

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

April 26, 2016

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair
Madeline Luke
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:32 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under Old Business add 9) Library drop box; 10) Other. Approved as amended.
- MINUTES:** Board reviewed March 22, 2016 minutes. Overn made a motion to approve the minutes as printed. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Carl Martineck, Barnes County States Attorney, has sent out letters to two individuals who have not yet responded regarding their septic system issues. More action may be needed by the Board in the future. Sharon Buhr questioned if "open access" (referred to in paragraph 8 of director's report) included both mental health and addiction counseling. Will stated that if needs are significant enough in either area, individuals will be seen, though there will be a triage process.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the April/May voucherred expenses. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. \$7,300 behind in Home Health yet due to outstanding Medicaid billing. Next month should look better in this area. Vaccines discussed. It will take approximately \$20,000 this next month to purchase private vaccine for insured children ages 0-18. This is due to NDDoH cutting the universal immunization program to meet 4% budget cut mandate by ND Legislature. CCHD will need to add a 10% mark-up to vaccines beginning in July to help cover diminishing reimbursement rates by private insurers.
- Rent income discussed. Rent income to date in 2016 is \$14,857. Building expenses are \$45,000. Average \$10,000/mo. in expenses. Will has visited with BC Commissioner Mike Metcalf (not CCHD portfolio holder) regarding CCHD building maintenance plan (heat/AC, windows, etc.) and possible grant availability. Board agreed that a special meeting will be needed for this topic alone. Luke shared that if the Board considers solar heat to supplement boiler heat, the city has an agreement with Missouri River Energy Services that needs to be followed. Will also noted there is currently \$20,000 in the interest account at First Community Credit Union that is there for CCHD to utilize. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.
- OLD BUSINESS:** On The Move Partnership: Nothing new to report.
- CCHD Facilities Update/Building Report: Reviewed report by Bobby Koepplin, CCHD maintenance. Proposal from Bakkegard & Schell discussed. The boiler control with

outdoor reset will cost \$1,277 installed. To replace three pneumatic zone valves in Carol Nelson's office (1) and Wick Construction office (2) and one thermostatic radiator valve (north entrance) will cost \$2,550. These improvements are recommended if no other improvements are planned for the mechanical systems (quick fix for "hot boiler" situation). Koeplin made his recommendations to the Board. Dr. Buhr made a motion to table discussion on this topic until a special board meeting is held. Second by Overn. Unanimous vote, motion carried.

SPF SIG: Sarah Hansen and one of the VC police officers are going to a Traffic Safety Institute on Positive Community Norms May 18-19. Theresa will be going to Community Capacity and Sustainability training May 11-12 with SPF SIG.

Tobacco smoke-free workplace and e-cig ordinances: The e-cig ordinance passed unanimously April 19 by City Commission. Vicki Rosenau is working on a press release for the media. Skyline Villa is considering constructing a smoking hut outside their building.

Community Health Assessment/Community Health Improvement Plan (CHA/CHIP): Invitations sent out to community representatives to attend a meeting May 25 to look at priority areas and determine what can be done. Luke suggested that the minutes from the last Community Health Assessment meeting be distilled down to 3-5 bullet points (priorities) for Rep. Kathy Haugen to present to the ND Legislature.

Program evaluations:

- Health Tracks: Regional coordinator (Laurie Kramer) has been helpful to this program. Net gain: \$8,157. This is a Medicaid program for children/adolescents ages 0-21. Sharon Buhr asked how many eligible children we are reaching. Theresa will talk to Laurie to see if she knows those numbers.
- Wellness Screens: Offered to community and senior VCHS students a total of 3-5 times per year. 93 total lipid profiles completed in 2015. Net gain: \$793. County employees make up about 50% of participants through county wellness program.

Immunization program changes: CCHD will need to provide private vaccine to insured children as of July 1, 2016. We will need to do a 10% mark-up on private vaccines, which we have not done in the past.

Building heating system: Tabled per earlier discussion (financial report).

NEW BUSINESS: Staff Appreciation: June 3 from 12:30-2:30. Office will be closed. Service awards presented during luncheon. Annual staff reviews (required materials) will be done as a group this year rather than as individuals.

Electronic Health Records: Theresa and Paula gathering information on two systems: Champ and NetSmart. These two EHR systems cover both public health and home health, which many systems do not. There are currently Tobacco Measure 3 funds available in May to fund about 50% of system cost.

- Champ: Cost is approximately \$40,000, not including hardware for out in the field (portable iPads), and \$20,000 annual fee. CCHD staff have already seen this demonstration.
- NetSmart: Demo on May 13 from 1-5 p.m. No price from them yet. Dr. Buhr would like to attend this demo.

Dr. Buhr asked if either system would have the capability to store photos and would it have voice recognition so that notes wouldn't have to be typed into the records. Theresa will look into this. Will noted that LPHUs aren't allowed to share systems. Special meeting will need to be held to decide which system to go with. Tabled.

New policies:

- Tuberculosis – Treatment of Active TB. Dr. Buhr made a motion to approve the policy as presented. Second by Luke. Unanimous vote, motion carried.

Library drop box: Library Board would like to place a drop box by our generator fence so their clientele can drive through our lot and drop off library books/materials. Board members went outside to view possibilities. If the drop box will fit between the two concrete barriers protecting the generator/fence, the Board was in favor of allowing it.

Public Health Service Award: Theresa proposed that CCHD give three awards for 2015: Valley City Commission, Randy McClafin, Sheriff, and Fred Thompson, VC Police Chief. Commission for the e-cig ordinance and McClafin/Thompson for SPF SIG participation. Dr. Buhr made a motion to give service awards to all three. Second by Overn. Unanimous vote/motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:03 p.m. The next regular monthly meeting will be **Tuesday, May 24, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

Aug. 25, 2016

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

ABSENT: Madeline Luke

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Becky Kratz, CCHD Financial Analyst

CALL TO ORDER: Meeting was called to order at 1:09 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Approved as printed.

MINUTES: Board reviewed July 26, 2016 minutes. Dr. Buhr made a motion to approve the minutes as printed. Second by Overn. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Reviewed. CCHD strategic planning project discussed – other PH administrators will be viewing this meeting via IVN. \$1,150 (5%) budget increase requested from City Commission for public health. County Commissioners would like to see mill levy decrease for CCHD – 4 mills instead of 5 mills. Theresa will request meeting with Commissioners Froelich, Berntson and Carlblom to discuss this. She has already talked to Commissioner Metcalf. CCHD will be spending down the cash reserve due to encumbered expenses by the end of next year. NDDoH's Dr. Dwelle and the State Superintendent sent letter to schools reminding them of importance of immunizations and the fact that students need required shots before starting school.

VOUCHERED EXPENSES: Overn made a motion to approve August/September voucherred expenses. Second by Dr. Buhr. Unanimous vote, motion carried. Will noted that an additional office unit is needed. Katie Beyer, SPF PFS (alcohol prevention) coordinator, will be moving into Betty Olson's office space, Betty will move to the home health nurses area, and Kerry Due, R.N., is the new nurse who will also need a desk in this area. Overn made a motion to approve the bid from Valley Officeworks for \$3,924. Second by Dr. Buhr. Unanimous vote, motion carried.

FINANCIAL REPORT: Reviewed. Home health is \$11,717.61 ahead now. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

OLD BUSINESS: On The Move Partnership: Nothing new to report.

CCHD facilities update: Will reported that she had approached Kasey Skalicky (APOC) about renting the space being vacated by the law firm the end of September. But Skalicky had just signed a three-year lease for their current office space. The new lawyers who will be taking over law practice expressed some interest in possibly renting half the current space (reception, two offices and conference room). The square footage requested would cost \$1,285/mo. Also asked about Caral Nix's old office space, which would rent for \$350/mo. No further information was available at this time. Carol Nelson said CCHD could show the space at any time. Carl Martineck, Barnes County States Attorney,

suggested CCHD put the space out on bids for leasing. Board approved advertising the space for rent at \$9/sq. ft. Theresa will also ask Hospice of the Red River Valley if they are interested in renting this area. Will noted that remodeling of the area will need to be done before renting again since no upgrades have been made on second floor for many years. Discussed status of elevator. Thyssen Krupp had to order a second door circuit board as the first one burned out while trying to make necessary repairs. CCHD won't need to pay for the circuit boards, due to service issues in the past, but will need to pay the labor costs.

Sharon Buhr questioned if Bobby Koepplin will be getting estimates from Fargo Glass regarding windows. Will stated this will be done before the next board meeting.

SPF SIG update: Will attended training Aug. 24 on lessons learned and sustainability regarding the SPF SIG program. This framework will be utilized again with the SPF PFS project.

Community Health Improvement Plan: Issues include mental health access, substance abuse and daycare. Chamber is taking care of the daycare piece. Both city and county approved development money for this project. Still won't be enough infant care. CHI and CCHD are working on compilation of mental health services available in area. CCHD is working with Heartview and South Central Human Service Center to increase access. Encouraging employers to offer EAPs to employees since this service is relatively cheap, but effective. According to Dr. Buhr, as of Aug. 30, Sanford Clinic will no longer offer psychiatric services. Telemedicine discussed. Will also noted that it will be a few weeks before a decision is made regarding the recovery center grant.

NEW BUSINESS: 2017 budget: Budget is based on receiving 5 mills from the County Commission, with projected mill value of approximately \$78,000 (last year a mill was \$73,903). It also includes a 2% salary increase.

Will has not asked school for increase yet (\$12,875). Suggested she ask for an increase (5%). She has visited with the VC Public Schools superintendent regarding head lice (no nit) policy. Discussed hiring someone separately to check students' head when there is a lice issue – this is too time consuming for a nurse when there are multiple students needing to be checked. Eileen Ryan, CCHD CNA, is willing to do this. State says children should not be barred from school for nits. The school will pay for her time.

Will noted that Tob Cessation (\$1,700), listed under Stand Alone Grant Revenue, should have been listed under Grant Revenues.

Budgeted more for flu revenue (2,000 doses). Immunizations discussed. Have to purchase private vaccine for children since July 2016.

Tobacco State Aid increased since they allowed \$12,750 for electronic health record. Measure 3 dollars are down due to Heather Schwehr being half time rather than full time.

Excess Revenue over Expenses -- \$35,098 deficit in 2016-17 budget.

Following review of 2017 budget, Board urged Will to share information with county commissioners and set up individual meetings with each to discuss 2017 budget issues and need for full 5 mills.

Will noted that additional Helmer vaccine refrigerator is needed now that more private vaccine must be kept on hand. A new refrigerator will cost approximately \$5,000. A Helmer refrigerator is much more temperature stable than a regular household refrigerator. Dr. Buhr made a motion to approve purchasing another Helmer refrigerator for the vaccine program. Second by Schwehr. Unanimous vote, motion carried.

Electronic Health Record: Will stated that the Patagonia electronic health record system is preferred for purchase by CCHD after extensive research with vendors and other public health units. This system will not include home health, which will remain on the current Sansio system. To buy the Patagonia system, the first year will cost \$42,460; 2nd year, \$10,982. Dr. Buhr made a motion to purchase the Patagonia EHR system. Second by Schwehr. Unanimous vote, motion carried.

Overn made a motion to approve the 2017 budget. Second by Dr. Buhr. Unanimous vote, motion carried.

Board members will research Will's director wage in light of her master's degree in public health.

2015 Home Care Cost Report analysis: Bottom line – how can CCHD increase the number of home health clients while decreasing the number of visits needed? Will anticipates that home health will be in the black for 2016.

Policies: No new policies to review.

Will noted that she will be conducting interviews next week for the new SPF PFS coordinator. Four interviewees have been selected.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 3:04 p.m. The next regular monthly meeting will be **Wednesday, Oct. 5, at 12 noon** in the CCHD conference room. **Please note change of date and time.**

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

Feb. 18, 2016

- PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
- ABSENT: Madeline Luke, Cindy Schwehr
- ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Marcie Bata, EHP
- CALL TO ORDER: Meeting was called to order at 3:38 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA: Under New Business add 3) NDDoH budget cut; 4) Other. Approved as amended.
- MINUTES: Board reviewed Jan. 26, 2016 minutes. Overn made a motion to approve the minutes as printed. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT: Will noted that Job Service ND requested the use of CCHD's unused office space in May/June 2016, 2 days a week, 1-2 times a month. Board agreed that this was a good use of available space on a temporary basis.
- Briefly discussed Dr. Warne, NDSU, and the community health project. Primarily working with Medicaid population. Could be a way for nurses or community health workers to have more connections with MA clientele. Could also utilize community paramedic concept. This is a CMS grant and there are three different models that can be used. It has to be a college applying for the grant. Total dollars available approximately \$4.5 million over 5-year period. ND Medicaid would need to play a large part tracking data since this is their clientele. Grant deadline is mid-March. Kelli Nagel originally said no to the grant application, but that may change.
- (Moved ahead to New Business, Item 1, regarding GrandStay Hotel & Suites swimming pool.)*
- NEW BUSINESS: Marcie Bata reiterated situation at GrandStay Hotel & Suites regarding amount of deck space around swimming pool. GrandStay/VC Lodging LLC asking variance of Central Valley Health District's Regulation #1 – Swimming Facilities which states that all plans and specifications of facilities be submitted prior to construction of the facility for review. Since the plans/specifications for the GrandStay facility pool area were not submitted to CVHD (provider of Environmental Health services in Barnes County), CVHD could not inform facility management about the inadequate deck size around the swimming pool. CVHD's code, which CCHD adopted, requires a minimum of 8 feet of deck space surrounding a pool. GrandStay's deck space was less than that on all sides, ranging from 6-7 feet. Model Aquatic Health Code states that public/semi-public pools must have 4 feet of unobstructed deck space around a pool for safety reasons. Dave Anderson, city building inspector, stated in a written response to the Health Board that he was not contacted regarding the pool either. Board members agreed that wording on possible variance regarding the lack of an 8-foot deck space needed to be clearly stated and approved by Carl Martineck, Barnes County States Attorney. Board concurred that

since there currently is no variance procedure in place regarding CVHD's Regulation #1 – Swimming Facilities, GrandStay management would need to sign a variance, if approved. Bata also told the Board that she needs to re-check the pool's chemistry since it didn't pass testing at a primary check on Feb. 8.

Dr. Buhr made a motion to grant a variance to CVHD's Regulation #1 – Swimming Facilities regarding the 8-foot deck space requirement, but GrandStay Hotel & Suites must maintain 4 feet of unobstructed deck space on all sides of the pool per Model Aquatic Health Code. Second by Overn. Unanimous vote, motion carried.

Bata stated that she makes periodic unscheduled compliance checks of facilities with public/semi-public swimming pools, at a minimum of once a year. She and/or Theresa Will shall contact Carl Martineck regarding official wording of variance.

(Board moved to Old Business, Item 7, regarding other Environmental Health issues.)

OLD BUSINESS: Board heard Bata regarding tabled discussion on septic issues from January 26, 2016 meeting. Noted that BC Sheriff Dept. has now been able to deliver all septic letters to non-complying property owners.

- Owner #4 (L.W.): Put in holding tank on lake lot. Self install. No permit. No alarm on holding tank. Overn made a motion to require notarized affidavit of how they provided a water-tight tank, installation of alarm, signed contract with licensed, registered septic pumper, and purchase a septic permit. Second by Dr. Buhr. Unanimous vote, motion carried.
- Owner #5 (J.H.): Working with contractor because he now claims he did not install on fill. Self install between current and previous owner on Sibley lake lot. Doesn't think the drainfield is on fill. Will dig up this spring. This is a summer place on lake, so he is not living there now. He is contacting an engineer for design.
- Owner #6 (L.S.): Previous owner didn't submit paperwork after self install of septic system, and current owner wasn't happy that something wasn't done eight years ago. Inspection done in 2014 by CVHD prior to sale to current owner. Have been trying to contact current owner since that time with no results. Current owner claims she was not informed by the previous owner that the septic system was not in compliance. Will get licensed installer this spring and get suggestions to meet code. Board members noted that all parties involved in sale of property need to ask to see documentation of septic compliance before purchase.

Bata noted that all non-compliant owners discussed at Jan. 26 Health Board meeting have now contacted her office.

Bata also noted the RJ's Plumbing and Heating has until March 1 to contact her regarding situation discussed at Jan. 26, 2016 Health Board meeting.

VOUCHERED EXPENSES: Board reviewed voucherred expenses. Dr. Buhr made a motion to approve February/March voucherred expenses. Second by Overn. Unanimous vote, motion carried.

FINANCIAL REPORT: Home Health is currently \$887 in red due to fact that Nov/Dec. billings don't come in until the first part of 2016. Didn't have a lot of clients on service the end of 2015 due to lack of therapy services. Remainder of financial report reviewed. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

OLD BUSINESS: Barnes On The Move: Nothing to report.

CCHD facilities update/Building report: Rent income and monthly building expenses reviewed. Taxes paid in January (\$3,300). Bathroom remodel on second floor will cost \$13,000 to \$15,000, rather than \$1,300 to \$1,500 as originally talked about. Though Will had questioned the low “ballpark estimate” at the time, she noted there was obviously a miscommunication between her and contractor. She is still waiting for a written proposal on the project. Wick Construction will get something to her by early March.

SPF SIG: Nothing new to report. “Ten Reasons Not to Drink Alcohol” DVD was briefly discussed.

Tobacco smoke-free workplace and e-cig ordinances: New policy of model ordinance coming from Public Health Law Center, Minneapolis. They looked at local proposed ordinance and felt there were several things that would be an issue. Haven’t heard anything back from Dr. Luke regarding how to move ahead.

