

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Board Meeting**  
**January 25, 2022 | 8:00am**

**PRESENT:** Sharon Buhr, Chair Tom Overn, Vice Chair  
Dick Gulmon Cindy Schwehr

**ABSENT:** Chelsea Traverse, Health Officer/Secretary

**ALSO PRESENT:** Theresa Will, Administrator Evonne Johnson, Admin. Assist.  
Rose Knutson, Finance Iain Woessner, Times Record Editor

**CALL TO ORDER:** The Health Board meeting was called to order at 8:00 a.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

**AGENDA:** Agenda revised to add Theresa Will's Performance Evaluation and new meeting date and time to New Business

**MINUTES:** Motion made by Dick Gulmon to approve set of previous minutes, Seconded by Tom Overn. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed and board members were provided a copy. K&S Cleaning has been hired to clean the office working 52 hours/week beginning February 1st. Final quote was \$100 less per month than Service Master. Essentia looking to partner with CCHD on additional HRSA Grant to expand services. ROPES program has seen and increase in services. Amanda is busy in schools as well as weekly Covid testing. Amanda getting Linda trained in the jail services and work with Dr. Traverse. Cindy mentioned great working relationship between CCHD and jail staff, but an obvious need for additional mental health services.

**VOUCHERED EXPENSES:** Reviewed. Dick Gulmon made a motion to approve the December/January vouchered expenses, seconded by Tom Overn. Unanimous vote, motion carried.

**FINANCIAL REPORT:** With transition to working with Eide Bailey, some funds are still going to county and other directly into Dakota Bank. Will take a little more time for everything to coming directly to CCHD account. Almost all over budget expenses are Covid related as previously discussed. Home Care is \$5,800 in the black. Home Health is currently at 10% over budgeted revenue.

Regarding cash reserve, Will noted that \$138,229.36 is unencumbered funds with an ending cash balance of \$536,514.31 with the addition of the \$75,305.25 revenue for a final cash balance of \$611,819.56. Reports will be changing due to Eide Bailey

Motion made by Dick Gulmon, seconded by Tom Overn. Unanimous vote, motion carried.

**OLD BUSINESS:** Finance and Eide Bailey update: Rose indicated things are going smoothly. Very accommodating and still have additional items work out. All board members need to complete W4 form and direct deposit forms. Evonne and Rose have been working on getting everything set up electronically for logging money coming in. The Board thanked Rose for her hard work and going above and beyond. Since she is now Finance Director the Board would like to increase her wage to reflect the work she is doing. Theresa Will will research wages for comparable positions and include in the next Director's report.

COVID-19 public health ongoing response: Still a lot of questions regarding quarantine, isolation, testing, home tests and childcare questions.

**NEW BUSINESS:** Performance Evaluation: Board feels that Theresa should be evaluated by the them as they are who she reports to. Board will complete evaluations by February 8<sup>th</sup> and drop off to CCHD with Evonne or email to Sharon Buhr. Sharon will compile evaluations, meet with Theresa and present at next board meeting.

Board Meeting Date & Time: Meetings will be held the 4<sup>th</sup> Wednesday at 3:00 pm beginning February 23, 2022.

Home Car Survey: No deficiencies. Recommendations for annual staff evaluations, education areas to be documented more clearly, aides need an annual competency checks on their skills which we were unaware that this was to be done. Quality Assurance Improvement needs to be documented. Board congratulates staff in getting things done during all that has happened in the last 2 years.

Election of Officers: Tom Overn made a motion for all officers to remain the same. Sharon Buhr, Chair; Tom Overn, Vice Chair; Chelsea Traverse, Health Officer/Secretary. Seconded by Cindy Schwehr. Unanimous vote, motion carried. Cindy Schwehr exited meeting at 9:00 am

Bylaws review: Reviewed and discussed changes updating language and duplication. Theresa Will will have revised version to review at next meeting and vote on.

Community Health Assessment overview: Reviewed. CCHD pays for half of the cost to join them in doing this assessment. CHI is required by CMS as a critical access hospital to complete this assessment every 3 years. Sharon will share this will On The Move as well.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 9:17 am.

**Next monthly meeting:** Wednesday, February 23, 2022, at 3 pm in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Board Meeting**  
**February 23, 2022 | 3:00pm**

**PRESENT:** Sharon Buhr, Chair Tom Overn, Vice Chair  
Chelsea Traverse, Health Officer/Secretary

**ABSENT:** Dick Gulmon Cindy Schwehr

**ALSO PRESENT:** Theresa Will, Administrator Evonne Johnson, Admin. Assist.  
Rose Knutson, Finance

**CALL TO ORDER:** The Health Board meeting was called to order at 3:00 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

**AGENDA:** Agenda revised to add Building Updates and Finance Position Wage Increase to Old Business. Add LED Retrofits to New Business.

**MINUTES:** Corrections to be made. Motion made by Dr. Chelsea Traverse to approve set of previous minutes, Seconded by Tom Overn. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed and board members were provided a copy. Theresa would like to add that Ray came in to fix the warped board under the sink. RJ's was called due to water loss in building. The toilet upstairs needs new flapper. Bathroom in patient area may need to be replaced which will be a major expense due to plumbing being located in the wall.

**VOUCHERED EXPENSES:** Reviewed. Tom Overn made a motion to approve the January/February vouchered expenses, seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Home Health is \$1,936.34 in the red. This is expected with variances in revenue and expenses for December/January.

Regarding cash reserve, Will noted that \$344,436.30 is unencumbered funds with a cash reserve beginning balance of \$666,027.21 for a final cash reserve ending balance of \$768,485.25. There is still approximately an additional \$250,000 at Barnes County that has not been transferred over.

Motion made by Tom Overn, seconded by Dr. Chelsea Traverse.  
Unanimous vote, motion carried.

**OLD BUSINESS:** COVID-19 public health ongoing response: Testing has been very slow. Effective March 2, 2022 testing site hours are being reduced. Will now be open Monday, Wednesday, Friday from 1-2 pm. Home Test kits given to partners last week to be distributed to community. Tests available at CCHD, testing site, SMP Health, CHI Mercy, Sanford, Essentia, VC Police and Fire Dept CCHD and Litchville School. For ages 12 and older Barnes County has 65% vaccinated with 2 shots, 47.9% with the booster.

Finance & Eide Bailly update: They are doing a great job. The longer we work with them the more we are going to be able to streamline the reports.

Complete Theresa Will's Performance Evaluation: The board feels Theresa is doing a superb job especially under the circumstances of the last two years. They thank her for all her hard work and she has done an outstanding job going above and beyond.

By Laws: Reviewed proposed changes. Theresa Will's title to be changed to Executive Officer/Administrator. Motion made by Tom Overn to change Theresa's title, seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried. By Laws will be reviewed and voted on at next meeting.

Board Meeting date/time change: Tentatively 4<sup>th</sup> Wednesday at 3:30pm, will need to check with Cindy Schwehr. March meeting will be Wednesday, March 23<sup>rd</sup> at 3pm.

Building Updates:

- Generator: if comes in at \$100,000, CCHD will only pay \$15,000. Board has already approved. No word on funding yet, on hold.
- Eide Bailly onboarding cost of \$15,000 to \$25,000, have paid them \$2,400 for initial assessment. Have not received an invoice.
- Heat /Air changes that board approved.
- Parking lot, paid for assessment/site survey that board approved.
- Outside of building, tuck pointing still has not been done.
- Flooring in vaccine room in poor condition, need a bid to replace.
- Boiler removal, concerns of leaking, proposal to remove
- Plumbing/Toilet issues

LED Lighting Retrofit: Quote from Bobby Koeplin net project cost of \$9,445.70 after rebate. Maintenance does not require electrician. Motion made by Dr. Chelsea Traverse to move ahead with project, Seconded by Tom Overn. Unanimous vote, motion carried.

Finance Position Wage Increase: Discussed increase in Rosalie Knutson's wages from \$22/hour to \$25/hour. Motion made by Tom Overn to approve increase, seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

**NEW BUSINESS:** None

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 5:05 pm.

**Next monthly meeting:** Wednesday, March 23, 2022, at 3 pm in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

# CITY-COUNTY BOARD OF HEALTH MINUTES

## Board Meeting

March 23, 2022 | 3:00pm

### **PRESENT:**

Sharon Buhr, Chair

Tom Overn, Vice Chair

Chelsea Traverse, Health Officer/Secretary

### **ABSENT:**

Dick Gulmon

Cindy Schwehr

### **ALSO PRESENT:**

Theresa Will, Administrator

Rose Knutson, Finance

Evonne Johnson, Admin. Assist.

Bobby Koeplin

### **CALL TO ORDER:**

The Health Board meeting was called to order at 3:00 pm by Sharon Buhr, Chair, in the CCHD conference room or by remote.

### **AGENDA:**

Agenda revised to add building tour with Bobby Koeplin at 3:30 pm and Theresa Will's Performance Evaluation to Old Business. Add Executive Officer Retirement and tentative staffing plan to New Business.

### **MINUTES:**

Correction made: meeting was called to order at 3:00 pm not 8:00 am. Motion made by Tom Overn to approve set of previous minutes with corrections, Seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

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

Reviewed and board members were provided a copy. Healthy Families America currently seeing 5 families and numbers are increasing. Working on HRSA grants. Looking at changing testing and PCR's are now going to the state for processing. The state has asked us about doing rapid PCR testing but need to research further.

### **VOUCHERED EXPENSES:**

Reviewed. Dr. Chelsea Traverse made a motion to approve the February/March voucher expenses, seconded by Tom Overn. Unanimous vote, motion carried.

### **FINANCIAL REPORT:**

Home Health is behind in revenue; everything has been billed. Without therapy, not as much revenue from Medicare.

Regarding cash reserve, most revenue is related to Covid grant funds and Covid vaccine revenue. Will noted that \$528,524.06 is unencumbered funds with a cash reserve beginning balance of \$598,317.21 for a final cash reserve ending balance of \$955,836.20.

Motion made by Dr. Chelsea Traverse, seconded by Tom Overn. Unanimous vote, motion carried.

## **OLD BUSINESS:**

COVID-19 public health ongoing response: Continuing to test at Rec Center into April until we have more information on Rapid PCR's.

Complete Theresa Will's Performance Evaluation: The board feels Theresa is doing a superb job especially under the circumstances of the last two years. They thank her for all her hard work and she has done an outstanding job going above and beyond. Motion made by Dr. Chelsea Traverse to approve Theresa Will's performance evaluation, Seconded by Tom Overn. Unanimous vote, motion carried.

### Capital Improvements

#### Board previously approved:

- Generator: if comes in at \$100,000, CCHD will pay at the most \$15,000 which is 15%.
- Eide Bailly onboarding, have paid them \$7,300. Have not received an invoice for remainder but they indicated less than \$15,000 remaining.
- Bakkegaard and Schell Heat /Air changes that board approved for \$28,970. Enterprise Electrical estimate of \$3,500 - \$4,000 of which we paid \$1,500 to lock in price. Motion made by Tom Overn to approve electrical estimate for heating and AC installation, Seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.
- LED Lighting Retrofit net project cost of \$9,445.70 after rebate and working on energy efficiency grant for 50%. Maintenance does not require electrician. Motion made by Dr. Chelsea Traverse to move ahead with project, Seconded by Tom Overn. Unanimous vote, motion carried.

#### Board to review/approve:

- Parking lot, paid for assessment/site survey that board approved. Proposal came way over what we thought it would be; \$369,000 for concrete and \$252,000 for asphalt. Look into possible grant funds from ADA, AARP, will check with DOH. Will be required to get bids on this project. Possibly do in two sections.
- Plumbing/Toilet replacement quote for \$900
- Boiler Removal – need cost and is it necessary, just drain boiler



- Outside of building, tuck pointing and caulking the outside of our building \$55,000 for labor and materials done by Rocky Gabel
- Flooring needing bids to replace: estimates for vaccine room \$2,000, South entrance and elevator floor \$800, NW entry area, stair landing and top of stairs \$1000
- Re-roof North 1/3 plus of the roof estimate \$42,420, formal quote to follow from A&R Roofing
- Cameras: Grant to provide additional camera on building as current camera only covers North entrance and NW portion of parking lot.
- Board was taken on tour of building to point out and explain improvements that need to be done
- Discussed possible sale of trailer if not being utilized

The Board prioritized the items

1. Generator, Eide Bailly onboarding, Heat/Air, Retrofit lighting: approximately \$70,000
2. Tuck pointing and caulking the outside of our building \$55,000
3. Complete the smaller items (toilet, flooring) \$6,000
4. Re-roof North 1/3 plus of the roof \$45,000
5. Parking lot: put the project out on bids and possibly doing it in sections, maybe starting with the west side of the building

Motion made by Tom Overn to approve prioritizing capital improvements to move ahead with and notify absent board members of decision, Seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

Bylaws: Reviewed changes. Motion made by Dr. Chelsea Traverse for final approval of changes, Seconded by Tom Overn. Unanimous vote, motion carried.

**NEW BUSINESS:**

QAPI (quality assurance/performance improvement) Katie Byer: No deficiencies from January state visit. Two opportunities for improvement are UTI prevention and review of medication protocol. Other QAPI efforts are medication safety screenings.

Executive Officer Retirement: Theresa Will anticipating retiring October 2023. Will would like to plan for Katie Beyer to step into Director position with the support of the Board and staff. Motion made by Dr. Chelsea Traverse approving pre-commitment of Katie accepting the Director position barring any legal concerns, Seconded by Tom Overn. Unanimous vote, motion carried.

Tentative Staffing Plan: With transition and changes in benefits,

- Heather Schwehr – CCHD wants her to go from 20 hrs to a 32-40 hrs Flex F/T and take on some other prevention work with alcohol and opioids in addition to tobacco. This is some of the work Katie has been doing. If she is not interested in the additional hours, it would therefore terminate her employment. Linda Schmidt was working 24 hrs with Covid grant funds, she left and went to a F/T position with Sanford. Would like to hire an RN 24-40 hrs to take on 20 hrs of prevention work and also able to take on work eventually as office nurse and home health rotation with other nurses.
- Emma Tufte is currently working part time 15 hrs with OTM and would like to offer her 20-40 Flex F/T working on planned and coordinated marketing for Public Health.

Motion made by Dr. Chelsea Traverse approving staffing changes plan, Seconded by Tom Overn. Unanimous vote, motion carried.

**ADJOURNMENT:**

With no further business before the Board, the meeting adjourned at 5:30 pm.

**Next monthly meeting:** Monday, April 25, 2022, at 9:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

# CITY-COUNTY BOARD OF HEALTH MINUTES

## Board Meeting

April 25, 2022 | 9:30am

### **PRESENT:**

Sharon Buhr, Chair  
Dick Gulmon

Tom Overn, Vice Chair  
Chelsea Traverse, Health Officer/Secretary

### **ABSENT:**

Cindy Schwehr

### **ALSO PRESENT:**

Theresa Will, Administrator  
Evonne Johnson, Admin. Assist.

Marcie Beta, CVHD  
Bobby Koeplin

### **CALL TO ORDER:**

The Health Board meeting was called to order at 9:37 am by Sharon Buhr, Chair, in the CCHD conference room or by remote.

### **AGENDA:**

Agenda revised to add Mill Levy to New Business.

### **MINUTES:**

Reviewed. Motion made by Dr. Chelsea Traverse to approve set of previous minutes, Seconded by Dick Gulmon. Unanimous vote, motion carried.

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

Reviewed and board members were provided a copy. Did not qualify for Energy Grant for LED lighting. Submitted new HRSA grant, Bridges to Rural Recovery, for substance use and behavioral health. Grant is \$500,000 a year for 4 years.

### **VOUCHERED EXPENSES:**

Reviewed. Dick Gulmon made a motion to approve the March/April vouchered expenses, seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

### **FINANCIAL REPORT:**

Home Health is \$6,314 in the black. Building will be in the red until all work is completed.

Regarding cash reserve, most revenue is related to Covid grant funds and Covid vaccine revenue. Will noted that \$499,484.79 is unencumbered funds with a cash reserve beginning balance of \$598,317.21 for a final cash reserve ending balance of \$940,021.93.

Motion made by Dick Gulmon to approve financial report, seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

## **OLD BUSINESS:**

COVID-19 public health ongoing response: Bringing testing inhouse May 2, 2022 for Binax and Rapid PCR's by appointment only. PCR testing for Barnes County residents only. Encourage home testing. Staff attended inhouse presentation from NDSU Center for Immunization Research and Education on Vaccination Hesitancy. Sharon wants to do some additional advertising for vaccination. Have done approximately 200 2<sup>nd</sup> boosters. Through 2021 we have spent \$1,122,609 on COVID19.

Finance and Eide Bailly update: Rose and Theresa

Paid \$10,892 for onboarding so far, had budgeted for \$25,000. Still working on funds getting sent to us directly instead of going through the county.

Review probable and approved capital improvements

- Due to weather conditions roofing has been delayed and Bobby will coordinate with electrical contractor and heating and cooling. Final price is \$45,670.
- KLJ proposal for design and engineering of parking lot to prepare to take to bid of \$17,500. Motion made by Dick Gulmon to approve quote, seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.
- Lisa from Integrity to clean up and paint metal around windows, quoted \$3,500 not to exceed \$5,000. Motion made by Dick Gulmon to approve project, seconded by Tom Overn. Unanimous vote, motion carried.
- Waiting for Rocky to get updated details on tuck pointing and caulking.
- Flooring was approved, colors have been picked out we are just waiting for final dollar amount.
- Virgil Kratz or Gary Will to be contacted if needed to inspect any work when Bobby Koeplin is out of town.

Requested that Sharon Buhr and Theresa Will to have the authority to approve items up to \$5,000 without having to go to the Board. Motion made by Dr. Chelsea Traverse that the Board President and CCHD Administrator have authority to sign off on projects up to \$5,000 without the Board's approval, seconded by Tom Overn. Unanimous vote, motion carried.

Executive Officer Retirement and staffing updates

Heather has left as an employee of CCHD. RN advertised to combat tobacco prevention and other prevention activities at \$26/hr and no applicants. Sign on

bonus? If we increase must update bottom scale for everyone else. Would like to start at \$30 and increase others accordingly.

## **NEW BUSINESS:**

### Staff Wages:

Would like to increase the bottom wage for RN's to \$30/hr. This would be a \$4/hr increase per 6 nurses, an approximate \$50,000 increase annually. Motion made by Dr. Chelsea Traverse to increase RN wages to a base of \$30 and \$4/hr increase for current 6 nurses, Seconded by Tom Overn. Unanimous vote, motion carried.

Tamara Langland wage is \$20.40 as an aid and has been here almost 30 years. Theresa suggests \$3/hr wage increase. Motion made by Dr. Chelsea Traverse to increase her wage \$3/hr, Seconded by Tom Overn. Unanimous vote, motion carried.

Katie has gone above and beyond and is now assisting Administrator/Executive Officer. Currently at \$27.87/hr and would like to increase her wages to \$32/hr. Motion made by Tom Overn to increase Katie to \$32/hr, Seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

### Environmental Health:

Marcie Bata provided some Environmental Health updates. Septic issue on Welk property at Eggert's Landing that is being sold. Septic inspector is requesting a permit. Permit was acquired in 2017 and expired. System was installed without permit and has multiple violations. Motion made by Dr. Chelsea Traverse that permit not be approved and that the system be brought into compliance with current septic regulation, seconded by Dick Gulmon.

Complaint received from Eckelson Township of a failed sewer system and they were unable to resolve with landowner. Letter to be mailed to landowner to contact Central Valley Health District regarding failed system and regulations. They will have 10 business days to respond.

Complaint received by Kathryn resident about burning issue by Rodney Rood. Concerned that it is not leaves/household waste that is being burned. The resident also stated that the Kathryn city septic is being pumped out on his land. Marcie Bata will contact and follow up.

### Board Packets/email Discussion:

Continue to print and mail board packets or email them? Dr Chelsea Traverse would prefer to have them emailed. Continue to mail them to all other Board members.

Mill Levy request for County Funds:  
Board requested \$450,000 or full 5 mills.

Dick Gulmon exited meeting at 10:30am.

**ADJOURNMENT:**

With no further business before the Board, the meeting adjourned at 11:10 am.

**Next monthly meeting:** Monday, May 25, 2022, at 3:30 pm in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

# CITY-COUNTY BOARD OF HEALTH MINUTES

Board Meeting  
May 25, 2022 | 3:30pm

## **PRESENT:**

Tom Overn, Vice Chair  
Dick Gulmon

Chelsea Traverse, Health Officer/Secretary

## **ABSENT:**

Cindy Schwehr

Sharon Buhr, Chair

## **ALSO PRESENT:**

Theresa Will, Administrator  
Ann, Med Student

Evonne Johnson, Admin. Assist.

## **CALL TO ORDER:**

The Health Board meeting was called to order at 3:29 pm by Tom Overn, Vice Chair, in the CCHD conference room or by remote.

## **AGENDA:**

Agenda revised to table Staff wages until next meeting.

## **MINUTES:**

Reviewed. Motion made by Dr. Chelsea Traverse to approve set of previous minutes, Seconded by Dick Gulmon. Unanimous vote, motion carried.

## **DIRECTOR'S REPORT:**

Reviewed and board members were provided a copy. Discussed taking a look at structuring the overtime differently in the future for exempt positions.

## **VOUCHERED EXPENSES:**

Reviewed. Dick Gulmon made a motion to approve the April/May vouchered expenses, seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

## **FINANCIAL REPORT:**

Home Health is in the black. Eide Bailly cost was able to be split between 3 departments: Administration, Covid and Opioid Grant. This is possible largely due to Covid. MHFA classes paid for by Opioid Grant and offered for free to the public.

Will noted that \$579,100.92 is unencumbered funds with a cash reserve beginning balance of \$598,317.21 for a final cash reserve ending balance of \$997,052.60.

Motion made by Dr. Chelsea Traverse to approve financial report, seconded by Dick Gulmon. Unanimous vote, motion carried.

**OLD BUSINESS:**

COVID-19 public health ongoing response: Testing in house going well. Encouraging public to use Home Tests. Boosters now available to 5-11 age groups. Booster clinics, not always using full vials.

Finance and Eide Bailly update:

Started with Employer on The Go/MyGo for tracking time and for requesting time off. Utilizing Bill.com through Eide Bailly and everything has been going smoothly.

Building Updates: A&R Roofing was completed today. SCHSC is having air conditioning issues upstairs, individuals have been contacted to get this up and running again. Carpet and flooring early June. Problem with door at end of hallway on 2<sup>nd</sup> floor.

Interviews: RN for tobacco program and working in jail as well as rotating with other nurses in Home Health. Have 3 applicants to interview: Paula Thompson, Kaitlyn Lee, Amanda Lux, and all are good candidates.

Staff Wages: Tabled until next month's meeting. Nursing Staff is very appreciative and wants to thank the Board for the recent increase.

**NEW BUSINESS:**

New/Change policy; Use of Agency Vehicles: Board reviewed policy revisions. Dr. Chelsea Traverse made a motion to approve the revised policy, seconded by Dick Gulmon. Unanimous vote, motion carried.

New Organizational Chart: Reviewed by Board. Katie Beyer listed as Deputy Administrator and Prevention Programs are listed under appointed individuals.

Nepotism discussion: Discussed the implications of hiring a family member with direct supervision and involved the hiring process. Dick Gulmon made a motion to follow the current policy that affects CCHD currently and in the future, seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

**ADJOURNMENT:**

With no further business before the Board, the meeting adjourned at 4:15 pm.



**Next monthly meeting:** Monday, June 22, 2022, at 3:30 pm in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

# CITY-COUNTY BOARD OF HEALTH MINUTES

## Board Meeting

June 22, 2022 | 3:30pm

### **PRESENT:**

Sharon Buhr, Chair  
Dick Gulmon

Tom Overn, Vice Chair

### **ABSENT:**

Chelsea Traverse, Health Officer/Secretary

Cindy Schwehr

### **ALSO PRESENT:**

Theresa Will, Administrator  
Marcie Beta,

Evonne Johnson, Admin. Assist.

### **CALL TO ORDER:**

The Health Board meeting was called to order at 3:30 pm by Sharon Buhr, Chair, in the CCHD conference room or by remote.

### **AGENDA:**

Revised Agenda was sent out and reviewed.

### **MINUTES:**

Reviewed. Motion made by Dick Gulman to approve set of previous minutes, Seconded by Tom Overn. Unanimous vote, motion carried.

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

Reviewed and board members were provided a copy.

### **VOUCHERED EXPENSES:**

Reviewed. Tom Overn made a motion to approve the April/May vouchered expenses, seconded by Dick Gulman. Unanimous vote, motion carried.

### **FINANCIAL REPORT:**

Home Health is in the black \$1,430. Board wants to give accommodation to Rose for getting reports completed in a timely manner before board meetings.

Will noted that \$568,505.23 is unencumbered funds with a cash reserve beginning balance of \$598,317.21 for a final cash reserve ending balance of \$1,001,279.63.

Motion made by Tom Overn to approve financial report, seconded by Dick Gulmon. Unanimous vote, motion carried.

## **OLD BUSINESS:**

### COVID-19 public health ongoing response:

State providing employees for testing and having Amanda step away from that roll. State also helping with immunization recalls. Received one vial of new Pfizer for children 4 months to 4 year old and will be making appointments.

### Environmental Health: Marcie Bata

1. Valley City - 2241 117T Ave SE (Welk property on Ashtabula) – Board previously denied to issue permit until system was brought into compliance. Marcie has requested an update from the property owner. Motion made by Tom Overn to send certified letter, seconded by Dick Gulmon. Unanimous vote, motion carried.
2. Fingal -4555 121st Ave SE (Singleton)– Singleton Builders requested septic permit for septic already installed previous to 2018. Currently no building on property. Based on information provided system does meet requirements for a 3-bedroom home with the exception that it does not have inspection pipes at end of each trench. Motion made by Dick Gulman to approve system to purchase septic permit, provided 1).inspection pipes are added 2) the septic system is hooked into a building no larger than system designed for (3 bedroom) 3) when any building is constructed on the property it meets the setbacks to the septic system 4) in addition to permit fee the fee for failure to purchase permit is paid for (\$200.00) , seconded by Tom Overn. Unanimous vote, motion carried.
3. Valley City -3841 117th Ave SE (Six D Construction/Paul Diegel) Six D construction has not responded since last fall on soil classification for the system, Marcie will reach out to him.
4. Valley City -3867 117th Ave SE (Paul Diegel) -There is a complaint dead calves laying by road and have not been disposed of. Marcie will reach out to North Dakota Department of Environmental Quality to determine how complaint shall be addressed.

### Building Updates:

Currently working on tuckpointing on outside of building. Tenants upstairs having AC issues and now is working. Flooring is starting July 5th. KLJ has approval from state if we move forward with the parking lot.

### Staff Changes:

- Kaitlyn Lee hired as new RN/Tobacco Coordinator Starting on July 6th.
- Kristi Brooks P/T Aid is moving to Jamestown and last day will be August 12th, we are advertising for P/T CNA.
- Brittney Burns/Andel gave resignation and is moving to prison in Jamestown. Advertising for RN position and currently no applications in a week.

Organizational Chart approval:

Final changes with new staff changes reviewed by board. Motion made by Dick Gulman to approve, seconded by Tom Overn. Unanimous vote, motion carried.

Staff wages (tabled from last month):

Discussed current wages and proposal of wage adjustments for Katie as Deputy Administrator and Theresa as Administrator. Motion made by Dick Gulman to approve to increase Katie to \$37/hour and Theresa to \$50/hour, seconded by Tom Overn. Unanimous vote, motion carried.

Other

**NEW BUSINESS:**

Dare to Lead: Staff Development: Katie and Theresa

We have a very young team who are not steeped in the core functions and foundations of Public Health. This can help built our team and build a foundation. This would be a facilitated organizational adoption of the Dare to Lead framework. Requesting that the budget be allocated from unincumbered carryover dollars to invest in training. Board would like to allocate budget up to \$35,000 for training. Motion made by Dick Gulman to approve, seconded by Tom Overn. Unanimous vote, motion carried.

New Organizational Chart:

Reviewed by Board. Katie Beyer listed as Deputy Administrator and Prevention Programs are listed under appointed individuals.

2023 preliminary budget:

Still waiting to hear on 2 large grants we applied for that we will not know if we get them until September. Added 2% increase for 2023. Requested 5 mils (\$442,861) from the county. Reviewed the budget and will revise as needed as information on mils and grants are received.

Time Record Article:

Distributed to Board members. A number of employees were appalled that someone would write such a demeaning article.

4:38pm Dick Gulman exited the meeting.

**ADJOURNMENT:**

With no further business before the Board, the meeting adjourned at 5:10 pm.

**Next monthly meeting:** Monday, July 27, 2022, at 3:30 pm in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

# CITY-COUNTY BOARD OF HEALTH MINUTES

## Board Meeting

July 27, 2022 | 3:30pm

### **PRESENT:**

Tom Overn, Vice Chair  
Dick Gulmon  
Sarah Hansen

Chelsea Traverse, Health Officer/Secretary  
Cindy Schwehr (via Lifesize)

### **ABSENT:**

### **ALSO PRESENT:**

Theresa Will, Administrator

Evonne Johnson, Admin. Assist.

### **CALL TO ORDER:**

The Health Board meeting was called to order at 3:34 pm by Tom Overn, Vice Chair, in the CCHD conference room or by remote.

### **AGENDA:**

Agenda was revised to add to Old Business: update on Amanda Welk property and to New Business: Board Structure and Strategic Planning. Motion made by Chelsea Traverse to approve agenda as revised, Seconded by Dick Gulman. Unanimous vote, motion carried.

### **MINUTES:**

Reviewed. Motion made by Dick Gulman to approve set of previous minutes, Seconded by Chelsea Traverse. Unanimous vote, motion carried.

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

Reviewed and board members were provided a copy. Issues with how to use panic alarms when needed last week, has been resolved and all have been tested. Mental Health First Aid (MHFA) classes for Teens (ages 15-18) now available in addition to Adult and Youth. Will want 16 trainers across the region to be trained at the cost of \$52,000 provided through National Behavioral Health Council. ROPES grant funds can be used for the MHFA training and ND DHS will also give us additional funds. There is no cost to school aside from staff time. Will need to reach out to the other schools in the region and make sure they are on board. Would like to see Amanda trained since she is the school nurse as well as one other person at the school. Chelsea Traverse made a motion to go ahead and move forward with the MHFA program if the school is on board, seconded by Dick Gulman. Unanimous vote, motion carried. Attended Healthy Families Advisory Board meeting. They assist families with incarcerated parents coming out of the system and other high-risk families. They are currently working with 3 families. Working with Health Management Associates regarding withdrawal management

plan for our community. Trying to develop a better local system for care for withdrawal services. Meeting with Trent Bitz regarding services he provides for addiction management.

### **VOUCHERED EXPENSES:**

Reviewed. Chelsea Traverse made a motion to approve the June/July voucherred expenses, seconded by Dick Gulman. Unanimous vote, motion carried.

### **FINANCIAL REPORT:**

Home Health is currently \$4,500 in the red.

Will noted that \$444,844.24 is unencumbered funds with a cash reserve beginning balance of \$598,317.21 for a final cash reserve ending balance of \$847,913.53.

Motion made by Dick Gulman to approve financial report, seconded by Chelsea Traverse. Unanimous vote, motion carried.

### **OLD BUSINESS:**

#### COVID-19 public health ongoing response:

Covid cases have increased in ND. BA5 is the predominant variant in ND. CCHD has given new Pfizer for children 4 months to 4-year-old to 5 children.

Monkeypox – 1 case in ND. Vaccine available for specific individuals.

#### Dare to Lead:

Staff will start August 15<sup>th</sup> with full in person session and then additional 2 hour virtual sessions and one final 6 hour in person session. Motion made by Dick Gulman to approve office closing during these sessions, seconded by Chelsea Traverse. Unanimous vote, motion carried.

#### CCHD Trailer update:

Option to store trailer at old guard maintenance area by airport that is rented by the city. Other county departments would be able to use it if needed. Motion made by Chelsea Traverse to not sell trailer and store it, seconded by Dick Gulman.

Unanimous vote, motion carried.

#### Building Updates:

Flooring and tuck pointing have all been done. Going to try a chemical wash to get some of the rust removed. This will not be an additional cost as Rocky Gabel's estimate was higher than the actual cost from original quote. Painting of the steel will be started and done on weekends. SCHSC tenants upstairs wanting to make some changes. Bobby had gotten some bids on removing accordion wall. AC has frozen up several times and ceiling panels are needing to be replaced. Electronic sign is currently not working. Parts needing to be replaced. Theresa will do some

checking on what repairs costed in the past. Get quotes on a new sign. Possibility of using previous grant money.

Staff Changes:

Hired Samantha Storhoff, she starts August 8<sup>th</sup>. She is an LPN and will work with SSP/ROPES and will work in Public Health office more frequently and with Immunizations. Might possibly be able to use her as an Aid as well.

Environmental Health:

Valley City - 2241 117th Ave SE (Welk property on Ashtabula) – Amanda Welk has not responded to the letter that was sent to her. System still does not meet code and property has been sold. Marcie has requested an update from the previous property owner. Motion made by Chelsea Traverse to talk to States Attorney and ask for their advice and proceed as advised, seconded by Dick Gulmon. Unanimous vote, motion carried.

Board Structure:

Strategic Planning:

**NEW BUSINESS:**

Introduction Kaitlyn Lee:

Kaitlyn Lee hired as new RN/Tobacco Coordinator. Working on Tobacco Prevention half time as well as Jail Health Nurse, Home Health and Public Health. She has submitted grant for compliance checks on Tobacco. Getting up to date on legislation for upcoming session at the beginning of next year.

Education Agreement:

Alexis Elton is continuing pursuit of her psychology degree at VCSU. Looking for approval of education agreement contract to pay for her to go to class 10 hours a week. Theresa has asked the state if we can use Health Equity Funds to pay for this and has not gotten a response. First Semester can be paid out of the ROPES Grant if approved by HRSA. Question if there should be a pay increase once she has her degree included in the contract. Her current position does not require a degree; however, it is beneficial. Her position is a temporary position funded by grants, 24-40 flex. The board could justify paying tuition instead of paying her to go to school 10 hours a week. Motion made by Dick Gulman that the board is not in support of education agreement. Seconded by Chelsea Traverse. Unanimous vote, motion carried.



Strategic Planning:

Could use some assistance and have contacted a consultant. Would be able to use ROPES grant funds, but the grant is regional so would like to work with all health units in region. Received a proposal but need to have it revamped. Current proposal includes focus groups with community entities and reenergizing community after Covid. Table until next month.

Board Structure:

Sharon Buhr is no longer on the Board. The School Board has replaced her by appointing Sarah Hansen who is a new NP with Essentia. Dick Gulman made a motion to nominate Tom Overn as Chair. Seconded by Chelsea Traverse. Tom Overn made a motion to nominate Dick Gulman as Vice Chair. Seconded by Chelsea Traverse. Unanimous vote, motion carried.

**ADJOURNMENT:**

With no further business before the Board, the meeting adjourned at 4:55 pm.

**Next monthly meeting:** Monday, August 24, 2022, at 3:30 pm in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

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

## **Board Meeting**

**August 24, 2022 | 3:30pm**

### **PRESENT:**

Tom Overn, Chair  
Dick Gulmon, Vice Chair

Chelsea Traverse, Health Officer/Secretary  
Sarah Hansen

### **ABSENT:**

Cindy Schwehr

### **ALSO PRESENT:**

Theresa Will, Administrator  
Samantha Storhoff, LPN

Evonne Johnson, Admin. Assist.

### **CALL TO ORDER:**

The Health Board meeting was called to order at 3:29 pm by Tom Overn, Chair, in the CCHD conference room or by remote.

### **AGENDA:**

Agenda was reviewed. Motion made by Chelsea Traverse to approve agenda, Seconded by Dick Gulman. Unanimous vote, motion carried.

### **MINUTES:**

Reviewed. Motion made by Dick Gulman to approve set of previous minutes, Seconded by Chelsea Traverse. Unanimous vote, motion carried.

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

Reviewed and board members were provided a copy. Looking at 2 opportunities. Working with US Department of Justice. This is a one-year initiative to empower rural practitioners to build deeper networks to adopt solutions for challenges of substance use and misuse in rural communities. Better improve connections between systems to have a better path forward. Webinar on August 30<sup>th</sup> to determine if we will apply. They will assist in moving plans forward in Barnes County. Second one is with NACHO and Alzheimer's Association to help develop a map on where and how to better prevent and assist people with dementia. Only 8 Health Departments in US will be selected for this.

### **VOUCHERED EXPENSES:**

Reviewed. Chelsea Traverse made a motion to approve the July/August vouchered expenses, seconded by Dick Gulman. Unanimous vote, motion carried.

## **FINANCIAL REPORT:**

Home Health is currently \$13,700 in the red. KLJ is working on parking lot plans and should have within 30 days. We held off on paying \$2,500 on roofing contract until an item is completed. Still have not heard on generator funding. Therapy Services are being looked at again and if it is added we may need another nurse. County intends to give us 4 mills instead of the 5 mills requested for 2023.

Will noted that \$425,283.30 is unencumbered funds with a cash reserve beginning balance of \$598,317.21 for a final cash reserve ending balance of \$785,319.51.

Motion made by Dick Gulman to approve financial report, seconded by Chelsea Traverse. Unanimous vote, motion carried.

## **OLD BUSINESS:**

### COVID-19 public health ongoing response:

Continue to offer testing in the office. New bivalent Pfizer and Moderna boosters will be available in the near future. Currently 4 Monkeypox cases in ND. We do not have vaccine in our office but can quickly get it if needed. Receiving influenza vaccinations and will start immunizing at the end of September.

### Dare to Lead:

Staff had in person session August 15<sup>th</sup> and 2-hour virtual session on August 23<sup>rd</sup>.

Building Updates: Have requested quote on sign from Indigo for new electronic sign. Bobby indicated 2023 street improvements may include sidewalk and driveway approach on east side and we would be assessed 50% from the city. Asking about ADA sidewalks and concern about East entrance with UPS and FedEx drop-off location. LED retrofit has all been completed and we will get a \$2,961 rebate, total cost \$9,262.

Staff Changes: Still advertising for part-time CNA. Will also need to advertise for a full-time Prevention Specialist which is 1 of the 3 new positions that were written into the new HRSA grant. The positions are a grant coordinator and a recovery care coordinator and peer support. Katie may move into some of the coordinating of the grant. Alexis may also move into some of the work of the grant. Prevention Specialist will be working with multiple grants. No specific degree required but could be RN, Social Worker, or Community Health degree.

## **NEW BUSINESS:**

3:30 Board picture: Tabled until next month.

Introduction Samantha Storhoff:

Samantha was hired as new LPN. Working on Immunization program, SSP, Home Health and Public Health. Will be visiting SSP at Fargo Public Health. Currently working on reauthorization.

Regional Strategic Planning contract: Using the current HRSA regional grant to increase recovery services throughout 8 counties. Strategic planning in each health unit. Contract is \$50,000 for 7 different health departments and a final regional strategic planning in which boards will be included. Dick Gulman made a motion to approve to go ahead with contract, seconded by Chelsea Traverse. Unanimous vote, motion carried.

Board payment for meetings; current rate \$62.50: Century code reads as “Approved at the rate of appointing authorities.” Dick Gulman made a motion for a roll call to leave the board payment for meetings at the current rate of \$62.50, seconded by Chelsea Traverse. Roll call vote. Dick Gulman-Yes, Chelsea Traverse-Yes, Sarah Hansen-Yes, Tom Overn-No-1 vote, motion carried.

**ADJOURNMENT:**

With no further business before the Board, the meeting adjourned at 4:18 pm.

**Next monthly meeting:** Monday, September 28, 2022, at 3:30 pm in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

# CITY-COUNTY BOARD OF HEALTH MINUTES

## Board Meeting

September 28, 2022 | 3:30pm

### **PRESENT:**

Tom Overn, Chair

Dick Gulmon, Vice Chair

Cindy Schwehr

Chelsea Traverse, Health Officer/Secretary

Sarah Hansen

### **ABSENT:**

### **ALSO PRESENT:**

Theresa Will, Administrator

Michael Kerr, Family Med. Resident

Evonne Johnson, Admin. Assist.

### **CALL TO ORDER:**

The Health Board meeting was called to order at 3:29 pm by Tom Overn, Chair, in the CCHD conference room or by remote.

### **AGENDA:**

Agenda was reviewed, Budget Request added to New Business. Motion made by Chelsea Traverse to approve agenda, Seconded by Dick Gulman. Unanimous vote, motion carried.

### **MINUTES:**

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

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

#### **Additions to written report:**

ND Association of Counties is submitting a resolution related to public health funding requesting that a study be done to identify core public health functions to ensure overall operation and funding mechanisms are in place for public health. Theresa and Katie met with Family Healthcare as they have not been here since the pandemic. Their signage is still on our building and wondering if we can remove it. They want to continue to have a presence in Valley City/Barnes County. Possibly providing more access to TeleHealth and other Mental Health services. They are possibly looking to hire a local provider to work locally. Jason Wahl Director of the Medical Marijuana Office at State Health Dept. met with SACCHO. He noted that they anticipated 6,300 registered users by June of 2023 and already have 8,300. There are concerns regarding how the measure was written and the cost to the state if it goes through. Deanna Vanbruggen is our new epidemiologist. Theresa met with her and left prophylactics to distribute. Will noted that there is a 25% increase of mention of alcohol use on death certificates.

Tom has questions on signage including Family Healthcare, they do not pay rent but did pay for a portion of the sign. Congrats to Dick Gulman on being inducted to the Parks and Rec Hall of Fame.

### **VOUCHERED EXPENSES:**

Reviewed. Dick Gulman made a motion to approve the August/September vouchered expenses, seconded by Sara Hansen. Unanimous vote, motion carried.

### **FINANCIAL REPORT:**

Home Health is currently \$19,000 in the red. Will even out down the road, payments have not met up with expenses yet. Therapy Services are being looked at again and if therapy services are provided through home care again, we may need another nurse. County intends to give us 4 mills instead of the 5 mills requested for 2023.

Will noted that \$400,679.29 is unencumbered funds with a cash reserve beginning balance of \$598,317.21 for a final cash reserve ending balance of \$714,043.83

Motion made by Dick Gulman to approve financial report, seconded by Chelsea Traverse. Unanimous vote, motion carried.

### **OLD BUSINESS:**

#### COVID-19 public health ongoing response:

Continue to offer testing in the office. Have free home test kits available. Moderna BiValant is now currently available starting next week.

#### Dare to Lead:

Staff had last in person session last week. Lots of good changes in the works in policy, etc.

#### Building Updates:

Received quote from Indigo Signs to replace internal electronic piece for \$26,890. Key features: cellular connectivity, software controlled through cloud, LED technology. Cellular connectivity is included as part of the total cost as long as the sign is in workable order. Warranty was discussed. Theresa will research how much we have spent on the sign. Board discussed importance of sign. Dick Gulman made motion to accept proposal for sign, Cindy Schwehr seconded. Unanimous vote, motion carried.

Will be receiving \$2100 rebate for LED. Bobby meeting with Bakegaard to work on manual for furnace/AC controls. Tuck pointing, painting, roof and heating/air projects completed.

## **NEW BUSINESS:**

### 3:30 Board picture:

Single Audit: We are required Federally to have audit due to amount of federal funds we have received. Harold Rotunda is the auditor that has done the audits for the county as well as this single audit, He has not been very communicative and says he is way behind. The 2020 audit with extension is due September 30, 2022 and we still do not have it. Theresa has requested another federal extension but hasn't received a response.

### Environmental Health:

Wanted to make board aware of strange items that Marcie has to deal with: Fly strips in bakery, report of person in Viking Room who was not clean, Wellness Center showers were shut down because of leaking (which they were required to fix as it is required to have working showers, so all can shower prior to entering the pool, Tasty Treat in Litchville has water issues causing it to shut down, Duttons Parlor had an 8-year-old working, pool training at AmericaInn, septic permits down in 2022.

Welk Property – states attorney suggested sending the letter regarding noncompliant septic system. Have not heard anything from new owners.

- a. Licensing fees: tattoo, tanning beds, etc will be increasing, contracted with Central Valley Health with Marcie, they take all the income for those.
- b. Contract increase from \$5,400 to \$7,900

### Budget Request:

Theresa Will asked to take \$10,000 from old grant funds and move it into SSP. Motion made by Tom Overn to approve moving the funds, seconded by Chelsea Traverse. Unanimous vote, motion carried.

Other: Need to nullify our contract with Amache Mentoring who supervises our peer support. The state has had concerns since 2021 that peer support is not getting appropriate supervision. There was concern that they may be requesting funding from the state for services that we have also paid them for. Theresa also contacting Senator Heckaman who is on the Amachi Board, and she felt it would be in the best interest of our community to stop contracting with Amachi until they are able to take care of some concerns. Have a meeting with Sharehouse next week. Would be nice to contract with them and have them take care of the recovery house. Do not want to shut the house down but will likely need to have it empty for a while until we can make appropriate arrangements.

**ADJOURNMENT:**

With no further business before the Board, the meeting adjourned at 4:33 pm.

**Next monthly meeting:** Monday, October 26, 2022, at 3:30 pm in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary