

CITY-COUNTY BOARD OF HEALTH MINUTES

Board Meeting

November 22, 2023 | 7:30am

PRESENT:

Tom Overn, Chair
Sarah Hansen

Dick Gulmon, Vice Chair
Ashley Horner, Health Officer/Secretary

Via LifeSize:

ABSENT:

Cindy Schwehr

ALSO PRESENT:

Theresa Will, Administrator
Katie Beyer, Deputy Director

Evonne Johnson, Office Manager

CALL TO ORDER:

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

AGENDA:

Agenda was reviewed. Add Electro Watchman to New Business. Add Rudolph as New Business. Motion made by Dick Gulman to approve agenda with additions Seconded by Sarah Hansen. Unanimous vote, motion carried.

MINUTES:

Reviewed. Motion made by Dick Gulman to approve previous months minutes, Seconded by Ashley Horner. Unanimous vote, motion carried.

DIRECTOR'S REPORT:

Reviewed.

VOUCHERED EXPENSES:

Reviewed. Dick Gulman made a motion to approve the October/November vouchered expenses, seconded by Ashley Horner. Unanimous vote, motion carried.

FINANCIAL REPORT:

Large expenses for vaccines. Grant profit and loss report, the board would like to see the year-to-date report. Home Health for the year is \$66,686.28 in the red, \$10,248.98 in the red for the month of October. Theresa Will noted that \$149,738.83 is unencumbered funds with a cash reserve balance of \$447,791.48 at the end of October. Ashley Horner made a motion to approve financial as presented, seconded by Dick Gulman. Unanimous vote, motion carried.

OLD BUSINESS:

Facilities update; parking lot, North door, office wall

Parking lot repair and striping layout will be corrected in the spring. North door was installed and waiting for electronic access to be installed. Wall glass is to be removed on Friday and he will work over the weekend. Generator: double throw switch to be here in December. Old generator will be removed once new one is installed in the spring.

Bobby Koeplin will continue until the projects are completed. Rate increased to \$64/hour as of January 1st and will be a contracted person.

2024 Budget; revised, needs approval

Reviewed revised budget and shared with board. Were told that mil rate was \$91,556 but think it is actually higher than that. Final 2024 Budget is \$587 in the black. Motion made by Dick Gulman to approve 2024 Budget Seconded by Sarah Hansen. Unanimous vote, motion carried.

Legal Services

Theresa has a meeting scheduled for December 5th at 9am with Jeff Gunkelman from Kennelly Business Law here in Valley City.

NEW BUSINESS:

Meet Leslie Uecker

Leslie is an intern and is a social work student at UND.

Ongoing Maintenance Services

Ray Nelson is interested in the maintenance services at \$50 per hour. Theresa is intending to sign a contract with him for the position. The position actually averages about 10 hours a month unless there are some larger projects to work on.

Hiring for Opioid grant: Katie

Leslie Uecker has been working as an intern and would like to hire her as a Care Coordinator which is a position written into the Behavioral Health grant. Would involve case management for individuals, staffing South Central and other agencies as needed and she will assist in developing billable services. Her current contract is as a temporary employee. Would like to offer the F/T 40-hour position to Leslie and to start at \$30/hour plus fringe benefits. Motion made by Dick Gulman to approve hiring Leslie Seconded by Ashley Horner. Unanimous vote, motion carried.

Front Desk operations: Katie

Looking for action today to allow us to have coverage for the front desk during lunch. We are borrowing time from the Finance and Business office and the Administrative Services office in Home Care. Becoming unsustainable to keep taking time from those areas without hiring for that coverage or change the way we operate. Cannot afford to hire long term and concerns of hiring due to workforce concerns. Propose closing the office from 12:00-12:30 as nursing services are not provided over lunch now and have the phone answered by the automated service. Change office hours from 8:00am to 4:30pm. Often not a lot of clinic activity during the last half hour of the day. Will run a report to show

board the numbers of clients that would be affected. Doors would be automated to lock automatically over lunch closing. Will start hopefully by January 1st depending on when the door swipes are installed. The Board would like to have this back on the agenda in June to review and see how it is working. Motion made by Dick Gulman to approve agenda with additions Seconded by Sarah Hansen. Unanimous vote, motion carried.

Electro Watchman

Electronic door operation quote for interior East door. Quote is for \$3,257.46. Will get quotes for exterior East doors. They have concerns regarding seals and cannot be electrified for swipe access. Motion made by Dick Gulman to approve proposals from Electro Watchman Seconded by Sarah Hansen. Unanimous vote, motion carried.

Other

Tom Overn has questions about the Rudolph Square apartments. Bed bug issues are not a public health issue, they are a nuisance. It is a city ordinance issue. Katie will see if she can gather more information regarding model ordinances and how it is handled in other places.

ADJOURNMENT:

With no further business before the Board, the meeting adjourned at 8:45 am.

Next monthly meeting: Wednesday, December 27th at 7:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Ashley Horner, Secretary