

CITY-COUNTY BOARD OF HEALTH MINUTES

Board Meeting

October 25, 2023 | 7:30am

PRESENT:

Tom Overn, Chair
Sarah Hansen

Dick Gulmon, Vice Chair
Ashley Horner, Health Officer/Secretary

Via LifeSize:

Cindy Schwehr

ABSENT:

ALSO PRESENT:

Theresa Will, Administrator
Katie Beyer, Deputy Director

Evonne Johnson, Office Manager

CALL TO ORDER:

The Health Board meeting was called to order at 7:33 am by Tom Overn, Chair, in the CCHD conference room or by remote.

AGENDA:

Agenda was reviewed. Addition of Ray Nelson proposals and Helmer fridge and freezer quotes. Motion made by Dick Gulman to approve agenda with additions Seconded by Sarah Hansen. Unanimous vote, motion carried.

MINUTES:

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

DIRECTOR'S REPORT:

Reviewed.

VOUCHERED EXPENSES:

Reviewed. Lost Key Fob replaced for car. New footcare sterilizer was purchased and the old one went to the jail. Replaced Kristen's surface pro and purchased a new one for Karen up at the jail. Dick Gulman made a motion to approve the September/October vouchered expenses, seconded by Sarah Hansen. Unanimous vote, motion carried.

FINANCIAL REPORT:

Home Health for the year is \$56,437 in the red, \$10,093 in the red for the month of September. Medicaid has still been having software issues and we have not received any payments for several months. Approximately \$15,000 in outstanding reimbursements from Medicaid. Theresa Will noted that \$391,190.79 is unencumbered funds with a cash reserve balance of \$692,685.90 at the end of

September. Dick Gulman made a motion to approve financial as presented, seconded by Sarah Hansen. Unanimous vote, motion carried.

OLD BUSINESS:

Facilities update; parking lot, generator

The striping layout was done wrong and needs to be corrected. Change contract was not signed and did not get forwarded. Outside doors were rekeyed and Evonne is tracking keys and making sure everyone has new keys and keys are returned when someone leaves. Generator: still do not have double throw switch. Butler will pick up old generator when new one is installed and working.

Environmental Health Update

Still no response from States Attorney. States Attorney currently does not have an Assistant Attorney. Look into private attorney Jeff Gunkelman to possibly handle.

2024 Budget

Review and share with board in November.

Legal Services

Theresa will visit with Jeff Gunkelman from Kennelly Business Law here in Valley City.

NEW BUSINESS:

Meet Leslie Uecker

Leslie is at a conference in Bismarck. Will move to November.

Pavement Improvement project 2024

The city will bill for 2023 project in January 2024, estimated cost is \$20,094. The estimated cost of 2024 project is \$18,312. Look into paying all at once when we receive the invoice. The board will vote on it when the invoice is received.

Electro Watchman and Ray Nelson Proposals

Katie would like to see an electronic lock placed on the administrative door for security purposes. Estimate from Electro Watchman is \$4,041 plus the proposal from Ray Nelson for \$960. Motion made by Dick Gulman to approve proposals from Ray Nelson and Electro Watchman Seconded by Sarah Hansen. Unanimous vote, motion carried.

Contracts:

Workforce Development grant for \$54,663 from 11/1/2023 to 11/30/2027. Reimbursement based and to be used over 5 years.

PHEP workforce grant for \$48,684 now through 6/30/2024, applied to do some data modernization, help support some of the time that is spent at the front desk or at clinics.

Maternal Tobacco Program

Kaitlen would like to start this program. Essentia does not have a program in Valley City. Will check to see if Sanford has a program before we develop that program. The program allows pregnant mothers that sign up before their 24th week of pregnancy to meet with Kaitlen. If they remain abstinent after delivery, they receive gift cards. Great incentive to stop smoking.

Motion to add Katie Beyer to CCHD checking account as a signator

Motion made by Cindy to add Katie Beyer to the CCHD checking account as a signator Seconded by Dick Gulman. Unanimous vote, motion carried.

Other

Proposals from Ray Nelson to replace windows between administrator office and “fireplace” office with sheetrock and insulation for \$3,878.16. Also replacing glass from “fireplace” office to hallway with sheetrock and insulation for \$2,820.16. Both for added privacy and make more soundproof. Motion made by Cindy Schwehr to approve proposal from Ray Nelson to replace windows with wall Seconded by Dick Gulman. Unanimous vote, motion carried.

Helmer quotes to replace vaccine refrigerator and freezer in the amount of \$8,791.77. One of our vaccine refrigerators was having problems and compressor is possibly going out. Small freezer also needs to be replaced. Buying them together will reduce shipping charges. Immunization grant funds can be used. Motion made by Dick to approve purchase and seconded by Sarah Hansen. Unanimous vote, motion carried.

ADJOURNMENT:

With no further business before the Board, the meeting adjourned at 8:18 am.

Next monthly meeting: Wednesday, November 22nd at 7:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Ashley Horner, Secretary