

CITY-COUNTY BOARD OF HEALTH MINUTES

Board Meeting

December 28, 2023 | 7:30am

PRESENT:

Tom Overn, Chair
Sarah Hansen

Dick Gulmon, Vice Chair

Via LifeSize:

ABSENT:

Cindy Schwehr

Ashley Horner, Health Officer/Secretary

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 7:30 am by Tom Overn, Chair, in the CCHD conference room or by remote.

AGENDA:

Agenda was reviewed. Legal Services to be tabled as Jeff Gunkelman was unable to attend. 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 Sarah Hansen. Unanimous vote, motion carried.

DIRECTOR'S REPORT:

Reviewed. School nurse sees 3-10 students every day and 8-10 students every day for medications.

VOUCHERED EXPENSES:

Reviewed. Dick Gulman made a motion to approve the November/December vouchered expenses, seconded by Sarah Hansen. Unanimous vote, motion carried.

FINANCIAL REPORT:

Large expenses for vaccines. Home Health for the year is \$75,101.64 in the red, \$8,415.36 in the red for the month of October. Theresa is analyzing this to see how this can be better run. Theresa Will noted that \$179,321.35 is unencumbered funds with a cash reserve balance of \$500,234.61 at the end of November. Sarah Hansen made a motion to approve financial as presented, seconded by Dick Gulman. Unanimous vote, motion carried.

OLD BUSINESS:

Facilities update; doors, office wall, entry lights

Wall between offices is completed. Lighting in East entry has been updated and it is much brighter in there. Doors are all keyed and entry into CCHD is electronically accessible. Electro Watchman proposal for installation of access controls to East interior door for \$5,064.24 was approved through email and phone on December 1, 2023. Motion made by Dick Gulman to approve additional proposal, Seconded by Sarah Hansen. Unanimous vote, motion carried.

Legal Services; Jeff Gunkelman 8am

Jeff Gunkelman from Kennelly Business Law was unable to attend. Tabled until next month.

NEW BUSINESS:

ND Opioid Settlement Funds proposal

CCHD worked with South Central Human Services, Sheyenne Valley Community Foundation and CHI Mercy Hospital to create a proposal to apply for \$390,000 for 1 year. Looking to increase access to community-based services, invest in Behavioral Health coalition and the development of that group. The goal is to add 3 positions to the BH workforce: 1 to administrator the project and manage the award and 2 navigators to help bridge gaps between systems. We will know if we received the award by January 15th. It is possible to get a full or partial award. Additional funds will be applied for and may be able to bill for services moving forward. A business plan will be needed to share these positions if they have proven to be useful. They would be employed through CCHD.

State of ND Tax Audit 2022

The auditor was questioning the number of contracted employees. Justification was provided and reclassifications completed as directed. Sarah Hansen made a motion to accept audit as presented, seconded by Dick Gulman. Unanimous vote, motion carried.

Young People's Healthy Heart/tube sales

Tubes sales have declined significantly, currently \$1,113. We have had discussions regarding the future of the business. Office space currently used for this will likely be needed in the future for expansion of health services. Motion made by Dick Gulman to exit business, Seconded by Sarah Hansen. Unanimous vote, motion carried.

Eide Bailly

Found a discrepancy in the Dependent Sick leave not getting deducted from Sick leave bank. One employee is in the negative for sick leave. Per the City Attorney, it is not a required benefit so it should not be forgiven. Suggested to talk to individuals and discuss payback options. Katie will also bring additional proposals for policy change to the board. Motion made by Dick Gulman to have Katie visit with all affected employees and come up with a new policy, Seconded by Sarah Hansen. Unanimous vote, motion carried.

Other

Tom asked about the loan and the option of paying it off. Best option is to wait until January to see where we are at financially and the discuss repayment.

Theresa will send out an updated Board Meeting schedule with corrected 2024 dates.

ADJOURNMENT:

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

Next monthly meeting: Wednesday, January 24th at 7:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Ashley Horner, Secretary