

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
April 28, 2020

PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair
Dr. James Buhr, Secretary Cindy Schwehr
Mike Bishop

ABSENT: None

ALSO PRESENT: Theresa Will, Administrator
Angie Martin, Office Manager
Katie Beyer, Prevention Coordinator

CALL TO ORDER: Meeting was called to order at 3:03 p.m. by Sharon Buhr, Chair, in the CCHD conference room via phone remote by board members Mike Bishop, Tom Overn and Cindy Schwehr due to coronavirus (COVID-19) pandemic. Sharon and Dr. Buhr attended in person.

AGENDA: Agenda approved as printed.

MINUTES: Bishop made a motion to approve the minutes of the Mar. 24, 2020 regular board meeting. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR’S REPORT: Will noted that there is a decrease in in-office and home visits during the pandemic. Considering resuming Health Tracks and some foot care within the next few weeks. NDDoH encouraging childhood vaccinations on schedule so a disease such as measles doesn’t take off during the pandemic.

VOUCHERED EXPENSES: Reviewed. Building loan payment #59 of 120 payments made. Diabetes grant funds can be used for COVID-19 response, noted Will. Bishop made a motion to approve the April/May vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

FINANCIAL REPORT: Reviewed. \$146,000 of the ending balance are grant funds. Immunization grant has been spent from last year but begins again July 1. CCHD didn’t get the PFS (SAMHSA) grant (\$296,000), but it had already been figured into the budget, according to Will. Becky will revamp the budget for the next meeting. School and city funds should come in the end of April or first part of May. Overn made a motion to acknowledge review of the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

OLD BUSINESS: CCHD facilities update: Bobby Koepplin (maintenance) has been in quarantine, so there isn’t really anything to report regarding building maintenance. RJ’s Plumbing fixed the flapper on the toilet in the west hallway.

COVID-19 public health response: Will noted COVID-19 funding is still “up in the air” at this time regarding reimbursement. Public health’s role is to keep the public informed regarding the pandemic and make sure there is a unified response among government and healthcare entities. Have been working on MOUs and sheltering for homeless pandemic patients. Keeping staff informed on appropriate PPE and procedures. Early in March, we were asked to send in a budget to NDDOH regarding COVID-19 expenses. Sent in a preliminary budget of \$39,665/mo. or \$516,568 (total) through March 15. March 9 to April 8, regular hours were \$20,000 and regular benefits were \$8,182; overtime hours

\$10,738 and overtime benefits \$958; supplies \$398; total \$40,338 – spent through April 8. Theresa had two weeks where she put in more than 80 hours/week. Discussed letter from Sharon Buhr. NDDOH will submit to FEMA for all local public health units. Other pots of money will be considered for reimbursement costs also. State is looking for ways to pay regular COVID time – COVID overtime is almost sure to be paid. Can use some of the Emergency Prep, Diabetes Prevention and possibly HRSA, OTM and ROPES grants to pay COVID costs too. No reimbursement timeline has been figured out yet. Board thanked Theresa and staff for all the time spent on COVID issues.

NEW BUSINESS: FCC COVID telehealth grant discussed by Katie Beyer. Submitted grant April 20. Requested funds for remote patient monitoring (tablet kits) that can be taken into clients' homes. Vitals could be remotely monitored. Each tablet would include pulse oximeters, scales, blood pressure cuffs, stethoscopes, and jet packs including 24-month wireless data plan so communication in real time would be possible. Update capabilities in CCHD exam rooms for telehealth communication. Billing capabilities discussed. Total requested: \$66,668. Grants on first come, first serve basis on a rolling basis. Pay monthly fee for software license of \$75/mo. for each kit for 24 months (15 full kits). Katie thanked for her work on this grant.

Discussed exempt employee overtime during COVID-19 emergency earlier in meeting.

Mill levy request: Approximate value of 5 mills is \$419,896 or \$83,979 per mill. Total requested is \$428,295 (including 2% additional in case the value of a mill goes up). Board chair signed request.

2021 preliminary budget: Will be sending this over to Beth Didier, Barnes County Auditor, by first part of September.

Policies:

- Standing Order for COVID-19 Testing. Local health officer can order testing. Dr. Buhr made a motion to approve the policy as presented. Second by Overn. The more tests we do overall, the better, said Dr. Buhr. Every nursing home will be tested and will continue to be tested on a rotating basis. Strike team (National Guard) could conduct testing or testing could be done on an internal basis (all staff and residents). Theresa would like CCHD staff to observe Strike team at least once for testing. Plans recommended to be in place for fall drive-through flu clinics and school clinics to prevent larger gatherings. Workforce assessment for COVID-19 sent out by the state and Will shared with Chamber and Development for local businesses, noted Will. Unanimous vote, motion carried.

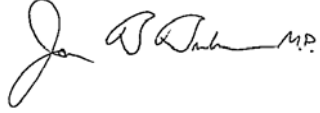
Working on HRSA grant with CHAD (Community Health Association of the Dakotas) and Heartview to determine what more we can do regarding treatment for people with opioid issues as they are coming out of incarceration. Are there more remote services we can provide with Family HealthCare?

Sheyenne Valley Community Foundation grant for COVID-19 response is being worked on also.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:01 p.m.

Next meeting: Tuesday, May 26, at 3:00 p.m. in the CCHD conference room or by remote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Buhr M.D.", with a stylized flourish at the end.

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Aug. 25, 2020

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair
Cindy Schwehr
- ABSENT:** Dave Carlsrud
- ALSO PRESENT:** Theresa Will, Administrator
Angie Martin, Office Manager
- CALL TO ORDER:** The regular monthly meeting was called to order at 3:03 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under New Business add: 1) Isolation and quarantine 2) Policies 3) Other. Agenda approved as amended.
- MINUTES:** Dr. Buhr made a motion to approve the minutes of July 28, 2020 as printed. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Will stated that she is contracting with three nurses to do contact tracing in schools/community (Lori Thompson, Linda Schmidt and Sharon VanOrney). They will be paid through COVID funding or reimbursed by Valley City Public Schools if COVID funding is depleted. CCHD will be doing approximately 60 hours of nursing time in schools. Theresa is the first point of contact for all schools. These three nurses will also be able to help with vaccine clinics this fall.
- VOUCHERED EXPENSES:** Reviewed. Will noted recovery house rent was paid previously through F5 Project at \$1,000/month for about five or six months, but the actual rent was only \$700/month. Paid for keyed lock for door at recovery house. Overn made a motion to approve the August/September vouchered expenses as presented. Second by Dr. Buhr. Unanimous vote, motion carried. Theresa has contacted F5 board member regarding rent and initial issue of inappropriate communication with CCHD staff member.
- FINANCIAL REPORT:** Reviewed. Building payment #62 of 120 was submitted. CCHD should be at 58% at the end of July. Home Health has been quite busy. Cash reserve: \$489,954.08. Grant funds in current month cash reserve amounts to \$390,832.80. \$99,000 is cash on hand as needed. Schwehr made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.
- OLD BUSINESS:** CCHD facilities update: Will noted that the air conditioning in the home health area has been running cold. We will need to check dampers or contact Bakkegard to remedy the situation.
- COVID response: We have been busy with testing at VCSU, community drive thru events, testing of travelers going out of state, and close contacts. We might have a COVID vaccine as soon as November. It will likely be a two-dose series. But nothing is for certain yet. CCHD has had \$113,982.92 in COVID expenses to date (through July 8, 2020). There are currently 60 COVID cases in Barnes County, of which 13 are active. Dr.

Buhr stated he will be going to Lillestol Research to participate in a COVID vaccine study. He will be followed for two years.

Electronic sign: Angie Martin, office manager, reported that the electronic sign quit working again. She contacted Drew at Indigo Sign again. They will check with Daktronics advanced team to do a search for the reason for the continuing problem.

NEW BUSINESS: Will discussed a possible isolation/quarantine policy regarding staff members who may test positive for COVID-19. Currently have one staff person in quarantine until Aug. 31. Need to pay up to 80 hours for quarantine time for full-time employee. This can't come out of a staff member's sick leave or vacation leave, according to Debbie Magnuson, HR rep for Barnes County. Theresa is checking further on details with Association of Counties and Department of Health. Becky and Katie are helping Theresa collect information on this issue. Syringe Services Program (SSP) is currently not operating because of staff member's quarantine.

Discussed that law enforcement/corrections should be masked at all times, according to state. Most of the county law enforcement personnel have been fit tested for N95 masks. Those with beards can't be fitted for N95 masks, so should be required to sign a waiver, stated Schwehr. Elected officials can't be required to wear masks, said Schwehr.

Policies: None.

Board suggested writing letter to local hairdressers/barber in Valley City to offer masks and encourage clientele to wear them. Possible letter to Leever's concerning failure to wear masks by all employees discussed.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 3:51 p.m.

Next meeting: Tuesday, Sept. 22, at 3:00 p.m. in the CCHD conference room or by remote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James Buhr M.D.", written in a cursive style.

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Special Board Meeting
Dec. 2, 2020

PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair
Dr. James Buhr, Secretary Cindy Schwehr
Dave Carlsrud

ABSENT: None

ALSO PRESENT: Theresa Will, Administrator
Angie Martin, Office Manager

CALL TO ORDER: The special board meeting was called to order at 3:04 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

AGENDA: Agenda approved as printed.

OLD BUSINESS: Vehicle bids reviewed. Bids were as follows:

- Miller Motors: 2019 RAM 1500 Crew Cab with a 6'4" box and a 5.7 Hemi engine. 33,095 miles. High efficiency fuel injection – no need for block heater. Trailer tow. Backup camera. Running boards. Bid: \$37,997.
- Puklich: 2021 Chevy Silverado Short Crew Cab. Bid: \$43,960.
- Stoudt-Ross: 2020 Ford F-150 (new). Bid price: \$36,252.

Schwehr made a motion to accept the Stoudt-Ross Ford bid of \$36,252 for the 2020 Ford F-150 pickup. Second by Dr. Buhr. Unanimous vote, motion carried.

Trailer bid from Visto's Trailer Sales in West Fargo reviewed. They submitted a bid of \$5,695 for a 2021 Haulmark trailer 7 x 16,' which was approved at the Nov. 24 regular board meeting. Some CCHD staff members asked Theresa if an electric hitch would be available. Visto's Trailer Sales said this extra item would cost \$875 installed. Board discussed need for electric hitch. Consensus that it was unnecessary. No motion was needed on this.

Per the discussion at the Nov. 24 regular board meeting regarding "hazard pay" for CCHD staff having direct/indirect contact with COVID-19 positive individuals or close contacts of positive people, Will noted that she had spoken with Brenda Weis, CFO at NDDoH, who said they did some temporary market adjustments early in the pandemic, particularly with lab staff, to retain these individuals. There is COVID money available to cover this expense at \$5/hr. We only have 7.5 weeks left before Dec. 30 (end of COVID funds this year). It can't be called "hazard pay" or a "bonus." Schwehr and Overn favored treating everyone the same and not treating individual staff as "direct" or "indirect." Carlsrud made a motion to offer all staff a market adjustment of \$5/hr. for up to 40 hours per week (not including overtime) from the pay period of Nov. 9 through Dec. 30. This is only a temporary adjustment, they noted. Second by Dr. Buhr. Sharon Buhr suggested offering \$1/hr. extra for direct staff. Schwehr noted the extra pay is for added workload, not just direct contact. Therefore, this did not become part of the motion. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 3:30 p.m.

Next monthly meeting: Tuesday, Dec. 22, at 3:00 p.m. in the CCHD conference room or by remote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James Buhr M.D.", written in a cursive style.

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Dec. 21, 2020

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Dave Carlsrud
Tom Overn, Vice Chair
Cindy Schwehr (3:20 p.m.)
- ABSENT:** None
- ALSO PRESENT:** Theresa Will, Administrator
Angie Martin, Office Manager
- CALL TO ORDER:** The regular monthly meeting was called to order at 3:03 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Dr. Buhr made a motion to approve the regular monthly minutes of Nov. 24, 2020 and the special board meeting of Dec. 2, 2020 as printed. Second by Carlsrud. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Theresa reported to the Board that staff expressed their gratitude for the temporary market adjustment to their paychecks. She stated that there is some funding available to continue COVID response work into January 2021.
- VOUCHERED EXPENSES:** Reviewed. Payment #67 of 120 submitted on CCHD facility. \$550,000 loan is about half paid at this point. Balance due is \$284,000. There is currently \$105,000 in the interest account. Will noted that a Plus Optics system was purchased for vision checks. Both the Lions and Eagles clubs donated \$3,500 each toward this purchase. Overn made a motion to approve the December 2020/January 2021 vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Will noted that Home Health is currently \$30,416 in the black. Theresa will work on a report for the past three years to analyze how home health is doing financially. Forty people are currently utilizing home health services. Noted salaries are over budget due to COVID issues. Overn made a motion to approve the financial report. Second by Carlsrud. Unanimous vote, motion carried.
- OLD BUSINESS:** CCHD facilities update: Angie Martin, office manager, told the board that we are still experiencing issue with the electronic sign. It works for a while and then quits.
- COVID response: Will stated nurses completed 72 PCR COVID tests, which is down from recent testing events. CCHD is now offering quick (Binax) COVID testing on Wednesdays and Fridays at the VCSU Fieldhouse. Ten doses of COVID-19 vaccine was administered to CCHD staff Dec. 21. Seventy doses are being administered this afternoon at a clinic in the office. Overtime hours and COVID-19 finance update reviewed. Will stated that we will use all our COVID dollars that were earmarked to be used by Dec. 31. Long term care facilities are next on our COVID vaccine agenda. Board discussed that Andrea Winter was going on Facebook to promote COVID vaccine. PR is effective to

promote vaccine usage. Clergy could possibly make some positive statements to the community to promote COVID vaccine also.

NEW BUSINESS: Theresa “introduced” three new nurses to the Board – Amanda Nielsen, Amber Schmidt and Brittany Burns. Linda Schmidt is also working as a contract tracer and in the schools. Tammy Langland, CNA, will be undergoing surgery after the first of the year. Kelsey Quick will be helping more with aide work while she is gone. Theresa noted that we will need a part-time aide to help Kelsey. Linda may be available to help with aide work and she may also become a Mental Health First Aid trainer. She could also potentially help with Peer Support.

Policies: None.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 3:55 p.m.

Next monthly meeting: Tuesday, Jan. 26, at 3:00 p.m. in the CCHD conference room or by remote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "James Buhr M.D.", written in black ink.

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Feb. 20, 2020

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair
Cindy Schwehr
- ABSENT:** Mike Bishop
- ALSO PRESENT:** Theresa Will, Administrator
Angie Martin, Office Manager
Heather Schwehr, Tobacco Prevention Coordinator
- CALL TO ORDER:** Meeting was called to order at 12:00 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under New Business add: 2) Tobacco Prevention 3) Policies 4) Other. Agenda approved as amended.
- (Advanced to New Business, Item 2)*
- NEW BUSINESS:** Tobacco Prevention Coordinator Heather Schwehr stated that she had met with Carl Martineck, city attorney, and Phil Hatcher, Valley City Police Chief, regarding changes needed to local tobacco ordinances. Discussed Tobacco 21, which is a federal law that is only enforceable by the FDA at the federal level. Tobacco 21 states an individual must be 21 to purchase tobacco products rather than 18. This was an Executive Order. We can only enforce tobacco sales locally if someone 18 or under is sold tobacco products. Concern on state level about compromises to state Smoke Free laws. Legislation was introduced last session to allow cigar bars. State urged adoption of Smoke Free language into local ordinances to supersede establishment of cigar bars in communities. Were also talking to Martineck and Hatcher about “sunsetting” any retail tobacco licenses that become available. If a business sells that has a tobacco license, that license would not be available to anyone else. Valley City has 2 ½ times the number of national average of retailers selling tobacco. Talked about adding compliance check language to local ordinances. Try to raise tobacco retailer license fees to help fund compliance checks. City has had vaping flavor ordinance in Valley City since 2016 – no flavors allowed. Heather handed out examples of vaping products (juuls, etc.) that are available.
- (Back to agenda as adopted.)*
- MINUTES:** Overn made a motion to approve the minutes of the Jan. 28, 2020 regular board meeting. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR’S REPORT:** Narrative will be sent out to board members later since Theresa was at DPP convention.
- VOUCHERED EXPENSES:** Reviewed. Discussed building expenses, including elevator upgrade, remodeling of west door entry, plumbing issue. Still need to pay Otis \$5,600 on elevator upgrade. Schwehr made a motion to approve the February/March voucherred expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

FINANCIAL
REPORT:

Reviewed. Revamped budget will be available at March meeting. PFS funds were budgeted but CCHD will not be getting this. Other funding also isn't reflected in current budget. Bottom line: \$18,000 in red this year as opposed to \$15,000 last year. Need to get information ready for Home Health cost report. Overn made a motion to acknowledge review of the financial report. Second by Schwehr. Unanimous vote, motion carried.

OLD BUSINESS:

CCHD facilities update: Information covered during review of vouchered expenses.

Electro Watchman: Had discussed at previous board meetings regarding electronic entry access to various areas of CCHD facility for security purposes. Cost is \$7,600. Staff would use a swipe pad. Board discussed if using a keypad entry would suffice and be less costly. Five entries on second floor (storage room, kitchen, maintenance and both ends of storage hallway) will have keypads, which have been ordered. Board was not in favor of having electronic (swipe) entries on first floor (public health hallway, home health entry and finance entry). Keypad access will be utilized on those doors also. Schwehr suggested keeping the estimate from Electro Watchman in the event CCHD opts for an electronic keypad in the future.

Elevator update completed.

NEW BUSINESS:

Flood outlook discussed. Schwehr noted that the Upper Sheyenne board will provide a flood forecast in mid-March. Currently at 50% chance of major flood, noted Will. CCHD staff will be updated at their February staff meeting regarding our response. Several of our current staff have not been through a flood experience yet. All staff members must be prepared to have childcare/parental care in place on short notice during a possible emergent event.

Policies: None.

Overn provided an update regarding Buffalo Bridges Human Service Center Zone (former Social Services). Em Burkhart is interim director in Jamestown. State will have final decision on director. Lisa Nelson is on the advisory board for 1 year; Shaun Olauson for 2 years; and Overn for 3 years. Buffalo Bridges is the zone for Stutsman and Barnes counties. In 2022, the number of zones may be reduced to 12 zones (currently 19). Wanda Larson will remain at the Barnes County Courthouse.

ADJOURNMENT:

With no further business before the Board, the meeting adjourned at 1:07 p.m. **Next meeting:** Tuesday, Mar. 24, at 3:00 p.m. in the CCHD conference room. April meeting discussed. It will tentatively be held Monday, May 4 at 3 p.m.

Respectfully submitted,



Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Jan. 28, 2020

- PRESENT:** Sharon Buhr, Chair Tom Overn, Vice Chair
Dr. James Buhr, Secretary
- ABSENT:** Cindy Schwehr, Mike Bishop, (Theresa Will absent due to vacation)
- ALSO PRESENT:** Katie Beyer, Home Health Administrator
Angie Martin, Office Manager
Becky Kratz, CCHD financial
- CALL TO ORDER:** Meeting was called to order at 3:07 p.m. by Sharon Buhr, Chair, in the CCHD conference room. Noted that in Theresa Will's absence Katie Beyer would stand in for her.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Overn made a motion to approve the minutes of the Dec. 19, 2019 regular board meeting. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed.
- VOUCHERED EXPENSES:** Reviewed with Becky Kratz. Loan payment #56 of 120 made on building. Dr. Buhr made a motion to approve the Jan./Feb. vouchered expenses. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Noted that taxable CCHD property amounts decreased by approximately \$1,000 (just Miller Elevator office). Ending cash reserve is \$261,000. Home Health revenues remain down. Kratz stated that this situation continues to be monitored. Dr. Buhr made a motion to acknowledge review of the financial report. Second by Overn. Unanimous vote, motion carried.
- OLD BUSINESS:** CCHD facilities update: Noted west entry is nearly done, but some work needs to wait until spring to finish. Bobby Koepplin was checking with contractor regarding requested crash bar for west door. Angie talked with board regarding issues with Helmers vaccine refrigerators (both state and private). Both refrigerators were failing to cool between 2 and 8 degrees Celsius – temps were too high. Refrigerators had issues on different days. Called Helmers tech support and they talked us through the recalibration process (several times over a few days). Keith's Refrigeration called for emergency service. Nurses transferred state/private vaccine to Sanford Clinic in Valley City per MOU agreement. Keith's repairman added some freon to state fridge, and Helmers sent out bypass for defrost timer on private fridge which was installed a couple days later by Keith's. Another Keith's repairman noted there is likely a small refrigerant leak in the state fridge, and he also installed some used parts in private fridge to keep it operating, with the intent to replace these used parts with new parts when they were received by supplier. He will also look for the leak in the state refrigerator when he replaces used parts in private refrigerator. Vaccine remains at Sanford until both refrigerators operate in acceptable temp ranges. Department of Health contacted regarding viability of vaccines. Miranda Baumgartner stated vaccines should be OK to use as the "out of range" temps were

discovered shortly after state fridge went over 8 degrees Celsius, according to FridgeTag temperature loggers.

Elevator: Becky Kratz noted that the first \$28,000 payment was sent to Otis. It is hoped the elevator will be back in operation by the end of February.

NEW BUSINESS: Policies: None.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 3:35 p.m.
Next meeting: Thursday, Feb. 20, at 12:00 noon in the CCHD conference room. Note date/time change: Buhrs will be gone on regular meeting date of Feb. 25.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Special Board Meeting
July 14, 2020

PRESENT: Sharon Buhr, Chair Dave Carlsrud (new Board member)
Dr. James Buhr, Secretary

ABSENT: Tom Overn, Vice Chair; and Cindy Schwehr

ALSO PRESENT: Theresa Will, Administrator
Angie Martin, Office Manager

CALL TO ORDER: Special meeting was called to order at 3:02 p.m. by Sharon Buhr, Chair, in the CCHD conference room (via phone remote by board member Dave Carlsrud). Sharon Buhr and Dr. Buhr attended in person.

AGENDA: Agenda approved as printed.

NEW BUSINESS: Staff change discussed. Eileen Ryan, CNA, is resigning this position at CCHD. She works approximately 19 hours/week as a CNA, and she also does cleaning in the CCHD facility, which she will continue to do until spring or until we determine another option. Will noted the VC Public Schools superintendent wants to increase nursing time at the schools. Will proposed hiring an LPN at \$18/hr. to cover school nursing (along with Renee Larson, RN) and who can help with CNA visits. This person could also help with flu shot clinics and COVID response as needed. The cost of hiring this individual at \$18/hr. for 35 hours per week would be \$57,196 annually. Unaccounted costs (costs not already budgeted for Eileen's wages and 15% that the school will cover) would amount to \$8,056 for an LPN. Valley City Public Schools guarantees to pay for extra nursing time for the first semester only, said Will. An experienced LPN could cost up to \$22/hr. VC schools currently receive 15 hours per week of nursing time. This would be a full-time flex position at 24-35 hours per week with benefits. Dr. Buhr made a motion to allow Will to advertise for an LPN position as proposed, contingent upon whether school will open this fall. Second by Dave Carlsrud. On a roll call vote: Sharon Buhr – aye; Dr. Buhr – aye; Carlsrud – aye. Unanimous vote, motion carried.

Contract discussion: Will reported that an incident had occurred in October (not reported to her until yesterday) involving severely inappropriate communication with a staff member via email by a person involved with the F5 Project. CCHD is currently paying the F5 Project \$4,800/month for peer support and \$2,300/month to work with our local recovery house. This group is working with a very vulnerable population across the state. Will has talked with the Barnes County States Attorney about the matter who wrote up a Notice of Intent to Terminate Agreement stating in part "...Pursuant to paragraph seven (7) of the original agreement, CCHD has decided to terminate the agreement with F5, without cause." The agreement will terminate 30 days from the date of the mailing of the notice and affidavit of service to F5 Project. The notice was emailed to Adam Martin and mailed to F5 Project July 14, 2020. Dr. Buhr made a motion to terminate CCHD's contract with F5 Project and notify the Department of Human Services. Second by Carlsrud. CCHD staff member concerned about her anonymity – she felt she had taken care of the problem at the time of the incident as she asked him to stop and have no contact with her and the communication stopped. Will noted issue of liability to CCHD

and program participants. On a roll call vote: Sharon Buhr – aye; Dr. Buhr – aye; Carlsrud – aye. Unanimous vote, motion carried.

Theresa will meet with South Central Human Services regarding them assisting to provide peer support to ROPES clients in the interim. She will need to address the matter of the recovery house lease which is in F5's name.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 3:32 p.m.

Next meeting: Tuesday, July 28, at 3:00 p.m. in the CCHD conference room or by remote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James Buhr M.D.", written in a cursive style.

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
July 28, 2020

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
Dave Carlsrud (by remote)

Tom Overn, Vice Chair
Cindy Schwehr

ABSENT: None

ALSO PRESENT: Theresa Will, Administrator
Angie Martin, Office Manager

CALL TO ORDER: The regular monthly meeting was called to order at 3:03 p.m. by Sharon Buhr, Chair, in the CCHD conference room. Some board members attended via remote.

AGENDA: Under Old Business add 5) Peer support contract; and 6) Other. Under New Business add 3) Old contract discussion 4) Policies and 5) Other. Agenda approved as amended.

MINUTES: Dr. Buhr made a motion to approve the minutes of June 23, 2020 and the special meeting minutes of July 14, 2020 as printed. Second by Overn. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Will stated that the COVID-19 pandemic continues to take up most of her time. ROPES change is posing challenges. She will start to do COVID testing at VCSU soon. She also noted that the ND university system/VCSU has CCHD (and other public health units in the state) scheduled on several dates for testing without the knowledge of local public health units. Sharon Buhr also requested input from Skyler Ienuso (BOTMP) for the director's report in the future since there wasn't any information from that program in this month's board packet.

VOUCHERED EXPENSES: Reviewed. Overn made a motion to approve the July/August vouchered expenses as presented. Second by Dr. Buhr. Unanimous vote, motion carried.

FINANCIAL REPORT: Reviewed. Building payment #61 of 120 was submitted. Various grant funds were reviewed. Current available cash balance (actual cash balance minus grant dollars in reserve) is \$30,314.31. \$64,162.92 of COVID funds has been requested but not received which would bring our available cash balance to \$94,477.23. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

OLD BUSINESS: CCHD facilities update: Will noted the efface on the west side of building (west door) has been fixed by Ray Nelson. Theresa will check on a similar repair near the elevator door.

COVID response: Becky will work up the hours spent on COVID-19. June 9 to July 8 payroll overtime hours discussed. COVID costs through the June 9 payroll is \$92,646. CCHD will receive an allocation of \$324,000 in COVID/CARES funding by the end of 2020 as expenses are submitted. It is uncertain whether additional COVID funding will be available after Dec. 30, 2020. However, SACCHO will put in an optional adjustment request through the legislature for COVID response for the next biennium.

FCC COVID telehealth grant: Will stated that she still hasn't received any further information about this grant though Katie Beyer and Becky Kratz continue to pursue it.

Electronic sign: Angie Martin, office manager, reported that the Indigo Sign repairman was here and thought it was fixed. He replaced the controller and blew out the filters (which should be done about every 2-3 years). Called Indigo and Drew (IT tech) tried several things through the computer with no luck. He will be sending the repairman out again after they communicate with the Daktronic people. Received bill for \$2,540. Will not pay it until we know for sure that the sign is working.

F5 contract discussed. Board reviewed events leading up to the termination of CCHD contract with F5. Will talked with Department of Human Services regarding severely inappropriate communication with CCHD staff worker. Regional partners notified of situation. Board concerns voiced about situation and how DHS is viewing it since criminal charges are not being filed by staff member. DHS will reconnect with Will within the week. Board voiced support for CCHD employee involved.

NEW BUSINESS: Biannual SSP report discussed. Kami Schumacher, RN, completed a written report regarding the Syringe Services Program (SSP) which the board reviewed. Kami saw 39 participants in the past six months. Noted that participants are again able to come to the SSP office for services following phone visits during the pandemic. Chelsea Modlin, South Central Human Services in VC, is available for recovery and treatment services. 48 doses of Narcan have been distributed. Education offered at visits.

Peer Support contract discussed. Have been paying F5 \$60/hr. to provide peer support for 20 hrs. per week. They were paying their peer support person \$13/hr. Will would like to offer Amy Remboldt, the current F5 peer support person, a contract for \$20/hr., plus some sick leave and annual leave, for 20-30 hours per week. She could also see our Recovery clients that come out of the corrections system and get recovery housing in Valley City up and running. She is also able to work with Drug Court. She is excited about the possibility of working through CCHD. Theresa will also be checking with Amachi Mentoring, a Free Through Recovery provider out of Rugby. They helped put together a HRSA grant where we would be doing some additional work within the hospital if someone came in with an overdose. Dr. Buhr made a motion to allow Theresa Will to contract with Amy Remboldt for peer support at \$20/hr. for 20-30 hours per week, plus sick leave and annual leave. Second by Carlsrud. Unanimous vote, motion carried. Schwehr questioned if Remboldt might be interested in additional hours working with the county as a Community Service Coordinator. Theresa will check with her. She will also check with the Barnes County States Attorney about hiring Amy, who is a previous felon. This is a temporary position based on funding availability. This will be a 30-day and out contract.

Reforming States Task Force: Sen. Judy Lee asked Theresa if she would serve on this task force. Had their first meeting July 27. Talked about Community Health Assessments. Theresa uncertain just where this task force is going at this point. They will look at how to help critical access hospitals remain solvent, among other issues. Theresa will offer a public health perspective.

Policies: None.

Board had an informal discussion regarding area schools opening. Maple Valley requested that they work with CCHD instead of Fargo Public Health. Litchville will work

with LaMoure Public Health since many of their activities are done in that county. It will be a challenging year, said Will.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:10 p.m.

Next meeting: Tuesday, Aug. 25, at 3:00 p.m. in the CCHD conference room or by remote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James Buhr M.D.", with a stylized flourish at the end.

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
June 23, 2020

PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair
Dr. James Buhr, Secretary Cindy Schwehr
Mike Bishop (remote)

ABSENT: None

ALSO PRESENT: Theresa Will, Administrator
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 3:05 p.m. by Sharon Buhr, Chair, in the CCHD conference room via phone remote by board member Mike Bishop. Sharon, Dr. Buhr, Tom Overn and Cindy Schwehr attended in person.

AGENDA: Agenda approved as printed.

MINUTES: Bishop made a motion to approve the minutes of the May 26, 2020 regular board meeting. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Received email from Jennifer Fiest regarding the Bush Foundation funding. This money (\$20,000) will be used to fund a feasibility/research study on whether it would be better for Barnes County to have the Nurse Family Partnership or the Healthy Families Program. Reached out to PCAND (Prevent Child Abuse North Dakota) who has been working with some ND communities with grant funds and started Nurse Family Partnership. They have put on the ACE training and are well versed in why we would want these programs. They could help with the feasibility/research study. We will need to report to Jennifer Fiest about where we're at right now. Jennifer's group will want to know about where CCHD will get the funds to provide the programs beyond the Bush funding. Good start and plan will be needed by the end of 2020.

Received call from Bridgeview where staff is concerned about CCHD contracted therapists who aren't stopping at their front desk to answer questions regarding COVID-19 issues. Renee Larson will visit with therapists about this.

Cancer grant discussed. Would like to do something regarding radon, skin cancer, and HPV immunizations.

The Board congratulated Heather Schwehr, tobacco coordinator, on attaining certification as a behavioral change specialist.

VOUCHERED EXPENSES: Reviewed. Building loan payment #60 of 120 payments made. Bishop made a motion to approve the June/July vouchered expenses. Second by Overn. Unanimous vote, motion carried.

FINANCIAL REPORT: Reviewed. Home Health is currently at \$24,840 in black, noted Will. We'll need to put together a three-year comparison to see where CCHD is at with Home Care over all. Available cash reserve (minus grant dollars) is \$72,615. Cash reserve will look better next month when two grants come in (OTM and Opioid). Overn made a motion to

acknowledge review of the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

OLD BUSINESS: CCHD facilities update: Had some trouble with the air conditioning on second floor, which was fixed. South Central Human Service Center had an internal inspection and they want lighted exit signs in their office space. Cost would be approximately \$400. This is not part of the state or city building code, noted Will.

COVID-19 public health response: 18 cases in Barnes County with 9 active cases. Currently, CCHD is housing one homeless person at a local motel at \$55/night while he is in isolation. Drive thru COVID testing event will be held July 8 at the NDWS facility in conjunction with the National Guard and NDDOH. Six volunteers from CHI Mercy Health will also participate. 30 volunteers will be needed for the event. Targeting healthcare workers, EMTs and general public. Will also noted that 39 people were tested recently who work in law enforcement/corrections.

Discussed COVID-19 finance update. Total COVID costs through May 8 payroll is \$71,665.68. Overtime discussed – this is decreasing all the time, said Will. Funding is available through Dec. 30, 2020.

Electronic sign issue discussed. Angie Martin, office manager, noted the sign has been failing for a couple weeks now. She has flipped the reset switch on the exterior of the sign several times but that only works temporarily. Contacted Drew at Indigo Signs in Fargo. Daktronics support did what they could remotely through our computer to try to fix the problem. This did not take care of the issue. Daktronics stated that it is likely a controller problem and the cost to fix that would be between \$1,400 and \$2,500. Schwehr made a motion to approve up to \$2,500 to repair the electronic sign. Second by Dr. Buhr. Unanimous vote, motion carried. Angie will contact Drew at Indigo Signs to make repairs.

Federal Communications Telehealth grant: This grant was completed entirely online and we haven't found out yet if we have been approved.

NEW BUSINESS: Website redesign proposal discussed. Brenna Winter Schroder/BMW Studio is willing to redesign our site, which is not as user friendly as it could be. She also does photography. It will take her six weeks to complete the project (end of July). \$2,000 (or less) approximate total cost. Bishop made a motion to approve \$2,000 for the website redesign. Dr. Buhr seconded. Unanimous vote, motion carried.

Policies: No new policies.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:12 p.m.

Next meeting: Tuesday, July 28, at 3:00 p.m. in the CCHD conference room or by remote.

Respectfully submitted,



Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Mar. 24, 2020

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Mike Bishop
- Tom Overn, Vice Chair
Cindy Schwehr
- ABSENT:** None
- ALSO PRESENT:** Theresa Will, Administrator
Angie Martin, Office Manager
Katie Beyer, Prevention Coordinator
- CALL TO ORDER:** Meeting was called to order at 3:01 p.m. by Sharon Buhr, Chair, in the CCHD conference room via phone remote by all board members due to coronavirus (COVID-19) pandemic.
- AGENDA:** Under New Business add: 2) Immunization refrigerator 3) Policies 4) Other. Agenda approved as amended.
- MINUTES:** On page 2, paragraph 3, line 7 of Feb. 20, 2020 minutes, Sharon Buhr asked that the sentence “Keypad access will be utilized on those doors also” be removed. Bishop made a motion to approve the minutes of the Feb. 20, 2020 regular board meeting as corrected. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR’S REPORT:** Theresa has been very busy with COVID-19 pandemic issues and hasn’t prepared a narrative this month.
- VOUCHERED EXPENSES:** Reviewed. Building loan payment #58 of 120 payments made. Expecting lodging refund for Austin Mental Health First Aid summit meeting that was supposed to be held April 3 and was cancelled. \$1,013.79 that was issued prior to cancellation will be refunded. Bishop made a motion to approve the March/April vouchered expenses. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Home Health is \$4,859 in the black for first two months in 2020. Will need to put 2-3 years of Home Health numbers together to get true picture of that department’s situation, since CCHD ended 2019 \$60,000 in red. Will noted on the Interim Budget sheet that the \$11,835.05 listed in the Year To Date column for PFS (Alcohol) Grant Funds should be \$23,670.10. The \$11,835.05 appearing in the Opioid STR Grant Funds line is wrong and should list 0.00 across the board as it is done. Current Year Net Balance is \$134,011.67. Schwehr made a motion to acknowledge review of the financial report. Second by Bishop. Unanimous vote, motion carried.
- OLD BUSINESS:** CCHD facilities update: Elevator project is complete. Something heavy was pushed into the building on the southwest corner and caused some crumbling near the sidewalk. Ray Nelson will be doing some efface work this spring and he may be able to repair it at that time. Theresa will check with insurance to see if it is covered. Toilet in west hallway was experiencing problems. Theresa suggested putting high rise toilet in that bathroom, but plumber said it would entail demo, new plumbing and retiling. Bobby Koeplin told the plumber to just fix the valve and flapper. Angie stated that after being fixed the toilet still wants to run until you jiggle the handle and make sure the flapper is situated

appropriately. You must also hold the handle down when flushing or it won't flush properly. Theresa will talk with Koeplin about it.

Theresa discussed ServiceMaster contract. She has received complaints over the months regarding dissatisfaction with some of the cleaning being done in our facility. Theresa has discussed this with the cleaning staff. Eileen Ryan, a CCHD employee, is seeking additional hours since her spouse passed away and is willing to do 10 hours of cleaning per week. CCHD currently pays ServiceMaster \$1,075/month for cleaning 3 days per week and this would pay for Eileen's time. Dr. Buhr made a motion to cancel the ServiceMaster contract and hire Eileen Ryan for 10 hours/week. Second by Schwehr. Unanimous vote, motion carried. Theresa emailed ServiceMaster of plans to cancel services – they require a 30-day notice.

Elevator project is completed and payment has been made in full.

NEW BUSINESS: Immunization refrigerator discussed. The oldest refrigerator is 10 years old and houses state vaccine. A new Helmers refrigerator is \$5,123.82. They will give a \$200 discount. Wanted board to be aware that Theresa is looking into purchasing a new refrigerator at some point. Kerry Due, Immunization Coordinator, will research other brands of temperature-controlled refrigerators. Overn suggested asking about a year's free service. Dr. Buhr made a motion that Theresa be allowed to order a vaccine refrigerator after running the cost by Sharon Buhr for approval prior to purchase. Second by Bishop. Unanimous vote, motion carried.

Discussed COVID-19 public health response. Katie Beyer has been helping Theresa with media and tracking information during the pandemic. Noted Betty Olson is currently working from home due to medical issues. Renee Larson, R.N., will liaison between CCHD and clinic, and Betty with needed materials. Noted that Barnes County employees are recommended to stay within the county during the pandemic. If they travel out of state they must self-quarantine for 14 days before returning to work. The county courthouse is currently on a 4-day work week and the building will be locked Thursday evening through Monday morning until further notice. Only limited personnel will have access to the courthouse over the 3-day weekend. Consensus is that the virus is virtually dead after 72 hours. CCHD has limited building entrance to east entry and elevator door (only has access to second floor). Minimal foot traffic in CCHD building. Exposure defined as close proximity (six feet or less) to someone with COVID-19 for 15 minutes or more. Immunizations are by appointment. Submitted wish list budget for COVID response to emergency preparedness of \$516,000. Per CCHD policy, exempt staff will be paid time and a half over 40 hours during a declared emergency (which this is as of March 11). Only Theresa Will and Becky Kratz are exempt employees. Non-exempt staff is paid time and a half over 40 hours. During previous emergencies FEMA paid per each organization's policy. Board reviewed this policy and acknowledged it. Some supplies have been ordered from HAN Assets (online state medical cache). We will need to track supplies (in and out). Following guidance, we need to continue to serve SSP clients. We will follow what other public health programs are doing regarding harm reduction programs. We have set up a Google number that participants can call from 9 a.m. to 4 p.m. to see if there is anybody that can offer them supplies. Kami Schumacher is putting together kits to go depending on clients' requests.

Rose Knutson has been checking Emergency Preparedness supplies. She will track current and incoming supplies during this pandemic. She will also cover the CCHD front desk as needed.

Contact tracing will begin when there is a positive COVID-19 case identified in Barnes County. The regional epidemiologist will be notified and she will notify CCHD. When she becomes overwhelmed, Marcie Bata and Lakken Paulsrud, regional environmental health people, will help her with contact tracing. Once they become overwhelmed the local PH unit will help with the tracing. Two or more of our staff will need to be trained to do this. There is a state COVID-19 hotline that can be reached at 1-866-207-2880 from 7 a.m. to 10 p.m. A local hotline could be established if needed. Twenty people have been tested to date.

FIT testing was conducted at CCHD for limited law enforcement and Open Door Center staff. Eileen Ryan has now been trained to do testing. She will do additional testing at the Sheyenne Care Center. Hospital will let CCHD use their testing hood and they will provide us with a bottle of testing solution. Care Center has set up their old pharmacy to house COVID-19 clients, so staff will need to wear N95 masks there. Open Door Activity Center will also be used to house COVID-19 clients. Both units will shelter in place.

A community Zoom meeting was held Monday for about 40 people. There was a lot of concerns about mental health, with support groups being suspended for now. Resources were shared. National AA group available on a call-in basis. Contemplating whether to activate an EOC (Emergency Operations Center) to communicate with other healthcare facilities, so public health can be the voice that is able to speak for the community out in the community, get information out to the media. EOC would be at CCHD. It would likely be a virtual EOC. It would offer more clout to the ability to meet on a daily basis to know where each facility is at. Better messaging for the community. Theresa will visit with Sue Lloyd and other medical facilities about this.

Will talked with Doreen Sayler regarding b-Fit 24/7 being open. Seeking permission from the state to remain open, primarily for chiropractic and rehab clients. They haven't received permission yet, according to Sayler. They are asking contact questions, but no one is actually on site to monitor the situation. Nathan Sayler is the one who contacted the state, but Theresa hasn't been able to get in touch with him yet.

Angie received a question regarding blood donations locally. She contacted Vitalant in Fargo and was waiting for a return call. Will ask if we need to set up a blood drive in town since the next blood drive, according to their website, is in later April at VCSU.

Theresa has been in close contact with Josh Johnson at VC Public Schools and other county schools and has helped give them some direction. VC schools have gone above and beyond during this pandemic. Noted Johnson and his staff are on top of things. They are serving meals and arranging day care for families of healthcare workers. They have discussed having a drive-in movie for families. There was a "Find a Bear" promotion in Valley City last Sunday and there is a Girl Scout bingo event being held this Sunday where businesses and homes put a bingo number in their window and people can drive or walk around until they find enough numbers to bingo. There is also a list on the Chamber's Facebook page regarding restaurants that are open for pick-up, delivery and curbside food service.

Dr. Buhr noted that the Care Center needs to hire extra help to pass out meals and help with residents since they are not serving meals in the dining room. Those on unemployment don't want to work or they may face a decrease. Bishop noted those on unemployment must actively look for work. Katie recalled they have dropped the

requirement for separation from previous employers -- it was part of an executive order. Chamber has been helping with some job issues as they are able. Schwehr stated there are currently 36 cases of COVID-19 in ND – two cases in Cass County. There are still no confirmed cases in Barnes County.

Sharon noted that too many people are still being cavalier regarding this pandemic. Some refer to it as a “hoax.” She would like to see a press release stating that this is a serious illness. Discussion about publishing health board minutes. Schwehr noted it would be costly since they will not publish minutes free. Theresa suggested an article. Public needs to know we are actively engaged in this crisis. Noted residents should shop locally to sustain themselves and not go to Fargo or Jamestown for supplies.

Public health needs to promote social distancing. Lead by example. If someone has traveled outside of North Dakota, they need to self-quarantine for 14 days. Press release suggested between city and county to follow guidelines to keep community safe. This would be above what the state is recommending, according to Will. Need to be firm with people. Dr. Buhr suggested following state guidance. COVID-19 is 10 times more virulent than flu virus. Bishop noted Mayor Dave Carlsrud had a letter to the community in tonight’s T-R.

Policies: None.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:28 p.m.

Next meeting: Tuesday, April 28, at 3:00 p.m. in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
May 26, 2020

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair
Cindy Schwehr
- ABSENT:** Mike Bishop
- ALSO PRESENT:** Theresa Will, Administrator
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:06 p.m. by Sharon Buhr, Chair, in the CCHD conference room via phone remote by board member Cindy Schwehr. Sharon and Dr. Buhr and Tom Overn attended in person.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Changes/clarifications noted as follows:
- Page 1, last paragraph, line 7-8 and page 2, line 1: "... through March 15, 2020-21. March 9 to April 8, regular hours dedicated to COVID were \$20,000 and regular COVID benefits were \$8,182; overtime hours dedicated to COVID were \$10,738 and overtime COVID benefits \$958 ..."
 - Under New Business, page 2, second paragraph, line 8: "... Utilizing the \$66,668 grant funds, CCHD will be paying a monthly fee for software license of \$75/mo. for each kit for 24 months (15 full kits)."
 - Under New Business, page 2, fourth paragraph: "Mill levy request: Approximate value of 5 mills for 2020-21 is \$419,896 or \$83,979 per mill. Total requested for CCHD 2020-21 budget is \$428,295 ..."
- Dr. Buhr made a motion to approve the minutes of the April 28, 2020 regular board meeting with above corrections/clarifications. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Will stated that COVID-19 issues seem status quo at this time. Will noted some COVID meetings she attends have stayed the same or lessened in frequency. CHI Mercy Health and Open Door Center have requested COVID-19 testing from CCHD.
- VOUCHERED EXPENSES:** Reviewed. Building loan payment #59 of 120 payments made. F5 Project recovery house (currently empty) discussed, along with SSP (Syringe Services Program) update. Will noted those utilizing the recovery house must be in an active treatment program. Overn made a motion to approve the May/June vouchered expenses. Second by Schwehr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Home Health is currently doing well at \$20,962 in black, noted Will. We are at 50% for Home Health. \$1,958,189 total in newly submitted CCHD budget. Total expenses are \$1,958,145. Spreadsheet of running total of grant funding reviewed as prepared by Becky Kratz. Will be able to apply for the third year of the SOR grant sometime in September. Available cash reserve (minus grant dollars) is \$111,160.51. Dr. Buhr made a motion to acknowledge review of the financial report. Second by Overn. Unanimous vote, motion carried.

OLD BUSINESS: CCHD facilities update: Nothing to report.

COVID-19 public health response: March 9 to April 8 expenses: \$40,338. April 9 to May 8 expenses: \$38,756. Reviewed COVID-19 public health emergency overtime for March 9 to April 8 and April 9 to May 8 pay periods. Fewer hours being required for COVID now. March 1-Dec. 30: \$328,469 in COVID funds allotted through contract with state (COVID Cares dollars). Will is hopeful that this will cover all the expenses connected with COVID-19, plus enough to purchase another vaccine refrigerator. Need to review drive-thru vaccine plans, according to state.

According to Andrea Winter, WIC coordinator, she is continuing telephone visits through June, and possibly through September. Will begin limited WIC in-office visits soon, but they will do much of the visit via phone, and basically only heights and weights in the office.

Updated interim budget: Board reviewed this when they discussed the financial report.

FCC telehealth grant: No update yet. Have received a grant from Sheyenne Valley Community Foundation to purchase five oximeters and five infrared thermometers.

NEW BUSINESS: Policies: No new policies.

Electronic sign: Angie has been in contact with Daktronics regarding the sign messaging freezing up. Indigo Signs believed it could be a software issue. Daktronics tech did some remote fixes and it could be fixed permanently or temporarily – we will need to watch it. If this doesn't work, we may need a new controller (the brains of the sign). This is the most expensive part of the sign, according to the tech.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:05 p.m.

Next meeting: Tuesday, June 23, at 3:00 p.m. in the CCHD conference room or by remote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James Buhr M.D.", written in a cursive style.

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Nov. 24, 2020

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Dave Carlsrud
Tom Overn, Vice Chair
Cindy Schwehr
- ABSENT:** None
- ALSO PRESENT:** Theresa Will, Administrator
Angie Martin, Office Manager
Katie Beyer, HH Manager
- CALL TO ORDER:** The regular monthly meeting was called to order at 3:01 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.
- AGENDA:** Under New Business add: 2) Discussion regarding electronic board packets 3) Discussion regarding North Star Classic 4) Other. Agenda approved as amended.
- MINUTES:** Dr. Buhr made a motion to approve the minutes of Oct. 27, 2020 as printed. Second by Carlsrud. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Will thanked Katie and Angie for their help in the office while she has been in isolation with COVID-19. She will return Nov. 30.
- VOUCHERED EXPENSES:** Reviewed. Payment #66 of 120 submitted on CCHD facility. Carlsrud made a motion to approve the November/December vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Will noted that Home Health is currently \$22,040 in the black. We will be putting together a Home Health report after Jan. 1, 2021, to look at the past three years and how that program has been doing financially. CCHD should be at 83% at the end of October. Salary and benefits line item is higher due to COVID-19. This can be recouped through CARE dollars. \$167,852 of \$328,000 in CARES dollars has been spent to date. Rest of this money has been allocated out. Some of this money will be used to purchase a vehicle and trailer. Cash reserve ending balance is \$389,601.05 of which approximately 75% is allocated to grants. Dr. Buhr made a motion to approve the financial report. Second by Carlsrud. Unanimous vote, motion carried.
- OLD BUSINESS:** CCHD facilities update: Angie Martin, office manager, told the board that the toilet in the 2nd floor hallway required a plumber and that situation has been taken care of. The electronic sign has started working again on its own. We will have to see how long it lasts.
- COVID response: Will reported that there are currently 179 active COVID-19 cases in Barnes County and there have been 14 deaths. 161 active cases are within Valley City's zip code area. We currently have 170 positive cases per 10,000 population in Barnes County, which is on the high side. Will stated that CCHD tested 264 people at the Nov. 23 testing at the VCSU Fieldhouse ("Bubble"). CCHD has been conducting weekly testing in the community since July 2020. We have moved from the Winter Show

building testing site to the Bubble since the weather has gotten colder. Local health care entities have been trying to determine how much COVID vaccine will be taken when available. Vaccine is projected to start arriving in small amounts the week of Dec. 14. A final priority list has not been finalized yet. Tier 1 people to receive vaccine will likely include healthcare workers. Tier 2 will likely include essential workers/emergency responders, and those over 65 (long-term care). According to local healthcare administrators, approximately 40-60% of healthcare workers within their facilities are willing to take the vaccine at this time. Trying to educate healthcare community about the vaccine. It is a protein vaccine and is not a live vaccine. Hospitals and clinics will receive their own vaccine and administer it. People will need to preregister using an app (Prep Mod). This will be similar to people going to testreg.nd.gov for COVID testing. CCHD will probably need to help people register who don't have tech access. Board discussed vaccine safety and the fact that some people are resistant to taking it. On a final note, Theresa and Phil Hatcher, VC police chief, will be getting together regarding businesses that are uncooperative when it comes to wearing masks. Carlsrud noted that after the next City Commission meeting there will be a fine of up to \$1,000 for not masking in public. This would be handled through Municipal Court.

Vehicle bids discussed. Theresa noted she didn't ask for a bid from Miller Motors since Stoudt owns both dealerships. However, board member Cindy Schwehr asked that she get a bid from them also. Will contacted Miller Motors prior to board meeting and they will submit a bid early next week. A special board meeting will be held next week to finalize vote. Board discussed bids submitted from Puklich and Stoudt-Ross Ford.

- Puklich: **Submitted bid of \$43,960** for 2021 4WD, Silverado Short Crew Cab pickup. Maximum trailer weight 9,300 lbs.
- Stoudt-Ross Ford: (3 bids) **Submitted bid of \$50,082** for 2020 Ford Expedition – Magnetic Metallic. XLT series. 10 SPD transmission. **Submitted bid of \$44,900** for 2019 Ford Expedition – White. 27,200 miles. All wheel drive. **Submitted bid of \$35,707** for 2020 Ford F-150 pickup – Oxford white. 4x4 Super Crew. Already has running boards and block heater.
- Miller Motors: Bid coming Nov. 30.

Board noted that a bigger vehicle would be needed to tow a 14-16' trailer for hauling COVID-19 supplies, traffic cones, tables and chairs, etc. to testing or vaccine sites. Will stated that CCHD has been utilizing her personal pickup/trailer since July to haul things to testing sites. Leasing option questioned, but Will didn't think leasing was an option, though she will check further with the state. Vehicle and trailer must be at CCHD by Dec. 30 if COVID funds are used.

Board discussed bid for trailer from Visto's Trailer Sales in West Fargo. **They submitted a bid of \$5,695.** 2021 Haulmark trailer. 7 x 16'. Will also spoke to a trailer sales outfit in Bismarck (T Trailers). The cost of the same or very similar 7 x 16' trailer is \$5,650. They also have another similar trailer with a thicker exterior wall metal and one-piece constructed roof which is approximately \$300 more. A 7 x 14' trailer would cost about \$5,200 from this outfit. Overn questioned if these trailers had trailer brakes. All bids were for tandem axle. Electric brakes (noted online) on all four tires from Bismarck dealership. Theresa will double check with the Fargo company regarding electric brakes. Thicker metal exterior won't warp like thinner metal. Schwehr made a motion to accept the bid from Visto's Trailer Sales in West Fargo for \$5,695. Ease of transporting the trailer from dealerships to CCHD was discussed. Second by Carlsrud. Unanimous vote, motion carried.

Staff/contract employee update: April Whisler, R.N., will be done at CCHD Dec. 3 and will be working for NDDoH as an emergency response nurse. Hired Amber Schmidt as a R.N. and she will start Dec. 8. Amanda Nielsen is replacing Kami Schumacher as a R.N. Brittany Burns will be joining CCHD after Jan. 1, 2021. Brittany lives in Tower City. She will be replacing Renee Larson who is moving to Texas. Her last day will be Dec. 18.

NEW BUSINESS: Staff salary discussed. Will noted that she will need to adjust RN salaries. New nurses will now start at \$26/hour. Have been starting RNs at \$24-\$25/hour, but this is no longer attracting nurses to work at CCHD. Current RN's salaries will have to be adjusted accordingly based on their years of experience. Will also discussed some sort of "hazardous duty" pay/stipend for nurses/staff who are in direct contact with potentially positive COVID-19 cases. CARES dollars would be used. State noted that the governor hasn't approved "hazard pay" for NDDoH. She suggested \$400 for 13 direct care staff for two months which amounts to \$10,400, and \$200 for three indirect staff for two months, which amounts to \$1,200. Total: \$11,800. Dr. Buhr suggested keeping the amounts smaller -- \$400 for direct care staff for two months and \$100 for indirect staff members for two months. This pay would be taken from COVID funds which must be used by Dec. 30. Carlsrud suggested calling this added pay a "COVID bonus" vs. "hazard pay." Overn suggested doing it over a longer period of time with a smaller amount of money (Sept. to Dec. possibly). A balloon payment was also mentioned. Theresa will work on phrasing and pay amounts (scenarios) and bring it back to the board (special meeting to be held next week).

Will also noted that the county is giving employees a 3% salary increase and CCHD approved a 2% increase for 2021. CCHD usually tries to stay in line with the county regarding raises, but Will was unaware at the time that the CCHD board approved a 2% raise that the county was going with 3%. She asked the board if it would be all right to raise CCHD pay by 3%. Schwehr stated that county employees aren't receiving a "COVID bonus." Dr. Buhr made a motion to amend the CCHD 2021 budget to include a 3% raise for CCHD employees rather than a 2% raise, to be in alignment with the county. Second by Overn. Carlsrud noted that the City did a 2.5% raise, with a step schedule in place that averages out to 3.3% raise. On a roll call vote:

Sharon Buhr – aye

Dr. Buhr – aye

Overn – aye

Schwehr – aye

Carlsrud – aye

Motion carried with a unanimous vote.

Electronic board packets: Board members discussed whether they want to continue to receive their board packets by mail or sent electronically. Most favored continuing with mailed packets, with two board members preferring to receive the packet electronically. Theresa will work with staff on this matter.

North Star Classic event: Will noted that concerns have been raised about holding the North Star Classic event this year. This is a livestock-related event held under the auspices of the North Dakota Winter Show. Concern voiced regarding the number of people involved and the fact that individuals from several states will likely attend. Carlsrud stated that this event fits within the governor's guidance relating to COVID-19. The banquet will be a catered event for 150 people and they asked permission to hold it in advance. Social distancing and masking will be required. Board felt there wasn't much

that could be done to prevent this event since it isn't in violation of guidelines and there is quite a bit of crowd control involved.

Dr. Buhr noted that Sharon is working on radio spots locally featuring COVID-19 survivors.


Policies: None.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:58 p.m.

Next monthly meeting: Tuesday, Dec. 22, at 3:00 p.m. in the CCHD conference room or by remote.

**Theresa will set the time and day for the special board meeting next week to vote on a vehicle purchase and to discuss COVID-19 pay adjustment.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James Buhr M.D.", written in a cursive style.

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Oct. 27, 2020

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Dave Carlsrud
Tom Overn, Vice Chair
Cindy Schwehr
- ABSENT:** None
- ALSO PRESENT:** Theresa Will, Administrator
Angie Martin, Office Manager
- CALL TO ORDER:** The regular monthly meeting was called to order at 3:01 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.
- AGENDA:** Under New Business add 4) Vacation payout 5) Other. Agenda approved as amended.
- MINUTES:** Dr. Buhr made a motion to approve the minutes of Sept. 22, 2020 as printed. Second by Carlsrud. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Will noted that the ND Department of Health (NDDoH) has started strategic planning. She has asked the Lions Club for funding for Plus Optics machine for more accurate screening tool. Lions donated \$3,500. Machine costs about \$7,000. Also talked to Eagles Aerie about a donation toward this project. Will is serving on the state strategic planning committee for NDDoH. Final report to governor by December. Will continue dealing with COVID-19 issues for some time yet, noted Theresa. Hospital COVID numbers have doubled twice this fall. It was noted that some asymptomatic positive individuals are showing changes to their lungs. No transmissions experienced on airplanes when masks are worn. We are 10 times more at risk for COVID as we enter the winter season as we were this summer. Noted that North Dakota is not good at mitigation strategies.
- VOUCHERED EXPENSES:** Reviewed. Payment #65 of 120 submitted on CCHD facility. Dr. Buhr made a motion to approve the October/November vouchered expenses. Second by Schwehr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Will noted that Home Health is currently \$35,592 in the black. Will noted that \$124,975 is yet to come in from county for 2020. County commissioners cut CCHD mills from 5 to 4(+) mills for 2021. Value of a mill in 2021 is \$86,922. A mill value fluctuates from year to year and may be higher next year, said Schwehr. Need to balance county funding due to jail project (10 mills), so some creative accounting is needed for a while. Schwehr noted that the county will step in to help county programs if they are having financial troubles in 2021. Grants reviewed. Only \$35,000 in general fund isn't specified for a grant. Schwehr made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.
- OLD BUSINESS:** CCHD facilities update: City contacted CCHD regarding water running somewhere in the building and running up a bill. Toilet by kitchen was left running and wasn't noticed over a weekend. Board members discussed shutting off the water to the toilet in that bathroom since there are other bathrooms available to use on the first floor. Have also had plumbing problems in the past with the toilet near the west hallway. This is an old

bathroom and replacing this toilet would involve extensive remodeling. Bobby Koepplin, maintenance, was able to fix both toilets to date.

COVID response: Will thanked Dave Carlsrud and City Commission for the new mask mandate issued in Valley City. Working on COVID testing plans for universities and schools prior to the holidays. CCHD will be changing from drive-thru to walk-thru testing clinics now. Working on additional media regarding masking and are developing a campaign. ND has stopped contact tracing. Positives will now do their own contacting of those individuals they were in close contact with. CCHD will continue to do tracing as we are able to in Barnes County. Have a new two-year contact tracing contract with the state for contact tracing and COVID vaccinations (\$80,869) through November 2022. Hoping for additional federal COVID allocation. Theresa will also attend unified command meetings on the state level and serve as an extra liaison to other local public health units. Barnes County has 8 additional COVID positives today, with 55 active cases. Reviewed COVID overtime hours.

Electronic sign: Angie Martin, office manager, reported that the electronic sign is out of order again. She will contact Indigo Signs again.

Staff updates: Kami Schumacher, RN, is taking a job with NDDoH as an emergency response nurse. She is able to make \$45/hr. doing this. Amanda Nielsen will join staff as an RN Oct. 25. Renee Larson, RN, will be moving to Texas in mid-December. Renee is also interested in potentially serving as a contact tracer for Barnes County from her new home in Texas, if needed. Linda Schmidt is doing contact tracing and helping in the schools. Heather Schwehr is working full-time as a contact tracer presently. She is also the tobacco prevention specialist but is only working nominally in this area right now. Lori Thompson is also doing contact tracing but will leave for Arizona soon. She may do some contact tracing from there.

NEW BUSINESS: Administrator evaluation conducted. Board noted that Theresa has done an excellent job again this year as CCHD administrator, especially with added COVID issues. Theresa helped with a presentation with the Consensus Council. Dr. Buhr made a motion to approve Theresa's evaluation. Second by Carlsrud. Unanimous vote, motion carried.

Policies:

- Sick leave policy. CCHD will follow county's lead on staff donating sick leave time to fellow staff members. Strict limitations regarding how much leave can be donated by each staff member. Amount that can be shared is limited to 5%. A staff member must retain at least 80 hours of sick leave time.

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

Vacation payout: Currently, a CCHD staff member can accrue up to 200 hours of vacation leave before their employment anniversary date. Theresa has approximately three weeks of vacation leave that must be used by the end of the year. Since this is not possible due to the pandemic situation, she requested that 128 hours of her vacation time be paid with COVID funds. Overn made a motion to approve this request as a one-time situation, with a second by Carlsrud. Sharon Buhr requested roll call vote.

Sharon Buhr– aye

Dr. Buhr – aye

Schwehr – nay

Carlsrud – aye
Overn – aye

Motion passed 4-1.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:10 p.m.

Next meeting: Tuesday, Nov. 24, at 3:00 p.m. in the CCHD conference room or by remote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Buhr M.D.", with a stylized flourish at the end.

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Sept. 22, 2020

- PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
Dave Carlsrud
Tom Overn, Vice Chair
Cindy Schwehr
- ABSENT: None
- ALSO PRESENT: Theresa Will, Administrator
Angie Martin, Office Manager
- CALL TO ORDER: The regular monthly meeting was called to order at 3:00 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA: Agenda approved as printed.
- MINUTES: Dr. Buhr made a motion to approve the minutes of Aug. 25, 2020 as printed. Second by Carlsrud. Unanimous vote, motion carried.
- DIRECTOR'S REPORT: Will noted that CCHD will be celebrating Employee Appreciation on Thursday, Sept. 24, from 12 noon to 1 p.m. in the facility parking lot due to COVID-19 and social distancing guidelines.
- VOUCHERED EXPENSES: Reviewed. Final F5 payment noted. Payment #63 of 120 submitted on CCHD facility. Overn made a motion to approve the September/October vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT: Reviewed. Will noted that Home Health is currently \$33,500 in the black. Grant revenue reviewed. Katie Beyer wrote a community grant application for alcohol prevention. Funded for \$62,000/yr. for two years for both adult and youth alcohol prevention. SOR grant for approximately \$250,000 is currently being applied for, said Will. Looking at recovery housing now that CCHD is no longer with F5. Ending balance in cash reserve is \$464,447.85. Only \$62,000 of that balance are expendable dollars (not grant related). Regarding COVID-19 relief, CCHD has used \$106,000 of the \$320,000 allocated through Dec. 30, 2020. Dr. Buhr made a motion to approve the financial report. Second by Schwehr. Unanimous vote, motion carried.
- OLD BUSINESS: CCHD facilities update: Electronic sign is currently working. They will continue to work with Daktronics. There was a zone issue with the air conditioning.
- COVID response: Will stated that staff overtime hours were up again from Aug. 9 to Sept. 8 due to schools restarting. Gov. Burgum has appointed Dr. Paul Mariani as the new interim state health officer. State health officer order: Breaking quarantine will be a Class B misdemeanor. Isolation/quarantine violations must be witnessed by police officer. 34 active COVID-19 cases currently in Barnes County. 54.1 per 10,000 residents positivity rate now in county. Maple Valley varsity volleyball team currently quarantined. Will noted CCHD has been doing more FIT testing again at local long-term facilities. We are seeing more essential workers who are in quarantine going back to work. Housing elementary quarantined students in one building with one teacher, discussed by Dr. Buhr.

Local reps thanked by governor for thinking outside the box on this issue. Concern about shortage of long-term care workers statewide. CCHD has been doing additional work with the Chamber of Commerce to encourage wearing masks. Sharon suggested mask signage on various local properties.

NEW BUSINESS: Employee update – Linda Schmidt, Lori Thompson and Sharon VanOrney are working at CCHD as COVID contract tracers. Eileen Ryan, who has been doing the cleaning at CCHD, resigned. Will hire Kelsey Quick as LPN/CNA, and this will be a full-time flex position. She may replace Betty Olson when she retires at the end of the year.

Policies:

- Regular Staff COVID-19 Testing: Staff will be tested every two weeks or as necessary.
- Cleaning and Disinfection/COVID-19
- COVID-19 Leave: Up to 80 hours of COVID leave for staff in quarantine or isolation.

Regular Staff COVID-19 Testing: Dr. Buhr made a motion to approve as presented. Second by Overn. Unanimous vote, motion carried.

Cleaning and Disinfection/COVID-19: Dr. Buhr made a motion to approve as presented. Second by Overn. Unanimous vote, motion carried.

COVID-19 Leave: Overn made a motion to approve as presented. Second by Carlsrud. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 3:55 p.m.

Next meeting: Tuesday, Oct. 27, at 3:00 p.m. in the CCHD conference room or by remote.

Respectfully submitted,

Dr. James Buhr, Secretary