

## CITY-COUNTY BOARD OF HEALTH MINUTES

### Monthly Board Meeting

June 23, 2015

PRESENT:	Sharon Buhr, Chair Dr. James Buhr, Secretary	Tom Overn, Vice Chair Madeline Luke
ABSENT:	Cindy Schwehr	
ALSO PRESENT:	Theresa Will, RN, Director Angie Martin, Office Manager Becky Kratz, Financial Analyst/Management	
CALL TO ORDER:	Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.	
AGENDA:	Added under New Business: 1) Director evaluation 2) Mill levy, followed by 3) New policies and 4) Other. Agenda approved with these additions.	
MINUTES:	Board members reviewed the minutes of May 26, 2015. The following corrections/clarifications were made: <ul style="list-style-type: none"><li>• Pg. 2, paragraph 2, line 3: (<i>Should read ...</i>) Second floor rents currently are between \$4 to \$5 per sq. ft. The norm for commercial rent in VC is \$8 to \$12 per sq. ft., when utilities are furnished.</li><li>• Pg. 3, bullet #1, line 2: (<i>Should read ...</i>) Officeworks is offering stackable chairs for \$132 each. 12 chairs will cost \$1,650. <i>Omit last line</i>: Board authorized Will to make this purchase (no motion needed due to cost under \$500).</li></ul> Dr. Buhr made a motion to buy 10 chairs from Valley Officeworks for \$132 each. Two of the 12 chairs purchased will be returned due to defects. Second by Overn. Unanimous vote, motion carried. <ul style="list-style-type: none"><li>• Pg. 3, paragraph 2, line 1: (<i>Should read ...</i>) Russ Myhre, city attorney, is working on the trade ordinances, which include the tobacco and e-cig ordinance, and he will get back to us after he receives more input from CCHD staff/board members.</li><li>• Pg. 3, paragraph 2, line 6: (<i>Should read ...</i>) Board members have an issue with minors purchasing e-cigs.</li><li>• Pg. 3, paragraph 4, line 5: (<i>Should read ...</i>) 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 was not authorized to allow a variance.</li></ul> Luke made a motion to approve the minutes of the May 26 regular monthly meeting, with corrections, and the June 5 special meeting. Second by Overn. Unanimous vote, motion carried.	
DIRECTOR'S REPORT:	Reviewed. Beth Viland received a letter from Colleen Pierce, state WIC director. After her site visit to CCHD's WIC office, she stated that Beth is doing a wonderful job. Board congratulated Beth for receiving this accolade. Overn also noted that Barnes County Social Services has hired a new director to replace Candy Huss, who is retiring.	
VOUCHERED EXPENSES:	Dr. Buhr made a motion to approve the June/July vouchered expenses. Second by Luke. Unanimous vote, motion carried.	

**FINANCIAL  
REPORT:**

Will noted that Home Health should be back on track with billing/revenue by the end of July once a part-time assistant is hired for Becky Kratz, CCHD accountant. Becky has been very busy with year-end grant activities.

Discussion regarding FCCU building item under the expense portion of the revenue/expense sheet, service contracts: (\$179,061.84) derived from \$186,305 coming back in from FCCU original loan proceeds set aside for construction costs minus the expenses for the month paid out related to the building contracts. Under signage, CCHD received \$7,500 from the Image grant. Will just sent in a reimbursement request for \$12,780 from the energy grant for lighting. Marcie Douglas, Missouri River Energy, will be coming June 29 regarding the rebate CCHD will receive from them, which will be between \$2,000 to \$2,500. Will noted that CCHD is actually under the \$414,000 renovation budget. Board members would like to see a complete listing of building expenses at the next meeting, plus any expenses that are anticipated in conjunction with the building (such as surveillance cameras). They would also like this listing to show money coming back in from rebates and grants. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

**OLD BUSINESS:**

Barnes OTM Partnership: Essentia is joining the partnership. The new strategic plan was approved by the OTM membership. Sustainability training is planned July 29 by the ND Department of Health.

CCHD facilities update: Loan paydown schedule reviewed. Loan finalized June 5 with Bank of ND. Borrowed \$548,671 after fees. \$283,026 paid back to county for their help paying off the initial loan through First Community Credit Union. The initial loan payment is due July 15 but will be taken out July 1 and will be \$5,968.95. The principal is \$3,448.12/first payment. Bank of ND and VC/BC Development Corp. will pay 4.5% of the interest (\$2,062.50/first payment) and CCHD will pay 1% interest (\$458.33/first payment). CCHD will actually pay full loan payment each month to FCCU, but the Bank of ND/Development Corp. will put buy-down interest into a separate FCCU account where it will remain until CCHD directs its use. At 105 months there will be \$133,333.15 in that account. The loan is for 120 months. At 105 months the Bank of ND/Development Corp. stops paying interest and CCHD would start picking up the total payment amount. So, sometime prior to 105 months we will look at using the interest money in the account at FCCU to pay off the remainder of the loan. It is in the best interest of CCHD to pay off the loan before 105 months. Current appraised value of the building under insurance is \$2,139,253. Contents insured for \$330,000.

The ND Center for Persons with Disabilities was at CCHD to do an assessment. They suggested the following:

- Change the pressure on doors – some of the doors are too forceful for some people.
- Toilet paper dispenser in staff bathroom is too difficult to get to – we have another one to hang up.
- Better signage on elevator entrance door. Angie will work with Dean Klein to take care of this.
- Signage on every entry door to explain where the elevator door is located.

Will has contacted Tim Sorenson, Valley Paint & Glass, about replacing the replacement window in the east entry. There was a small crack in the lower right-hand corner of the replacement glass. He will take care of this next week. However, he wasn't certain if he

could handle replacing the other entry window that was damaged by a BB/pellet gun because it is larger than the window by the door. We may need to call someone from Fargo if Sorenson can't replace it.

SPF SIG: Will shared potential wording for updating the server training ordinance in Valley City. Training should be offered every 90 days by VC Police Department. (Luke suggested every 45 days for training. Will would need to visit with Fred Thompson, Police Chief.) Ordinance would require all license holders, managers, employees involved in the sale of alcoholic beverages to attend training. License holders/managers would be responsible to financially reimburse all employees for their time involved in attending the server training class. Dr. Buhr made a motion to approve the wording as presented with the exception of the "90 day training" clause; that this deserves further investigation, and suggest offering training every 45 days instead. Second by Luke. Unanimous vote, motion carried.

*(Board moved ahead to New Business regarding mill levy at this point.)*

**NEW BUSINESS:** Mill levy: Sharon Buhr shared a memo from Beth Didier, Barnes County Auditor, regarding the county's request for submission of CCHD's projected budget for 2015. Mills levied for 2014 for CCHD were 5 mills, which should bring in approximately \$349,549.37 in property tax dollars in 2015. Using the estimated county valuation for 2015 of \$74,619.58, 5 mills (which is the maximum mills allowed CCHD) would bring in approximately \$373,097.92, if the Barnes County Commission would allow the full request. Request is due July 8. Suggested that CCHD request \$385,000 for 2015 tax year in the event that the value of a mill increases by the end of the year. Overn made a motion to request \$385,000 in 2015. Second by Luke. Unanimous vote, motion carried. Sharon signed the request.

*(Board returned to Old Business agenda.)*

**OLD BUSINESS:** Tobacco/e-cig ordinance: During a committee meeting, Russ Myhre, Valley City Attorney, indicated he would like to go back to the state tobacco law again in regards to preparing the new city tobacco/e-cig ordinance. However, changes are needed, according to Will. There is no licensing requirement in the state law, definition of tobacco is incorrect in the state law, and there is nothing about flavoring for e-cigarettes. Theresa and Sharon plan to go to the next meeting in July.

Bakkegard & Schell: Will noted that there won't be an Attorney General's opinion available until at least October. Further discussion tabled.

Community AEDs: Sarah Hansen and Will met with the County Commission regarding aging AEDs around the county. Commissioners suggested Will look for grants to upgrade AEDs that will soon become obsolete and for units needed at new locations. Will has contacted Elyse Puklich (new owner of Perkin's car dealership) about funding possibilities. BEK has a maximum funding limit of \$500. Alliance Pipeline is not taking funding requests at this time. She has not contacted Keystone Pipeline yet. It will cost approximately \$50,000 to \$60,000 for replacement AEDs (each costs between \$1,500 and \$2,000). Approximately 20 units will become obsolete soon. Luke questioned if there is any fund-raising money that might be earmarked for these purchases (such as schools or churches) or can businesses do a cost share option. It was suggested that some businesses could buy a new AED as part of their maintenance budget. When AEDs are purchased they should all be one brand. Dr. Buhr asked if there was a "map" of all AED locations in

the county. Though Sarah has been in contact with all AED sites that she is aware of, there may still be a few unknown sites, according to Will. Sharon suggested that a media campaign could ask for donations from the public since this is a community issue. Overn questioned whether an alarm is automatically sent to 911 when the AED box is opened. Will noted that an alarm is sounded at the site when the box is opened. Will has contacted Dakota Medical about new funding since the original AED funding came through them. They are looking at their strategic plan and determining how they will deal with AEDs. Tabled until a later meeting.

Public Health training: Most Board members have viewed part of the required webcast but are unable to complete it as a Board. Theresa will email the link for this training and members will need to finish viewing it on their own and notify Will when finished.

Staffing update: Two applications (Wanda Bell and Elaine Walls) were received for the part-time financial assistant position and one contract person applied. Susan Jorissen has her own accounting business and offered her services at \$20/hr. (there would be no vacation accruals, FICA, etc. involved with a contracted person). She has 30 years of accounting experience. References would be needed for Jorissen. Dr. Buhr made a motion to pursue a contract with Susan Jorissen if her references are acceptable. Second by Luke. Unanimous vote, motion carried.

Regarding the part-time maintenance position, Will noted that she needed to change the wording on the original ad submitted to the Times-Record. The original ad wording sought a contracted worker instead of a direct employee. Bobby Koeplin has offered a contract for \$32/hr. to the nearest ¼ hour through Dec. 31, 2015. Then he would negotiate pending final maintenance services required. He has a Certificate of Liability in the amount of \$1 million. Applications are due by end of this week. A special Board meeting may be required to hire for this position next week.

Rent review: Will passed out information regarding rents (what is currently being paid for office space in Valley City, expenses incurred for second floor, 2015 rental rate scenarios). Board briefly discussed rent increases and obligations to upgrade offices. Tabled until July meeting.

Security camera update: Tabled.

**NEW BUSINESS:** Policies/Forms: Board reviewed one new policy:

- Nurse ethics

Dr. Buhr made a motion to approve this policy as presented. Second by Dr. Buhr. Unanimous vote, motion carried.

The director evaluation form was passed out to Board members. They should return this form to Sharon Buhr by July 3.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 5:20 p.m. The next regular monthly meeting will be **Tuesday, July 28 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary