

CITY-COUNTY BOARD OF HEALTH MINUTES

Board Meeting

November 27, 2024 | 7:30am

PRESENT:

Tom Overn, Chair
Dick Gulman, Vice Chair

Ashley Horner, Health Officer/Secretary
Tommy Bergan

ABSENT:

Cindy Schwehr

ALSO PRESENT:

Katie Beyer, Administrator
Marcie Bata

Evonne Johnson, Admin. Specialist
Dave Singleton

CALL TO ORDER:

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

AGENDA:

Agenda was reviewed. Motion made by Dick Gulman to approve agenda as presented, seconded by Ashley Horner. Unanimous vote, motion carried.

MINUTES:

Reviewed. Motion made by Dick Gulman to approve previous months minutes s presented, seconded by Tommy Bergan. Unanimous vote, motion carried.

DIRECTOR'S REPORT:

State Surveyors were onsite last week Tuesday and Wednesday. We received our CMS-2567 with no deficiencies. State facility license obligations are good to go for 2025. Leslie accepted a position with the State of ND, intend to hire replacement for that position. Meghan invited to participate in opioid best practice summit in Bismarck. Agreement with AFC (Advocate for Change) for getting us connected with 1915i as a provider – brings revenue under fee for services. Medicaid allows us to bill for things we are already doing. Legislative: will be working to increase our state aid allocation along with other groups. Tobacco settlement dollars from JUUL. Concerned with PH regulations. Emergency Prep: working on a sheltering exercise in the spring. Development of data centers, increasing insecurity related to shelter in cold months. Cindy's retirement: Accept our gratitude for all the ways, often unseen, that you have supported the health district over the years. CCHD office will be closed 12/11/2024 for annual training. VCSU intern Grace will be joining the health district in January. Marcie Bata was recently recognized with a distinguished services award by the ND Environmental Health Association.

FINANCIAL REPORT:

Katie Beyer noted that \$573,821.69 is the account balance with a cash reserve balance of \$304,505.37 at the end of October. Home Health is in the black \$3,122.87 for October and \$63,468.53 for the year. Ashley Horner made a motion to approve financials as presented, seconded by Dick Gulman. Unanimous vote, motion carried.

VOUCHERED EXPENSES:

Reviewed. Ashley Horner made a motion to approve the October/November voucherred expenses, seconded by Dick Gulman. Unanimous vote, motion carried.

OLD BUSINESS:

Environmental Health – Marcie Bata

Certified letters sent out on the following properties:

- Singleton Properties:
 - Fingal property: items now meet regulation. Dick Gulman made motion to approve permit as is, seconded by Ashley Horner. Unanimous vote, motion carried.
 - Sibley property: property owner and Singleton have an engineer assigned to the project, will need to wait to hear report from engineer.
 - Motion made by Ashley Horner to issue renewal seconded by Dick Gulman. Unanimous vote, motion carried.
- Oriska property: Change of ownership and new owner was not aware, has contacted installer to see what has been done if anything. No action at this time.
- Ashtabula property: Connected into existing system and issues with hill side. Removed building on property and have no plan to rebuild. Closed this matter.
- South VC, property had ownership change and applied for a variance on an existing system. New owners were not aware of issue when property was exchanged. Currently classified as 4 bedroom. Will contact county and decide what they are doing. Will be on hold until next spring.

One certified letter was not accepted. They have 14 days after received to contact us or we can turn over to states attorney. Dick Gulman made a motion to send to states attorney at end of 14 days, seconded by Tommy Bergan. Unanimous vote, motion carried.

License renewal season: There are 4 facilities from the state that county will be taking over inspections. Fees in the county are different than the state fees and they have not been increased in at least 16 years.

Applied for a \$10k grant for National Food Retail model. Currently have 3 inspection staff and recently hired 1 administrative staff for an 8-county region. Also applied for \$5k aquatic grant.

NEW BUSINESS:

CCHD Policy Manual – Consider Amendments

Leave Earnings: Adjust to correlate with hours worked.

- FT working 40/5 days - 8 hrs
- FT flex 24-40 hrs/5 days - 7.5 hrs
- FT flex 32 hrs/4 days - 6.5 hrs

Clarification funeral leave and bereavement leave to be brought to next meeting.

Dick Gulman made a motion to approve change in earnings of leave, seconded by Tommy Bergan. Unanimous vote, motion carried.

Building/Grounds – 2nd floor next steps

SCHSC is transitioning to community behavioral health clinics. Needing 5 additional offices currently and possibly transition into additional space. We received a quote from Ray Nelson. Additional bids can be emailed board members for approval. Project must be completed by June 2025. Consider approving \$25,000 from HRSA budget to potentially support upfront costs of remodel, to be repaid by SCHSC. Ashley Horner made a motion to use HRSA funds to start remodel, seconded by Dick Gulman. Unanimous vote, motion carried.

2025 Budget – Consider COLA Rate

Cost of living was 4% in 2024, 2025 budget will sit easiest with 3-3.5%. Ashley Horner made a motion to approve 3.5% , seconded by Dick Gulman. Unanimous vote, motion carried.

December Meeting – Consider Tabling until January

With meeting date moved up, financials would not be a complete month. Board moved to skip December's meeting.

Other

ADJOURNMENT:

With no further business before the Board, the meeting was adjourned at 8:41 am.

Next monthly meeting: Wednesday, January 22, 2025 at 7:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Ashley Horner, Secretary