

## **CITY-COUNTY BOARD OF HEALTH MINUTES**

### **Board Meeting**

**January 24, 2024 | 7:30am**

#### **PRESENT:**

Tom Overn, Chair

Dick Gulmon, Vice Chair

Ashley Horner, Health Officer/Secretary

#### **Via LifeSize:**

#### **ABSENT:**

Sarah Hansen

Cindy Schwehr

#### **ALSO PRESENT:**

Katie Beyer, Administrator

Sharon Buhr (entered the meeting at 7:38am)

#### **CALL TO ORDER:**

The Health Board meeting was called to order at 7:30 am by Tom Overn, Chair, in the CCHD conference room or by remote.

#### **AGENDA:**

Agenda was reviewed. Add Policy Review to New Business. Motion made by Dick Gulman to approve agenda with additions Seconded by Ashley Horner. Unanimous vote, motion carried.

#### **MINUTES:**

Reviewed. Motion made by Dick Gulman to approve previous months minutes, Seconded by Ashley Horner. Unanimous vote, motion carried.

#### **DIRECTOR'S REPORT:**

Katie is working on a new format for a one-page summary for next month. Respiratory season to date: Offsite clinics increased from 45 to 62, which also brought additional Covid and RSV vaccinations. Totals for the season as of January 1st: 885 Covid, 419 RSV, and 1,600 Influenza. Dan Larson, the Principal at Maple Valley asked our RN to train their staff on med pathing. Complaint regarding body art/tattoo shop being run out of a home. Application for State Opioid Settlement Grand funds was not awarded. The school did receive \$160,000 from the grant to implement a prevention curriculum at the school for grades 7-12. The Litchville schools will now be serviced by Lamoure County for vaccinations. The daycare cost sharing program was approved for staff a few months ago. It has been utilized and the impact is a \$650 monthly savings for one staff person.

#### **VOUCHERED EXPENSES:**

Reviewed. Dick Gulman made a motion to approve the December/January vouchered expenses, seconded by Ashley Horner. Unanimous vote, motion carried.

## **FINANCIAL REPORT:**

Home Health for the year is \$56,895 in the red. Staffing is contributing to the expenses and is being addressed. Katie Beyer noted that \$59,287.10 is unencumbered funds with a cash reserve balance of \$416,731.98 at the end of December. Dick Gulman made a motion to approve financial as presented, seconded by Ashley Horner. Unanimous vote, motion carried.

## **OLD BUSINESS:**

### Legal Services

Katie Beyer visited with Jeff Gunkelman from Kennelly Business Law as the state's attorney is unable to provide us with the needed services. Jeff provided a proposal and their attorney services are \$300/hour and paralegal is \$160/hour. Our priorities for an attorney would be red flag HR issues, our policy manual needs to be updated, review contracts for audits. We need a quicker response to our environmental health legal pieces. He can be deputized by the state's attorney to act on behalf of the state's attorney's office for those environmental health pieces. The scope of the work lists Jeff Gunkelman and our primary attorney and Ben Williams would support. Dick Gulman made a motion to approve the engagement with Kennelly Law as needed, seconded by Ashley Horner. Unanimous vote, motion carried.

### YPHHP tube business

Sharon indicated that the program started in 1981 at Mercy Hospital through a grant that was received. Visual aid for educating about heart health. Sharon created the tubes program and marketed it through a wholesale distribution. Sharon brought in samples and there is no copyright or patent on them. There are other competitors in the market and sales did decline over Covid. Sharon had a meeting with Katie Beyer and Theresa Will regarding the sales and staffing issues prior to asking the board to exit the business. An email was sent out to distributors last week that they had 30 days to purchase anything. Teresa Garrahy contacted distributors and found one, Food and Health Communications, who is potentially interested in buying everything we have in stock and possibly producing the tubes. Sharon would like to ask the board to be allowed to work with Teresa and the company to set up an agreement to transfer the production to Food and Health Communications. She would also like to keep the business with office works for the brochures, boxes and labels for the new company that may be interested in taking over. Ashley agrees it has value, but we could also use the space for future endeavors. The board discussed a timeline for Sharon and Teresa to try to transfer the business and/or sell remaining supplies. Dick Gulman made a motion that we have a resolution for exiting the business within 90 days, seconded by Ashley Horner. Unanimous vote, motion carried.

### Eide Bailly leave balance remediation

Last month this was presented to the board, and it was determined that the employees were required to pay back the time that was not deducted from their balance. Katie Beyer proposed changes to policy. Dependent Sick leave language was removed from the language in the policy and the language that required it to be tracked separately. Sick leave and dependent sick leave will all be tracked as just sick leave. Ashley Horner made a motion to approve revisions of leave policy for inclusion in personal policy manual, seconded by Dick Gulman. Unanimous vote, motion carried.

## **NEW BUSINESS:**

### Staffing

We have accepted Amber Schmidt's resignation. She is a public health RN, formerly the jail nurse. Given the volume and census of Home Care, Katie Beyer feels it is not the right move to open the position. If things begin to grow, we can consider opening the position.

### NDPERS

There is a required 1% increase to the Public Employee's Retirement System effective January 1, 2024. Impact is \$10,360 to the budget. It can be placed on the employee or absorbed by the employer. Dick Gulman made a motion to absorb the 1% increase, seconded by Ashley Horner. Unanimous vote, motion carried.

### Behavioral Health Initiatives

We did not receive the opioid grant that was applied for Katie Beyer would like permission to apply for a \$50,000 BCBS Spark grant so we can explore landlord mitigation programs in Barnes County to get individuals into rentals and into stable housing. Letter of intent needs to be submitted by January 31<sup>st</sup>. Ashley Horner made a motion to apply for the Spark grant, seconded by Dick Gulman. Unanimous vote, motion carried.

### Environmental health brief

Complaint regarding body art/tattoo shop being run out of a home. Handling communication with Marcie Bata through letters being mailed. No legal support is needed at this time.

### Outstanding Loan Balance

Our loan balance is currently \$126,712.62 at Dakota Bank. Dick Gulman made a motion repay the loan, seconded by Ashley Horner. Unanimous vote, motion carried.

### Policy Review

See notes under Eide Bailly leave review and revisions of leave policy.

### Other

## **ADJOURNMENT:**

With no further business before the Board, the meeting was adjourned at 8:29 am.

**Next monthly meeting:** Wednesday, February 28<sup>th</sup> at 7:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Ashley Horner, Secretary