Community Health Assessment: Community meeting changed to Feb. 24. Will come up with possibly six priority areas that community would like to see us work on. May only be able to accomplish 2-3 priority areas. Sharon Buhr stated she saw gap regarding chronic disease and obesity, which is a big problem.

Program evaluations: 2015 Certified Home Care evaluation reviewed. Net loss of approximately \$16,727. This does not take into account \$11,400 that was received late from Medicare in January, and \$5,513 still due from Medicaid for 2015. So there is actually a \$186 profit for 2015. Will make cost report comparisons when all information is returned by Marlene Davis.

County Health Ranking: Barnes County has gone from No. 16 in health factors among all ND counties in 2010 to No. 4 in 2015. Health factors include health behaviors, clinical care, social and economic factors, and physical environment. In Health Outcomes, which looks at length of life and quality of life, Barnes County ranked No. 6 in 2015. Health Board members reviewed comparison in the ND Health Gaps Report. It was noted that the ratio of population to mental health providers in Barnes County of 5,595 to 1, the worst ratio among all counties. Community Health Assessment participants will be looking at some of these gaps and how to close them.

NEW BUSINESS: Policies: No new policies/forms at this time.

NDDoH budget cut: DoH will cut their budget 4.05% (mandatory cut) by eliminating universal immunizations for children who are covered by health insurance. For several years ND public health units have been able to offer state-provided vaccines to all children through the age of 18. Beginning July 1, CCHD will need to provide private vaccines for those children covered under insurance. State vaccine will continue to be provided to VFC (Vaccines For Children) qualified children including those on Medicaid, without insurance, or whose insurance does not cover immunizations, or if they are American Indian/Native Alaskan. It was noted that CCHD may need to purchase another Helmers refrigerator (approximately \$5,000) for private vaccine as this type of refrigerator is more stable than a regular refrigerator. Will was not certain at this time about any other cuts that CCHD may have to contend with due to this mandatory state budget cut.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:08 p.m. The next regular monthly meeting will be **Tuesday, March 22 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES

Special Board Meeting

January 5, 2016

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

ABSENT: Madeline Luke.

ALSO PRESENT: Theresa Will, RN, Director
Paula Thomsen, DON, CCHD
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Approved as printed.

MINUTES: Board members reviewed the minutes of Dec. 22, 2015 regular Board meeting. Dr. Buhr made a motion to approve the minutes. Second by Overn. Unanimous vote, motion carried.

OLD BUSINESS: CCHD facility update: Nothing to report.

Home Care: Board reviewed the home care budget for 2016 (prepared in 2015). Budgeted revenue for 2016 is \$210,000 and budgeted expenses are \$187,837, leaving a projected profit of \$22,163. This will not be likely, however, due to changes related to therapy. Currently, CCHD has budgeted \$21,900 for therapy in 2016, based on \$85/visit charged by CHI Mercy Health (hospital) in past years. Due to problems with therapy over the past few months, home care will likely end 2015 in the red.

Therapy options were reviewed. Two most favorable options were Thielges (provides therapy at Sheyenne Care Center) and Essentia Health. Based on an average of 250 visits per year, Thielges would charge \$90-\$120/visit. for an annual projected cost of \$22,500 to \$30,000/yr. Thielges offers PT, OT and ST services. Essentia, utilizing Luke Bopp as a therapist locally, has proposed \$85/visit + .54/mile for PT, for an annual projected cost of \$21,250. Occupational therapy and speech therapy would cost \$45/hr. drive time from Fargo + .54/mile (number of visits requiring OT or ST is unknown, though we have only had a handful of ST visits in the past two years). Didn't receive any applications for part-time PT position. CHI Mercy Health at Home and CHI (Mercy Hospital) would both charge more than Thielges or Essentia. Reviewed cost projections handout provided by Will.

Board discussed four options regarding the future of home care at CCHD:

- Continue with home care in full.
- Stop therapy and continue to provide Medicare home care services for those who don't need therapy.
- Stop all certified home care services and continue public health home visits.
- Stop ALL home care visits.

Schwehr made a motion to continue with home care in full. Second by Overn. Discussion followed. Schwehr stated she favors continuing in full so home care doesn't go backwards. Will noted that nationwide, public health is moving toward population health, advocacy and policies, systems and environment change, and away from direct service. Sharon Buhr and Overn stated they want to see that the needs of people in Barnes County are met, noting that some people need one-on-one contact. Board members were reminded that if a Medicare client ends up in self pay swing bed, CCHD is still responsible to pay PT while they are there because they are on a 60-day Medicare episode. Will told the Board that if they opt to continue home care in full, she may need to look at hiring an additional part-time (10-15 hrs/week) RN. Since Julie Hoar, R.N., retired in December the other nurses have absorbed her hours. This may ultimately lead to issues with scheduling vacations, dependent sick leave, etc. Board members agreed that the nurses may have to deal with reduced choices to make scheduling work, which is happening at other medical facilities too. The Board will continue to review the home care situation on a regular basis in the coming six months to a year. The Board cast a unanimous vote to continue with home care in full. Motion carried.

With the home care continuation decision made, the Board discussed which therapy provider to choose. Will noted that CCHD doesn't necessarily need to contract for speech therapy as we currently have David Bergstadt of Wimbledon providing this service and CCHD hasn't done much speech therapy for clients in the past two years. Home care will likely see occupational therapy (OT) utilized more under Thielges or Essentia since CHI (hospital) PT usually incorporated the OT visit with their PT visit in the past. This likely will not be the case under Thielges or Essentia. OT has typically been a one-time visit, according to Paula Thomsen, DON, but this could change with a change in therapy provider. Usually, a referral includes both PT and OT. It was noted that Thielges has a good history regarding home visits and they are a stable company. Will stated that the proposed rates for Essentia have not been confirmed yet. With Thielges, PT and OT costs will be \$60/hr. With Essentia, OT cost would be significantly more due to drive time and mileage from Fargo. Dr. Buhr made a motion to allow Will and Thomsen to select the best option for therapy services. Second by Overn. Unanimous vote, motion carried.

Thomsen stated she would like home care visits limited to Barnes County only rather than include a 10-mile radius outside the county as has been the case in the past several years. She believes this would cut down on travel time and expenses. Dr. Buhr suggested CCHD maintain a one-mile radius outside Barnes County so that our service area includes Tower City. Will and Thomsen noted that the 10-mile radius is covered by other agencies, though Cass County agencies will not travel to the Tower City area. Dr. Buhr made a motion that the CCHD home care service area cover all Barnes County and a one-mile radius outside the county. Second by Overn. Unanimous vote, motion carried.

The Board granted permission for Will to try to hire an additional part-time R.N., with the understanding that this may be a temporary position.

Will reported that Dr. Warne, NDSU, will get back to her within the next month or so regarding the community health project, and the possibility of using community health workers in Barnes County through a pilot project with NDSU. This was discussed at a previous Health Board meeting.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:30 p.m. The next regular monthly meeting will be **Tuesday, Jan. 26 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
July 26, 2016

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

ABSENT: Cindy Schwehr

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Approved as printed.

MINUTES: Board reviewed June 28, 2016 minutes. Overn made a motion to approve the minutes as printed. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: CCHD Annual Program Contacts chart reviewed. Luke asked if inmates who are incarcerated for less than 14 days could receive Hep C screening through jail nurse. Theresa will check into it. Luke also discussed possible STD/HIV testing through the family planning program at CCHD (contracted through Central Valley Health District) for some clinic clients, as this type of testing can be expensive.

VOUCHERED EXPENSES: Luke made a motion to approve July/August voucherred expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

FINANCIAL REPORT: Reviewed. Will clarified that while \$36,000 was budgeted for SPF SIG, \$30,000 was actually received in 2015 and only \$6,000 will be received in 2016. Sharon Buhr suggested amending 2015/2016 budgets to reflect this. Theresa will discuss this with the accountant. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

OLD BUSINESS: On The Move Partnership: Nothing new to report.

CCHD facilities update: Will hasn't received a quote yet regarding window project. Carpeting won't be installed on stairway and in second floor hallway until the bathroom remodeling project is completed. Tenant complaint about elevator making more noise than normal and he was concerned about safety. Thyssen Krupp is due to come for bi-monthly check and has been contacted regarding this matter. Fitzner & Nelson law firm is planning to vacate the end of September due to retirements, though no formal notification has been received. Barnes County Abstract Company has expressed tentative interest in renting temporarily for \$1,000/mo. Board is not open to this idea as it is a rent cut and only temporary. Theresa has talked with Commissioner Mike Metcalf and he felt the county was not in need of more space at this time. Another party has also expressed interest in renting office space, said Will. The Board questioned if the office space should be advertised when appropriate. Will stated Carl Martineck, Barnes County States Attorney, didn't favor advertising rental space since we are a government entity. Board requested Will ask the law office for a letter of intent to vacate. Possibility of renting space to county for record storage also discussed.

SPF SIG update: SPF PFS (Partnership for Success) is new funding for youth alcohol prevention starting Nov. 1. Barnes County will receive more than \$400,000 over four years to work on this issue. Will noted that the new SPF PFS coordinator position will require a full-time employee. This will be a four-year position. Will could hire before the new grant takes effect in November and pay that person with existing SPF SIG dollars. She would like to start advertising this position in August, with the position beginning mid-September to Oct. 1. SPF SIG training set Nov. 8-9. Betty Olson has offered to give up her office in the home health area for this program and she will move to a space with the home health nurses.

Community Health Improvement Plan (CHIP): Small CHIP group, whose primary focus is the mental health access piece, met July 26. The large CHIP group will meet in November. Will noted the proposed voucher system for mental health access has not been set up yet – this program would pay for mental health services for people who don't have insurance. DHS has not made many changes regarding mental health services access in the state even though **Schulte** report in 2014 noted limited access to adequate services for many residents. Luke discussed possibility of reciprocal licensure of mental health providers as this would cost the state very little, and also a general online registry where medical providers could go to help link mental health providers with clients. Will is meeting Aug. 12 with Dr. Dwelle, NDDoH, Dr. McClean and others to discuss public health's role regarding mental health services. Luke stated that public health needs to be an advocate for mental health.

Heartview Screening & Recovery Center: Following the online meeting with Heartview reps on July 19, Sharon Buhr stated that she believed the consensus of those local entity reps attending was "we don't think that this is really going to go anywhere (a recovery center), but we don't want to miss out on something, so let's get them here." Heartview reps will meet with local interested entities Aug. 2 (tentatively set 8:30-9:30 a.m.) to further discuss grant specifics and answer questions.

Electronic Health Record (EHR): Will sent in the application to the Center for Tobacco Prevention for funds to help finance an electronic health record for CCHD. The Center will only be able to cover \$12,749 of the total cost for an EHR system, substantially less than anticipated.

CCHD has looked at two EHR systems – Patagonia and Champ. Eighteen other public health units are currently using Champ which can be utilized for both public health and home health. This system is useable (not ideal), but has required quite a bit of "tweaking" by users. Champ is only \$4,000 less annually than purchasing Patagonia for public health and an electronic version of Home Solutions for home health. First District Health Unit in Minot has recently purchased Patagonia, which is an EHR for public health use only. CCHD would need to stay with Home Solutions (Sansio) for home health if Patagonia is potentially selected. However, Patagonia has several pluses in its favor regarding public health use, one being that "tweaking" would be at a minimum. CCHD staff favored Patagonia for EHR.

The first year for an EHR (public health only) through Patagonia, with hardware, data plans and the initial cost for the record, as well as the monthly maintenance fee, the cost would be \$51,660. Minus \$12,749 (Center), the total cost would be \$38,911. To switch from the Home Solutions (home health) scan system to an electronic version would be \$7,180 for the first year. Total Patagonia and Home Solutions cost would be \$46,091 (CCHD) and \$12,749 (Center). Then approximately \$29,000 each year after that. Luke

questioned if an EHR was mandated and/or worth this expense, which Will stated she believed it was. Luke also asked if CCHD could just purchase the public health piece and stay status quo regarding home health, which Will said could be done. Tobacco money could not be used for the home health piece. Home Solutions (home health system) currently costs \$600/mo., and the electronic version would cost \$990/mo.

Will believes CCHD will need to go with an EHR at some point. Board asked if this could wait until next year. Tobacco money could potentially go away by July 2017. EHR allows CCHD to more easily communicate with other providers, will assist in accurately tracking data over time, help with reminder visits, and increase quality of care. There are safety factors in an EHR that are desirable. Board opted to table further discussion at this time and Theresa will keep them informed on this issue.

City Commission board rep: Dr. Luke will stay on temporarily as the City Commission rep on the Health Board until mayoral election in September. Sharon Buhr asked if CCHD could request a specific commissioner to be on the board and Luke said it could be requested but she wasn't sure if the commission would grant the request. Board will be sorry to lose Luke's medical and commission knowledge.

NEW BUSINESS: Will discussed staff changes. There was only one applicant for the RN position, but she turned it down due to having to take a significant decrease in wages. Ad is still running in Times-Record and is listed with Job Service ND, NewsDakota and NDAC. Also on CCHD electronic sign. CCHD has to compete with other area medical providers and may need to adjust RN wages, said Will. Among ND public health units, CCHD's RN wages run somewhere in the middle of the pay scale.

Director evaluation: Theresa received high marks from Board members and was thanked for all she has done for CCHD.

New policies: None.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:01 p.m. The next regular monthly meeting will be **Thursday, Aug. 25, at 1 p.m.** in the CCHD conference room. **Please note change of date and time.**

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

June 28, 2016

- PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair
- ABSENT: Madeline Luke, Cindy Schwehr
- ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Paula Thomsen, RN, DON
Julia Anderson, RN (replacing Thomsen as Home Health Coordinator as of July 18)
- CALL TO ORDER: Meeting was called to order at 3:39 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA: Under New Business add 4) City Commission position; 5) Screening & Recovery Center; 6) Home Health Professional Persons Advisory Committee and program evals; 7) Other. Approved as amended.
- MINUTES: Board reviewed May 24, 2016 minutes. Overn made a motion to approve the minutes as printed. Second by Dr. Buhr. Unanimous vote, motion carried.
- (Moved ahead on the agenda to item No. 6 – Home Health Professional Persons Advisory Committee/Evals with Paula Thomsen and item No. 1 – Staff member resignation.)*
- NEW BUSINESS: Paula Thomsen, RN, DON, spoke to the Board regarding the Professional Persons Advisory Committee, a requirement for home care. She stated that most home care agencies have their health board act as the Professional Persons Advisory Committee, having a monthly home health update and annual program eval. Thomsen told board members that CCHD will transition to this new format this year. Board was guided through evaluation process. She explained that she audits 10% of client charts each year. She also audits adverse events charts. It was noted that Home Health struggled a bit in 2015 due to therapy services issues May-December. Thomsen suggested that higher participation numbers in 2014 were an anomaly due to CHI Mercy Health (hospital) severing ties with Mercy Home Care, and CCHD getting more referrals from the hospital.
- Staff member resignation: Will announced that Paula Thomsen, RN, DON, submitted her resignation, effective July 15, having served CCHD for 17 years. She has accepted a nursing position at CHI Mercy Health. Julia Anderson, RN, will be replacing Thomsen as Home Health Coordinator. Thomsen has expressed an interest in retaining a nursing position with CCHD on a PRN basis. Dr. Buhr made a motion to accept Thomsen's resignation with regret and that a PRN position as needed by Will be approved. Second by Overn. Unanimous vote, motion carried. The Board welcomed Julia to her new position.
- (Moved back to agenda as printed.)*
- DIRECTOR'S REPORT: Reviewed.

**VOUCHERED
EXPENSES:**

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

**FINANCIAL
REPORT:**

Reviewed. Will noted CCHD is back on track regarding billing MA (Medical Assistance) for Home Health. Home Health is \$8,986 in red (matter of expenses going out before revenue comes in). Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried. Board reviewed report regarding CCHD building rent income and monthly expenses. Expenses at 2/3 of 2015 already (\$63,155), said Will. She also noted that Fitzner & Nelson law firm may close as both lawyers plan to retire. CCHD has not received an official notice. Will presented five additional bills for payment. Dr. Buhr made a motion to pay the five additional bills. Second by Overn. Unanimous vote, motion carried.

OLD BUSINESS:

On The Move Partnership: Nothing new to report.

CCHD facilities update: Skylight in Wick Construction is leaking again. Bobby Koepplin, CCHD building maintenance, is seeking bids on windows. Will noted CCHD will be assessed \$1,347 for city sidewalk repair. Regarding remodeling of 2nd floor public bathroom(s), Koepplin has sought a second bid, but this is proving difficult as most local contractors often subcontract under Wick Construction and are not interested in bidding against them on this project since Wick is housed in this building. Wick provided a bid a few months ago for \$17,840 to remodel two bathrooms into one unisex handicapped bathroom. Overn stated that he thought this was a fair price for what is involved in the project, as did Koepplin, according to Will. Board members noted that since the bid is a few months old now and Dennis Pommerer, Wick manager, noted there may be unforeseen issues which may need to be addressed, a cost increase could be likely. Dr. Buhr made a motion to proceed with unisex handicapped bathroom on second floor with the cost being kept as close to original bid price as possible, and Theresa will be allowed to make decisions regarding any additional costs incurred. Second by Overn. Unanimous vote, motion carried. Theresa will do a temporary fix on the carpeting on the stairs before someone trips. Will be doing a permanent fix but Board would like to wait until they know more regarding the lawyers office (regarding moving of furniture and equipment).

SPF SIG update: Still have funding left, according to Will (approximately \$70,000). Barb Bjorum has been trying to work with the VC Police Department to keep server training on a regular basis. She would like to set up a schedule for a year at a time so bar owners/managers know when training will be offered.

Barnes County is one of the 10 worst communities/counties in ND for youth alcohol use (tied for 4th with Central Valley). Five of the six counties on list are located in our region. ND Department of Human Services, through funding from SAMHSA, has a 5-year project which started Oct. 2015. The grant period for the 10 communities begins Nov. 1, 2016 and ends Sept. 30, 2020. The estimated minimum Barnes County would receive is \$403,153 (\$100,000 a year). Kickoff/training event in Bismarck Nov. 8-9. CCHD would need to hire a coordinator for this grant program at \$18/hr. for 20 hrs/week plus benefits (or approximately \$35,000 to \$36,000 per year). Overn made a motion to accept funding for this youth alcohol project and search for coordinator as funding becomes available. Second by Dr. Buhr. Unanimous vote, motion carried.

Community Health Improvement Plan: A small group from the Mental Health Access group met to discuss how to move forward. Will work initially on who has employee assistance programs, how their employees know about these program, and encourage those businesses who don't have an employee assistance program to get one as they are relatively inexpensive. An EAP offer employees a great benefit for themselves or family members for counseling on various issues. Small group will do this work and relay info to larger group. CCHD has employee assistance program through The Village in Fargo. Group will also find out who the providers are, where they go, how do you get to them, what forms of payment do they accept.

Electronic Health Record: Will has applied for funding through the tobacco grant (will pay up to 50% of cost of EHR).

Library drop box: MOU is signed. Library will get the specs to Theresa soon.

NEW BUSINESS: Staff hire: Board discussed wage for Julia Anderson when she replaces Paula Thomsen as Home Health Coordinator. Anderson begins this position July 18. Overn made a motion to offer Anderson a 15% wage increase to \$29.44/hr. based on her years of experience. Second by Dr. Buhr. Unanimous vote, motion carried.

New policies: Board reviewed the following policy –

- WIC Emergency Response Plan

Dr. Buhr made a motion to approve the WIC Emergency Response Plan policy. Second by Overn. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:53 p.m. The next regular monthly meeting will be **Tuesday, July 26, at 3:30 p.m.** in the CCHD conference room. Board members remained after the meeting adjourned to view Will's master's degree PowerPoint presentation.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
March 22, 2016

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

Tom Overn, Vice Chair
Cindy Schwehr

ABSENT: Madeline Luke

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Bobby Koepplin, CCHD maintenance

CALL TO ORDER: Meeting was called to order at 3:45 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Under Old Business add 7) EHP report; 8) Other. Under New Business add 5) Bylaws and election of officers; 6) Other. Approved as amended.

MINUTES: Board reviewed Feb. 18, 2016 minutes. Schwehr made a motion to approve the minutes as printed. Second by Overn. Unanimous vote, motion carried.

DIRECTOR'S REPORT: It was noted that everything was OK at GrandStay Hotel and they opened on schedule in Valley City.

VOUCHERED EXPENSES: Dr. Buhr made a motion to approve the March/April voucherred expenses. Second by Schwehr. Unanimous vote, motion carried.

FINANCIAL REPORT: Reviewed. Home Health: No revenue noted since there are still billing issues with Medicaid and CCHD can't bill until this is resolved. There were very few Medicare clients November 2015-January 2016 since CCHD experienced a major slowdown in physical therapy services during that time. CCHD has \$18,087 in interest account at First Community Credit. Overn made a motion to approve the financial report as presented. Second by Dr. Buhr. Unanimous vote, motion carried.

OLD BUSINESS: CCHD Facilities update/Building report: Bakkegard & Schell has been here again regarding a boiler circulating pump that went out March 8. Replaced spring assembly. Also had to call Thyssen-Krupp regarding the elevator not working and needing to be reset (though CCHD had increased the service contract to avoid this issue).

Bobby Koepplin, CCHD maintenance, discussed heating/cooling issues with Board. CCHD is averaging more than \$10,000/mo. in building expenses (utilities, repairs, janitorial services, loan payment, etc.). Discussed heating options for building. Koepplin suggested board members visit with John Thompson, NDDoT, as they had similar system to CCHD building. Bakkegard put in multiple individual heating/cooling forced air systems for them, so building is controlled in pods or modules. Koepplin has talked with Bakkegard for cost to fix leaking boiler in north entry, fix two valves in the Wick suite, and fix electronic radiator valve in Carol Nelson's office. Also, Bakkegard & Schell would charge approximately \$5,000 to evaluate and design a new heating/cooling system for building, utilizing 4-5 forced gas air heating systems with A/C. Forced air gas system w/air conditioning and solar heating (solar estimate from Jack Hanson/Enterprise Sales for \$31,250) discussed. Koepplin concerned about how to integrate a solar option with

existing boiler and forced air system, A/C chiller, and whether the roof could accommodate everything. Grant opportunities for solar discussed, otherwise payback is not there for many years (ND Industrial Commission Renewable Energy Program grant, State Energy Program efficiency grant and USDA Rural Development – Community Facilities grant/loan). Schwehr would like to get opinion from mechanical engineers as a start. Need to know the cost for a mechanical engineer. They should have a background in solar and systems integration, said Koepplin. Koepplin suggested putting in smaller units so half the building doesn't go out at one time. Zoned building discussed. Two-phase design plan suggested (one floor at a time).

Koepplin will check on mechanical engineers with solar background, through the Home Builders Association. Should also check for other solar energy suppliers. Board would like this info by April 26 meeting.

Board discussed vision for heating/cooling situation. Would like something in place before next winter.

SPF SIG: Theresa reported that Randy McClaflin, BC Sheriff, was happy with the outcome at the North Dakota Winter Show regarding alcohol sales/consumption. Many people utilized taxis or designated drivers. CCHD placed ad in the Times-Record to thank the Winter Show board for making sure all there servers received server training. Barb Bjorum is also working with Randy on the Alive at 25 program (distracted driving program for teens).

Tobacco: First reading of the tobacco/e-cig ordinance set April 5 by City Commission.

Community Health Assessment approval: Board reviewed the 2016 Community Health Assessment results. Theresa shared the prioritization list compiled by a community group of 23, with the help of the Center for Rural Health. The concerns most often cited were:

- Mental health service shortage
- Substance Abuse (alcohol and drugs)
- Licensed child care capacity
- Bullying/cyber-bullying

Will also look at hard data and decide where an effective difference can be made. The Community Health Assessment will also go to CHI Mercy Health Board for approval. Schwehr made a motion to accept and approve the report. Second by Dr. Buhr. Unanimous vote, motion carried.

Program evaluations: Board reviewed the following program evaluations:

- WIC: Theresa noted that Beth Viland, director, works 20-24 hours per week. Offers healthy food for proper growth and development and helps families choose healthier ways of eating. 296 unduplicated participants seen in 2015, down three from 2014.
- Jail: Jail hours have increased over past few years. CCHD breaks even on jail nursing. Julia conducted 319 inmate visits in 2015, up from 264 in 2014. Number of RN hours was 725.00 in 2015, up from 565.75 in 2014.
- Infectious Disease: Provide screenings, education, services and referrals as needed for county residents. Infectious diseases include TB, Hepatitis C, HIV, Zika virus, West Nile, etc. Total RN hours in 2015 were 160.25. Net program loss of \$4,964. Policies will be updated. HIV/HCV testing available at CCHD for eligible clients as requested.

- Public Health Home Visits: Utilization of this program is good. 1,336 visits made in 2015, up from 1,294 in 2014. Program had net loss of \$41,603.
- Child Passenger Safety: Nine car seats were distributed in 2015. Two community car seat checks held. Program net loss: \$1,890. Limited number of car seats available through NDDoH for a nominal fee, which is returned to the state.
- Foot care: Number of foot care procedures in 2015 was 470, up slightly from 461 in 2014. Net program loss: \$5,188. Changes being made to program – CNA will now do simple foot cares and RNs will do special care and dremeling.
- Newborn Home Visits: Three newborn home visits in 2015, down four from 2014. Net program loss: \$1,053. QI team working on getting info to new moms through contact with area clinicians and hospital discharge planners. Brochure to be created.

Schwehr made a motion to approve program evaluations as presented. Second by Dr. Buhr. Unanimous vote, motion carried.

EHP report: Concerns shared by Will. One septic owner (B.F.) hasn't made contact with Marcie Bata, EHP. One owner will not let local plumber back on property to correct situation. Carl Martineck, Barnes County States Attorney, will send letters to these people that they must respond to Bata. Board agrees.

NEW BUSINESS: Immunization rate changes: Universal vaccine program for children through the age of 18 will no longer be available as of July 1 due to state budget cuts. Children with private insurance will need private vaccine at that time. Will felt CCHD should break even or make a small profit when going back to private vaccine for insured children. There is concern about the need to take both state and private vaccine to school clinics. Will estimated it will initially cost CCHD \$17,000 to \$20,000 to purchase needed vaccines by the end of June.

Policies: Two new policies reviewed:

- Interpreter Services
- Consent for Photography

Dr. Buhr made a motion to approve both policies as written. Second by Overn. Unanimous vote, motion carried.

Bylaws: Reviewed. No changes.

Election of officers: Overn nominated Sharon Buhr for chair position. Second by Dr. Buhr. Unanimous vote, motion carried. Dr. Buhr nominated George "Tom" Overn for vice chair position on a unanimous ballot. Passed.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:50 p.m. The next regular monthly meeting will be **Tuesday, April 26, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

May 24, 2016

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

ABSENT: Cindy Schwehr

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Bobby Koepplin, CCHD maintenance
Dennis Pommerer, Wick Construction manager

CALL TO ORDER: Meeting was called to order at 3:34 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Under Old Business add 9) Library drop box MOU; 10) Other. Under New Business add 5) NACCHO; 6) Other. Approved as amended.

MINUTES: Board reviewed April 26, 2016 minutes. Overn made a motion to approve the minutes as printed. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Reviewed.

(Moved ahead to Old Business #2 -- CCHD facilities update for discussion with Bobby Koepplin and Dennis Pommerer.)

OLD BUSINESS: Board heard discussion regarding building's heating/AC system and windows update. Dennis Pommerer, Wick Construction, stated he thinks Health Board needs to address window replacement first as the heating/AC system works twice as hard due to the old windows. Will told the Board that a previous quote obtained during the building purchase was \$36,000 for 20 windows on second floor. Koepplin noted that 10-year payback wasn't there at that time. He questioned if that calculation was window for window square foot replacement (replace all the glass in a room even though you don't need it all). Koepplin discussed downsizing windows and then doing savings calculation to figure out the 10-year payback for energy grant.

Considerations regarding windows:

- Make some the windows smaller (room by room). Luke suggested planting trees on boulevards may help heating/cooling situation too.
- Any grants based on payback.
- Do older portion of building first and second edition later (prioritize). Five-year plan suggested.
- Triple-pane windows have higher insulating factor. However, insulated walls rather than large windows are more efficient.
- Insulated panels are available to cover portions of the windows on outside of building. Sheetrock/insulation would cover interior side of window.
- Worst windows are in director's office and on south side of building.

Heating and cooling: Dennis Pommerer (Wick Construction) stated that the air conditioning system is probably a bigger problem than heating in the building. Bakkegard & Schell recently cleaned out the cooling unit on the roof, which was quite dirty. CCHD one of very few places in Valley City still using a cooling tower. Koepplin concerned about chiller (circa 1962 or 1967) quitting. If it quit and CCHD wanted AC in south portion of building it would require installing new AC into antiquated heating system and trying to make it work with old pneumatic control system (not digital). Koepplin recommended updating both heating/AC at same time due to ductwork and controls, and doing two-phase update, completing south portion first and north portion later (north portion boiler/AC is newer). Koepplin has been trying to get a price on a new chiller in the event it goes down. Pommerer recommended that nothing be done with the ductwork on second floor as he suspects there may be asbestos involved (don't disturb it). Koepplin favors four smaller systems for building – in event that one system goes out, the whole building wouldn't be without heat/AC. Easier to fix locally. Discussion about valve controls in second floor registers. Koepplin stated that he had gotten a price last fall for an outdoor control for boilers (\$1,277) to better regulate boiler water temperature, which will be helpful in spring and fall. Overn questioned if this control would modulate the boiler or if it only steps it down one time or multiple times. Koepplin didn't think it included a modulating burner. Has a warm weather shutdown. It is all preset. Pommerer more concerned about the AC than heating system, stating that after pump repairs were completed the last few months, the boilers are in good running shape, in his opinion.

Board noted considerations regarding windows, heating and AC:

- Windows should be done first – south windows first plus Theresa's office. Koepplin recommended two sections, south (old) and north (new), come up with a plan, price it out, figure out energy efficiency, and find out if there is a grant, as this will affect size of AC system. First consider what size windows do we want – square foot for square foot of glass or look at energy efficiency for areas that have glass above the ceilings that's not needed. Contact Red River Glazing, Fargo Glass & Paint, and/or Northland Glass.
- Downsizing windows: If it saves money, downsize, but otherwise there were concerns about the looks of it on the outside of the building. Some wanted photos of what other projects look like. Consensus of the group was to downsize (retrofit) windows if it didn't ruin the appearance of the outside of the building. Glass companies would retrofit the windows, but a contractor would be needed to do any sheetrock and/or insulation work on the inside. Group to go room by room to discuss possibilities. Pommerer suggested leaving the second floor windows the size they currently are now. They will be solid windows (unable to open).
- Will finish window project first and attempt to get it done this summer.
- Decide which windows to downsize, come up with a plan, do an energy efficiency study based on the proposal we establish, then purchase an AC system based on new energy efficient windows.
- Adjust valves (balancing test) to get coolness where it's needed.
- Check with Cindy Schwehr (BC Commission) and/or the Barnes County Auditor regarding specs for courthouse window replacement project.
- Outside control for boiler(s) can be purchased at any time and installed this fall.

(Board members took a look at all the windows in the building at this point, and toured the maintenance room to better understand the heating/AC issues. Board resumed meeting.)

Regarding heating system, Koepplin recommended scrapping solar discussion. It's inefficient to do piecemeal solar on individual buildings at this point.

Dr. Buhr made a motion to get bid on energy efficient windows, at ceiling level, with appropriate appearance of insulated panels where there used to be a window, and that it would include an energy efficiency study based on the energy efficiency of that glass. Second by Luke. Unanimous vote, motion carried.

The Board will move forward on AC after more is done on windows. The Board thanked Koepplin and Pommerer for their help in moving forward on these projects.

**VOUCHERED
EXPENSES:**

Reviewed. Will explained the purchase of a small chest freezer due to the failure of the Helmer vaccine freezer at the end of the day on Friday, May 6. Keith's Refrigeration was contacted, frozen vaccine was transferred to Sanford Health Clinic. Problem with fan motors. Keith's ordered new fan motors but was uncertain of delivery date. Keith's bill was \$945.68. \$5,000 to \$10,000 worth of vaccine in freezer. Due to concerns regarding lengthy storage of our vaccine at the clinic and need to have access to vaccine in office, staff looked into possible purchase of NDDoH-recommended food grade freezer for vaccine. Small Frigidaire chest freezer purchased for \$229.00, temps charted by staff for a few days per NDDoH recommendations, vaccine returned to CCHD. New fan motors installed following week and vaccine placed back in Helmer freezer a few days later. New freezer will be utilized to store frozen vaccine transfer packs and as backup in event of future freezer failure. All totaled, the expense was \$1,174.68. Dr. Buhr made a motion to approve the vouchered expenses for May/June. Second by Overn. Unanimous vote, motion carried.

**FINANCIAL
REPORT:**

Marlene Davis has completed cost report for 2015 and will complete cost analysis for two years (2014-2015), though 2014 was already paid. Board wanted full cost analysis for at least the next few years so they can continue to monitor how home health is doing.

Luke made a motion to approve the report. Second by Dr. Buhr. Unanimous vote, motion carried.

Home Health is \$7,000 in red, but CCHD has not been able to bill Medicaid for six months. Becky has been working diligently to fix this issue, but it is MA's problem. Most public health billing to MA has been working except for injections such as B12 and Risperdal. Luke made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

OLD BUSINESS:

On The Move Partnership: Nothing new to report.

SPF SIG: Nothing new to report.

Community Health Assessment/CHIP: Meeting May 25 from 12-4 p.m. Will be working on the improvement plan.

Program evaluations: Completed at April meeting.

Immunization program changes: More information will be available at June meeting when vaccine has been purchased for privately-insured children. The Board approved funds to purchase the needed vaccine at the April meeting.

Electronic Health Record: Staff participated in a Patagonia Health system EHR demonstration via webcast May 24. This system does not work for home health (would have to stay with Sansio for home health). Eighteen ND health units use the Champ system. There has been some concerns with this system. Good for home health but not as good for public health. Center for Tobacco Control is offering a 50% grant for EHR system. May help with annual fee initially but not on an on-going basis. Theresa will keep working on this project until she has a final recommendation.

Library drop box: Potential MOU reviewed. Dr. Buhr made a motion to approve MOU with Valley City Barnes County Library. Second by Overn. Unanimous vote, motion carried.

NEW BUSINESS: Behavioral health opportunity: Heartview has a funding opportunity from Consensus Council. Looking at doing four screening and recovery centers in ND. Doug Herzog, Heartview, will put together more information this week. Due July 1.

Staff resignation: Vicki Voldal Rosenau submitted her resignation as of July 8 as Tobacco Prevention Coordinator. Luke made a motion to accept Vicki's resignation with regret and appreciation. Second by Overn. Unanimous vote, motion carried. Will suggested the position be reduced to 20 hrs/wk, with the possibility of increasing to 32-40 hrs. Will include full benefits. Wage will be approximately \$18/hr. depending on experience.

CCHD website: Sarah Hansen has been working with VCSU students to update our website. Board viewed the website. Linked to Young People's Healthy Heart Program/On The Move and CDC. Board thanked Sarah for all her work.

Policies: None.

NACCHO: Will sought Board's approval to attend the NACCHO conference in Phoenix. Air, lodging and meals paid by SACCHO. July 18-22. Overn made a motion to approve Theresa Will's attendance at the NACCHO conference in July. Second by Luke. Unanimous vote, motion carried.

Theresa noted she has completed her master's degree in public health. It took about 1,400 hours of Will's time to complete the degree. Board members requested that Will present her PowerPoint presentation at the June 28 board meeting regarding her thesis on local foods.

Luke noted she will be going off the Health Board in June since she is not seeking re-election to the City Commission.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:44 p.m. The next regular monthly meeting will be **Tuesday, June 28, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

Nov. 22, 2016

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair
Mike Bishop
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
Jada Ertelt, student nurse
- CALL TO ORDER:** Meeting was called to order at 3:33 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under New Business added: 2) Office furniture 3) Other. Agenda approved as amended.
- MINUTES:** Board reviewed Oct. 25, 2016 minutes. Overn made a motion to approve the minutes as printed. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will stated that addiction services are not offered in our area, except one day a week (or partial day) by South Central Human Services, currently working with youths. Jennifer Eberle's office in Valley City has ceased to do any addiction counseling due to all the regulations connected with it. Will noted that the CCHD office was closed from 10:30 a.m. to 1 p.m. for the funeral of Debbie Miller (RN Sarah Hansen's mother), who was co-owner of Barnes County Ambulance.
- Will also shared some information contained in *Facing Addiction in America, The Surgeon General's Report on Alcohol, Drugs, and Health*. Among some of the information shared: 1) Between 40 and 70 percent of a person's risk for developing a substance use disorder is genetic; 2) An important risk factor is age at first use. For instance, people who first use alcohol before age 15 are four times more likely to become addicted to alcohol at some time in their lives than are those who have their first drink at age 20 or older; 3) Treatment is effective. Rates of relapse following treatment for substance use disorders are comparable to those of other chronic illnesses such as diabetes, asthma, and hypertension.
- CCHD will meet with District 24 legislators Wednesday, Nov. 30, at 10 a.m. to discuss health care legislation coming up this session.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve November/December voucherred expenses. Second by Overn. Will told Board that CCHD has made payment #17 to First Community Credit Union for the building. Changes made under expenses include: 1) \$4,307.50 including speech therapy bill; 2) \$357.04 MDU; 3) \$245.43 Henry Schein. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Home health is \$2,586 in the black, according to Will. CCHD budget on track - should be at 83% of budget at the end of October. Line items over 83% are primarily related to grant spending. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

OLD BUSINESS: On The Move Partnership: OTM partners will be serving fruits and veggies at the Gaukler Family Wellness Center Nov. 30 as part of their week-long open house. Sharon Buhr suggested that all Health Board members join OTM and a press release could be issued. Cost is \$15 per person if planning to participate in activities. Buhr also noted that a national walking summit will be held in St. Paul, MN, Dec. 13-15, 2017.

CCHD Facilities update: Board reviewed a proposal from Northland Glass & Glazing LLC to replace the inside entry doors on the east side of the building. To replace the doors only is \$5,400. If handicapped operators are installed on both sets of entry doors on the east side, which includes two Stanley Magic Force Operators, four wireless remote Handicap Touch Actuators, and sub-contracting of wiring for 110 VAC hook-up, \$6,400 would need to be added to the bid (\$11,800 total). Overn stated that the handicap touch actuators don't work at -25 degrees, and it would need to be hard wired. Consensus of the Board was to get a second bid. Tabled. The rent income schedule for the building was reviewed. Bishop suggested looking into an elevator service company other than Thyssen Krupp. The elevator is a Thyssen Krupp brand.

SPF PFS (alcohol prevention) update: Katie Beyer, program coordinator, and Theresa Will met with school administrators regarding the program, which focuses on youth alcohol prevention. Katie will participate at Mental Health Access Coalition meeting Dec. 15 in Valley City.

Community Health Improvement Plan (CHIP): Two areas were chosen for CHIP small work group -- mental health services and substance use.

Electronic Health Record: CCHD staff will be working on gathering background materials through the end of December such as forms that will need to be input into the Patagonia system. Training will begin after Jan. 1, 2017.

NEW BUSINESS: New policies/HR question: Will noted that the county will give employees one-half day off Dec. 23 for Christmas Eve and all day Dec. 26 for Christmas. Following discussion, Overn made a motion for CCHD to follow the same holiday schedule as the county. Second by Bishop. Unanimous vote, motion carried.

Office furniture: A contract employee has reported having back pain from working at the older desk in the outer accounting office. She must place the computer keyboard in the pencil drawer to bring it down to a somewhat comfortable level, and the desk chair is actually a conference room chair and is not ergonomic. Will requested the Board approve a new desk with a left hand return and an ergonomic desk chair. Board members suggested exploring options. Tabled until January meeting.

There won't be a Health Board meeting in December unless there is an unforeseen need to hold one.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:30 p.m. The next regular monthly meeting will be **Tuesday, Jan. 24, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,
Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Oct. 5, 2016

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

ABSENT: Mike Bishop (new City Commission rep on Health Board)

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Marcie Bata, EHP
Heather Schwehr, Tobacco Prevention Coordinator
Kerry Due, R.N., CCHD

CALL TO ORDER: Meeting was called to order at 12:15 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Under New Business added 4) Home Care scanner 5) Employee exempt status 6) Other.
Agenda approved as amended.

MINUTES: Board reviewed Aug. 25, 2016 minutes. Schwehr made a motion to approve the minutes as printed. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Reviewed. Will read a thank you note from Vicki Rosenau, retired Tobacco Prevention Coordinator. Will also noted that CCHD will only receive 4 mills next year from county, rather than 5 mills.

VOUCHERED EXPENSES: Schwehr made a motion to approve September/October voucherred expenses. Second by Dr. Buhr. It was noted that elevator repair costs are becoming costly. Unanimous vote, motion carried.

FINANCIAL REPORT: Reviewed. Home health is staying in the black; currently \$5,147 in black. CCHD has received all initial SPF SIG grant funds. Current year-end balance is [-1,238.01]. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

OLD BUSINESS: On The Move Partnership: Nothing new to report.

(The Board opted to move to item No. 7 under Old Business, Environmental Health update.)

Environmental Health update: Marcie Bata, EHP, shared information regarding septic system issues discussed earlier in 2016. Regarding holding tanks with no permits: two are awaiting final work, and Bata is working with sheriff on third project. Dr. Buhr made a motion to send a letter to these individuals reminding them of requirements and since the installation season is almost over it should be done soon. Second by Overn. Letter should include that CCHD needs to have work completed by set date. Unanimous vote, motion carried.

Regarding unpermitted system in place: (DG/BA) Septic installer contacted and they are working with him to bring project into compliance. No further action needed at this time.

Individual (LS) responded to sheriff service letter in February stating she would get installer out in spring to investigate system. August 2016 letter for update sent – no response. Don't know if she even has a plan. Dr. Buhr made a motion to send one more letter stating if we don't hear from her in one month, the matter will be turned over to the states attorney. Second by Overn. Bata suggested sending certified letter rather than use sheriff service. Unanimous vote, motion carried.

Regarding third project (JJ/JH), had excavation work done that showed system not installed on fill. According to paperwork, system is in compliance. Dr. Buhr made a motion that we acknowledge that Bata states this project is in compliance and Board approves system. Second by Overn. Unanimous vote, motion carried.

Update on septic projects BC 36-15P (MA), individual will work with installer to correct drainfield, and BC 37-15P (JO), individual sent in variance but it was not completed, so CCHD is working with her to get this completed.

Regarding another unpermitted installation project (JB) put in by a local plumber, a permit was purchased and the system is now in compliance. Dr. Buhr made a motion to acknowledge completion of appropriate paperwork, and Board approves system. Second by Overn. Unanimous vote, motion carried.

Bata updated Board regarding statewide regulations for on-site septic systems. Based on scientific findings. This regulation is under legal review. After that, it will be taken to local public health units for adoption or updating if they have a current regulation in place already. With the MOU in the southeast central region (which includes Barnes County), Central Valley Health would adopt the regulation and it would then be accepted by other health units in this region. After health units adopt this regulation statewide, it would be taken to the Legislature in hope of getting it into the Century Code. This would provide continuity for contractors statewide. It lays out the licensure requirements also. Hopefully, it will be approved statewide and in place by Jan. 1, 2017, said Bata. With the new code, contractors have to be approved by the health unit to do soil classifications. Contractors will be licensed by whatever health unit their business is located in. Projects will be continue to be permitted by local health units. Contractor license must be renewed annually, with continuing education required every two years.

(Board moved to New Business, item #1 New Staff and item #2 Tobacco prevention.)

New staff: Will introduced two new staff members at CCHD – Heather Schwehr, Tobacco Prevention Coordinator, and Kerry Due, R.N.

Tobacco prevention: Schwehr attended a Raise It For Health meeting regarding increasing the tobacco tax in ND. Plans for Measure 4 information dispersal discussed. Schwehr stated that Sen. Joel Heitkamp wants to set up a debate between Measure 4 pro/con sides. Schwehr has sent out 39 letters regarding Measure 4 to service groups. Revenue from this tax would be used to reduce tobacco consumption and decrease initiation, not for cessation, which is already funded. Group in place to oversee this fund. Schwehr also did eight compliance visits last week with only one business not having smoking signs on their door.

(Board returned to Old Business, item #2 CCHD facilities update.)

NEW BUSINESS: CCHD facilities update: Elevator discussed briefly – will need to keep an eye on it. Elevator could be shut down if not needed for second-floor renters in the future. Will stated that the law office will remain on second floor through December 2016. An entity approached by Will stated they will get back to her sometime in the spring regarding second floor office space availability. A “For Rent” ad will be placed in the Valley City Times-Record.

Will priced a washer and dryer at Appliance City to utilize for foot care towels. The cheapest basic set available cost \$800. Overn made a motion to purchase the cheapest washer/dryer set available. Second by Dr. Buhr. Unanimous vote, motion carried.

Windows: An estimate of \$84,500 has been received from Fargo Glass and Paint to replace all 26 windows in building. Koeplin (maintenance) had additional questions that haven’t been answered yet.

CCHD will only receive 4 mills in 2017. CCHD will be \$113,058 in red next year at 4 mills. Windows, heating and electronic health record would have come out of cash reserves – not in budget. Dr. Buhr made a motion that because the County Commission only approved 4 mills for CCHD for the coming year, that the Board approve the 2017 budget with a \$113,058 deficit. Second by Overn. Unanimous vote, motion carried.

SPF SIG update: Katie Beyer, new SPF PFS (alcohol prevention) coordinator, has been on personal leave of absence, said Will. She will return the week of Oct. 10. Will signed new SPF PFS four-year contract (\$470,000), which starts in November.

Electronic Health Record: Will purchased the Patagonia Electronic Health Record system. CCHD will begin implementation after flu shot season (Jan. 2017).

Home Care scanner: We have to purchase a new scanner for Home Health which will allow CCHD to get started on decreasing paper. This purchase is necessary under any circumstances. The cost is \$3,859. Dr. Buhr made a motion to purchase a Home Solutions scanner for \$3,859. Second by Overn. Unanimous vote, motion carried.

Employee exempt status: Will has talked with Carl Martineck, Barnes County States Attorney, regarding changing Becky Kratz’s position as financial analyst to an exempt position. The requirements for an exemption for Administrative Employees under the FLSA are: an employee must be compensated on a salary at a rate not less than \$455 per week; the employee’s primary duty must be the performance of office work directly related to the management or general business operations of the employer and them employee’s primary duty includes the exercise of discretion and independent judgement with respect to matters of significance. Legally, Carl Martineck is okay with it. Will stated that similar positions in other health units are also exempt. Dr. Buhr made a motion to approve making Becky Kratz’s position an exempt position. Second by Overn. Unanimous vote, motion carried.

Policies: Known Bedbug Infestation in the Home. Overn made motion to approve the policy as printed. Second by Dr. Buhr. Unanimous vote, motion carried.

Next meeting: Tuesday, Oct. 25, at 3:30 p.m.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:50 p.m. The next regular monthly meeting will be **Tuesday, Oct. 25, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,
Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Oct. 25, 2016

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

ABSENT: Cindy Schwehr, Mike Bishop

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 3:37 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Under Old Business added 6) Revised Budget 7) Other and under New Business added 4) Contract 5) Other. Agenda approved as amended.

MINUTES: Board reviewed Oct. 5, 2016 minutes. Dr. Buhr made a motion to approve the minutes as printed. Second by Overn. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Reviewed. Will reported that she had applied for a seat on the Barnes County Social Services Board. Will also asked Health Board for approval to apply to the National Council for Behavioral Health for an eight-month initiative to learn more about what public health is doing nationwide to support behavioral health. Will felt it would give CCHD good information that could be utilized locally. Home health has picked up and flu clinics have caused some overtime among nurses. Will also shared a handout regarding medical marijuana initiated measure (Measure 5). Consensus of board to not support Measure 5 because of piece regarding growing own marijuana. Also concerns regarding smoking marijuana vs. smoking tobacco and the health issues that both can cause. Will told the Board that a washer and dryer are now in place at CCHD. And a "For Rent" ad was run in the Times-Record regarding second floor office space, but there were no responses.

VOUCHERED EXPENSES: Dr. Buhr made a motion to approve October/November voucherred expenses. Second by Overn. Unanimous vote, motion carried.

FINANCIAL REPORT: Reviewed. Home health is \$457 in the red, according to Will, but approximately \$16,000 has been backed up due to a dial-up problem with Medicaid, and this amount just came through this past week and will show up in next month's report. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

(Moved to item #3 in Old Business)

OLD BUSINESS: Strategic Prevention Framework – Partnership for Success (SPF PFS) update: Katie Beyer introduced to Board as new alcohol prevention coordinator at CCHD under a new four-year grant. Will and Beyer will go for training in Bismarck Nov. 8-9. Youth focus only (ages 12-20). Giving an update, Beyer stated youth drinking rate in Region 6 among students in grades 8-12 (including Barnes County) lowest it has been since 1975. County does continue to struggle in some areas though. Focus on policy with first grant (SPF SIG), but enforcement is likely to be the focus of new grant, said Beyer. Local bars are at nearly 100% compliance rate regarding server training. Under SPF SIG, 21 of 25

counties statewide focused on server training. Awaiting word on proposed revisions to city ordinance; in addition to licensees and managers being required to complete the training, anyone who dispenses or serves would be required to receive server training. CCHD goal is not to reduce commerce but to reduce risky behavior.

(Returned to item #1 under Old Business)

On The Move Partnership: Nothing new to report.

Revised 2017 budget: Revised budget reflects 4 mills approved by County Commission (reduced from 5 mills, with 1 mill = \$77,096 approximately). Overn made a motion to approve the revised 2017 budget. Second by Dr. Buhr. Unanimous vote, motion carried.

CCHD Facilities update: Bobby Koeplin, maintenance, has been in communication with Fargo Glass and Paint regarding windows. Restroom remodeling on second floor should be moving ahead soon. Carpeting of second floor hallway and stairs would come next. Will asked Board if they still wanted to move ahead with these projects as they were approved prior to 2017 budget revision. Board Koeplin also wanted Board approval to utilize community service people to clean out the mechanical room. Koeplin would be on site to supervise them. Board was fine with this.

Community Health Improvement Plan (CHIP): Will reported that CCHD was not chosen as one of three sites for a Screening and Recovery Center in ND. Behavioral health subcommittee still working on a community resource list for the Mental Health Access Coalition.

Electronic Health Record: CCHD hasn't started set up of the Patagonia system yet. Patagonia rep discussed possibility of \$22,000 recoup from Medicare of electronic health record cost because Dr. Buhr is our health officer and we use his number to do some of our billing. But Sanford Health Clinic has already utilized Dr. Buhr for the same purpose, so this is not possible. However, the amount they actually received was substantially less. According to rep, there is also a possibility of \$8,900 recoup from Medicaid, but Will has not heard back regarding this and is not hopeful of this funding either. Will/staff will be working on gathering some background materials for Patagonia before staff training begins after Jan. 1.

NEW BUSINESS: Fire inspection report: Dave Anderson, city building/fire inspector, completed a fire safety inspection of building. Need to have the fire extinguisher in mechanical room tagged/inspected. Wanted the water cooler on second floor fixed, but it will be removed when the restroom is remodeled in near future. Everything else checked out fine.

New policies: None.

Contract: Will asked Board if she can contract with Vicki Rosenau as a grant-writing consultant at \$35/hr. Vicki helped write several grants for CCHD while she was employed here. Dr. Buhr made a motion to approve contracting with Rosenau as a grant-writing consultant at \$35/hr. Second by Overn. Unanimous vote, motion carried.

Board reviewed governing board information for policy book.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:50 p.m. The next regular monthly meeting will be **Tuesday, Nov. 22, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,
Dr. James Buhr, Secretary