

# CITY-COUNTY BOARD OF HEALTH MINUTES

## Monthly Board Meeting

Aug. 25, 2016

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Cindy Schwehr
- ABSENT:** Madeline Luke
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager  
Becky Kratz, CCHD Financial Analyst
- CALL TO ORDER:** Meeting was called to order at 1:09 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Approved as printed.
- MINUTES:** Board reviewed July 26, 2016 minutes. Dr. Buhr made a motion to approve the minutes as printed. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. CCHD strategic planning project discussed – other PH administrators will be viewing this meeting via IVN. \$1,150 (5%) budget increase requested from City Commission for public health. County Commissioners would like to see mill levy decrease for CCHD – 4 mills instead of 5 mills. Theresa will request meeting with Commissioners Froelich, Berntson and Carlblom to discuss this. She has already talked to Commissioner Metcalf. CCHD will be spending down the cash reserve due to encumbered expenses by the end of next year. NDDoH's Dr. Dwelle and the State Superintendent sent letter to schools reminding them of importance of immunizations and the fact that students need required shots before starting school.
- VOUCHERED EXPENSES:** Overn made a motion to approve August/September vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried. Will noted that an additional office unit is needed. Katie Beyer, SPF PFS (alcohol prevention) coordinator, will be moving into Betty Olson's office space, Betty will move to the home health nurses area, and Kerry Due, R.N., is the new nurse who will also need a desk in this area. Overn made a motion to approve the bid from Valley Officeworks for \$3,924. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Home health is \$11,717.61 ahead now. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.
- OLD BUSINESS:** On The Move Partnership: Nothing new to report.
- CCHD facilities update: Will reported that she had approached Kasey Skalicky (APOC) about renting the space being vacated by the law firm the end of September. But Skalicky had just signed a three-year lease for their current office space. The new lawyers who will be taking over law practice expressed some interest in possibly renting half the current space (reception, two offices and conference room). The square footage requested would cost \$1,285/mo. Also asked about Caral Nix's old office space, which would rent for \$350/mo. No further information was available at this time. Carol Nelson said CCHD could show the space at any time. Carl Martineck, Barnes County States Attorney,

suggested CCHD put the space out on bids for leasing. Board approved advertising the space for rent at \$9/sq. ft. Theresa will also ask Hospice of the Red River Valley if they are interested in renting this area. Will noted that remodeling of the area will need to be done before renting again since no upgrades have been made on second floor for many years. Discussed status of elevator. Thyssen Krupp had to order a second door circuit board as the first one burned out while trying to make necessary repairs. CCHD won't need to pay for the circuit boards, due to service issues in the past, but will need to pay the labor costs.

Sharon Buhr questioned if Bobby Koepplin will be getting estimates from Fargo Glass regarding windows. Will stated this will be done before the next board meeting.

SPF SIG update: Will attended training Aug. 24 on lessons learned and sustainability regarding the SPF SIG program. This framework will be utilized again with the SPF PFS project.

Community Health Improvement Plan: Issues include mental health access, substance abuse and daycare. Chamber is taking care of the daycare piece. Both city and county approved development money for this project. Still won't be enough infant care. CHI and CCHD are working on compilation of mental health services available in area. CCHD is working with Heartview and South Central Human Service Center to increase access. Encouraging employers to offer EAPs to employees since this service is relatively cheap, but effective. According to Dr. Buhr, as of Aug. 30, Sanford Clinic will no longer offer psychiatric services. Telemedicine discussed. Will also noted that it will be a few weeks before a decision is made regarding the recovery center grant.

**NEW BUSINESS:** 2017 budget: Budget is based on receiving 5 mills from the County Commission, with projected mill value of approximately \$78,000 (last year a mill was \$73,903). It also includes a 2% salary increase.

Will has not asked school for increase yet (\$12,875). Suggested she ask for an increase (5%). She has visited with the VC Public Schools superintendent regarding head lice (no nit) policy. Discussed hiring someone separately to check students' head when there is a lice issue – this is too time consuming for a nurse when there are multiple students needing to be checked. Eileen Ryan, CCHD CNA, is willing to do this. State says children should not be barred from school for nits. The school will pay for her time.

Will noted that Tob Cessation (\$1,700), listed under Stand Alone Grant Revenue, should have been listed under Grant Revenues.

Budgeted more for flu revenue (2,000 doses). Immunizations discussed. Have to purchase private vaccine for children since July 2016.

Tobacco State Aid increased since they allowed \$12,750 for electronic health record. Measure 3 dollars are down due to Heather Schwehr being half time rather than full time.

Excess Revenue over Expenses -- \$35,098 deficit in 2016-17 budget.

Following review of 2017 budget, Board urged Will to share information with county commissioners and set up individual meetings with each to discuss 2017 budget issues and need for full 5 mills.

Will noted that additional Helmer vaccine refrigerator is needed now that more private vaccine must be kept on hand. A new refrigerator will cost approximately \$5,000. A Helmer refrigerator is much more temperature stable than a regular household refrigerator. Dr. Buhr made a motion to approve purchasing another Helmer refrigerator for the vaccine program. Second by Schwehr. Unanimous vote, motion carried.

Electronic Health Record: Will stated that the Patagonia electronic health record system is preferred for purchase by CCHD after extensive research with vendors and other public health units. This system will not include home health, which will remain on the current Sansio system. To buy the Patagonia system, the first year will cost \$42,460; 2<sup>nd</sup> year, \$10,982. Dr. Buhr made a motion to purchase the Patagonia EHR system. Second by Schwehr. Unanimous vote, motion carried.

Overn made a motion to approve the 2017 budget. Second by Dr. Buhr. Unanimous vote, motion carried.

Board members will research Will's director wage in light of her master's degree in public health.

2015 Home Care Cost Report analysis: Bottom line – how can CCHD increase the number of home health clients while decreasing the number of visits needed? Will anticipates that home health will be in the black for 2016.

Policies: No new policies to review.

Will noted that she will be conducting interviews next week for the new SPF PFS coordinator. Four interviewees have been selected.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 3:04 p.m. The next regular monthly meeting will be **Wednesday, Oct. 5, at 12 noon** in the CCHD conference room. **Please note change of date and time.**

Respectfully submitted,

Dr. James Buhr, Secretary