

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
April 26, 2011

- PRESENT:** Sharon Buhr, Chair
Tom Overn, Vice Chair
Dr. James Buhr, Secretary (arrived 4:20 p.m.)
- George Dutton
Cindy Schwehr (left 5:25 p.m.)
- ABSENT:** None.
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.
Paula Thomsen, CCHD Home Care Coordinator
Morgan Foster, Community Health Assessment presenter
Cheryl & Bruce Foster
Keith Heuser, Mercy Hospital CEO
Sheyenne Valley Friends of Animals members
- CALL TO ORDER:** Meeting was called to order at 4:11 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The agenda was approved as presented.
- MINUTES:** Overn moved to approve the March 22, 2011 minutes as presented. Second by Dutton. Unanimous vote. Motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report. Will provided an update regarding the ND Legislative session. State Aid to public health increased by \$200,000 across the state.
- VOUCHERED EXPENSES:** Dutton moved, Overn seconded a motion to approve the vouchered expenses for April/May. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed.
- NEW BUSINESS:** Item No. 2 under New Business was moved to the forefront. The 2010 Public Health Volunteer of the Year award was presented to Sheyenne Valley Friends of Animals for their work to improve the lives of domestic animals in the Sheyenne River Valley, which in turn improves the public health of Barnes County residents. Sharon Buhr cited such projects as the spay/neuter program, animal waste disposal bags, the new dog park at Chautauqua Park, licensing/microchipping/rabies vaccines for all animals adopted to families, and humane education for our community and in the schools.
- OLD BUSINESS:** A brief Achieve grant update provided. Will noted that CCHD has received the annual cost report and she will be bringing more information regarding it to the May Board meeting.
- CCHD strategic planning meeting will be held Friday, June 3, from 8:30-11:30 a.m. at The Legacy Place in Valley City. All Board members are invited to participate. Snacks and lunch will be served prior to the staff appreciation speaker (Kostas Voutsas) who will

be providing the afternoon presentation. CCHD is seeking 4 CEUs from the ND Board of Nursing for the presentation. Applying for these continuing education units will help curb costs as nursing staff will not have to travel as much to obtain necessary credits at out-of-town presentations.

NEW BUSINESS: Will noted that the community cholesterol screenings provided by CCHD and Mercy Hospital are not breaking even at this point. She asked the Board to decide whether to continue charging the same fee (\$30) or raise the fee to \$35. We haven't increased the fee for at least 5 years. Dr. Buhr moved to increase the fee for the cholesterol screening to \$35. Second by Overn. Unanimous vote, motion carried.

Program evaluations tabled until the May meeting.

Community Health Assessment: Morgan Foster, MS in Public Health, gave a PowerPoint presentation to the Board. She has worked with Drs. Dwelle and Pickard at the North Dakota Department of Health and through the Regional Network for Barnes, Stutsman, Wells and LaMoure counties. She presented information for all four counties regarding their current health status. (PowerPoint presentation printout in 2011 Health Board binder)

The Board discussed a \$35,000 demonstration grant available through NACCHO (National Association of County & City Health Officials). Deadline for the application is May 23, 2011. The grant (12 to be awarded nationwide) would be used for a community health assessment for Valley City and implementing a community health improvement plan. This would yield two of the three accreditation prerequisites for our health unit and would help Mercy Hospital meet one of their requirements. Dr. Buhr moved to pursue the NACCHO grant with Mercy Hospital and others. Second by Dutton. After further discussion the motion was approved unanimously.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:34 p.m. The next meeting will be Tuesday, May 24, at 4 p.m. in the County Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
August 23, 2011

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
George Dutton (4:15 p.m.)
Tom Overn, Vice Chair

ABSENT: Cindy Schwehr

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.

CALL TO ORDER: Meeting was called to order at 4:10 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: The following changes were made to the agenda under New Business: 1) Scan Health 2) PERS retirement 3) Budget 4) Immunization Program changes 5) Flu charges 6) Changes to Living Well classes 7) New Forms/Policies 8) Other.

MINUTES: Overn moved to approve the July 6, 2011 minutes as presented. Second by Dr. Buhr. Unanimous vote. Motion carried.

DIRECTOR'S REPORT: The Board reviewed the Director's Report. Will noted that the Department of Transportation's Safe Communities program will be changing as there has not been enough movement in the numbers in regards to traffic safety issues. Kasey Skalicky, local coordinator, was asked to develop her YIELDD program as she presented it to them. She developed this program with the help of Curt Brown, Barnes County Juvenile Court staff. This program is aimed at juveniles who commit traffic offenses. There is a \$20 fee and both parents and teens are involved.

VOUCHERED EXPENSES: Overn moved, Dutton seconded a motion to approve the vouchered expenses for August/September. Unanimous vote, motion carried.

FINANCIAL REPORT: The financial report was reviewed. Will noted that Home Health is in the black.

OLD BUSINESS: Achieve grant: Sharon Buhr noted that the "fun" bike racks planned for the community through the Achieve grant are more expensive than originally anticipated. They are currently looking for another manufacturer or a good local welder.

Outreach grant: Will stated that there was nothing new at this time.

NEW BUSINESS: Will told the Board that CCHD has three agreement options regarding the SCAN Health billing system currently used for Home Health – 5 year (\$600/mo.), 3 year (\$700/mo.) and 1 year (\$850/mo.). These agreements also include a discount. There is a penalty based on the percentage remaining in the contract. Even with the potential changes facing Home Health and the potential penalty for ending the agreement early, Will recommended signing the 5-year contract. Dr. Buhr moved to sign the 5-year agreement, with a second by Dutton. The Board briefly discussed a possible contract with Sanford to provide home health services rather than becoming Sanford Home Care. Will told the

Board that CCHD will continue status quo for the time being. Following discussion, the Board voted unanimously to approve the motion.

PERS retirement: During the last ND legislative session it was noted that NDPERS lost money last year. We need to increase our contribution by 2% in 2012 and 2% in 2013. 1% is required to be paid by the employer. Currently, CCHD pays the entire amount. There are two options: the employer can pay 100% of the increase or the employer can pay 50% and the employee can pay 50% of the increase (see chart provided – based on 3% wage increase in both years.) In 2012, the **total** difference in salaries paid (with projected 3% wage increase) would be approximately \$9,266. Of that amount, CCHD could pick up the entire tab or \$4,633 could be paid by CCHD and the employees each. The difference in 2013 would be approximately \$11,109. Following discussion, this was tabled until the September meeting.

2012 budget: County mills went up and 1 mill is worth approximately \$55,000. Budget figured with both a 2 and 3 percent salary increase for 2012. Decreased Home Health revenue based on the way our Medicare admits are constantly decreasing. Payment for services is higher largely due to Ahlers billing (includes immunization dollars for state vaccine, B12 injections, blood pressures, blood sugars, MedMinders, etc.). People are more likely to pay something for a service if they see the worth of the service. We will be able to see what mill dollars are paying insofar as many clients are unable to pay for needed services. Will requested a 3% increase for school nursing services in 2012 from the school. An increase from 2% to 3% amounts to approximately \$380/year. Budgeted \$30,000 for Community Health Assessment, if we decide to pursue that. Will does not anticipate an increase from the City Commission, although a request was made. A staff wage increase from 2 to 3% amounts to approximately \$4,600. Further discussion was tabled until the September meeting.

Immunization program changes were discussed. Following the ND legislative session, state immunizations will go to universal coverage in October 2011. All children will receive state vaccine (free). CCHD will only be able to bill Medicaid or charge \$13.90 for each shot (administration fee) for any VFC-qualified child. CCHD can charge an administration fee of \$23.50 per shot for children on insurance.

Will discussed charges for flu shots in 2011. Thrifty White Drug will be charging \$29 this year (up from \$25 last year). CCHD is considering charging \$32 for regular flu shots again this year. Dr. Buhr moved that CCHD should charge according to the going rate among other local public health units (between \$30 and \$34) for regular flu shots and up to \$2 more for other types of flu vaccine, as the director deems appropriate. Second by Dutton. Unanimous vote, motion carried.

Angie Martin, CCHD office manager, addressed the Board regarding the former Living Well program. It has been renamed “Better Choices, Better Health,” due largely to the confusion between “Living Well” and living will. Angie is one of six facilitators in the Valley City area. This program is being utilized within CCHD in conjunction with the Chronic Disease Management program. This program provides useful tools to help people deal with their conditions. The program was developed at Stanford University. It is free of charge. The course is offered as a six-week workshop or can be completed online.

Forms/policies:

- Environmental Health policies (all). CCHD will utilize all policies used at Central Valley Health District through which CCHD contracts for an Environmental Health Practitioner. Overn moved, Dutton seconded to approve all policies as presented. Unanimous vote, motion carried.
- Medical/Hazardous Waste policy. Dr. Buhr moved, Overn seconded to approve policy as presented. Unanimous vote, motion carried.
- Managing Adverse Reactions to Immunizations policy. Dr. Buhr moved, Overn seconded to approve policy as presented. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:13 p.m. The next meeting will be Tuesday, Sept. 27, at 4 p.m. in the County Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Feb. 22, 2011

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

George Dutton
Cindy Schwehr

ABSENT: None

ALSO PRESENT: Theresa Will, RN, Director
Marcia Sjulstad, Exec. Dir. Sanford Home Care
Susan Rasmussen, Sanford Operations Mgr.
Vicki Voldal Rosenau, Tobacco Prevention Coordinator
Angie Martin, CCHD Office Mgr.

CALL TO ORDER: Meeting was called to order at 4:12 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: The agenda was approved as presented.

MINUTES: Overn moved to approve the Jan. 25, 2011 minutes as presented. Second by Dr. Buhr. Unanimous vote. Motion carried.

DIRECTOR'S REPORT: The Board reviewed the Director's Report. Will added that HB 1353 to overturn much of the Measure 3 tobacco settlement guidelines in favor of expanding the UND Medical School program is dying in the ND House of Representatives. She also noted that tobacco funding may be changing in HB 1025 and HB 1004, but it is too early to know exactly. Will also told the Board that the Sanford Health Plan (insurance) is now available to the public. Theresa and Paula Thomsen attended a Chronic Disease Management conference in Atlanta and came home with some good information. She noted that Valley City is ahead of many communities in the nation regarding healthy initiatives. She will be approaching the local Achieve Board regarding serving as the Advisory Board in Barnes County for the Chronic Disease Management program.

VOUCHERED EXPENSES: Schwehr moved, Dutton seconded a motion to approve the vouchered expenses for February/March. Unanimous vote, motion carried.

FINANCIAL REPORT: The financial report was reviewed. Ahlers billing regarding revenue/expenditures was clarified by Will.

OLD BUSINESS: Outreach (HRSA) Grant: Will reiterated that she and Paula Thomsen attended the Chronic Disease Management (CDM) conference in Atlanta in February. CCHD is working hard on improving statistics. Will noted that it is likely CCHD will approach Sanford Health regarding a home care contract as the CDM program is now a large part of our client base, with a small number of certified Home Care clients. We will begin our third year of a three-year CDM grant on May 1. The next grant application will be due in October for an additional three-year grant. Will is concerned about certified home care if CCHD does not receive the next CDM grant and we do not contract with Sanford Health to provide home care services. Will also reviewed the fact that having a home care

agency in Valley City is in Sanford's business plan. Concern was voiced regarding three home care agencies in Valley City and how our agency could compete.

NEW BUSINESS: The Board reviewed proposed fee schedule changes as presented by Will. Foot care charges for clients receiving services in their home increased. Will also noted that Environmental Health fees will all go to Central Valley Health District now since our contract costs decreased this year to \$4,273. Dr. Buhr moved to approve the fee schedule as presented. Second by Overn. Unanimous vote, motion carried.

The Board reviewed the following forms./policies:

- Breastfeeding-Friendly Workplace Policy. The Barnes County Courthouse will be the first workplace in North Dakota to officially provide space for breastfeeding mothers.

Dr. Buhr moved to approve the breastfeeding-friendly workplace policy as presented. Second by Overn. Unanimous vote, motion carried.

Home Care update: Two representatives from Sanford Health appeared before the Board. Marcia Sjulstad, executive director for Sanford Home Care, and Susan Rasmussen, Sanford Health operations manager, discussed Sanford's business plan that includes a licensed home care agency in every community that has a Sanford clinic, including Valley City. Sanford Health Home Care has been in existence since 1985 and is currently licensed in Minnesota and North Dakota. They plan to expand into South Dakota soon. Sjulstad explained that Sanford often looks at existing home care agencies to contract with rather than starting up a new agency. They gear their plan to what a community needs. Sanford uses the SPED (state) program for personal care and homemaking services. They currently service 530-550 personal care clients and 260-275 skilled care clients in this MN/ND region. Sjulstad noted that the lead R.N. in Valley City would need to be an employee of Sanford Health and that the billing/paperwork would be done through Sanford in Fargo. Any other nurses/aides would be CCHD employees. Sanford would likely contract for speech, occupational and physical therapy from somewhere other than Mercy Hospital (owned by Catholic Health Initiative). Schwehr questioned whether they would still come into the Valley City/Barnes County area since we already have two licensed home care agencies operating out of Valley City (CCHD and Mercy Home Care). They stated that it is Sanford's intent to establish a home care presence here regardless of whether they contract for services or provide in-house services. The Board thanked Marcia and Susan for their input and requested that Will continue to investigate collaboration possibilities. Further discussion was tabled at this time.

Tobacco legislation was briefly discussed by the Board. A "no" vote was encouraged on HB 1004 as it changes Measure 3 and decreases tobacco funding, so a comprehensive statewide program would no longer be in place.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:23 p.m. The next meeting will be Tuesday, March 22, at 4 p.m. in the County Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Jan. 25, 2011

- PRESENT:** Tom Overn, Vice Chair
Dr. James Buhr, Secretary
- George Dutton
Cindy Schwehr
- ABSENT:** Sharon Buhr, Chair
- ALSO PRESENT:** Theresa Will, RN, Director
Vicki Voldal Rosenau, Tobacco Prevention Coordinator
Angie Martin, Office Mgr.
- CALL TO ORDER:** Meeting was called to order at 4:11 p.m. by Tom Overn, Vice Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The following additions were made to the agenda under New Business: 6) Regional Network update 7) Measure 3 update 8) New Forms/Policies 9) Other. With these additions the agenda, Dutton moved to accept the amended agenda as presented. Second by Dr. Buhr. Unanimous vote, motion carried.
- MINUTES:** Dr. Buhr moved to approve the Nov. 25, 2010 minutes as presented. Second by Schwehr. Unanimous vote. Motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report.
- VOUCHERED EXPENSES:** Schwehr moved, Dr. Buhr seconded, to approve the vouchered expenses for January/February. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Will noted that City-County Health District ended the year extremely well. The following revenue was received but was not budgeted for in 2010: \$12,400 from ProtectNDKids (Will also noted that there is currently a bill in the ND Legislature regarding a switch back to universal funding for immunizations); \$52,000 in PHER funds for administering H1N1; and \$65,000 for Chronic Disease Management. Total: \$369,578. \$149,000 added to cash reserve. Will stated that Home Health basically broke even in 2010.
- OLD BUSINESS:** Achieve Grant: National Association of Chronic Disease team coming to Valley City Jan. 26. There are 13 local groups working together on the Achieve grant in Valley City to improve the health of the community. Breastfeeding in the workplace is one aspect of the grant that Theresa, Heather Pautz and Sue Milender are working on.
- Outreach Grant: Chronic Disease Management (CDM) consortium meets monthly. CCHD currently sees approximately 30 CDM clients in Barnes County, ranging from age 50 and up.
- NEW BUSINESS:** Election of officers held. Schwehr moved to re-elect the current slate of officers (Sharon Buhr, chair; Tom Overn, vice chair; and Dr. James Buhr, secretary). Second by Dutton. Unanimous vote, motion carried.

2010 Board payment: Board members will be paid around Feb. 15. Will questioned if Dr. Buhr wants his payment made out to Sanford as was done with MeritCare last year. Dr. Buhr affirmed this payment.

Home Care update: Theresa contacted Marcia Scholstead at Sanford Health. She confirmed that Valley City is on their radar for a Sanford home care agency. They intend to follow their business plan to have a home health agency in each Sanford community. They would consider contracting with City-County Health to provide their home care services rather than starting a third agency in town. Scholstead stated that she would like to address the Health Board at their February meeting. Pros and cons discussed. It was the consensus of the Board that Scholstead should address this issue with them.

Leadership training: Will applied for leadership training in Washington, D.C. April 4-6, however, she doesn't know yet if she has been selected and will not know until March. Attending this training will look good for Chronic Disease Management grant purposes. There will be no cost to CCHD as Theresa's time, transportation, board and room will be paid through CDM grant monies. Dr. Buhr moved to approve her application for training, with a second by Dutton. Unanimous vote, motion carried.

Regional Network: Will has received a copy of a community health assessment completed by a public health graduate student working with Drs. Dwelle and Pickard at NDDoH. Data assembled for Barnes, Stutsman, Logan, Wells and LaMoure counties.

Measure 3 (tobacco settlement) funding: Dr. Buhr proposed a resolution stating that we, as the City-County Health Board, support full funding for Measure 3, as described in Measure 3 itself (a dedicated measure not in competition with other entities), and that we ask Sharon Buhr, board chair, to draft the official resolution in due form. Second by Schwehr. Following the motion, Vicki Voldal Rosenau, local Tobacco Prevention and Cessation coordinator, addressed the Board and answered questions regarding HB 1353, in which some ND lawmakers are pitting the UND School of Medicine against current tobacco prevention/cessation efforts through the use of Measure 3 funds. It was noted that BreatheND is the "public face" of Measure 3. Following discussion, the motion carried unanimously.

Immunization update: Will noted that the vaccine Tdap has been approved for adults age 65 and older now. Dr. Buhr signed the updated version of the "Authorization to Administer Vaccines."

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:05 p.m. The next meeting will be Tuesday, Feb. 22, at 4 p.m. in the County Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
July 6, 2011

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
George Dutton
- ABSENT:** Tom Overn, Vice Chair; Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.
- CALL TO ORDER:** Meeting was called to order at 4:10 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The agenda was approved as presented.
- MINUTES:** Dr. Buhr moved to approve the May 24, 2011 minutes as presented. Second by Dutton. Unanimous vote. Motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report.
- VOUCHERED EXPENSES:** Dr. Buhr moved, Dutton seconded a motion to approve the vouchered expenses for June/July. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Expenses for Home Health are below budget except for therapy expenses. This is due to some 2010 therapy expenses being paid in 2011, and regular expenses for therapy are already way over, so they are "out of whack," according to Will. Support services (computer) and rent will be paid in August (approximately \$24,000). Home Health is \$18,000 in black right now, even with the overage in therapy expenses.
- OLD BUSINESS:** Achieve update given. Will went to the social marketing conference in Clearwater, Fla. In June, which was about how to change norms or people's opinions. They encouraged organizations to narrow their scope (don't market to too many age groups at once). They also stressed that public health shouldn't use their logo (and other logos) on all marketing as it is overwhelming to the public at times. Research and data analysis were a focus of the conference. Sharon Buhr also reported that locally the bike racks are nearly done, according to Armando, art instructor at VCSU. A PowerPoint presentation is available from VCSU. Achieve committee would like to know how the community feels about smoke-free facilities throughout the city. A survey will be conducted.
- Outreach grant: Will was in Bethesda, MD, the end of June for the meetings required for the Chronic Disease Management grant. They looked at sustainability and how to continue the program if [CCHD] isn't funded again. We will be looking at writing another grant next month. It will be due in October or November.
- Home Care update: Recent strategic planning session with Brad Gibbens concerning the future of CCHD certified/public health home care discussed. Brad also compiled a

booklet containing all outcomes from the session (to be included in Health Board binder), which all Board members received in their packets. Theresa will also e-mail a survey monkey to staff members to gather any input that wasn't expressed at the session. Regarding **actual funding percentages** that appear on page 4 of booklet under "Threats," it should read: Medicare/Medicaid/HRSA – 33.73% of CCHD budget; State – 24.4%; Grants – 39.13%; and Local – 28.3%. Will talked with Harold Rotunda, CPA, concerning home health expenses and revenues. Becky Kratz, accountant, and Theresa will be looking at all the numbers carefully and will report back to the Board. Rotunda questioned that if the home care program is breaking even, why would CCHD want to drop it? Need for two cars and home visits briefly discussed. Will suggested that CCHD should remain status quo for the next year, at least until the next cost report is completed. Board also briefly discussed other CCHD staff concerns regarding office space and confidentiality issues. Will may contact a contractor or architect to see if anything can be done to better soundproof the office.

Director evaluation: Board members completed individual evaluations of Will. Consensus is that Will is doing an excellent job and was thanked by the Board. Dutton moved, Dr. Buhr seconded to accept the evaluation outcome as presented. Unanimous vote, motion carried.

Community Health Assessment: Working on best practices. There is confusion on how to conduct it. Will stated that she thought we needed to wait until there are more guidelines established. An assessment is a requirement for voluntary accreditation. Methods of conducting an assessment were discussed. This assessment is also a requirement for critical access hospitals (Mercy Hospital) as part of healthcare reform nationwide. According to a recent webcast Will attended, hospitals will need to show outcomes with what they claim is community health benefit.

- NEW BUSINESS: The Board reviewed four policies:
- Disinfecting Patient Care Equipment and Instruments. Dr. Buhr moved to accept the policy as written. Second by Dutton. Unanimous vote, motion carried.
 - Procedure to Open/Close Office. Dutton moved to accept the policy as written. Second by Dr. Buhr. Unanimous vote, motion carried.
 - Wellness Policy (staff) and Wellness Policy (client/office). Dr. Buhr moved to accept the policies as written. Second by Dutton. Brief discussion regarding cholesterol screenings for healthy people/staff and Sharon Buhr provided input regarding healthy food guidelines for catering situations. Section regarding tobacco-free meetings, meeting sites, and outdoor spaces discussed. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:15 p.m. There will not be another Board meeting in July unless something important comes up. **The next meeting will be Tuesday, Aug. 23, at 4 p.m. in the County Commission room.**

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
March 22, 2011

PRESENT: Sharon Buhr, Chair
Tom Overn, Vice Chair
George Dutton (4:11 p.m.)
Dr. James Buhr, Secretary

ABSENT: Cindy Schwehr

ALSO PRESENT: Theresa Will, RN, Director
Kay Kringlie, Sheyenne Valley Friends of Animals
Angie Martin, CCHD Office Mgr./SVFA

CALL TO ORDER: Meeting was called to order at 4:07 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: The agenda was approved as presented.

MINUTES: Dr. Buhr moved to approve the Feb. 22, 2011 minutes as presented. Second by Overn. Unanimous vote. Motion carried.

DIRECTOR'S REPORT: The Board reviewed the Director's Report.

VOUCHERED EXPENSES: Overn moved, Dr. Buhr seconded a motion to approve the vouchered expenses for March/April. Unanimous vote, motion carried.

FINANCIAL REPORT: The financial report was reviewed. Will reported that Home Health is right on track now at 17%. A large portion of county mill levy funds was received (\$118,000). She also noted under expenditures that a bill from February/March 2010 for physical and occupational therapy at Mercy Hospital was not received until 2011 and was paid at this time (\$9,697). Sharon Buhr asked when county mill levy money was received by CCHD and Will noted that a large portion is paid in February and also in December (when taxpayers meet the February deadline or before the end of the year). Smaller amounts may be paid out between those two dates. Buhr noted that CCHD finances are in good order at this point.

OLD BUSINESS: Achieve grant: Will briefly discussed the new breastfeeding initiative at the courthouse through the Achieve grant. It is now in committee. She also noted that county employees had requested a healthy vending machine in the courthouse when they filled out a Wellness Program survey recently. Will has priced vending machines of this type and they cost between \$3,000 and \$6,000. Sharon Buhr said she may have a possible funding solution through a grant that came across her desk and she will check into it further. The application deadline is September 2011 (unsure of exact date). Buhr also discussed a "walking school bus" idea to encourage children to walk to school. Kirk Olson, Barnes County Farmers Union, has shown an interest in this project and has volunteered to help with it. They could start with a "walk to school" program for a couple years. She also noted an idea that has been promoted in Albert Lea, Minn., where grocery stores have a "blue zone" or special check-out lane where only healthy items are offered instead of candy and other impulse items.

Outreach (HRSA) grant: They are working on a survey to receive input from providers regarding the Chronic Disease Management grant and whether the program has been useful to them and to clients. They conducted a videoconference education session recently with two other counties in this region who are interested in being included in the CDM grant. They were instructed on the forms being used here, along with educational materials.

Home Care update: Will noted that she has been unable to pursue further dialog with Sanford Home Care reps at this point. She will meet with them March 31 at 1 p.m. Will discussed the possibility of contracting with Sanford during a recent CCHD staff meeting. Concerns were raised about the effect of contracting with Sanford and keeping up a good working relationship with Mercy Hospital (owned by Catholic Health Initiative). They also discussed how CCHD could expand what is currently offered through public health and the possibility of discontinuing Certified Home Care. Will said she would continue to keep staff apprised of contract talks. In other business, Will noted she had talked with Keith Heuser, Mercy Hospital CEO, regarding our therapy contract with them. The contract has not been reviewed for five years. CCHD currently pays \$85 per visit (or \$18,000 per year). As of Jan. 1, 2012, the cost of a therapy visit will be upped to \$110 per visit, costing CCHD \$23,000 per year based on the number of visits completed in 2010; as of Jan. 1, 2013, the cost will be \$132/visit; and as of Jan. 1, 2014, it will be \$160/visit. A visit usually lasts between 30 to 45 minutes. The current contract runs through Dec. 31, 2011. Using therapy services through Sheyenne Care Center was also questioned. Will noted that CCHD had utilized Care Center therapists in the past but had switched to Mercy Hospital therapists. Further discussion was tabled at this time.

NEW BUSINESS: Kay Kringlie and Angie Martin, representatives of Sheyenne Valley Friends of Animals, spoke to the Board regarding projects undertaken by their organization and how they would like to collaborate with the Health Board in the future. Among projects discussed were humane education, spay/neuter program (including rabies vaccination), licensing, lost/found/abandoned animals, pet overpopulation and hoarders, and proposed city ordinances regarding domestic animals. SVFA is considering participating in a training through Noah's Wish to learn how to run an emergency animal shelter in the event of a natural disaster or other event. Kringlie noted that many of the projects are directly related to public health due to the close relationship between city/county residents and domestic animals. The Board thanked SVFA and stated they would consider collaborative efforts in the future.

Strategic planning: With possible changes in Home Health, Will proposed a strategic planning meeting between the Board and CCHD staff regarding CCHD's role in the future. Brad Gibbens, Center for Rural Health in Grand Forks, has offered to work with CCHD on planning (SWAT analysis). Will suggested a possible four-hour meeting sometime in June (office would be closed). The Board was receptive to this idea. Further discussion tabled at this time.

Employee appreciation luncheon, possibly in May, was discussed. Will asked the Board for permission to purchase jackets for CCHD employees. The national public health logo and City-County Health District would be embroidered on the jacket. The cost would be approximately \$1,000 and they would be purchased locally. Dr. Buhr moved to approve the purchase of jackets for employees. Second by Dutton. Unanimous vote, motion carried.

The Board discussed the Public Health Volunteer of the Year award. Will discussed the possibility of changing the wording from “Volunteer” to “Honoree,” as there aren’t many public health volunteers anymore. This wording change would allow CCHD to choose an honoree, whether a volunteer or an employed person. Will suggested Sheyenne Valley Friends of Animals for consideration, but will entertain other nominees. A decision will be made in the next couple of weeks.

Will noted that Morgan Foster was slated to present the Community Health Assessment to the Board, but she cancelled due to inclement weather. Her presentation will be tentatively rescheduled in April.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:13 p.m. The next meeting will be Tuesday, April 26, at 4 p.m. in the County Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
May 24, 2011

- PRESENT:** Sharon Buhr, Chair
Tom Overn, Vice Chair
George Dutton
Dr. James Buhr, Secretary
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.
- CALL TO ORDER:** Meeting was called to order at 4:16 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The agenda was approved as presented.
- MINUTES:** Dr. Buhr moved to approve the April 26, 2011 minutes as presented. Second by Dutton. Unanimous vote. Motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report. Will told the Board that she had accepted, with regret, the resignation of longtime CNA Lori Corwin. Her last day will be May 27. She will begin interviewing for the position this week. Will also noted that she will be attending Social Marketing in PH training in Clearwater, Fla., June 15-18. Expenses will be paid through a scholarship from the University of South Florida, which was awarded due to projects through the Achieve grant, and the National Association of Chronic Disease Directors. This training will benefit all programs through our public health district.
- VOUCHERED EXPENSES:** Overn moved, Dutton seconded a motion to approve the vouchered expenses for May/June. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Will noted that Home Health is looking good at this point (\$13,979 in black).
- OLD BUSINESS:** Outreach grant update: CCHD is in the process of compiling surveys from Chronic Disease Management program clients and their providers. There has been a marked improvement in hemoglobin A1Cs and blood pressure readings among clients overall.
- Home Care update: CCHD hasn't heard anything back from Sanford Health recently. Will would like to see their employment package for the lead nurse (who must be a Sanford employee). Further discussion tabled at this time. The annual cost report was reviewed. Will noted that Marlene Davis, cost accountant, reported a 31% profit margin in her origin report. This does not match up with CCHD accounting, which indicates a much smaller profit margin. After making a few necessary adjustments in some areas of her report, Davis still noted a 23% profit margin. Will told the Board that she will be visiting with Davis on May 25 to better understand how she arrived at that high profit margin number. Will said she would also visit with Harold Rotunda, CPA for the county, and report her findings at the next Board meeting.

The Board discussed the upcoming strategic planning meeting and staff appreciation event to be held Friday, June 3, at The Legacy Place. Overn, Dutton and Sharon Buhr stated that they plan to attend the strategic planning portion and possibly the staff event (as their schedules allow). Dr. Buhr is on call June 3, but will try to get away for a short time to attend the morning session. Kostas Voutsas, Dickinson State University professor, will present the afternoon session. The ND Board of Nursing has approved 4 CEUs for nursing staff attending this presentation.

NEW BUSINESS: Director evaluation: Sharon Buhr would like Board members to return their copies of the annual Director evaluation to her by Friday, June 3.

Will reported that the Professional Persons Advisory Committee meeting was held May 24 at The Legacy Place. This committee meeting is an annual requirement for CCHD to be a certified Home Health Agency. The minutes of this meeting will be included in the July 6 Health Board packet.

Program evaluations: The Board reviewed the individual program evaluations for CCHD.

- School Nursing: VC Public Schools currently pays CCHD \$12,875 annually for school nursing services. This amount is reviewed annually. Actual cost for services provided for the 2009-2010 school year was \$20,117. It was noted that 751 VCPS students were served for a specific health concern during the year.
- Health Tracks: This is a profitable program for CCHD with a net gain of \$8,974. This service is provided to children ages 0-21 who are on Medical Assistance.
- Wellness screens: Total lipid profiles provided to 123 persons in 2010. Charge was \$30. Net loss experienced was -\$8.25. As of June 2011, the cost of this service will be \$35.
- Foot care: This is a well utilized program that always shows a net loss, stated Will. In 2010, CCHD provided 551 visits (in office and home visits). Net loss: \$7,827.
- Community Traffic Safety Program: This is a program that continues to serve more people. Totally granted funded through ND Department of Transportation.
- Certified Home Care: There were 70 admissions in 2010 with 1,797 total visits provided. Net gain in 2010: \$2,934.
- Flu shots: This is CCHD's largest revenue-producing service. 1,699 flu shots were given during the 2010-11 season (down from 1,930 given in during the 2009-10 season due to state vaccine being provided for school-age children). Net gain: \$26,177.
- Public Health Home Care: This program always experiences a loss, but is well utilized. In 2010, there were 137 RN home visits to 10 clients; 307 HHA home visits to 7 clients; 128 caregiver support visits to 2 clients; 235 QSP visits to 6 clients; and 51 homemaker visits to 1 client. Total visits: 858. Net loss: \$4,964.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:15 p.m. **The next meeting will be Wednesday, July 6, at 4 p.m. in the County Commission room** (Theresa will be out of state June 28, which is the regular June meeting date).

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Nov. 3, 2011
Special Meeting

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

ABSENT: Cindy Schwehr

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.

CALL TO ORDER: Meeting was called to order at 12:08 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

NEW BUSINESS: Theresa Will, director, told Board members that HRSA (Health Resources and Services Administration) is offering an opportunity for 200 healthcare-related professionals nationwide to be members of an Innovation Advisors Program. She is interested in applying. This program is sponsored by the Centers for Medicare and Medicaid Services (CMS). It is designed to broadly help individuals refine, apply, and sustain managerial and technical skills necessary to drive delivery system reform for the benefit of Medicare, Medicaid, and Children's Health Insurance Program (CHIP) beneficiaries. The Innovation Center was created by the Affordable Care Act to test new models of health care delivery and payment.

The Innovation Advisors Program (IAP) will select and develop as many as 200 individuals from across the nation in its first year. The first group of Innovation Advisors will start their six-month intensive orientation and applied research period in December 2011.

Will would like to see CCHD's Chronic Disease Management program transition from being grant funded to being a Medicare-supported program. The CDM program would serve as the community improvement project (a requirement for being chosen to serve on the IAP). A stipend of up to \$20,000 would be given to CCHD if Will is selected to participate. Will also stated that if selected, the Board may need to consider hiring another person to help her manage the CCHD office on a daily basis, such as scheduling nurses, etc. Paula Thomsen is willing to help in this position, but another nurse may need to be hired to see Home Health clients.

Dr. Buhr moved to approve Will's application for IAP membership. Second by Dutton. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 12:25 p.m. **The next meeting will be Tuesday, Nov. 22, at 4 p.m. in the County Commission room.**

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
Nov. 22, 2011

PRESENT: Tom Overn, Vice Chair
Cindy Schwehr
George Dutton
Dr. James Buhr, Secretary

ABSENT: Sharon Buhr, Chair

ALSO PRESENT: Scott and Deb Miller, BC Ambulance
Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.

CALL TO ORDER: Meeting was called to order at 4:02 p.m. by Tom Overn, Vice Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: Under New Business, No. 1 added: 1) BC Ambulance Contract 2) New Forms/Policies 3) Tobacco Resolutions 4) Payment for Health Board Meetings 5) Other.

NEW BUSINESS: The Barnes County Ambulance contract was moved ahead of other business so that Scott and Deb Miller, owners, could be excused prior to the remainder of the meeting. Scott Miller presented his proposal for ambulance service within the county, which will be presented to the Barnes County Commission for approval at their next meeting. Schwehr questioned why CCHD needs to be aware of the proposal contents prior to its presentation to the Commission. Traditionally, CCHD has always given their recommendation to the County Commission, however, CCHD has no legal responsibility regarding the ambulance proposal or services. Dr. Buhr moved to approve giving a recommendation for the ambulance proposal to the County Commission. Second by Dutton. Unanimous vote, motion carried.

MINUTES: Schwehr moved to approve the minutes of the special meeting of Nov. 3, 2011. Second by Dr. Buhr. Unanimous vote. Motion carried.

DIRECTOR'S REPORT: Regarding the information on the Chronic Disease Management program, Will noted that the information stated does not include data from Stutsman and Logan counties and that the A1C average decrease should be .8% rather than 1.2% as printed.

VOUCHERED EXPENSES: Dr. Buhr moved, Dutton seconded a motion to approve the vouchered expenses for October/November and November/December. Unanimous vote, motion carried.

FINANCIAL REPORT: The financial report was discussed. Will noted that the bottom line looks good and CCHD should end 2011 in good shape.

OLD BUSINESS: The Achieve grant was discussed. Will urged all Board members to sign up for On The Move, which begins Jan. 1, 2012.

Outreach grant: Will reported that the HRSA Outreach grant has been completed. This grant would finance the Chronic Disease Management program for an additional three years at \$150,000 per year. The original three-year CDM program that ends in early 2012 was funded by a three-year HRSA Outreach grant also.

HRSA Network grant: CCHD has applied for an \$85,000 grant to form a Healthcare Network in the Valley City area. This Network would share data and conduct a community health assessment.

SERVE grant: CCHD received a \$1,500 SERVE grant through Cass County Electric that will be used for colorectal cancer test kits (iFOB). This project will begin in December 2012 and will also be promoted through the Young People's Healthy Heart Program at Mercy Hospital.

NEW BUSINESS: New policies/forms:

- Suicide Risk policy, Plan of Action form and No-Suicide Prevention Contract form.

Dr. Buhr questioned CCHD's liability when client is assessed to be suicidal. Will stated that any client would be set up with an appointment for treatment before they left the CCHD office. After further discussion, Will said that specific wording will be inserted into the policy (#3 in policy) stating that a client in immediate danger of harming himself/herself would need to be accompanied out of the CCHD office and to a crisis unit or ER by two responsible adults – one to monitor client (preferably in backseat of vehicle), and one to drive. Dr. Buhr moved to approve the Suicide Risk policy (with above amended wording), Plan of Action form and No-Suicide Prevention Contract form. Schwehr seconded. Unanimous vote, motion carried.

Tobacco resolutions: Two smoke-free resolutions were presented to the Board. One resolution urges the ND Legislature to adopt legislation requiring that all workplaces and public places be smoke-free, while ensuring that the rights of local government to adopt more restrictive measures to protect citizens be preserved. The other resolution supports local efforts to advocate for a comprehensive smoke-free workplace ordinance for the City of Valley City. Dutton voiced concerns regarding freedom of choice for citizens, stating that he doesn't believe that anyone is forced to work at establishments that allow smoking on the premises. He went on to state that he personally believes that smoking is harmful to health, but everyone must decide for themselves whether to enter a facility that allows tobacco use. Employee safety was discussed further. Schwehr moved that the Board support both resolutions. Second by Dr. Buhr. The vote was as follows: Aye – Dr. Buhr, Overn, Schwehr; Nay – Dutton. Motion carried.

Payment for Health Board meetings: Under the North Dakota Century Code, Health Board members may receive up to \$62.50/meeting. CCHD currently pays Board members \$45/meeting. Dutton moved to raise the amount paid to Board members from \$45 to \$62.50 per meeting, beginning in 2012. Second by Overn. Unanimous vote, motion carried. The Board also approved paying Board members in January 2012 for 2011 meetings, per Will's request.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:55 p.m. There will be no December Health Board meeting. **The next meeting will be Tuesday, Jan. 24, 2012 at 4 p.m. in the County Commission room.**

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
September 27, 2011

- PRESENT:** Sharon Buhr, Chair
Cindy Schwehr
- George Dutton
Tom Overn, Vice Chair
- ABSENT:** Dr. James Buhr, Secretary
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.
- CALL TO ORDER:** Meeting was called to order at 4:08 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The agenda was approved as printed.
- MINUTES:** Dutton moved to approve the August 23, 2011 minutes as presented. Second by Overn. Unanimous vote. Motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report. Will stated that she had received a call from Marcia Sjulstad, R.N., at Sanford in Fargo regarding CCHD contracting with them to do home care in our area. Sanford has decided at this time to put a hold on adding home care services in this area. They would like to look at cost effectiveness before moving ahead. Home care will remain status quo at CCHD for now.
- VOUCHERED EXPENSES:** Schwehr moved, Overn seconded a motion to approve the vouchered expenses for September/October. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Will noted that Home Health is in the black and CCHD paid \$23,077 for IT services.
- OLD BUSINESS:** Achieve grant: NDDoH is evaluating the Achieve project (On The Move). Local project members will host several focus groups that will include both participants (fully active in program and some who only took part in a few activities) and non-participants who will assess the On The Move project. A credited evaluator will be on hand for the three-day evaluation. Walk to School in Valley City event set Oct. 5. Sharon Buhr also noted that the group is working toward "complete streets" in Valley City (streets/sidewalks will be used by vehicles, bikers, walkers, etc.).
- Outreach grant: Will stated that there was a three year site visit completed. We are still awaiting data from the evaluator.
- Budget:** Regarding PERS increase, a 2% increase was mandated by the ND Legislature in 2012. Another 2% increase is scheduled for 2013. Years ago, CCHD was trying to increase employee benefits to compensate for lower wages for public health workers by paying the entire PERS retirement amount, so currently CCHD pays 9.26% and employees pay nothing. The Board is being asked whether CCHD should pay the entire retirement increase or should CCHD pay 1% of the increase and employees pay the other 1%. Dutton moved to have CCHD pay 1% and employees pay 1% of both 2012 and 2013

increases. Overn questioned whether the Board could return to paying the entire PERS retirement for employees after 2013 if desired. Schwehr noted that she believes all workers should be invested in their own retirement plans. Following discussion, Board voted unanimously to pass motion.

Will noted that the only item added to the budget since the September Board meeting was a contract with Young People's Healthy Heart Program for \$10,400. This is for services rendered throughout the year to public health.

The Board discussed a cost of living raise for employees in 2012. With a 3% raise, the budget increase would amount to \$17,995 (excess revenue over expenses). With a 2% raise, the budget increase would amount to \$22,600 (excess revenue over expenses). Each percentage point equals approximately \$4,600. Overn moved to approve a 3% cost of living raise, with a second by Dutton. Discussion followed. Unanimous vote, motion carried.

Meeting compensation for Board members discussed. Board members currently receive \$45/meeting. Theresa will look at Century Code to determine if that amount can be increased or if it is a fixed rate, and will report at next meeting.

Will stated that charges for all flu immunizations will remain the same as last year: \$32 for regular flu shot; \$50 for high dose; \$43 for FluMist; \$36 for preservative-free vaccine. Will also noted that the Open Door Center opted to buy their flu vaccine through a local pharmacy this year, so CCHD will essentially have about 150 more doses to use (approximately a \$5,000 lose). She talked with Mary Simonson, ODC director, and Jodee Ukestad, ODC nurse, and explained that dollars from flu shots given through CCHD stay in the community and support other CCHD programs rather than to a large pharmacy chain. Will felt that CCHD will likely provide flu vaccine to ODC again next year.

NEW BUSINESS:

Forms/policies:

- Face-to-Face Documentation/Form: Schwehr moved to approve the policy and form as presented. Second by Overn. Unanimous vote, motion carried.

ADJOURNMENT:

With no further business before the Board, the meeting adjourned at 4.59 p.m. The next meeting will be Tuesday, Oct. 25, at 4 p.m. in the County Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary