

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**April 23, 2019**

PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair  
Dr. James Buhr, Secretary

ABSENT: Mike Bishop, Cindy Schwehr.

ALSO PRESENT: Theresa Will, Administrator  
Angie Martin, Office manager  
Marcie Bata, EHP  
Alicia Hoffarth, Chris Hoffarth, Jennifer Fiest, Bobby Koepplin

CALL TO ORDER: Meeting was called to order at 3:00 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Add under New Business: 5) Sheyenne Valley Foundation Grant 6) Mill levy 7) Other.  
Agenda approved as amended.

*(Moved ahead to Old Business, Item #2)*

Environmental Health: Marcie Bata, EHP, discussed septic issues with the board.

- Rogers (2126 105<sup>th</sup> Ave. SE): Noted that in 2018, owners obtained a building permit to add on bedrooms. Certified letter sent Jan. 22, 2019. Owner contacted septic installer. Contractor (Moritz) didn't submit bid for project. Owners quit responding to EHP. Owners picked up copy of septic regulations at CCHD. Bata recommended sending another letter to owners. Overn made a motion to send a second certified letter to owners with a deadline of June 1, 2019, to respond or matter will be turned over to States Attorney. Second by Dr. Buhr. Unanimous vote, motion carried.
- Valley City (3841 117<sup>th</sup> Ave. SE): Health board sent certified letter Jan. 22, 2019 regarding no permit. Owner obtained permit for own septic installation (BC 37-15P). Paperwork finally returned to health unit, but project was not approved. No contact regarding corrections to project. Another letter sent Feb. 26, 2019 advising owner that project doesn't meet regulations and that they had 30 days to respond. No response. Dr. Buhr made a motion to turn the matter over to the State's Attorney. Second by Overn. Unanimous vote, motion carried.
- (3 projects with similar issues considered as follows)
- Nome (1252 49<sup>th</sup> St. SE); Fingal (4625 129<sup>th</sup> Ave. SE); Wimbledon (1816 101<sup>st</sup> Ave. SE): EHP requested septic inspection for projects. All properties are transfers – old systems no longer in compliance with regulations. No responses. Overn made a motion to send certified letters to each of the three property owners, also advising them to pick up copy of septic regulations. Second by Dr. Buhr. Unanimous vote, motion carried.
- Fingal (4510 119<sup>th</sup> Ave. SE): Purchased a building permit for a trailer house. No response to calls or a letter. Overn made a motion to send owner a certified letter to contact EHP office. Second by Dr. Buhr. Unanimous vote, motion carried.

Bata noted that she attended a Township Officers Association meeting. They asked her to come back to supply them with more information on various topics.

*(Moved back to original agenda.)*

**MINUTES:** Overn made a motion to approve the April 8, 2019 regular monthly minutes (March meeting scheduled in April). Second by Dr. Buhr. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed. Sharon Buhr noted that Katie Beyer, PFS Alcohol Prevention program, had a number of interesting activities listed in the staff report. Will suggested that Katie attend the May health board meeting to discuss these activities. Noted Amy Tahrán, Solid Ground Counseling, is now working at Sanford Clinic. She is supervising the Peer Support program at Solid Ground Counseling. CCHD pays her office \$20/hr. for two people who have taken peer support training. They provide assistance to people returning after incarceration or substance use treatment to re-introduce them to the community. CCHD needs to determine limit per person. Will is also working with state on developing protocol for peer supports.

Board discussed syringe exchange program. There is a Barnes County resident who is volunteering through the Good Neighbor program in Cass County to bring syringe products to county users. Will hopes that this person will bring county users into the CCHD/Family HealthCare program for professional counseling and education once that program is set up. CCHD has \$5,000 from Sanford Foundation to use for syringe services. Based on 30 people utilizing the program at 20 syringes per week, this amount should last for a year or two. Will is encouraging other public health units in our region to apply for a Sanford grant to be able to handle more users.

*(Moved to Item #2, New Business)*

**NEW BUSINESS:** Public Health Outstanding Service Award announced – Alicia Hoffarth of Valley City. Alicia has assisted CCHD with several large grant applications, according to Will, and is also a big proponent of public health in general. She is an active member of the Behavioral Health Coalition in Barnes County. And she is currently serving on a leadership team that is exploring the possibility of recovery housing in Valley City.

*(Moved back to original agenda.)*

**VOUCHERED EXPENSES:** Reviewed. Noted CCHD has made payment #46 on building loan. Overn made a motion to approve the April/May vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Reviewed. Home health is \$40,000 in red due to billing backlog. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities update: Reviewed cost analysis regarding heating system. Saved \$1,200 in gas expense from 2017-18 to 2018-19. Electricity was not a savings. Board noted 2018-19 was a very cold winter but was disappointed in the lack of savings.

**NEW BUSINESS:** Reviewed program evaluations.

- Certified Home Care: Will noted that not a lot of Julia's time was put into Home Health this past year as she was busy with jail health in 2018. Net revenue for

2018: \$19,670. If Julia had put in the time normally required, this program would likely have just broke even, noted Will, which is not unacceptable. Julia has been putting more time into Home Health this year as Medicare is requiring more detail and this takes more administration time. Overn stated it is worth it to have Home Health – services outweigh the loss.

- Public Health Home Care: 338 visits to 21 clients in 2018 (nearly the same as 2017). Net loss: \$13,270.
- Foot care: Tabled until May meeting.
- Infant & Maternal Health: Net loss - \$243. Only did 3 newborn home visits in 2018.
- Health Tracks: Tabled until May meeting.

Policies: No policies this month.

Sheyenne Valley Community Foundation discussed. This foundation finds money from generous donors to aid area organizations. Received \$5,000 this year for the Cardiac Ready Community for AEDs. The AED chosen for this project can be used for children and adults with only one set of pads instead of two, making it cheaper to maintain.

Mill levy: Mills levied for CCHD in 2019 is 5 mills (\$409,734). Auditor suggested requesting 5% increase and request \$431,000 for full 5 mills. Overn made a motion to approve requesting \$431,000 from the county (5 mills). Second by Dr. Buhr. Unanimous vote, motion carried.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 4:45 p.m.

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

Respectfully submitted,



Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting (for March)**  
**April 8, 2019**

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

ABSENT: Mike Bishop.

ALSO PRESENT: Theresa Will, Administrator  
Angie Martin, Office manager  
Julia Anderson, DON/CCHD  
Pat Sand, Barnes County Sheriff Department

CALL TO ORDER: Meeting was called to order at 12:02 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Agenda approved as printed.

MINUTES: Overn made a motion to approve the Feb. 21, 2019 regular monthly minutes. Second by Schwehr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Reviewed. Will had nothing new to add.

*(Moved ahead to New Business, Item 3.)*

NEW BUSINESS: Pat Sand, Barnes County Sheriff Department, discussed CCHD building security with the Board. Noted that building security is a case of "friendly environment vs. safety." Sand and Randy McClafin, Barnes County Sheriff, had assessed the building earlier this year and discussed recommendations with Angie Martin, office manager. Suggested barrier at front desk to slow down any disgruntled client. Also suggested building a secondary doorway in the north hallway, just beyond the public restrooms, noting that two entrances/exits can be dangerous. Make north entry a staff-only entrance. McClafin had suggested one or two extra cameras in the building rather than a keyed entry. Schwehr suggested keying the hallway doors to home care area and finance/administrator area rather than put in another door in the hallway. Dr. Buhr suggested a "soft" alert button that would notify staff in the back that someone was potentially causing a disturbance in the reception area. Discussed three-hour state safety training for all entities housed in the CCHD facility sometime in May. Sand stated he is scheduled to attend a meeting May 15 regarding front desk safety. Board also noted that two stickers could be placed on outer windows advising "Surveillance cameras on site" and/or "No narcotics on premises." Sand would like to be on hand for the full facility safety training when scheduled. Tabled until after safety training.

*(Returned to agenda as printed.)*

DIRECTOR'S REPORT: Reviewed. Nothing to add.

**VOUCHERED EXPENSES:**

Reviewed. Noted CCHD has made payment #46 on building loan. Overn made a motion to approve the March/April voucher expenses. Second by Dr. Buhr. Unanimous vote, motion carried. Overn suggested doing a cost comparison on the new heating system vs. old system.

**FINANCIAL REPORT:**

Reviewed. Home health is \$22,704 in red due to Medicare billing backlog. This is because Becky has been busy helping Delmer McLain, consultant, with software improvement issues. Will noted that CCHD's current net balance is \$177,726.98. Of this amount, \$24,414 is grant dollars. So, \$153,312.00 is bottom line, said Will. CDM block grant is revenue that wasn't budgeted for this year because it was uncertain if CCHD would receive those dollars (\$27,000) when the budget was put together. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

**OLD BUSINESS:**

CCHD facilities update: Remodeling project on second floor (South Central Human Services) is completed. South Central paid to have this project done in their office space. Generator requires a new battery. Rather than pay Butler Machinery to put a new battery in, Theresa will pick up the necessary battery in Fargo and Bobby Koeplin will install it.

Environmental Health: No new issues this month. Schwehr mentioned that Marcie Bata had addressed the township officers regarding septic issues and is on the agenda for lake users.

Maternity leave for Kami Schumacher, R.N., discussed. Will noted that Tonya Duffy, Barnes County States Attorney, stated her opposition to the proposed leave agreement as "bad precedent," but said the agreement itself is worded appropriately per her conversation with Will, and CCHD board can do as it wishes. It was noted by Overn that the board could rescind the "baby at work" clause if it doesn't work out, but Will said Schumacher has set up day care for the baby since the Feb. 21 board meeting when this agreement was first proposed. Dr. Buhr made a motion to approve the maternity leave contact between CCHD and Kami Schumacher. Second by Overn. Unanimous vote, motion carried.

**NEW BUSINESS:**

Community Health Needs Assessment: Executive summary of the outcome of this Jan. 2019 assessment reviewed by the Board. Nothing surprising in the report, said Will. She also noted in Appendix D that people commented about the need for affordable dental care. Board may need to further explore dental option with Family HealthCare (FHC) in the future. This is an expensive undertaking since it will take approximately \$100,000 to set up a dental operation within CCHD, according to FHC. Public also noted need for recovery house for substance users, and stated concerns about recycling center. Will noted that the Medication Assisted Treatment (MAT) program wasn't up and running April 1, but it will probably be in place by May or June.

Home Care: Julia Anderson, RN, DON, noted that CCHD needs to have a quality assurance program in place for home care in order to follow the conditions of participation. Quality Assessment and Performance Improvement (QAPI) requires an infection prevention and control program. CCHD staff is doing some tracking and training now. Also had to complete a falls policy to monitor falls in the home and collect information. Home Care will conduct the falls and infection control programs on all clients. Will also assess rehospitalization risk. Clients will be asked to contact CCHD first before going to the emergency room (if during office hours). This could save the hospital "a lot of grief" regarding readmissions that might not be necessary. Overn made

a motion to approve the Quality Assessment and Performance Improvement program for Home Care. Second by Dr. Buhr. Unanimous vote, motion carried. The Board was also made aware of the Consent for Medication Services at CCHD contract.

Policies:

- Falls policy for Home Care.
- CTR Competency – HIV & HCV Rapid Testing policy.

Dr. Buhr made a motion to approve the above-named policies. Second by Overn. Unanimous vote, motion carried.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 1:05 p.m.

**Next meeting:** Tuesday, April 23, at 3 p.m. in the CCHD conference room.

Respectfully submitted,

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

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Aug. 22, 2019**

**PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Mike Bishop (left at 3:25 pm)

Cindy Schwehr  
Tom Overn, Vice Chair (left at 3:25 pm)

**ABSENT:** None.

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

**CALL TO ORDER:** Meeting was called to order at 2:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

**AGENDA:** Agenda approved as printed.

**MINUTES:** Overn made a motion to approve the July 23, 2019 regular monthly minutes. Second by Dr. Buhr. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed.

**VOUCHERED EXPENSES:** Reviewed. Will noted that CCHD receives \$1,816 per month in rent from grant programs. Twenty-one AEDs were ordered under the auspices of the Cardiac Ready program, utilizing a \$5,000 Sheyenne Community Foundation grant, for a total cost of \$20,150. Using Foundation grant dollars helped bring down the price of each AED for those participating and, in turn, each participant will pick up the remainder of the cost. Overn made a motion to approve the August/September vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Reviewed. Will stated that Home Health is currently \$42,531.56 in the red, and she is hoping that referrals will pick up before the end of the year. Will stated she is waiting to hear about grant approval regarding PFS (alcohol) program. If it isn't approved, Katie will transfer to the opioid program as the coordinator. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities update: South Central Human Services has paid back remodeling expenditures regarding second floor offices (approx. \$13,000). NW exterior door ordered and Ray Nelson will be installing it. New transom will not be added per Bobby Koepplin's recommendation. Bobby is waiting for boiler review to repair leaks. Considering removing south boiler. Adding antifreeze to prevent future leaking from freezing. Requesting Bakkegard & Schell to prepare and forward a cost for annual service for all heating/cooling units. Will investigated salvage of boiler and Bobby will pursue this further.

Administrator evaluation: Board expressed appreciation for Theresa's efforts in many areas. Noted she has been excellent at writing and receiving grants. In waiting pattern regarding staffing (Katie's position). Noted Theresa needs help with administration position since it has expanded with all the grant programs. Theresa needs to continue to

look for funding for the syringe services program. Looking for ways to promote services so they are better utilized. Overn made a motion to approve the administrator evaluation. Second by Schwehr. Unanimous vote, motion carried.

Electro Watchman estimate: Tabled again until September meeting.

Central Valley Health District's board met to discuss our regional septic code. Dr. Buhr attended via IVN. Dave Glatt, NDDoH, attended regarding a statewide septic code. Glatt was very supportive of Marcie Bata and her enforcement of regional code, stating rules are there for a reason. He also noted that variances should be temporary. He will be working with legislative interim committee. Rep. Jim Grueneich will be introducing statewide septic code legislation.

Mosquito spraying in Valley City discussed. Theresa contacted Jeff Differding and Dave Schelkoph to find out what type of spray is being used this year and received no response prior to meeting time. Dr. Madeline Luke found out the city is using DeltAgard (deltamethrin) and this is a low volume spray. The city is trying to avoid spraying during daylight hours when beneficial insects are out – to be effective against mosquitoes, they have to be flying.

**NEW BUSINESS:** Will updated the Board regarding the Aug. 20 meeting between CCHD, Family HealthCare and South Central Human Services. Regarding the ROPES program, a large percentage of South Central's substance use disorder clientele will fit the core population that FHC can see. Discussed possible promotional ideas and need a simple description of MATS. Ready to start programs. Planning to do community event (Block Party) to introduce F5, ROPES Project to public. CCHD will offer flu shots during the community event. This event proposed to be set up for Wednesday, Oct.2, from 4-6:30 p.m. Schwehr suggested tying in with Chamber's Business After Hours program as a way to promote services. Noted Sanford Clinic is planning "Boo to the Flu" event Oct. 18. Also talked about potential partnering with Sheriff Dept. regarding ND family car wreck.

Policies:

- Standing Orders for the ROPES Project
- Standing Orders for Confirmatory HIV and HCV Testing
- Blood Draw
- Disposal of Biohazardous Waste
- ROPES Project Annual Training
- School Health – Medication Administration
- Blood Centrifuge Procedure

Schwehr made a motion to approve all policies as presented. Second by Dr. Buhr. Unanimous vote, motion carried. Press release needed regarding ROPES policy-related approval.

Schwehr noted that the County Commission met with the architectural firm regarding the new jail. There will be a room designated as an overdose watch area, and a room for the corrections nurse. A room for mental health was recommended plus a classroom/conference room for Alcoholics Anonymous meetings for inmates, ministers, study room, etc.

Vaping that has led to hospitalizations/death discussed. Vaping is causing a condition known as "popcorn lung." The unregulated drug Kratom discussed. Katie Beyer shared



an information flyer regarding this drug. Flavored vape cannot be sold locally, noted Beyer.

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

**Next meeting:** Tuesday, Sept. 24, at 3 p.m. in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Dec. 19, 2019**

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

**ABSENT:** Cindy Schwehr

**ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office Manager  
Becky Kratz, CCHD financial

**CALL TO ORDER:** Meeting was called to order at 4:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

**AGENDA:** Added to agenda under New Business: 1) MOU with STAND 2) Policies/Vacation 3) Other. Agenda approved as amended.

**MINUTES:** Overn made a motion to approve the minutes of the Nov. 26, 2019 regular board meeting. Second by Bishop. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed. Will noted that parameters needed to be set regarding jail nursing. After a recent meeting with corrections and other entities, it was noted that CCHD nurses are not emergency services providers and the ER is on call for these services. Working with F5, leadership group regarding recovery housing. Prepared to sign lease with Jon Wagar for duplex near VCSU Bubble. Andrea Winter successfully completed certified lactation counselor test. Food Expo was well received. Renee Larson, R.N., will be on maternity leave soon. Kami Schumacher, R.N., will be doing some jail services while Renee is on leave. Will told Board members that current jail will remain 72-hour holding facility. State had concerns with ventilation system and the rec area. Kerry Due, R.N., has been doing a good job as nurse manager. Syringe Services Program now has 27 clients, all from Barnes County. Kami has been putting together care packages containing essentials. April Whisler is CCHD's newest R.N.

**VOUCHERED EXPENSES:** Reviewed. Loan payment #55 of 120 made on building. Will noted that funding for SSP can be sought from Comer Foundation after one year of operation. Received \$5,000 from Sanford Health for this program recently. Bishop made a motion to approve the Dec. 2019/Jan. 2020 vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Reviewed. Will estimated that Home Health will end this year approximately \$50,000 in the red. Some of this is due to new federal Medicare regulations and the nursing time it takes to complete the paperwork. Will also noted that much of our public health money is "siloeed funding" from grants and can't be spent for other purposes, such as supplemental funding for Home Health. Home Health cost report is usually completed in April/May, so no hard decision on Home Health can really be made until June 2020. CCHD will end year in the black over all. Will noted that Home Health is dovetailed with public health home visits, allowing for efficiencies in both services. Bishop made a motion to acknowledge review of the financial report. Second by Overn. Unanimous vote, motion carried.

OLD BUSINESS: CCHD facilities update: Elevator contract briefly discussed. Will talked with Otis rep about extending the free service contract from one to two years, which they agreed to. It will cost CCHD \$135/mo. for the service contract after the two-year period. Rep also noted that the percentage of increase regarding the maintenance contract can't exceed 3% per year. Will found out that CCHD can take \$10,000 from the SOR grant and \$10,000 from the opioid grant for the elevator. She signed contract with Otis. Baseboard heater in north entry needs work (approximately \$400). Boiler fill valve going bad and may cost approximately \$500 to repair unless other old fittings need replacement, too.

Electro Watchman estimate: Board reviewed two estimates, one for ID card swipe readers on three office doors (Home Health, Financial and hallway door to PH exams rooms) for \$7,677.45; the other for keypad locks for eight other inside doors, \$213.90 each for total of \$1,711.20. Will noted that Bobby Koepplin, maintenance, would install the keypad locks. Keypad locks would be installed on following doors: (second floor) kitchen, maintenance, ROPES, storage area, OTM/tube sales, hallway. Swipe doors would allow quicker access by staff. Swipe readers would record time of day and who went through the door(s). Will feels we need to do something more with security besides just panic alarms. Sharon questioned need for so many locks in the building and compared it to other medical facilities in town. Tabled until January meeting.

Robert Wood Johnson Culture of Health prize discussed. Will stated that CCHD has made it to the second round (out of three rounds). CCHD will now need to submit a short 3-4 minute video regarding BOTMP, ROPES/Behavioral Health, National Leadership Academy, and the "Not In My House" project. Due Jan. 16.

NEW BUSINESS: Policies:

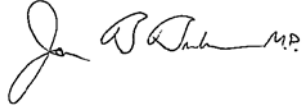
- Vacation accrual. County lets employees accrue up to 240 hours/year, which CCHD does not (CCHD employees can only accrue 200 hours/year). Will changed wording in policy to state employees need to be at no more than 200 hours by the end of the payroll after their anniversary month (eight additional days). No action required by Board.

Memorandum of Understanding (MOU) with STAND (Sex Offender Treatment and Assessment North Dakota): Dr. Jennifer Nitschke of Jamestown has three clients that she sees in Valley City who do not have transportation means to Jamestown. She will supply laptop computer in one of our exam rooms to provide telehealth for these clients only. Theresa recommended signing the agreement. There is no compensation (rent) to CCHD for this service. Most visits will be one-half hour in length. Dr. Buhr made a motion to cooperate with the STAND program and sign the MOU agreement. Second by Overn. Unanimous vote, motion carried.

President Trump issued a directive regarding federal employees receiving holiday leave on both Dec. 24 and Dec. 25 (all day), except certain employees who were needed for required/emergency services. It is in the Barnes County policy to follow presidential and governor directives as they are able. County employees will get both Dec. 24 and Dec. 25 holiday leave. CCHD generally follows what the county does. Following discussion, Overn made a motion to give a full day of holiday leave to CCHD employees on Dec. 24 rather than the traditional half day, and all day Dec. 25. Second by Bishop. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:50 p.m.  
**Next meeting:** Tuesday, Jan. 28, at 3:00 p.m. in the CCHD conference room.

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**  
**Feb. 21, 2019**

- 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  
Marcie Bata, Environmental Health
- CALL TO ORDER:** Meeting was called to order at 12:00 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Tabled security assessment until March meeting. Agenda approved as amended.
- MINUTES:** Overn made a motion to approve the Jan. 22, 2019 regular monthly minutes. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed.
- VOUCHERED EXPENSES:** Reviewed. Dr. Buhr made a motion to approve the February/March vouchered expenses. Second by Overn. Unanimous vote, motion carried. Will noted that OTM should make most of their color copies on the copier in the accounting area due to high cost of color cartridges for individual printers – cheaper per page on copying machine.
- FINANCIAL REPORT:** Reviewed. Home health is \$14,000 in red and grants are \$28,000 in red. This is because revenues didn't get recorded in Treasurer's office until February and will show as February revenue. So, there was actually \$48,000 in revenue across the board in January, but it will show up in February. Bottom line: rather than being \$15,750 in red, as indicated in financial report, CCHD is actually \$33,000 (+) in black. Overn made a motion to approve the financial report. Second by Schwehr. Unanimous vote, motion carried.
- OLD BUSINESS:** South Central Human Services is undergoing some remodeling (about \$20,000 expense). All being paid by Department of Human Services. Rent will increase as they assume more square footage. Sewer gas smell noted in building – sewer vent was frozen shut. Bobby Koeplin opened the vent. Heaters have been installed in east and west entries.
- Environmental Health: Marcie Bata shared septic concerns with board.
- Rogers property (L.K.) discussed. Certified letter sent. Reached out to NDDoH via email to ask that project be grandfathered in. She was asked for contractor information. No action needed at this time – Marcie is following up.
  - Oriska property (D.G.). They have removed a bedroom and added bedroom. No action needed.
  - Valley City property (P.D.). Owner returned septic permit. Soil information provided. System is undersized. Letter of non-compliance to be sent.

- Luverne property (Enstad/RJ's Plumbing). Installed holding tank without permit. Board approved penalty for RJ's at January meeting. Permit sent in. No further action needed for this project.
- Dazey property (P.S./RJ's Plumbing). Installed system without permit. Only brought in fill where house was. Manholes covers were left uncovered. RJ will fill other areas in spring. Liability will be on RJ's if he doesn't follow through. \$200 penalty.
- Sanborn property (Grotberg/Scherbenske) and Fingal property (Koslofsky/Bob's Excavating). Board approved systems at January meeting. Penalty assessed for both. Paperwork sent in. No further action required.
- Rogers property (Project Ignite Lite/D.T.). Old house hasn't been torn down yet. May need to work with county Planning & Zoning on this. They need to follow rules. Marcie will follow up.
- Ashtabula property (M.W.). RJ's Plumbing installed holding tank that may be too close to property line. Informed of requirements. No permit purchased. \$200 penalty for no permit. \$100 for holding tank permit. Review for compliance.
- Pillsbury property (Durbin). Needs contract for pumping holding tank.

Re Stephens property: Dr. Buhr made a motion to allow RJ's to purchase septic permit; assess \$200 penalty for system. Second by Overn. Unanimous vote, motion carried.

Re Woodbury property: Overn made a motion to allow purchase of holding tank permit (\$100); assess \$200 penalty to RJ's; and Marcie will review project for compliance. Second by Dr. Buhr. Unanimous vote, motion carried.

Re Durbin property: Dr. Buhr made a motion to issue certified letter; get pumper contract or receipts. Second by Overn. Unanimous vote, motion carried.

**NEW BUSINESS:** Maternity leave discussed. Kami Schumacher, R.N., began working at CCHD Nov. 19, 2018. Was pregnant when interviewed, according to Will. She would like to take maternity leave (6-8 weeks) when the baby is born. She doesn't have that much time built up yet. Currently, she has enough time for 3-4 weeks of leave at three days a week, and will accrue a bit more before she delivers (due April 29). Will asked if CCHD could "pay forward" for approximately three weeks of leave time. It would take Kami about six months to earn the time back. Hopes to come back 3 days/week, depending on the schedule, but is willing to do whatever is necessary to spend time with baby. Also, she can't find daycare for the baby until Aug. 1. Requests that she be allowed to bring baby to work with her until daycare is available (sooner than Aug. 1, if available). Kami works more in the office than other RNs and only occasionally in home care. Will noted this option would not be available to all staff who work more outside the CCHD facility (case by case basis). Other public health units and NDDoH have done this in the past. Schwehr concerned about setting a precedent, not only at CCHD, but also for the county. Overn concerned about policy. Sharon Buhr concerned about losing a good nurse if board doesn't approve. Dr. Buhr made a motion to accept Will's recommendation regarding paying leave time forward, and allowing baby to come to work, but Board wants to review plan prior to final acceptance. Second by Sharon Buhr. Discussion about donating leave/sick time. Dr. Buhr – aye; Sharon Buhr – aye; Schwehr – nay; Overn – aye. Board can review plan at any time if bringing baby to work isn't working out. Theresa will put agreement together.

Policies:

- Electronic Health Record Visit
- Electronic Device Care and Usage

Schwehr made a motion to approve the EHR and Electronic Device Care and Usage policies. Second by Overn. Unanimous vote, motion carried.

- Jail Policy and Nursing Services

Schwehr made a motion to approve the Jail Policy and Nursing Services. Second by Dr. Buhr. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:15 p.m.

**Next meeting:** Monday, April 8, at 12 noon. in the CCHD conference room.

**Note change of date/time.** Lunch will be provided. Regular April board meeting will be held Tuesday, April 23, at 3 p.m.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Jan. 22, 2019**

- 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  
Marcie Bata, Environmental Health
- CALL TO ORDER:** Meeting was called to order at 3:08 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 Nov. 22, 2018 regular monthly minutes. Second by Schwehr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Theresa is working on a Rural Communities Opioid Prevention consortium regarding opioid work. CCHD is recognized as being at the forefront of opioid prevention in state with projects such as Community Take-Back (meds), ACEs, syringe exchange program, MATS, and Mental Health First Aid. Brittany Michels, P.A., with Family HealthCare, will be taking MATS training in the future. County opioid assessment survey sent to counties in our region. State is now looking at CCHD survey to determine if it is possible to use it to collect the same data in all counties.
- VOUCHERED EXPENSES:** Reviewed. Overn made a motion to approve the December/January and January/February voucherred expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Home health is \$19,670 in the black. Ended 2018 with a cash reserve of \$130,577.69. \$50,888 is all that isn't grant specific. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.
- (Moved to Old Business/Environmental Health)*
- OLD BUSINESS:** Marcie Bata, EHP, discussed prior septic system issue in Enderlin area. A certified letter was sent to this owner in July 2018. Owner is no longer responsive. This involved a failed system. No response to email request for information. Dr. Buhr made a motion to send this on to the Barnes County States Attorney. Second by Overn. Unanimous vote, motion carried.
- NEW BUSINESS:** Environmental Health issues continue. There is a site in the Rogers area of concern. Need to verify situation regarding adding a garage with living space; existing system will not support need to add on the septic system. This is the old North Central school property. Project manager claims to know nothing about this. Schwehr noted that one of the houses on this property was ordered torn down and this has not been done. Marcie will follow up on that information. Tabled.



Another project in the Rogers area involved the addition of bedrooms to home. Owner has quit responding. Dr. Buhr made a motion to send a certified letter to owner. Second by Overn. Unanimous vote, motion carried.

Regarding project in Oriska area. Owner was adding bedrooms. No longer responsive. Schwehr made a motion to send a certified letter. Second by Overn. Unanimous vote, motion carried.

Valley City project by Six D Construction discussed. Permit was taken out for residence. Permit never turned in. Needed to change some things upon inspection. Permit not approved. No longer responsive. Schwehr made a motion to send a certified letter. Second by Overn. Unanimous vote, motion carried.

Projects involving a Luverne cabin and Dazey home discussed. Both projects installed by RJ's Plumbing in Valley City. Regarding Luverne cabin, a holding tank was installed without a permit, though project passed inspection. Dazey project, near Ashtabula, included installation without a permit. RJ's submitted information after the fact on the project. Info did not match what was observed by EHP. Manholes were left uncovered at the time. Contractor who was working on the property stated that fill was brought in. When fill is brought in it changes the landscape and then an engineer design is needed, and this didn't happen. RJ's has been on probation previously for two other projects. These are projects #3 and #4 in 2018 for RJ's that were non-compliant. Schwehr made a motion to send a certified letter to RJ's Plumbing stating need to purchase permits, that a \$200 penalty will be assessed per project for not purchasing a permit before beginning project (Dazey penalty won't be assessed until project is approved), that he will be put on probation, must bring Dazey project into compliance, and his septic workers must complete training in February. Second by Dr. Buhr. Unanimous vote, motion carried.

The next project is located in Sanborn and was installed without a permit by Scherbenske Excavating. Project meets code based on information provided. Dr. Buhr made a motion to assess a \$200 penalty for failing to obtain a permit and that a permit be purchased. Second by Overn. Unanimous vote, motion carried.

A project in Fingal was installed without a permit by Bob's Excavating. Project meets code based on information provided. Dr. Buhr made a motion to assess a \$200 penalty for failing to obtain a permit and that a permit be purchased. Second by Overn. Unanimous vote, motion carried.

Discussed issue of not obtaining a permit and the penalty assessment. Barnes County is ahead of the game, according to Bata, because we require a building permit. Brochures have been provided to the public in the past. Possible meetings to advise people of regulations discussed.

Bata stated that EHPs are licensing kitchens at day cares now – most only require putting in a hand sink. They have inspected for general health and safety issues in the past and will continue to do so. Kitchens will be inspected twice a year.

Talked briefly about statewide/regional septic regulations and how to better promote these regulations to the public. There is currently legislation at the state level to adopt a statewide septic regulation. State plumbing board does not want this.

CCHD facilities: \$65 building permit purchased to install door upstairs in South Central Human Services office. Regarding west entry, it was noted that the exit door is hollow core and makes the entry very cold. This leads to issues with heating/plumbing. Old heaters in both entries no longer work. New transom above door also needs replacement (this will be a spring project).

Board reviewed electrical estimates for entryway heaters in east and west entries. Enterprise Electric estimate for heater and installation (east entry) is \$1,395. Estimate for heater and installation (west entry) is \$625. Following discussion, Schwehr made a motion to accept the estimates for both heaters. Second by Overn. Unanimous vote, motion carried.

SACCHO legislative priorities: Board reviewed info sheet regarding Local Public Health Priorities 2019. Will noted that statewide, 9% of public health revenue comes from state aid. Currently, 1.7% of CCHD's budget is from state aid. State aid helps provide funding for (depending on the county): immunizations, tobacco assessments & treatment, maternal & child health, environmental health, Emergency Preparedness, injury prevention, community health needs & engagement, administration, school health, public health nursing home visits, and jail health. State aid is flexible funding that can be used to fill gaps. CCHD could see decrease of \$8,000 under the governor's recommended 10% reduction in spending. Public health and the Association of Counties are fighting this proposed cut. Tobacco prevention funding sought since Legislature used up most of the tobacco trust fund money last session. Also need state aid money to support efforts for additional community-based behavioral health services and substance abuse prevention activities.

Schwehr questioned if there is grant potential to deal with youth suicide prevention in light of most recent suicide in Valley City. Should public health be doing more? One program, Sources of Strength, helps with building healthy coping skills for youths. Theresa would like to look into this program more. Suicide prevention program is moving from the Department of Health to Department of Human Services. Small grants have been available but don't help much in the prevention area. Theresa also noted there are several behavioral health bills before the Legislature. Theresa will visit with Josh Johnson, VC superintendent, and counselors to see what may be most helpful.

Accepted to Leadership Program in Atlanta in March. Attending will be Theresa, Alicia Hoffarth, Naomi Koch and Chelsea Modlin. Had to apply to do a local project. Proposed looking at the possibility of some sort of sober living home, or how to help people who are coming out of corrections to get back home again (transitional housing). Schwehr suggested considering Victorian Charm home for this purpose (buying from Sayers).

Board discussed temporary employees benefits. Grant employees get single health plan (employee pays approximately \$100/month) and vacation time. They have no access to EAP. AFLAC offers some benefits, but temporary employees must pay for them. They do not get sick leave. Overn made a motion to give temporary employees 8 hours of sick leave per month. Second by Dr. Buhr. Unanimous vote, motion carried.

Policies: The following policies were reviewed –

- Governing Board – Health Board members listing
- Governing Board
- Limitation on Use of HRSA Funds

- Conflicts of Interest
- Mandatory Disclosures
- Electronic Health Records
- Care Team
- Medicare Week
- Nursing Intervention

Schwehr made a motion to approve all policies. Second by Overn. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:01 p.m.

**Next meeting:** Thursday, Feb. 21, at 12 noon, in the CCHD conference room.  
**Note change of date/time.** Lunch will be provided.

Respectfully submitted,



Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**July 23, 2019**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Cindy Schwehr
- ABSENT:** Mike Bishop.
- ALSO PRESENT:** Theresa Will, Administrator  
Kerry Due, R.N., Immunization Coordinator  
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.
- AGENDA:** Addition under Old Business: 6) City spraying of mosquitoes 7) Other. Agenda approved as amended.
- MINUTES:** Dr. Buhr made a motion to approve the June 25, 2019 regular monthly minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will noted that Katie Beyer, Alcohol Prevention Coordinator, has returned from Dallas, TX, where she gave a "Not In My House" presentation to 200 conference attendees. Will has also been working on new immunization grants. Noted block grant funding will be much less this year.
- VOUCHERED EXPENSES:** Reviewed. Overn made a motion to approve July/August voucherred expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Will noted that Home Health will likely end the year in the red (only at 24% of revenue). Some of this is due to not being able to accept all referrals while Julia Anderson was preoccupied with jail issues. CCHD is still purchasing all the medical supplies for Family HealthCare (FHC) and paying for nursing time. This will need to transition as grant funding dwindles down. Medication Assisted Treatment expected to begin in August through FHC. Discussion ensued regarding how to get the word out about local FHC services, so they are better utilized by the public. Syringe Services Program beginning Aug. 6 at CCHD. This is an anonymous program (no client names used) and is housed in the former Wick Construction office, now known as the ROPES office. Hours will be 1-3 p.m. on Tuesdays to begin with, according to Will, and may expand as needed. F5 peer support has already begun seeing clients in the ROPES office.
- Will noted CCHD will seek \$27,000 carryover for BOTMP grant program. Also noted that of the \$222,000 ending balance, \$97,000 allocated to grant programs. The reimbursement-based grants still owe \$86,000 to CCHD. So, ending balance is approximately \$210,000. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.
- OLD BUSINESS:** CCHD facilities update: Bid for west entrance replacement door reviewed. Excluding the transom, the bid is \$1,290. Including transom, the bid is \$1,888. Schwehr made a motion

to accept the replacement door bid, including transom, of \$1,888 from Central Door & Hardware Inc., Fargo. Second by Dr. Buhr. Unanimous vote, motion carried.

*(Moved to New Business, Immunization Update, with Kerry Due, R.N.)*

**NEW BUSINESS:** Immunization update presented by Kerry Due, R.N., Immunization Coordinator. Soon, PCV13 (Prevnar) will only be given to adults 65 and older who meet certain qualifications/risks. This is due to the fact that so many children are now immunized with PCV13 that the CDC sees less need for adults age 65 and older to receive this vaccination, since diseases covered by PCV13 are less prevalent among this age group now. Changes will not go into effect until publication in MMRW bulletin. Due noted Sherrie Meixnar, VFC site coordinator at NDDoH, visited CCHD recently, and our facility passed with minor notation regarding borrow/return of state vaccine. Meixnar provided education to CCHD staff. Due stated that international travel shots can no longer be given at Fargo Cass Public Health – people will need to go to Sanford for those shots. Noted HPV9 vaccine will soon be offered to adults age 27-45 who request it or are at-risk adults. And Meningitis B vaccine may be given to children as young as age 10. State HAV and HBV vaccines are now available to adults through the 317 program who are underinsured or uninsured. Shingrix is coming in on a regular basis now, but only in batches of 10 doses per month.

*(Moved back to Old Business.)*

**OLD BUSINESS:** Director evaluation discussed. Some board members didn't receive an evaluation form, so Angie will send it out at the close of today's meeting. Return to Sharon by Aug. 2.

Electro Watchman: Tabled until August meeting since Theresa hasn't received a bid from them yet.

County Health Rankings: Barnes County ranked 12<sup>th</sup> in Health Outcomes and 8<sup>th</sup> in Health Factors. Adult obesity in county is higher than the state and national levels. For our population, ND is high regarding violent crime. Per 100,000 population, Barnes County ranks 181 in violent crimes.

2020 budget: Mill = Approximately \$86,044 in 2019. Theresa is requesting a 5% increase from the city (\$28,139 last year) and school (\$12,875 last year). Grant revenues reviewed. Home Health averaged \$333,000 in revenue the past three years. Becky Kratz, finance, was lauded for her work on the budget. Budgeted for 2% increase in wages. Bottom line is \$44 in black. Schwehr made a motion to accept the 2020 budget as presented. Second by Overn. Unanimous vote, motion carried.

Board discussed elevator servicing. Sharon stated she is concerned about the door sensor which she said does not respond to someone/something being in the doorway. Thyssen Krupp does the service work on CCHD elevator, but it can be expensive if repairs are needed outside the contracted six service visits per year. Bobby Koepplin has said in the past that he is familiar with a less expensive elevator service and the Board thought they should be contacted.

Insect spraying in Valley City discussed. Sharon would like to know what the city is spraying now since they quit using the spray utilized in 2018 when it was noted it contained an ingredient potentially hazardous to pregnant women, fetuses and infants. Some Board members expressed concern that the city is spraying too early in the evening

when pollinators are still quite active and children may be outside. Theresa will check with Jeff Differding, Street Superintendent, about these concerns.

**NEW BUSINESS:** Theresa announced that Central Valley Health District (CVHD), Jamestown, will be holding their board meeting Aug. 19 (11:30a.m. – 12:30 p.m.) to discuss the septic code. Dave Glatt, Director of Department of Environmental Quality, has been asked to attend. ND lawmakers are conducting a septic study, with a meeting set Aug. 12. Lawmakers would like Glatt to take over the “septic arena” for the state, but he doesn’t really want it – would need an additional 15 people to cover the state. CCHD Board wants to submit a letter to the Interim Committee study group stating that the CCHD Health Board favors the septic regulations adopted for this region and believes there should be a consistent statewide septic code, and that they support Marcie Bata, EHP. The Board would like to connect to the CVHD meeting via IVN (would like a reminder sent).

Policies:

- Tuberculosis Risk Assessment: Schwehr made a motion to approve the policy as presented. Second by Overn. Unanimous vote, motion carried.

Schwehr noted that Sheyenne Care Center has a new Director of Nursing, Ronda Schell. She formerly worked in Devils Lake.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 4:43 p.m.

**Next meeting:** Thursday, Aug. 22, at 3 p.m. in the CCHD conference room. Please note change of day for this meeting.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**June 25, 2019**

PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair  
Dr. James Buhr, Secretary

ABSENT: Mike Bishop, Cindy Schwehr.

ALSO PRESENT: Theresa Will, Administrator  
Marcie Bata, EHP  
Becky Kratz, Accountant  
Angie Martin, Office Manager  
Delmar McLean

*(Board members informally discussed changing date and/or time of Board meetings. Schwehr and Bishop have voiced issues with attending meetings on Tuesdays at current time. Will texted Schwehr for more feedback. Bishop had indicated to Will that he would rather meet in early morning – 7 or 7:30 a.m. – or he will be unable to attend Board meetings in foreseeable future. Upon receiving text from Schwehr, Will noted that Schwehr will make her SCC schedule work with current Board meeting day/time. No change will be made in meeting schedule.)*

CALL TO ORDER: Meeting was called to order at 3:23 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Change under New Business: 5) Important anniversary 6) Other. Agenda approved as amended.

MINUTES: Overn made a motion to approve the May 28, 2019 regular monthly minutes. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Reviewed. Theresa and Julia Anderson, RN, DON, attended a required opioid conference in Washington, D.C., recently. Noted that nationally, MAT (Medication Assisted Treatment) should now be referred to as "Medication Supported Recovery" to reduce stigma. Dr. Chen, leadership coach, plans to be in Valley City July 16. Meeting with county commissioners in the morning, Behavioral Health Coalition meeting at HEC from 9-11 a.m., lunch at HEC with discussion, leadership team meeting from 1-5 p.m., and at 5 p.m. there will be a city commission meeting.

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

FINANCIAL REPORT: Reviewed. Will noted there won't be any more revenue received from two adult immunization grants this year as that money has been spent. Opioid and BOTMP grant revenue has not been received back yet. Noted opioid grant owes CCHD \$53,000 and BOTMP grant owes CCHD \$77,000. Of the \$216,983 cash reserve about half is allocated grant money. Home health is \$39,446 in red – Will thinks we will continue to see home health in the red for a while unless admits pick up before the end of the year. Will told the Board she has contacted the Department of Human Services regarding the possibility of a pilot project for a recovery house in Valley City (in collaboration with the F5 Project),

led by peer support. This project is still “down the road.” Will needs to work with Adam Martin, F5 Project, to put together a budget. Dr. Buhr made a motion to approve the financial report. Second by Second by Overn. Unanimous vote, motion carried.

**OLD BUSINESS:**

CCHD facilities update: Former Wick suite has been painted and the carpet will be cleaned soon. Bobby Koepplin, maintenance, would like to see wireless doorbell installed at 1<sup>st</sup> floor reception desk for upstairs security. Jason Thiel, IT, has visited with BC Commission regarding a larger budget for panic alarms for county/city offices, which was approved. Three alarms will be needed in the ROPES suite (formerly Wick Construction) for the Syringe Services/Peer Support offices. Will noted CCHD also needs additional alarms in one of the 1st floor exam rooms, finance and in the home care area. Koepplin is also getting bids for some update work – getting rid of one old boiler and compressor, and doing efface caulking on building windows. He also wants to clean up the parking lot. Will noted that painting in the third South Central Human Services office is completed now. Carpet will go down soon.

Environmental Health issues discussed with Marcie Beta, EHP.

- 3841 117<sup>th</sup> Ave. SE (Valley City): Sent to states attorney. Owner contacted Bata and stated his site is “silty soil” and not “silty clay soil” (gumbo). Needs to add either 60 feet or 120 feet to drain field depending on soil type. Claimed he marked soil type wrong on permit. Overn made a motion that owner must add 120 feet to drain field. Second by Dr. Buhr. Unanimous vote, motion carried.
- Four similar projects grouped together for discussion – 4709 114<sup>th</sup> Ave. SE (Kathryn), 2126 105<sup>th</sup> Ave. SE (Rogers), 4510 119<sup>th</sup> Ave. SE (Fingal) and 1816 101<sup>st</sup> Ave. SE (Wimbledon): All sent certified letters and failed to respond. Dr. Buhr made a motion to send these projects to states attorney. Second by Overn. Unanimous vote, motion carried.
- 1404 119<sup>th</sup> Ave. SE (Dazey): RJ’s Plumbing completed required work on this project to fix it but failed to call inspectors as required. Permit needs to be updated. Bata noted that RJ’s is currently on probation and his license could be pulled. Dr. Buhr made a motion to have Bata send a letter to RJ’s requiring them to respond within 30 days or Board will take further action. Second by Overn. Unanimous vote, motion carried.
- 10860 20 ½ St. SE (Dazey): This project at the former North Central school location has an issue with both CCHD re septic system and the county Planning & Zoning board. Failed to respond to state’s attorney letter. Dr. Buhr made a motion to send this to the state’s attorney again. Second by Overn. Unanimous vote, motion carried.
- 1252 49<sup>th</sup> St. SE (Nome): No further action needed at this time. Owner contacted Bata’s office.
- 4625 129<sup>th</sup> Ave. SE (Fingal): Owner stated that one room is not a bedroom since there is no closet in that room. Bata told him that a bedroom is not determined by a closet. He will submit pictures to Bata. Still don’t know what is going on with his soil treatment area. Submitted a request for an existing septic inspection. No action needed at this time.

Bata stated that she inspected the local VFW kitchen again. Constant re-violations. Not date marking food except when inspector comes. Not throwing out food that is past 7-day date mark. Understaffed. Also having sanitizer issues – not using strong enough disinfectant in kitchen and bar area. 13 violations at today’s inspection. Offered to provide education as requested. Inspections cost \$105 for first inspection (half their license fee); re-inspection cost after that is \$210 for each inspection in a given year.



Board wants to see documentation from Bata if this issue comes before health board in future. Bata noted that the public can request inspection outcomes at any time.

Board visited with Delmere McLean and Becky Kratz regarding his contract with CCHD to provide a more streamlined Excel payroll program. He has been working with Kratz and Rose Knutson, CCHD accounting staff, on a customized program that will cut down on redundant data input and potential re-keying errors. This will potentially lead to added accuracy. McLean's contract to this point has been for six months at a cost of \$10,000. He originally came to the board requesting a one-year contract for \$20,000 since he calculated it could take up to a year to design a program and "work any bugs out in the system." The board agreed to a six-month contract at that time, with the option to extend the contract if McLean developed a promising working model. Both Kratz and McLean noted that this program couldn't be uploaded to CPT (the county's accounting program). After further discussion and viewing the program via computer, Overn made a motion to extend McLean's contract for an additional six months at a cost of an additional \$10,000. Second by Dr. Buhr. Unanimous vote, motion carried.

Important anniversary: Sharon Buhr stated to the Board that Theresa and Gary Will were celebrating their 37<sup>th</sup> wedding anniversary. Board members congratulated the couple.

Program evaluations:

- Foot care: Number of RN visits increased this past year while the number of CNA visits decreased. This is a well utilized public health program. But there was a program loss of \$416.
- Health Tracks: There was a minimal drop in visits this past year. This program saw a net gain of \$4,302.64.

Administrator evaluation: An evaluation worksheet was passed out to Board members with instruction to return them to Sharon Buhr within two weeks (July 9).

**NEW BUSINESS:** Budget: Reviewed. CCHD requested \$431,000 from county for coming year based on 5 mills, not knowing the exact amount of 1 mill and changes likely to come. One mill = \$81,947 in 2018. Plan for 5% increase in a mill (\$86,044 approximately). Decreased home health a bit. Salaries calculated with 2% increase. Budget tabled until July meeting.

ElectroWatchman estimate: Tabled until July meeting.

County Health Rankings: Tabled until July meeting.

Policies: None.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 5:27 p.m.

**Next meeting:** Tuesday, July 23, at 3 p.m. in the CCHD conference room.

Respectfully submitted,



Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**May 28, 2019**

- PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair  
Dr. James Buhr, Secretary
- ABSENT: Mike Bishop, Cindy Schwehr.
- ALSO PRESENT: Theresa Will, Administrator  
Marcie Bata, EHP  
Julia Anderson, RN, DON  
Katie Beyer, PFS coordinator
- CALL TO ORDER: Meeting was called to order at 3:09 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA: Change under Old Business: 2) Table program evals until June meeting 3) Other. Agenda approved as amended.
- MINUTES: Dr. Buhr made a motion to approve the April 23, 2019 regular monthly minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT: Reviewed. Sharon thanked Kerry Due for all her work this past month, along with other staff members. Katie Beyer congratulated on receiving an invitation to present at the Dallas (Texas) Community Anti-Drug Coalitions of America conference in mid-July. April Whisler, Sanford Health, will be doing tobacco cessation counseling at the VC clinic. Theresa attended a conference on Medicolegal Investigation for coroners since Dr. David Hochhalter, Barnes County coroner, was unable to attend. Amy Tahran, now Health Coordinator from Sanford Health, is reducing the amount of time she is able to do supervision of peer support for CCHD. Theresa will be looking for someone to fill this role and work with Peer Support. Peer Support currently does about 100 hrs. of services per month.
- (Board moved to Item #4 under New Business)*
- NEW BUSINESS: Environmental Health issue discussed with Marcie Beta, EHP.
- 4026 Sheyenne Valley Estates property – This is an existing system inspection for property transfer. Permit purchased but not returned or approved for system. Based on info, the tank does not meet regulations (1,500 gal. tank). Would require 2,250 gal. tank. The drain field would have met specifications under old regulations in approximately 2004, but not under new regulations (should be 1,320 feet, they currently have 440 feet). Spacing of trenches is too small (should be 9 feet, theirs is 8 feet) in drain field. Overn questioned if owners could add on more “fingers” to their drain field. Bata stated it would cost them more to add on than to replace the system. Dr. Buhr made a motion that owners be required to put in 2,250 gal. tank, and recommend, but don't require, they increase the size of the drain field to 1,320 feet, and include a reminder that the drain field may fail earlier than expected so that the buyer is aware of it. Second by Overn. Dr. Buhr withdrew his motion based on further information during discussion. Overn made a motion that the current septic system is non-compliant, considering that this

property is for sale, and that the system must be updated to meet current regulations. Second by Dr. Buhr. Unanimous vote, motion carried. Owners will need to purchase a septic permit for update. Letter will be sent to owner, potential buyer and real estate agents involved. Marcie also noted that from this point forward, if a system doesn't have a permit on file or was installed prior to 1999, owners must contact an installer directly for an inspection.

*(Moved back to vouchered expenses on agenda.)*

**VOUCHERED EXPENSES:**

Reviewed. Noted that Department of Human Services will reimburse \$14,000 for renovations done to SCHSC office on second floor. Overn made a motion to approve the May/June vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

*(Moved to Item #1 under New Business.)*

**NEW BUSINESS:**

Julia Anderson, RN/DON, addressed the Board regarding harm reduction and syringe services programs to be implemented at CCHD. Clean syringes would be provided on a weekly basis by CCHD nurses to participants who are injecting drugs, to reduce infectious diseases such as HIV and hepatitis. They would also be given health information and referrals as needed. The harm reduction program can potentially reduce overdose deaths by teaching clients how to prevent and respond to overdoses. Medication Assisted Treatment (MAT) will be used to treat Opioid Use Disorder, which should reduce relapse, frequency of injecting and infectious disease. CCHD has been working with Family HealthCare regarding providing suboxone for those with substance use disorder and possibly getting clients lined up with FHC services for any medical needs. The leadership group (Naomi Koch, Chelsea Modlin, Alicia Hoffarth and Theresa Will), along with Julia Anderson and Katie Beyer, met with Adam Martin, F5 Project in Fargo, and they will provide peer support initially. Will noted that we are aware of approximately 100 people in Barnes County who are currently using intravenous drugs. Board reviewed syringe services program plan. This program (along with the other harm reduction services including Medication Assisted Treatment, peer support, care coordination, etc.) will be known as the ROPES Program. Research shows that those using an SSO are five times more likely to receive treatment and more likely to stop or decrease injecting when they utilize a harm reduction program.

Each client will have an ID number – no photo IDs will be used. Would like to utilize the former Wick Construction offices. Will offer service Tuesdays from 1-3 p.m but may need to ramp that up depending on utilization. All paper charting. If they get tested for something such as HIV or Hep C, their name will be entered into state system because free state supplies will be utilized. So, each client could have two separate charts. We will work with Jason to determine a way to add panic alarms on 2<sup>nd</sup> floor. Hoping to start program in August. Informational meeting will be held for the community June 27 at 6:30 p.m. in the HAC. Dr. Buhr made a motion to submit plan to state. Second by Overn. Unanimous vote, motion carried. Overn questioned if CCHD will receive rent if Wick office space is used. Will stated that rent (\$515/mo.) will be paid through the grant for the next 2 ½ years. After that, rent would have to be revisited. Overn made a motion to use Suite 201 (former Wick Construction office) for the syringe services and harm reduction programs. Second by Dr. Buhr. Unanimous vote, motion carried. Julia, Kami and Renee will be the nurses working with this program. Will wanted to recognize Julia for all her work with this program.

Katie Beyer addressed the Board about responsible beverage server training. At last PFS training in Bismarck, they heard from community grantees from Minot about a unique option. They work through their environmental health code and food code and they placed an education requirement into their own local food code related to server training if a business serves both food and alcohol. Katie is hoping to do the same thing in our region (Region 6) rather than trying to implement mandatory server training through a local ordinance. This would be done through Central Valley Health District to cover the region. Certification lasts for three years. Addendum would be added to environmental food code requiring server training for staff or the establishment would be fined. Local code cannot be stronger than the state code, according to Katie. But Will questioned that statement since Valley City's tobacco ordinance is stronger than state law. They will look into this further. Dr. Buhr made a motion to write a letter of support to Central Valley Health District/Stutsman County that we in Barnes County support adding an addendum to the food code making server training mandatory for all establishments offering both food and alcohol. Second by Overn. Unanimous vote, motion carried.

Katie also discussed Mock Bedroom program. Established an MOU with VCPS and BCN with the purpose of having an answer to the question of "what are you doing in the schools regarding alcohol prevention?" Getting students more involved. Did mock bedroom display for parents and had discussion regarding "diversion safes" that look like one thing but they actually hold drugs, drug paraphernalia or alcohol. Sean Hagen, School Resource Officer, facilitated the discussion. Talked with VCSU about training dorm residents using this program. Katie will also be addressing the VCSU nursing program. Social access is the biggest problem faced – need to change norm. Katie has been asked to present the "Not In My House" program at a Texas conference in July.

*(Moved back to original agenda order.)*

**FINANCIAL  
REPORT:**

Reviewed. Home Health is \$51,000 in the red, but there is still outstanding billing. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

**OLD BUSINESS:**

CCHD facilities update: Aging Services is now located in the SW corner behind the reception area in the South Central Human Service Center office space. Reception area will increase rent by \$160/mo. Rent for other office space in the South Central area will increase rent by \$130/mo. Reviewed estimate from LaValle Flooring for carpeting in South Central office area for \$1,054.96. Reviewed estimate from Integrity Painting to remove wallpaper and paint same office for \$400.00. Overn made a motion to accept the bids from LaValle Flooring and Integrity Painting. Second by Dr. Buhr. Unanimous vote, motion carried.

Will requested painting and carpet cleaning in the former Wick Construction office area. Painting will cost \$600 and carpet cleaning will cost \$260. Board approved.

Theresa will also be getting proposals for electronic access to the building. HRSA opioid grant should cover the cost. She will also look into panic alarms for upstairs. May use a key for elevator entry door.

Bobby Koeplin getting quote to fix noisy compressor in mechanical room. He will also get quote for new west entry door.

NEW BUSINESS: Home care cost report: Marlene Davis, consultant, stated that there is no reason to discontinue home care at this time as home care continues to run in the black.

Administrator evaluation: Board sees no need to get staff input regarding administrator this year. Board members will need evaluation sheets though.

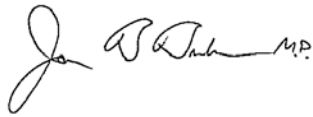
Policies:

- Emergency Category for Home Care. Dr. Buhr made a motion to approve this policy. Second by Overn. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:45 p.m.

**Next meeting:** Tuesday, June 25, at 3 p.m. in the CCHD conference room.

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**  
**Nov. 26, 2019**

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

**ABSENT:** None.

**ALSO PRESENT:** Theresa Will, Administrator; Angie Martin, Office Manager; Katie Beyer, PFS Coordinator; Public Health Masters student

**CALL TO ORDER:** Meeting was called to order at 3:07 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

**AGENDA:** Added to agenda under New Business: 1) Presentation by Katie Beyer 2) Elevator 3) Other. Agenda approved as amended.

**MINUTES:** Sharon Buhr requested that Angie state in the minutes the number of the building loan payment out of 120 payments. Dr. Buhr made a motion to approve the minutes of the Oct. 16 special board meeting and the Oct. 22 regular board meeting. Second by Overn. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed. Will noted that CCHD received a diabetes grant for \$17,000.

**VOUCHERED EXPENSES:** Reviewed. Loan payment #53 of 120 made on building. Overn made a motion to approve the Nov/Dec vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Reviewed. Will stated that Home Health is currently \$62,000 in the red. This program will likely end the year in the red. Home Care nurses have been busy with admits, but this is very time consuming due to expanded Medicare regulations. The Board will continue to monitor Home Health for viability in the future. Bishop made a motion to acknowledge review of the financial report. Second by Overn. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities update: Elevator repair briefly discussed. Will noted that CCHD has put \$23,000 to \$24,000 into the elevator in the past four years for repairs. Board will review elevator bids later in the meeting. A motor went out upstairs regarding heating. It cost \$1,800 to repair.

Electro Watchman estimate: Tabled.

Staff update: Kerry Due is now serving as the Nurse Manager. Katie Beyer is serving as Home Health Administrator. These two positions replace Julia Anderson, who served as Director of Nursing until her resignation. April Whistler, RN, will begin staff nursing duties at CCHD Dec. 2.

Environmental Health: Marcie Bata joined the meeting via phone. As of today, Marcie received a permit from RJ's Plumbing and Heating for a project installed Oct. 19. The permit was purchased Oct. 21. This project was installed without contacting Marcie or Lakken at Central Valley Health District (Jamestown) at least 48 hours prior to installation as required. At this point, Marcie will inspect what she can on top the ground. Dr. Buhr made a motion that we report this to the Barnes County States Attorney with the recommendation RJ's be assigned an appropriate fine. Second by Overn. Unanimous vote, motion carried.

Revisited a property in the Fingal area that was discussed at a prior meeting. Owner (T.B.) requested a septic system for a four-bedroom house. The current holding tank size is 1,000 gal. A four-bedroom home requires a 1,500 gal. holding tank. Owner states the fourth room is not going to be used as a bedroom. Bata stated she doesn't know anything about the current drain field. The current system was installed prior to 1999. Bishop made a motion that the Board has no way to know what is there. So, if at some point the owner sells the home as a four-bedroom house, changes will need to be made to bring the septic system up to code. Second by Dr. Buhr. Unanimous vote, motion carried. A letter will be sent to the home owner.

**NEW BUSINESS:** Katie Beyer updated the Board regarding the PFS (alcohol) program. She had received a call from Kristi Brandt, VCHS principal. They discussed an early intervention and improvement policy for students with substance use issue. Brandt researched a program called 3<sup>rd</sup> Millennium. If a student has a violation, they take an intervention course (available for alcohol/vaping/drug use). Following the course, the student follows up with a counselor. PFS's role is to help with a proper pilot program. VCHS has an average of 27 violations per year. The 3<sup>rd</sup> Millennium course could also be offered at BCN, Litchville/Marion and, possibly, Maple Valley schools. Beyer noted that a Litchville/Marion program could be potentially funded through the LaMoure County PFS program. Cass County has tobacco dollars but no PFS funds. It would cost \$60 per student to go through this course. Data could be gathered regarding the number of second violations and if it involved the same substance. CCHD's PFS program would pay up front for a two-year pilot program. This will catch students who are initiating substance use. Beyer stated that Board members could let her know if there is something they think should be included in the MOU (Memorandum of Understanding) with the school(s).

Elevator: Board discussed two bids for modernizing the elevator, which is no longer working. Kyle Kuznia, Otis (elevator) account rep, joined the meeting via phone. Dustin Boe, thyssenkrupp account rep, did not attend the meeting. Thyssenkrupp submitted a bid of \$59,992; Otis submitted a bid of \$56,800. This would be a modernization upgrade – current car would remain. Sharon Buhr asked Kuznia what the service contract would entail with Otis. A full maintenance contract would cost approximately \$135-\$145 a month. All major components would be covered. LS contract is basically a lube/grease contract that would cost about \$45 a month. Thyssenkrupp currently charges CCHD \$1,300/year for a basic service (bronze) contract. CCHD would be required to complete payment of the service contract with thyssenkrupp through August 2020. Buhr questioned if Otis would be able to help with that expense by reducing their bid. Kuznia stated that Otis could drop their bid to \$56,000 to help cover that expense. There is a full-year warranty (minus vandalism) that covers normal wear and tear on parts. Hourly rate if there is an emergency is \$350 travel time. Hourly rate for actual repair is \$450/hr. under LS contract. Upgrade should last approximately 20 years. Full maintenance schedule is about every 3 months. Will noted that it would take approximately 3.8 years to pay off \$56,000 at \$1,300/mo. (which is the amount of monthly rent paid by South Central

Human Services). She also stated that some of this cost might be covered through the grants (possibly \$20,000). Will is checking with grantors about this. Overn made a motion to accept the \$56,000 bid from Otis and purchase the \$135/month full maintenance contract. Second by Dr. Buhr. Unanimous vote, motion carried.

First ship date of the new year for parts is mid-January and the project should be completed by the end of January. Kuznia stated by phone that CCHD would need to find someone to bring a trailer/dumpster for the old materials. Otis will also look into smoke detectors/fire protection company (such as Simplex or Nova). Board noted there is a phone in the current elevator in case of emergency. Kuznia suggested that line should go through an Otis switchboard which is open 24/7. Board questioned, per modernization contract, if CCHD will need to pay \$28,000 up front to begin the project. Kuznia said to wait on that initial payment until the invoice comes out in a couple weeks. Theresa will sign contract on Monday, Dec. 2.

Policies: None.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:10 p.m.  
**Next meeting:** Thursday, Dec. 19, at 4:30 p.m. in the CCHD conference room.

Respectfully submitted,

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

Dr. James Buhr, Secretary



**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Board Meeting**  
**Oct. 16, 2019**

PRESENT: Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Cindy Schwehr

Mike Bishop  
Tom Overn, Vice Chair

ABSENT: None

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

CALL TO ORDER: Meeting was called to order at 1:00 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

NEW BUSINESS: Staff changes discussed. Julia Anderson, RN, DON, is resigning as of Nov. 8, 2019. She is willing to stay on through Dec. 8 on an as needed basis for transition and training purposes, but her availability will be dependent on the needs of their family farm.

Theresa has come up with a plan that is fairly budget neutral. Julia noted to Theresa that very little of her job duties entails nursing now and is mostly administrative. Overview of Julia's hours shared with the Board. Revised nursing schedule discussed. The Block Grant/DEEP and DPP (diabetes) hours will be done via IVN. The TB (tuberculosis) program has been taken over by Kami Schumacher. Renee Larson and the new nurse will share jail health duties.

Will suggested that Julia's position be divided into Home Care Administrator and Home Care Nurse Manager. Katie Beyer will assume the duties of Home Care Administrator and CCHD will need to hire another nurse for the Nurse Manager position. Theresa would like the nurse to be an RN/BSN, if possible. Katie will continue to do 16 hrs/week with the PFS (alcohol) grant program, approximately 4-8 hrs/week with the opioid grant program, and 16-20 hrs/week as Home Health Administrator. Will suggested Katie's wage be raised to \$25/hr. due to her workload expansion. The nurse manager will be a 24-40 hr. flex position and the wage offered will be approximately \$30/hr. Betty Olson will continue to be the Support Coordinator for Home Health.

Board members wondered if Katie would receive a wage or be salaried. Will stated she would receive a wage. One suggestion was giving her \$26/hr. and re-evaluate in six months. Another was to give her \$25/hr. and boost to \$26/hr. after three months. Board members were concerned about Katie's added workload. Bishop made a motion to pay Katie Beyer \$26/hr. and re-evaluate in six months. Second by Dr. Buhr. Unanimous vote, motion carried. Renee Larson, as jail health administrator, will likely receive a bump in her wage also, but that won't require Board approval.

POLICIES: Board reviewed two job descriptions and a revised CCHD organizational chart:

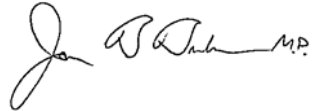
- Home Care Administrator
- Home Care Nurse Manager

Dr. Buhr made a motion to approve the revised organizational chart and the job descriptions for Home Care Administrator and Home Care Nurse Manager. Second by Overn. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:31 p.m.

**Next monthly meeting:** Tuesday, Oct. 22, at 3 p.m. in the CCHD conference room.

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



Electro Watchman estimate of \$36,588 for electronic entry for all doors in the building is too expensive. Discussed using keypads on specific doors (2<sup>nd</sup> floor kitchen, storage and two maintenance room doors) rather than using an electronic badge system throughout the building. Other interior doors on first floor could also have keypads. Will likely utilize electronic entries on outside doors (minus elevator lobby door which will remain a keyed entry). Theresa will do more investigation. Tabled until November meeting.

October Block Party was a success. CCHD fed approximately 350 people. 270 entries for prizes. Many questions answered about syringe services, F5, peer support and South Central Human Services office.

Applying for Robert Wood Johnson Foundation Culture of Health prize (\$25,000) for innovative services. Need four accomplishments that have impact on social determinant of health. Using ROPES program (leadership project and harm reduction services), Barnes On The Move Project, Not In My House campaign (alcohol). There is a lot of competition for this prize, but Theresa wants to pursue it. Bishop questioned if there was mental health assistance for farm families who are dealing with harvest issues this year. Theresa stated there are services available through the private sector, and NDSU Extension has a lot of resources on farm stress available.

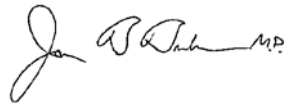
Delmere McLean gave a short presentation regarding potential consulting services for CCHD. Will noted that beyond when McLean's contract ends at the end of this year, CCHD will still need to keep him on call for maintenance of the new Excel payroll program he custom designed with input from Becky Kratz and Rose Knutson. McLean has many years of experience regarding building data. This new program could help smooth the transition as older employees retire and less "mental information" will need to be exchanged. This program would also help with any audits. McLean explained to the Board that he would be willing to stay on an additional year and help develop an expense program to be able to more easily access that type of information. Will noted she would like to have quick access to financial information for the grant programs and not have to depend entirely on Becky to extract that information. Becky stated she would like something regarding vendors and grants. McLean stated he could stay on through 2020 for \$10,000 as a consultant. He could also provide further training regarding working with the Excel program. Board discussed how to fund the additional \$10,000. It was decided that funding could be found within the grant programs (SOR, HRSA, PFS and BOTMP). Some STR (State Targeted Response to the opioid crisis) funds are still available also. State aid to local public health funds mentioned. Overn made a motion to pay Delmere McLean \$10,000 as a consultant for one year (through 2020), with funding coming from the grant programs. Second by Bishop. Unanimous vote, motion carried.

**NEW BUSINESS:** Resignation: Board reviewed the letter of resignation submitted by Julia Anderson, RN, DON. Her final day will be Nov. 8, 2019. Dr. Buhr made a motion to accept Julia's resignation with regret. Second by Bishop. Unanimous vote, motion carried.

Policies: None.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 4:26 p.m.  
**Next meeting:** Tuesday, Nov. 26, at 3 p.m. in the CCHD conference room.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Buhr M.D.", with a stylized initial "J" and a horizontal line extending to the right.

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Sept. 24, 2019**

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

**ABSENT:** None.

**ALSO PRESENT:** Theresa Will, Administrator

**CALL TO ORDER:** Meeting was called to order at 3:00 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

**AGENDA:** Added to agenda under New Business: 3) Cardiac community funding 3) Environmental health 4) Data specialist 5) Other. Agenda approved as amended.

**MINUTES:** Sharon Buhr had question regarding Aug. 22, 2019 minutes regarding line 2 of the Financial Report. Grant money allocated: \$216,000. Theresa will need to check with Angie to clarify this. Bishop made a motion to approve the Aug. 22, 2019 regular monthly minutes. Second by Dr. Buhr. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** SAMHSA grant for PFS (alcohol) wasn't funded. \$300,000/year for 5 years. Will be applying for a HRSA Network Development Grant (\$300,000/year for 3 years) for PFS.

**VOUCHERED EXPENSES:** Reviewed. Loan payment #51 made on building. A lot being spent for vaccine, in particular flu and Shingrix vaccines. Discussed Prime for Life book purchase and program. Block Party expenses discussed. These costs will be paid through the opioid grant. Overn made a motion to approve the August/September vouchered expenses. Second by Schwehr. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Reviewed. Large amount listed for office expenses is actually for AEDs. Home Health is still in the red. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities update: Theresa received a bid from Electro Watchman for electronic access for all the doors for \$35,000. She will work on revising the number of doors needing electronic access to see if a more viable bid can be obtained. This was tabled until October monthly meeting.

Family HealthCare update: Will be cutting hours in Valley City and only be here the first Wednesday of each month. They can revisit extending hours if more people can be seen. She is seeing only one to four people when she is in Valley City. More people could be seen if medication-assisted treatment services expand in our community. Lower income, chronic disease clients are ideal for FHC services. Discussed possible meeting with ER nurses who see clients who could benefit from FHC services.

Block Party: Posters shared with board members. Will be held Oct. 1 from 4-7 p.m. on 4<sup>th</sup> Street south of CCHD. Free to public. Goal is to bring people in to see new services being offered – F5, peer support, syringe services program, along with mental health

services through South Central Human Service Center. Syringe services and local challenges discussed.

**NEW BUSINESS:** Staff change: Theresa would like to add to Katie Beyer's duties to be an assistant administrator. She currently works 32 hours/week and she would increase to 40 hours. 8-15 hours/week would be administrative work. Can take 20 hours out of both the opioid and alcohol grant to pay her wage. Theresa suggested she go from \$22/hr. to \$25/hr. due to increased work load. Overn suggested trial period. Discussed if position could be salaried. Theresa wants to be sure that we can release Katie if it's not working out or the grants go away. Job description will be needed. Tabled until October monthly meeting.

Policies: None.

Cardiac Ready Community (CRC): Has about \$1,000 in their bank account coming from registration fees from CPR classes. They are not a 501(c)3 organization. CCHD could handle this money for CRC. Overn made a motion to allow CRC funds to be handled through CCHD. Second by Dr. Buhr. Unanimous vote, motion carried.

Environmental Health: Board discussed the following septic issues.

- Rogers project (10860 20 ½ St. SE): No response to letter asking to set up time to visit. Dr. Buhr to send this to the States Attorney. Second by Overn. Unanimous vote, motion carried.
- Fingal project (4625 129<sup>th</sup> Ave. SE): Tank not sized for four-bedroom house. Bedroom size questioned in older house. If they take the door off the room it can't be called a bedroom. Marcie Bata doesn't have dimensions of room. Tabled until October meeting when Marcie will provide dimensions.
- Lake Ashtabula project (Martin's Landing): Installed own holding tank without permit or notification. Wants to sell property. Got permit later, put alarm on holding tank. Has agreement with pumper. Overn made a motion to approve permit penalty and get notarized statement of installation. Second by Dr. Buhr. Unanimous vote, motion carried

Data specialist: Delmar McLain, who has been helping streamline a financial program for CCHD, would like to continue working for CCHD. Theresa didn't feel there was enough work available to continue to hire him past the end of this year. The consensus was CCHD wouldn't be able to hire him beyond the end of the year, but would like to call on him for any future updates/changes that may be required to financial program.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 4:24 p.m.

**Next meeting:** Tuesday, Oct. 22, at 3 p.m. in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary