

CITY-COUNTY BOARD OF HEALTH MINUTES

Board Meeting

April 26, 2023 | 7:30am

PRESENT:

Tom Overn, Chair
Sarah Hansen

Via LifeSize:

Cindy Schwehr

ABSENT:

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

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 7:44 am by Tom Overn, Chair, in the CCHD conference room or by remote.

AGENDA:

Agenda was reviewed. Motion made by Sarah Hansen to approve agenda with the removal of Local Tobacco Ordinance update, Seconded by Cindy Schwehr. Unanimous vote, motion carried.

MINUTES:

Reviewed. Motion made by Tom Overn to approve previous months and special meeting minutes, Seconded by Cindy Schwehr. Unanimous vote, motion carried.

DIRECTOR'S REPORT:

Reviewed. Received an additional call regarding bed bugs at the Rudolph. Marcie referred them to HUD to see if there is anything that they can assist with. It is really a city problem and not a public health problem. Public Health could set a code, but it would have to be to encompass everything and CCHD does not have the resources or the staff to handle it. Other cities have committees that meet to solve these types of issues.

VOUCHERED EXPENSES:

Reviewed. Cindy Schwehr made a motion to approve the March/April voucherred expenses, seconded by Sarah Hansen. Unanimous vote, motion carried.

FINANCIAL REPORT:

New reports can be adjusted as we feel the need to adjust to what information is needed. Home Health is \$15,833 in the red. Will noted that \$592,350.07 is unencumbered funds with a cash

reserve balance of \$831,311.82 at the end of March. Tom questioned the Visa Rewards amount of \$600. These credit card reward funds are put into SSP as we cannot use state or federal levied dollars for that program. Motion made by Tom Overn to approve the financial reports, seconded by Sarah Hansen. Unanimous vote, motion carried.

OLD BUSINESS:

COVID-19 public health ongoing response

We requested additional funds as they have funding through July 2024. Recent vaccine changes, no longer using monovalent vaccine. All Covid vaccines are now bivalent. Free home test kits are still available so we will continue to distribute them. We have a meeting coming up with the Department of Health and Human Services as they would like to talk about the impacts of ending the Health Emergency.

Facilities update; parking lot, generator, cleaning position open

Need approval to accept bid of \$264,000 from All Finish Concrete for the parking lot. Bids from Swanberg at \$342,881 and Strata at \$359,592 were considerably higher. We had projected it to cost approximately \$385,000. Might be additional costs for some additional parking signs for the parking lot and sloping of south driveway. Cindy indicated we can get signs through the county after the project is finished. KLJ will send a letter to All Finish once the board approves. Cindy Schwehr made a motion to accept a bid from All Finish for parking lot and seconded by Sarah Hansen. Theresa will let them know to move forward.

Still waiting on part for generator.

The cleaning position was filled by Demi Olstad from SCHSC upstairs. She cleans 2-3 days a week and everything is looking great and can tell a big improvement.

Electronic sign has been replaced and working. Evonne is waiting to be trained on it.

Environmental Health Update – Diegel property

They are required to have the soil sample to us in May.

Amachi update

Hearing has been postponed and we do not have a new hearing date. They are working on negotiations.

Legislative update

Things should be wrapped up this week or next week. Department of Health and Human Services budget is still in process. ND PERS bill will impact the Health Department down the road. Defined benefit will no longer be available for new hires after 2025 and will be changed to a defined contribution.

Executive Session: Approve 4/14 Executive Session Summary and follow up regarding confidential records related to protective leave type.

Cindy Schwer made a motion to move into Executive Session, Sarah Hansen Seconded. Sarah Hansen made a motion for everyone to remain in the meeting except Evonne Johnson, seconded by Tom Overn.

- a. The legal authority for closing this portion of the meeting is §44-52.1-12, §44-04-18.1(1), Ch. 23-01.3; and §12-60-16.5, §12-60-16.6.
- b. Authorize CCHD Administrator to act as directed in Executive Session.

Evonne Johnson exited the meeting at 8:26.

NEW BUSINESS:

Staff Update

Meghan Velure started on April 13th and will meet with the board next month. Fully staffed except for a full-time Aid position.

QAPI update/Home Care; Katie Beyer

Quality Assessment and Performance Improvement (QAPI) is a requirement from the Federal government that we maintain this effort. CCHD identified UTI's as our primary source of preventable incidents. Katie shared implementation plans for the agency's QAPI efforts with the board. Tom Overn made a motion approving the QAPI effort, seconded by Sarah Hansen.

Other

ADJOURNMENT:

With no further business before the Board, the meeting adjourned at 8:59 am.

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

Respectfully submitted,

Dr. Chelsea Traverse, Secretary