

CITY-COUNTY BOARD OF HEALTH MINUTES

Board Meeting

May 24, 2023 | 7:30am

PRESENT:

Tom Overn, Chair

Dick Gulmon, Vice Chair

Cindy Schwehr

Sarah Hansen

Chelsea Traverse, Health Officer/Secretary

Via LifeSize:

ABSENT:

ALSO PRESENT:

Theresa Will, Administrator

Evonne Johnson, Office Manager

Katie Beyer, Deputy Director

CALL TO ORDER:

The Health Board meeting was called to order at 7:31 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 Mill Levy Request to New Business, Seconded by Sarah Hansen. Unanimous vote, motion carried.

MINUTES:

Reviewed. Motion made by Dick Gulman to approve previous months, Seconded by Chelsea Traverse. Unanimous vote, motion carried.

DIRECTOR'S REPORT:

Reviewed.

VOUCHERED EXPENSES:

Reviewed. Marlene Davis \$300 for cost report fees. She is working with Rose on how to do these as she feels she will be able to do these without us hiring it out. Chelsea Traverse made a motion to approve the April/May vouchered expenses, seconded by Dick Gulman. Unanimous vote, motion carried.

FINANCIAL REPORT:

Home Health is \$20,452 in the red. Working well with PT, still working through it as it takes time for the referrals. Trying to build up clientele OT or Speech needs to go to CHI. Will noted that \$638,357.56 is unencumbered funds with a cash reserve balance of \$897,050.75 at the end of April. Motion made by Dick Gulman to approve the financial reports, seconded by Sarah Hansen. Unanimous vote, motion carried.

OLD BUSINESS:

COVID-19 public health ongoing response

Remove from agenda in the future. Emergency has expired. Still providing free home test kits as long as we can still get them for free from the state.

Facilities update; parking lot, generator, window proposals

Parking lot: We made a few small changes. Parking spot added and dumpster will be moved over by the generator. One-Way signage. Parking spot reserved for elevator use.

Generator: What do we do with the old generator? Will need to sell. Bobby and Katie met with the state regarding the new generator. Updated generator considerations, cost will be slightly more as cost of generator increased since we applied for the grant. There is a 5% contingency included. We had originally budgeted \$15,000 for generator in capital improvements so it should not be a problem. Will not likely need a temporary generator during the transition.

Window tint proposals: Two separate quotes. Sun Control LLC proposal to do all south windows except elevator entrance and all the East windows was \$6,433.79. Tom Overn made a motion to accept the proposal and get it done as soon as possible, seconded by Cindy Schwehr. Unanimous vote, motion carried.

Environmental Health Update – Diegel property; soil samples in May

They are required to have the soil sample to us in May.

Amachi update

Small Claims Court, hearing was Friday the 11th and we lost. Amachi claimed \$9,455 in damages, we have to pay \$4,095.60 in addition to the \$3,967 that was already paid. Amachi stated that there was no discussion that Amachi would be responsible for the condition of the house or cleaning costs. The contract did not specify that failure to submit timely invoices would result in forfeiture.

Tobacco Ordinance Update

Language is out for ballot and meeting with group tomorrow to strategically plan how to keep ordinance in place. Public vote is not until June 2024. Met with a state partner TFND on timelines as we approach election.

Legislative update

Nothing specific, some funding increase for state aid for Local Public Health to \$104,000 per biennium.

NEW BUSINESS:

Meet Meghan Velure, RN

Meghan Velure started on April 13th and working closely with Katie on the HRSA grant. She has been distributing Narcan. Will be helping with school coalition for curriculum K-12.

Health Officer Discussion

Dr. Chelsea Traverse is moving to Fargo in August. Dr. Ashley Horner is interested in taking over the position on Health Board. According to the Bylaws, when there is a resignation of Board Member, the current Health Board makes appointment for replacement for the unexpired term. Dr. Chelsea Traverse will submit a formal Letter of Resignation effective July 31st, 2023. Dr. Horner is interested and willing to provide Medical Director services at the jail as well. We will visit further with Trent Bitz regarding how he can be more involved with medical services at the jail. Cindy Schwehr made a motion to appoint Ashley Horner as Health Officer effective August 1st and seconded by Dick Gulman. Unanimous vote, motion carried.

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.

CCHD Annual Report

Have always done program evaluations and was nice to pull everything together for an Annual Report. Would like to have copies to City and County Commissioners, BH Coalition as well as Hospital, Nursing Home and Clinic Administrators.

Other

Mill Levy Request – Historically requested 5 mils, last year we received 4.5 mils, this year we received 4 mils. This year we would like to request 5 mils again which would be \$457,780 at the current rate. Request more as it will fluctuate in value. Dick Gulman made a motion to ask for 5 mils or \$480,000, Tom Overn seconded. Unanimous vote, motion carried.

Executive Session: Approve 4/26 Executive Session Summary and discuss return to work; next steps
Cindy Schwer made a motion to move into Executive Session, Dick Gulman Seconded. Sarah Hansen made a motion for everyone to remain in the meeting except Evonne Johnson, seconded by Tom Overn.

- 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 8:27.

ADJOURNMENT:

With no further business before the Board, the meeting adjourned at 8:59 am.

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

Respectfully submitted,

Dr. Chelsea Traverse, Secretary