

CITY-COUNTY BOARD OF HEALTH MINUTES
Board Meeting
January 25, 2022 | 8:00am

PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair
Dick Gulmon Cindy Schwehr

ABSENT: Chelsea Traverse, Health Officer/Secretary

ALSO PRESENT: Theresa Will, Administrator Evonne Johnson, Admin. Assist.
Rose Knutson, Finance Iain Woessner, Times Record Editor

CALL TO ORDER: The Health Board meeting was called to order at 8:00 a.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

AGENDA: Agenda revised to add Theresa Will's Performance Evaluation and new meeting date and time to New Business

MINUTES: Motion made by Dick Gulmon to approve set of previous minutes, Seconded by Tom Overn. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Reviewed and board members were provided a copy. K&S Cleaning has been hired to clean the office working 52 hours/week beginning February 1st. Final quote was \$100 less per month than Service Master. Essentia looking to partner with CCHD on additional HRSA Grant to expand services. ROPES program has seen and increase in services. Amanda is busy in schools as well as weekly Covid testing. Amanda getting Linda trained in the jail services and work with Dr. Traverse. Cindy mentioned great working relationship between CCHD and jail staff, but an obvious need for additional mental health services.

VOUCHERED EXPENSES: Reviewed. Dick Gulmon made a motion to approve the December/January vouchered expenses, seconded by Tom Overn. Unanimous vote, motion carried.

FINANCIAL REPORT: With transition to working with Eide Bailey, some funds are still going to county and other directly into Dakota Bank. Will take a little more time for everything to coming directly to CCHD account. Almost all over budget expenses are Covid related as previously discussed. Home Care is \$5,800 in the black. Home Health is currently at 10% over budgeted revenue.

Regarding cash reserve, Will noted that \$138,229.36 is unencumbered funds with an ending cash balance of \$536,514.31 with the addition of the \$75,305.25 revenue for a final cash balance of \$611,819.56. Reports will be changing due to Eide Bailey

Motion made by Dick Gulmon, seconded by Tom Overn. Unanimous vote, motion carried.

OLD BUSINESS: Finance and Eide Bailey update: Rose indicated things are going smoothly. Very accommodating and still have additional items work out. All board members need to complete W4 form and direct deposit forms. Evonne and Rose have been working on getting everything set up electronically for logging money coming in. The Board thanked Rose for her hard work and going above and beyond. Since she is now Finance Director the Board would like to increase her wage to reflect the work she is doing. Theresa Will will research wages for comparable positions and include in the next Director's report.

COVID-19 public health ongoing response: Still a lot of questions regarding quarantine, isolation, testing, home tests and childcare questions.

NEW BUSINESS: Performance Evaluation: Board feels that Theresa should be evaluated by the them as they are who she reports to. Board will complete evaluations by February 8th and drop off to CCHD with Evonne or email to Sharon Buhr. Sharon will compile evaluations, meet with Theresa and present at next board meeting.

Board Meeting Date & Time: Meetings will be held the 4th Wednesday at 3:00 pm beginning February 23, 2022.

Home Car Survey: No deficiencies. Recommendations for annual staff evaluations, education areas to be documented more clearly, aides need an annual competency checks on their skills which we were unaware that this was to be done. Quality Assurance Improvement needs to be documented. Board congratulates staff in getting things done during all that has happened in the last 2 years.

Election of Officers: Tom Overn made a motion for all officers to remain the same. Sharon Buhr, Chair; Tom Overn, Vice Chair; Chelsea Traverse, Health Officer/Secretary. Seconded by Cindy Schwehr. Unanimous vote, motion carried. Cindy Schwehr exited meeting at 9:00 am

Bylaws review: Reviewed and discussed changes updating language and duplication. Theresa Will will have revised version to review at next meeting and vote on.

Community Health Assessment overview: Reviewed. CCHD pays for half of the cost to join them in doing this assessment. CHI is required by CMS as a critical access hospital to complete this assessment every 3 years. Sharon will share this will On The Move as well.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 9:17 am.

Next monthly meeting: Wednesday, February 23, 2022, at 3 pm in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Board Meeting
February 23, 2022 | 3:00pm

PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair
Chelsea Traverse, Health Officer/Secretary

ABSENT: Dick Gulmon Cindy Schwehr

ALSO PRESENT: Theresa Will, Administrator Evonne Johnson, Admin. Assist.
Rose Knutson, Finance

CALL TO ORDER: The Health Board meeting was called to order at 3:00 p.m. by Sharon Buhr, Chair, in the CCHD conference room or by remote.

AGENDA: Agenda revised to add Building Updates and Finance Position Wage Increase to Old Business. Add LED Retrofits to New Business.

MINUTES: Corrections to be made. Motion made by Dr. Chelsea Traverse to approve set of previous minutes, Seconded by Tom Overn. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Reviewed and board members were provided a copy. Theresa would like to add that Ray came in to fix the warped board under the sink. RJ's was called due to water loss in building. The toilet upstairs needs new flapper. Bathroom in patient area may need to be replaced which will be a major expense due to plumbing being located in the wall.

VOUCHERED EXPENSES: Reviewed. Tom Overn made a motion to approve the January/February vouchered expenses, seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

FINANCIAL REPORT: Home Health is \$1,936.34 in the red. This is expected with variances in revenue and expenses for December/January.

Regarding cash reserve, Will noted that \$344,436.30 is unencumbered funds with a cash reserve beginning balance of \$666,027.21 for a final cash reserve ending balance of \$768,485.25. There is still approximately an additional \$250,000 at Barnes County that has not been transferred over.

Motion made by Tom Overn, seconded by Dr. Chelsea Traverse.
Unanimous vote, motion carried.

OLD BUSINESS: COVID-19 public health ongoing response: Testing has been very slow. Effective March 2, 2022 testing site hours are being reduced. Will now be open Monday, Wednesday, Friday from 1-2 pm. Home Test kits given to partners last week to be distributed to community. Tests available at CCHD, testing site, SMP Health, CHI Mercy, Sanford, Essentia, VC Police and Fire Dept CCHD and Litchville School. For ages 12 and older Barnes County has 65% vaccinated with 2 shots, 47.9% with the booster.

Finance & Eide Bailly update: They are doing a great job. The longer we work with them the more we are going to be able to streamline the reports.

Complete Theresa Will's Performance Evaluation: The board feels Theresa is doing a superb job especially under the circumstances of the last two years. They thank her for all her hard work and she has done an outstanding job going above and beyond.

By Laws: Reviewed proposed changes. Theresa Will's title to be changed to Executive Officer/Administrator. Motion made by Tom Overn to change Theresa's title, seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried. By Laws will be reviewed and voted on at next meeting.

Board Meeting date/time change: Tentatively 4th Wednesday at 3:30pm, will need to check with Cindy Schwehr. March meeting will be Wednesday, March 23rd at 3pm.

Building Updates:

- Generator: if comes in at \$100,000, CCHD will only pay \$15,000. Board has already approved. No word on funding yet, on hold.
- Eide Bailly onboarding cost of \$15,000 to \$25,000, have paid them \$2,400 for initial assessment. Have not received an invoice.
- Heat /Air changes that board approved.
- Parking lot, paid for assessment/site survey that board approved.
- Outside of building, tuck pointing still has not been done.
- Flooring in vaccine room in poor condition, need a bid to replace.
- Boiler removal, concerns of leaking, proposal to remove
- Plumbing/Toilet issues

LED Lighting Retrofit: Quote from Bobby Koeplin net project cost of \$9,445.70 after rebate. Maintenance does not require electrician. Motion made by Dr. Chelsea Traverse to move ahead with project, Seconded by Tom Overn. Unanimous vote, motion carried.

Finance Position Wage Increase: Discussed increase in Rosalie Knutson's wages from \$22/hour to \$25/hour. Motion made by Tom Overn to approve increase, seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

NEW BUSINESS: None

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:05 pm.

Next monthly meeting: Wednesday, March 23, 2022, at 3 pm in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES

Board Meeting

March 23, 2022 | 3:00pm

PRESENT:

Sharon Buhr, Chair

Tom Overn, Vice Chair

Chelsea Traverse, Health Officer/Secretary

ABSENT:

Dick Gulmon

Cindy Schwehr

ALSO PRESENT:

Theresa Will, Administrator

Rose Knutson, Finance

Evonne Johnson, Admin. Assist.

Bobby Koeplin

CALL TO ORDER:

The Health Board meeting was called to order at 3:00 pm by Sharon Buhr, Chair, in the CCHD conference room or by remote.

AGENDA:

Agenda revised to add building tour with Bobby Koeplin at 3:30 pm and Theresa Will's Performance Evaluation to Old Business. Add Executive Officer Retirement and tentative staffing plan to New Business.

MINUTES:

Correction made: meeting was called to order at 3:00 pm not 8:00 am. Motion made by Tom Overn to approve set of previous minutes with corrections, Seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

DIRECTOR'S REPORT:

Reviewed and board members were provided a copy. Healthy Families America currently seeing 5 families and numbers are increasing. Working on HRSA grants. Looking at changing testing and PCR's are now going to the state for processing. The state has asked us about doing rapid PCR testing but need to research further.

VOUCHERED EXPENSES:

Reviewed. Dr. Chelsea Traverse made a motion to approve the February/March vouchered expenses, seconded by Tom Overn. Unanimous vote, motion carried.

FINANCIAL REPORT:

Home Health is behind in revenue; everything has been billed. Without therapy, not as much revenue from Medicare.

Regarding cash reserve, most revenue is related to Covid grant funds and Covid vaccine revenue. Will noted that \$528,524.06 is unencumbered funds with a cash reserve beginning balance of \$598,317.21 for a final cash reserve ending balance of \$955,836.20.

Motion made by Dr. Chelsea Traverse, seconded by Tom Overn. Unanimous vote, motion carried.

OLD BUSINESS:

COVID-19 public health ongoing response: Continuing to test at Rec Center into April until we have more information on Rapid PCR's.

Complete Theresa Will's Performance Evaluation: The board feels Theresa is doing a superb job especially under the circumstances of the last two years. They thank her for all her hard work and she has done an outstanding job going above and beyond. Motion made by Dr. Chelsea Traverse to approve Theresa Will's performance evaluation, Seconded by Tom Overn. Unanimous vote, motion carried.

Capital Improvements

Board previously approved:

- Generator: if comes in at \$100,000, CCHD will pay at the most \$15,000 which is 15%.
- Eide Bailly onboarding, have paid them \$7,300. Have not received an invoice for remainder but they indicated less than \$15,000 remaining.
- Bakkegaard and Schell Heat /Air changes that board approved for \$28,970. Enterprise Electrical estimate of \$3,500 - \$4,000 of which we paid \$1,500 to lock in price. Motion made by Tom Overn to approve electrical estimate for heating and AC installation, Seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.
- LED Lighting Retrofit net project cost of \$9,445.70 after rebate and working on energy efficiency grant for 50%. Maintenance does not require electrician. Motion made by Dr. Chelsea Traverse to move ahead with project, Seconded by Tom Overn. Unanimous vote, motion carried.

Board to review/approve:

- Parking lot, paid for assessment/site survey that board approved. Proposal came way over what we thought it would be; \$369,000 for concrete and \$252,000 for asphalt. Look into possible grant funds from ADA, AARP, will check with DOH. Will be required to get bids on this project. Possibly do in two sections.
- Plumbing/Toilet replacement quote for \$900
- Boiler Removal – need cost and is it necessary, just drain boiler

- Outside of building, tuck pointing and caulking the outside of our building \$55,000 for labor and materials done by Rocky Gabel
- Flooring needing bids to replace: estimates for vaccine room \$2,000, South entrance and elevator floor \$800, NW entry area, stair landing and top of stairs \$1000
- Re-roof North 1/3 plus of the roof estimate \$42,420, formal quote to follow from A&R Roofing
- Cameras: Grant to provide additional camera on building as current camera only covers North entrance and NW portion of parking lot.
- Board was taken on tour of building to point out and explain improvements that need to be done
- Discussed possible sale of trailer if not being utilized

The Board prioritized the items

1. Generator, Eide Bailly onboarding, Heat/Air, Retrofit lighting: approximately \$70,000
2. Tuck pointing and caulking the outside of our building \$55,000
3. Complete the smaller items (toilet, flooring) \$6,000
4. Re-roof North 1/3 plus of the roof \$45,000
5. Parking lot: put the project out on bids and possibly doing it in sections, maybe starting with the west side of the building

Motion made by Tom Overn to approve prioritizing capital improvements to move ahead with and notify absent board members of decision, Seconded by Dr. Chelsea Traverse. Unanimous vote, motion carried.

Bylaws: Reviewed changes. Motion made by Dr. Chelsea Traverse for final approval of changes, Seconded by Tom Overn. Unanimous vote, motion carried.

NEW BUSINESS:

QAPI (quality assurance/performance improvement) Katie Byer: No deficiencies from January state visit. Two opportunities for improvement are UTI prevention and review of medication protocol. Other QAPI efforts are medication safety screenings.

Executive Officer Retirement: Theresa Will anticipating retiring October 2023. Will would like to plan for Katie Beyer to step into Director position with the support of the Board and staff. Motion made by Dr. Chelsea Traverse approving pre-commitment of Katie accepting the Director position barring any legal concerns, Seconded by Tom Overn. Unanimous vote, motion carried.

Tentative Staffing Plan: With transition and changes in benefits,

- Heather Schwehr – CCHD wants her to go from 20 hrs to a 32-40 hrs Flex F/T and take on some other prevention work with alcohol and opioids in addition to tobacco. This is some of the work Katie has been doing. If she is not interested in the additional hours, it would therefore terminate her employment. Linda Schmidt was working 24 hrs with Covid grant funds, she left and went to a F/T position with Sanford. Would like to hire an RN 24-40 hrs to take on 20 hrs of prevention work and also able to take on work eventually as office nurse and home health rotation with other nurses.
- Emma Tufte is currently working part time 15 hrs with OTM and would like to offer her 20-40 Flex F/T working on planned and coordinated marketing for Public Health.

Motion made by Dr. Chelsea Traverse approving staffing changes plan, Seconded by Tom Overn. Unanimous vote, motion carried.

ADJOURNMENT:

With no further business before the Board, the meeting adjourned at 5:30 pm.

Next monthly meeting: Monday, April 25, 2022, at 9:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary