

CITY-COUNTY BOARD OF HEALTH MINUTES

Board Meeting

June 28, 2023 | 7:30am

PRESENT:

Tom Overn, Chair
Sarah Hansen

Dick Gulmon, Vice Chair
Chelsea Traverse, Health Officer/Secretary

Via LifeSize:

Cindy Schwehr joined at 7:40am

ABSENT:

ALSO PRESENT:

Theresa Will, Administrator
Katie Beyer, Deputy Director

Evonne Johnson, Office Manager
Dr. Ashley Horner

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 Chelsea Traverse to approve agenda with the addition of Legal Review of Policies to New Business and correct next meeting date to July 26th, Seconded by Dick Gulman. Unanimous vote, motion carried.

MINUTES:

Reviewed. Motion made by Chelsea Traverse to approve previous months with the correction of Home Health is in \$20,452 in the red under the Financial Report, Seconded by Sarah Hansen. Unanimous vote, motion carried.

DIRECTOR'S REPORT:

Reviewed. Any complaints or concerns from staff are being addressed internally. We are doing a World Café at staff meetings to inform and educate staff about all the programs available at CCHD.

VOUCHERED EXPENSES:

Reviewed. Surface Pros purchased. CHI Mercy received \$25,000 in Spark Grant funds to assist in housing needs. Funds will be handled through CCHD as it was too difficult for hospital to cut the checks. Dick Gulman made a motion to approve the May/June voucherred expenses, seconded by Chelsea Traverse. Unanimous vote, motion carried.

FINANCIAL REPORT:

Grant reimbursements yet to come in, can take up to 3 months to get reimbursed.

New contracts.

- Received additional funds for Health Equity and Immunization and funds extended to 5/31/2024, \$76,585 for Covid but can also educate and encourage other immunizations. Health Equity side is \$57,700 and that contract was signed and returned.
- They amended the Covid contract for testing, questions, communicating about Covid, which is additional \$18,968 until June 2024. Should have this contract by the end of the month.
- Tobacco Prevention grant \$64,434, contract was signed and sent to them and should be returned by the end of the month.
- Basic Immunization contract \$4,445, signed and returned and goes through June 2024.
- State Aid was increased during the legislative session, so for the biennium we will receive \$103,646. Starts July 1, 2023 and goes through June 30, 2025.
- Emergency Preparedness contract signed and returned for \$3,383. Also starts July 1st.

Home Health is \$22,687 in the red. Will noted that \$550,342.06 is unencumbered funds with a cash reserve balance of \$813,470.32 at the end of May. Board will still do the \$135,000 loan for parking lot and then pay it off at the end of the year when we know where we are at with financials. Motion made by Dick Gulman to approve the financial reports, seconded by Chelsea Traverse. Unanimous vote, motion carried.

OLD BUSINESS:

Facilities update; parking lot, generator, window proposals

SCHSC remodel on 2nd floor is completed and sent invoices for \$4,189. Katie and Theresa have reviewed the signage and plans for the parking lot and are finalized. They intend to start mid-July. Not sure when new generator is coming. Butler said old generator would retail at \$10,000 and they offered us \$7,000 for the old generator. Theresa will visit with County Commission regarding the generator and if it can be used in the county first before selling. Will discuss with County Commission. Window tint was installed and feel it is a great improvement on reducing glare and heat.

Environmental Health Update – Diegel property

Marcie Bata has not heard from the Diegel's. They were required to submit the soil reports in May and have yet to receive. Chelsea Traverse made a motion to send to the state's attorney regarding noncompliance, seconded by Dick Gulman. Unanimous vote, motion carried.

NEW BUSINESS:

2024 Budget

Theresa presented the Board with budget comparisons for 2% and 5% increases. This includes 2 open positions that are grant positions that are budgeted for as well as a position at the jail. When Theresa Will meets with the County Commission, she is going to request that we have a 40 hour/week RN at the jail. Dick mentioned CPI is 4% and he feels 2% is not enough for staff salaries. Cindy feels that it needs to be considered that insurance is 100% paid for CCHD employees as well. Budget includes 40 hours/week for jail nurse plus 15 hours/week of fill in time. Nurse had not been able to be at jail 40 hours/week. With bringing in Federal inmates Theresa feels it would benefit to have a F/T nurse at the jail 8-5, M-F. Currently we are not breaking even for what we are charging the county. We will request that the County increase reimbursement to \$55/hour. Mills will need to be adjusted to match the mil

dollar amount and the mil levy the County Commission allows. Comparisons of 2% increase in Budget for 2024 would put us at \$26,796 in the red and 5% increase in Budget for 2024 would put us at \$70,685. Motion made by Chelsea Traverse that the Board would like to see 4% Budget with increase in salary and Katie Beyer hourly rate to \$50/hour at the beginning of the year. Seconded by Dick Gulman. Unanimous vote, motion carried. Board also needs to think about if Theresa is needed as a contracted position to assist Katie when needed for HR, policies, grants, etc.

Add Katie Beyer as signatory on checking account

Dick Gulman made a motion to add Katie Beyer as a signatory on the checking account, seconded by Tom Overn. Unanimous vote, motion carried.

Leave Policy change request

Separate Maternity Leave policy from regular compensated leave. Katie presented Good, Better and Best proposals to the Board. Dick Gulman made a motion to accept the Best proposal, seconded by Sarah Hansen. Yes vote from all members with the exception of Cindy Schwehr voting No, motion carried.

Jail Health Services

Theresa is requesting a 40/hour week position as noted in 2024 Budget discussion.

Meet Dr. Ashley Horner, CCHD Health Officer as of 8/1/2023

Board welcomed Dr. Ashley Horner as the new Health Officer.

Staff Appreciation 6/28 9am

The Board is welcome to stay after the Health Board meeting and be a part of the appreciation. An apparel item and water bottle were ordered for each employee and will also have breakfast.

Maintenance/Cleaning services, Cindy Schwehr

New hires and current maintenance person, Shane Kalbrener, at County would be available for light maintenance. Work with Bobby on transfer of duties. No transfer of funds for these duties.

Bench estimate and approve honorary plaque

Theresa wants to order a bench to place on South side of building and have a dedication for Dr. Burh and Sharon Burh that have committed so much to PH. Would like to have the Board present at a dedication ceremony. Chelsea Traverse made a motion to approve the bench, seconded by Dick Gulman. Unanimous vote, motion carried.

Executive Session: Approve 4/26 Executive Session Summary and discuss return to work; next steps

Dick Gulman made a motion to move into Executive Session, Chelsea Traverse Seconded.

Chelsea Traverse made a motion for everyone to remain in the meeting except Evonne Johnson, seconded by Sarah Hansen.

- a. The legal authority for closing this portion of the meeting is §44-52.1-12, §44-04-18.1(1), Ch. 23-01.3; and §12-60-16.5, §12-60-16.6.

b. Authorize CCHD Administrator to act as directed in Executive Session.

Evonne Johnson exited the meeting at 8:46 am.

Returned to normal session at 8:51 am.

Legal Review of Policies

Theresa requests that we work with Carl Martinek, City Attorney, on a separate contract to advise/consult on HR processes, policy and contract review. Dick Gulman made a motion to approve exploring an agreement with Carl Martinek at a rate of \$150/hr upon approval from Gwen Crawford, City Administrator. Seconded by Chelsea Traverse. Unanimous vote, motion carried.

ADJOURNMENT:

With no further business before the Board, the meeting adjourned at 8:54 am.

Next monthly meeting: Wednesday, July 26th at 7:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary