CITY-COUNTY BOARD OF HEALTH MINUTES
Board Meeting
August 27, 2025 | 7:30am

PRESENT:
Tom Overn, Chair
Dick Gulman, Vice Chair
Mike Schwehr
Tommy Bergan
Ashley Horner, Health Officer/Secretary

ABSENT:

ALSO PRESENT:
Katie Beyer, Administrator
Evonne Johnson, Admin. Specialist
Marcie Bata

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

AGENDA:
Agenda was reviewed. Motion made by Dick Gulman to approve the agenda, seconded by Tommy Bergan. Unanimous vote, motion carried.

MINUTES:
Reviewed. Motion made by Dick Gulman to approve previous months, seconded by Mike Schwehr. Unanimous vote, motion carried.

DIRECTOR'S REPORT:
Flu clinics, just under 60 offsite clinics set up and preparing for respiratory season. Another AC unit tipped over and cannot be repaired must be replaced. Working with insurance for coverage. Able to use state AC units to cool upstairs until repairs have been made.

FINANCIAL REPORT:
Katie Beyer noted that $579,060.96 is the account balance with a grant reserve balance of $311,872.44 and cash balance of $267,188.52 at the end of July. Home Health is in the red $2,870.99 for July and in the red $41,990.14 for the year. Dick Gulman made a motion to approve financials as presented, seconded by Ashley Horner. Unanimous vote, motion carried.

VOUCHERED EXPENSES:
Reviewed. Dick Gulman made a motion to approve the June/July vouchered expenses, seconded by Mike Schwehr. Unanimous vote, motion carried.

OLD BUSINESS:

<u>Buildings/Grounds</u>

- 2nd floor – South Central HSC Expansion Project, a walk-through next week to go through finishing punch list items. Instead of having Service Master cleaning the second floor, we will contract with Demi for a much more affordable cost.

<u>Population Health Status</u>

- Getting early actions done to be prepared when school starts.

NEW BUSINESS:

<u>Environmental Health</u>

Open Matters:

- Aquatic Update: CVHD will bill each water body $50.00, $150 total.
- Luverne – Property owner previously asked for system to be approved, did not meet requirements. Owner had licensed installer out-made corrections to existing mound, viewed mound material for operation. Septic system items previously installed were found to meet requirements (tank mound bed). System now meets code. Motion made by Mike Schwehr to allow them to purchase a permit, seconded by Tommy Bergan. Unanimous vote, motion carried.
- Litchville – Owner has not presented a plan (asked for additional time). Motion made by Ashley Horner to send to states attorney, seconded by Dick Gulman. Unanimous vote, motion carried.
- Sibley – System installer stated system was installed on former gravel pit. Need engineer design. Engineered design provided report that contests site was former gravel pit. State that system as installed meets their system design. Motion made by Dick Gulman to approve, Tommey Bergan seconded. Unanimous vote, motion carried.

<u>County Budget Request</u>

- Review:
  - Katie and Rose will be attending the County Budget meeting this evening.
  - Anticipating budget deficit of $58,208.75
    - Unsure what recommendations are for Covid vaccinations, therefore no billing guidance, anticipation of reduction of that revenue.
  - Statutory Requirements of Public Health + Local Translation
    - Required by Statutory Compliance under Century Code: Disease control, chronic disease and injury prevention, environmental health, Maternal Child & Family Health (WIC, Health Tracks), Access to Clinical Care (SN care in Home)
    - For every $1 investment, return of $64. Funds are partially provided by County funding as well as leveraging grants, staffing cuts, and eliminating non-essential programs to meet budget requirements.
    - Tom Overn made a motion to have Katie and Rose attend County Budget meeting, seconded by Dick Gulman. Unanimous vote, motion carried.

<u>Administrative</u>

- Staffing:
  - Discussed staffing changes and respiratory season support through PRN contracts. Will plan to open a RN position in time.

- Andrea Winter – in addition to Barnes county, will be taking on Director position in Ransom County for WIC clients and other counties are sharing the load as well. This will more than double her case load.
- Need to fill gaps in Certified Lactation Consultant and Car Seats.

- First Reading – Proposed Bylaw Amendment
  - Board composition and representation: Article II, Section 1, to include two members at large. Motion made by Dick to approve to without last sentence "In no instance shall the CCHD Board be all male or all female.", seconded by Tommy Bergan. Unanimous vote, motion carried.

- Annual Administrative Evaluation
  - Each Board member to complete evaluation and turn in Tom Overn, Chair, to review all evaluations and discuss with Katie. Bring forward to next board meeting for discussion with all Board Members.

ADJOURNMENT:
With no further business before the Board, the meeting was adjourned at 8:10 am.

Next monthly meeting: Wednesday, September 24, 2025 at 7:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Ashley Horner, Secretary