

CITY-COUNTY BOARD OF HEALTH MINUTES

Board Meeting

January 29, 2026 | 7:30am

PRESENT:

Tom Overn, Chair
Mike Schwehr

Dick Gulman, Vice Chair
Tommy Bergan

Via Teams Meeting:

ABSENT:

Katie Beyer, Administrator

Ashley Horner, Health Officer/Secretary

ALSO PRESENT:

Meghan Velure, DON/Interim Administrator
Marcie Bata, Director of Environmental Health

Evonne Johnson, Administrative Specialist
Rose Knutson, Finance Manager

CALL TO ORDER:

The Health Board meeting was called to order at 7:34 am by Tom Overn, Chair, in the CCHD conference room or by remote.

AGENDA:

Agenda was reviewed. Motion made by Mike Schwehr to add to New Business, Director Leave Update the agenda as presented, seconded by Tommy Bergan. Unanimous vote, motion carried.

MINUTES:

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

DIRECTOR'S REPORT:

Meghan was at the SACCHO meeting, and we will be partnering with Stutsman and Logan Counties for a Rural Health Transformation grant of \$198 million for the state of ND for 5 years. They want Public Health to assist community to apply for the grants. Tobacco Nicotine dependence grant meeting tomorrow. Meghan will be interviewing 3 nurses tomorrow for nurse position. Contractor to get us a quote for the front desk renovation. In the April 24, 2024, Board Meeting the board members approved proceeding with quotes due to ergonomic challenges and privacy concerns.

FINANCIAL REPORT:

Rose noted that \$441,384.06 is the account balance with a grant reserve balance of \$335,085.36 and cash balance of \$106,298.70 at the end of December. Home Health is in the black \$101.02 for December and in the red \$69,899.74 for the year. Vouchered expenses for December/January were reviewed. Dick Gulman made a motion to approve financials as presented, seconded by Tommy Bergan. Unanimous vote, motion carried.

OLD BUSINESS:

- Staffing
 - 3 interviews tomorrow for nursing position.

NEW BUSINESS:

- Board, Election of Officers
 - Call for nominations for Chair position. Dick Gulman nominated Tommy Bergan as Chair, Mike Schwehr seconded. Unanimous vote, motion carried.
 - Mike Schwehr made a motion that Dick Gulman remain as Vice-Chair and Ashley Honer remain as Secretary, seconded by Tom Overn. Unanimous vote, motion carried.
- 2026 Board Meeting Dates
 - Reviewed, Dick Gulman will not be present for February meeting. Mike Schwehr made a motion to approve meeting dates, seconded by Dick Gulman. Unanimous vote, motion carried.
- Environmental Health
 - a. Variance – 5277 117th Ave SE, Kathryn, ND
 - The Board voted electronically on November 20, 2025, to grant the variance without conditions and waive the \$500 variance fee. Variance Findings were signed by board member Mike Schwehr and forwarded to property owner.
 - b. Environmental Health Agreement
 - Memorandum of Understanding between Central Valley Health District and CCHD has been signed and funds have been paid. Dick Gulman made a motion to reaffirm adoption of CVHD Environmental Health Rules, seconded by Mike Schwehr. Unanimous vote, motion carried.
 - c. Body Art in Valley City
 - In 2025 there was 1 tattoo facility, now there are 3 facilities.
 - Complaints to Environmental Health are open record and if record is requested, they are required to provide it. Concerns of piercing happening at one facility which does not require licensure, and Environmental Health does not have jurisdiction over. State of ND has very limited body art codes and apprenticeships are not required.
- Revised Budget Review
 - Reviewed, Mike Schwehr made a motion to approve budget, seconded by Dick Gulman. Unanimous vote, motion carried.
- Director Leave Update - Discussed

ADJOURNMENT:

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

Next monthly meeting: Wednesday, February 25, 2026, at 7:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Ashley Horner, Secretary