

# CITY-COUNTY BOARD OF HEALTH MINUTES

## Board Meeting

August 28, 2024 | 7:30am

### PRESENT:

Tom Overn, Chair

Ashley Horner, Health Officer/Secretary

### Via Phone:

Cindy Schwehr

### ABSENT:

### ALSO PRESENT:

Katie Beyer, Administrator

Evonne Johnson, Office Manager

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. Postpone Preliminary 2025 Budget Review to next month. Motion made by Ashley Horner to approve agenda as amended, seconded by Cindy Schwehr. Unanimous vote, motion carried.

### MINUTES:

Reviewed. Motion made by Ashley Horner to approve previous months minutes, seconded by Cindy Schwehr. Unanimous vote, motion carried.

### DIRECTOR'S REPORT:

Vaccine has been ordered for respiratory season. Assisted the Care Center in getting last minute Covid vaccines completed. Nurses have been on low census of 32 hours for the last 6 weeks. We had 4 Medicare admits in home care last week.

### VOUCHERED EXPENSES:

Reviewed. Ashley Horner made a motion to approve the June/July and July/August voucherred expenses, seconded by Tom Overn. Unanimous vote, motion carried.

### FINANCIAL REPORT:

Home Health is in the red \$31,809.45 for June and \$40,885.25 for July. Katie Beyer noted that \$645,822.36 is the account balance with a cash reserve balance of \$330,135.39 at the end of July. Cindy Schwehr made a motion to approve financials as presented, seconded by Ashley Horner. Unanimous vote, motion carried.

## **OLD BUSINESS:**

### Building/Grounds

- Generator has been paid for, waiting for them to remove it from our parking lot.
- All concrete has been poured on South side of building and bench has been reset.
- Parking lot project completion TBD.
- SCHSC – Working on new quotes for 5 new office spaces in our old storage space and old kitchen/breakroom. Phase 3 & 4 to possible also acquire additional space.
- Aging Services contract is in place and will be moving to the office on the SE corner of the building. Rent is \$10.82/sq foot and goes up 3% every year. Additional \$190/month rent.

## **NEW BUSINESS:**

### Environmental Health – Marcie Bata

- Septic compliance issues in Rogers. Certified letter sent and no response. Motion made by Cindy Schwehr to send to states attorney, seconded by Ashley Horner. Unanimous vote, motion carried.
- Complaint in Litchville on 2 homes. Letters have been sent and received response. Not in compliance. Certified letters to be sent. Motion made by Cindy Schwehr to send to certified letters, seconded by Ashley Horner. Unanimous vote, motion carried.
- Emerging issue on property in Enderlin, 2 failed septic properties. Holding tank is allowed on private residence. Holding tank is being pumped on top of ground and leaching into neighbor's orchard. Mobile food unit is also dumping into holding tank.
- No action or movement on Diegel property. RJ's Plumbing did install sewer system. Still have not received soil classifier report.
- Marcie will review items with states attorney and what needs to be moved forward on.

### Preliminary 2025 Budget Review

Postponed until September meeting.

### School Board Representative

Sarah Hansen has resigned from Essentia and will no longer be representing the school on the Health Board. Need to have the Health Board appoint a new member from the School Board. Tommy Bergan has volunteered to an appointment for the unexpired term (through July 2027). Motion made by Tom Overn to appoint Tommy Bergan to the Health Board effective September 1, 2024, seconded by Cindy Schwehr. Unanimous vote, motion carried.

### Approve QAPI for Certified Home Health

CCHD are engaged and support a system of Quality Assessment and Performance Improvement (QAPI). For 2024-2025 we have identified What is Good for our Heart is Good for the Brain as our primary source of preventable incidents for Certified Home Health clients. Motion made by Cindy Schwehr to focus on What is Good for the Heart is Good for the Brain, seconded by Ashley Horner. Unanimous vote, motion carried.

### Other

**ADJOURNMENT:**

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

**Next monthly meeting:** Wednesday, September 25<sup>th</sup> at 7:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Ashley Horner, Secretary