to be completed soon. This signage will qualify CCHD for \$7,500 in image grant funding. Indigo has a five-year warranty on parts and would need to get back to Will regarding the service warranty. Overn made a motion to approve vinyl window signage by the east entry door. Second by Dr. Buhr. Unanimous vote, motion carried.

SPF SIG update: The Mental Health Access Coalition met recently and looked at data and reviewed the intervening variables that cause people to consume more alcohol. They needed to vote on which intervening variables to address and what intervention to use to address them. Voting tallied as changing community norms being the top intervening variable, and their methods were by media advocacy, a local media campaign and school policies and violations. Social availability was the second intervening variable and looking at alcohol restrictions at community events, working on social host liability, and a texting tip line. Individual risk factors was the third intervening variable and looking at life skills training for grades K-12, another program for high risk people, and choices that would target the college age. Jamestown is hiring a lawyer with SPF SIG funds to look at city ordinances that have to do with alcohol, tobacco and other drugs. Luke stated that recodification is taking place regarding city ordinances. It is difficult to know what ordinances are currently on the books regarding public health, according to Will. New city ordinances will be available online when completed, said Luke.

Office furniture: First Community Credit Union still owes CCHD \$800 in rental reimbursements from May. They are offering to sell us eight desk units for an additional \$1,500 (beyond the \$800). Will shared photos of the furniture. Overn made a motion to take advantage of this offer, with a second by Luke. Unanimous vote, motion carried. CCHD staff can tag existing furniture currently housed in the building if they want it and get rid of the remainder to county employees or the public.

NEW BUSINESS: Outreach grant: Will noted to the Board that she doesn't have time to work on another grant at this time. The grant would be a good fit for mental health services. The grant is for \$200,000/year for three years. It could potentially pay the tuition for someone to become a licensed addition counselor. It was suggested that maybe Mercy Hospital has someone who could write the grant. The grant deadline is mid-November. The grant opportunity was emailed to Will by Alicia Hoffarth in early September.

Board members briefly discussed Stoudt-Ross Ford's heating system in their new building on Granger Hill. It utilizes used motor oil and is known as a waste oil burner. It was discussed if there are rules regarding this type of system and who is responsible for overseeing the environmental health aspects and emissions. Will check with the Marcie Bata.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:53 p.m. The next monthly meeting will be Tuesday, Tuesday, Oct. 28, 3:30 p.m. in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary