

## **CITY-COUNTY BOARD OF HEALTH MINUTES**

### **Board Meeting**

**April 24, 2024 | 7:30am**

#### **PRESENT:**

Tom Overn, Chair

Dick Gulmon, Vice Chair

Ashley Horner, Health Officer/Secretary

Cindy Schwehr

#### **Via LifeSize:**

#### **ABSENT:**

Sarah Hansen

#### **ALSO PRESENT:**

Katie Beyer, Administrator

Evonne Johnson, Office Manager

#### **CALL TO ORDER:**

The Health Board meeting was called to order at 7:30 am by Tom Overn, Chair, in the CCHD conference room or by remote.

#### **AGENDA:**

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

#### **MINUTES:**

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

#### **DIRECTOR'S REPORT:**

Generator work with power outage allowed staff to move cubicles and get other work done. Katie and Meghan attended NATCON in St. Louis. Sam and Kerry attended an immunization conference in Philadelphia. Kristen attending footcare conference in Minneapolis.

#### **VOUCHERED EXPENSES:**

Reviewed. Dick Gulman made a motion to approve the February/March and March/April vouchered expenses, seconded by Ashley Horner. Unanimous vote, motion carried.

#### **FINANCIAL REPORT:**

Home Health for January is \$19,538.02 in the red. Katie Beyer noted that \$737,631.13 is the account balance with a cash reserve balance of \$371,551.70 at the end of March. Cindy Schwehr made a motion to approve financial as presented, seconded by Dick Gulman. Unanimous vote, motion carried.

#### **OLD BUSINESS:**

## Building/Grounds

- SCHSC – approve request to amend state contract to add ~290 sq ft (was CCHD storage space). Will need to seek quotes to finish flooring, paint, and access to SCHSC. Cindy Schwehr made a motion to approve to proceed with quotes, seconded by Ashley Horner. Unanimous vote, motion carried.
- Generator Installation  
Butler onsite tomorrow – re-tapping to match voltage  
May 7<sup>th</sup> unit testing with planned outage  
May 8<sup>th</sup> disconnection with planned outage  
May 9<sup>th</sup> gas line disconnection  
May 15<sup>th</sup> old generator picked up by Butler
- Parking Lot
- Reception Desk  
Ergonomic challenges due to height & angle  
Patient privacy and experience concerns  
Dick Gulman made a motion to proceed with quotes for new reception configuration, seconded by Cindy Schwehr. Unanimous vote, motion carried.

Ashley exited meeting at 7:57am

## Staffing

Melissa Petersen was hired as Office Coordinator. Evonne Johnson will train for the position of Administrative Services Coordinator. Kallie will be working with the BH grant in Care Coordination.

## **NEW BUSINESS:**

### Approval of Annual Report

Cindy Schwehr made a motion to approve the Annual Report, seconded by Dick Gulman. Unanimous vote, motion carried.

### Approval of Policy Manual Update

Draft proposal, board approved for Katie to make closure decisions. Dick Gulman made a motion to approve Policy Manual Update, seconded by Cindy Schwehr. Unanimous vote, motion carried.

## Service Contract Renewals

- Valley City Public Schools  
Level request since 2020 \$16,000, CCHD cost – RN @ 20/hours/week ~ \$42,000. Katie will bring the contract proposal to the next board meeting. Cindy made a motion for \$20,000 2-year contract, seconded by Dick Gulman. Unanimous vote, motion carried.
- Single Audit Vendor  
Widmer Roel quote - \$25,000 for 2022 and \$21,000 for 2023, HRSA grant has the funding source through 2026. Cindy made a motion to approve to hire new auditor services, seconded by Dick Gulman. Unanimous vote, motion carried.
- City of Valley City- Presumptive Clause WSI/Health Assessments  
New legislative action requires WSI Health Assessments. Would like to have completed by June 1<sup>st</sup>. The city can be reimbursed \$250 per assessment. CCHD will ask for a fee reimbursement. Partnership would include health and occupational history, vitals, and a blood test for CHD risk. Cindy made a motion to approve CCHD performing Health Assessments, seconded by Dick Gulman. Unanimous vote, motion carried.

- Environmental Services  
Challenge with current service provider. Would like to advertise for a non-benefited, PT position. It is approximately 10-15 hours a week, no more than 20 hours. Cindy will talk to Shane to see if the County is able to take on the cleaning of our facility.

#### Behavioral Health Initiative Brief

- Tobacco Ordinance – Advisory Vote  
Connected with American Heart, American Lung, American Cancer Society. They are working with local volunteers on activities CCHD is prohibited from supporting (lobbying). Local volunteers act as independent citizens, not as representatives of the health district.
- Kathy Nevins – MOUD Provider from Essentia  
Guest at next coalition meeting. Is best local option at present, for MOUD/addiction medicine

#### Workforce Development Brief

- State money available via Emergency Preparedness  
Data modernization/analytics to help us determine which grants to apply for. System design (empowering coordinators and finance manager) to create more checks and balances. Home Care program assessment needs to be done. Alicia Hoffarth will support/project manager starting May 1<sup>st</sup>. Dick Gulman made a motion to approve, seconded by Cindy Schwehr. Unanimous vote, motion carried.

#### Other

#### **ADJOURNMENT:**

With no further business before the Board, the meeting was adjourned at 8:31 am.

**Next monthly meeting:** Wednesday, May 22<sup>nd</sup> at 7:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Ashley Horner, Secretary