

CITY-COUNTY BOARD OF HEALTH MINUTES

Board Meeting

January 25, 2023 | 3:30pm

PRESENT:

Tom Overn, Chair
Sarah Hansen
Cindy Schwehr

Chelsea Traverse, Health Officer/Secretary
Dick Gulmon, Vice Chair

ABSENT:

ALSO PRESENT:

Theresa Will, Administrator
Marcie Bata, EHP CVHD

Katie Beyer, Deputy Administrator
Kaitlen Lee, RN, Tobacco Prevention Coordinator

CALL TO ORDER:

The Health Board meeting was called to order at 3:30 pm by Tom Overn, Chair, in the CCHD conference room or by remote.

AGENDA:

Agenda was reviewed. Addition of Board of Health Officers to New Business. Motion made by Chelsea Traverse to approve revised agenda, Seconded by Dick Gulmon. Unanimous vote, motion carried.

MINUTES:

Reviewed. Motion made by Dick Gulmon to approve previous months minutes with 1. Change below, Seconded by Chelsea Traverse. Unanimous vote, motion carried.

Change 1: Page 2: 212,700 is grant funds yet to receive—its not just grants, it's fee for service too.

DIRECTOR'S REPORT:

Opioid settlement funds – check received from Barnes County's portion of one of the opioid settlements. The county has chosen to give these funds to CCHD as we are already working in this area, doing some of the approved items noted in the Approved Opioid Remediation document sent to CCHD by Beth Didier, Auditor.

Theresa attended the Moms Demand Action forum at VCSU last week. It was related to gun violence prevention. There was a group of attendees who were disruptive to the point of law enforcement being called. A key public health strategy is to spread awareness and encourage safety, which was not received favorable to this group. Rose would like to know if board is in favor of her doing some work for the care center.

VOUCHERED EXPENSES:

Reviewed. Cindy Schwehr made a motion to approve the December/January voucherred expenses, seconded by Chelsea Traverse. Unanimous vote, motion carried.

FINANCIAL REPORT:

Certified Home Care is currently \$47,000.00 in the red. Continuing this program helps offset public health costs and to keep a staff of nurses who advance our other programs and services.

We need to keep in mind for our interim budget the projections for home care based on payer type and census, and staff time/effort.

Tom would like us to keep an eye on gas costs as they rise.

\$16,600 fee from Patagonia is for our EHR.

\$7,937 is the contract for EH from CVHD. We use state aid for that cost.

Blue Frog realty is the property manger for the recovery house rental.

MHFA is a grant through DHHS to train trainers to teach the curriculum.

HRSA BRR – new federal grant is experiencing system lags, so we have been unable to request reimbursement since the contract started.

NIMH – amended contract adds \$15,000 to the existing for a total of \$65,000 for campaign assets aligned with North Dakota’s Parents Lead program.

SOR Opioid Grant – just got a returned contract from the state.

We knew we were going to deficit spend this year because of all the building projects. At the end of 2022 we were about \$59,000 in the red, but there are grant funds/service billing that wasn’t received in 2022 so will show in 2023.

Will noted that \$272,378.18 is unencumbered funds with a cash reserve beginning balance of \$598,317.21 for a final cash reserve 2022 ending balance of \$538,617.52

Motion made by Sarah Hansen to approve the interim budget, seconded by Dick Gulmon.
Unanimous vote, motion carried.

OLD BUSINESS:

COVID-19 public health ongoing response

Discontinuing state and onsite testing as of Monday, January 30th.

Immunizations have slowed significantly, primarily boosters being given.

We are waiting on word about the vaccine moving to the private market.

Facilities update

Bobby Koepplin is working with Bakkegard to label each AC unit, identify filter sizes, and which area of the building they are in.

Generator project will likely need to be re-bid, as the grant paperwork hasn’t moved or been approved federally yet.

Single Audit update

It’s completed with a corrected date. Harold was meant to upload it, ran into an issue, so that’s not done yet. He hopes to get that done soon. Cost was split between our 4 larger grants.

USDA; parking lot project update/discussion

Board agrees we need to address the parking lot/replace it. The USDA route is cumbersome and expensive. Dick got loan options from Dacotah bank. 5.25% \$385k total, county putting in \$100k, we

are going to put in \$150k and a \$125k loan tax exempt at about \$2,400 a month for 5 years without mortgage, closing, appraisal. We need to provide financials, PL and balance sheet and explain the deficits.

\$538-150 = \$388k we owe \$13k for sign and \$20k for generator would leave us at \$355,072 which feels comfortable for us.

Motion to approve Theresa Will pursuing the loan at the proposed terms (5.5% interest, borrowing \$125,000-\$130,000. Payment approximately \$2400/month for 5 years). Motion made by Dick Gulmon, seconded by Chelsea Traverse. Unanimous. Motion carried.

Motion made by Dick Gulmon to approve Theresa Will and Tom signing loan on behalf of CCHD, seconded by Sarah Hansen. Unanimous. Motion carried.

Health Equity video; tabled until February

Request made by Sarah Hansen to receive a web link to the video to watch before the next meeting.

Environmental Health Update – Marcie Bata:

Diegel property. They did receive the certified letter. Concern over the appropriate sizing for the property. We do not have soil sample report and whether the property will hold for even 5 bedrooms. His interpretation doesn't currently meet the code as written. We want to see soil sample we determined was necessary, wants Marcie to send the definition of a bedroom. Motion by Dick, Seconded by Chelsea.

There are a few facilities with outstanding payables. So, working on getting those reconciled. We have a policy that sets a fee for late payments and licensure.

Modifying code for aquatic, pools, splash pads, float tank (as you'd see at spas, specialty places).

Amachi update

Tonya's office sent the letter with reduction in reimbursement by \$600 to cover our cleaning fees for the property on Monday the 23rd. She was out of the country and wasn't able to get it sent ahead of that leave.

Legal Counsel question update

Tonya hasn't been able to offer an opinion about whether she can offer legal counsel for the health district. She continues to advise with no concerns about our current business.

NEW BUSINESS:

Other

Permission to sign on as CCHD Administrator, to the letter ready by Theresa Will re: legislative process and communication via regular forums for district 24 residents and representatives. Dick Gulmon was also told the schedule was set and it wasn't possible to establish additional forums. Motion by Chelsea, Dick seconded. Unanimous.

Local Tobacco Ordinance Discussion

Kaitlen Lee, RN, Tobacco Prevention Coordinator

Background: retailers and wholesalers asking city to revisit the 2016 ordinance; Dick wanted this board to have an opportunity to discuss. It'll be on the finance agenda for 02/07 at 3:30p and the regular meeting and we need to call to be on that agenda. CCHD is to contact Brandi to request to speak.

Kristi Brandt shared that double the number of students are getting caught with vapes at school compared to last year.

Legislative update

Eyes on immunization bills HB 1200 and “experimental” vaccines not being able to be required. Theresa Will provided testimony last week on core public health functions, it passed the senate. It stipulates specific services in place in order to be a health unit in century code. This ensures that consistent services are offered across the spectrum, not for units to cherry pick what they want to do.

HB 2256 adds to the septic advisory group, from Dept of Environmental Quality, and another PH person. HB 1004 state health dept budget including state aid for Local Public Health – asking for additional 2.2 million – seems positive so far.

Alzheimer’s Barnes County Needs Assessment

Completed the needs assessment – healthy brain initiative – ND has 4th highest mortality rate at 52.9 per 100k. % of residents 65 and older is higher in Barnes, 1 in 5 have a memory condition. 23% are 65 and older so there are approximately 620 individuals who have a memory condition. Looking at caregiver gaps, adult day programs, awareness of the disease process and diagnosis.

Board meeting day/time change

7:30am – 9:00am on the 4th Wednesday is new day/time – starting with February.

Administrator/Executive Officer evaluation

Will send link along with strategic planning stuff and link to the equity video.

Katie can aggregate the results, Tom and Theresa Will discuss it, and Tom reports to the rest of the board members.

Strategic Planning discussion; approve mission, vision, values

We will send electronically to review at the next board meeting and motion to approve will be needed. Provided hard copies for convenience.

Other

Election of officers each January: Motion to elect same officers as 2022 made by Dick Gulmon, seconded by Chelsea Traverse. Tom is Chairman and Dick is Vice Chair. Chelsea Traverse is Secretary.

Changes to bylaws need to be looked at during 2 meetings, so now and February. Motion in February is needed. On Page 3, Section 1. D: change language to read REVIEW (Theresa Will has authority to enter into contracts). Page 8, Article VIII heading: add Executive Officer (was board approved to add Executive Officer to Theresa Will title to satisfy federal requirements) and under section 1, add Executive Officer. Page 9 still under Article VIII, add letter G: enter into contracts, working agreements, or statements of agreements with other agencies and organizations that may be deemed necessary or useful to carry out the functions, plans and purposes of the health district. Motion to approve and review again at next meeting made by Dick Gulmon, seconded by Chelsea Traverse.

Discussed notification of \$20,094 Valley City special assessment over 20 years with the paving project, due to the city. Cindy suggests we just pay the assessment upfront since specials won’t come until end of 2025—we’ll make a decision about that at the time. County doesn’t drag it out over those years, they just pay it up front.

ADJOURNMENT:

With no further business before the Board, the meeting adjourned at 4:56 pm.

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

Respectfully submitted,

Dr. Chelsea Traverse, Secretary