

CITY-COUNTY BOARD OF HEALTH MINUTES
Board Meeting
Rescheduled from November
December 12, 2025 | 7:30am

PRESENT:

Tom Overn, Chair
Mike Schwehr

Ashley Horner, Health Officer/Secretary
Tommy Bergan

Via Teams Meeting:

ABSENT:

Dick Gulman, Vice Chair

ALSO PRESENT:

Katie Beyer, Administrator

Evonne Johnson, Admin. Specialist

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 Tommy Bergan to approve the agenda as presented, seconded by Mike Schwehr. Unanimous vote, motion carried.

MINUTES:

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

DIRECTOR'S REPORT:

Building maintenance: have had plumbing issues and should now be resolved. Karen Bundy (Didier) will be transferred to a jail employee employed by Barnes County. Kallie Gruman is transferring to the Sheriff's office; her grant work would have ended in August 2026. Alicia Hoffart grant term ended. Staffing is stable and have not posted position for DON/Nurse Manager at this time.

FINANCIAL REPORT:

Katie Beyer noted that \$451,256.64 is the account balance with a grant reserve balance of \$347,735.94 and cash balance of \$103,520.70 at the end of October. Home Health is in the red \$8,668.24 for October and in the red \$68,981.59 for the year. Ashley Horner made a motion to approve financials as presented, seconded by Tommy Bergan. Unanimous vote, motion carried.

VOUCHERED EXPENSES:

Reviewed. Ashley Horner made a motion to approve the October/November vouchered expenses, seconded by Tommy Bergan. Unanimous vote, motion carried.

OLD BUSINESS:

NEW BUSINESS:

Administrative

- Single Audit 2022 – Brief
 - Clean audit, new journal entry procedure implemented.
- Personnel Policy – Transfers
 - Mike Schwehr made a motion that if there is a transfer from CCHD to County (or vice versa), benefits would transfer and not be paid out. Seconded by Tommy Bergan. Unanimous vote, motion carried.
- Staffing – Briefs and Wage Adjustments
 - Karen -
 - Kallie
 - Alicia
 - Meghan Velure – adjustment for interim DON/Nurse Management, \$37 for grant work, request to increase from \$37/hour to \$39/hour, effective January 1, 2026. This would include annual increase.
 - Melissa Pedersen – taken on Health Tracks coordination, \$25/hour effective January 1, 2026. This would include annual increase.
 - All other staff 2% increase
 - Motion by Tommy to approve wage adjustments and Mike Schwehr seconded. Unanimous vote, motion carried.
 - Katie Beyers – Absences from office
- Discussion

ADJOURNMENT:

With no further business before the Board, the meeting was adjourned at 8:20 am.

Next monthly meeting: Wednesday, January 28, 2026 at 7:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Ashley Horner, Secretary