

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

April 26, 2016

- 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
- CALL TO ORDER:** Meeting was called to order at 3:32 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under Old Business add 9) Library drop box; 10) Other. Approved as amended.
- MINUTES:** Board reviewed March 22, 2016 minutes. Overn made a motion to approve the minutes as printed. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Carl Martineck, Barnes County States Attorney, has sent out letters to two individuals who have not yet responded regarding their septic system issues. More action may be needed by the Board in the future. Sharon Buhr questioned if "open access" (referred to in paragraph 8 of director's report) included both mental health and addiction counseling. Will stated that if needs are significant enough in either area, individuals will be seen, though there will be a triage process.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the April/May voucherred expenses. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. \$7,300 behind in Home Health yet due to outstanding Medicaid billing. Next month should look better in this area. Vaccines discussed. It will take approximately \$20,000 this next month to purchase private vaccine for insured children ages 0-18. This is due to NDDoH cutting the universal immunization program to meet 4% budget cut mandate by ND Legislature. CCHD will need to add a 10% mark-up to vaccines beginning in July to help cover diminishing reimbursement rates by private insurers.
- Rent income discussed. Rent income to date in 2016 is \$14,857. Building expenses are \$45,000. Average \$10,000/mo. in expenses. Will has visited with BC Commissioner Mike Metcalf (not CCHD portfolio holder) regarding CCHD building maintenance plan (heat/AC, windows, etc.) and possible grant availability. Board agreed that a special meeting will be needed for this topic alone. Luke shared that if the Board considers solar heat to supplement boiler heat, the city has an agreement with Missouri River Energy Services that needs to be followed. Will also noted there is currently \$20,000 in the interest account at First Community Credit Union that is there for CCHD to utilize. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.
- OLD BUSINESS:** On The Move Partnership: Nothing new to report.
- CCHD Facilities Update/Building Report: Reviewed report by Bobby Koepplin, CCHD maintenance. Proposal from Bakkegard & Schell discussed. The boiler control with

outdoor reset will cost \$1,277 installed. To replace three pneumatic zone valves in Carol Nelson's office (1) and Wick Construction office (2) and one thermostatic radiator valve (north entrance) will cost \$2,550. These improvements are recommended if no other improvements are planned for the mechanical systems (quick fix for "hot boiler" situation). Koeplin made his recommendations to the Board. Dr. Buhr made a motion to table discussion on this topic until a special board meeting is held. Second by Overn. Unanimous vote, motion carried.

SPF SIG: Sarah Hansen and one of the VC police officers are going to a Traffic Safety Institute on Positive Community Norms May 18-19. Theresa will be going to Community Capacity and Sustainability training May 11-12 with SPF SIG.

Tobacco smoke-free workplace and e-cig ordinances: The e-cig ordinance passed unanimously April 19 by City Commission. Vicki Rosenau is working on a press release for the media. Skyline Villa is considering constructing a smoking hut outside their building.

Community Health Assessment/Community Health Improvement Plan (CHA/CHIP): Invitations sent out to community representatives to attend a meeting May 25 to look at priority areas and determine what can be done. Luke suggested that the minutes from the last Community Health Assessment meeting be distilled down to 3-5 bullet points (priorities) for Rep. Kathy Haugen to present to the ND Legislature.

Program evaluations:

- Health Tracks: Regional coordinator (Laurie Kramer) has been helpful to this program. Net gain: \$8,157. This is a Medicaid program for children/adolescents ages 0-21. Sharon Buhr asked how many eligible children we are reaching. Theresa will talk to Laurie to see if she knows those numbers.
- Wellness Screens: Offered to community and senior VCHS students a total of 3-5 times per year. 93 total lipid profiles completed in 2015. Net gain: \$793. County employees make up about 50% of participants through county wellness program.

Immunization program changes: CCHD will need to provide private vaccine to insured children as of July 1, 2016. We will need to do a 10% mark-up on private vaccines, which we have not done in the past.

Building heating system: Tabled per earlier discussion (financial report).

NEW BUSINESS: Staff Appreciation: June 3 from 12:30-2:30. Office will be closed. Service awards presented during luncheon. Annual staff reviews (required materials) will be done as a group this year rather than as individuals.

Electronic Health Records: Theresa and Paula gathering information on two systems: Champ and NetSmart. These two EHR systems cover both public health and home health, which many systems do not. There are currently Tobacco Measure 3 funds available in May to fund about 50% of system cost.

- Champ: Cost is approximately \$40,000, not including hardware for out in the field (portable iPads), and \$20,000 annual fee. CCHD staff have already seen this demonstration.
- NetSmart: Demo on May 13 from 1-5 p.m. No price from them yet. Dr. Buhr would like to attend this demo.

Dr. Buhr asked if either system would have the capability to store photos and would it have voice recognition so that notes wouldn't have to be typed into the records. Theresa will look into this. Will noted that LPHUs aren't allowed to share systems. Special meeting will need to be held to decide which system to go with. Tabled.

New policies:

- Tuberculosis – Treatment of Active TB. Dr. Buhr made a motion to approve the policy as presented. Second by Luke. Unanimous vote, motion carried.

Library drop box: Library Board would like to place a drop box by our generator fence so their clientele can drive through our lot and drop off library books/materials. Board members went outside to view possibilities. If the drop box will fit between the two concrete barriers protecting the generator/fence, the Board was in favor of allowing it.

Public Health Service Award: Theresa proposed that CCHD give three awards for 2015: Valley City Commission, Randy McClafin, Sheriff, and Fred Thompson, VC Police Chief. Commission for the e-cig ordinance and McClafin/Thompson for SPF SIG participation. Dr. Buhr made a motion to give service awards to all three. Second by Overn. Unanimous vote/motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:03 p.m. The next regular monthly meeting will be **Tuesday, May 24, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary