

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
April 24, 2012

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

ABSENT: None.

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.
Mary and Mikal Simonson, PH Service Award honoree and husband
Brad Cruff, Assistant BC States Attorney
Kay Metcalf, Open Door Center
WillamMae Monson, guest of honoree

CALL TO ORDER: Meeting was called to order at 4:02 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AWARD PRESENTATION: City-County Health District and the Health Board honored Mary Simonson, director of the Open Door Center in Valley City, with the 2011 Public Health Service Award.

AGENDA: Under New Business add: 5) NALBOH 6) Other. Agenda approved with changes.

MINUTES: Dr. Buhr moved to approve the minutes of the Feb. 22, 2012 meeting as printed. Second by Overn. Unanimous vote, motion carried.

DIRECTOR'S REPORT: The Board reviewed the Director's Report. Sharon Buhr questioned how the proposed Community Health Assessment and Planning will fit in with ACHIEVE. Will hoped most of the ACHIEVE partners would also participate on the Barnes County Health Care Network. Other potential involvement is unknown at the present time. Buhr also suggested submitting an article to the Times-Record regarding the AED web tracker. Will clarified that hours she spends regarding the Tobacco Executive Committee are hours beyond her regular director duties.

VOUCHERED EXPENSES: Schwehr moved, Dutton seconded a motion to approve the vouchered expenses for April/May. Unanimous vote, motion carried.

FINANCIAL REPORT: The financial report was reviewed.

OLD BUSINESS: Achieve grant: Will noted that there was nothing new regarding Achieve this month.
Outreach grant: Will is scheduled to meet with Blue Cross Blue Shield of ND on May 18. Dr. Dwelle, NDDoH, is reviewing the database to see if he can glean more information out of it. BCBS is interested more in bringing Chronic Disease Management to the worksite and younger people who are more apt to make needed lifestyle changes to manage their disease(s). This would mean that CCHD would likely transition current older CDM clients back into public health home care in the future.

NEW BUSINESS: 2012 County Health Ranking discussed. The rankings are compiled through the Robert Wood Johnson Foundation and the University of Wisconsin. In 2012, Barnes County ranked 2nd in Health Outcomes and 5th in Health Factors. In 2011 we ranked 2nd and 7th respectively, and in 2010 we were 5th and 16th. Health Outcomes consist of Mortality (length of life) and Morbidity (quality of life). Health Factors include health behaviors, clinical care, social and economic factors and physical environment. Will also noted that six communities nationwide will be awarded a \$25,000 prize for accomplishments aimed at population health improvement. These prizes are being awarded through the Rural Assistance Center under the sponsorship of the Robert Wood Johnson Foundation. Will has been approached by Robin Iszler of Central Valley Health District in Jamestown, who suggested the CDM program might be a focus for applying. Theresa will look further into applying.

Program evaluations were discussed as follows:

- Public Health Home Care: There were a number of changes in this program from 2010 to 2011. Will noted that several public health home care clients were moved to the Chronic Disease Management (CDM) program and all VA clients were moved from certified home health to public health within the past two years, accounting for the net gain of \$8,465 (this could change again next year if funding for the CDM program is not awarded to CCHD). The VA client moves primarily involved decreased paperwork. Will hopes to approach Medicare within the next three years regarding reimbursement for CDM services.
- Certified Home Care: Net gain of \$5,939 will differ from cost report numbers.
- Flu: One of CCHD's biggest revenue sources. Net gain of \$26,174. School flu shot clinics discussed.

Staff Appreciation Luncheon discussed. It will be held Wednesday, May 9, from noon to 1 p.m. in the OPS room. Health Board members were invited to attend.

New policies/forms:

- Maintenance for Helmer refrigerator/freezer units
- CCHD Vaccine Policy Statement. Discussion regarding parents who want to make up their child's vaccination schedule on their own rather than follow CDC recommendations.

Dr. Buhr moved to approve both policies as written. Second by Dutton. Unanimous vote, motion carried.

Will discussed the NALBOH (National Association of Local Boards of Health) scholarship which will pay for first-time members (Health Board members) to attend the national conference. It will be held in Atlanta, GA Aug. 8-10. CCHD would pay for any additional expenses for any Board member interested in attending. Responsibilities of scholarship recipient(s) discussed. No Board member expressed interest in attending.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:03 p.m. The next meeting will be Tuesday, May 22, 2012 at 4 p.m. in the County Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
August 28, 2012

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Dr. Madeline Luke
Tom Overn, Vice Chair
Cindy Schwehr
- ABSENT:** None.
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.
David Luessen, Times-Record reporter
- CALL TO ORDER:** Meeting was called to order at 4:09 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The agenda was approved as printed.
- MINUTES:** Dr. Buhr moved to approve the minutes of the July 24, 2012 meeting as printed. Second by Luke. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report. Will noted that Julia Anderson, R.N., corrections (jail) nurse, will begin doing rapid HIV (finger stick) testing in the jail after state training is provided. The state has provided the Orasure (oral) HIV testing kit to this point. Anderson is also looking into HCV (Hepatitis C) testing. Will was unsure if there will be an additional cost for testing at this point but will find out more after Anderson receives the required training.
- VOUCHERED EXPENSES:** Luke moved, Dr. Buhr seconded a motion to approve the vouchered expenses for August/September. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Overall, CCHD is on track for our budget at 58%. Home Health is still showing a deficit, though there is still a significant amount of revenue yet to come in. Will continues to monitor time and expenses closely. She believes Home Health should basically break even by the end of the year. We are still talking with BCBS as far as them allowing services previously covered through the Chronic Disease Management (CDM) grant. Dr. Dwelle has talked to ASTHO (Association of State and Territorial Health Officials) regarding the state-proposed CDM project. They are doing a case study on the program. Brad Gibbons, Office of Rural Health, submitted the Tri-County CDM program to National Organization of State Officers of Rural Health as an innovative program in our state that could be a model in other rural areas.
- OLD BUSINESS:** Achieve grant: Nothing new at this time.

Electronic Medical Records: Will continues to look at various programs. Discussion tabled.

Community Health Assessment: Held Aug. 28 at the Health Education Center at Mercy Hospital. Dr. Pickard and Kelly Nagel, NDDoH, facilitated. Good participation and representation. Prioritizing what the community wanted to do was a bit difficult. Chronic disease management/obesity was the top concern, followed by emotional health, substance abuse and unintentional injury.

Overby Scholarship: Letters are prepared to go out soon.

NEW BUSINESS: The proposed 2013 budget was discussed. Board agreed to seek the 5-mill levy allowed under the North Dakota Century Code from the county. Will noted that in 2012, 5 mills equaled \$282,301. 5 mills in 2013 will equal \$313,292. We ended last year with \$587,305 in the cash reserve. Dr. Buhr moved that City-County Health District ask for 5 mills from the county as allowed by North Dakota Century Code. Second by Luke. Unanimous vote, motion carried. Further budget discussion followed. Board looked at possible 3% and 5% staff wage/salary increases (other increases could be figured for next Board meeting). Board members opted for the 3% increase. There is currently a \$1.5 million increase for public health in the state's optional budget and a request of \$4 million to work on additional regional networks. The total proposed CCHD 2013 budget is about \$65,000 less than last year's budget. Board questioned if there was a plan or grant available from the state for an electronic medical record system. Luke suggested looking into CPRS, the VA's EMR system, which she thought was free. Further action on the 2013 budget tabled until the next meeting.

Zostavax vaccine availability at CCHD discussed. A free billing program called TransActRx will be utilized enabling CCHD to bill to Medicare Part D, much like the pharmacies. The cost of the vaccine is \$205 including the administration fee. Will noted that ACIP and CDC have approved Zostavax for adults age 60 and older. The FDA has approved it for age 50 and older. The Board approved CCHD giving Zostavax to adults age 60 and older at this time, subject to change if ACIP and CDC lower their age guidelines. Dr. Buhr, health officer, signed the updated vaccine authorization for CCHD.

Policies/Forms:

- Blood Glucose Monitor policy
- CLIA – Controls used for lab tests under the CLIA waiver policy
- Cholestech LDX Analyzer policy

Dr. Buhr made a motion to approve all three policies as presented. Second by Schwehr. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:05 p.m. **The next meeting will be Tuesday, Sept. 25, 2012 at 4 p.m. in the County Commission room.**

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
February 22, 2012

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

ABSENT: Cindy Schwehr

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.

CALL TO ORDER: Meeting was called to order at 1:06 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: Under New Business add: 5) Nightengale Night 6) Tobacco survey 7) Other. Agenda approved with changes.

MINUTES: Overn moved to approve the minutes of the Jan. 24, 2012 meeting as printed. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: The Board reviewed the Director's Report.

VOUCHERED EXPENSES: Dr. Buhr moved, Dutton seconded a motion to approve the vouchered expenses for February/March. Unanimous vote, motion carried.

FINANCIAL REPORT: The financial report was reviewed.

OLD BUSINESS: Achieve grant: Theresa received a scholarship from the National Association of Chronic Disease Directors, because of the Achieve grant, to attend a course in St. Louis, MO, focusing on Evidence-Based Public Health Practices. They will be talking about community health assessments. Lori Thompson, R.N., will also be attending as she will be assisting Theresa with this assessment locally. Her expenses will need to be paid through CCHD, not including registration fee or food while she is at the meeting.

Outreach grant: Will won't hear whether CCHD's chronic disease management grant application has been accepted until April. Will hopes to hear back on the Network grant application by the end of February. This grant focuses on the Community Health Assessment and Community Health Improvement Plan. Sharon Buhr asked Will to inform her as soon as possible regarding the Network grant outcome as she is applying for a foundation "prize" which is related to community partnerships (top prize \$100,000).

By-laws: Board asked to review bylaws. Public notices of meetings discussed. Sharon Buhr asked if Health Board meetings came under ND Century Code. She was concerned about the time frame regarding publication of notification of meetings. Theresa will check on exact wording. Board member absenteeism discussed. Angie will be keeping a chart of excused/unexcused absences for all Health Board members. Under the current bylaws, after two consecutive unexcused absences by any Board member, the board

represented by the member who has missed the meetings will be notified in writing. Angie will bring two consecutive unexcused absences to the Board's attention and they will address it at that time. Dr. Buhr moved that we approve the current bylaws with noted changes. Second by Dutton. Unanimous vote, motion carried.

Office furniture update: Will noted that one more office station was added to the preliminary plan after she brought this item before the Board at the January meeting. The total cost of the current furniture configuration is \$15,039. Dr. Buhr moved to allow an expenditure of \$15,039 for CCHD office furniture, with a \$400 additional allowance either way from that total for unforeseen expenses. Second by Dutton. Unanimous vote, motion carried.

NEW BUSINESS: AED Webtraker: Sarah Hansen, R.N., has been checking with Michelle Tipton of Dickinson who tracks 150 AEDs with the AED Webtraker system. Will noted that Scott Miller, Barnes County Ambulance, is on board with tracking area AEDs. The cost has been reduced for CCHD from \$700 to \$300. Will questioned whether CCHD should absorb this cost to track all area AEDs or not. Tipton would alert Sarah when an AED has an outdated battery or the pads are expiring. Tipton also keeps track of AED suppliers, so those who have AEDs know where to purchase updated materials for their unit(s). As it is now, some area AEDs have expired pads or batteries that are outdated, and it would be better if one central entity was responsible for alerting individuals/businesses rather than risk someone needing a unit and finding that it isn't working properly. Overn questioned if the local Building Inspector might check AEDs for needed updates when he is out checking for outdated fire extinguishers. The consensus was that he might serve as a contact to help locate AEDs in the community. Dutton will talk to the Building Inspector. Dr. Buhr moved CCHD be responsible for area AED alerts, participate in the AED Webtraker system and that CCHD pay the \$300 charge. Second by Overn. Unanimous vote, motion carried.

Program evaluations were reviewed. Wellness screenings and foot care were down a bit from last year, however, the Health Tracks program saw a net gain of \$11,352.59, largely due to increased participation by BC Social Services staff and utilizing the services of Jennifer Schumacher, regional Health Tracks coordinator. Will noted that Safe Communities, a NDDOT program, is now known as Traffic Safety. Kasey Skalicky is the coordinator of the YIELD program under this heading (as of October 2011).

New policies/forms: None at this time.

Nightengale Night: CCHD was asked to participate in the communitywide nurses event. Its focus is to celebrate all nurses in the community. Lori Thompson, R.N., attended the planning meeting. Event is set May 15, in the evening, at Legacy Place. All retired nurses will be invited to attend. Erma Overby, longtime area nurse, will be honored. Will noted that CCHD and other participants were asked to donate funds and/or a prize basket/centerpiece for the event. Dr. Buhr moved that CCHD could donate up to \$150 (contingent upon BC States Attorney opinion regarding legality of such a donation), but the funds could not be used to purchase alcoholic beverages (wine) for the event. Second by Dutton. Unanimous vote, motion carried. Donation of a basket/centerpiece did not require a vote by the Board.

Tobacco survey: 688 people (572 land lines and 116 cell phones) participated in the Valley City tobacco survey. The results could go up or down 2.5 to 4% (final results have

not yet been completed). SSRI (out of UND) conducted the survey. A sampling of the questions/responses is as follows: **Question:** In general, do you feel exposure to secondhand smoke is a serious health hazard, moderate health hazard, a minor health hazard or no health hazard at all? 65% saw it as a serious health hazard, 24% thought it was a moderate health hazard. **Question:** Do you support or oppose a law in Valley City that would prohibit smoking in all public places, including work places, offices and all areas of restaurants and bars? Strongly support: 64%; Somewhat support: 14%. **Question:** Which is more important: (A) The rights of customers and employees to breathe clean air in restaurants, bars and other workplaces? Or (B) The rights of smokers to smoke and owners to allow smoking in restaurants, bars and other workplaces? 70% said the rights of employees/customers was much more important, while 6% said the rights of smokers was much more important. **Statement:** All workers should be protected from exposure to secondhand smoke in the workplace. Would you say you strongly or somewhat agree/disagree? Strongly agree: 77%; Somewhat agree: 12%; Somewhat disagree: 7%; Strongly disagree: 3%; No response: 1%. **Question:** If Valley City passes a law making all areas of restaurants and bars smoke free, would you go out to bars and restaurants more often, less often, or about the same amount as you do now? More often: 31%; Less often: 5%; About the same: 60%; No response: 4%.

The Board viewed the Tri-County Chronic Disease Management presentation put together by Will for Drs. Dwelle and Hanekom.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 2:31 p.m. Theresa will not be available on March 27 for the regular meeting. **The next meeting will be Tuesday, March 20, 2012 at 4 p.m. in the County Commission room. Note date change!**

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
January 24, 2012

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

ABSENT: None

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.

CALL TO ORDER: Meeting was called to order at 4:10 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: Under New Business add: 5) New office furniture 6) Other. Agenda approved with changes.

MINUTES: Overn moved to approve the minutes of the Nov. 22, 2012 meeting as printed. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: The Board reviewed the Director's Report.

VOUCHERED EXPENSES: Dr. Buhr moved, Overn seconded a motion to approve the vouchered expenses for December/January and January/February. Unanimous vote, motion carried.

FINANCIAL REPORT: (Discussed with Year End 2011 item under New Business.)

OLD BUSINESS: Achieve grant: Will has an opportunity because of the Achieve grant to apply for a week-long Evidence-Based Public Health course that would fit directly into the Community Health Assessment and Community Health Improvement Plan (CHA/CHIP) that is on the horizon locally in 2012. Sharon Buhr discussed the planned bike racks in Valley City and was looking for a good welder.

Outreach grant: Will met recently with Dr. Dwelle, who was impressed by the positive results documented in a PowerPoint presentation regarding the CDM program during its initial three-year run. Will noted that Jason Thiel, county IT coordinator, was instrumental in helping analyze and create the report regarding the past 1 ½ years of data that she presented to Dwelle. A Chronic Disease Management (CDM) conference call is being scheduled by Dr. Dwelle (ND Health Dept.) with Will and Dr. Hanekom (Blue Cross Blue Shield) regarding CDM/Worksite Wellness program being paid for by BCBS. He also asked Will to present her findings to the statewide Vision and Strategy Committee in Bismarck, which is composed of Dwelle, the governor's office, long-term care, the ND Medical Association, ND Hospital Association, large healthcare institutions, and BCBS. Dr. Dwelle is very interested in CDM in the worksite and would like Will to discuss how to expand the CCHD program into worksites statewide. The next CDM grant that has been applied for would include an eight-county region rather than just the initial

three-county region (Barnes, Stutsman and Logan counties). Will should know in April if this grant (\$450,000 over three years) is approved. Theresa will present the PowerPoint presentation to the Board at the next meeting. She also noted that Paula Thomsen has been instrumental in developing the protocol for the CDM program, along with Central Valley Health District in Jamestown.

NALBOH: Will explained that the National Association of Local Boards of Health has been in existence since 1992. It offers Health Boards a national voice. NALBOH also helps boards stay connected to relevant information regarding public health. Dues are \$135/year. CCHD has never been a member of this organization, however, Will thought it would be a good idea to try it for a year. Each Board member would receive info via e-mail or regular mail. The consensus of the Board was to join NALBOH.

The Board discussed the purchase of a new CoaguChek monitor to check PT-INRs for homebound clients. It is a lab service that CCHD is allowed to do. CCHD has the same system as Sanford and Essentia clinics. It has saved quite a bit of nursing time and money to offer this service to clients. They no longer make strips for the old monitor. A new monitor will cost approximately \$1,300. Schwehr moved to approve the purchase of a new CoaguChek monitor. Second by Overn. Unanimous vote, motion carried.

NEW BUSINESS: Election of officers held. Schwehr moved to elect current officers on a unanimous ballot. Second by Overn. Unanimous vote, motion carried. Sharon Buhr – Chair; Tom Overn – Vice Chair; and Dr. James Buhr, Secretary.

Year End 2011: Will noted that CCHD had more revenue than we had budgeted. There was \$42,000 additional revenue under CCHD donations/fees which included flu charges for immunizations and PH billing for office services to Medicaid or Medicare. VA (non-Ahlers billing) also paid out \$20,000 from 2010 that is included in the \$42,000 additional revenue. Protect ND Kids funding became available in 2011 (\$11,935). The Regional Network (Ahlers) grant (\$27,000); Tobacco Measure 3/CDC – more money coming in under Measure 3 now and none under CDC. Under Expenses: CCHD was over budget on Chronic Disease Management regarding contract services (\$12,589). CCHD salaries were under in Public Health by \$31,791. CCHD still has 150 doses of flu vaccine remaining in the inventory (due mainly to the Open Door Center ordering vaccine through a local pharmacy rather than utilizing CCHD services as in past years – order had already been received). Physical therapy contract services were over budget due largely to extra \$6,500 billed for 2010 services – bill received in 2011. Scan Health required additional things this year (\$1,436). CCHD's cash reserve is basically where CPA Harold Rotunda strongly suggested it should be, at 50-75% of budget. The Community Health Assessment and Community Health Improvement Plan will be high-cost items, which may force us to dip into our cash reserves in 2012. Schwehr moved to approve the year-end report as presented. Second by Dr. Buhr. Unanimous vote, motion carried. State Measure #2 (to end property tax in state) was discussed. It could have a detrimental effect on public health services.

The annual review of bylaws was tabled until the next Board meeting.

New forms/policies reviewed.

- Tobacco Free Policy
- Cell Phone Use Policy

Overn moved to approve the above policies as presented. Second by Dr. Buhr. Unanimous vote, motion carried.

Will discussed the purchase of new office furniture for the Home Health area. Desks are mismatched and in poor condition. Valley Officeworks submitted an estimate of \$12,500 for four modular work stations with overhead storage capabilities. Overn moved to allow Will to purchase office furniture in the range of \$10,500 to \$14,500 (\$2,000 either side of the estimated \$12,500). Second by Dr. Buhr. Discussion followed. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:07 p.m. Theresa will not be available on Feb. 28 for a regular meeting. **The next meeting will be Wednesday, Feb. 22, 2012 at 1 p.m. in the County Commission room.**

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
July 24, 2012

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Dr. Madeline Luke (new City Commission rep)
- Tom Overn, Vice Chair
Cindy Schwehr
- ABSENT:** None.
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.
David Luessen, Times-Record reporter
- CALL TO ORDER:** Meeting was called to order at 4:12 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** Addition under New Business: 3) Cultural competency 4) Other. Agenda approved as amended.
- MINUTES:** Dr. Buhr moved to approve the minutes of the June 26, 2012 meeting as printed. Second by Schwehr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report. Will noted that she had talked with a local Thrifty White Drug rep regarding flu shots in our area. The pharmacy stated that it was not their intention to compete with local providers unless they were asked to provide vaccinations. There is no control of this policy at the local level. Will plans to meet with Matt Schroeder, Thrifty White Drug corporate representative, soon. A letter will be sent out to area businesses/schools/communities regarding flu immunization and worksite wellness clinics that can be provided on site by CCHD. Dr. Luke also questioned whether CCHD offers Zostavax (shingles) vaccine. Will stated that staff will participate in a webinar regarding a Medicare Part D billing option and will be offering Zostavax if that option seems viable. Will also told the Board that Vicki Rosenau, Tobacco Prevention coordinator, had sent a letter to Family Dollar store regarding tobacco licensing/sales. She encouraged corporate officials to not sell tobacco products as it is in direct conflict with Family Dollar's mission statement as a family-oriented store.
- VOUCHERED EXPENSES:** Overn moved, Luke seconded a motion to approve the voucherred expenses for July/August. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Will stated that it will be close to a break-even budget this year due to loss of some grant revenue such as Chronic Disease Management. Electronic Medical Records implementation could force CCHD to go into its cash reserve funds (approximate cost \$50,000). Home Health is \$15,000 "in the red" currently (some is outstanding revenue, and about 2/3 of the new furniture expense was allocated to Home Health). Home Health will continue to be monitored closely. Will is working with NDDoH (Department of Health) on a Chronic Disease Management grant that will essentially use CCHD's CDM program as a pilot and expand the program to include 8 counties, including Barnes.

OLD BUSINESS: Achieve grant: Will continue to look at grant opportunities.

Chronic Disease Management (CDM) update: Blue Cross Blue Shield requested that Will meet with them regarding their MediQ Home concept (a tracking/reminder system) and how that might help our CDM program track clients better. Health Information Exchange discussed (will be utilized by the “big 6” medical systems in the state, including Sanford, first and filter down to the rest of the healthcare community eventually).

Electronic Medical Records update: Will and CCHD staff continue to research EMR options, having looked at Centricity and Champ. Champ is the option currently utilized by 12 health units (18 counties out of 52) in the state. The approximate start-up cost is \$50,000. Each unit must have their own system, but counties can purchase systems together for a discount. Will is also looking at possible grant opportunities and other avenues of funding for this system rather than using tax dollars.

Community Health Assessment: CCHD, Mercy Hospital and community stakeholders will meet initially Aug. 28 from 8 a.m. to noon in the Health Education Center at Mercy Hospital. Presently, 22 of 40 have responded to the invitation to participate. Will look at the data to see strengths and weaknesses regarding health and then ultimately address the gaps.

Overby scholarship: Seed money is available to establish this health scholarship at VCSU (\$10,500 needed for set up). Family is supportive. A letter was received from Larry Robinson, VCSU, explaining criteria. Dr. Buhr suggested that public health/school health should be the focus regarding student eligibility. Other suggestions discussed. Schwehr made a motion to proceed with the scholarship, to be overseen by VCSU, with criteria to be developed at a later date. Second by Dr. Buhr. Unanimous vote, motion carried. A target letter could be sent out to possible contributors.

CCHD Director evaluations: The Board was very satisfied with Will’s leadership and the direction that public health is taking at CCHD. Theresa will be participating in the master’s program at NDSU this fall, pursuing a Master of Public Health degree with a Health Promotion Specialization. The Board commended Theresa for her excellent leadership and managerial abilities. Dr. Buhr moved to accept the evaluation results as presented. Second by Dr. Luke. Unanimous vote, motion carried.

NEW BUSINESS: The Board welcomed Dr. Madeline Luke as the new representative of the City Commission. Luke noted that all committee meetings for the City Commission are now open meetings. Will stated that Health Board minutes can now be found online on the Barnes County website at www.co.barnes.nd.us.

Policies/Forms:

- Narcotics Management policy/form: Dr. Buhr moved, Dr. Luke seconded a motion to approve the policy and form as presented. Unanimous vote, motion carried.

Cultural competency: Will stated that CCHD has worked with Kostas Voutsas, professor with Dickinson State University at the Bismarck location, in the past regarding diversity training. CCHD and Social Services are seeing a greater influx of foreign-born individuals/families now and are experiencing some language/cultural difficulties. It was noted by several Board members that other healthcare and governmental agencies are

also experiencing issues and that this proposed training could benefit many, including education, law enforcement, etc. Will suggested that there may be an opportunity to apply for an AHEC grant to bring Kostas here. Schwehr moved that Will be the organizational agency for our area to bring in a speaker to deal with cultural diversity issues. Second by Luke. Following discussion, there was a unanimous vote and the motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:25 p.m. **The next meeting will be Tuesday, Aug. 28, 2012 at 4 p.m. in the County Commission room.**

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
June 26, 2012

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
George Dutton (4:21 p.m.)
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.
David Schelkoph, City Administrator
David Luessen, Times-Record reporter
- CALL TO ORDER:** Meeting was called to order at 4:10 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** Addition under New Business: 9) Discussion on flu shot clinics 10) Other. Agenda approved as amended.
- MINUTES:** Dr. Buhr moved to approve the minutes of the May 22, 2012 meeting as printed. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report. Will noted that a state surveyor from NDDoH Health Facilities Division is currently in the office auditing Home Care charts (they come every 3 years).
- VOUCHERED EXPENSES:** Dr. Buhr moved, Overn seconded a motion to approve the vouchered expenses for June/July. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Will stated that she will continue to monitor the Home Care situation as revenues are down, though the numbers should improve next month. Furniture expenses in the Home Care area were discussed.
- OLD BUSINESS:** Achieve grant: Will noted the Achieve group will be seeking funding from Dakota Medical Foundation to continue as a collaborative group.
- Chronic Disease Management (CDM) update: Theresa will be meeting Friday, June 29, with the Center for Rural Health, Kelly Nagel, ND Department of Health, and Melissa Olson, Healthy North Dakota, working on a community transformation grant application where they would like to use CCHD's CDM program as a pilot. This grant would include the original grant extension proposal to expand the current pilot program to include eight area counties (five additional counties not including the original three – Barnes, Stutsman and Logan). The application will go out about mid-July. Theresa will also meet again July 9 or 10 (date not set yet) with Dr. Dwelle, NDDoH, and Dr. Fischer, Blue Cross Blue Shield, to revisit BCBS covering CDM public health services, which could potentially save BCBS money.
- NEW BUSINESS:** The Board reviewed the annual required Medicare cost report compiled by Marlene Davis. A "lower utilization" cost report was prepared due to the lower number of clients

on service. The 2011 report showed a 19% loss, which Will noted was likely closer to a 10% loss when taking into consideration a 2010 therapy bill that was received in 2011 for approximately \$6,500. When looking at actual costs, the numbers remain about the same as last year. Dutton made a motion to approve the cost report as presented, with a second by Overn. Unanimous vote, motion carried.

Board member update: Overn's term actually ended in May. He is the member-at-large. According to the bylaws, this position is appointed by the Health Board. Overn stated that he is interested in remaining on the board. Dr. Buhr moved, Dutton seconded to reappoint Overn to the at-large position. Unanimous vote, motion carried. The board also noted that George Dutton, appointed by the City Commission, is going off the Board as of this meeting. His replacement will be announced July 2. Sharon Buhr is appointed by the Valley City School Board. She is no longer serving on the VC School Board as of this month, however, the School Board can appoint anyone they chose to serve in this capacity. Buhr was appointed by the School Board to continue serving on the Health Board as their representative and her term ends in 2016.

Will stated that City-County Health is looking at two electronic medical record systems – Centricity and Champ. Central Valley Health District, Jamestown, uses Centricity (which will integrate with the Ahlers billing system used by CCHD). Staff members Will, Thomsen, Kratz and Martin will go over to CVHD and get a first-hand look at the Centricity system. This group, plus Betty Olson, will review the Champ system July 11 during a webinar meeting with representatives. Eleven public health units in North Dakota are currently using Champ. This system was developed for use with Home Care agencies and then expanded to public health, so it is very in-tune to population-based public health needs. Will stated that she believed (at this time) the approximate cost of an electronic medical record system would be \$30,000.

Public Health scholarship discussed to honor Erma Overby, longtime director of City-County Health and champion of public health. As proposed, CCHD would need to raise the funds (\$10,500 needed to start a scholarship at VCSU) and decide where to establish the scholarship. VCSU now offers a program for LPNs and RNs. Will stated it is a good way to build a stronger public health relationship with the college (VCSU) and ensure that public health is a piece of the curriculum there. She suggested that CCHD also contribute a portion to the fund. Board members discussed the legality of using public funds for this purpose and Theresa has contacted the state's attorney office, but has not received a decision yet. This subject was tabled until the August board meeting.

Will discussed the matter of her pursuing a Master's degree in public health. She has already completed a core public health certificate program through the University of Minnesota, using state emergency preparedness scholarship dollars. There is now a new online master's program being offered jointly through NDSU/UND. The advantage of her pursuing an MPH is overall increased knowledge regarding public health, community health and concepts. Only nine credits of the previous course will transfer to the new program. There are eight different areas of study available (four at NDSU and four at UND). Will is interested in the health promotions area of study, which is offered at NDSU. She stated she is not pushing to get her MPH, but it could be beneficial when CCHD seeks accreditation. The total program is 42 credits. The approximate cost will be \$5,000-\$6,000 per year for four years, or \$650 per credit (Theresa could take 2-3 classes per year). She would need to be on-site only about 3-4 times a year. Overn questioned what line item this expense would come under and Will stated that it would likely come

under Inservice/Education (under Admin/CCH/HH). She also wanted the Board to consider an ongoing expenditure for continuing education for other staff members as well (tabled until later date). Dutton moved to approve paying \$5,000-\$6,000 per year for Theresa to obtain her Master's in Public Health. Second by Overn. Unanimous vote, motion carried. Theresa's application is due June 30.

Community Health Assessment (CHA): An organizational roundtable discussion is set Aug. 28 from 8 a.m. to 12 noon at the Health Education Center, Mercy Hospital. This is a community health assessment which includes all Barnes County, not just Valley City. So far, 22 of 40 organizations/individuals invited will be participating at this initial meeting. The group will look at all health services in our county as well as all the factors affecting our health, where the gaps in services are, and setting priorities. The ultimate goal of the group will be to come up with a community health improvement plan (CHIP) down the road. This is a requirement for Mercy Hospital as a critical access hospital, and will also be a requirement for eventual CCHD accreditation. The meeting is open to the public.

Policies/Forms:

- Employment – Hiring /ongoing staffing: Dr. Buhr moved, Dutton seconded a motion approve the policy as written. Unanimous vote, motion carried.

Sharon Buhr discussed the CCHD Director Evaluation. Evaluation sheets were handed out to all board members. Buhr would like these returned to her by July 13. She also wants CCHD staff members to submit an evaluation of the director to get a better overall view of Theresa's leadership abilities in the past year.

Flu clinics: Will stated that the Thrifty White corporate headquarters wants to offer community flu shot clinics in this area. Bill Jahn, MarketPlace Thrifty White Pharmacy manager, requested a list of flu shot clinics offered by City-County Health. Will is hesitant to share any of this information with outside sources as flu shots provide much-needed revenue to provide health services locally to residents (particularly low-income clients), and our office has spent a lot of time over the years establishing these clinics. Much of Thrifty White's profits from flu shots would be returned to the corporation and would do little or nothing to help provide health services locally. Theresa will talk to Dr. Dwelle at NDDoH regarding this situation. She stated that in the past Dr. Dwelle has been supportive of pharmacies offering immunizations to increase points of access for people. The board requested that Will talk with Dr. Dwelle and contact corporate Thrifty White to discuss this matter. Tabled until next meeting.

The Board thanked George Dutton, City Commission representative, for his years of service on the Health Board.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:30 p.m. The next meeting will be **Tuesday, July 24, 2012 at 4 p.m. in the County Commission room.**

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
May 22, 2012

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
George Dutton
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.
Marcie Bata, REHS, RS
- CALL TO ORDER:** Meeting was called to order at 4:10 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Dr. Buhr moved to approve the minutes of the April 24, 2012 meeting as printed. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report. Will read a thank you letter from Mary Simonson, 2011 Public Health Service Award recipient.
- VOUCHERED EXPENSES:** Dutton moved, Dr. Buhr seconded a motion to approve the vouchered expenses for May/June. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Will noted that some big expenses will appear next month with rent, support services and the new office furniture. Home health is \$13,470 in the hole. She also noted that the home health cost report doesn't look great this year, showing a 19% loss. Will stated that she will have more information regarding the cost report at the June Health Board meeting.
- OLD BUSINESS:** Achieve grant: Will noted that there was nothing new regarding Achieve this month.
- Outreach grant: Will met with Dr. Dwelle, Arvi Smith, both ND Department of Health (NDDoH); Dr. Hanekom, Blue Cross Blue Shield (BCBS); Mickey Anderson, ND Medicaid; and Kelly Nagel, Home Health liaison, regarding Chronic Disease Management (CDM). Will is not sure of BCBS's position as yet, though they voiced that it "sounds really good." Will needs to do more work on the return on investment piece of CDM. Anderson was interested from Medicaid's standpoint, as there is only one other CDM provider for Medicaid in North Dakota at this time. However, this would require that CCHD provide a 24/7 on-call nurse to answer concerns, which could create a hardship on office staff. Dr. Dwelle had suggested that Ask-A-Nurse could possibly be utilized rather than a 24-hour on-call nurse through CCHD.
- NEW BUSINESS:** Will noted that a new School Infection Control Booklet is now available to all schools and day care facilities through NDDoH. City-County Health has run off a copy from the state web site that Will shared with the Board. It should help answer common questions asked by area school/day care workers, and has already proven to be a valuable resource

at CCHD. Dr. Buhr voiced his concern regarding the “pinkeye” policy, which he feels is outdated.

Professional Persons Advisory Committee met recently to review Home Health practices and policies. Minutes acknowledged by Board. Adviser Deb Anderson, Mercy Hospital, suggested that wellness screenings should be offered through area churches, with the churches receiving so much per completed screening. LifeScan screenings that are offered throughout the year in Valley City (some in churches) were discussed. The Health Board has always been opposed to this particular screening, which is not an accepted screening by most area providers. Anderson also suggested health fairs, but as a rule, health fairs are generally viewed as ineffectual. Medicare/Non-Medicare statistics reviewed.

Will introduced Marcie Bata, Environmental Health Practitioner for Barnes County. She is a contracted position through Central Valley Health District in Jamestown. Bata replaced Jim Michael as EHP about six months ago. Bata noted that an annual health and safety inspection in schools is being added as a free service (based on an Ohio model). Will has sent e-mails to the schools regarding this free option. It will include such things as proper soap dispensers and towels in restrooms, seeing that showers are used as they should be and are not being used as storage areas, proper chemical storage and disposal (especially in chemistry labs), free access to fire doors, mold issues, etc.

Program evaluation: The Board reviewed the school evaluation. 652 Valley City students were served in the office this school year. Net loss of \$4,334. Because we need to have a nurse in the office anyway, this is really not a loss as monies gained from school nursing help offset office nurse time, according to Will.

Staffing: Will stated that less staffing is now needed, at times, without Chronic Disease Management grant funding. This presents a quandary in staffing. Will requested input from the Board, stating the unwritten policy has always been that when a full-time position opens, part-time nurses are notified and have first chance to move into the full-time position. Full-time staff members have received the hours first if cuts need to be made on a week-to-week basis. The Board agreed that this is a needed policy and requested that Will prepare a written policy to be approved at the next Board meeting.

Will presented the annual update of the CCHD programs diagram. On The Move/Achieve will replace Women’s Way on the diagram next year. She noted that there were fewer overall contacts in 2011, mostly due to the change in scope regarding the Safe Communities program.

A tour of the CCHD office will be conducted following the close of the Board meeting to inspect new office equipment and door changes (for privacy compliance).

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:56 p.m. **The next meeting will be Tuesday, June 26, 2012 at 4 p.m. in the County Commission room.**

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
November 27, 2012

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary (came at 1:05 p.m.)
Madeline Luke (left at 12:45 p.m.)

Tom Overn, Vice Chair
Cindy Schwehr (left at 1:15 p.m.)

ABSENT: None

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.
Vicki Rosenau, Tobacco Prevention Coordinator

Prior to the formal meeting, the Board viewed the new SACCHO video on public health activities in North Dakota. Several health districts (including CCHD) were featured in the YouTube video. CCHD's segment focused on immunizations/Tobacco A-A-R, nutrition/exercise, and community health. The video can also be accessed currently on the Central Valley Health District website.

CALL TO ORDER: Meeting was called to order at 12:25 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: The agenda was approved as printed.

MINUTES: Overn moved to approve the minutes of the Sept. 25, 2012 meeting as printed. Second by Schwehr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: The Board reviewed the Director's Report.

VOUCHERED EXPENSES: Schwehr moved, Overn seconded a motion to approve the vouchered expenses for November/December. Unanimous vote, motion carried.

FINANCIAL REPORT: The financial report was reviewed. Will reported that Home Health is now \$12,000 in the black, a \$16,000 turn-around from last month, primarily due to going back to the first of the year and allocating out the things that Home Health wasn't really doing but was being charged for such as Paula's time and in-services. These are still an expense, but not necessarily specific to Home Health, explained Will.

OLD BUSINESS: Achieve grant: Achieve gave a presentation before the Valley City Commission regarding sidewalks and health. It was informative and they also asked the city to start thinking about putting together a plan. Talked about Ninth Avenue NW. Achieve would like to see sidewalks on at least one side of the street citywide. Some property owners opposed to sidewalks due to the expense. Achieve will partner with the City regarding publicity and education.

Chronic Disease Management (CDM) update: Will is still working with Dr. Mark Strand, NDSU, regarding a proposed CDM research project. There is currently no grant money available for CDM. Will continues to work with Blue Cross Blue Shield and the Department of Health. BCBS suggested working more with Medical Assistance

(Medicaid). Things are still in the works, but it is a slow process. If CCHD were to continue CDM, it would need to fund it either through county mills or spending down CCHD's cash reserve. Luke questioned what portion of the CCHD "pot of money" is needed to maintain the CDM program to take care of public health clients not covered by third-party payers. She suggested tracking the numbers for one year – is there a reduction in the number of ER visits? Overn made a motion to take money from the cash reserve for one year to fund expanded CDM services, beyond what is currently offered. Second by Schwehr. Unanimous vote, motion carried.

(The Board moved ahead to New Business at this point as Luke needed to leave the meeting early.)

NEW BUSINESS: Vicki Rosenau, Tobacco Prevention Coordinator, discussed Measure 4, which bans smoking in all public places in North Dakota. The measure will be implemented as of Dec. 6, 2012. Rosenau suggested that it may still be beneficial to call for a city ordinance banning smoking in all public places in Valley City. This would back up the intent of Measure 4 in the event that the State Legislature ever opts to overturn or revise it. (Legislature could overturn/revise Measure 4 by a 2/3 vote within the first seven years and after that time, by a majority vote). Luke voiced opposition to proposing a city ordinance at this time, stating there might not be enough commission support since it may be viewed as being handled under the new state legislation. (Luke left the meeting at 12:45 p.m.; Dr. Buhr arrived at the meeting at 1:05 p.m.) Dr. Buhr made a motion to ask the City Commission, shortly after the implementation of Measure 4 on Dec. 6, for a "no smoking in public places" ordinance. Second by Overn. Following further discussion there was a unanimous vote and the motion carried.

(The Board returned to Old Business at this point.)

OLD BUSINESS: Community Health Assessment: The group will meet again on Dec. 11 in the Health Education Center at Mercy Hospital. The county survey has been completed and participants will go over the results at this meeting and then formulate a Community Health Improvement Plan (CHIP).

The Board discussed the Erma Overby Scholarship. A database is being compiled by Teresa Garrahy. It is hoped that the scholarship committee can get letters out before Christmas to solicit funding. Garrahy has contacted Lori Morehouse at Valley City State University about getting the letters out soon on the university's letterhead. The letter will be signed by Will and Sharon Buhr on behalf of the Overby Scholarship Committee. Will assured the Board that all work done was not done on CCHD paid time.

Public Health accreditation and strategic planning activities are underway at City-County Health. Will has talked with Dr. Donald Warren (NDSU professor in the public health master's program) about visiting with CCHD staff (and possibly ACHIEVE) regarding the role of public health in communities.

The SACCHO video on public health was discussed briefly. The video is available on the Central Valley Health District web site.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:30 p.m. Due to lack of agenda items, there won't be a Health Board meeting in December. **The next**

meeting will be **Tuesday, Jan. 22, 2013 at 3 p.m.** in the County Commission room.
Please note new meeting time.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
September 25, 2012

- 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, CCHD Office Mgr.
David Luessen, Times-Record reporter
- CALL TO ORDER:** Meeting was called to order at 4:08 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The agenda was approved as printed.
- MINUTES:** Dr. Buhr moved to approve the minutes of the Aug. 28, 2012 meeting as printed. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report.
- VOUCHERED EXPENSES:** Overn moved, Dr. Buhr seconded a motion to approve the vouchered expenses for September/October. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Will reported that CCHD was on track at about 67%.
- OLD BUSINESS:** Achieve grant: Nothing new at this time.
- Chronic Disease Management (CDM) update: Will reported that she met recently with Dr. Mark Strand, associate professor in NDSU's Masters in Public Health program. He would like Will to submit a case study regarding our CDM project for a chronic disease journal, to help promote the program. Will also received a note from ASTHO (Association of State and Territorial Health Officials) stating that a CDM article will appear in their journal. The board discussed the worth of 1 mill this coming year which is approximately \$62,500. Will estimated that City-County Health could conduct a CDM program for \$40,000 to \$50,000 per year. Sharon Buhr stated that she would like to see the CDM program included in next year's budget due to its validity.
- Overby Scholarship: Will reported that CCHD can't be involved in setting up this scholarship, according to Lee Grossman, Barnes County States Attorney. However, Will can work on the scholarship on her own time. Grossman also stated that CCHD can't put any money into the scholarship fund as it doesn't affect enough people and solicitation letters cannot be printed on CCHD letterhead. The next meeting of the scholarship committee will be Friday, Oct. 5, at 9 a.m. at Dutton's Parlour (personal time for Will).
- Community Health Assessment (CHA): Will reported that CHA is moving on to the next step with a meeting scheduled Oct. 2 at Mercy Hospital. The hospital has a violence

prevention focus. In a related matter, Dr. Buhr sought information regarding the Sexual Assault Response Team/Nurse at Mercy Hospital. Sarah Hansen, R.N., CCHD staff nurse, has completed SART training. She will not be under contract with Mercy Hospital as a Sexual Assault Response nurse, but will be under CCHD regarding liability insurance (with Board approval), explained Will. The Board also briefly discussed CCHD accreditation and what was needed to attain it.

2013 budget: Will reported that CCHD's budget request to the County Commission was cut by 1 mill in 2013 to a total of 4 mills for a monetary total of \$251,051.80. 1 mill = \$62,537. 1 mill in 2012 was worth \$56,400. Will posed the question to the board whether to use funds from CCHD's cash reserve or cut services. Schwehr (Barnes County representative on the Health Board) stated that commissioners want cash reserves spent down in 2013. The Board reiterated the following four key points:

1. County would like cash reserves spent down.
2. County is OK with CCHD spending down its reserve.
3. Harold Rotunda, CPA, advised CCHD to keep 50-75% in reserve.
4. Cindy Schwehr, BC Commission chair, didn't know what amount CCHD needed in reserve.

Will suggested using **up to** \$62,000 from the cash reserve to potentially make up for the lost mill if CCHD stays with the \$313,000 proposed budget. This may mean having an unbalanced budget and using cash reserve funds only as needed. Dr. Buhr made a motion to enter an income line item under county mills that says \$62,000 from our cash reserves will be used in an appropriate amount (reserve spending), if needed. Second by Overn. Unanimous vote, motion carried.

NEW BUSINESS: Continuity of Operations Plan: States that if something happens to Theresa and she is not able to do her job, next in command at CCHD would be 1) Paula Thomsen 2) Lori Thompson 3) Health Board.

Public Health accreditation: Cost to be accredited for 5 years is \$12,750. This amount can be split up over 5 years or paid all at once. This amount also pays for technical assistance and on-site training. Overn moved to proceed with accreditation. Second by Dr. Buhr. Unanimous vote, motion carried.

There are now three trained Sexual Assault Response nurses, including Sarah Hansen, R.N. and two Mercy Hospital nurses. The three would rotate on an on-call basis as part of a Sexual Assault Team. Dr. Buhr made a motion to approve participation of Sarah Hansen, R.N., as a Sexual Assault Response Team member. Second by Schwehr. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:59 p.m. **Due to lack of agenda items, there won't be a Health Board meeting in October. The next meeting will be Tuesday, Nov. 27, 2012 at 3 p.m. in the County Commission room. Please note change of time.**

Respectfully submitted,

Dr. James Buhr, Secretary