

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Apr. 27, 2021**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Dave Carlsrud  
Tom Overn, Vice Chair  
Cindy Schwehr
- ABSENT:** None
- ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office Manager  
Marcie Bata, EHP
- CALL TO ORDER:** The regular monthly meeting was called to order at 12:15 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.
- New CCHD staff members appeared before Health Board to introduce themselves including Amber Schmidt, Kallie Gruman, Brittney Burns and Amanda Nielsen.*
- AGENDA:** Under New Business add: 2) Mill levy request 3) Healthy Families America 4) Staff recognition 5) Other. Agenda approved as amended.
- MINUTES:** Under New Business, Pg. 2, 1<sup>st</sup> paragraph, second sentence: Delete “Installers can license.” Also, under Financial Report, second line, change sentence to read “Will noted that home health did end 2020 in the black at \$4,931” (not \$50,000). Overn made a motion to approve the regular monthly minutes of Mar. 23, 2021 as corrected. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR’S REPORT:** Reviewed. We will be starting the third year of the Community Health Assessment and working jointly with CHI Mercy Health again, with the Center for Rural Health doing some work with us facilitating the sessions and helping to gather the data. Meetings likely won’t start until late summer. Looking at contracting with Brenda Bergsrud, Devils Lake, to oversee Peer Support locally. Currently no one in the recovery duplex through the ROPES project. Will need furniture for the new side of the duplex.
- VOUCHERED EXPENSES:** Reviewed. Payment #71 of 120 remitted for CCHD facility. CCHD is paying Kayla Brunmeier’s health insurance and holiday/vacation pay since she receives no benefits through South Central Human Service Center as the ROPES project peer support person. CCHD pays for 50% of Kayla’s time and South Central pays 50%. Lori Thompson is quitting as a COVID contract tracer for CCHD. Overn made a motion to approve the April/May voucherred expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Home Health is currently \$6,880 in red. Looked at an initial three-year (2018-2020) analysis of home health. Home Health nurses are staying busy, but there is a lot more paperwork involved now than a few years ago. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.
- OLD BUSINESS:** CCHD facilities update: Nothing new to report.

Electronic sign: Angie Martin has been in contact with Daktronics and Indigo Signs. Noted that the sign should have a ground rod. She contacted Enterprise Electric and Ryan will install this. A new controller unit may be needed, according to Chris at Daktronics during a phone conversation. No warranty left on controller installed about a year ago – it only had a 90-day warranty as an exchange part.

COVID response: Have 25 active cases in Barnes County. Noting larger groups and less mitigation at this time. Most are younger people (age 30 and under) who don't care to be compliant with contact tracing. Will reported that 51.8% of county residents have had at least one dose of COVID vaccine. CCHD has been going to some businesses and vaccinating. Janssen (Johnson & Johnson) vaccine is in use again following a short "Do Not Use" period due to some women in the 18-48 age group experiencing serious blood clots. The number reporting these events was miniscule compared to the number of vaccines given to this point. CDC and FDA will continue to monitor the situation, but there weren't enough reports to merit taking the one-dose vaccine off the market.

Will also noted that National Guard personnel will be conducting COVID-19 testing at CCHD on Mondays, Wednesdays and Fridays from 12:30 p.m. to 1:30 p.m. This will be a drive-thru testing from the west entry door. Testing will no longer be offered at the VCSU Fieldhouse.

Staff/contract employee update: Will wants to hire a full-time flex staff RN (RN would work approximately 50% in grants and 50% jail) since the new jail will require a full-time nurse when at capacity (40 inmates). Schwehr was not aware that a full-time nurse was ever in the corrections budget. It hasn't been approved by the County Commission yet, she stated. The next commission meeting is May 4, and she will bring it up. Will noted that this RN position would probably start at \$26/hr. Tabled until May meeting.

**NEW BUSINESS:** CCHD staff appreciation will be held Monday, May 24, from 12 noon to 1 p.m. The office will be closed during this time. Discussed whether to hold it at CCHD or the VC Fire Hall. Carlsrud stated that Scott and Lance may be available to cook at the fire hall. He will check on this. Also discussed purchasing staff members a piece of branded apparel with CCHD logo.

Septic issue discussed by Marcie Bata, EHP. Installer Bob Maresh stated he is no longer involved with this project. A permit for this septic system cannot be approved since it does not meet the requirements of Central Valley Health District Regulation #2 – On-site Sewage Treatment System, and no plans for repair have been provided to CCHD. The current system, at the time of inspection, indicated the septic tank was discharging on top of the ground. Recently, Bata was informed the septic tank is now discharging into the trenches that were installed. However, these trenches do not meet the required vertical separation between the bottom of the trench and the limiting layer. Board concerned about sewage contaminating the groundwater. A permit was never approved and the owners need to make a change to the system. An installer would need to assess the situation, said Bata. During a dry year it is OK going into trenches, but a wet year could be different. Carlsrud made a motion to send a letter to the owners stating a repair plan for the septic system is needed. Failure to comply could lead to the board turning the matter over to the Barnes County State's Attorney. Second by Dr. Buhr. Unanimous vote, motion carried. Bata also noted that the state's attorney office has been lax about following up on septic issues. Bata will follow up on this.

Mill levy: Will noted that CCHD has received 2022 mill levy request paperwork from the county. In 2020, 1 mill = \$86,922. \$434,611 would be 5 mills. \$443,300 will be levied in 2021. Century Code cap of 5 mills for public health. Request is due May 14. Carlsrud made a motion to ask for 5 mills plus 2% (\$450,000). Second by Overn. Unanimous vote, motion carried.

Healthy Families North Dakota: Prior to the COVID pandemic, CCHD was notified of \$20,000 from the Bush prize to develop a Healthy Families America or Nurse Family Partnership program in Barnes County. Healthy Families is more cost efficient. Not necessarily a nurse who would see these families. Must be someone with a four-year degree. First three years are most important for babies for brain development. Struggling families would receive assistance. Healthy Family staff would do visits in homes. Receive referrals. Healthy Family is now run through USPIREND rather than Lutheran Services. Other funds available to be used such as MA or federal funds. May not use entire \$20,000 the first year, so these funds could be carried over to next year, said Will. Offers connections to resources. Helps keep people out of the foster care system. Working more on the prevention side. Could potentially work with Amy Tichy at Extension office. Start services weekly and decrease from there. Encourages breastfeeding and car seats. Will be working with Missy Barenko of USPIREND. Some services are billable, depending on need.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:41 p.m.

**Next monthly meeting:** Tuesday, May 25, at 3 p.m. in the CCHD conference room or by remote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Buhr M.D.", written in a cursive style.

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Regular Monthly Board Meeting**  
**Aug. 27, 2021**

PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair  
Dr. James Buhr, Secretary Dick Gulmon

ABSENT: Cindy Schwehr

ALSO PRESENT: Theresa Will, Administrator  
Angie Martin, Office Manager  
Marcie Bata, Environmental Health  
Heather Schwehr, Tobacco Prevention  
Paul and Tonya Diegel  
Dr. Chelsea Traverse

CALL TO ORDER: The regular monthly meeting was called to order at 10:02 a.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

Dr. Chelsea Traverse was introduced to the board by Sharon Buhr. Dr. Traverse will be replacing Dr. James Buhr as health officer as of Sept. 1. Dr. Traverse is a physician at Sanford Clinic in Valley City. Dr. Buhr is retiring from the Health Board after 34 years of service.

AGENDA: Additions to the agenda include New Business: 4) Tobacco ordinances and 5) Other. Agenda approved as amended.

MINUTES: Overn made a motion to approve the July 27, 2021 regular monthly meeting minutes. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Reviewed. Theresa, Linda Schmidt and Kerry Due met with some local pastors regarding inserts in bulletins for COVID-19 vaccine. A few local churches said "no" to COVID information. Table tents will be available in local restaurants, information given to media outlets, and schools in Barnes County. School principals will be doing some contact tracing, but there won't be close contact quarantining and masking won't be required in the schools. Board members were concerned about the approach to COVID by schools. Sharon Buhr suggested Drs. Buhr and Traverse meet with Supt. Josh Johnson, VC. It was noted that Essentia Health has formed an alliance with VCPS and is doing sports physicals/training. Will suggested reaching out to Dr. Diegel before visiting with Supt. Johnson.

Will noted that Family Healthcare is very interested in coming back to Valley City. They have a mobile health unit. Also have mobile dental clinic. Medicaid is their "bread and butter," but they will see other clients also. Continue to work on Syboxone treatment through the SSP program.

VOUCHERED EXPENSES: Reviewed. Loan payment #75 of 120 for the CCHD building was submitted. Hired a full-time peer support person who will manage the recovery house and work with the SSP program. Clients usually stay in the recovery house for about 90 days, but they could stay up to six months if necessary. Noted that after 60 days recovery house clients are asked to pay \$500/month to stay in the house. Will noted that Northern Sky Property

is the new owner of the recovery house. Gulmon made a motion to approve the August/September vouchered expenses. Second by Overn. Unanimous vote, motion carried.

**FINANCIAL REPORT:**

Will reported that Home Health is currently \$4,027 in the red due to the way the revenue comes in. Regarding cash reserve, Will noted that \$154,511.18 is unencumbered funds and \$427,336.25 are grant funds. \$140,000 is COVID vaccine revenue. Gulmon made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

**OLD BUSINESS:**

COVID response: 206 active cases in state as of Aug. 26, 2021. 314,000 people in ND are totally vaccinated. 10,094 doses of vaccine given in Barnes County. At 58.7% coverage rate in county. Many ND physicians feel we are in worst shape this year than we were a year ago. There will be a booster dose of COVID, probably around the end of September. Will stated that the ND Department of Health is currently doing COVID testing for CCHD on Mondays and Fridays from 12:30 to 2:30 p.m. Their mobile unit will be located on the east side of the Leever's North parking lot. CCHD is currently giving dose #3 to high-risk individuals.

CCHD facilities update: Second floor project is nearly completed. Daniel Schwartz will write the generator grant through the county mitigation plan. Funds will come from federal FEMA grant funds. If we receive the grant, Schwartz will receive \$5,000 – otherwise he won't be paid. Match is 25%. \$9,500 paid for Helmers vaccine refrigerator with COVID funds, which will count toward the 25% match. Generator project will cost approximately \$65,000. Dr. Buhr made a motion to sign a contract with Daniel Schwartz to write the generator grant. Second by Overn. Unanimous vote, motion carried.

Will stated we need to do something with our parking lot. Can't be part of the county mitigation plan. Schwartz suggested that Will check with ADA since we need to be compliant with handicapped accessibility. Bobby Koeplin will check with KLJ to see if they can do a quick assessment of the lot for CCHD.

Finance and Eide Bailly update: Board reviewed updated draft contract with Eide Bailly. CCHD will break away from the county regarding accounting services and purchase our own accounting system geared toward health care with Eide Bailly's assistance. Becky Kratz, former CCHD accountant, will help with two HRSA grants as a contract employee. Becky will also help with a single audit to be done by Harold Rotunda. CCHD spent \$2,400 dollars of the \$10,000 under the initial Eide Bailly contract. They will no longer do hourly work. The remainder of the \$10,000 will be applied to the second draft proposal. \$18,600 annually after the one-time fee. This is less than the cost of one full-time employee (with benefits). Overn made a motion to approve the second draft proposal from Eide Bailly. If there are no changes to the proposal by Eide Bailly this would be the final vote on board's acceptance of this project. Second by Gulmon. Unanimous vote, motion carried.

**NEW BUSINESS:**

Diegel septic system issue discussed. Paul and Tonya Diegel were in attendance. The system in question was installed in 2016 on the Diegel home property. Letters and emails were exchanged over a lengthy period of time regarding the fact that the project did not meet septic code requirements. Paul stated that there was an error on his part regarding the classification of the soil type. He initially classified the soil as clay loam and it should have been classified as sandy loam, which he noted to Marcie Bata, environmental practitioner. In 2021, the Barnes County States Attorney sent a letter to the Diegels

stating the project did not meet septic code. This request had been forwarded to the states attorney office many months prior to this meeting with no letter having been sent until 2021. It was noted that based on the soil type in the permit, the project required 660 feet of drain field for a six-bedroom home. After much discussion, Diegel offered to provide a professional soil sample from the project to the board. Tabled until September board meeting.

Board discussed changing the day/time of the monthly Health Board meeting to better coincide with Dr. Traverse's medical schedule. After a lengthy discussion it was decided to try the fourth Wednesday of the month (Sept. 22) at 8 a.m.

Tobacco ordinances: Heather Schwehr, CCHD's tobacco prevention coordinator, shared information regarding updated tobacco ordinances. There will be an increase in age from 18 to 21 to purchase tobacco products. Urged to adopt a smoke-free law into local ordinance to offset some negative effects of current and possible future legislative action that might set back the progress that has been made in recent years regarding tobacco usage. Increase fee for tobacco retail license and retire licenses lost to attrition. Phil Hatcher, VC Police Chief, would like to raise the cost of a retail tobacco license to \$500 and use this money toward compliance checks. Schwehr noted that the current ordinance bans all flavors of electronic tobacco. A ban on devices suggested. Dr. Buhr made a motion to back the ordinance update proposal as presented by Schwehr. Second by Overn. Unanimous vote, motion carried.

2022 budget reviewed as presented by Will. Noted 2% increase in staff wages. County granted 4.5 mills to CCHD. 1 mill = \$88,572. Home Health revenue was bumped up to match current revenue trend. Increase in administrative costs. Budget includes two finance positions. Grant revenue increased. Home health wages/benefits up as budgeted amount moved from grants back to administrative costs. Physical activity/fitness decreased. Excess revenue over Expenses \$318 in red (cash reserve used) Amber Schmidt and Linda Schmidt, RNs, are budgeted at 20 hours/week each at the new jail. Additional SOR revenue likely, said Will. Eide Bailly contract will be \$3,600. Grant funds can be used for a lot of the initial Eide Bailly electronic accounting system costs. Proposed budget submitted to the County Auditor's office. Overn made a motion to approve the proposed 2022 budget. Second by Dr. Buhr. Unanimous vote, motion carried.

It was suggested that the Health Board participate in a tour of the new Barnes County Jail facility. Will noted a public open house is planned Sept. 9.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 12:24 p.m.

**Next monthly meeting:** Wednesday, Sept. 22, at 8 a.m. in the CCHD conference room.  
Note change of date/time

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James Buhr M.D.", written in a cursive style.

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Board Meeting**  
**December 28, 2021 | 3:00pm**

**PRESENT:** Sharon Buhr, Chair Tom Overn, Vice Chair  
Chelsea Traverse, Health Officer/Secretary Cindy Schwehr  
Dick Gulmon

**ABSENT:** None

**ALSO PRESENT:** Theresa Will, Administrator Evonne Johnson, Admin. Assist.

**CALL TO ORDER:** The Health Board meeting was called to order at 3:08 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

**AGENDA:** Agenda revised to add parking lot to facilities update and add replacing lighting to LED's to New Business.

**MINUTES:** Correction of Dr. Traverse making a motion to approve the October/November Vouchered Expenses. Motion made by Dick Gulmon to approve set of previous minutes, Seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

**DIRECTOR'S  
REPORT:**

Reviewed and board members were provided a copy. Staff is paid for storm day as a holiday unless already had vacation requested, per policy. State wants us to use a Quick PCR test to assist with travel. Will consider for future, currently no staffing and need more information. Board will support when we choose to move forward. Essentia looking to partner with CCHD on additional HRSA Grant to expand services.

**VOUCHERED  
EXPENSES:**

Reviewed. Loan payment #78 of 120 for the CCHD building was paid December 15, 2021. This reduces total loan payoff amount. Amachi Mentoring has been overseeing contracted services for peer support in SSP and Recovery House. Service Master cleaning services cost increased, obtain quote from K&S Carpet Cleaning. USPIREND Healthy Families program paid through Bush Grant. Add Dr Chelsea Traverse to Health Board Salaries when we pay board members in February. HESI bio medical waste has been higher and being billed to Covid expense.

Tom Overn made a motion to approve the November/December vouchered expenses, seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

**FINANCIAL**

**REPORT:** Almost all over budget expenses are Covid related as previously discussed. Should be at 92% at the end of November. Home Care is \$785.80 in the black. Home health is currently at 90-100% spent for the year, but revenue is also at 102%. Regarding cash reserve, Will noted that \$109,651.56 is unencumbered funds with an ending cash balance of \$523,342.51. Motion made by Tom Overn, seconded by Dick Gulmon. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities update: Heating and Cooling systems having issues regulating temperatures on 2 floors on North end of building. Bob Koeplin has worked on bypassing dampers and thermostat controls. Windows still need to be insulated and caulked. Parking lot is deteriorating and not draining correctly. Asphalt is not a viable solution. Bob recommends getting a cost comparison from KLJ in 2022 and evaluate. Motion made by Dick Gulmon, seconded by Dr Chelsea Traverse to move ahead with KLJ proposal for site survey and cost comparison for \$1,750. Unanimous vote, motion carried. Last item, Bob would like to drain non-working South boiler system due to location and tie into North boiler. He will obtain quotes. Theresa Will wrote a letter of support for Urban City Streets grant supporting the need to move forward with the project.

COVID-19 public health ongoing response: Changes in isolation quarantine rules. Our cases remain around 30-40 in Barnes County. Will notes that we continue to test M-W-F from 12:30-2:30pm with support from ND DoH with exception of Holidays and recent blizzard.

Finance and Eide Bailly: Eide Bailly having some delays and will not be totally onboard by January 1<sup>st</sup> and is willing to adjust fees accordingly. Payroll is completed and ready to go. Bill paying may be delayed. Required to set up our own account with WSI.

Generator project update and letter: FEMA Grant for a generator. Theresa Will is submitting a letter to the state for Permanent Backup Generator Upgrade HMGP project. CCHD's approximate cost would be \$15,000 (15% of total cost). Bids were received for 60-80kw to handle current and future demand. Verify locking in price of generator to get ordered. Motion made by Tom Overn to apply for funds, seconded by Dick Gulmon. Unanimous vote, motion carried. Letter of commitment will be sent to Justin Messner, ND DES.

Angie Martin retirement reminder: January 11<sup>th</sup> is her final date, with her retirement celebration scheduled for January 10<sup>th</sup> from 2-4 pm in the basement of the courthouse.

**NEW BUSINESS:** CCHD Loan payoff discussion: County approved 4/1 to pay off building loan. Loan balance after December payment is approximately \$227,154.

We will pay \$117,312 to be paid from interest reserve account and the county will pay the remaining approximate \$109,842. Motion made by Dick Gulmon to accept their offer to pay off the loan, seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

Bakkegard & Schell proposal; Bob Koeplin: Presented proposal from for \$28,970 to remove single rooftop unit, install 2 new gas furnaces and AC units. Expense can be offset with grant monies. Bob would recommend moving forward with bid, prices will increase 8-13% after January 1<sup>st</sup>. Motion made by Dick Gulmon to approve bid and move forward, seconded by Tom Overn. Unanimous vote, motion carried. Cindy Schehr exited meeting at 4:03 pm.

Replacing lighting to LED's; Bob Koeplin: Reduce energy costs and rebates per bulb replace. Energy costs and costs of LED bulbs offsets costs of replacing ballasts and old bulbs. Will be considered at a later date.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 4:43 pm.

**Next monthly meeting:** Tuesday, January 25, 2022, at 3 pm in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Feb. 23, 2021**

**PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Dave Carlsrud  
Tom Overn, Vice Chair  
Cindy Schwehr

**ABSENT:** None

**ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office Manager

**CALL TO ORDER:** The regular monthly meeting was called to order at 12:31 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

**AGENDA:** Under New Business add: 1) Health Officer 2) Jail Director 3) Public Health declaration  
4) Other. Agenda approved as amended.

**MINUTES:** Overn made a motion to approve the regular monthly minutes of Jan. 26, 2021 as printed.  
Second by Dr. Buhr. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed. Will discussed the narrative report and whether it was something board members viewed as useful or if there were items that could be deleted or added. This report is compiled by Will using a standard form submitted by CCHD staff on a monthly basis.

**VOUCHERED EXPENSES:** Reviewed. Payment #68 of 120 remitted for CCHD facility. Will explained expense for improving hot water availability to bathrooms and noted that a hot circulating line was the most cost effective, and least maintenance, method to implement. Barnes County Adult Senior Services is offering free bus rides for people receiving COVID vaccines. Overn made a motion to approve the February/March vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Reviewed. Home Health is currently \$5,178 in red. Will continue to monitor this situation. Home Health staff continues to be busy. Cash reserve net balance: \$73,420.63. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities update: Replaced air compressor in one of the boilers to help regulate heat. New toilet installed in bathroom by kitchen area. Angie Martin reported that Drew at Indigo Signs will be here Friday to analyze the electronic sign issue.

South Central remodeling project: Remodel expenses reviewed. \$7,559 is to do painting, sheetrocking, carpet, and blinds in two offices that Young People's Healthy Heart had been using. \$5,950 is to sheetrock and do electrical work in the other offices where SCHSC wanted to paint existing paneling. CCHD discouraged them from painting the paneling and instead cover it with sheetrock. SCHSC can pay for remodeling project but can't pay additional rent for at least two years (legislative biennium). Mental health is needed in our community, Schwehr noted. Must draw up MOU for two years. Rent for additional space for two years would be a little over \$14,000. Leave strong paper trail on

this project. Board noted that we will need to increase rent eventually. Carlsrud stated that this remodeling must be able to suit our needs if for some reason SCHSC pulls out early. Schwehr made a motion that SCHSC must pay to have the offices updated, including sheetrocking over paneling rather than painting paneling, but CCHD will not ask for a rent increase for two years. An MOU must be signed. (Noted within this motion that CCHD needs rent for this additional space but is willing to forego an increase for two years to maintain a mental health provider presence in our community, per Sharon Buhr). Second by Overn. Unanimous vote, motion carried.

COVID response: COVID testing is only be held on Mondays and Fridays from 1-2 p.m. now since the number of people getting tested is decreasing. Individuals may request either the PCR or rapid test. Will stated CCHD is just opening up to people 18 years and older with two chronic health conditions for immunization. We will open up to teachers and childcare staff next week. Statistics shared by Will. Of those age 75 and older in Barnes County, 58.8% have received one dose; ages 65-74, 35.6% have had one dose. In Barnes County (total), 20.5% have received one dose and 10% have received two doses of COVID vaccine. 3,016 vaccinations (total) administered in county through CCHD/pharmacies/clinics/nursing homes. Changes in allocations noted, with CCHD receiving 200/400/200 in the next three weeks. Will is hoping by May to have much of population vaccinated overall of those who want to be vaccinated. National Guard volunteers are currently helping CCHD with COVID clinic registrations.

Masking: Beth Didier, Barnes County Auditor, sent out an email to county employees recently stating mask signage could come down at courthouse due to city mandate being lifted, and masks didn't need to be worn. County/city employees have huge effect on how community views masking and CCHD still recommends that everyone mask, especially in public. County Commissioner Schwehr will look into this further. Individual businesses can make their own rules on masking, said Carlsrud.

Legislative update: Board discussed HB1323 where ND House members voted 50-44 that local entities are not allowed to make mask mandates. Sharon Buhr suggested letter from Health Board to legislators regarding taking away local control and the fact that there are times when a local mandate may be necessary. HB1152, cigar bar bill, passed in the ND House 45-44. Erodes current smoke-free law. We need to contact senators on this. HB2004 is the Department of Health budget bill. Sen. Mathern had introduced funding request to cover health strategies for public health during strategic planning, but nothing was included in a budget. He proposed a \$3 million amendment to the health department's budget to work on these strategies, but there was no second. Sens. Mathern and Beckdahl restored tobacco funding for local public health - \$647,000. There is \$10 million in the budget bill for continued COVID response. SB2303 regards tribal public health. This bill would decrease LPHU funding to other units. There is a public health unit in every county, said Will, and tribal members currently can receive services there, so they do have services within their resident counties all ready. This was passed in committee and on the floor in ND Senate. It is crossover this week, noted Will. Sharon stated that NewsDakota has a listing of local "Meet and Greets."

Staff and contract employee update: Kelsey Quick, LPN, will take over Betty Olson's position as of April 2. CCHD will continue to contract with Betty to be a back-up and to help Kelsey with issues that may come up in home health. Also hired Kristi Brooks as a part-time (10-18 hrs/week) CNA (aide). She could go full time, if needed. Becky Kratz, finance, will be retiring in August. Theresa will advertise this position in March so the person can start June 1.

NEW BUSINESS: Health officer discussed. Chelsea Travers has agreed to fill this position when Dr. Buhr retires. She would also serve as jail medical officer. Dr. Buhr won't be renewing his medical license after August 31.

Sharon Buhr shared an APHA article regarding racism crisis in public health. Diversity inclusion and equity programming for staff was held in VC Public Schools recently. APHA is encouraging public health units and counties/cities to put forth a commitment, resolution or declaration. Buhr suggested resolution to help all individuals feel a part of this community. It was noted that VCSU has hired a diversity officer again (Kelly LaFrombois). CCHD needs to support different groups locally who are working in this area, said Buhr.

Policies: None.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:40 p.m.

**Next monthly meeting:** Tuesday, March. 23, at 3 p.m. in the CCHD conference room or by remote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Buhr M.D.", with a stylized flourish at the end.

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Jan. 26, 2021**

**PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Dave Carlsrud  
Tom Overn, Vice Chair  
Cindy Schwehr

**ABSENT:** None

**ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office Manager  
Becky Kratz, Financial

**CALL TO ORDER:** The regular monthly meeting was called to order at 3:06 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

**AGENDA:** Under New Business add: 4) South Central Human Service Center modifications 5) Other. Agenda approved as amended.

**MINUTES:** Dr. Buhr made a motion to approve the regular monthly minutes of Dec. 21, 2020 as printed. Second by Overn. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed.

**VOUCHERED EXPENSES:** Reviewed. Payment #67 of 120 submitted on CCHD facility. Dr. Buhr made a motion to approve the January/February vouchered expenses. Second by Overn. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Reviewed. Ended 2020 with \$124,929.62 balance. Of this balance, \$94,000 in our cash reserve is not grant money. Will noted that extra COVID money and Tobacco and PHEP grant funds weren't received before the end of the year but came in Jan. 4, 2021 (so these would be 2020 funds). So, of the \$386,620 cash reserve ending balance, board would add \$112,696 to that for the true ending balance if the grant money had been received the end of December, explained Becky Kratz, finance. This delay was due to the holiday. Will noted that Home Health is currently \$4,931 in the black at the end of 2020. Schwehr made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities update: Reviewed bids from RJ's Plumbing for \$1,760 and Heritage Electric for \$357. This is for a looped plumbing line to be installed with a circulating pump on the water heater in the second floor mechanical room, which would provide hot water continuously to the five restrooms on the main floor and two restrooms in the South Central suite on second floor. RJ's believed this to be the most efficient and cost-effective way to provide hot water in the restrooms. Dr. Buhr questioned if RJ's knows anything about a "heating on demand hot water heater" (heat water right at faucet). Schwehr made a motion to have Theresa look into it, contact Sharon, and go with the best option to get it done. Second by Carlsrud. Unanimous vote, motion carried.

COVID response: CCHD is currently conducting COVID testing three times a week. With testing numbers down (approximately 30 tests at each event) we may opt to decrease testing to two times a week (Mondays and Fridays) in February. We have done a fair amount of public relations to inform residents about what is going on regarding COVID vaccinations. Public can use [www.citycountyhealth.org](http://www.citycountyhealth.org) to self-register. May ask National Guard volunteers to help people register if they are not able to do so themselves. May get all our ministerial people vaccinated and ask them to help their congregations with registration. State has started a rotating process to get vaccine out, so CCHD may not get as many doses each week. Will rotate with clinics and pharmacies. Will noted that NuCara and Thrifty White pharmacies will be vaccinating locally. Ideally, CCHD could vaccinate 200 people per day or 1,000 people per week if the vaccine doses were available, said Will. Clients must wait 15 minutes after being vaccinated to observe if they have a reaction to the vaccine. Will also noted that there was a spike in COVID numbers in our wastewater on Jan. 14. It has gone down since that time. City continues to test the wastewater.

Electronic sign: Nothing new to report, but Angie will contact Drew at Indigo Signs again. Carlsrud concerned that this continues to be an issue. Theresa will follow up to get this resolved.

Staff/contract employee update: CCHD is at full staff again. We have hired a 50/50 employee with South Central Human Service Center. Kayla Brunmeier is a peer support specialist and will work with the ROPES project and South Central. Will also provide group therapy and community outreach as needed. Schwehr stated that Sheyenne Care Center also needs some help with addiction issues if Kayla is interested or needs additional hours.

**NEW BUSINESS:** Election of officers held. Overn made a motion to leave slate of officers as is. Second by Schwehr. Unanimous vote, motion carried. Sharon Buhr, Chair; Tom Overn, Vice Chair; Dr. James Buhr, Secretary.

Staff service awards: Kristen Bear, RN, 20 years, and Betty Olson, administrative services coordinator, 35 years. Board congratulated these staff members for their years of service to public health.

Legislative update: Will stated that with public health administrators being kept busy with COVID response, some North Dakota legislators have been busy trying to push through bills that are counterproductive to public health. Administrators are trying to stay in touch through county associations. Among bills proposed, some of the following were noted:

- Providers must share all vaccine package insert information with clients prior to immunization. Clients are currently provided with Vaccine Information Sheets for all vaccines being given.
- Negate any requirements for immunizations for school participation.
- Prohibiting any testing of wastewater, such as for COVID virus.
- One bill doesn't allow governor to declare an emergency.
- Allowing chiropractors to do sports physicals, which several medical providers are opposed to allowing.
- There are several tobacco and alcohol-related bills.

- Proposal to combine Department of Health and Department of Human Services. This would require that the state health officer be a physician. This could ultimately combine two huge departments, said Will.
- Bill to politicize local government to declare a party. This could include townships, school boards, counties, etc. This is still in committee at this time and is HB 1182. League of Cities opposes it as do most city governments. Encourage more forums by legislators – contact local legislators or write letters to editors, said Sharon Buhr.

Will noted that South Central Human Service Center is renting space on second floor and they need to make modifications. They can't add anything to their proposed budget. Ideas include:

- Put a solid wall in the area where they have a conference room to replace foldable wall and create an office space.
- Move printer to the area by the bathrooms and build a room for that. Have money for renovations in their budget but can't pay extra rent.

Overn could draw up plan and Theresa can email it to board members. Type up specifics. May be able to use one of the tube sales rooms. South Central is important to Valley City. Scope of work needed before prices can be sought, said Overn. CCHD can make due for six months but has to meet own budget also.

Policies: None.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:27 p.m.

**Next monthly meeting:** Tuesday, Feb. 24, at 12:30 p.m. in the CCHD conference room or by remote. **Please note change of meeting time.**

Respectfully submitted,



Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Regular Monthly Board Meeting**  
**July 27, 2021**

**PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Dick Gulmon (replacing Dave Carlsrud)

Tom Overn, Vice Chair  
Cindy Schwehr

**ABSENT:** None

**ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office Manager  
Becky Kratz, Financial  
Beth Didier, BC Auditor  
Marcie Bata, Environmental Health

**CALL TO ORDER:** The regular monthly meeting was called to order at 4:01 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

**AGENDA:** Additions to the agenda include New Business: 3) Dr. Buhr as Health Officer 4) Home Care physical therapy 5) School recommendations 6) Required staff vaccinations 7) Harold Rotunda contract 8) Becky Kratz contract 9) Other. Agenda approved as amended.

**MINUTES:** Overn made a motion to approve the June 17, 2021 regular monthly meeting minutes. Second by Dr. Buhr. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed. Theresa met with Family Healthcare reps today to talk to them about how they fit in Valley City. COVID pandemic curtailed their services locally in 2020. Family Healthcare is still committed to serving our area however. We would need to promote their availability (Medicaid clients are welcome and provide the majority of FHC's funding). Also, for people who are uninsured or are looking for a medical home. Have a mobile unit that they will be bringing out. Mobile unit will also provide dental services. They could potentially service the jail, especially since many inmates are on MA, though Theresa thought there was jail MA and regular MA. May also be able to offer services at Sheyenne Care Center.

Purchased two bicycles for staff with PERS Wellness grant and are looking for unique bike rack to possibly be built by students at Tech Center.

Community Health Needs Assessment is in process. Share with everyone to help find gaps in services locally. Community Focus Group will meet at the HAC Aug. 3 from 10 a.m. to 12 noon.

Contract with Bobby Koeplin, maintenance, renewed. He increased his rate to \$45/hr.

**VOUCHERED EXPENSES:** Reviewed. Loan payment #74 of 120 for the CCHD building was submitted. Will noted that ownership of the recovery house has changed from Jon Wagar to Jordan Thomsen and another person. A new lease agreement will need to be signed. A new Helmers vaccine refrigerator has been purchased with COVID funds. Overn made a

motion to approve the July/August vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL REPORT:**

Will reported that Home Health is currently \$4,086 in the red. About \$6,000 to \$8,000 is outstanding revenue, awaiting physician orders to come in before they can be filed. Total cash reserve is \$520,664.22, of which \$415,352.15 is allocated grant funds. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

**OLD BUSINESS:**

CCHD facilities: Renovations on second floor in the South Central Human Service Center are nearly complete.

COVID response: At approximately 58% total for vaccinations. There are 265 active cases of COVID in North Dakota currently. Noted Delta variant is in ND and is fairly widespread, though is more prominent in western ND. Barnes County doesn't have any active Delta cases at the moment. 9,724 doses of COVID-19 vaccine have been administered in Barnes County. State Health Officer can no longer mandate wearing of masks, noted Will. Hired Linda Schmidt, R.N., who will help with COVID and other vaccinations. She will also meet with local organizations to discuss vaccinating people.

School recommendations: Noted that Valley City Public School's DERT committee decided COVID protocol in schools during the last school year. There is no intention to reconvene DERT committee this year. VC Public Schools doesn't intend to mask (it will be optional). Reviewed recommendations of Health Board regarding school protocol on COVID. CCHD Health Board recommendations are as follows:

- District Emergency Response Team (DERT) meet in August to be apprised of the current COVID numbers and recommendations.
- Continue to follow CDC recommendations throughout the remainder of the pandemic.
- Proceed with Mr. Johnson's COVID plan unless there are more than 20 active cases of COVID in Barnes County or 1,000 active cases of COVID statewide.

Dr. Buhr made a motion that the CCHD Health Board approve its COVID recommendations and present it to Supt. Johnson. Should also be sent to other county schools. Second by Schwehr. Unanimous vote, motion carried. Wording will be sent to Will.

Will noted that Becky Kratz, finance, will be retiring Aug. 8. Offered contract to Eide Bailey for financial services. Reid Mattson will be visiting with the Board at 5 p.m. today. Following the start-up and onboarding costs of \$15,000 to \$25,000, the per year cost will be \$19,800 (maximum). Services will include accounts payable, payroll processing, quarterly reports and PERS reporting. Rose Johnson should be able to handle accounting pieces with Eide Bailey's help. There will be separate reports for every grant. Accounting services wouldn't run through the Barnes County Auditor's office going forward. Grant funding available for accounting system. Will recommended starting with the Net Suite for \$15,000 to \$25,000 for set-up/onboarding (one-time fee).

**NEW BUSINESS:**

Environmental health: Marcie Bata, Environmental Health, discussed the Paul Diegel septic system issue. Six D Construction (Diegel is owner) installed the septic system on his home property in 2016. Permit sent back but system didn't meet requirements. Board sent letter. He stated later his soil was a different soil (silty) than originally reported and

needed less drain field. Board stated project still didn't meet requirements and needed 660 feet for a six-bedroom home. In 2021, BC States Attorney sent a letter requiring Mr. Diegel to again submit a plan to bring the project up to code. Field inspector would not approve the project. Diegel has not responded to several letters as to how he would meet the requirements. Sizing today still does not meet code. Mr. Diegel had asked to attend this Board meeting but didn't appear. He may be confused by the fact that he was working on another project in the same time frame that had a similar issue. He must add an additional 120 feet to his drain field to have the project approved. Since Mr. Diegel didn't appear, the requirement stands. Consensus of the Board was that this issue is closed for this meeting. Now up to the BC States Attorney to pursue this issue.

**OLD BUSINESS:** Eide Bailley reps Reid Mattson and Ryan Sanders joined the Board meeting via phone. Their draft proposal was reviewed, looking at alternate solutions to CCHD accounting issues. Ryan discussed fact that a playbook was essentially impossible to put together in light of the many tasks that are currently handled by Becky Kratz. There are opportunities for technology to ease the day-to-day operation.

Rose Knutson is now doing much of the daily entry processes while Becky Kratz does more oversight processes. Grants are not integrated within the system and done "off to the side" on Excel spreadsheets. Option: NetSuite program recommended. Limited to two users within system. Cost would be \$3,600 annually. Grants could be tracked/reported within system. Can see real-time updates. Payroll takes about 40 hrs/month for Rose. Payroll could be outsourced (APEX). Outsource some accounts payable work. Bill.com possible – it's completely paperless. Payments sent electronically. Checks and balances still utilized. Requires 2-3 month training period. It will take a couple months to implement. Bill.com integrates with NetSuite. The cost is included in monthly fee for accounts payable outsourcing. Start date: end of August. Go live Jan. 1, 2022.

Costs: \$3,600 annually for NetSuite. \$19,800 max. estimated cost per year. Don't charge for simple accounting questions (10-15 minute occasional calls). Fee is \$125/hr. for more advanced situations. Will need to establish our own bank account and not go through the county.

Time tracking system: Employer On the Go. Software cost included in monthly fee. TIMS II system may not work for us in future.

Gulmon made a motion to proceed with the Eide Bailley proposal. Second by Dr. Buhr. Unanimous vote, motion carried.

Eide Bailley will work with Will to get an updated proposal.

**NEW BUSINESS:** Board discussed new Juneteenth federal holiday (June 19). Some staff members were concerned that we didn't follow policy regarding federal holidays and asked about time and a half for work that day. Board noted that the timing was too tight for CCHD to give this holiday off to staff in 2021. It will be honored as a holiday in 2022.

Will noted that Dr. Buhr is retiring Aug. 31. He has been the health officer since 1984. Dr. Chelsea Traverse will replace Dr. Buhr as health officer. Next board meeting will be held Friday, Aug. 27 at 10 a.m. (celebration with lunch to follow). Dr. Traverse would like to see Health Board meetings on Monday mornings in future.

Toby Thielges resigned as our physical therapist for Home Health. He doesn't have enough people to provide the services. If he gets someone to work for him, he could continue to provide services.

Staff vaccinations: Sanford Health is requiring staff to be vaccinated for COVID-19, but CHI (hospital) won't require it at this time. Dr. Buhr made a motion to require that all CCHD employees be vaccinated for COVID-19 by Sept. 1, 2021. Second by Gulmon. Unanimous vote, motion carried.

A single audit by Harold Rotunda is required because we currently receive more than \$750,000 in federal funding. He is charging \$5,400 for this single audit, plus \$2,900 for county audit. If we wait until September, he won't charge us the \$2,900. We can use grant funds to pay for it. Becky is OK with coming back to help provide info for the audit, if needed. Gulmon made a motion to approve a contract with Harold Rotunda for \$5,400 for a single audit in September. Second by Overn. Unanimous vote, motion carried.

Becky Kratz has requested to be paid \$50/hr. to come in on a temporary contractual basis for accounting purposes until the Eide Bailey piece is in place. Sharon Buhr suggested that a range of hours be part of the contract put together by Will.

Will reported that Healthy Families ND will be implemented through CCHD. Their staff will conduct home visits with pregnant/early childhood families at risk, ages 0-3 years of age. CCHD will pay them to do these visits using Bush Foundation grant funds (\$180 per visit). They also utilize Medicaid funds.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 6:10 p.m.

**Next monthly meeting:** Friday, Aug. 27, at 10 a.m. in the CCHD conference room. Note change of date/time due to celebration of Dr. Buhr's 34 years as health officer for CCHD.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James Buhr M.D.", with a stylized flourish at the end.

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Board Meeting**  
**June 4, 2021**

PRESENT: Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Dave Carlsrud  
Tom Overn, Vice Chair  
Cindy Schwehr

ABSENT: None

ALSO PRESENT: Theresa Will, Administrator  
Angie Martin, Office Manager

CALL TO ORDER: The regular monthly meeting was called to order at 12:07 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

AGENDA: Special agenda approved as printed.

NEW BUSINESS: Finance position/Eide Bailey proposal: Will noted that Becky Kratz, Finance, will retire on Aug. 8, 2021. It has been difficult attracting applicants who are qualified in the multiple areas of financial expertise required. She has talked with Tami Dillmann, who does accounting for Central Valley Health District (CVHD) in Jamestown. They have hired Eide Bailey for payroll and accounts receivable. They also purchased a new electronic accounting system. CCHD operates differently from CVHD in that we have a home health department, which CVHD does not. Their new accounting system tracks grants through departments. Eide Bailey would come, do an analysis, and determine what actually needs to be done by an accountant. They would charge \$125/hr. and this consultation would take approximately 50-70 hours to complete. They would be able to start this process next week (total cost would be about \$6,200 to \$9,000). The new accounting system purchased by CVHD cost \$25,000. Will noted that CVHD has a bigger budget to work with than CCHD. Eide Bailey would also develop a “play book” of accounting procedures as utilized at CCHD. Ultimately, Eide Bailey would look at our accounting department, put together a procedure book, determine staffing, and let us know if there is an electronic accounting system that might streamline some of our procedures. Will also noted that she has communicated with Rose Knutson (finance assistant) again about this position, and Rose was more open to accepting Becky’s position if she would be able to ask questions of someone who had formal accounting experience in the areas in which she was less familiar. Eide Bailey now charges CVHD in 15-minute increments when they call with questions, said Dillmann.

Carlsrud questioned if there was a better conduit for seeking qualified applicants for Becky’s position. Will stated we utilize *Indeed*, an online job search site that many businesses use to find employees, along with other advertising options. Carlsrud suggested emailing Matt Pedersen at Ludvigson & Braun in Valley City to see if their firm could help us before hiring Eide Bailey, a Fargo business. It was noted that Eide Bailey has healthcare experience. Carlsrud stated that a local firm may be able to handle CCHD’s needs and they should be asked if they have experience working with businesses in the healthcare field.

Dr. Buhr made a motion to hire Eide Bailey to do an assessment, develop a procedure book, look at an appropriate accounting system, and make a recommendation regarding

accountant qualifications to the Board/Will. Second by Overn. During discussion Carlsrud again stated he favored exhausting local services for an assessment before hiring Eide Bailley. Will noted she attempted to contact Ludvigson & Braun, Brenda Laub, CPA, and The Tax Team prior to the meeting. She received no answer from Ludvigson & Braun and The Tax Team, and Laub didn't feel she had the experience to handle the project. Will noted that most tax firms are on summer hours now and it is difficult to contact them. Carlsrud made a motion to add an amendment to contact Matt Pedersen at Ludvigson & Braun about doing the assessment. If they can't do the assessment, the Board will hire Eide Bailley. Second by Dr. Buhr. Unanimous vote, motion carried. Returning to the original motion (with the amendment), Overn questioned if a dollar amount was needed in the motion regarding the amount Ludvigson would be paid as a consultant, but there was a consensus that the amount could be left to Will. The question was called, with a unanimous vote, and the motion carried.

New office vehicle: Will explained that CCHD's Ford Taurus is a 2007 and will require \$750 to fix it. The Taurus has 115,000 miles on it and the 2006 Chrysler Sebring has 85,000 miles. She sought proposals from Stoudt-Ross Ford, Puklich and Miller Motors for a replacement vehicle.

- Stoudt-Ross offered a 2019 Ford Fusion for \$19,950. It has 14,000 miles on it. They would give CCHD a \$1,000 trade-in (\$500 each) for the Taurus and Sebring.
- Puklich offered a new 2021 Chevy Malibu for \$24,285. They also offered a \$1,000 trade-in for both CCHD vehicles.
- Miller Motors submitted a bid of \$24,950 for a 2020 Jeep Compass Limited, with a trade-in allowance of \$5,000. The final cost would be \$19,950 and CCHD would be responsible for sales tax and license. The Jeep has 27,800 miles on it and is a four-wheel drive.

Will test drove the Fusion and Jeep vehicles but had not driven the Chevy Malibu. Following discussion, Schwehr made a motion to purchase the Chevy Malibu for \$24,285. Second by Dr. Buhr. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:07 p.m.

**Next monthly meeting:** Thursday, June 17, at 3 p.m. in the CCHD conference room or by remote. (Note change of day for regular monthly meeting.)

Respectfully submitted,



Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Regular Monthly Board Meeting**  
**June 17, 2021**

**PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Dave Carlsrud  
Tom Overn, Vice Chair  
Cindy Schwehr

**ABSENT:** None

**ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office Manager

**CALL TO ORDER:** The regular monthly meeting was called to order at 3:07 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

**AGENDA:** Agenda approved as printed.

**MINUTES:** Dr. Buhr made a motion to approve the May 24, 2021 regular monthly meeting minutes and the June 4, 2021 special meeting minutes. Second by Overn. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed.

**VOUCHERED EXPENSES:** Reviewed. Loan payment #73 of 120 for the CCHD building was submitted. Overn made a motion to approve the June/July vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Will reported that Home Health is currently \$8,400 in the red. Most of the grant dollars didn't come in before the end of May. Net balance: \$69,828.38. Only \$18,542.32 are non-grant related funds in the cash reserve. Total cash reserve: \$437,906.42. Noted the Chevy Malibu car was purchased with PFS grant funds. Overn made a motion to approve the financial report. Second by Schwehr. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities: Ray Nelson will start the remodeling project for South Central Human Service Center (second floor). Bakkegard & Schell has been here three times regarding A/C issues. There were problems with the rooftop system, which they are working through with Bobby Koepplin, CCHD maintenance. RJ's Plumbing will be replacing two older toilets in the building for \$575. Will noted that National Guard personnel, who have been helping throughout the COVID pandemic, helped Koepplin with cleaning up the parking lot area. CCHD is ordering two bicycles and a bike rack with NDPERS (wellness) funds. There are bike safety helmets in the second-floor storage area. Also, purchasing a picnic table (new or used) to place beside the generator fence for use by staff. Discussed the possibility of a small mural on the west wall of the building (check with Wes Anderson at the museum who is doing murals), and Carlsrud suggested checking with Mike Lentz regarding picnic table availability (park district).

It was approved by the County Commission to hire a jail nurse (24-40 hr. flex). This nurse would do immunization and health equity grant work (1/2) and jail nursing (1/2). \$174,000 grant for two years would cover the immunization and health equity portion of

this position. Dr. Chelsea Traverse, Sanford clinic, will serve as the jail medical director as well as assume the CCHD health officer position currently held by Dr. James Buhr, who is retiring next month from the Health Board.

Will noted the CCHD parking lot is in rough shape. She will check with Kerry Johnson, county shop, to see if an overlay will work on the concrete parking lot. Koeplin suggested checking with KLJ. Board stated Will should check with Johnson first. Also noted that it may be cheaper to have the lot fixed soon while the city is doing road projects and the crews are here. Theresa will check with Gwen Crawford, City Administrator, about this.

COVID-19 health response: Currently two active cases in Barnes County. Will stated that 58% of county residents have received one dose of vaccine and 55% have received two doses. CCHD is still testing for COVID-19 on Mondays and Fridays from 12:30 to 1:30 p.m. Amanda Nielsen, R.N., is doing the PCR testing and National Guard personnel are doing the rapid testing and electronic recording. Most testing now is travel related. Guard will only be here until August, so testing could switch to early mornings at that point. Noted testing will probably go on for a long time. The vaccines will likely be FDA approved soon and then facilities can require COVID vaccination.

Electronic sign: Angie Martin reported on the electronic sign. It was working fine until we got very hot weather and it quit again. This is after the new controller and ground rod were installed. Will follow up.

Finance position: Still looking for a replacement for Becky Kratz. Matt Pedersen told Will that Ludvigson & Braun was unable to do the consultation work for CCHD. She also checked with Brady Martz (per Pedersen suggestion) and he wasn't able to do it within the required time frame. Will contacted Eide Bailley to do the consultation.

NEW BUSINESS: None.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:02 p.m.

**Next monthly meeting:** Tuesday, July 27, at 3 p.m. in the CCHD conference room or by remote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James Buhr M.D.", written in a cursive style.

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Mar. 23, 2021**

PRESENT: Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Dave Carlsrud  
Tom Overn, Vice Chair  
Cindy Schwehr

ABSENT: None

ALSO PRESENT: Theresa Will, Administrator  
Angie Martin, Office Manager  
Marcie Bata, EHP  
Kenneth Hursh, septic variance applicant

CALL TO ORDER: The regular monthly meeting was called to order at 3:02 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

AGENDA: Under New Business add: 3) Kristen Bear/Plus Optix 4) Dementia 5) Other. Agenda approved as amended.

MINUTES: Under Old Business, 1<sup>st</sup> paragraph, last sentence: Take out “Unanimous vote, motion carried.” Overn made a motion to approve the regular monthly minutes of Feb. 23, 2021 as corrected. Second by Carlsrud. Unanimous vote, motion carried.

*(Consensus of the board to move to New Business, Item #1, Septic Variance.)*

NEW BUSINESS: Kenneth Hursh, Grand Forks, applied for a septic variance hearing for a project located at 11945 16<sup>th</sup> St. SE, Dazey, ND, the south half of lot 7 and all of lot 8 – Emery’s Subdivision. Asking for a variance to upgrade the property described by replacing the existing septic tank and drain field with a 1,600 gal. holding tank. The current septic system is not set back 100 feet from the high water mark of Lake Ashtabula. The current system is located 93 feet from the high water mark of Lake Ashtabula and 19 feet from the center of the access road. The holding tank will need to be moved south because the new cement foundation for the modular home will be put where the current septic system is now located. Seeking variance of 7 feet for the new septic system, which will be installed in line with the existing septic tank and drain field. Applicant noted the lot size is not quite big enough to accommodate the setback requirement of 100 feet. Marcie Bata, EHP, stated that installing a new holding tank would be an improvement to the existing system. Also, the current system was not permitted originally. The old septic system would be filled/crushed. Chad Kjelland would be the licensed installer. Following discussion by the board, Schwehr made a motion to approve the variance request. Second by Overn. Unanimous vote, motion carried.

Marcie Bata provided some Environmental Health updates. She has been doing inspections for schools, restaurants, etc. There are two new food services opening in Valley City: one is located in the former LunchBox restaurant site on Central Avenue N, which is now owned by Vicky’s Viking Room, and the other is located in the small building located across Main Street from the Pizza Ranch and will be known as Dakota Dogs (essentially a drive-thru hotdog eatery with no seating inside). Bata also noted that Gage Whereley will receive his environmental health degree in May and will be working

with her. He was hired full time by CVHD and will begin the end of May. Bata noted that septic bill HB1183 with amendments passed the ND Senate. Installers can license. Will sunset in two years. Furthers a potential statewide septic code. It will go to conference committee now.

Kristen Bear, RN, shared CCHD's new Plus Optix vision machine which cost \$7,000 (paid with funding provided by the Valley City Lions and Eagles clubs). This machine replaces old eye charts. Takes 10-15 seconds per child. It can be used in schools for screening and also for Health Tracks children. When sight problems arise a referral to an eye doctor is made. It is a time saver, noted Bear.

*(Board moved back to original agenda.)*

**DIRECTOR'S  
REPORT:**

Reviewed. Will shared that CCHD received a disturbing voicemail from someone. She was upset with Sharon Buhr, stating Buhr favored abortion and shouldn't be allowed to work in public health. She threatened to picket CCHD. Buhr stated she hasn't shared her views on abortion with the public and didn't understand this person's issue with her.

**VOUCHERED  
EXPENSES:**

Reviewed. Payment #70 of 120 remitted for CCHD facility. Will stated CCHD is now renting both sides of the duplex from Jon Wagar for the ROPES Project. Currently looking for possible on-site manager. Contracting with Tiffany Johnson, South Central Human Services; she currently has doorbell answering capability for the duplex and can answer any questions from residents. Brittany Burns, RN, has taken over AED management for CCHD. Will stated that \$1,607.56 that appears as an expense paid to her doesn't actually exist – she didn't attend an opioid conference in Washington, D.C. Dr. Buhr made a motion to approve the March/April voucherred expenses. Second by Overn. Unanimous vote, motion carried.

**FINANCIAL  
REPORT:**

Reviewed. Home Health is currently \$10,000 in red. Becky Kratz will have a three-year (2018-2020) analysis of home health available at the April board meeting. Will noted that home health did end 2020 in the black at \$50,000. Will continue to monitor this situation. Total cash balance: \$505,629.38. Of that total cash reserve \$394,935.39 is grant allocations. Available cash reserve for non-grant expenses is \$110,693.99. Overn made a motion to approve the financial report. Second by Carlsrud. Unanimous vote, motion carried.

**OLD BUSINESS:**

CCHD facilities update: Will is waiting to hear back from South Central Human Service Center (SCHSC). Because they are a state agency they can't use CCHD's MOU and must use their own MOU. Schwehr suggested that South Central's MOU be run by States Attorney before signing it. MOU must be signed before they can begin their remodeling updates in their office. They are paying for the remodeling update in lieu of increased rent. CCHD would begin collecting rent at the end of the biennium. OTIS tech was here to check out elevator and all is fine.

COVID response: Overtime information and finances discussed. Each month is getting better now. Will be billing private insurance now for COVID administration fee. Vaccine is cost free. \$80,000 in COVID funding is nearly gone. State will be amending our contract and putting additional funding in it, said Will. We currently have 8 active COVID cases in the county. We will be offering Pfizer vaccine to vaccinate school students age 16 and older. Will stated that Bob Hagen is the new Sanford Clinic manager.

Electronic sign: Angie Martin, office manager, noted that the sign is frozen once again. She tried to contact Drew at Indigo Signs. He is currently on vacation and will be back in the office next week. Angie was able to get the sign working by utilizing the tech wizard within the program, at least on a temporary basis. Will communicate with Drew once he is back at work.

Legislative update: Bill 2303 (tribal public health bill) failed. Primary seatbelt law (2121) failed. Will was uncertain about status of the cigar bar bill (1152). Community paramedics bill (2133) is still to be heard. It allows emergency responders, who are trained, to give vaccinations and provide chronic disease management in homes. Family leave bill failed.

Sharon Buhr wrote letter to the editor requesting at least two more legislative forums in the community.

Staff/contract employee update: Board reviewed two letters of resignation from CCHD staff – Betty Olson and Becky Kratz. Hired Kallie Gruman to replace Betty and she is starting April 5. Becky is retiring Aug. 6. Will take at least two months to train someone into her position. Need to keep Becky on as a contract person to help new person with issues. Will wants to advertise now for Becky's position – person would begin June 1. Education requirement discussed. Strong fund accounting, grant management, insurance billing needed. Will and Sharon Buhr supported 4-year degree. Carlsrud suggested not being too specific about education requirements as an applicant may have years of experience to compensate. Concerned about restricting ourselves when hiring. Discussed base of an associate degree and preferred if they have other skills plus bachelor's degree. INDEED format requires a salary range be stated. Theresa will research salary range for this position. Strong computer/finance skills needed. Sharon Buhr, Overn will serve on hiring committee. Becky could serve on the committee. Carlsrud suggested talking with Brenda Klein or Avis Richter at the City to serve on the hiring committee. Delmere McLain may have some input also.

NEW BUSINESS: Policies: Two revised policies concerning COVID were discussed.

- Regular Staff Testing
- Families First Coronavirus Response Act

Recently-hired CNA refusing COVID vaccine. Dr. Buhr made a motion to approve both policies. Questioned if employers would have a right to require COVID vaccine once FDA approves it/them? According to *Lancet*, natural immunity doesn't work and everyone needs to be vaccinated, said Dr. Buhr. Theresa has talked with this employee about the COVID vaccine and she is open to receiving more scientific vaccine information. She will receive an annual flu shot and hepatitis B shot, if required. Until vaccinated, this employee must be tested weekly – other vaccinated staff no longer have to test weekly. If she tests positive, she shouldn't get paid COVID leave, said Will. Asked states attorney if an employee could be terminated if they refuse to vaccinate, but Will hasn't heard back from her yet. Vaccination is a high priority for public health. Overn seconded the motion to approve the policies. Unanimous vote, motion carried. Board suggested that Dr. Buhr speak with the employee.

Dementia issue: Former county employee, age 59, who has major dementia, walked into Theresa Will's home (he is a neighbor). She would like to research if there is a grant available to support people in their homes if they are dealing with a dementia issue. Nicole Johnson, Aging Services, may have some ideas to share.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:56 p.m.

**Next monthly meeting:** Tuesday, April 27, at 12 noon. in the CCHD conference room or by remote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Buhr M.D.", with a stylized flourish at the end.

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**May 25, 2021**

**PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Dave Carlsrud  
Tom Overn, Vice Chair  
Cindy Schwehr

**ABSENT:** None

**ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office Manager  
Marcie Bata, EHP (by phone)  
Becky Kratz, Finance

**CALL TO ORDER:** The regular monthly meeting was called to order at 3:07 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

**AGENDA:** Under Old Business add: 7) Staffing for jail 8) Other and under New Business add: 1) Community Health Assessment 2) Other. Agenda approved as amended.

**MINUTES:** Overn made a motion to approve the regular monthly minutes of April 27, 2021. Second by Carlsrud. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed. Barnes County is currently at 56.2% of population vaccinated for COVID-19 with one dose and 52.8% are up to date with two doses of vaccine.

**VOUCHERED EXPENSES:** Reviewed. Payment #72 of 120 remitted for CCHD facility. Dr. Buhr made a motion to approve the May/June voucherred expenses. Second by Overn. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Reviewed. Home Health is currently \$12,000 in black. COVID expenses are going down now, said Will. Overtime COVID hours are also decreasing. Sharon Buhr questioned cash reserve discrepancy on two reports. Overn made a motion to approve the financial report with a question regarding the cash reserve. Second by Carlsrud. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities update: Through the county mitigation planning it has been suggested we update generator to cover the entire CCHD facility rather than just selected areas. Update would be paid through FEMA (approximately \$100,000), but Theresa will check on this. Suggested we sell our current 25kw generator that uses natural gas. Noted the county command center is located at the Barnes County Shop. Will noted CCHD may have to pay for engineering study. Board consensus was to pursue this opportunity. Overn stated that bigger generators only run on diesel. Need peak load information. Update at future board meeting. Carlsrud recommended we talk with Marshall Senf, electrical supervisor for City, for suggestions. Exterminator will spray building for bugs.

Electronic sign: Angie Martin has been in contact with Indigo Signs. A new controller unit was installed. No warranty left on controller installed about a year ago – it only had a 90-day warranty as an exchange part. It is working at the present time.

COVID response: 9,090 doses of COVID vaccine have been given in Barnes County, of which approximately 5,000 were given by CCHD staff. COVID testing will go from 12:30 to 1:30 p.m. on Mondays and Fridays only. Central Valley Health District will be testing at their facility on Tuesdays, Wednesdays and Thursdays from 11 a.m. to noon. PCR test results are usually available in 36 hours, said Will. Rapid testing results are available within about 15-30 minutes. Sharon Buhr discussed possible radio ads with local legislators to promote COVID vaccine. Also discussed incentives to vaccinate. Will noted that state and county mill levy dollars can't be used for incentives. Federal dollars may be available for this use.

Environmental Health: Marcie Bata, EHP, joined meeting via phone. Noted she hasn't heard anything further regarding the Koslofsky septic issue. Tonya Duffy, BC States Attorney, has directed the assistant states attorney to send out letters regarding unsettled septic issues within the county. Letter recipients directed to follow up with Central Valley Health District by July 1.

Bata discussed the Bruns property septic issue. Board had denied a variance for this project earlier. There was no permit issued for the project and she had no further update. No follow up for this issue based on the following new guidelines for our region (see paragraph below):

Bata noted that Central Valley Health District (Region 6) will no longer provide septic inspections except for permitted projects/systems. Homeowners would need to contact an installer for non-permitted existing systems, as would loan granters/real estate agents. Board discussed concerns about non-permitted septic situations of concern to the board and/or local residents. Bata stated there needs to be a statewide septic code rather than regional codes that differ greatly across the state. Department of Environmental Quality handles inspections of larger projects (Dave Glatt). Existing systems are a problem, said Bata. All counties in Region 6 (including Barnes) have adopted same septic code as Central Valley Health District (Jamestown).

Home Health overview: Talked about Home Health loss in 2019 and more information was provided to the Board by Becky Kratz. By Payer by Year 2017-20: \$9,300 difference or shift that should have been realized in 2019. Issues with VA, difference in payer processing. 2020 revenue was in the black. By the end of 2018, CCHD was short nurses and we weren't accepting referrals. In 2018, Medicare changed some requirements. Of \$25,558.92, some may be paid, the rest not. Will noted CCHD operates on cash basis, not accrual basis.

Questioned Kratz about cash reserve discrepancy on two reports. Beginning cash reserve on the summary sheet should be \$386,620.36. This amount was inadvertently not updated and will be corrected for the next report.

Finance position: Avis Richter, City Auditor, helped Theresa look at job description for Becky Kratz's position. \$22-\$26/hr. starting wage for financial position. Interviews have been set up with two people. Rose Knutson, finance assistant, doesn't want lead position. Becky handles most grants and the budget. Sherry Easterday, Tonya Zachrison and Allison Erickson have applied for the position. Will also look at the possibility of hiring someone who can do the "mechanical" things and hire a consultant that can do an overview to see how we can revamp some areas, per a suggestion from Harold Rotunda, CPA. Theresa plans to call Eide Bailley to review CCHD system as a consultant.

Staffing for jail: Schwehr noted that she, Bill Carlblom, Jeremy Wolff, Randy McClafin and Theresa will meet right after Memorial Day regarding jail staffing.

**NEW BUSINESS:** Community Health Needs Assessment will be conducted with CHI/Common Spirit (hospital). This is done every three years. Reviewed proposed questions for survey. Diversity/equity/inclusion questioned by Sharon. Overn questioned if dementia issues are increasing in Barnes County. Will thought there would be data online regarding this issue.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 4:54 p.m.

**Next monthly meeting:** Thursday, June 17, at 3 p.m. in the CCHD conference room or by remote. (Note change of day for regular monthly meeting.)

Respectfully submitted,



Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Board Meeting**  
**November 23, 2021 | 3:00pm**

**PRESENT:** Sharon Buhr, Chair Tom Overn, Vice Chair  
Chelsea Traverse, Health Officer/Secretary Cindy Schwehr  
Dick Gulmon

**ABSENT:** None

**ALSO PRESENT:** Theresa Will, Administrator Dalene Brock, Notary Public  
Katie Beyer, Prevention Specialist Evonne Johnson, Admin. Assist.

**CALL TO ORDER:** The Health Board meeting was called to order at 3:02 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

**AGENDA:** Agenda revised to correct the date of the next meeting: Tuesday, December 28, 2021.

**MINUTES:** Motion made by Dick Gulmon to approve set of previous minutes, Seconded by Dr. Chelsea Traverse.

**DIRECTOR'S REPORT:** Reviewed and board members were provided a copy.

**VOUCHERED EXPENSES:** Reviewed. Loan payment #78 of 120 for the CCHD building was submitted.

Amber Knutson working on a contract at \$15.00/hour to assist with general office duties. Director notes high cost of influenza vaccine and an increase in our credit with Sanofi, which should carryover to cover costs next Fall. Director notes payments to Bruce Anderson for 6 months' worth of winter storage for our trailer. Director notes payment to Dacotah bank for initiation of banking services for the health district.

Dr. Chelsea Traverse made a motion to approve the October/November vouchered expenses, seconded by Dick Gulmon.

**FINANCIAL REPORT:** Should be at 83% at the end of October. Home Care is \$154.33 in the red. Will reported that we currently have 0 Medicare clients on service at this time, due to our lapse in therapy services. Home health is currently at 97% spent for the year. Regarding cash reserve, Will noted that \$110,834.06 is unencumbered funds with an ending cash balance of \$544,134.45. Motion made by Dick Gulmon, seconded by Cindy Schwehr. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities update: Second floor kitchen drain was clogged, and Sorenson's came to replace a part. Primary public toilet near registration desk was clogged and Sorenson's came to remediate. The electric sign has been restarted once.

COVID-19 response: Will notes that we continue to test M-W-F from 12:30-2:30pm with support from ND DoH. Averaging about 100 tests (both PCR and rapid antigen) per day, positivity rate holding around 10% for each day. We've completed about 83 pediatric (ages 5-11) doses, with clinics held at all Barnes County schools and Maple Valley and around 1,200 boosters given. We have held additional clinics on and offsite to meet the demand for booster doses. Will notes an abundance of overtime due to onboarding and demand for booster and pediatric vaccination. Will noted that staff are noticeably becoming worn down due to demand of vaccine and the continuing response. Sharon Buhr wishes to express sincere appreciation on behalf of the board, for our staff's commitment and dedication to public health. The board also wishes to thank staff for reaching a 100% vaccination rate.

Finance and Eide Bailly: Eide Bailly introduced Theresa and Rose Knutson to the bill.com system. Cindy notes that the county is supportive of this project. This will be how our bills are paid. The chart of accounts and payors have been provided to EB and CCHD is now able to access the EB online portal. EB is providing templates to Rose for establishing payroll support. Our accounts will no longer be connected to the county and Rose is currently moving all electronic payments to Dacotah Bank. We will need to set up a new account with Aflac, as they require that we have a separate account from the county, with the migration to EB. Staff will get paid through the end of December and will be paid on the 10<sup>th</sup> of January. We will be paid monthly on the 10<sup>th</sup> after that point.

Home Care Therapy: No updates to report.

Cyber Security Update: The board has been provided a copy of the forensics report. It was determined that there was no protected health information exposed, and CCHD will not be required to send a notification.

Additional contract: Will reports that she visited with Carl Martinek, who was not comfortable with the tax element, and suggested consulting with Harold Rotunda. Will connected with Rotunda, who shared that it's common practice that teachers and administrators are routinely offered the benefit of paying tuition forward, and that it would appear as a benefit on the W2. Related to CCHD acting as the finance lead for the DHS contract, in cooperation with Shannon Klatt, it would look like a fee-for-service contract, with a monthly reimbursement paid per month for the duration of the project, taken as income for Klatt. Motion to approve the additional contracts, acknowledging that it is an honor to be offered the opportunity

to update the campaign assets, by Dick Gulmon and seconded by Tom Overn. Unanimous vote, motion carried.

Health Tracks: We will continue offer health tracks visits. Theresa feels this is a band-aid approach, as the state will ultimately provide direction on how individuals should go about engaging with this service. Alexis Elton has been training with Kristen Bear and Laurie Kramer to take over the facilitation with scheduling and coordination health tracks appointments. Kristen has been instructed to work on shortening appointment length.

Angie Martin retirement: January 11<sup>th</sup> is her final date, with her retirement celebration scheduled for January 10<sup>th</sup> from 2-4 pm in the basement of the courthouse. Will notes that she will provide a referral to the ND DoH if Martin wishes to continue her work with COVID-19 testing sites in Valley City. Angie will spend time with Evonne in the coming weeks to get up to speed on additional responsibilities.

**NEW BUSINESS:** Official Oath Forms: Dalene Brock, Notary Public, was present to notarize official oath forms for board members. Cindy Schwehr has an oath on file at the County presently. Will shared that this is to be completed by each board member as they come onto the health board, according to the CCHD Board of Health bylaws.

Health Equity: The board had the opportunity to meet and hear from Alexis Elton, the new Health Equity Coordinator who recently started at CCHD. The Health Board was provided a copy and brief overview of the Health Equity strategic plan. Elton highlighted: re-entry support and concurrent planning for individuals who are exiting the correctional facility, dental services for underserved populations via Family Health Care, and better LOCAL access to medication assisted treatment, behavioral health/wrap-around services, and improving access to COVID-19 vaccinations.

Administrative Assistant Introduction: Evonne Johnson (onboard Nov. 15) was welcomed by the board and briefly shared about her work history. Director notes that Johnson has been a wonderful addition and has been well-received by the public and her colleagues.

Theresa Will Vacation: Will has accrued outstanding vacation hours (300 hours) that she will be unable to reasonably use before her employment anniversary month in December. She intends to be on vacation for 40 hours in December. She is requesting an estimated 78 hours of vacation time be paid from COVID funds for this year, as the public health emergency has been extended. Dick Gulmon made a motion to approve those vacation hours, with a second by Tom Overn. No-vote from Cindy, yes for all other members. Motioned carried.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 4:25 pm.

**Next monthly meeting:** Tuesday, December 28, 2021, at 3 pm in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Board Meeting**  
**October 26, 2021 | 3:00pm**

**PRESENT:** Sharon Buhr, Chair Tom Overn, Vice Chair  
Chelsea Traverse, Health Officer/Secretary Cindy Schwehr

**ABSENT:** Dick Gulmon

**ALSO PRESENT:** Theresa Will, Administrator  
Katie Beyer, Prevention Specialist

**CALL TO ORDER:** The Health Board meeting was called to order at 3:05 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

**AGENDA:** Agenda revised to add Environmental Health update from Marcie Bata to New Business as #6 and to remove #4 as meeting Alexis Elton. Agenda approved with those amendments.

**MINUTES:** Motion made by Tom Overn to approve three sets of previous minutes, Seconded by Cindy Schwehr. Three dates: September 22, 2021, and special meetings on September 28 and October 6, 2021.

**DIRECTOR'S REPORT:** Reviewed and board members were provided a copy.

**VOUCHERED EXPENSES:** Eide Bailly will begin the "onboarding" work with CCHD in November and assures us that we will be up and running with their accounting system by January 1, 2022. \$15,000-\$25,000 is the onboarding for access to their accounting system and \$3,600 annually for accounting and maintenance fees. \$700-\$900 accounts payable/month and \$200-\$250 payroll/month. \$100/month for PERS recording. Quarterly and Annual Tax report is \$250-\$300 quarterly.

Reviewed. Loan Payment #77 of 120 for the CCHD building was submitted. Recovery house resident income of \$500/month. Overn made a motion to approve the September/October vouchered expenses, seconded by Cindy Schwehr.

**FINANCIAL REPORT:** Influenza vaccine is noted as a larger expense. Should be at 75% (revenue and expense) at the end of September. Home Care is \$1,650.00 in the red. Will reported that we currently have 0 Medicare clients on service at this time, due to our lapse in therapy services. Most Medicare clients are in need of therapy services, inclusive of occupational and speech therapies. Regarding cash reserve, Will noted that \$151,594.99 is unencumbered

funds with an ending cash balance of \$562,515.38. Motion made by Cindy Schwehr, seconded by Dr. Traverse. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities update: we have a new tool to reset the sign outside when needed. Thanks to Gary Will for that tool. Bobby Koeplin will be installing a cash drawer up front to replace our loose cash bag, creating more security and efficiency for our cash on hand.

COVID-19 response: we are beginning to schedule Moderna and Janssen boosters, as well as preparing for the EUA of pediatric Pfizer vaccine. Will provided an information sheet to all board members, outlining the newest guidance for booster doses of COVID-19 vaccine. We are scheduling in-office appointments during early and late hours, as well as planning to vaccinate offsite for high-risk groups, including Open Door Center, Legacy Place, CHI Mercy Health, VCSU, and Rudolf Square to start. We will be scheduling clinics at all county schools for pediatric Pfizer vaccination. Dr. Traverse reminded the board that we will need to be following EUA guidance as it is released, in terms of eligibility for the initial boosters. We will update standing orders as needed. Mr. Johnson reports that there are currently 21 active cases within VCPS and they will be enacting a mask mandate, starting 10/27 and for 14 days following, in Washington and Jefferson schools. Dr. Traverse suggests sending a letter to the school board from our Health Board, for adopting this mitigation strategy, in positive reinforcement and to reiterate the importance of this. Tom Overn is supportive of this letter, as good work deserves good praise. We are continuing to test with the help of the state on Mondays, Wednesdays, Fridays from 12:30-2:30 pm at the Old Rec Center. Due to high demand amid the increase of cases at VCPS, we began Tuesday and Thursday testing for parents and students from 8:30-9:30 am.

Finance and Eide Bailly: Eide Bailly will begin our “onboarding” November 1 and assures us that we will be ready to use the new systems by January 1, 2022. They gave us an estimate of 3-5% as an annual increase in fees. Rose Knutson has done an exceptional job preparing for this transition and managing her new duties after Becky’s retirement. We are experiencing additional overtime in the public health emergency. We should expect to see an increase when we’re looking ahead to next month’s expenses and overtime report, due to boosters, increased testing, and staff turnover. Next month Theresa will provide a copy of the overtime report and will include on next month’s agenda the payout of unused vacation time.

Home Care Therapy: reported that we currently have 0 Medicare clients on service at this time, due to our lapse in therapy services. Most Medicare clients are in need of therapy services, inclusive of occupational and speech therapies. We will continue to evaluate the impact on the budget as we work to recruit therapists.

Cyber Security Update: We have been following up with attorneys as indicated and with NDIRF, who referred us to that firm. We have provided a report related to access, to their representatives. We have received the forensics report back from the company that ITD uses, and the law firm will review it to determine if they need to take further investigative action. IRETA is who would be used as a cyber security contractor if the law firm needs additional review of the report or hard drive. Theresa provided the board with a copy of her follow up activities since our last meetings.

**NEW BUSINESS:** Sharon would like the board to be provided a copy of the Health Equity strategic plan for next meeting, as well as the opportunity to meet Alexis Elton, the new Health Equity Coordinator who recently started at CCHD.

Additional Contract Question: ND BHD has offered a contract to Katie Beyer and Shannon Klatt, above and beyond their 40 hours currently, for the update and creation of new resources under the Not in My House campaign. The award needs to be made via contract with a public health unit, not directly to individuals. Will is requesting information from City and State's Attorneys, whether there are any labor law concerns with additional contract work. Duffy hasn't had a chance to review any concerns and Martinek hasn't had a chance to comment. DHS would offer \$50,000 for the project, with deliverables completed by March of 2023. Will would like to accept that award as the fiscal agent and would like to support the cost of Katie's tuition for Graduate School with our portion of the work. Shannon Klatt would be contracted through our agency at whichever level she feels is appropriate and would be used to pay off her loan for Graduate work. This would prevent income for these individuals and would reward them for their excellent work that led to this contract. Theresa is expected to gather a legal opinion before we agree to accepting this contract. This is tabled until next meeting, where we will discuss the nature of the potential contracts.

Health Tracks: This is a program for Medicaid-eligible children ages 0-21, some are only orthodontic checks. Some are more urgent assessments for foster care placements. Some are simply check-ins every 6 months-1 year. Laurie Kramer has helped to coordinate the program over the years, but her role at the state has been reassigned, so she will not be available for the 8 hours per week to coordinate the program, as of November 1, 2021. We currently expend about 2 hours per assessment, for both Laurie and Kristen's time. The program does not generate revenue above what it costs to offer it and the reimbursement schedule. The state feels there is no gap left, as this same service is offered and available through their primary care provider or via referral to their medical home. Theresa's recommendation to the board is to discontinue this program, with the exception of intermittent orthodontic screenings (public health is required to do those), with the understanding that there will not be a service gap created as a result. We are at about 70 screenings for this year so far, at

about 100 in a normal year, up to four per week. Consensus was reached by the board to explore a few avenues: Option A: Kristen continues doing what she can by herself, not over and above 40 hours per week, and Option B: Repurpose 4-8 hours of Health Equity time to help Kristen coordinate the program. We will hear from Kristen next month with a report and further suggestions for an action plan.

Angie Martin Retirement: Angie has submitted her formal retirement request, to be effective January 11, 2022. The board accepts her request and thanks her for her many years of excellent, dedicated service. She continues to work 20 hours/week, 10 of which are to support covid testing. Will would like to plan a retirement party in the basement at the courthouse, with the support of the board.

Environmental Health: Sent Koslofsky system report/letter over to state's attorney. She has not heard back yet; it is unknown whether it has been sent out. Sharon suggests that we initiate a request to the SA's office that we be copied on progress via CC, etc. of the emails or mail communications, so we have proper dates in our records. Marcie will send a message to the SA's office, that this action be taken in the future. Marcie will begin with that step and the board may choose to take alternate action from there. Cindy requests that Cindy and Bill, as commission members, be copied on that communication. Donald Vig system, we were needing some additional information. Mr. Vig is planning to use the property at 364 ft, as an art studio year-round. The system was not the 2 BR needed, that the builder indicated would be needed. The current sizing has been identified as appropriate for a craft studio and that it was incorrectly categorized. Tom motion to approve the changes to the categorization, seconded by Cindy. Unanimous vote, motion carried.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 4:35 pm.

**Next monthly meeting:** Tuesday, November 23, 2021, at 3 pm in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Board Meeting**  
**Sept. 2, 2021**

PRESENT: Sharon Buhr, Chair  
Chelsea Traverse, Health Officer/Secretary

Cindy Schwehr  
Dick Gulmon

ABSENT: Tom Overn, Vice Chair

ALSO PRESENT: Theresa Will, Administrator  
Angie Martin, Office Manager  
Dr. James Buhr, retired CCHD health officer

CALL TO ORDER: The special Health Board meeting was called to order at 12:31 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

AGENDA: Agenda approved as printed.

NEW BUSINESS: Home Equity coordinator position discussed. This grant goes through June 30, 2023. \$125,000 grant. Theresa would like to hire a Health Equity Coordinator. Need to have focus group established within a couple weeks. This person would work more closely with Family Healthcare which would like to come back to Valley City again after a long absence due to COVID-19 pandemic. The coordinator would help Family Healthcare to fill their schedule to better utilize their services in Barnes County. Family Healthcare would also bring a mobile dental unit (they could see patients at the Sheyenne Care Center also). Would also work with the Syringe Services Program clients to develop resources within the jail system for a better plan to return inmates to the community upon their release. Strategic plan due Oct. 31. Will noted that the person she is considering for this position has a criminal record due to past substance use. Will has spoken with Tonya Duffy, Barnes County States Attorney, about this situation. She will write letter in support of this person. This would be a contracted position including health insurance, sick leave and vacation leave. Would go on Marketplace to purchase insurance for this individual. Starting wage is \$18-20/hr. (approximately \$75,000 maximum). This would be a 24-40 hour position. Gulmon made a motion to approve this position. Second by Traverse. Unanimous vote, motion carried.

ND Department of Health Workforce funds discussed. Will received email from Kelly Nagle, public health liaison, about workforce development funds that LPHUs could access to help with COVID response. We could hire an RN and a data person. Allowing us to apply to state to hire locally. Will requested \$250,000 through end of biennium. Full time position for both. They would help with testing and vaccinations in both Barnes and Stutsman counties. If they had extra time they could help in other regional counties. If we don't get grant we would not be hiring anyone. Will need to know if state has approved funding before proceeding. Could increase COVID testing to three times per week locally (Monday, Wednesday, Friday). Will is currently looking for testing location during colder months. Scott Magnuson is checking to see if the National Guard armory is available. Gulmon stated the city owns the Guard building. The RN position starts at \$32/hr. with same benefits as previous grant positions. Data position starts at \$22/hr. Gulmon made a motion to approve hiring for these two positions if grant funding is approved. Second by Traverse. Unanimous vote, motion carried.

Board discussed advocacy regarding masking in schools. Communication from the school has been minimal this summer and into the fall. All BC schools stated that masking will be optional at their facilities. Stay at home when sick, practice healthy hand hygiene, clean and disinfect, and social distancing are in their plans. Will asked Supt. Johnson about quarantining. Will close contacts be required to quarantine? They will not. Positives will be asked to stay at home, but close contacts can stay in school. Some parents are voicing concern about situation. Board can ask to be on school board agenda since they are making the decisions. Dr. Tonya Diegel, Essentia Health, said they have reviewed the CDC guidelines. She asked board members how fast they could pivot if cases go up and Supt. Johnson said they could do that relatively quickly. Noted that school boards in ND are trying to avoid controversy. We are on exponential COVID increase right now, said Dr. Traverse. Rise in cases is steeper now than at the worst point last year. Students are at high risk. Mayor Carlsrud has called a quick meeting Sept. 7 at 11 a.m. at City Hall between representatives from school board, health board, county and city commissions, and VCSU. Parent has volunteered to help with advocacy work, said Will. Gulmon suggested talking with Carlsrud before too many people are included at meeting. Dr. Traverse said she could attend the meeting if she is welcome. Noted the next school board meeting is Sept. 15 at 7 a.m. (meet once a month). Hold on planned letter at this point. Should be ready with pictorial data, stated Buhr.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:09 p.m.

**Next monthly meeting:** Wednesday, Sept. 22, at 8 a.m. in the CCHD conference room.  
Note change of date/time

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Regular Monthly Board Meeting**  
**Sept. 22, 2021**

**PRESENT:** Sharon Buhr, Chair Tom Overn, Vice Chair  
Dr. Chelsea Traverse, Secretary

**ABSENT:** Cindy Schwehr, Dick Gulmon

**ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office Manager  
Marcie Bata, Environmental Health

**CALL TO ORDER:** The regular monthly meeting was called to order at 8:00 a.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

**AGENDA:** Under Old Business: Omit 5) Diegel septic. Agenda approved as amended.

**MINUTES:** Overn made a motion to approve the Aug. 27, 2021 regular monthly minutes and Sept. 2, 2021 special meeting minutes. Second by Dr. Traverse. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed.

**VOUCHERED EXPENSES:** Reviewed. Loan payment #76 of 120 for the CCHD building was submitted. Will noted that one recovery house occupant is currently paying \$500/mo. rent since he has gone beyond the 60-day limit and has a job. Overn made a motion to approve the September/October vouchered expenses. Second by Dr. Traverse. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Will reported that Home Health is currently in the black. Should be at 67% at the end of August. Regarding cash reserve, Will noted that \$140,046 is unencumbered funds and \$418,158 are grant-allocated funds. Ending balance of \$558,204. Overn made a motion to approve the financial report. Second by Dr. Traverse. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities update: Second floor project is completed in the South Central Human Services office area. \$8,478 should be coming back from SCHSC for this. They are paying this amount in lieu of increased rent for additional office space. Rent will be renegotiated at the end of the biennium. Worked with Daniel Schwartz and Bobby Koeplin regarding the generator grant. Won't know a lot about the outcome until FEMA makes their decision. Bike racks discussed. Will is not sure where to place racks. Koeplin suggested hanging bikes on generator fence. This project may have to wait until next spring and put the two bikes in the trailer for now. Regarding the electronic sign: reset switch is in a problematic area to reach. Sharon Buhr suggested asking the city to reach the switch using their bucket truck.

COVID-19 update: Scott Magnuson, fire chief, got ahold of someone at the National Guard Armory regarding conducting a testing site for the community. Theresa will go look at the facility. NDDoH requires a lot of time to move the COVID trailer and staff. Would like to hire locally for testing (full-time RN and data person). These people would also be able to help throughout the Jamestown region as time allows and also with flu

clinics in Barnes County. COVID booster clinics have been postponed while awaiting ACIP approval. Will noted there will be extended office hours for flu and COVID shots. The office will be open on Tuesdays from 7-9 a.m. and on Wednesdays from 4:30 to 6 p.m. to accommodate work schedules. Community meeting was called by Mayor Carlsrud regarding cod response; Katie Beyer, Will and Dr. Traverse attended. Masks won't be widely utilized on most levels. Vaccinations were broadly favored by those in attendance. Radio PSAs are in the works. Discussion regarding HEPA air cleaners in businesses. Marcie Bata, EHP, noted that ozone filtration is not recommended by the CDC. Noted that schools should have air cleaners if they aren't going to mask. Things can be done with current HVAC systems. MERV13 air filters recommended at a minimum. Sharon Buhr suggested that Theresa and Marcie look into this further. COVID grant funds may be available for this type of project at schools or businesses.

Finance/Eide Bailly: Will noted that First Community Credit Union was contacted about setting up an account. Need to determine who will sign checks. If we go through Eide Bailly's bill pay system there is an electronic way to sign checks. Reed from Eide Bailly is meeting with the Auditor's Office. Overn questioned what annual rate increase Eide Bailly would assess. Theresa will check with them on this.

Home Care therapy: Haven't heard anything back from Toby Thielges (Thielges Therapy) yet. CCHD isn't doing any therapy right now. This will decrease the number of home care clients since most clients need some type of therapy. Theresa will contact the Fargo therapist that she had talked to previously.

Environmental Health: Paul Diegel was unable to attend the meeting today because of the recent loss of his mother. He will get back to CCHD when he obtains the required soil sample. The septic issue won't be corrected (if it needs to be) until next spring due to the time of year.

Shawn Uecker has sent in some information to Marcie regarding a septic system installed in the 2000s. Uecker stated the trailer (reason for public health involvement) has been removed and septic system is not currently being used. He doesn't have any plans to do anything with the property. This had been sent to the States Attorney. Overn made a motion that as long as this system is not being used (at 3360 119<sup>th</sup> Ave. SE) that we inform the States Attorney that this issue no longer needs to be addressed. However, in the future, if this septic system needs to be utilized, it will need to be brought up to code and approved prior to be hooked into. Second by Traverse. Unanimous vote, motion carried.

Septic issue involving Lori Koebernick property discussed. Their attorney emailed Marcie stating the Koebernick's are doing some remodeling of the original farmhouse, the net effect of which will be to eliminate two of the bedrooms, leaving a four-bedroom house. Previous comments about "adding" a bedroom were out of context in that they are actually "moving a bedroom" to a new location, while eliminating two others. This being the case, the Koebernick's have not violated any rules, and the elimination of bedrooms would not require them to add additional septic field lines or otherwise upgrade their system. This took place in 2018. Marcie recommended rescinding action by States Attorney. Overn made a motion to rescind action by States Attorney's office in light of new information. Second by Traverse. If any more changes are made or the property is sold, a new septic permit would be required. Unanimous vote, motion carried.

Septic issue discussed involving Koslofsky property near Fingal. No septic permit obtained for project. There has been no response to a letter sent to owners by the board in May 2021. At the time of inspection, trenches were under water and owners were pumping from septic tank to top of ground. Inspection pipes were full of water. Probably should have had a mound system. Project started in 2018. Marcie noted that Bob Maresh is no longer involved with the project as an installer. In 2021, had to reach out to property owners. Need plan of correction for this failed system. Overn made a motion to send this to the States Attorney office. Second by Traverse. Unanimous vote, motion carried.

Two items related to Bob's Excavating of Valley City. Did not call Marcie's office prior to beginning projects (required). Permits obtained.

- Donald Vig property at 3119 110<sup>th</sup> Ave SE, Valley City. Question of sizing. Permit indicated one-bedroom home (installed 130 linear feet). Regulation #2 states that the minimum soil treatment area required for any dwelling shall provide treatment for at least two bedrooms, 300 gallons per day. Maresh did not provide all of the information on the permit as required. Questioned if there are any wells on the property. If so, what is distance from septic system? Distance from septic system to property line needed. Type of gravel-less product used in trenches? What company manufactured septic tank? How were the inspection ports secured? Marcie noted one inspection port was not secured and could be easily removed.
- Regarding permit BC 16-20P, Eric Velure property located at 5282 116<sup>th</sup> Ave. SE, Kathryn. Need information regarding any wells on the property and the distance from the septic system; distance from septic system to the property line; type of gravel-less product used in trenches; what company manufactured septic tank; and how were the inspection ports secured? During inspection, no inspection port was secured and all could be easily removed.

Traverse made a motion to send a certified letter to Maresh stating issues for both properties. Also, Maresh needs to contact Marcie as soon as possible to address these issues or his license could be impacted. Second by Overn. Unanimous vote, motion carried. Board asked that letters also be sent to the property owners so they are aware of what is going on. Separate letters to property owners and combined letter to Maresh. Separate letter to Maresh regarding potential for license removal if he doesn't follow up.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 9:25 a.m.

**Next monthly meeting:** Tuesday, Oct. 26, at 3 p.m. in the CCHD conference room. Health Board meetings will continue to be held on the 4<sup>th</sup> Tuesday of the month at 3 p.m. through the end of 2021.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Board Meeting**  
**Sept. 28, 2021**

PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair  
Chelsea Traverse, Health Officer/Secretary

ABSENT: Cindy Schwehr, Dick Gulmon

ALSO PRESENT: Theresa Will, Administrator  
Katie Beyer, Prevention Specialist  
Jason Thiel, MIS Director

CALL TO ORDER: The special Health Board meeting was called to order at 12:16 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Agenda approved as printed.

NEW BUSINESS: Discussing a cyber security breach that occurred on Friday, September 24, 2021. A call was received via the CCHD main phone line and was answered by Angie Martin at approximately 13:30. The caller claimed to be calling regarding a suspicious Amazon order, requesting that Angie access a website and enter a code to allow them to resolve a charge on our account. She complied, and this code allowed the caller to gain remote access to and control over Angie's desktop. The caller asked for banking information. After a few minutes, another staff member assisting at the registration desk, Kallie Gruman, noticed that someone appeared to have remote control of Martin's workstation and became suspicious. Angie reports she was unable to access any of the desired financial information, and transferred the call to Rose Knutson, who felt it was fraudulent. Kallie mentioned sometime later to Katie Beyer that she felt uncomfortable having witnessed what appeared to be someone with remote control over Angie's workstation. Katie asked Kallie to report the incident to Theresa. Theresa gathered preliminary information from Angie and immediately reported it to Jason Thiel. Jason pinpointed the time of access by the fraudulent caller to be between 14:01-14:02. Thiel decommissioned the machine and analyzed the history. It was sent on to the state of North Dakota for forensic analysis and is now awaiting results. Jason discovered that Angie, while sharing remote control with the called, had accessed a fraudulent site where she entered an access code, then Bank of America online, and lastly Dacotah Bank. Thiel determined Patagonia Health (the CCHD electronic health record) was open during the time of the phone call and fraudulent activity. Katie and Jason analyzed audit reports from Patagonia and discovered there may have been 3+ records that were accessible to the caller at the time. Further reporting show that any probably impact related to HIPAA would have been on a single record. The breach was promptly contained. Board members were provided with a copy of Jason Thiel's incident report. CCHD has a privacy practices policy, which requires that notice be sent to those who were impacted by the probable breach of our EHR. Will consulted with Tonya Duffy, State's Attorney, and Duffy shared the opinion that this breach is grounds for immediate dismissal. Will consulted with Carl Martinek, City Attorney, where Martinek shared that his opinion was that Martin be able to share her side of the incident, and should, in the meantime, be placed on paid administrative leave. He shared that he felt, without further documented incident, she shouldn't be terminated immediately. Martin was informed by Will of the start of her paid administrative leave on the evening of Monday, September 27<sup>th</sup>. CCHD

policy says that the State's Attorney and Board of Health must be consulted when determining the best course of action related to employee termination/reassignment. Will reports that she is working with the state of North Dakota to understand the full impact of the breach and our obligation to the client(s) whose information may have been compromised. Thiel reports it may not be possible to confirm whether the HIPAA impact was probable or definite. Tom Overn asked whether there was the possibility of reassigning Angie's duties—he has been impressed with Angie and values her experience, personality, and service to the health district. Dr. Traverse added that we should remember our responsibility is to our patients and clients. Will shared that she contacted 2 other unit administrators, one said they felt the incident was grounds for dismissal and the other shared they thought it was appropriate to place her on leave and reassign her duties upon possible return. Sharon shared she does not feel it's grounds for immediate dismissal. Dr. Traverse inquired how long a person can remain on paid administrative leave. Theresa will collect some information related to hours, budget, and other policy considerations—she has a list of possible job duties. Theresa visited with Cindy last night about similar situation at the county earlier this year. That individual was put on a probationary period and allowed to stay with the county. Jason approached the county recently and suggested that all existing and new county employees be trained related to cyber security. A consensus was reached among all board members: Theresa has 1-2 weeks to follow up with Angie, investigate whether a part-time position would be warranted and report back to the board. Theresa will check in with Angie on her level of preparedness to be back in the office away from the registration desk.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:07 p.m.

**Next meeting:** Special Board Meeting on **Wednesday, October 6<sup>th</sup> at 12:00pm** in the CCHD conference room or Lifesize remote conference.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Board Meeting**  
**October 6, 2021**

PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair  
Chelsea Traverse, Health Officer/Secretary Dick Gulmon  
Cindy Schwehr

ABSENT:

ALSO PRESENT: Theresa Will, Administrator  
Katie Beyer, Prevention Specialist

CALL TO ORDER: The special Health Board meeting was called to order at 12:05 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Agenda approved as printed.

NEW BUSINESS: Tom Overn, Vice Chair, made a motion to approve previous minutes, with a second by Cindy Schwehr.

**Follow up from Employee Cyber Security**—The board was provided with a copy of Angie’s statement and Theresa Will’s documentation of her actions throughout the matter. Theresa Will reports that she is still awaiting the forensic report from the state ITD entity, and she will not know the full magnitude of the breach until that report is returned. It may take up to 8 weeks.

Theresa mentioned that as she visited the registration desk on the day she placed Angie on administrative leave, she discovered what appeared to be protected health information (PHI) on the desktop surface. This included sticky notes with names and DOB, copies of insurance cards, and immunization records/forecasters with full names and dates of birth displayed.

Theresa reports that she contacted the North Dakota Attorney General’s office, who referred her to an outside law firm that handles their HIPAA violations. Will added that we need to determine if there was a HIPAA breach to determine what we need to do for client notifications. Cindy Schwehr suggested we contact ND INSURANCE RESERVE FUND (NDRIF). She directed Will to consult with them, since they would be the ones who would initiate a claim, should there be legal action taken against the health district.

Cindy inquired why our State's Attorney isn't more engaged. Theresa explained that the State's Attorney's opinion was that Angie be terminated and board members requested that she check with the City Attorney. Cindy added that we wouldn't be following our own policy if we took the action of the State's Attorney. Theresa informed the board that City Attorney Martinek said the additional PHI found at her workstation was enough cause to reassign her duties without further investigation required.

Theresa requested approval from the board, that we accept a written letter of intent to retire/resign from Angie, and to keep her on at 20 hrs. per week until her retirement eligibility date of January 11, 2022. Dr. Traverse asked for clarification of whether we are reassigning her duties with the expectation that she not be in contact with patient records. Dick Gulmon mentioned that since her performance reviews have been satisfactory over her years at the health district, and our policy doesn't support immediate dismissal, and there was no malicious intent, he would be in favor of accepting Angie's letter of intent to retire. Tom is not in favor of the 20 hrs/week going past Angie's retirement age, because we now know about and need to weigh in the other PHI violations discovered after she left.

Dick Gulmon says let's get back to her, let her know we've accepted her retirement date and agree to find 20 hrs per week. He would like her to submit an intent to retire/resign and we can approve. Cindy says she isn't comfortable with any of it until we have some protection from NDIRF before we accept that. Dr. Traverse asked whether our policies have any firm language re: HIPAA violations. Dick said this will give us an opportunity to update our disciplinary policy related to HIPAA.

**Motion made by Dick Gulmon:** We invite Angie to submit her retirement/resignation letter to be effective January 11, 2022, Theresa will offer her a reduced position for 20 hours/week in a role that does not involve dealing with PHI at the busy registration desk, from the time she returns back to work until her resignation date of January 11, 2022; Theresa will visit with Carl Martinek before the board accepts the resignation letter and reassignment of duties. Motion seconded by Tom Overn. Cindy said no, she is not 100% comfortable. Dr. Traverse asked what would make her comfortable. She says she will not. **Roll call vote:** Sharon Buhr, Chair - YES; Tom Overn, Vice Chair - YES; Chelsea Traverse, Health Officer/Secretary - YES; Dick Gulmon – YES; Cindy Schwehr - NO.

Dick Gulmon made an additional motion to advertise a full-time position for an Administrative Assistant. Seconded by Tom Overn. Motion Carried

**COVID vaccination contracted staff**—Our board’s mandate says that anyone, including contracted staff, etc. that everyone needs to be vaccinated against COVID-19. A contracted staff upstairs took her first dose, found out she was pregnant, and will not receive her 2<sup>nd</sup> dose. Sharon asked if we could refer her to Dr. Traverse, Health Officer, for an individual meeting to address any concerns she might have. Dr. Traverse was willing to do this in-person at the health district. The board was supportive of this action prior to any enforcement of our policy. Board will keep an eye on the Federal Rule requiring any facility that is reimbursed by Medicare or Medicaid, have all staff vaccinated against COVID-19.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 12:53 p.m.

**Next monthly meeting:** October 26, 2021, at 3:00 p.m. in the CCHD conference room or Lifesize remote conference.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary