

(Additional notes from Dec. 22, 2015 Health Board meeting – unofficial as meeting had adjourned for lack of a quorum.)

Board has until Jan. 8, 2016 to hold a special meeting, gather information, and make a decision.

CCHD gets paid a lump sum from Medicare over a 60-day period per client. CCHD pays about the highest rate in state for PT. Larger regional home care agencies such as Sanford or CHI Mercy Home Health employ their own therapists. Board questioned if Sanford might still be interested in contracting with CCHD for home care services. Could also talk to CHI Mercy Home Health and Jamestown Regional Medical Center. Both of these entities won't make a move until CCHD has a Board decision. Will asked to check if they would be interested in contracting for nurse time rather than hire.

Ultimately, CCHD must decide whether to continue to operate home care at a loss or disband home care at CCHD. With Julie Hoar retiring in December (15 hrs/wk), each nurse is now at or near 40 hrs/wk with home care included, leaving little time for vacations, sick leave, etc. If Board opts to split 120 hours of nursing time by 4 (Julia, Sarah, Kristen, Paula), each nurse could be reduced in hours to 30 per week. Is Board willing to continue to pay full-time benefits for this (full-time insurance costs \$13,560/yr.)? Could Julia increase jail nurse time? Theresa will advertise part-time physical therapist position. She will also determine what Betty Olson's hours will be. Paula noted she is currently having to turn down referrals that include PT since Grant Goven is on vacation and he is the only one that does home visits. CCHD currently hires a private speech therapist. Paula noted that CCHD also currently pays therapy bill for home care Medicare clients who go into swing bed. This could be a problem if we contract with another therapist outside CHI Mercy Health.

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
April 28, 2015

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary

Tom Overn, Vice Chair
Madeline Luke

ABSENT: Cindy Schwehr

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Justin Mueller (owner, Bakkegard & Schell)
Monte & Laurie Prichett (owners, Baldhill Grill & Chill Resort at Lake Ashtabula)
Jeff Kapaun, Corps of Engineers, Lake Ashtabula

CALL TO ORDER: Meeting was called to order at 3:34 p.m. by Sharon Buhr, Chair, in the new CCHD facility conference room.

AGENDA: Agenda approved as printed.

(Board moved ahead on agenda to Bakkegard & Schell contingency discussion under New Business.)

NEW BUSINESS: Board discussed lack of required \$5,000 contingency fund in Bakkegard & Schell mechanical bid for new CCHD facility, which was brought to the attention of the Board by the architect at the March 18, 2015 meeting. This oversight was not caught by the architect until Bakkegard & Schell's first pay request was submitted. It was noted that Bakkegard & Schell was the only bidder for the mechanical portion of the remodeling project and this oversight did not detrimentally affect the outcome of the bidding process. Justin Mueller, owner of Bakkegard & Schell, joined the meeting. Carl Martineck, Barnes County States Attorney, advised Will to follow contract wording regarding the required \$5,000 contingency requirement due to the use of taxpayer dollars. Will noted that CCHD has not paid the entire bill submitted by Bakkegard & Schell. Mueller spoke with the Board, citing the omission was due to bid projects seldom requiring a contingency fund and that this was simply an oversight by them. Board members were sympathetic to Mueller's dilemma, but felt the need to look out for taxpayers' interests also. Tabled until a special meeting is called or until the next regular meeting May 26. Overn made a motion to have BC States Attorney Martineck present at that meeting. Second by Luke. Unanimous vote, motion carried.

MINUTES: Overn made a motion to approve the corrected minutes of the Feb. 19 regular monthly meeting, the March 18 regular monthly meeting minutes, and the March 25 special board meeting minutes. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Reviewed. Will announced that Mike Bresnahan, former Mercy Hospital physical therapist, was hired as needed to do PT visits for CCHD at \$85/hr. on a temporary basis until the hospital hires a replacement PT. Three bars in VC have not yet completed server training. Will noted that CCHD, through the SPF SIG program, is ready to request a stronger server training ordinance for the city, making training mandatory for all servers, not just owners/managers. Theresa will put the ordinance wording together and Luke, city commissioner, will see how much support there is among commissioners and then forward it on to Russ Myhre, city attorney.

VOUCHERED EXPENSES: Luke made a motion to approve the April/May vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

FINANCIAL REPORT: Will noted that home health billing is behind due to preparation for the move to our new facility and the resignation of Cindy Wendel, who assisted Becky Kratz with some of the bookkeeping tasks. Will also announced that Eileen Ryan has replaced Wendel as a CNA. Will noted that there are more expenses than revenue this month, but there is still \$186,000 left at First Community Credit Union after we paid off the building. Half of the ND loan will be used to pay back the county loan. Rents in the new CCHD facility need to be addressed at the May monthly Health Board meeting.

OLD BUSINESS: There was nothing new to report regarding the Barnes OTM Partnership.

(Board moved ahead on agenda to Lee's Resort/Baldhill Grill & Chill septic discussion under New Business.)

NEW BUSINESS: The Board addressed a septic situation with Baldhill Grill & Chill resort owners Monte and Laurie Prichett. Jeff Kapaun, Corps of Engineers, also appeared before the Board. Will noted that Marcie Bata, EHP, was unable to attend the Board meeting due to accreditation activities at Central Valley Health District. The concerns include the mandatory size of a holding tank (need one 2,000 and one 2,500 gal. tank back to back) for the 15-seat business, and the 100 ft. setback from the lake. Prichetts had no problem with the holding tanks, but stated that there is not room to go back 100 ft. per septic regulations, and they were seeking a variance to 50 ft. Kapaun stated that the Corps of Engineers supports their variance request. He said they can get back 50 ft. from the high water mark (1,271 elevation). Kapaun noted that there is a primitive campground located at the 100 ft. location. Dr. Buhr made a motion to table this variance request until Board members talk with Marcie Bata, wanting to know specifics regarding requirements for the holding tank(s) and who inspects piping to the tanks. Second by Luke. Unanimous vote, motion carried. Board members/Will noted that a special meeting could be scheduled. Luke told the Board that she will recuse herself from this variance vote.

(Board returned to agenda issues under Old Business.)

OLD BUSINESS: CCHD facility update: Will received quote for blinds in the new building from Valley Flooring. She is also getting a second quote from Valley Paint & Glass. Theresa's office and the conference room would cost \$3,050 through Valley Flooring. Blinds in all areas would be \$5,300. Theresa will let the Board know what Valley Paint & Glass estimates costs to be.

Other facility updates include:

- Plumber called regarding sink in staff bathroom.
- Elevator service tech in today to fix elevator. Cited vandalism to control panel. Theresa/Becky checking insurance coverage. Elevator was working on Friday. Parts ordered. Jason Thiel, IT, suggested installing remote wireless camera in elevator or entryway.
- Locksmith worked on north outside entry door (key jammed in lock). He also worked on the keypad on the hallway door by emergency prep items. Locksmith is from Jamestown.

- Will talked with city official regarding changing parking signs on 4th St. and 2nd Ave. to one-hour parking. No changes will be made at this time. Staff and tenants can park in city lot to south.
- Hanging of fire extinguishers discussed. Theresa will ask Dave Anderson, city building inspector, if there are fire alarms/detectors in CCHD building.
- Paula Thomsen ordered required braille signage for public bathrooms; need to order fire and exit signs.
- More GFI outlets required by sinks, according to state electrical inspector. Main service upstairs (in boiler room) was never grounded properly to the water line. Enterprise Electric will give bid on this additional work. There is about \$175 remaining in Enterprise contingency fund, according to Will.
- Demolition of carpet in Theresa's area came out of Wick contingency fund (\$1,650).
- \$7,000 from lighting grant will actually be slightly more than \$12,000, said Will.
- CCHD has paid \$331,642.69 so far on the four main individual contracts. \$52,132.18 left to pay to these contractors. Still have \$299,000 in cash reserve (ending balance) and will get the \$187,000 back that is at the Credit Union. Half of the \$550,000 loan will go back into the cash reserve also.
- There is an amount written into the lighting grant to pay Bobby Koeplin per Heritage Electric to replace T12 fluorescent bulbs on the second floor with more efficient T8 bulbs. Brayden Will also helped with moving a lot of items to the new facility and taking down old blinds, and will be paid for about 15 hours time.

Special meeting will be held Tuesday, May 5, at noon in the CCHD conference room to continue discussion and/or vote on blinds, elevator repair/insurance, locksmith/keyed doors, fire detectors/alarms, and electrical estimate for additional required work. Luke stated she would recuse herself from the vote regarding the septic variance.

SPF SIG update: Nothing new to report at this time.

Tobacco smoke-free workplace and e-cig ordinances: Ordinance is still in City Attorney Russ Myrhe's hands (hasn't come before City Commission yet). Luke suggested doing stand-alone ordinances if Myrhe doesn't have proposed trade ordinance ready to go within a month. She will talk with him.

(Returned to New Business...)

Office space on first floor discussed. Central Valley Health District recently hired Lakken Paulsrud as an Environmental Health Practitioner. Both she and Marcie Bata live in Valley City. We pay CVHD about \$5,200/yr. for EHP services. Office space for WIC and Tobacco rents out at \$15/ft. Robin Iszler, director at CVHD, thought that would be too much (about half of their contract) and asked if there was a possibility of renting the office for them for a day or two per week. This could be complicated. Someone else may not want to share an office. There may be a possibility of sharing a desk with Teresa Garrahy who only works intermittently with Becky Kratz.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:27 p.m. There will be a **special Board meeting Tuesday, May 5 at 12 noon** in the CCHD conference room.

The next regular monthly meeting will be **Tuesday, May 26 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
August 25, 2015

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
- ABSENT:** Cindy Schwehr, Madeline Luke
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
Rebecca Asp, UND nursing student
Amber Pederson, UND nursing student
- CALL TO ORDER:** Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Board members reviewed the minutes of July 28, 2015 regular Board meeting. Dr. Buhr made a motion to approve the minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will just finishing Chronic Disease Block Grant. Funds part of On The Move, Stepping On classes, some in-home blood pressure monitoring and chronic disease prevention. This will be the second application and should be awarded to CCHD, said Will. She has also started online class work with NDSU again, working toward her master's degree.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the August/September vouchered expenses. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT:** At the end of July, CCHD should be at approximately 58%. Should see Home Health revenue at September meeting. Following discussion, Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.
- OLD BUSINESS:** Barnes OTM Partnership update: Sharon Buhr reminded the Board about the Walk Valley City event Sept. 12 from 9 a.m. to 1 p.m. Booths will be set up at Jefferson School and Pioneer Park.
- CCHD facilities update: The following items were noted by Will:
- Adjustment in damper system tripped the A/C breaker. Taken care of by Bakkegard & Schell.
 - Roof repairs. Will talked with Dennis Pommerer, Wick Construction, about leak above the Wick office. Pommerer is working on it. Jeff Johnson, Wick Construction, also talked with Oye Asphalt & Paving about blacktopping the parking lot. The estimate was \$33,000 to blacktop the lot. This project will be tabled for now.
 - Security cameras: Jason Thiel, IT, estimated the cost would be around \$5,000. Steve Hammel, VC/BC Library director, heard CCHD was considering installing cameras. The library is also considering a similar project and he sent company

reps to CCHD, introduced by BC Commissioner Mike Metcalf. They will give CCHD an estimate of costs to install needed cameras.

- Need to increase the service contract with ThyssenKrupp to six times a year. Currently they come out four times a year for maintenance. Every three months our elevator shuts off and the maintenance person has to be called to reset it. We have had to call them twice. Increases the cost of the contract by \$30 a month (\$100/mo. for increased service contract). Theresa will sign contract by consent of Board.
- Northland Glass, Fargo, will be coming out to look at interior reception door which sometimes closes hard and fast, and a couple people have gotten an elbow or finger slightly hurt. The mechanics of the door is old and Northland will need to assess it to see if it can be repaired or if we will need to replace the whole door. They will also assess the big exterior window regarding the BB holes which are beginning to crack.

SPF SIG update: Server training ordinance is with Mary Lee Nielson, VC Commissioner, who will talk with Russ Myhre, VC attorney, said Will. The SPF SIG committee has spent \$11,000 on alcohol-related radio messaging for three one-month periods. Sarah Hansen and Barb Bjorum are working with Vicki Rosenau regarding media as she has had a lot of experience in this area.

Tobacco free workplace and e-cig ordinance: Will stated that there has been little movement on this ordinance which is still in Russ Myhre's hands.

Community AEDs: Will stated that she has not heard back from Puklich regarding potential donation to fund AEDs. Theresa will meet Sept. 15 with Stephanie Mayfield, CHI (Mercy Hospital), as they are funding AEDs for law enforcement through a grant.

Rent review: Will met with tenants upstairs about increasing the monthly rent to \$6/sq. ft. for October, November and December 2015, and to \$9 sq. ft. beginning Jan. 1, 2016. She shared a rent analysis with them. Currently, our costs are at a little more than \$8 sq. ft.

NEW BUSINESS: 2016 budget: Will stated that the County Commission is currently planning to hold CCHD at the same dollar amount as last year (about \$20,000 less than a full 5 mills). Our request was for \$385,000. Proposed 2016 budget is \$32,000 more revenue than what we will likely receive for county mills. This year CCHD will receive money for SPF SIG that we aren't going to expend until 2016. We're going to end this year at approximately \$400,000 and we'll spend approximately \$100,000 of that for SPF SIG next year (we have an extension through Sept. 2016). So, according to what we have received so far and what we think we will receive from that grant before the end of the year, it will be about \$100,000 more than what we'll spend. This will be a difficult situation to explain to commissioners, said Will, as they don't want to see a large carryover (although \$400,000 is only about 36% of our total budget). Auditor's office has us tracking as ending the year with \$317,000. Will and Becky Kratz will discuss the situation with Beth Didier, BC auditor, to find the best way to explain this to the county commission.

The projected year (2016) budget total is \$36,000 more than the previous year, which is mostly salary. With the SPF SIG carryover balance we will spend (in 2016) approximately \$100,000 of revenue that was received in 2015. Nursing hours for 2016 were increased to meet increasing needs. There was a consensus to ask Will to go back and work on a budget, based on line items that would come out at about -\$54,000,

recognizing we will have \$100,000 coming in this year that will be expended in 2016. This is with a 3% salary increase. A 1% salary increase is approximately \$6,800.

32% of CCHD budget comes from the county as demonstrated by a pie chart passed out by Will.

Community Health Assessment: Paula Thomsen and Theresa will work with Mercy Hospital. CCHD has opportunity to work with the Center for Rural Health in a less expensive way right now because the NDDoH is paying the Center to do some of the Community Health Improvement Planning with public health. We want to do our Community Health Assessment jointly with Mercy Hospital. Hospital needs to do assessment every three years and public health every five years. Mercy's assessment is due mid-2016. If the Center is able to help us with some of that on the NDDoH's grant dollar cost, we are able to get them to help us with the Community Health Assessment for \$5,000 vs. \$8,000-\$10,000 if we do it at another time. Will is hoping that Mercy will be able to share half the cost with us, and that we will start working on the assessment next month doing pre-work. Work on a joint Community Health Improvement Plan and when done in June 2016 there would be one document for the Community Health Assessment and one document for Community Health Improvement Plan which would be posted on both of our websites.

CCHD open house: No date has been set yet as we are waiting for NDDoH to decide if we are able to bring the Mobile Medical Unit here (mobile 14-bed emergency room). Nice draw for community members and hospital employees. Purchased from Minnesota within the last year. Housed in Bismarck. A ribbon-cutting ceremony will be held at 3:30 p.m. (with Board involvement). There will be Hepatitis C screenings for eligible participants, healthy snacks, food prep demonstration by Sue Milender-Toppen, displays set up in hallway area, flu shots and other immunizations offered, and blood pressure checks. KOVC radio remote a possibility for \$300. Will would like to purchase a few prizes such as first aid kits, FitBit, and blood pressure cuffs. Get info on Facebook. Dr. Buhr made a motion to spend up to \$1,500 for the open house. Second by Overn. Unanimous vote, motion carried.

Rosebud electronic sign: Landmark II tenants have been complaining about the flashing electronic sign at the Rosebud Center (west end of retaining wall on Main Street). The sign is owned by CCHD, Mercy Hospital and Chamber of Commerce. Chamber is looking into purchasing a timer. Will questioned if it is serving much of a purpose for CCHD or Mercy Hospital. Will favors relinquishing ownership to the Chamber as there isn't a lot of health messaging being put on it. We have to pay 30% of maintenance for sign. Sharon Buhr would like some say regarding messaging. Board members were encouraged to notice the sign and bring this topic back to the Board at a later date.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:04 p.m. The next regular monthly meeting will be **Tuesday, Sept. 22 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
December 22, 2015

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair (left at 4:45 p.m.)
- ABSENT:** Cindy Schwehr, Madeline Luke.
- ALSO PRESENT:** Theresa Will, RN, Director
Paula Thomsen, DON, CCHD
Carl Martineck, Barnes County States Attorney
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:33 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Approved as printed.
- MINUTES:** Board members reviewed the minutes of Nov. 24, 2015 regular Board meeting. Overn made a motion to approve the minutes. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will also noted the BC Sheriff Dept. has delivered the letters regarding septic system violations within the county.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the December 2015/January 2016 vouchered expenses, with the following additions: Eugene Pederson, \$280.00; Valley Officeworks, \$585.58; Healthcare Environmental Service, \$120.00; ND Association of Counties, \$1,725.00; CPAC Environmental Solutions, \$247.37; Bakkegard & Schell, \$834.90; Cole Papers, \$501.93. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT:** It was noted that Home Health is \$22,658.63 in red currently, but should end 2015 approximately \$1,100 in black when revenue from billing comes in. Regarding building expenses, for 2015 through December, CCHD has paid \$97,917 (including 5 loan payments). CCHD currently has accrued \$12,174 in interest account at the Credit Union. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.
- OLD BUSINESS:** On The Move: Nothing new to report.
- CCHD update: Jack Hanson and Chey Spitzer, Enterprise Sales, are looking at the possibility of a installing a solar collector on the top of the building. They got the building blueprints to see if it would support a solar panel. They will let Will know how much it would cost.
- Will and Bobby Koepplin, maintenance, met with Mike and Justin from Bakkegard & Schell and reviewed the thermostat controls in the building to better understand which thermostats control different areas of the building and how to set them (staff was confused by multiple thermostats throughout the building). Looked at the boiler system again. Bakkegard & Schell will put a proposal together as far as what it would cost to update the heating system. Dennis Pommerer, Wick Construction, had stated that he

didn't think a new system update was needed. Will's interpretation is that he believes that if we put a gauge on the boiler so that the hot water doesn't heat up past 120 degrees until it is set to do so on very cold days, the water won't heat up to 180 degrees as it now does, causing the building to overheat. Bakkegard & Schell will look into this idea also.

Will contacted Tim Sorenson, Valley Paint & Glass, regarding carpeting on the stairs and down the second floor hallway. The stair stringer, to buy it and install, will cost \$425. He is ready to install it as soon as we want it. Will wants to wait until after the second floor bathroom renovation is complete and to make sure that we won't need to repair something in the boiler room. The earliest installation would take place in February, and possibly not until spring.

Sensaphone in vaccine room monitors ambient air temperature also, noted Will, so if it gets too hot or cold (below 50 degrees or above 90 degrees) it would call Lori Thompson, Therersa or Angie Martin.

Bobby Koepplin will replace exhaust fan motor in east bathroom. There is an open chimney on the roof (goes down to the gas fireplace in empty office) that Bobby will cut down, insulate and cap (with help of Bakkegard & Schell).

SPF SIG: Nothing new to report.

Tobacco smoke-free workplace and e-cig ordinances: Dr. Luke sent email that Russ Myhre, city attorney, is working on the new ordinance. Will is waiting to discuss situation with Vicki Rosenau, tobacco prevention coordinator.

Community Health Assessment: 658 surveys turned in. Being analyzed by Center for Rural Health in Grand Forks, and involved parties will be working more on this project in January.

Program evaluations: Tabled until January.

(Moved ahead on agenda to New Business until Carl Martineck, BC States Attorney, is present.)

NEW BUSINESS: Performance Management presentation: Paula Thomsen, RN/DON, addressed Board. Presented CCHD performance management model handout. CCHD has adopted the Public Health Foundation Performance Management System Framework for its performance management system. This is necessary for eventual accreditation. Health Board needs to be engaged in performance management activities and has basic understanding of the process. Performance management QI team formed at CCHD and they will meet monthly to work on performance management and QI projects. Will develop 5-year strategic plan this summer. Adopting PDCA improvement model. QI project selected is newborn home visits – goal is providing a newborn home visit to 10% of all newborns in Barnes County and to increase number of breastfeeding-friendly worksites. In the administrative area CCHD will work on getting more prepared for accreditation. Weave in proof of quality improvement into program evaluations.

(Moved back to Old Business – Lease agreements.)

OLD BUSINESS: Lease agreements discussed with Carl Martineck. Board had talked about updating the lease at prior Board meetings. Martineck was comfortable with City-County Health

renting on a month-to-month basis, but didn't recommend a year-long lease. Century Code is only specific to state and county renting, but doesn't mention a political subdivision. Martineck also suggested getting as close to fair market value for rent as possible. Rent will be raised to \$9/sq. ft. as of January 2016. Another issue which surfaced is that a county/city entity can only do an annual lease if we put it out on bids every two years. We are still operating under the terms of the previous lease. There are provisions in the current lease to raise the rent as needed. The letter of notification of rent increase that was sent to tenants is sufficient for a paper trail. Martineck will only seek an Attorney General's opinion if a question is raised in the future. The Board will continue to operate as we have been this past year.

(Moved back to New Business)

NEW BUSINESS: Dependent sick leave tabled until January Board meeting.

Home Care: CHI Mercy Health (Mercy Hospital) notified CCHD of a cost increase for physical therapy (PT) from \$85/visit to \$160/visit. Will looked back in her notes and Mike Bresnahan, PT department head, had talked with her about a potential gradual increase in PT rates in 2011. However, nothing ever transpired and there were no further discussions over the years. They had intended to be at \$160/visit by 2014. In 2011, CCHD did 166 therapy visits. At \$85/visit it cost CCHD \$14,110, with an annual profit of \$5,938. In 2014, there were 365 therapy visits. At \$85/visit it cost CCHD \$31,280, with an annual profit of \$23,311. They need answer now about what CCHD intends to do. Options found so far include:

- CHI Mercy Health (hospital) at \$160/visit
- CHI Mercy Home Health at \$70/hr., with average visit of 1.5-2 hrs or \$100-\$130/visit.
- Thielges (Sheyenne Care Center) at \$60/hr. or \$90-\$120/visit. They can also provide OT and speech therapy.

In 2015, the projected annual profit based on lowest therapy option is -\$6,767. Will was still waiting to hear from Essentia Health who will get us a rate after first of the year. Their earliest start date would be February 2016. Will has also contacted Chrissie Kunze who has been doing CCHD's therapy visits through the hospital, but she has also worked privately for CHI Mercy Home Health. She has enjoyed working with CCHD, but has wanted to cut back on hours due to family. She will get back to Will by Dec. 23.

CCHD home health can still be certified without offering PT services, however, 75-80% of clients require PT, according to Paula Thomsen, home care coordinator/DON. She was concerned about quality requirements in home care if PT services aren't offered. In 2015, 2,000 hours of nursing time was spent in home health and 946 hours of CNA time. Time for Theresa, Becky Kratz (accounting) and Angie Martin (office manager) has never been figured into home health costs. Nurses spend 4-6 hours of nursing time on initial referral visit, which is lost if PT services can't be provided but are needed.

Will be repercussions for staff if Medicare clients are dropped from home care. Julia Anderson, R.N., would be reduced to part-time status as would Tammy Langeland, CNA. Both would lose benefits, which isn't an option for either.

Will needs to know where to go with the therapy piece. CCHD can't wait a month for this decision. PT contract with CHI Mercy Health ends Jan. 8. Board members weren't

comfortable with making a decision with two Board members absent. It will cost CCHD more to do public health home visits without home care.

(Overn had to leave meeting at 4:45 p.m. No quorum available at this point.)

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:45 p.m. The next regular monthly meeting will be **Tuesday, Jan. 26 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Special Board Meeting
Feb. 6, 2015

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary

Tom Overn, Vice Chair

ABSENT: Cindy Schwehr, Madeline Luke

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 12:10 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: Agenda approved as printed.

OLD BUSINESS: New building/renovations: Will and Sharon Buhr met with construction group Thursday, Feb. 5. Trio Environmental Consulting rep Tom Gentzkow (via phone) informed the group that there are environmental issues in the tunnel under the building that houses natural gas and water pipes. Gave rough estimates on cost, doesn't have any bids yet.

This meeting, however, is in regards to skim-coating the floor for VCT tile. The cost is \$2,640. Skim-coating needs to be done to the cement floor to even it out before the tile is laid down. Dr. Buhr made a motion to do skim-coating for VCT tile at a cost of \$2,640. Second by Overn. Unanimous vote, motion carried.

(Return to tunnel discussion)

All elbows (210 fittings) in the tunnel have asbestos. There is asbestos debris on the floor. Buhr and Will asked if CCHD could hire someone to just clean up the debris rather than totally mitigate the asbestos, but this wasn't recommended. Tunnel is 4' wide by 5' tall and runs around the interior perimeter of the original building. To clean the tunnel would cost \$18,000 to \$22,000. To remove asbestos from the fittings would be \$2,000-\$3,000 (these are only ballpark estimates, according to Gentzkow, not bids). Then he would have to prepare an RFP at a cost of \$500. He would also have to do air monitoring during the project (approximately 6-8 days) at \$675/day. Architect would get 10% of this cost. Total cost of approximately \$35,000 to mitigate. To expedite the process Sharon and Theresa already gave Tom permission to send out the RFP. He thought he could get bids back by Tuesday so Board could look at them at a Wednesday Board meeting. Board members expressed concerns that this area wasn't tested for asbestos when testing was being done in other parts of the building. Will stated that the initial inspection by Lars Knobloch of Fargo didn't involve testing as this was done prior to buying the building. Trio originally collected 30 samples in 2014 for asbestos.

Betty Olson, CCHD administrative services coordinator, searched for a grant for mitigating asbestos and found a possibility for \$25,000. The county may have to apply for us as a government entity. Could apply for up to a year after the project is completed. The Board will look more at this grant (or other options) at the next special meeting Feb. 11.

Sharon discussed the expense budget – CCHD is sitting better at this point than originally expected. Will now shows \$845.64 in contingency fund (before the \$35,000 asbestos issue). Board discussed preliminary options and will make decision at Feb. 11 meeting.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 12:49 p.m. The next **special meeting** will be **Wednesday, Feb. 11, 2015 at 4:30 p.m.** in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Special Board Meeting
Feb. 11, 2015

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary

Tom Overn, Vice Chair
Cindy Schwehr

ABSENT: Madeline Luke

ALSO PRESENT: Theresa Will, RN, Director
Bobbi Hepper Olson, Hepper Olson Architect (via phone)
Tom Gentzkow, Trio Environmental Consulting (via phone)
Ben Davis, Hepper Olson Architect
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 4:43 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: Agenda approved as printed.

OLD BUSINESS: New building/renovations: The topic of this meeting is in regards to the asbestos found in the tunnel/crawl space area of the new building. Will stated that a new development regarding potential funding to mitigate the asbestos may have been found. The grant possibility discussed at the Feb. 6, 2015 meeting fell through, but a Brownfield grant through NDDoH was discovered by Will (state dollars, not federal). She has been in communication with Derek Hall in the Waste Management Division, and he and his superior felt this asbestos removal project fit the criteria to apply for a grant. Theresa, Vicki Rosenau and Becky Kratz worked on the application and sent it in Monday. Hall stated that he needs the actual report from Trio Environmental Consulting regarding asbestos test results in tunnel before he can do anything. Gentzkow said that the asbestos in the building is all homogenous. NDDoH needs to have a Phase 2 report (map/drawing of where asbestos is located in tunnel) completed in order for the state to pay for the mitigation – they will pay for the testing and report time, but it will take a lot longer if they do it, as they need to issue an RFP, etc., than if we pay for it ourselves. It will probably be about \$1,000 to get the report done. If we can get it to NDDoH early next week, it will probably still be about 2-3 weeks after they get that report, then they have to issue their own RFP and they take control of the mitigation project. They hire who they determine should do the work. This will slow down the remodeling completion date, likely 3-6 weeks, but it could be longer. The asbestos is wrapped around natural gas pipes. Wick Construction would still be able finish most of the other remodeling on the main floor – just not the flooring in the areas affected by the tunnel issue.

Bobbi Hepper Olson, architect, and Tom Gentzkow (Trio Consulting) joined the meeting by phone. Gentzkow will take specific samples (protocol is usually 3 samples) in tunnel. Sharon recommended that Gentzkow talk directly to Derek Hall for specific requirements. Bobbi and Tom will contact Hall Thursday morning. Sample evaluation could be ready by late Friday afternoon (Feb. 13). Gentzkow could have everything ready for Hall's review by noon on Monday (Feb. 16). Theresa thought the state will issue their own RFPs and not use those bids received by Gentzkow. Bobbi and Gentzkow will discuss this with Hall. Gentzkow stated he will charge \$800 for the report/samples/floor plan. Overn questioned if CCHD would need to pay 10% to the architect for this piece.

Bobbi said CCHD was basically handling this issue on its own, so there won't be the 10% architect's fee for this piece.

Dr. Buhr made a motion to approve \$800 for Trio Environmental Consulting's fee and make application to the state to remove all the asbestos from the tunnel area. Second by Overn. Unanimous vote, motion carried.

(Hepper Olson, Ben Davis and Gentzkow left the meeting at this point.)

Will put together a timeline review of the building project to date. Purchase agreement with First Community Credit Union specifically stated that CCHD was buying the building "as is." Asbestos testing could not be completed until we bought the building, so there was no way to have known where any asbestos was potentially located prior to purchase. Board expressed thanks to Will and staff for work finding grant funding for asbestos mitigation.

Board briefly reviewed Assessment of Cash Reserve Through March 2015. CCHD should have nearly \$300,000 in cash reserve when building project is completed.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:17 p.m. The next regular monthly meeting will be **Thursday, Feb. 19, 2015 at 3:30 p.m.** in the Commission room (note date change).

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Feb. 19, 2015

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary (4:15 p.m.)
- Tom Overn, Vice Chair
Madeline Luke
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:55 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** Under New Business add: 1) ND PERS insurance 2) Other. Agenda approved with addition.
- MINUTES:** Luke made a motion to approve the minutes of the Jan. 27 regular monthly meeting and the Feb. 6 and 11 special meetings. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Will presented testimony before the ND Senate Appropriations Committee regarding Sen. Mathern's tobacco tax bill on Monday, Feb. 16. Left Committee with a 10-3 "Do Not Pass." Voted down on the floor 17-30. Both tax bills on both sides are done regarding tobacco. Local legislators voted in favor of the bills, said Will. Sen. Robinson suggested at the committee hearing that there will be an initiated measure coming up regarding this issue.
- Regarding SPF SIG, CCHD has met with several different groups, including a ND Winter Show board member, about alcohol usage. Decided to wait until after Winter Show this year to visit with their Board regarding alcohol use during their events. CCHD ordered ID scanners, and law enforcement thinks they will be very helpful at such events as the Winter Show concert to make sure people are of legal drinking age. Will presented bill of \$4,500 for four of the scanners. This will come out of the SPF SIG grant. Luke questioned who would be responsible if a scanner was broken. It was suggested that two scanners be gifted to the Valley City Police Department and two to the Barnes County Sheriff Department and they could be responsible for their upkeep. Theresa will discuss this with other staff members working on the SPF SIG project.
- Regarding tobacco prevention, the language in the House does not currently include e-cigarettes as a tobacco product, according to Vicki Voldal Rosenau, local tobacco prevention coordinator. CCHD is currently monitoring nicotine/smoke at two Skyline Villa and Rudolf Square apartments. Tenants complaining of health issues related to smoke drifting into their apartment.
- Will and Paula Thomsen are working with the Center for Rural Health on a community health assessment and community improvement plan. Will likely be completed in 2015. Funding is currently available for this. We need this for public health accreditation.
- Will and Julia Anderson attended a Hepatitis C and HIV testing training at Central Valley Health District in Jamestown as a regional project. State will now reimburse us for doing Hep C and HIV testing on community members. Regarding any positive results, CCHD

would contact our regional epidemiologist, Jennifer Schmidt. Schmidt would follow state protocol regarding notifying client and referring them on for appropriate care. Luke requested that Will find out what the state protocol is regarding this.

Bid proposals sent out to six contractors regarding asbestos abatement. Will find out results by March 2. Grant from state for asbestos abatement project is fairly certain at this point, according to Will.

VOUCHERED EXPENSES:

Overn made a motion to approve February vouchered expenses (highlighted bills on expense sheet). Second by Luke. Unanimous vote, motion carried. Dr. Buhr made a motion to approve March vouchered expenses. Second by Overn. Unanimous vote, motion carried. Sharon Buhr questioned if it would be better for the Board to meet the second week of each month rather the fourth in regards to the vouchered expenses and ease of interpretation by Board members. Theresa will ask Becky Kratz, CCHD financial analyst, if this would work better.

FINANCIAL REPORT:

Reviewed.

OLD BUSINESS:

There was nothing new to report regarding the Barnes OTM Partnership.

CCHD facilities update: There is a contingency fund that each of the contractors built into their budgets that Board members were not aware of -- \$7,500 for Wick and \$5,000 each for Bakkegard & Schell and Enterprise Electric. They have not used these funds yet. When do they choose to spend that money, questioned Buhr. Sharon and Theresa will look into this further. Change proposal requests reviewed. There was more demo to the safe area on the south wall teller location than anticipated (\$187.67). Refund from Enterprise Electric for security card readers that CCHD has put a hold on for now (\$439.65). Additional surface-mounted receptacle in WIC room (\$174.77), demolition of existing speaker system in NE corner offices (\$68.00), and demolition of additional floor receptacles not shown on plan (\$76.10). Architect talked with Kory at Enterprise about not getting any more change proposals for minor changes such as these. Dr. Buhr made a motion to pay these change proposals. Second by Overn. Unanimous vote, motion carried.

Theresa and Sharon talked with Wick Construction regarding a problem with a “wavy” floor where the public access restrooms will be located (formerly an office). Wick suggested installing a sanitary base (approximately \$400 more) and run wall tile all the way to the floor. Overn made a motion to approve the sanitary base. Second by Dr. Buhr. Unanimous vote, motion carried.

Regarding changing some outlets from brown to white (\$28/ea.), Will suggested just changing the five outlets in the waiting area. Consensus was to change only those five outlets for now.

Board reviewed the asbestos report put together by Trio Consulting regarding the tunnel under the south perimeter of the building. State is now in charge of this abatement project. They are getting bids by March 2. Then we will have some sort of timeline after that. State cannot reimburse CCHD for asbestos abatement done previously, only this project.

Other pay requests to be paid with the March expenses include:

- Wick Construction -- \$58,600
- Trio Consulting -- \$1,300
- Theresa Will (ID scanners x 4 for SPF SIG) -- \$4,500

Dr. Buhr made a motion to pay these bills. Second by Overn. Unanimous vote, motion carried. It was noted that the architect did not charge her 10% fee regarding the asbestos abatement project in the tunnel area. Will stated that the Board should also request that she not charge 10% regarding the electronic sign on the outside of the building as most of the preliminary work was done by Will.

Tobacco/smoke free workplaces: Nothing new to report at this time. Regarding the e-cigarette ordinance, Luke talked with City Attorney Russ Myhre and asked that the e-cig portion be taken out of the commerce ordinance as there were complicating issues, according to Myhre. He made the changes regarding the number of licenses (1 to 1,000 population) available. City would grandfather in the 13 licensees and licenses would be reduced by attrition. Want to make penalties mandatory. Board would also like to see permits posted next to vending machines. Luke will keep pushing Myhre to get this ordinance completed so it can come to a Commission vote.

NEW BUSINESS: ND PERS health insurance: Contract for ND PERS health plan will change from Blue Cross Blue Shield to Sanford Health plan on July 1, 2015.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:47 p.m. The next regular monthly meeting will be **Wednesday, Mar. 18, 2015 at 3:30 p.m.** in the Commission room (note date change).

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Jan. 27, 2015

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
Cindy Schwehr
Tom Overn, Vice Chair
Madeline Luke

ABSENT: None

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Shana Anderson, Student Nurse
Becky Kratz, CCHD Financial Analyst

CALL TO ORDER: Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: Under New Business add: 4) Zostavax 5) Other. Agenda approved with addition.

MINUTES: Overn made a motion to approve the minutes of the Dec. 16, 2014 regular monthly meeting and the Dec. 22, 2014 special meeting. Second by Dr. Buhr. Unanimous vote, motion carried.

(Board skipped ahead to Old Business Item #4 relating to smoke-free workplace and e-cig ordinances.)

OLD BUSINESS: Luke reviewed all emails regarding the e-cigarette and tobacco/smoke-free ordinances. The most recent e-cig ordinance email (having to do with sales) was dated Dec. 19. Russ Myhre, City Attorney, put down, in the proposed ordinance, that the number of vendors would be 1 per 1,000 residents (which is what is in the ordinance right now). The proposed ordinance also states that vendors cannot sell tobacco products to people under age 18, which includes e-cigs. It doesn't cover handheld devices that can be used as an inhaler that delivers something other than nicotine/tobacco. Was it the Board's intent to not allow anything that even looks like an e-cig to be sold to minors under age 18? If this is the Board's intention, it needs to be clarified in the ordinance as this is a loophole. This intent was part of the model ordinance that the state sent, according to Will. Another change concerns when there's a vending machine, to make sure the license is there because it may not belong to the person who owns the place. The third change involved the wording "the City may invoke these penalties" being changed to "the City shall invoke these penalties." Luke also noted that in a previous meeting it was mentioned that there are currently 13 vending licenses in Valley City. If the number of vending licenses is accepted at 1 per 1,000 residents, it means only 7 tobacco vending licenses will be available. How will this be handled ... through attrition? asked Luke.

Dr. Buhr made a motion to recommend leaving the current number of tobacco vending licenses at 13 in Valley City and dropping it down to 7 licenses through attrition. Second by Luke. Unanimous vote, motion carried.

The Board also recommended that no handheld vapor inhalers (whether they are for tobacco/nicotine delivery or some other purpose) be sold to anyone age 18 and younger, and that the wording be changed to reflect a mandatory penalty rather than a discretionary

penalty. Luke has already e-mailed these changes to Myhre. Luke reiterated that the tobacco and e-cig ordinances are only a piece of a five-part ordinance section. All the changes suggested by the Health Board/Vicki Rosenau have been put into the tobacco/e-cig ordinances, said Luke. Will requested that a final copy of the ordinances be available to Health Board members prior to voting by the City Commission. Luke suggested that someone from the Board/CCHD attend the commission meeting when this portion of the ordinance is presented in case commissioners have questions. She will let Board members know when it is coming up for a vote.

(Return to scheduled agenda items)

**DIRECTOR'S
REPORT:**

Board members reviewed the handout "2015 ND SACCHO Legislative Position Paper." Will briefly explained some of the items contained in the handout. CCHD would like to see a state septic code established for uniformity across all counties. There is still discussion regarding a tobacco tax increase in ND. Rep. Nelson's bill currently has 60% going to the Community Health Trust Fund (which is part of the tobacco settlement that is used for public health). The tobacco settlement was divided 45-45-10, so of the 10% that went into the Community Health Trust Fund, 80% was required to be used for tobacco prevention. With Nelson's bill, 60% of tobacco tax would go into the trust fund to be used for various public health issues across state, and 80% of the original is used for tobacco prevention. The other 40% goes to water and schools.

(Will emailed the following clarification to Board members after the meeting:

House Bill 1421/Rep. John Nelson, would increase the tax from .44/pack to 1.54/pack. 60% of revenue to Community Health Trust Fund, 25% to ND counties for local public health services and 15% to cities for public health and safety. Senate Bill 2322/Sen. Tim Mathern, would increase to \$2.00/pack; I haven't heard what the plan for distribution of the tax is, but assume it would be something similar.)

**VOUCHERED
EXPENSES:**

Will pointed out that a client's name was inadvertently listed in the vouchered expenses. Auditor's office was contacted, but message was dropped due to the dismissal of the employee who usually handles this. CCHD contacted client. Schwehr then noted that the bill list in question had not been sent for publication yet and she would contact Beth Didier, Auditor, to omit the client's name. Becky Kratz, CCHD financial analyst, explained that the Health Board receives the current month's vouchered expenses (white sheet) and the preliminary expenses (blue sheet) for the next month. The Board approves both of these sheets. There are some expenses that are unknown at the time the Board approves the expenses such as the telephone bill. Overn noted that this also happens with the Social Services board that he serves on. Dr. Buhr made a motion to approve the Jan./Feb. vouchered expenses. Second by Overn. Unanimous vote, motion carried.

**FINANCIAL
REPORT:**

Reviewed. There was an error on long white sheet in the financial packet. A correction was made under Revenue -- Block Grant. There should be a current balance (under Revenue) in December of \$167,416.07. Will noted that the end balance for December 2014 was better than anticipated at \$363,103. Home health also ended \$23,311 in the black for 2014.

OLD BUSINESS:

There was nothing new to report regarding the Barnes OTM Partnership. Board members were referred to the January Director's Report.

CCHD building update: Still have \$8,374 in contingency fund. The project has temporarily slowed down because there is some sort of odor in a tunnel under the building. They are concerned as it smells acidic and makes workers cough. Trio will need

to do additional air quality testing in the tunnel which will probably cost \$1,500-\$1,800. This will need to come out of the contingency fund. Bobbi Hepper Olson is completing the energy efficiency grant and sending it in. Need to approve \$2,788.36 for data ports in the "Theresa area" and conference room (this wasn't in the bid), wiring for two automatic door openers, and demo and install conduit to generator. Dr. Buhr made a motion to approve the change order for Enterprise Electric in the amount of \$2,788.36. Second by Schwehr. Unanimous vote, motion carried.

Does Board want to replace the brown receptacles to white at a cost of \$28.25/receptacle? GFCI receptacle is \$51.35. Overn stated that these are likely "hospital grade" receptacles and the price probably includes labor. Consensus was to replace the brown receptacles.

The architect is going to get bids to replace the ceiling in the north area bathrooms (these were not in the original bid as we were not planning to do anything in this area in the beginning). One will remain a bathroom and the other will house the IT equipment. Cement prep is needed for VCT flooring to even the surface. Estimate will be given for this project. Overn questioned end date for remodeling. It is likely to be the end of March or first part of April before everything is finished, according to Dennis Pommerer, general contractor. More receptacles are also needed in upstairs offices at recommendation of city building inspector (2 are needed in the Wick Construction office and 2 in the Miller Elevator office). This is a safety issue. Sharon Buhr noted that rents may have to be increased to help cover the costs being incurred to update/repair the second floor. Board members received handouts regarding rents. Rent issue tabled until next month.

Schwehr made a motion to fix the electrical issues upstairs at a cost of \$939. Second by Dr. Buhr. Unanimous vote, motion carried.

SPF SIG update: Will reported that the first server training was held in Valley City under the SPF SIG grant, with 29 participating. A second class is being planned with the VC Police Dept., possibly in April. Would like to approach City Commission regarding mandatory training for all bar staff, not just owners or managers. Will was also on the radio (KOV) today with Steve Urness discussing alcohol problems.

Luke posed a question to Board members regarding a citywide ordinance on tobacco. Will explained that was the resolution sent to Russ Myhre earlier. It would codify the state tobacco law in the event that the Legislature ever decides to overturn the state version. Valley City would retain its own law. Luke stated this tobacco ordinance piece needs to be separate from the e-cig ordinance.

NEW BUSINESS: Election of officers: Schwehr nominated Sharon Buhr as chair on a unanimous ballot. Second by Luke. Unanimous vote, motion carried. It was noted that since Sharon is no longer on the school board, which she currently represents, that a letter of support to keep her as the school board rep should be sent to that board in May, said Schwehr. The school board votes again in July regarding the Health Board rep.

Schwehr nominated Tom Overn as vice chair on a unanimous ballot. Second by Dr. Buhr. Unanimous vote, motion carried.

Home Health Consumer Assessment of Healthcare Providers and Systems: There is Home Care Compare and other online portals where consumers can go to compare services. Will explained that CCHD has been exempt to this point from being required to

conduct client satisfaction surveys (under 60 clients). Since we are very close to having 60 clients now, Paula Thomsen, home care coordinator, has been looking into the cost of conducting this survey by an outside source (vendor). CCHD won't get a 2% increase in the marketplace in 2017 for home care if we don't participate. The payment isn't based on survey scores. An all-paper survey by mail will cost \$600/yr. A mail/phone survey or an all phone survey will cost \$1,200/yr. It was noted that there is a better response to a phone survey. CCHD would get a summary sheet of the results. Schwehr made a motion to go with the phone only survey for \$1,200/yr. Second by Luke. Sign-up is done on an annual basis. Schwehr, Luke, Overn, Sharon Buhr voted aye; Dr. Buhr opposed. Motion carried.

Board of Health bylaws: Dr. Buhr made a motion to approve the bylaws with no additions or deletions. Second by Overn. Unanimous vote, motion carried.

Zostavax: Will stated that CCHD's policy regarding all vaccines is to follow ACIP (Advisory Committee on Immunization Practices) recommendations. Regarding Zostavax (shingles vaccine), we have followed the policy of administering this vaccine only to people age 60 and older. Local pharmacies will administer Zostavax to those age 50 to 59 with a doctor's prescription. The Food and Drug Administration (FDA) has approved Zostavax for all people age 50 and older. Dr. Buhr made a motion we administer Zostavax only at age 50 to 59 with a doctor's prescription. Second by Overn. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:11 p.m. The next regular monthly meeting will be **Thursday, Feb. 19, 2015 at 3:30 p.m.** in the Commission room (note date change). Board packets will not include financials – these will be handed out at the Feb. 19 meeting.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Special Board Meeting
July 2, 2015

PRESENT: Sharon Buhr, Chair
Madeline Luke (by phone) Cindy Schwehr
Tom Overn

ABSENT: Dr. James Buhr

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 12:09 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Agenda approved as printed.

OLD BUSINESS: The Board discussed the part-time maintenance position at CCHD. Will provided a list of potential duties for this position.

There are two candidates for the position which was advertised as a 0-5 hr/week position. It was noted that there may be more hours to begin with until the employee has a good grasp of all duties required.

Candidate No. 1 is currently employed locally in a maintenance position so could only work in this position after 4 p.m., with some exceptions. He has experience in carpentry and is a certified locksmith. Could do minor electrical repairs. Has own tools for most repair work. Also has experience in general landscaping. He is willing to obtain his own liability insurance to \$1 million. He was agreeable to \$20/hr.

Candidate No. 2 was unable to meet with the Board due to planned travel out of state and the short notice regarding the special Board meeting. He has talked with Will about the duties of this position and submitted a letter to the Board regarding pay level and billing. He has requested \$32/hr. (to be renegotiated Jan. 1, 2016). Already has own liability insurance to \$1 million. Board agreed that all are acquainted with his abilities or have worked with him on other projects.

Both candidates offered unique skills. Board would like a manual to be put together regarding maintenance duties throughout building. Will noted that CCHD is only contracting for this position through 2015 and a contract would need to be renegotiated annually. Skill assets of both candidates discussed.

Overn made a motion to hire Candidate No. 2 at \$32/hr for an average of 5 hours per week for six months (through end of 2015), not to go over 130 hours during this time period. Second by Schwehr. Unanimous vote, motion carried.

Schwehr noted that the contract for this position should have a 30-day out clause, as advised by Barnes County States Attorney Carl Martineck.

Facilities update: Will noted that the final measurements for window blinds was completed by Valley Flooring staff. They will provide final numbers soon.

Luke suggested that Board consider planting trees on the east boulevard to cut down on morning sun exposure in conference room and Will's office.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:02 p.m. The next regular monthly meeting will be **Tuesday, July 28 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
July 28, 2015

- PRESENT:** Sharon Buhr, Chair (arrived 3:42 p.m.) Tom Overn, Vice Chair
Dr. James Buhr, Secretary Madeline Luke
Cindy Schwehr (left 5:06 p.m.)
- ABSENT:** None.
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:34 p.m. by Tom Overn, Vice Chair, in the CCHD conference room.
- AGENDA:** Added under New Business: 3) Office furniture 4) Program evaluations 5) Other. Agenda approved with these additions.
- MINUTES:** Board members reviewed the minutes of June 23, 2015 regular Board meeting and July 2, 2015 Special Board meeting. Schwehr made a motion to approve the minutes of June 23 and July 2 meetings. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Another Stepping On balance class will begin Aug. 20 from 9-11 a.m. in the CCHD conference room.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the July/August vouchered expenses. Second by Schwehr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Becky Kratz has billed \$95,708 for Home Health which will bring that program back in the black. Schwehr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.
- (Chair Sharon Buhr assumed the chair at 3:42 p.m.)*
- OLD BUSINESS:** Barnes OTM Partnership: Board reviewed VC walking paths brochure presented by Sharon Buhr. The "Let's Walk VC" event will be held from 9 a.m. to 1 p.m. Saturday, Sept. 12, funded through a BCBS grant. There will be booths set up in Pioneer Park and around Jefferson School. Booths will feature fun health-related activities. Event will be cancelled if it rains. Buhr stated that CCHD needs a bike rack also.
- CCHD facilities update: Received Missouri River energy rebate of \$4,843. Energy grant hasn't been received yet (\$12,780) -- waiting for information from architect. Window replacement discussed. Sorenson, Valley Paint & Glass, didn't think the window with the BB holes needed to be replaced, but could be repaired. Sorenson can't replace the big window (BB damage) and will have Fargo Paint & Glass stop by to take a look at it. He will be replacing the window with the small crack in it but hasn't received the glass yet. Board will make decision after the window is assessed.
- There is a roof leak into the Wick Construction office area. Wick will have a roofing company take a look at it. There are a couple of holes in the roof noted/photographed by Wick management. Overn suggested, in the future, considering a fix similar to that used

on the corrections building (rafters/steel roof). Will questioned if that type of fix would cover the existing skylights. Will also noted that complaints have been received from Fitzner & Nelson Law Office regarding their office being too cold. Wick Construction hasn't noticed it being too cold. Bobby Koeplin, maintenance, will see if there is something that can be done.

CCHD has purchased two dehumidifiers for the office as it has been damp and there has been an odor to contend with in some areas. Purchased 50-pint and 70-pint units.

Board reviewed a renovation budget analysis put together by Kratz and Will. Have spent \$409,120.95 to date (budget approved for renovation at 3/25/14 meeting was \$414,000). There is an additional \$5,972.90 payment to Bakkegard & Schell that is awaiting AG opinion (regarding lack of required \$5,000 contingency fund in their original bid). Aside from Bakkegard & Schell contract, other items not included in the \$409,120.95 are:

- Moving costs paid out (not part of renovation) - \$2,305.
- Blinds (Valley Flooring) not indicated in original renovation costs - \$7,913.43.
- Enterprise Electric – GFI outlets by water chg'd (required to meet code) - \$874.
- Enterprise Electric – receptacles replaced in Wick/Miller Elevator offices - \$939.

Other potential projects remaining:

- Surveillance camera costs (projected) -- \$5,000 or less.
- Parking lot striping.
- Card readers.

Board also reviewed Hepper Olson Architects final cost summary.

SPF SIG update: Working on PR with KOVC. Working on final “tweaks” to city ordinance regarding mandatory 100% server training for all bar owners and staff. Have discussed giving bar owners who are 100% trained a free ID scanner. It costs about \$1,200 per scanner. Will wants to make sure that this would be a worthwhile cost before pursuing it. Theresa will bring a copy of the final proposed ordinance to next meeting.

Tobacco free workplace and e-cig ordinance: Russ Myhre, city attorney, has been provided with model language for this proposed ordinance. At a recent meeting, Myhre proposed a total e-cig sale ban in Valley City. CCHD had only sought a ban on e-cig flavoring that entices youths to buy this product. The model language provided to Myhre has already been reviewed by attorneys at the Public Health Law Center. At the committee meeting that Myhre referred to, there was no vote taken or consensus formally reached. State and national tobacco prevention experts have advised against pursuing a total local ban. Will is concerned about time spent by Myhre researching a total ban when researched model language has already been provided. Luke also sent him an email about limiting the total number of cigarette licenses (currently have 11 licenses). Another meeting should be held within a month on this matter, according to Luke.

Community AEDs: Will received a call from a resident who would like to donate some money toward buying area AEDs. Dakota Medical Foundation (DMF) wants to finish their strategic plan and will determine if community AEDs will be a part of the plan. Board felt CCHD should purchase an AED for our office. Will could apply for a SERVE grant to cover the cost of our AED. Approximately 30 AEDs needed. Luke felt some companies/entities could afford to budget for AEDs and upkeep. Will noted that DMF is offering a fund-raising informational session soon. Schwehr made a motion that CCHD purchase an AED by obtaining a grant, and CCHD will attend the DMF fund-raising session, make an assessment, and put together a plan to alert and inform all agencies in

Valley City about value of having an AED and how to get new AED. Potentially we might be able to do a fundraiser to help them out and we may be able to offer them a grant to partially fund an AED unit based on available funding opportunities. Second by Dr. Buhr. Unanimous vote, motion carried.

Rent review: Second floor tenants are currently paying \$3.78 to \$5.24 per sq. ft. for rent. Rent cost analysis discussed. Average rent across Valley City is \$10 to \$12 per sq. ft., according to Chamber of Commerce. Regional Tech Center raised to \$14 per sq. ft. A local realtor told Overn more than a year ago that landlords can't break even on commercial rent at less than \$11.50 per sq. ft. if utilities are provided. Following discussion and review of rental information provided to Board, it was noted that CCHD needs new lease agreements with current tenants. Annual costs for whole building reviewed and divided by whole building. This works out to \$7.16 per sq. ft. throughout the building. Real estate taxes are only on second floor (additional \$1.10 per sq. ft.). It was noted that Wick Construction has been helpful, to date, in doing some repairs such as the roof leak. Board members agreed that within two years office rents should be about \$12 per sq. ft. Dr. Buhr made a motion to raise all rents to \$6 per sq. ft. for three months (Oct.-Dec.) and raise the rents to \$9 per sq. ft. in 2016. Renegotiate lease annually. Second by Overn. Flooring, windows and walls are CCHD's responsibility. Lighting has been updated. Unanimous vote, motion carried.

(Moved to New Business item at this point as Schwehr needed to leave early.)

NEW BUSINESS: CCHD office hours: Will told Board that to decrease potential nurse overtime (nursing staff all working full time flex now, with one nurse retiring in December), she wanted Board input on changing office hours from 8 a.m. to 5 p.m. to closing at 4:30 p.m. Office manager would still be in office from 8 a.m. to 5 p.m. Schwehr stated that she favored staying open until 5 p.m. Office nurse begins seeing clients at 9 a.m. Overn would like Will to study this situation for six months (December 2015 to May 2016) and revisit this topic at that time. Consensus by Board to study this.

(Moved back to Old Business. Schwehr left meeting at 5:06 p.m.)

OLD BUSINESS: Director evaluation: Sharon Buhr noted that Will has done an exemplary job as director and was thanked for her work. Luke made a motion to accept the evaluation. Second by Dr. Buhr. Unanimous vote, motion carried.

(Finished remainder of New Business.)

NEW BUSINESS: New policies: The following policy was reviewed –

- Employee – Vaccination Requirements and Forms

Dr. Buhr made a motion to approve the aforementioned policy. Second by Luke. Unanimous vote, motion carried.

Office furniture: WSI was at CCHD and did an ergonomic assessment of some office furniture. Association of Counties has some good ergonomic chairs that they will sell for \$575 each (originally sold for \$1,100). Need three chairs – office nurse, Betty Olson and Theresa Will. Luke voiced concerns about purchasing chairs. Theresa recommended Board follow WSI recommendation to avoid workforce injury. Overn made a motion to purchase three ergonomic office chairs for \$575 each. Second by Dr. Buhr. Unanimous vote, motion carried.

Blinds will be put up soon by Valley Flooring. Bobby Koeplin, maintenance, will have Dan Preston, local nursery owner, take a look at our tree needs and decide what would be appropriate for our needs. We would then put in an application to the beautification committee and they will pay 50% of the cost.

Program evaluations tabled until August meeting.

Theresa will request a 5% budget increase from City of Valley City for upcoming year.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:15 p.m. The next regular monthly meeting will be **Tuesday, Aug. 25 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Special Board Meeting
June 5, 2015

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
Cindy Schwehr

ABSENT: Madeline Luke, Tom Overn

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 12:04 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Agenda approved as printed.

OLD BUSINESS: Health Board members viewed a webinar entitled "Public Health Law," a requirement for the Regional Network Grant. The webinar presenter was Murray Sagsveen. He addressed several areas of public health and the laws that govern these areas. Board members briefly discussed areas that directly affect CCHD programs. The first half of the webinar was viewed and the Board will view the remainder following the regular June 23 meeting.

CCHD facilities update: Will informed the Board of the following:

- Two BB/pellet gun marks were identified on another plate glass window in the east entryway. Theresa will contact Tim Sorenson, Valley Paint & Glass about replacement. Sorenson had replaced the initial plate glass window next to the east entry door however, a scratch and a small crack in the lower right hand corner of the glass was noted and reported to Valley Paint & Glass.
- The Board had requested Will ask Bobby Koeplin if he would consider doing some maintenance work at CCHD, including but not limited to maintaining the generator, for \$30/hr. rather than \$40/hr. He is willing to do this. However, Will felt that CCHD still needed to advertise the position. Schwehr made a motion to advertise the maintenance position and ask applicants to carry their own liability insurance. The Board suggested that contracting for this type of position may be best for CCHD. Second by Dr. Buhr. Unanimous vote, motion carried.
- Will also informed the Board that we have been advertising for a financial assistant for Becky Kratz, accountant.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 12:56 p.m. The next regular monthly meeting will be **Tuesday, June 23 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
June 23, 2015

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
Madeline Luke
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
Becky Kratz, Financial Analyst/Management
- CALL TO ORDER:** Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Added under New Business: 1) Director evaluation 2) Mill levy, followed by 3) New policies and 4) Other. Agenda approved with these additions.
- MINUTES:** Board members reviewed the minutes of May 26, 2015. The following corrections/clarifications were made:
- Pg. 2, paragraph 2, line 3: (*Should read...*) Second floor rents currently are between \$4 to \$5 per sq. ft. The norm for commercial rent in VC is \$8 to \$12 per sq. ft., when utilities are furnished.
 - Pg. 3, bullet #1, line 2: *Should read ...*) Officeworks is offering stackable chairs for \$132 each. 12 chairs will cost \$1,650. *Omit last line:* Board authorized Will to make this purchase (no motion needed due to cost under \$500).
- Dr. Buhr made a motion to buy 10 chairs from Valley Officeworks for \$132 each. Two of the 12 chairs purchased will be returned due to defects. Second by Overn. Unanimous vote, motion carried.
- Pg. 3, paragraph 2, line 1: (*Should read ...*) Russ Myhre, city attorney, is working on the trade ordinances, which include the tobacco and e-cig ordinance, and he will get back to us after he receives more input from CCHD staff/board members.
 - Pg. 3, paragraph 2, line 6: (*Should read ...*) Board members have an issue with minors purchasing e-cigs.
 - Pg. 3, paragraph 4, line 5: (*Should read ...*) The Health Board had no choice on this matter as Barnes County is not a home rule entity, and Carl Martineck, Barnes County States Attorney, stated that the Board was not authorized to allow a variance.
- Luke made a motion to approve the minutes of the May 26 regular monthly meeting, with corrections, and the June 5 special meeting. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Beth Viland received a letter from Colleen Pierce, state WIC director. After her site visit to CCHD's WIC office, she stated that Beth is doing a wonderful job. Board congratulated Beth for receiving this accolade. Overn also noted that Barnes County Social Services has hired a new director to replace Candy Huss, who is retiring.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the June/July voucherred expenses. Second by Luke. Unanimous vote, motion carried.

FINANCIAL
REPORT:

Will noted that Home Health should be back on track with billing/revenue by the end of July once a part-time assistant is hired for Becky Kratz, CCHD accountant. Becky has been very busy with year-end grant activities.

Discussion regarding FCCU building item under the expense portion of the revenue/expense sheet, service contracts: (\$179,061.84) derived from \$186,305 coming back in from FCCU original loan proceeds set aside for construction costs minus the expenses for the month paid out related to the building contracts. Under signage, CCHD received \$7,500 from the Image grant. Will just sent in a reimbursement request for \$12,780 from the energy grant for lighting. Marcie Douglas, Missouri River Energy, will be coming June 29 regarding the rebate CCHD will receive from them, which will be between \$2,000 to \$2,500. Will noted that CCHD is actually under the \$414,000 renovation budget. Board members would like to see a complete listing of building expenses at the next meeting, plus any expenses that are anticipated in conjunction with the building (such as surveillance cameras). They would also like this listing to show money coming back in from rebates and grants. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

OLD BUSINESS:

Barnes OTM Partnership: Essentia is joining the partnership. The new strategic plan was approved by the OTM membership. Sustainability training is planned July 29 by the ND Department of Health.

CCHD facilities update: Loan paydown schedule reviewed. Loan finalized June 5 with Bank of ND. Borrowed \$548,671 after fees. \$283,026 paid back to county for their help paying off the initial loan through First Community Credit Union. The initial loan payment is due July 15 but will be taken out July 1 and will be \$5,968.95. The principal is \$3,448.12/first payment. Bank of ND and VC/BC Development Corp. will pay 4.5% of the interest (\$2,062.50/first payment) and CCHD will pay 1% interest (\$458.33/first payment). CCHD will actually pay full loan payment each month to FCCU, but the Bank of ND/Development Corp. will put buy-down interest into a separate FCCU account where it will remain until CCHD directs its use. At 105 months there will be \$133,333.15 in that account. The loan is for 120 months. At 105 months the Bank of ND/Development Corp. stops paying interest and CCHD would start picking up the total payment amount. So, sometime prior to 105 months we will look at using the interest money in the account at FCCU to pay off the remainder of the loan. It is in the best interest of CCHD to pay off the loan before 105 months. Current appraised value of the building under insurance is \$2,139,253. Contents insured for \$330,000.

The ND Center for Persons with Disabilities was at CCHD to do an assessment. They suggested the following:

- Change the pressure on doors – some of the doors are too forceful for some people.
- Toilet paper dispenser in staff bathroom is too difficult to get to – we have another one to hang up.
- Better signage on elevator entrance door. Angie will work with Dean Klein to take care of this.
- Signage on every entry door to explain where the elevator door is located.

Will has contacted Tim Sorenson, Valley Paint & Glass, about replacing the replacement window in the east entry. There was a small crack in the lower right-hand corner of the replacement glass. He will take care of this next week. However, he wasn't certain if he

could handle replacing the other entry window that was damaged by a BB/pellet gun because it is larger than the window by the door. We may need to call someone from Fargo if Sorenson can't replace it.

SPF SIG: Will shared potential wording for updating the server training ordinance in Valley City. Training should be offered every 90 days by VC Police Department. (Luke suggested every 45 days for training. Will would need to visit with Fred Thompson, Police Chief.) Ordinance would require all license holders, managers, employees involved in the sale of alcoholic beverages to attend training. License holders/managers would be responsible to financially reimburse all employees for their time involved in attending the server training class. Dr. Buhr made a motion to approve the wording as presented with the exception of the "90 day training" clause; that this deserves further investigation, and suggest offering training every 45 days instead. Second by Luke. Unanimous vote, motion carried.

(Board moved ahead to New Business regarding mill levy at this point.)

NEW BUSINESS: Mill levy: Sharon Buhr shared a memo from Beth Didier, Barnes County Auditor, regarding the county's request for submission of CCHD's projected budget for 2015. Mills levied for 2014 for CCHD were 5 mills, which should bring in approximately \$349,549.37 in property tax dollars in 2015. Using the estimated county valuation for 2015 of \$74,619.58, 5 mills (which is the maximum mills allowed CCHD) would bring in approximately \$373,097.92, if the Barnes County Commission would allow the full request. Request is due July 8. Suggested that CCHD request \$385,000 for 2015 tax year in the event that the value of a mill increases by the end of the year. Overn made a motion to request \$385,000 in 2015. Second by Luke. Unanimous vote, motion carried. Sharon signed the request.

(Board returned to Old Business agenda.)

OLD BUSINESS: Tobacco/e-cig ordinance: During a committee meeting, Russ Myhre, Valley City Attorney, indicated he would like to go back to the state tobacco law again in regards to preparing the new city tobacco/e-cig ordinance. However, changes are needed, according to Will. There is no licensing requirement in the state law, definition of tobacco is incorrect in the state law, and there is nothing about flavoring for e-cigarettes. Theresa and Sharon plan to go to the next meeting in July.

Bakkegard & Schell: Will noted that there won't be an Attorney General's opinion available until at least October. Further discussion tabled.

Community AEDs: Sarah Hansen and Will met with the County Commission regarding aging AEDs around the county. Commissioners suggested Will look for grants to upgrade AEDs that will soon become obsolete and for units needed at new locations. Will has contacted Elyse Puklich (new owner of Perkin's car dealership) about funding possibilities. BEK has a maximum funding limit of \$500. Alliance Pipeline is not taking funding requests at this time. She has not contacted Keystone Pipeline yet. It will cost approximately \$50,000 to \$60,000 for replacement AEDs (each costs between \$1,500 and \$2,000). Approximately 20 units will become obsolete soon. Luke questioned if there is any fund-raising money that might be earmarked for these purchases (such as schools or churches) or can businesses do a cost share option. It was suggested that some businesses could buy a new AED as part of their maintenance budget. When AEDs are purchased they should all be one brand. Dr. Buhr asked if there was a "map" of all AED locations in

the county. Though Sarah has been in contact with all AED sites that she is aware of, there may still be a few unknown sites, according to Will. Sharon suggested that a media campaign could ask for donations from the public since this is a community issue. Overn questioned whether an alarm is automatically sent to 911 when the AED box is opened. Will noted that an alarm is sounded at the site when the box is opened. Will has contacted Dakota Medical about new funding since the original AED funding came through them. They are looking at their strategic plan and determining how they will deal with AEDs. Tabled until a later meeting.

Public Health training: Most Board members have viewed part of the required webcast but are unable to complete it as a Board. Theresa will email the link for this training and members will need to finish viewing it on their own and notify Will when finished.

Staffing update: Two applications (Wanda Bell and Elaine Walls) were received for the part-time financial assistant position and one contract person applied. Susan Jorissen has her own accounting business and offered her services at \$20/hr. (there would be no vacation accruals, FICA, etc. involved with a contracted person). She has 30 years of accounting experience. References would be needed for Jorissen. Dr. Buhr made a motion to pursue a contract with Susan Jorissen if her references are acceptable. Second by Luke. Unanimous vote, motion carried.

Regarding the part-time maintenance position, Will noted that she needed to change the wording on the original ad submitted to the Times-Record. The original ad wording sought a contracted worker instead of a direct employee. Bobby Koeplin has offered a contract for \$32/hr. to the nearest ¼ hour through Dec. 31, 2015. Then he would negotiate pending final maintenance services required. He has a Certificate of Liability in the amount of \$1 million. Applications are due by end of this week. A special Board meeting may be required to hire for this position next week.

Rent review: Will passed out information regarding rents (what is currently being paid for office space in Valley City, expenses incurred for second floor, 2015 rental rate scenarios). Board briefly discussed rent increases and obligations to upgrade offices. Tabled until July meeting.

Security camera update: Tabled.

NEW BUSINESS: Policies/Forms: Board reviewed one new policy:

- Nurse ethics

Dr. Buhr made a motion to approve this policy as presented. Second by Dr. Buhr. Unanimous vote, motion carried.

The director evaluation form was passed out to Board members. They should return this form to Sharon Buhr by July 3.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:20 p.m. The next regular monthly meeting will be **Tuesday, July 28 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
March 18, 2015

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
Cindy Schwehr (left @ 5:20 p.m.)

ABSENT: Madeline Luke

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Carl Martineck, BC States Attorney
Scott Miller, BC Ambulance
Debbie Miller, BC Ambulance
Sherm Severson, F-M Ambulance

CALL TO ORDER: Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: Agenda approved as printed.

MINUTES: Overn made a motion to approve the minutes of the Feb. 19 regular monthly meeting. Second by Schwehr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Reviewed.

VOUCHERED EXPENSES: Will noted that since CCHD's bills have to be paid through the county, moving the Board meeting date would not ease the approval process regarding bills that need to be paid between meetings (such as utility, telephone, vaccine purchases, etc.). Dr. Buhr made a motion to approve the March/April vouchered expenses. Second by Overn. Unanimous vote, motion carried.

FINANCIAL REPORT: Reviewed.

OLD BUSINESS: There was nothing new to report regarding the Barnes OTM Partnership.

CCHD facilities update: Will reported that the asbestos in the tunnel area has now been removed. It only took 1 1/2 to 2 days to complete the job. Will talked with Derek Hall, Waste Management Division of the ND Department of Health, and he was surprised since they don't have a signed contract yet with Trio Environmental Consulting, who removed the asbestos. Will stated that the exact cost of the asbestos removal project is unknown to her at this time, but it should be under \$25,000. Had bids gone over that amount, it would have taken more time for the process.

(Bobbi Hepper Olson, Architect, joined the meeting by phone at this time.)

Carl Martineck, Barnes County States Attorney, joined the meeting in regards to lack of a \$5,000 contingency fund being included in Bakkegard & Schell's mechanical bid, a requirement spelled out in the bid book and addendum, and bidders were also reminded verbally of this clause at the pre-bid meeting. This omission was not caught by the

architect until Bakkegard & Schell's first pay request was submitted. Bakkegard & Schell owners had signed the contract that stated they had included the \$5,000 contingency fund in their bid. It was noted that Bakkegard & Schell was the only bidder for the mechanical portion of the CCHD building project, so this omission did not unfairly affect the outcome of the bidding process for this portion. Hepper Olson stated that Bakkegard & Schell may ask forgiveness of this oversight, but have not done so yet. Board members questioned what action they needed to take, the ramifications, and if there was no change in the bottom line regarding cost to CCHD would it not be better to forgive the omission. Hepper Olson was concerned that if the Health Board forgives this omission, the other contractors could also potentially seek forgiveness regarding contingency funds, and this could ultimately end up costing CCHD as much as \$15,000 (later in the meeting Hepper Olson clarified her statement regarding the other contractors as she already has their documentation in hand and they won't seek forgiveness). In his legal opinion, stated Martineck, the contract is solid and it is up to the Board how they want to proceed. He reminded the Board that as a public entity they would be under scrutiny. He suggested delaying a decision until the Board talks with Bakkegard & Schell owners, and have them provide documentation. Tabled until April monthly meeting.

(Moved ahead to New Business: Community paramedics topic at this point.)

NEW BUSINESS: Scott Miller, Barnes County Ambulance, and Sherm Severson, F-M Ambulance, addressed the Board regarding the community paramedic program. F-M Ambulance is serving as a state pilot project for this program through the ND Department of Health. They are currently in the middle of this program and they are beginning to extend out into other communities now (Valley City/Barnes County doesn't currently offer this program). The community paramedics program is dependent on a community health needs assessment and then paramedics fill gaps. This program targets people who don't qualify for home health, but who have chronic medical conditions and no other health care access. Many are on Medicaid. Approval for reimbursement for this program has only passed one branch in the ND Legislature and is pending in the other. There is currently no reimbursement for this program, and there won't be much funding if it does pass in the legislature. F-M Ambulance (subsidiary of Sanford Health) will lose money for two years or more, but they are seeing huge benefits. Both Sanford and Essentia have a community paramedic program. Often see high-frequency users. Seeing more people using ambulance services for OB deliveries. F-M Ambulance is currently seeing two clients in Valley City. Severson would prefer to work with BC Ambulance rather than driving here from Fargo (don't want to duplicate services). Board encouraged communicating with local agencies such as CCHD to see if services were available for individuals. All agreed there needs to be collaboration. Medicaid and MA Expansion do not pay for community paramedic services. Insurance carriers are reaching out to community paramedics to hold down costs. Behavioral health is big issue.

(Returned to Old Business: CCHD facilities update)

OLD BUSINESS: Will asked Board if she can go to Overn concerning building issues while Buhrs are in India, and can he make decisions with Will, up to \$2,000, if something comes up (stand-in for Sharon Buhr)? Consensus of Board was yes.

There was a change order for \$315 for occupancy sensors (Enterprise Electric) that was approved by Will and Sharon Buhr.

Will briefly discussed the tile floor in the reception area. The old tile by the south door that said FCCU on it is partially exposed under the reception desk. Will discuss options at construction meeting Thursday. Mats were discussed (plain \$500/w-CCHD logo \$1,000). Is there a more permanent fix? Overn suggested asking BC Commissioner Mike Metcalf for suggestions.

SPF SIG: Nothing to report this month.

Tobacco/e-cig ordinance: Madeline Luke requested Will attend a meeting on March 19. Will was uncertain as to the agenda.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:40 p.m. The next regular monthly meeting will be **Tuesday, April 28 at 3:30 p.m.** in the Commission room (unless CCHD has moved to new building by this time).

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Special Board Meeting
March 25, 2015

PRESENT: Tom Overn, Vice Chair
Madeline Luke
Cindy Schwehr

ABSENT: Sharon Buhr, Dr. James Buhr

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Bobbi Hepper Olson, Architect, and Kyle Olson

CALL TO ORDER: Meeting was called to order at 4:01 p.m. by Tom Overn, Vice Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: Agenda approved as printed.

OLD BUSINESS: CCHD building update: The project is currently \$9,885.68 under budget, including change orders. Will noted that most everything in the project cost summary handout is completed. Final walk-through will be April 2, 9 or 16, according to contractors. Initially, CCHD budgeted \$7,000 for carpeting upstairs which was taken out of the budget in December 2014 due to potential funding shortage. There are three offices and a conference area in the "Theresa area" and nothing was budgeted for this -- the plan was to leave the original carpeting there for the time being. However, when Wick Construction was ready to paint in this area it was decided that the carpet was not in good condition and was removed. Will sought bid from Valley Paint & Glass, Valley City. Their bid is \$6,095 for carpet and the removal of a strip of quarry tile inside the entryway to this area. Luke questioned if any other bids had been sought and Will stated that since Valley Paint & Glass had supplied the carpet tile for the rest of the project, it was easier for them to match the other carpet tile. Hepper Olson, architect, clarified that Wick Construction had received a bid of approximately \$9,000 originally to do this area plus the extra office w/fireplace, so this bid was not out of line (excluding the extra office). Schwehr stated that the project is nearing completion and this needs to be done before CCHD can move into the facility. Schwehr made a motion to accept Valley Paint & Glass bid of \$6,095 for carpeting and tile removal in "Theresa area." Second by Luke. Unanimous vote, motion carried.

NEW BUSINESS: Energy efficiency grant application: Hepper Olson went through the Energy Conservation Grant application with Board members. She submitted a preliminary application to Bruce Hagen at the ND Department of Commerce. In order to qualify for payback, CCHD must include lighting on second floor. Amount requested: \$10,572.50. Total project budget: \$21,145. Can ask for a 50% match. The second floor lighting project will entail retrofit kits (reballasting). The application requires a signature and it is ready to go. A Section 106 Clearance was submitted to the State Historical Society (requirement for buildings 50 years old or more where federal funds are used) and there were no problems. Twenty more light fixtures are being installed on first floor than were in place prior to starting renovations. Energy savings not figured light fixture for light fixture, said Hepper Olson, so second floor lighting had to be figured in for potential payback. Will stated that her husband, Gary, and Bobby Koeplin will install the second floor lighting under direction of Heritage Electric, Valley City. This project is not part of the current remodeling

project. Hepper Olson completed the grant application as part of her architectural contract.

Board members discussed payback options. Hepper Olson recommended fully utilizing grant potential. Suggested Gary Will and Bobby Koeplin submit bill for installing retrofits between \$3,000 to \$5,000. CCHD should add \$5,000-\$6,000 to budget for second floor lighting project.

Schwehr made a motion to proceed with the second floor lighting project after Theresa gets the remaining figures on updated bid/cost for materials and labor needed by Hepper Olson for the application, and authorize Will and Overn to sign the application. CCHD additional portion not to exceed \$2,500, so total grant proposal is no more than an additional \$5,000. Second by Luke. Unanimous vote, motion carried.

Will informed the Board about the timeline for moving and asked approval to close the CCHD office Friday, April 24, to move the rest of the office that is essential for day-to-day operation. Schwehr made a motion to close the CCHD office Friday, April 24. Second by Luke. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:52 p.m. The next regular monthly meeting will be **Tuesday, April 28 at 3:30 p.m.** in the Commission room (unless CCHD has moved to new building by this time).

Respectfully submitted,

Angie Martin, CCHD Office Manager

CITY-COUNTY BOARD OF HEALTH MINUTES
Special Board Meeting
May 5, 2015

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary (left at 1:13 p.m.)

Madeline Luke
Tom Overn, Vice Chair

ABSENT: Cindy Schwehr

ALSO PRESENT: Theresa Will, RN, Director
Betty Olson, CCHD Administrative Services Coordinator
Becky Kratz, CCHD Financial Analyst
Bill Carlblom, Barnes County Commissioner
Justin Mueller, owner Bakkegard & Schell
Carl Martineck, Barnes County States Attorney
Monte & Laurie Prittchet, owners Baldhill Grill & Chill resort
Jeff Kapaun, Corps of Engineers
Marcie Bata, Barnes County EHP (by phone)

CALL TO ORDER: Meeting was called to order at 12:07 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Noted that items listed under New Business on the agenda should have been listed under Old Business. Agenda approved with this notation.

OLD BUSINESS: CCHD facilities update: Discussed video cameras (approx. \$300 each) in elevator (wireless), each entry area (4), and med cabinet area. Cameras are more expensive with recording abilities. Total for these cameras w/recording capabilities: \$3,200 recording unit only + \$1,800 (6 cameras) = \$5,000. Luke questioned if cameras would be needed at all entries or only main entries. Tabled until later Board meeting.

Enterprise Electric estimate reviewed to make corrections being required by ND State Electrical Board for replacement of four receptacles within 6 ft. of sink areas to GFCI receptacles, and running conduit and pulling wire to bond the main electrical service to the water line coming into the building (not done during installation of electrical service years ago): \$874.00. Overn made a motion to approve the Enterprise Electric estimate of \$874.00 to make required corrections. Second by Luke. Unanimous vote, motion carried.

Board discussed Woodside Industries proposal for a printer cabinet w/wheels (\$736 for 24" cabinet or \$821 for 30" cabinet) and an 18" under counter cabinet with a lockable drawer and cupboard (\$462) in the reception area. Overn made a motion to accept the proposal for a 24" printer cabinet (\$736) and 18" under counter cabinet (\$462). Second by Dr. Buhr. Unanimous vote, motion carried.

The Board opted to table discussion at this point regarding estimates for blinds throughout the CCHD office. Estimates were provided from Valley Flooring and Valley Paint & Glass in Valley City. Board may return to this topic at the end of the meeting.

Paving assessment notice brought to Board's attention. Proposed amount to be special assessed against CCHD is \$1,145.45 (subject to change based on the action of the City Commission during a public hearing May 5 at 5 p.m.).

CCHD will file a claim with insurance provider regarding vandalism to the elevator control panel. Will filed report with Valley City Police Department.

Will provided information to First Community Credit Union to request \$186,305 that is in the escrow account there.

Will is working on finishing the paperwork for the Bank of ND 1% loan. Will also noted that the energy grant was approved. Contract is on its way.

Discussion regarding Bakkegard & Schell contingency fund omission was revisited from April 28th Health Board meeting. Mueller's bid did not include a required \$5,000 contingency fund. Carl Martineck, Barnes County States Attorney, said there is nothing in the ND Century Code that allows any government entity to renegotiate a publically-bid contract. If you renegotiate, you are undermining the public bidding process. To date, Bakkegard & Schell has been paid \$34,401.60 and amount remaining to be paid is \$11,827.40. Bid was \$44,124. Bid should have been \$49,124. Martineck suggested getting an Attorney General opinion. Overn would like AG opinion. Bakkegard & Schell still has a few odds and ends to finish up at CCHD. Overn expressed concern that these things be completed before paying up to \$39,124. \$2,105 in change orders has already been approved also.

Overn made a motion that Carl Martineck check with the Attorney General to see if we can get a legal opinion on changing the contract in order for CCHD to pay Bakkegard & Schell's bid of \$44,124. Second by Luke. Becky Kratz joined the meeting at this point to help explain how change orders were paid or whether these expenses came out of the contractor's contingency fund. Unanimous vote, motion carried. As to what the Board could approve for payment to Bakkegard & Schell, Martineck suggested adding \$44,124 (bid) + \$2,105 (change orders) for \$46,229, then subtract \$5,000 (contingency), for a total of \$41,229. He would need to review the contract to tell the Board a specific amount. Luke made a motion to pay Bakkegard & Schell \$44,125 - \$5,000 + \$2,105 for \$41,229 total. This in no way makes a statement regarding the contingency fund issue. Second by Dr. Buhr. Unanimous vote, motion carried.

The Baldhill Grill & Chill variance discussion regarding a holding tank and 100 ft. setback from Lake Ashtabula was continued from the April 28, 2015 Health Board meeting. Monte and Laurie Pritchett, owners, are requesting a variance regarding the setback to 50 ft. They are enlarging the former Lee's Resort to a 19-seat facility (four booths and three stools). Jeff Kapaun, Corps of Engineers, was in attendance in support of the Pritchett's request. Holding tank needs to be 30 gal. per seat plus 15 gal. per 8-hour shift for employees (3,025 gal. holding tank). Board members agreed a 3,000 holding tank would be sufficient since they do not make 3,025 gal. tanks. The owners are in agreement regarding the holding tank situation. Septic regulations specify a 100 ft. setback from the lake.

Will questioned Carl Martineck whether the Health Board has the authority to grant a septic variance. Martineck replied that after reviewing the regulations, in his opinion, the Board does not have the authority to grant a variance since we are not a home rule county. You can adopt a variance that is stricter, but not one that is less than what's required by code. Monte Pritchett questioned if a 100 ft. setback was required for a holding tank only. Marcie Bata stated the 100 ft. setback is required for both holding tanks and septic systems. The Corps leases the property to the Pritchett's. The only option currently available is to tear up a portion of the Corps' parking lot to meet the 100 ft.

setback regulation. Bill Carlblom, county commissioner, offered to take their request before the commission to see if they can do anything, such as a special use permit. The county commission may not have the authority to grant anything either. Theresa will check with Martineck. Pritchetts' temporary beer and alcohol license will expire the end of May.

Board returned to the issue of blinds. Estimates for both vinyl and cloth blinds.

Valley Paint & Glass:

- East and south windows (quote is for both materials and labor). Vinyl: \$3,295; Cloth: \$3,895.
- Inner office windows: Vinyl \$2,375; Cloth: \$2,795.
- North office windows: Vinyl \$1,415; Cloth: \$1,595.

Valley Flooring:

- South offices, Theresa's office and conference room: Cloth: \$3,550.34
- All outside windows (south, east and north): Cloth: \$5,490
- Interior office windows: One blind per window: Cloth: \$3,413
- Interior office windows: One blind per office: Cloth: \$2,511.51

Valley Flooring: \$7,800 total

Valley Paint & Glass: \$8,295 total

These amounts would come out of the cash reserve. Carlblom said that Hunter Douglas runs good sales about twice a year. Theresa will check on sales. Tabled.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:26 p.m. The next regular monthly meeting will be **Tuesday, May 26 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
May 26, 2015

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
Madeline Luke
Cindy Schwehr
- ABSENT:** None
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
Misti Kauffman, 2014 PH Service Award winner
Jefferson School PTO representatives, 2014 PH Service Award winner
Dean Koppelman, VC Public Schools Superintendent
- CALL TO ORDER:** Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Overn made a motion to approve the minutes of the April 28 regular monthly meeting and the May 5 special meeting. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the May/June vouchered expenses. Second by Luke. Unanimous vote, motion carried.
- (Board moved ahead on the agenda to present the 2014 Public Health Service Awards.)*
- NEW BUSINESS:** Misti Kauffman and the Jefferson School PTO received the CCHD 2014 Public Health Service Awards as presented by Theresa Will. Jefferson School PTO was cited for efforts to promote health for students and their families by adopting the Valley City School Wellness Policy relating to good nutrition and increasing physical activity. They also changed their main fundraising activity of selling “peelers” (used at restaurants) and initiated selling bingo cards to the community instead. This fund-raising activity raised \$18,000 in 2015.
- Misti Kauffman is the leader of Jefferson School’s Field Day. This event entails continuous activities for more than 300 Jefferson students over a four- to five-hour time period, offering such activities as an obstacle course, catapult launch and catch, relay races and more. Field Day supports Jefferson’s commitment to living a healthy lifestyle. Kauffman works on this event the entire year designing logos, gathering prizes and planning the activities.
- (Board returned to the agenda as approved.)*
- FINANCIAL REPORT:** Will noted that Home Health is currently \$49,000 in the red due to a backlog in billing. This backlog is principally due to the recent loss of a part-time billing employee and the increasing demands of grant requirements for the accountant, as well as required assistance due to building purchase, maintenance and recent move. It was noted that this

does not reflect recent home health billing and funds not yet received from this billing. Dr. Buhr made a motion to approve the financial report. Second by Luke. Unanimous vote, motion carried.

Will also presented a rent income schedule along with a spreadsheet of construction expenses and monthly expenses for the building. Board briefly discussed possible rent increases in the future. CCHD pays the utilities for the entire building. Second floor rents currently are between \$5 to \$8 per sq. ft. The norm for commercial rent in VC is \$12 per sq. ft. when utilities are furnished. The Board will discuss this further at next meeting.

OLD BUSINESS: There was nothing new to report regarding the Barnes OTM Partnership.

CCHD facility update: Will reported that one of the large plate glass windows in the east entry was broken May 14 and was considered vandalism by police. Report filed. \$450 to replace glass (Valley Paint & Glass). Not submitted to insurance as CCHD's policy is \$1,000 deductible per incident. Replaced with laminated (safety) glass. An upstairs tenant noticed a small crack in the replacement glass in the lower right-hand corner. Valley Paint & Glass notified of crack by CCHD office manager same day glass was replaced. Will hasn't talked with Tim Sorenson, owner of Valley Paint & Glass, since it was replaced as she has been on vacation.

The elevator control panel was replaced by ThyssenKrupp tech. This was submitted to insurance and CCHD received \$3,374 (\$1,000 deductible). This was determined by police to have been an act of vandalism also.

Other topics discussed:

- Will talked with Fire Chief Gary Retterath regarding placement of fire extinguishers in building.
- Bobby Koepplin replaced all T12 fluorescent bulbs on second floor with T8 bulbs (retrofitting). Old bulbs will be taken to Renaissance Recycling in Jamestown. Cost to dispose of each 4' or less bulb will be 75 cents.
- CCHD will close on Bank of ND loan June 5.
- Health insurance premium through NDPERS is increasing. Eight CCHD staff members currently utilize health insurance benefit (changing from BCBS to Sanford Health July 1). CCHD pays 100% of premium per state law. All staff members receive family policy regardless of whether they are single or have dependents. Current premium: \$981.68/mo. New premium: \$1,130.22/mo. (15.13% increase for 7-1-15 to 6-30-17). CCHD pays state insurance rate while county pays higher rate.
- The AED that CCHD maintained in the courthouse was left there when we moved to new facility. Corrections staff will now do maintenance on that unit. Will noted that we need a new AED unit in our facility. Cost: \$1,700. She will look into a BEK Communications grant for this AED unit and possibly one for the courthouse as that unit will be nearing its obsolescence. Luke made a motion that Will pursue a BEK (or other) grant for a \$1,700 AED, and if that avenue is unsuccessful, allow Will to purchase one AED for the CCHD facility. Second by Dr. Buhr. Unanimous vote, motion carried. Dr. Buhr suggested that Will communicate with Leever that this is the nearest AED to them if needed (and CCHD is open at the time needed).
- Surveillance cameras, recording unit discussed. The recording unit costs \$2,050 and has the potential to support 16 cameras. Each camera costs approximately

\$300. Discussion on placement of cameras. Theresa will look into whether a camera would be better in the elevator lobby or in the elevator itself. Sharon Buhr requested that Will and Jason Thiel, IT, (or camera salespeople) put together some sort of proposal for the Board to vote on. Tabled until June meeting.

- Conference room stackable chairs needed for times when there are several people attending a Health Board or staff meeting, classes, etc. Officeworks is offering 12 stackable chairs for \$420. Board authorized Will to make this purchase (no motion needed due to cost under \$500).
- Office blinds: Proposals from Valley Flooring and Valley Paint & Glass reviewed. Both submitted proposals for cloth and vinyl blinds (noted that cloth blinds were quieter and last longer). Luke made a motion to accept Valley Flooring's proposal for cloth blinds, utilizing one blind per window rather than one blind per office. Second by Dr. Buhr. Unanimous vote, motion carried.

SPF SIG: Will reported that she, Barb Bjorum and Sarah Hansen are looking at a curriculum for schools. Will also has survey results that she will share with the Board at the June meeting.

Board discussed tobacco smoke-free workplace and e-cig ordinances. Russ Myhre, city attorney, is working on the trade ordinances, which are coming along, and he will get back to us after he receives more input from CCHD staff/board members. According to Luke, state law doesn't necessarily specify non-tobacco vaping as a problem, but we could add this into a local ordinance. The state does allow the possession/purchase by minors of e-cigs as a smoking cessation tool. Myhre and Board members have an issue with minors purchasing e-cigs.

Bakkegard & Schell contingency update: Will received notification from Carl Martineck, Barnes County States Attorney, that he has asked the Attorney General for an opinion on the contingency fund omission in Bakkegard & Schell's mechanical bid for our facility, and it will take from 120-180 days before that opinion is available.

Environmental health update: Baldhill Grill & Chill, a Lake Ashtabula resort/restaurant, has opened for business. Board members have received a report that the Corps of Engineers is allowing owners to dig up a portion of the Corps' parking lot to meet holding tank setback requirements of 100 feet. As a restaurant, they are required to have a bathroom on premises. The Health Board had no choice on this matter as Barnes County is not a home rule entity, and Carl Martineck, Barnes County States Attorney, stated that the Board could not allow a variance.

NEW BUSINESS: "Public Health Law" training is mandatory for our Health Board members (via web) due to our Regional Network Grant, Will noted. Presenter is Murray Sagsveen. Web broadcast is two hours and can be completed in segments. Viewing must be completed by June 30. Board agreed to begin viewing following Board meeting today.

Professional Persons Committee meeting held recently. This is a requirement for certified home care.

Staffing: Will had three staffing requests including:

1. Naming Paula Thomsen Director of Nursing (DON). Her current title is Home Care Coordinator. She would be in charge of nursing staff for both home health

and public health. Luke made a motion to change Thomsen's title to Director of Nursing. Second by Dr. Buhr. Unanimous vote, motion carried.

2. Becky Kratz, financial analyst/management, needs assistance with accounting tasks. Will seeking assistant for 10-15 hours per week at \$20/hr. This would amount to approximately \$15,600/yr. or \$20,000/yr. with mandatory benefits such as FICA, accrued vacation time, etc. Central Valley Health District, Jamestown, has 3 FTEs in accounting with a \$2 million operating budget. CCHD has a \$1 million operating budget with 1 FTE and 1 part-time employee. Overn made a motion to hire an assistant for 10-15 hours per week at approximately \$20/hr., depending on qualifications. Second by Dr. Buhr. Unanimous vote, motion carried.
3. Maintenance help discussed. Stan Horst and Bob Nelson, maintenance at the courthouse, will only be responsible for maintenance at the courthouse and not outlying county buildings such as the county shop, sheriff's office and CCHD, according to the county commission. Will would like to hire a maintenance person for approximately 2-5 hours per week for such things as bi-weekly/monthly generator maintenance and some building maintenance tasks. This person would be covered by CCHD liability insurance or, if a contracted worker, would need to carry their own liability insurance. Will noted that Bobby Koeplin has expressed an interest in contracting to provide this service for \$40/hr. plus mileage and parts. Board requested Koeplin provide a scope of services. Questioned if this person needs to be licensed to meet any city requirements. Board suggested negotiating with Koeplin on hourly wage. Theresa will talk with him. Bill Carlblom also stated that his son, Cody, may be interested in this job.

Policies/Forms: Board reviewed five new policies including:

- Generator testing
- HH-CAHPS
- Hepatitis C screening (state protocol)
- HIV screening
- Eligibility, Certification and Face-to-Face Requirement

Luke made a motion to approve all five policies as presented. Second by Dr. Buhr. Unanimous vote, motion carried.

Board opted to begin viewing "Public Health Law" training course, but due to technical problems this was not possible. Another time will be selected to complete this training.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:19 p.m. The next regular monthly meeting will be **Tuesday, June 23 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
November 24, 2015

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
Cindy Schwehr (left at 4:55 p.m.)

Tom Overn, Vice Chair
Madeline Luke

ABSENT: None.

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Beth Didier, Barnes County Auditor
Marcie Bata, EHP

CALL TO ORDER: Meeting was called to order at 3:34 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Old Business: add under 9) On-Site Septic Policy 10) On-site septic compliance issues.
Approved as amended.

MINUTES: Board members reviewed the minutes of Oct. 27, 2015 regular Board meeting. Overn made a motion to approve the minutes. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR’S REPORT: Reviewed.

VOUCHERED EXPENSES: Luke made a motion to approve the November/December vouchered expenses, with the notation by Theresa Will that the approved AED unit was to be installed at CCHD this week (\$1,906.60). Second by Dr. Buhr. Unanimous vote, motion carried.

FINANCIAL REPORT: It was noted that Home Health is \$20,000 in red right now due to Medicaid’s “black days” while changing to MMIS computer system. Reviewed cash reserve analysis. If CCHD pays an additional loan payment the ending reserve balance will be approximately \$373,408.37, of which approximately \$80,000 to \$100,000 is for SPF SIG. Discussed interest buy-down on building. CCHD pays total 5.5% interest up front (1% paid by CCHD and 4.5% paid by Bank of ND and VC-BC Development Corp. through grant) and is reimbursed through an account at the Credit Union (\$10,176 in account so far). By about the end of 8 years, there should be enough money in that account to pay off the remainder of the building loan. CCHD has paid \$1,997.26 in interest to date (1%). Overn made a motion to accept the financial report. Second by Luke. Unanimous vote, motion carried.

(Moved ahead on the agenda to item 9 and 10 – Environmental Health issues, as Board member Schwehr had to leave the meeting early.)

On-site septic policy: Carl Martineck, Barnes County States Attorney, has decided that since CCHD has signed a Joint Powers Agreement (JPA) and we have a contract with Central Valley Health District for environmental health services, and having agreed in the past to adopt their policies for environmental health, that CCHD should adopt this policy. Under their policy, CCHD would charge \$400 to hear a variance request. Martineck

believes we should follow state law (the septic code that CCHD adopted in 1999) or we could set ourselves up for liability if a variance is granted. Marcie Bata, EHP, told the Board that a person cannot apply for a variance hearing if there is a “permissible” option for their property (if they can follow the code, they must do so – if they can’t physically fit it inside their property, then a hearing could be requested for \$400). Fee deters people from asking for a variance hearing. Environmental Health Practitioner (EHP) would be on hand at a variance hearing (\$160 of variance hearing fee is for their time/travel expense). Options for the Board: 1) adopt CVHD policy; 2) break JPA/contract with Central Valley Health for environmental health services. Dr. Buhr made a motion we acknowledge and confirm CVHD’s new on-site septic variance policy. Second by Schwehr. Discussion. Unanimous vote, motion carried. We will continue with JPA and CVHD and follow their environmental health policies.

On-site septic systems/compliance: Because there is a lot more attention being paid to environmental health issues in Barnes County and violations regarding compliance, EHP Marcie Bata presented an algorithm sheet to the Board explaining the process for gathering information on unknown on-site sewage treatment systems. She also presented a list of non-compliance issues in the county. EHPs work with county tax equalization office to find out who is getting required permits. Board discussed process to get offenders to comply with regulations. Could consider sending a letter from EHP stating that offender has 30 days to give CCHD their receipts and the schematic of their system, and if we don’t hear back from them it could be turned over to the Barnes County States Attorney’s office. A complaint would need to be signed by the Health Board. Stutsman County sends out a letter delivered by the sheriff, and Sheriff Randy McClafin has stated his office is willing to do this. Will suggested that fines should be set across the region. Planning and Zoning sets their own fines, said Schwehr. The goal is to set up a state code regarding septic issues. The algorithm needs to set up a fine/fee to get costs back for pursuing offenders. Board requested Will talk with state’s attorney and see if CCHD can issue fines and/or charges when there is no compliance.

Procedure would be: 1) update the Board on situation; 2) send letter by sheriff service 3) discuss wordage, include “may turn over to state’s attorney.” Sheriff may charge \$30 for letter delivery. Will and Bata will refine the algorithm regarding fine/penalty when decided. Letters will be sent to eight county offenders. Letter will note: need to see receipts, their plan, have a copy of the license of the installer, and name of pumper. If we don’t get that information within 30 days, it will be turned over to the state’s attorney. Depending on review, CCHD may not approve the corrective plan and EHPs would start at the beginning of the algorithm again. Luke made a motion to confirm acceptance of Central Valley Health District’s Process for Gathering Information on Unknown On-site Sewage Treatment Systems. Second by Overn. Unanimous vote, motion carried.

(Board resumed Old Business agenda, beginning with item #1)

OLD BUSINESS: Barnes OTM Partnership update: Sharon Buhr encouraged all Board members to join On The Move program this fall.

CCHD facilities update/building report: Motor on boiler is making noise – parts ordered by Bakkegard & Schell. Noise on roof noted. It was a bathroom exhaust vent motor that was hot and was turned off. Bakkegard & Schell will take a look at it. Regarding second floor bathrooms, Dave Anderson, city building inspector, is fine with installing unisex handicapped bathroom to replace the existing men’s/women’s bathrooms. It should be between \$1,300 and \$1,500 to remodel the bathroom, according to Dennis Pommerer,

Wick Construction. Tile will be the same as first floor bathrooms. It will likely be a couple hundred dollars for new fixtures. Schwehr made a motion to remodel the existing two bathrooms into one unisex bathroom. Second by Dr. Buhr. Unanimous vote, motion carried.

Carpet bids for stairway and second-floor hallway: Valley Flooring carpet tile bid (\$7,508.88) or broad loom carpeting (\$4,400). Tile is easily replaceable. Valley Paint & Glass bid on broad loom (from original building specs) was \$6,349 and tile was \$5,679. Schwehr made a motion to go with tile carpeting. Second by Overn. Unanimous vote, motion carried. Valley Paint bid didn't include the stairway step stringers and Valley Flooring bid did. Luke made a motion to approve the Valley Paint & Glass bid, provided the stringer and labor come in at less than \$500 over the original estimate. Second by Dr. Buhr. Unanimous vote, motion carried.

Will noted that the Department of Homeland Security will be coming to do security assessments after Jan. 1 in the area, and they will also be assessing CCHD. We will wait until after the assessment to purchase security cameras.

Commissioner Mike Metcalf talked with Will regarding the possibility of putting a library drive-through book drop box by the CCHD generator. This is only in the "thinking stage." It would be mailbox size.

LED replacement light on west side of building will cost approximately \$400, according to Bob Koeplin, building maintenance. This light is beneficial to both CCHD and the library for security reasons.

Parking lot: Luke noted that the library has an EPA grant that will pay for the engineering/landscaping (not the project) regarding their parking lot. They will come up with a plan to redo the parking lot to minimize storm water runoff. It is still an option to include CCHD's parking lot in the engineering assessment. They will also be assessing the parking lot behind the post office. Low priority to CCHD as we are still dealing with possible HVAC issues. Sharon Buhr also noted that the traffic flow in the CCHD lot needs to be one way.

Board discussed heat loss issue over recent weekend. Overn suggested "SensaPhone" to alert staff if there is a heating issue in building. Luke questioned if CCHD has a back-up plan to keep water pipes from freezing if the heat dips below a certain level. No plan is currently in place. Will stated that Bob Koeplin has a meeting set up Dec. 8 with Bakkegard & Schell to tour building regarding thermostats and what each controls. Want B & S's ideas regarding how to improve the system.

BC State's Attorney Carl Martineck found additional information regarding leases. Stated it isn't clear whether a government entity can rent to a private business. CCHD should forego a lease agreement for now and just go month to month. Rents must be at fair market value to avoid anti-gifting statute violation. CCHD will be charging \$9/sq. ft. across the board as of Jan. 1, 2016 for second floor offices. Theresa will visit more with Martineck regarding this issue. Will noted CCHD pays property taxes on rental space.

SPF SIG: Theresa, Sarah Hansen and Barb Bjorum met with the North Dakota Winter Show Board regarding alcohol sales. NDWS may make some changes in this area. Planning Dec. 4 Mental Health Access Coalition meeting from 1-3 p.m. at the Hi-Liner Activity Center.

Tobacco smoke-free workplace and e-cig ordinances: Luke noted that everything in state law is included in the last draft of the city ordinance. If city attorney doesn't set meeting date soon, Luke suggested starting letter-writing campaign Jan. 1 seeking movement on this ordinance. State rule went into effect Aug. 1, 2015.

AEDs: Will noted that CCHD purchased an AED for the office and it will be hung in the main entry hallway.

Community Health Assessment: Survey is essentially completed. Anticipating approximately 600 responses. Center for Rural Health will start analyzing the information next month. Key informant interviews will follow.

Program evaluations: Tabled. Will move up on the agenda for the next meeting.

NEW BUSINESS: County Employee Policy changed. County has elected to allow carryover of 240 vacation hours instead of 200 hours. They also talked about the use of county vehicles for personal business when out of town. Will doesn't recommend increasing carryover vacation hours to 240. CCHD isn't required to comply with county policy though we do try to stay in step with them. Lunch breaks are mandatory by law. CCHD has waiver for lunch breaks. At least two people must be in office 8 a.m. to 5 p.m. and they must take an hour lunch break. County requested that a note be hung on door if an office will be closed for more than one hour, which CCHD already does. The Board made no recommendations for policy-related changes at CCHD.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:36 p.m. The next regular monthly meeting will be **Tuesday, Dec. 22 at 3:30 p.m.** in the CCHD conference room unless Will notes that the agenda would be small and the meeting can be cancelled.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
October 27, 2015

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair
Madeline Luke (left at 5:15 p.m.)
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:43 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Board members reviewed the minutes of Sept. 22, 2015 regular Board meeting. Dr. Buhr made a motion to approve the minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Will reported that approximately 150-170 people attended our open house Oct. 20. She also noted that CCHD staff has given out at least 50 iFOBT kits (colorectal cancer test kits) at this point, with 27 test kits returned. Dr. Luke reiterated that this is only a preliminary test for blood in the stool and is not a replacement for a colonoscopy.
- VOUCHERED EXPENSES:** Overn made a motion to approve the October/November vouchered expenses, with the addition of \$122.50 for a locksmith bill (key accidentally locked in accountant's office during open house). Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** It was noted that Home Health is \$41,000 ahead for the year at this point. Board discussed the possibility of looking at the cash reserve before the end of the year and deciding if an extra payment could be made toward the building loan and paying off the loan in eight years rather than ten years and saving on interest (annual loan payment is approximately \$72,000). Overn voiced concern about the aging heating system and suggested it might be wise to wait until spring before making any extra loan payment. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried. The Board would like Becky Kratz and Theresa to project year end cash reserve to determine if an extra loan payment would be best for CCHD.
- OLD BUSINESS:** Barnes OTM Partnership update: Sharon Buhr encouraged all Board members to join On The Move program this fall. There is a discount rate of \$12/yr. until Dec. 1 at which time the price of an individual membership will increase to \$15. The family rate will increase from \$35/yr. to \$45/yr.
- CCHD facilities update: Will doesn't have any bids yet to remodel the second floor bathroom(s). Wick Construction manager Dennis Pommerer visited with RJ's Plumbing regarding combining the two small men's/women's bathrooms into one unisex handicapped accessible bathroom. There is the possibility of the stool and urinal on the east wall and the vanity on the west wall, and they could move the water fountain, located outside the bathrooms, somewhere else. Waiting to hear back from Dave Anderson, building inspector, regarding legality of unisex bathroom.

Just had a building inspection. Anderson doesn't like the second floor water fountain though it isn't illegal. Two fire extinguishers on the first floor were out of compliance and need to be inspected (now completed). One extinguisher was too small and has been replaced.

Northland Glass & Glazing proposal discussed. Six options included in proposal.

1. Replace 46" x 81 3/4" x 1/4" clear tempered glass (replace replacement pane in east entry that has a crack in it) **\$270.00**
2. Replace 43" x 89" x 1" clear tempered glass (has BB holes in it and is cracking in east entry) **\$675.00**
3. Replace two aluminum interior doors with new glass and hardware installed into existing frame (interior east entry doors) **\$5,975.00**
4. Disable existing closers on No.3 (above) interior doors and install two LCN 4040XP closers **\$1,250.00**
5. Install plates to cover holes on existing No. 3 (above) door frames (where old lock was taken out) **\$200.00**
6. Install new weather strip on north doors **\$375.00**

Board members looked at above issues in building and also the carpeted stairway in the east entryway. Will recommended options 2, 4, 6 and possibly 5. Dr. Buhr made a motion to accept options 2, 4, 5 and 6 (approximately \$2,500) plus appropriate amount to weather strip east entry doors. Second by Overn. Unanimous vote, motion carried.

Flooring: Will was asked to get bids to carpet the east entry stairway and the second floor hallway at the October meeting. Received the following bids:

- Valley Paint & Glass: \$5,679 – using carpet tiles on both stairs and hall and putting stair nosing on stairs. Only included the rubber base but not the stringer that goes up the side of the stairs. A second proposal using broad loom carpeting rather than carpet tile was \$6,349.
- Valley Flooring: \$4,400 -- they bid 28 oz. carpeting instead of carpet tile. Also recommended stair nosing and included stringer. They will look at carpet tile and get back to Will. Will e-mailed Lori Trucke (Valley Flooring) for carpet tile bid but hadn't received that bid yet.

Action tabled until November meeting.

Security cameras: Bid from DLink and Byte Speed, Moorhead, MN, (companies utilized by library for security cameras) was approximately \$4,000. It will cost more than \$5,000 to replace the travel cable in elevator (not included in DLink/Byte Speed bid, but required for them to install a camera there, according to the elevator company). Jason Thiel, Barnes County IT, submitted an initial estimate 7/1/15 which totaled \$4,377. It included a base unit (\$2,504), wireless elevator camera (\$1,396), and 4 inside cameras (\$477). The four inside cameras would be located at the two main entry doors, by the kitchen for the west entry, and one by the med cabinet in the vault area. Board members inquired if outside cameras could be added to this base unit, which Will thought was possible. Outside cameras are more expensive. Will recommended going with Jason's estimate (labor through county) rather than having to replace the travel cable in the elevator. Outside camera potential needs to be figured in. The Board tabled further action on this issue until the November meeting.

Old sign on northeast corner of parking lot needs to come down, according to building inspector. Gary Will is planning to take the sign down for CCHD.

Insurance claim for upstairs water issue is pending until CCHD decides what to do regarding renovation of bathrooms. \$2,689.70 - \$2,000 deductible.

SPF SIG: Will and Barb Bjorum attended training last week. Have meeting with Winter Show board Nov. 9 and were given 5 minutes to speak. Have suggestions to change norms regarding alcohol at Winter Show events including: at the concert switch selling 4 beers in a bag to 2 beers (no bag); don't allow people outside once the concert begins to keep them from bringing additional alcohol back into the building; continue to use ID scanners, including pub area in building; decrease hours at NDWS pub. Appeal to NDWS board's community mindedness and remind them that they are serving as a model for youth. Health Board was in full support of CCHD's stance. Also reactivating the Mental Health Access Coalition.

Tobacco smoke-free/e-cig ordinance: Merging the old ordinances with the new ordinance which will identify the number of tobacco licenses that will be had, and there won't be any flavored e-cigs allowed in Valley City.

Community AEDs: Stephanie Mayfield, CHI Mercy Health, hasn't had any word from her sources regarding funding. Overn made a motion to purchase an AED unit for CCHD. Second by Dr. Buhr. Unanimous vote, motion carried.

Lease agreement: Discussed potential wording for lease agreement. Under No. 1, Pg. 1, omit wording "...[and use of other rooms/suites tenant has access to ... tenant requests to use.]. On Pg. 3 (top) ... Tenant shall not be permitted to place any signs on the structure ... Board wants to leave it in but not enforce it at this time. Theresa will talk further with Carl Martineck, Barnes County States Attorney. Lease agreement tabled until November meeting.

2016 budget: Board members received corrected 2016 budget. Changes include: Error on last page under service contract (\$17,940 total) corrected; ThyssenKrupp elevator, approved increased elevator cost. Mills are correct at \$373,000 (auditor wasn't available for clarification). Board was aware of these changes when the past copy of the budget was approved. Becky Kratz, CCHD accountant, was off, so corrections were not made prior to the Sept. 22 Board meeting.

Community Health Assessment: Surveys have been distributed throughout county. Approximately 120 surveys have been completed to date. Project goes until Nov. 22. Target: 900 completed surveys.

NEW BUSINESS: Policies:

- Variance Process for On-Site Septic Treatment Systems.

Board reviewed Central Valley Health District's new policy (CCHD has adopted all CVHD environmental health policies to date). They ask \$400 to request septic variance. Board requested Will have Barnes County States Attorney talk with Stutsman County States Attorney since it was strongly suggested to CCHD that we don't have the authority to grant a variance. Tabled until later date.

Rent schedule: Reviewed. To date CCHD has received \$23,585 in rent income. For 2015, CCHD has paid building expenses of \$76,567 (loan payments and monthly bills). Received \$12,000 from energy grant, \$4,800 from Missouri River energy rebates. \$184,298 paid in construction expenses in 2015. Becky Kratz and Teresa Garrahy

thanked for all their work in compiling the building income and expense schedules for the Board.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:20 p.m. The next regular monthly meeting will be **Tuesday, Nov. 24 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
September 22, 2015

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

ABSENT: Cindy Schwehr, Madeline Luke

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 3:36 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Under New Business add 3) Lease agreement 4) Other. Agenda approved as amended.

MINUTES: Board members reviewed the minutes of Aug.25, 2015 regular Board meeting. Dr. Buhr made a motion to approve the minutes. Second by Overn. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Reviewed 2015-16 flu and pneumonia vaccine rate changes. With the exception of trivalent flu vaccine, rates will go up nominally for these immunizations. The remainder of the director's report was reviewed.

VOUCHERED EXPENSES: Dr. Buhr made a motion to approve the September/October vouchered expenses. Second by Overn. Unanimous vote, motion carried.

FINANCIAL REPORT: Home Health is back on track, and with the additional contracted person helping in the financial department, billing should remain more timely. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried. Will noted that MCH (Maternal Child Health) funding will now be through a competitive grant process. Will believes we will be applying for this grant as a region (eight counties in our region). Looking at MCH injury prevention, breastfeeding or child health physical activity (can't use for immunizations anymore). All eight counties must do the same activity. Ending balance as of Aug. 2014 was \$547,209. Ending with cash reserve of \$363,103 Aug. 2015. We're a little lower than last year, said Will, in view of purchasing a building.

Building report will be added to monthly agenda item. Rent income: \$21,069 (January through August 2015). One tenant voiced concerns about rent increase as of Oct. 1. Invited to visit with the Board. Caral Nix will be moving into the law office space, decreasing their rent by the space she was using for her office. Reviewed revenue/expense report. Will reiterated that CCHD wants to pay off the building loan in 8 years rather than 10 to save on interest, if possible.

Regarding Bakkegard & Schell contract issue, the Board feels it must follow recommendation from Barnes County States Attorney and ND Attorney General and stick to the contract guidelines (Barnes County Commission also recommended following States Attorney's recommendation). Bakkegard & Schell mistakenly omitted including a \$5,000 contingency fee in their original mechanical bid (no other bids were submitted in this area). It was the opinion of the BC States Attorney that CCHD/Health Board should

not forgive this oversight or it would set a precedent. The original contract bid was for \$44,124. There were change orders for \$2,105. Total \$46,229. Bakkegard & Schell have been paid \$41,229 (\$49,229 - \$5,000). Board members feel that Bakkegard & Schell did an excellent job and regret being unable to pay them for the amount billed, but it is essential to follow the advice of the BC States Attorney. Overn made a motion to follow the advice of the BC States Attorney/ND Attorney General, noting that an increase in the contract sum would circumvent the competitive process. Second by Dr. Buhr. Unanimous vote, motion carried.

OLD BUSINESS: Barnes OTM Partnership update: Sharon Buhr reported the Let's Walk VC project was a success.

CCHD facilities update: Will reported there was a leak under the kitchen sink and bottom of cabinet was ruined. Plumber replaced spray nozzle and maintenance will replace wood in bottom of cabinet. Second floor sink was working slowly, so plumber took care of that too. Dennis Pommerer, Wick Construction, ordered three new skylights due to leak around these lights. We will receive a bill for these. Wick did some patching around the skylights and didn't feel anything more needed to be done to the roof at this time.

North Dakota Insurance Reserve Fund discussed. CCHD pays \$587.86/year through county. County deductible is \$2,000 per event. If we go on our own, our premium will go up to about \$800/year but our deductible will be \$1,000. If we go this route, we can't go back with the county. There was Board consensus to remain with the county.

(At this point Board members went up to second floor to look at damage to two restrooms caused by a leak in a toilet valve – this led to damage of ceiling tiles on first floor also.)

Will suggested that Board members consider turning the two restrooms into one unisex handicapped bathroom. Overn was concerned about whether walls were concrete or not as toilets are wall mounted. Legality of converting to unisex bathroom will need to be addressed. Tabled until October meeting.

SPF SIG: State has given Will an OK to use alcohol prevention dollars to take 1-2 city officials as well as one Barnes OTM partner to the American Public Health Conference in Chicago. Focus is Health in All Policies. Mary Lee Nielson, VC commissioner, is interested in going. Madeline Luke, VC commissioner, is also interested. Sharon Buhr would go as OTM rep. Vicki Rosenau, Tobacco Cessation Coordinator, is also going to the conference, utilizing tobacco funding.

Sharon Buhr questioned \$11,000 for SPF SIG media (radio) messaging brought up at August Board meeting. Messaging has not been finalized yet. Will has put this on hold for now. SPF SIG committee has been looking at putting this messaging out in November 2015, January and March 2016. Sharon Buhr suggested a focus on binge drinking. Will would like to see a statewide message.

Tobacco-free worksite and e-cigarette city policies discussed. Nothing new to report. Another recodification meeting is planned Sept. 29.

Community AEDs: Sarah Hansen, R.N., and Will met with Stephanie Mayfield, Mercy Foundation. She will check with two banks regarding possible funding for AEDs. If nothing happens within the next month, Sharon Buhr recommended that CCHD should buy an AED for our facility (between \$1,200 and \$2,000).

2016 budget: Will noted that CCHD should be getting the full 5 mills from the county, though she hasn't gotten final word from the county. Total revenues have increased by \$50,243. Full-time wages have increased, part-time wages have decreased. Home Health revenue has increased by \$19,355. Total grant revenue is \$125,623. Just received notification that \$25,000 for chronic disease management (block grant) is certain. Paula Thomsen, DON, has submitted a NACCHO grant for \$15,000 to work on accreditation. Private pay vaccines was increased. Rent revenues will increase. Nothing budgeted for electronic health records. Not much budgeted for equipment. Bottom line is \$37,000 in red. Total revenue is higher by \$50,243 and total expenses are higher by \$38,932. Part of the reason for being in the red is because of the alcohol grant and the fact that we are going to receive \$100,000 in 2015 that we won't use until 2016. Will thinks we will end the year with over \$400,000 with the extra SPF SIG dollars coming in and should still be at over \$300,000 next year at the end of year, barring unforeseen problems. Overn made a motion to accept the 2016 budget as presented, with noted corrections and with 3% increase for wages. Second by Dr. Buhr. Unanimous vote, motion carried.

CCHD open house is planned Tuesday, Oct, 20 from 3-6 p.m., with a ribbon-cutting ceremony at 3:30 p.m. The Mobile Medical Unit will be set up in the parking lot to the south of the CCHD building. KOVC will provide a live broadcast. T-R will also be here. We will provide immunization records for participants, flu and other vaccinations will be available, free Hep C testing for baby boomers, free colorectal screening kits for people age 50-75, free blood pressure checks. Displays will be set up. Food demonstrations by Sue Milender Toppen and healthy snacks will be offered. Prizes planned.

Continuing to work on the Community Health Assessment/Community Health Improvement Plan with Stephanie Mayfield at CHI Mercy Health. Forming strategic steering committee.

Security cameras: Received bid from Byte Speed (also providing cameras for public library). They didn't include wiring in elevator. Jason Thiel, MIS director, is communicating with Thyssen Krupp about this. Tabled.

NEW BUSINESS: Policies: No new policies.

Lease agreement: Will talked with BC States Attorney Carl Martineck regarding updating leases for second floor. Put together template. Will send out a copy of the lease agreement in the October Board packets.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:35 p.m. The next regular monthly meeting will be **Tuesday, Oct. 27 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary