

**CITY-COUNTY BOARD OF HEALTH MINUTES**

**Monthly Board Meeting**

**May 26, 2015**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Tom Overn, Vice Chair  
Madeline Luke  
Cindy Schwehr
- ABSENT:** None
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager  
Misti Kauffman, 2014 PH Service Award winner  
Jefferson School PTO representatives, 2014 PH Service Award winner  
Dean Koppelman, VC Public Schools Superintendent
- CALL TO ORDER:** Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Overn made a motion to approve the minutes of the April 28 regular monthly meeting and the May 5 special meeting. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the May/June vouchered expenses. Second by Luke. Unanimous vote, motion carried.
- (Board moved ahead on the agenda to present the 2014 Public Health Service Awards.)*
- NEW BUSINESS:** Misti Kauffman and the Jefferson School PTO received the CCHD 2014 Public Health Service Awards as presented by Theresa Will. Jefferson School PTO was cited for efforts to promote health for students and their families by adopting the Valley City School Wellness Policy relating to good nutrition and increasing physical activity. They also changed their main fundraising activity of selling “peelers” (used at restaurants) and initiated selling bingo cards to the community instead. This fund-raising activity raised \$18,000 in 2015.
- Misti Kauffman is the leader of Jefferson School’s Field Day. This event entails continuous activities for more than 300 Jefferson students over a four- to five-hour time period, offering such activities as an obstacle course, catapult launch and catch, relay races and more. Field Day supports Jefferson’s commitment to living a healthy lifestyle. Kauffman works on this event the entire year designing logos, gathering prizes and planning the activities.
- (Board returned to the agenda as approved.)*
- FINANCIAL REPORT:** Will noted that Home Health is currently \$49,000 in the red due to a backlog in billing. This backlog is principally due to the recent loss of a part-time billing employee and the increasing demands of grant requirements for the accountant, as well as required assistance due to building purchase, maintenance and recent move. It was noted that this

does not reflect recent home health billing and funds not yet received from this billing. Dr. Buhr made a motion to approve the financial report. Second by Luke. Unanimous vote, motion carried.

Will also presented a rent income schedule along with a spreadsheet of construction expenses and monthly expenses for the building. Board briefly discussed possible rent increases in the future. CCHD pays the utilities for the entire building. Second floor rents currently are between \$5 to \$8 per sq. ft. The norm for commercial rent in VC is \$12 per sq. ft. when utilities are furnished. The Board will discuss this further at next meeting.

**OLD BUSINESS:** There was nothing new to report regarding the Barnes OTM Partnership.

CCHD facility update: Will reported that one of the large plate glass windows in the east entry was broken May 14 and was considered vandalism by police. Report filed. \$450 to replace glass (Valley Paint & Glass). Not submitted to insurance as CCHD's policy is \$1,000 deductible per incident. Replaced with laminated (safety) glass. An upstairs tenant noticed a small crack in the replacement glass in the lower right-hand corner. Valley Paint & Glass notified of crack by CCHD office manager same day glass was replaced. Will hasn't talked with Tim Sorenson, owner of Valley Paint & Glass, since it was replaced as she has been on vacation.

The elevator control panel was replaced by ThyssenKrupp tech. This was submitted to insurance and CCHD received \$3,374 (\$1,000 deductible). This was determined by police to have been an act of vandalism also.

Other topics discussed:

- Will talked with Fire Chief Gary Retterath regarding placement of fire extinguishers in building.
- Bobby Koepplin replaced all T12 fluorescent bulbs on second floor with T8 bulbs (retrofitting). Old bulbs will be taken to Renaissance Recycling in Jamestown. Cost to dispose of each 4' or less bulb will be 75 cents.
- CCHD will close on Bank of ND loan June 5.
- Health insurance premium through NDPERS is increasing. Eight CCHD staff members currently utilize health insurance benefit (changing from BCBS to Sanford Health July 1). CCHD pays 100% of premium per state law. All staff members receive family policy regardless of whether they are single or have dependents. Current premium: \$981.68/mo. New premium: \$1,130.22/mo. (15.13% increase for 7-1-15 to 6-30-17). CCHD pays state insurance rate while county pays higher rate.
- The AED that CCHD maintained in the courthouse was left there when we moved to new facility. Corrections staff will now do maintenance on that unit. Will noted that we need a new AED unit in our facility. Cost: \$1,700. She will look into a BEK Communications grant for this AED unit and possibly one for the courthouse as that unit will be nearing its obsolescence. Luke made a motion that Will pursue a BEK (or other) grant for a \$1,700 AED, and if that avenue is unsuccessful, allow Will to purchase one AED for the CCHD facility. Second by Dr. Buhr. Unanimous vote, motion carried. Dr. Buhr suggested that Will communicate with Leever that this is the nearest AED to them if needed (and CCHD is open at the time needed).
- Surveillance cameras, recording unit discussed. The recording unit costs \$2,050 and has the potential to support 16 cameras. Each camera costs approximately

\$300. Discussion on placement of cameras. Theresa will look into whether a camera would be better in the elevator lobby or in the elevator itself. Sharon Buhr requested that Will and Jason Thiel, IT, (or camera salespeople) put together some sort of proposal for the Board to vote on. Tabled until June meeting.

- Conference room stackable chairs needed for times when there are several people attending a Health Board or staff meeting, classes, etc. Officeworks is offering 12 stackable chairs for \$420. Board authorized Will to make this purchase (no motion needed due to cost under \$500).
- Office blinds: Proposals from Valley Flooring and Valley Paint & Glass reviewed. Both submitted proposals for cloth and vinyl blinds (noted that cloth blinds were quieter and last longer). Luke made a motion to accept Valley Flooring's proposal for cloth blinds, utilizing one blind per window rather than one blind per office. Second by Dr. Buhr. Unanimous vote, motion carried.

SPF SIG: Will reported that she, Barb Bjorum and Sarah Hansen are looking at a curriculum for schools. Will also has survey results that she will share with the Board at the June meeting.

Board discussed tobacco smoke-free workplace and e-cig ordinances. Russ Myhre, city attorney, is working on the trade ordinances, which are coming along, and he will get back to us after he receives more input from CCHD staff/board members. According to Luke, state law doesn't necessarily specify non-tobacco vaping as a problem, but we could add this into a local ordinance. The state does allow the possession/purchase by minors of e-cigs as a smoking cessation tool. Myhre and Board members have an issue with minors purchasing e-cigs.

Bakkegard & Schell contingency update: Will received notification from Carl Martineck, Barnes County States Attorney, that he has asked the Attorney General for an opinion on the contingency fund omission in Bakkegard & Schell's mechanical bid for our facility, and it will take from 120-180 days before that opinion is available.

Environmental health update: Baldhill Grill & Chill, a Lake Ashtabula resort/restaurant, has opened for business. Board members have received a report that the Corps of Engineers is allowing owners to dig up a portion of the Corps' parking lot to meet holding tank setback requirements of 100 feet. As a restaurant, they are required to have a bathroom on premises. The Health Board had no choice on this matter as Barnes County is not a home rule entity, and Carl Martineck, Barnes County States Attorney, stated that the Board could not allow a variance.

**NEW BUSINESS:** "Public Health Law" training is mandatory for our Health Board members (via web) due to our Regional Network Grant, Will noted. Presenter is Murray Sagsveen. Web broadcast is two hours and can be completed in segments. Viewing must be completed by June 30. Board agreed to begin viewing following Board meeting today.

Professional Persons Committee meeting held recently. This is a requirement for certified home care.

Staffing: Will had three staffing requests including:

1. Naming Paula Thomsen Director of Nursing (DON). Her current title is Home Care Coordinator. She would be in charge of nursing staff for both home health

and public health. Luke made a motion to change Thomsen's title to Director of Nursing. Second by Dr. Buhr. Unanimous vote, motion carried.

2. Becky Kratz, financial analyst/management, needs assistance with accounting tasks. Will seeking assistant for 10-15 hours per week at \$20/hr. This would amount to approximately \$15,600/yr. or \$20,000/yr. with mandatory benefits such as FICA, accrued vacation time, etc. Central Valley Health District, Jamestown, has 3 FTEs in accounting with a \$2 million operating budget. CCHD has a \$1 million operating budget with 1 FTE and 1 part-time employee. Overn made a motion to hire an assistant for 10-15 hours per week at approximately \$20/hr., depending on qualifications. Second by Dr. Buhr. Unanimous vote, motion carried.
3. Maintenance help discussed. Stan Horst and Bob Nelson, maintenance at the courthouse, will only be responsible for maintenance at the courthouse and not outlying county buildings such as the county shop, sheriff's office and CCHD, according to the county commission. Will would like to hire a maintenance person for approximately 2-5 hours per week for such things as bi-weekly/monthly generator maintenance and some building maintenance tasks. This person would be covered by CCHD liability insurance or, if a contracted worker, would need to carry their own liability insurance. Will noted that Bobby Koeplin has expressed an interest in contracting to provide this service for \$40/hr. plus mileage and parts. Board requested Koeplin provide a scope of services. Questioned if this person needs to be licensed to meet any city requirements. Board suggested negotiating with Koeplin on hourly wage. Theresa will talk with him. Bill Carlblom also stated that his son, Cody, may be interested in this job.

Policies/Forms: Board reviewed five new policies including:

- Generator testing
- HH-CAHPS
- Hepatitis C screening (state protocol)
- HIV screening
- Eligibility, Certification and Face-to-Face Requirement

Luke made a motion to approve all five policies as presented. Second by Dr. Buhr. Unanimous vote, motion carried.

Board opted to begin viewing "Public Health Law" training course, but due to technical problems this was not possible. Another time will be selected to complete this training.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 5:19 p.m. The next regular monthly meeting will be **Tuesday, June 23 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary