

CITY-COUNTY BOARD OF HEALTH MINUTES

Board Meeting

March 25, 2026 | 7:30am

PRESENT:

Tommy Bergan, Chair
Dick Gulman, Vice Chair
Tom Overn

Ashley Horner, Health Officer/Secretary
Mike Schwehr

ABSENT:

Katie Beyer, Administrator

ALSO PRESENT:

Meghan Velure, DON/Interim Administrator
Rose Knutson, Finance Manager
Tonya Duffy, Barnes County States Attorney

Evonne Johnson, Admin. Specialist
Marcie Bata

CALL TO ORDER:

The Health Board meeting was called to order at 7:31 am by Tommy Bergan, Chair, in the CCHD conference room or by remote.

AGENDA:

Agenda was reviewed. Motion made by Dick Gulman to approve the agenda as presented, seconded by Ashley Horner. Unanimous vote, motion carried.

MINUTES:

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

DIRECTOR'S REPORT:

Update on Rural Health Transformation Grant. Barnes and Stutsman Counties will be receiving \$80,000 in April to be divided equally, \$40,000/year for 5 years.

FINANCIAL REPORT:

Some SAPC and SOAR grant funds have not been received, all other grants received on schedule. Approximately 2/3 of annual Mill Levy Revenue has been received. Fee-for-services revenue continues a downward trend, placing pressure on reserve balances. January and February reports were reviewed. Rose noted that \$540,073.42 (\$471,377.82 January) is the account balance with a grant reserve balance of \$353,586.27 (\$336,295.86 January) and cash balance of \$186,487.15 (\$135,081.86 January) at the end of February. Home Health is in the red \$4,983.44 for February (\$5,222.68 January) and in the red \$10,206.12 for the year. Vouchered expenses for January/February and February/March were reviewed. Dick Gulman made a motion to approve financials as presented, seconded by Ashley Horner. Unanimous vote, motion carried.

OLD BUSINESS:

- Staffing Update – Decision on grievances
 - Board discussed, and the best decision is that Katie Beyer will not continue employment with CCHD. Tonya Duffy will draft a letter to be served by Sheriff this afternoon giving her until 12:00 pm on Monday, March 30, 2026, to request a hearing with Tonya Duffy. If there is no response, termination of employment will be effective Tuesday, March 31, 2026.

Motion made by Ashley Horner to deliver letter today to Katie Beyer to offer resignation and move forward with termination if no response by March 31, 2026, seconded by Dick Gulman. Unanimous vote, motion carried.

- Motion made by Mike Schwehr that once final decision for resignation/termination is made CCHD is to post for Administrator position, seconded by Dick Gulman. Unanimous vote, motion carried.
- Home Health Update
 - Contracted with Thielges LLC Inc. for PT and possibly OT and Speech Therapy. He also has a PTA available for more visits. It gives us the opportunity to bring in more admits and bring in more clients.
 - We need to notify all providers at Sanford Health and Essentia Health and CHI that we have more availability for therapy and admits.
- Maintenance Hire
 - Received liability insurance proof and signed contract with Derek Oxtun for Project Oversight and Facilities Support. We will have him meet with County maintenance to review all duties required.
- Waiting Room remodel
 - HRSA grant request was approved for \$30,000 to allow to be used for remodel regarding privacy issues and storage. This is not taking any money away from any other areas and is money that needs to be spent. We received bid for \$19,769, drawing and samples. Tom Overn requested that we ask what a change order, if needed, would cost. Requested that contractor purchase as much as possible locally. Actual remodel will only take 2 days. Motion made by Dick Gulman to move forward with bid for \$19,769, seconded by Ashley Horner. Unanimous vote, motion carried.
- Measles
 - ND is still seeing a few cases in just the 4 counties. Previous exposure was taken care of quickly and efficiently. Letter went out to the schools regarding measles exposure and vaccines.
- MOU between county for trailer
 - Motion made by Ashley Horner for the county to pay the insurance on the trailer for 2026-2027, seconded by Dick Gulman. Unanimous vote, motion carried.
- Environmental Health
 - Matters with States Attorney
 - Status of Rogers complaint on failed septic system leaking into neighbor's property.
 - Status of Wesley Acres unlicensed pool, unwilling to communicate
 - Jeff Gunkleman was to handle this as a deputized States Attorney but did not have capacity. Katie indicated she was sending these and others to the States Attorney to take care of these matters and unsure if anything was sent. CCHD is unable to seek out an attorney due to budget.
- New Hire – Introduce Heather Owens
 - New RN effective February 17, 2026. She will be working with the Public Health office and Home Health as well as grant work. She is currently working on her training for her Certified Lactation Counselor (CLC) certification. Welcome!

NEW BUSINESS:

- Environmental Health
 - Gaukler Family Wellness Center
 - Marcie and Meghan attended the March monthly Park Board meeting regarding pool issues. Marcie states that she was not bullied or pressured by any Health Board members at the monthly July 2025 meeting. All issues are being handled in the proper manner and order as repairs are being made. All incidents or complaints brought to Environmental Health Department have been investigated and Gaukler Family Wellness Center has been educated on the requirements of applicable codes. The Gaukler Family Wellness Center has been very responsive and cooperative with the education and guidance that the Environmental Health Department has provided.

- Attorney Contract
 - CCHD has small items that they need to have an attorney look at. Check with Central Valley, they use an attorney in Bismarck to handle policy language and HR questions. Dalsted and Ryan or Scott Sandness in Jamestown are options to check into.

- Bank Account
 - Motion made by Dick Gulman to make the following changes to the checking account held at a Dakotah Bank, seconded by Mike Schwehr. Unanimous vote, motion carried.
 - Theresa Will and Katie Beyer are to be removed as an authorized signer on the checking account.
 - The Health Board has approved the addition of Tommy Bergan, Health Board Chair and Meghan Velure, DON/Interim Administrator as new authorized signers to the checking account, along with Rosalie Knutson, Finance Manager and current authorized signer. Two (2) signatures are required on all checks. The names and required identification for the new signers will be provided to the bank and documented according to the bank policy.
 - These changes are effective immediately upon receipt and processing by the bank.

ADJOURNMENT:

With no further business before the Board, the meeting was adjourned at 8:49 am.

Next monthly meeting: Wednesday, April 22, 2026, at 7:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Ashley Horner, Secretary