

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**April 24, 2017**

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

**ABSENT:** Cindy Schwehr, Mike Bishop.

**ALSO PRESENT:** Theresa Will, Director  
Angie Martin, Office manager

**CALL TO ORDER:** Meeting was called to order at 12:07 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

**AGENDA:** Agenda approved as printed.

**MINUTES:** Dr. Buhr made a motion to approve the March 28, 2017 minutes. Second by Overn. Unanimous vote, motion carried.

Theresa shared with the Board that she was in Minneapolis last week for a meeting with the Public Health Law Center for a brainstorming session regarding behavioral health. It was more from a law perspective, said Will. Discussed the fact that it may likely take a lawsuit to get ND Legislature to deal with needs regarding behavioral health issues in state. Want to look at prevention. Grant application sent in by Stephanie Mayfield at CHI Mercy Health to Public Health Foundation regarding Mental Health First Aid funding. This had to be submitted by the hospital. They also added AED request.

**DIRECTOR'S REPORT:** Will noted that Sarah Hansen is leaving CCHD to go to Sanford ER in Fargo. We have hired Breanna (Brock) Pierce as a full-time flex RN. She is moving back to Valley City from California. Will start second week in May. Regarding tobacco program, Will went to Bismarck meeting with Javayne Oyloe, Upper Missouri District Health, and Sherrie Adams, Southwestern District Health, where they met with Krista Fremming, Chronic Disease Section Chair, and Neal Charvat, Tobacco Prevention Coordinator, who are both with the ND Department of Health. Group wants to continue following best practice. Plan is to issue a blank contract telling everyone to continue doing what is in current work plan with Center. Between July 1 and September 2017, local public health will work with ND Department of Health to revise state plan regarding tobacco. The CDC will help with transition from Tobacco Center to State Health Department. June tobacco bills will be sent to OMB, said Will. Funding will be close to last year. However, we won't have the technical assistance that we have had through the Center.

**VOUCHERED EXPENSES:** Overn made a motion to approve April/May vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Reviewed. Home Health at -\$27,000. Becky Kratz, accountant, said \$27,000 in Medicaid billing should come in in April along with \$18,000 from Medicare. Some of this revenue is last year's revenue (due to billing glitch/computer change from Medicaid). Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

OLD BUSINESS: SPF PFS (alcohol prevention program) discussed. Finishing up the capacity building assessment. Katie has been a little frustrated with how things are going due to time lines set by state and federal government. Conducted surveys in schools but won't get results until September. Need to develop strategic plan now based on capacity building piece, but don't have that information to use. Need to meet with states attorney and chief of police. Strategic plan due this summer. Katie has gathered most of the data she needs and has shared this info with the work group. Katie will visit with other regional coordinators to see if they have had similar problems. Randie Markuson, Valley City Times-Record, has volunteered to be on the work group. State will be out soon to meet with us.

Facilities update: Water problem last week. Rain water rushed in around ceiling fan that didn't get sealed on roof. Ran through to first floor. Bakkegard & Schell's insurance will cover damages. Also leaking in second floor break room around skylight. Will believes it was related to fan issue, but Dennis Pommerer, Wick Construction, thought it was a separate leak due to aging roof. Just got bid from Wick regarding windows, so Bobby Koeplin will bring this to the board at next meeting. Second floor bathroom remodeling project is completed. Interior east door replaced and handicapped openers will be hooked up this week.

NEW BUSINESS: Policies: None.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:05 p.m. The next regular monthly meeting will be **Tuesday, May 23, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

## CITY-COUNTY BOARD OF HEALTH MINUTES

### Monthly Board Meeting

Aug. 22, 2017

- PRESENT: Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Mike Bishop (arrived 4 p.m.)
- ABSENT: Cindy Schwehr
- ALSO PRESENT: Theresa Will, Director  
Angie Martin, Office manager  
Bobby Koeplin, Maintenance  
Kay Kringlie
- CALL TO ORDER: Meeting was called to order at 3:34 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA: Under New Business add: 5) Staffing 6) Other. Agenda approved with addition.
- MINUTES: Dr. Buhr made a motion to approve the July 25, 2017 monthly minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT: Reviewed. Andrea Winter hired from within as WIC Nutritionist (assistant to Beth Viland, who will be cutting back to some administrative duties in November). Andrea will work 18 hrs/wk for YPHHP program and 18 hrs/wk for WIC program.
- VOUCHERED EXPENSES: Dr. Buhr made a motion to approve August/September vouchered expenses. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT: Reviewed. Will reported that Home Health is in the red again this month due to glitch in billing. Stated the financial report won't look pretty by end of 2017 due to loss of 1 mill. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.
- (Board moved to New Business Item #1)*
- NEW BUSINESS: Kay Kringlie was presented a plaque as City-County Health's Outstanding Public Health Service Award 2016 winner. Many members of Kay's family were present. Sharon Buhr shared Kay's accomplishments leading up to this award. The Board thanked Kay for her generosity in helping address public health-related issues and the "social determinants of health."
- Kringlie also shared photos pertaining to the mission of the Bridges to Community program, which is housed within CCHD.
- (Board returned to Old Business)*
- OLD BUSINESS: CCHD facilities update: Bobby Koeplin, maintenance, shared quotes from Wick Construction (2), Red River Glazing and D & D Roofing. Red River Glazing's quote of \$74,225 is for replacing second story windows (window for window replacement) except Jeff's office at Wick Construction and the window in Young People's Healthy Heart office. There will be 52" windows on most of the first floor except four 66" windows by

registration area where the sill is lower. Two 48" x 125" panes will replace the nine panes of glass currently in the east stairwell area. RRG noted they will likely not be able to start this project until November.

Wick's quote of \$38,950 included framing/insulation work needed for window update project and taking out the west windows and sheetrocking that area. This quote excluded taking the canopy off the south side of the building (additional electrical work required due to lights in canopy), and removing the concrete sidewalk on the east boulevard (\$2,150 additional). Koeplin noted that Wick's quote was missing framing/insulation work needed in the east stairwell where 7 panes of glass will be removed and exterior EIFS installed. An additional quote of \$14,375 was received for this project. Total Wick quote: \$55,475. Wick bids excluded winter construction.

Koeplin reminded Board that a \$10,000 tree grant was received and the Board approved \$2,000 in matching funds. He recommended trees not be planted until spring due to fall/spring building construction.

Koeplin suggested that Board sign bids now for spring construction. Complete cost for window project is approximately \$130,000. Suggested Wick do some of the window prep work and cover it with plywood until Red River Glazing can put the windows in.

Board members adjourned temporarily to the CCHD roof to assess roof issues, discuss current structures on the roof and how those structures affect, or will affect, the type of roof repairs needed and the design of the heating/HVAC system. Board returned to conference room.

Koeplin noted that no building/mechanical blueprints have been found for the old portion of the building. Found documents for new addition. Bakkegard's thoughts regarding heating/HVAC system: leave north rooftop unit (gas fired) for heating and air conditioning. Redesign something for the financial/admin/conference room area in NE corner of building. On south side, design individual air flow systems -- rooftop and/or standing gas -- that would be large residential/small commercial size. Leave boilers in place for now. North boiler is relatively new. Would get rid of pneumatic air system. In year two of two-year plan, leave boiler intact, but then put in modulating gas boiler. Run it one year on the forced air system for heating/AC and see how everything performs. Presently, the building has both forced air and radiation (water) heating.

CCHD currently has a \$375,000 cash reserve. Sharon questioned if the board should spend \$130,000 out of the cash reserve to complete the window project?

*(Board members went up on roof to discuss roof condition and visualize heating/AC possibilities.)*

Bishop made a motion to have Wick Construction do all the window framing now, cover it with plywood until November when Red River Glazing can install the windows (caulking and EIFS can be completed in spring); and have Wick remove the south canopy, and remove the concrete section between the public sidewalk and street on the south side. Total: \$129,750. Second by Dr. Buhr. Koeplin reiterated that there could be some incidental costs doing it this way such as plywood costs. He will need to talk with both Wick and RRG to make sure this will work. Unanimous vote, motion carried.

D & D Roofing submitted a bid of \$45,875 to repair south side of roof. To repair the smaller north side of the roof, which is in better shape, would cost \$32,720. Koeplin recommended repairing south side of roof only for \$45,875. Bid does not specifically state the removal of all skylights and/or potential installation of cellar-door access/stairway. Bishop favored putting heat/AC equipment for south side on ground level to clear roof, and put it on the west side like the generator. Sharon was concerned about noise from equipment. Roof should be the last project completed – 1. Windows 2. Heating/AC 3. Roof.

**NEW BUSINESS:** New opioid position discussed. Will prefers someone with bachelor's degree and public health background for this position. Offer \$22-\$24/hr, depending on background and experience. Later, CCHD will need to hire someone who is a recovered addict to help people coming out of treatment (per grant requirements).

Preliminary 2018 budget reviewed. Will budgeted for 1% pay increase (same as county) and adjust per merit or what others in a similar position are paid. Sharon discussed need to increase Theresa's salary. Overn recommended Sharon research salary for director position, taking into account that Will now holds a MPH. Revenue based on receiving 5 mills from county. Regarding school health, they have requested a nurse presence in schools. Kerry Due will take on this responsibility one hour per day this year. Increased city request by 5%. State aid increased by \$4,200. Home health budget is \$224,770. Public health budget is \$628,079. Total grant dollars are \$324,814. Public health medical supplies (including vaccines) are \$105,760. Revenue over expenses: \$34,531 for year. Budget must be finalized in September.

Policies:

- Fecal Occult Blood Testing (FOBT). Dr. Buhr made a motion to approve, with second by Overn. Unanimous vote, motion carried.
- Work Schedule. Employees will now be required to take a 30-60 minute lunch (away from desk). Overn made a motion to approve, with second by Dr. Buhr. Unanimous vote, motion carried.

Will noted that the organizational chart has been updated and was reviewed by the Board.

Staffing: Will discussed staffing situation and how to keep things more efficient and how to keep people in their area of expertise. Her suggestion is to redistribute some hours, and hire someone with an accounting degree for 32 hrs/wk for \$22/hr. This would add about \$22,000 to budget and approximately 12 hrs/wk in staff time. Overn made a motion to hire a new person for this financial position. Second by Dr. Buhr. Unanimous vote, motion carried.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 6:35 p.m. The next regular monthly meeting will be **Monday, Sept. 25, at 12 noon** in the CCHD conference room. **Note different day and time.**

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Dec. 26, 2017**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Mike Bishop
- ABSENT:** Cindy Schwehr.
- ALSO PRESENT:** Theresa Will, Director  
Angie Martin, Office manager  
Andrea Winter, YPHHP/On the Move Coordinator
- CALL TO ORDER:** Meeting was called to order at 3:36 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under New Business add: 3. Human Resources issues 4. Other. Agenda approved as amended.
- MINUTES:** Dr. Buhr made a motion to approve the Nov. 28, 2017 monthly minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will noted there will be a meeting Friday, Jan. 5, from 9-11 a.m. regarding the possibility of CCHD working with Fargo Community Health Center as a Federally Qualified Health Center outreach clinic. She urged all Board members to be in attendance. This will be a public meeting, with local medical facilities invited to participate. One of the potentially positive outcomes of being an FQHC outreach clinic is that there would be access to more behavioral health/addiction counselors in Valley City. Counselors are in short supply statewide. It could also provide medication-assisted treatment for opioid substance users. There are many potential pros and cons to be discussed among Valley City area providers, said Will. Clients who would be seen are primarily on Medicaid or are uninsured.
- (Moved to New Business, Item #1)*
- NEW BUSINESS:** Sharon Buhr introduced Andrea Winter, Young People's Healthy Heart Program/On the Move Coordinator at CCHD. Andrea encouraged Board members to join On the Move as a way to show community spirit for healthy nutrition and exercise. Encouraged Board to set an exercise goal (150 minutes weekly is national recommendation). Board consensus to support On The Move.
- (Moved back to regular agenda)*
- VOUCHERED EXPENSES:** Overn made a motion to approve December 2017/January 2018 vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Will noted home health is currently in the black and should remain so through the end of the year. \$167,000 over what was budgeted for 2017 due in large to building

improvements. Money was taken out of cash reserve as agreed upon by Board earlier in 2017. Bishop questioned entry “Dues/Sub” under CCHD expenses. Will believed this was principally due to grant programs, but will discuss it with Becky Kratz when she returns from vacation and will get back to Board at next meeting. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities update – Will announced that the furnaces are here and ready to be installed soon by Bakkegard & Schell. Bobby Koeplin, CCHD maintenance, has rebate paperwork under way. Fargo Glass & Paint will be installing more windows next week (weather permitting).

Nursing services update: Overtime hours from May through Dec. 8 have been about 200 hours, most of it in September/October. Will noted that Lori Thompson, R.N., will be retiring at the end of 2018 also. CCHD is still looking for a full-time RN and part-time RN or LPN. Advertising options discussed. RN staff continues to approach nurses in hopes of interesting someone in these positions. Board discussed offering higher salaries in lieu of some benefits for some younger nurses thinking of applying. CCHD offers lower wages than other places, but our benefits are much better. CCHD will be advertising again in January, after the holidays. Sarah Hansen has been helping out with jail nursing temporarily. CCHD nurses and other staff are getting into a vacation bind, too, and are coming up on their year-end anniversary dates. Vacation buy-out discussed.

**NEW BUSINESS:** Partnership for Success program discussed. This is the alcohol prevention grant program coordinated by Katie Beyer. Fact sheet provided to Board. Still of concern is fact that 14.5% of youths have drunk alcohol before the age of 13. PFS grantees across state will be working on the “Not in my House” campaign – work with parents to help them understand the problems with underage drinking and that allowing youths to drink in the home can lead to problems. “Not in my House” community guidance discussed. Changing the parental mindset of “at least it’s only alcohol, not drugs” is huge hurdle. Bishop suggested Katie provide a short presentation before City Commission on what she is doing. Server training discussed – would like to see all servers taking this training, which is currently only mandatory for bar owners/managers.

Human Resources issues: One percent increase for CCHD staff approved earlier in budget. County is doing two percent. Will asked Board if they want to increase budget to offer 2% increase at this point. CCHD pays 100% of health insurance (as mandated by Century Code) as opposed to a 75/25 split for other county workers. This is why the county went with 2%, said Will. One percent increase equals approximately \$5,000. This increase would come out of the cash reserve. Overn made a motion to increase to 2% to match county offer. Second by Bishop. Following discussion there was a unanimous vote and motion carried.

County just increased their dependent sick leave from 40 hours per year to 80 hours per year. CCHD offers 40 hours per year. Currently, a dependent at CCHD means they are a tax dependent (no parents). County includes parents as dependents. Will stated CCHD workers only took 35 hours total dependent sick leave in past year. Dr. Buhr made a motion to increase dependent sick leave from 40 hours per year to 80 hours per year. Second by Overn. Unanimous vote, motion carried. Bishop made a motion to include parents under dependent sick leave. Second by Overn. Following discussion, there was a unanimous vote and the motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:55 p.m. The next regular monthly meeting will be **Tuesday, Jan. 30, 2018, at 3:30 p.m.** in the CCHD conference room (note change of date to 5<sup>th</sup> Tuesday).

Respectfully submitted,

Dr. James Buhr, Secretary



**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Monthly Board Meeting**  
**Feb. 15, 2017**

PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair  
Dr. James Buhr, Secretary Cindy Schwehr  
Mike Bishop

ABSENT: None.

ALSO PRESENT: Theresa Will, RN, Director  
Bobby Koepplin, Maintenance  
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 3:10 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Agenda approved as printed.

NEW BUSINESS: Doors: Board has approved \$10,995 to put in two operators and new glass doors with new hinging in the south location. When Red River Glazing came out to do final measurement, it was suggested that CCHD put in one 42" door and add a smaller glass panel to fill out the current space. Would only need one operator, one set of locks and it would have a key push bar. Will thought the savings would be good. It would be \$1,400 less and would include the electrical for the main operator. Total cost for this project is \$9,623 from Red River Glazing. Dr. Buhr made a motion to approve the Dash door bid + electrical totaling \$9,623 as presented by Red River Glazing. Second by Overn. Unanimous vote, motion carried.

Heater: Board discussed electrical heating unit in south lobby. It has become increasingly difficult to try to repair the electrical wall heater that is several decades old. It makes a lot of noise and is disruptive to clients in both CCHD and on second floor. Has been repaired several times since CCHD took ownership. Enterprise Electric submitted a bid of \$1,287 to install a 2 pole 30 amp circuit breaker in existing electrical panel; install a 30 amp 240 volt circuit from the electrical panel to the east entry, install 30 amp disconnect switch above ceiling in the entry; and install 5kW 240 volt electric unit heater with built-in thermostat from the ceiling in the SW corner of the entry. This price includes ND State Electrical Wiring Certificate fee. Discussion on whether to wait on this project or if it is even necessary. Schwehr made a motion to table the purchase of a heater for the lobby at this time. Second by Dr. Buhr. Unanimous vote, motion carried.

Asbestos: Wick Construction discovered asbestos on an elbow joint in old second floor restrooms. Don't know how many joints may be located in this area. Will contacted state regarding possible Brownsfield grant for asbestos removal, but all funding is spoken for through October 2017. Dennis Pommerer, Wick Construction, doesn't believe there are that many elbows involved, said Will, and it shouldn't cost that much to get rid of the asbestos. Will suggested applying for Brownsfield funds now for potential funding in October in regards to the heating system update and asbestos around mechanical room pipes. Bishop made a motion to take out the wall involved and if there is more asbestos than anticipated (more than a few elbows), Will can contact Board members, otherwise take them out. Second by Schwehr. Unanimous vote, motion carried.

Windows: West windows (hallway) – Take out 7' H x 11' W windows. Frame, insulate, sheetrock, texture, and EIFS outside. There is a 2' W x 5'6" H window in the elevator lobby that is operable and could have solid glass replacement. (Fargo Glass & Paint bid \$84,500 for total window replacement project and Red River Glazing bid \$67,215.) Schwehr noted that at some point a county project has to be put out on bids. \$100,000 is the point that a project has to be bid.) Board consensus positive concerning plan for west windows.

North windows: Currently 5 - 7' x 7' windows. Looked at resizing to 5'6" x 7'. Koeplin's recommendation now is 4' H x 7' W. They would be mullioned like they are now. The outside north door transom (2'6" H x 8' W) would be replaced with insulated panel so it doesn't have to be reframed. Koeplin noted that all second floor windows are currently 5'3" H x 6" W and would be replaced at that size, with the exception that all windows would be solid glass and non-functional. Board consensus positive concerning plan for north windows though Sharon Buhr has some reservations.

East windows: Currently, conference room windows (7' H x 17' W); Will's office (7' H x 13'8" W); Lobby stairway windows (9 - 7'6" H x 3'6" W); Entry door side panels (2 - 7'6" H x 4' W). Conference room: Koeplin suggested going with 2 - 4' x 6' windows, reducing total area to 4' H x 12' W, with EIFS look around entire window to frame it up. Board discussed 4' H x 17' W. Will's office could be 4' H x 13'8" W. Board consensus positive regarding reducing conference room to 4' H x 17' W and Will's office to 4' H x 13'8" W, drop window to door height (7'). Lobby stairway windows: Overn – Leave center top and bottom panes and insulate remaining; Bishop – Leave only center pane and insulate remaining; Schwehr – insulate entire wall of windows; Dr. Buhr/Sharon Buhr/Theresa Will – Leave three center panes and insulate both outside rows. Side panels by outside entry doors would be replaced at current size, but the outside transom will be an insulated panel. Board consensus positive regarding entry door side panels and insulating outside transom. Dr. Buhr made a motion to leave two panes (center and center top) of the nine panes of glass in the lobby stairway area and insulate remaining panes. Second by Bishop. Unanimous vote, motion carried.

South windows: Currently 1 - 8' H x 2' W; 2 - 8' H x 11'6" W; 1 - 8' H x 11'6" W; Transom: 1 - 2' H x 11'6" W. All south windows will have 2' wall base w/stone ledge and 5' H windows (coming to 7' door height). The center windows (formerly south entrance) will have a knee-high wall/ledge to match rest of windows. Take transom out and take off outside canopy (overhang). Outside limestone columns would remain. Board consensus positive on plan for south windows.

The \$67,215 bid from Red River Glazing is for glass only and should come down by square foot now, said Koeplin. This does not include work to be done by Wick Construction. It is the Board's intent to complete this project in the next year if the funding is available. This will have a bearing on putting in a heating system in the future.

Bishop made a motion to go to the next level with getting a bid for the new window dimensions and construction. Second by Schwehr. Unanimous vote, motion carried.

Will asked the Board if they want her to apply for Brownfields grant funds for mitigation of asbestos in the maintenance (boiler) room. If CCHD applies now, funding would likely be available in October 2017. Board consensus was to apply for funding now.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:15 p.m. The next regular monthly meeting will be **Friday, Feb. 24, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Feb. 24, 2017**

PRESENT: Sharon Buhr, Chair Tom Overn, Vice Chair  
Dr. James Buhr, Secretary Mike Bishop  
Cindy Schwehr

ABSENT: Theresa Will, Director.

ALSO PRESENT: Angie Martin, Office manager  
Becky Kratz, CCHD accountant

CALL TO ORDER: Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Under Old Business added: 1) Office furniture 2) Other and under New Business added: 1) Rat problem – Sanborn 2) Other. Agenda approved as amended.

MINUTES: Board reviewed Jan. 24, 2017 and Feb. 15, 2017 minutes. Angie Martin pointed out a discrepancy between Jan. 24 minutes (Page 2, 1<sup>st</sup> paragraph) and Feb. 15 minutes (Page 2, 1<sup>st</sup> and 5<sup>th</sup> paragraphs) regarding bid from Red River Glazing for window replacement project. Red River Glazing’s bid in the Jan. 24 minutes was \$67,215 and in the Feb. 15 minutes it was stated the total bid was \$59,900 (actually \$59,985). Dr. Buhr made a motion to change the amount of Red River Glazing’s bid to \$67,215 in the Feb. 15 minutes contingent upon clarification by Bobby Koeplin, CCHD maintenance, and approve the minutes with the correct amount. Second by Bishop. Regarding the Jan. 24 minutes, Sharon Buhr sought clarification from Bishop on Page 3, paragraph 1, line 1-3, “parking lot located between the post office and CCHD is being redone *the summer of 2017* and green space is being added. The mailboxes will be moved ~~to the east side of the lot~~ and ~~that~~ a green area will be planted.” Unanimous vote, motion carried. (*The correct bid total should be \$67,215 (\$59,985 + \$7,230), according to Koeplin.*)

DIRECTOR’S REPORT: No Director’s Report at this time due to illness of CCHD director.

VOUCHERED EXPENSES: Overn made a motion to approve February/March voucherred expenses. Second by Bishop. Unanimous vote, motion carried.

FINANCIAL REPORT: Reviewed. Bishop made a motion to approve the financial report as presented by Becky Kratz, CCHD accountant. Second by Dr. Buhr. Unanimous vote, motion carried.

OLD BUSINESS: Office furniture: Angie discussed the need to purchase one new desk and ergonomic office chair for auxiliary accounting staff. This topic was tabled at the November 2016 board meeting. The cost of a new desk with a left-hand return from Valley Officeworks is \$1,078.55. The cost of an ergonomic office chair through the Association of Counties that matches similar chairs in office is approximately \$500-\$600, according to Becky Kratz, accountant. Overn made a motion to approve purchase of desk and ergonomic office chair for amount stated. Second by Dr. Buhr. Unanimous vote, motion carried.

CCHD facilities update: Angie shared that Wick Construction found four elbow joints in the restrooms on second floor during remodeling that had possible asbestos

contamination. The contamination was minimal and the asbestos was removed by a professional from Oakes at no additional cost. However, there will be a bill for testing that was completed earlier by this firm.

**NEW BUSINESS:** Rat problem in Sanborn discussed. Angie shared that an issue arose regarding a rat problem in Sanborn. Theresa Will had received a forwarded email from a disgruntled resident who was concerned about rats possibly coming from a couple Sanborn residences with trash issues. Theresa followed up with Central Valley Health District in Jamestown which provides environmental health services to Barnes County. The Sanborn city auditor had requested possible public health funding to deal with the problem and was informed that funding is not available and it is a city/village responsibility to deal with rats. Central Valley EHPs have talked with Sanborn officials regarding possible clean-up of properties with trash issues, but since this usually involves working with the legal system, this can be a somewhat long process when private property is involved. Cindy Schwehr confirmed that residents have received a letter from Sanborn officials concerning this issue. Theresa will continue to follow this issue.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 4:06 p.m. The next regular monthly meeting will be **Tuesday, Mar. 28, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

## CITY-COUNTY BOARD OF HEALTH MINUTES

### Special Monthly Board Meeting

Jan. 4, 2017

- PRESENT: Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Cindy Schwehr
- ABSENT: Mike Bishop
- ALSO PRESENT: Theresa Will, RN, Director  
Heather Schwehr, Tobacco Prevention & Cessation  
Angie Martin, Office Manager
- CALL TO ORDER: Meeting was called to order at 3:39 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA: Agenda approved as printed.
- NEW BUSINESS: Resolution to Support the Continuation of ND Tobacco Control Program: Will shared with the Board that Gov. Dalrymple's 2017 proposed budget would eliminate the Center for Tobacco Prevention and Control. The Governor's proposal would take \$1 million from the Tobacco Trust Fund and place it in the General Fund, earmarked for local public health unit state aide (this would keep local public health state aide at the current funding of \$4.25 million/biennium). His proposal also takes \$3 million from the Tobacco Trust Fund and puts it into the Department of Health budget for local public health tobacco prevention. Local Public Health currently receives \$8.6 million/biennium from the Tobacco Trust Fund which is used locally for tobacco prevention work. If Governor Dalrymple's proposal is accepted by the legislators, public health would receive \$5.6 million less in tobacco funding for the biennium. It was noted that the Center for Tobacco Prevention and Control started in 2009. Being independent from the ND Department of Health freed it from political influence and they were able to use CDC best practice and science-based information for tobacco prevention. Heather Schwehr noted North Dakota is the only state fully funded by the CDC for tobacco prevention. She also noted:
- Ninety percent of smokers start before age 18.
  - E-cigarette use is skyrocketing in ND among youths.
  - Valley City adopted an e-cigarette ordinance in 2016.
  - Several businesses/offices are smoke free in Barnes County including city and county offices, Sheyenne Care Center, many areas of Parks and Rec. All Barnes County schools have adopted a comprehensive tobacco free policy.
  - Without the Center for Tobacco Prevention and Control there will be a lack of enforcement for policies/ordinances.
- Board member Schwehr made a motion to approve signing the Resolution to Support the Continuation of the ND Tobacco Control Program. Second by Dr. Buhr. Unanimous vote, motion carried.
- ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:10 p.m. The next regular monthly meeting will be **Tuesday, Jan. 24, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Jan. 24, 2017**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Mike Bishop
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director  
Bobby Koepplin, Building Maintenance  
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under New Business added: 6) Letter to governor 7) Other. Agenda approved as amended.
- MINUTES:** Board reviewed Nov. 22, 2016 and Jan. 4, 2017 minutes. Overn made a motion to approve the minutes from both meetings as printed. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve January/February voucherred expenses. Second by Overn. Will noted CCHD has made its 20<sup>th</sup> payment on the building.
- FINANCIAL REPORT:** Reviewed. Home health ended 2016 \$3,453 in red due to timing issue between year end billing and receiving payment in 2017. Will anticipates less than \$5,000 in outstanding payments for home health services. Will also noted that looking at county funds, December 2016 funds decreased due to the cut in mills from 5 to 4 in 2017. Some 2017 county funds are actually paid in December. Also, CCHD didn't receive any of the new alcohol prevention (SPF PFS) dollars in 2016, so in 2017 CCHD will receive about \$11,000/mo. for that grant work. CCHD won't use it all in 2017, so it's likely that the ending balance will be better than what it was in 2016. Dr. Buhr made a motion to approve the financial report. Second by Bishop. Unanimous vote, motion carried.
- (Moved ahead to CCHD Facilities report under Old Business.)*
- OLD BUSINESS:** CCHD Facilities update: Bobby Koepplin explained window bids obtained from Fargo Glass and Paint Co. and Red River Glazing, Inc. Basically, all windows that go 1 ½ feet above the ceiling will have an aluminum rail at ceiling height with an insulated panel above and new glazing and framing below, with the exception of the window on the west wall of the west hallway which would be removed, sheetrocked and EIFS'ed.
- Fargo Glass bid was \$84,500 to remove existing windows and install new windows; glazed aluminum storefronts and curtainwall w/clear anodized finish; exterior caulking at aluminum frames; and 1" clear insulated glass w/low-E. This bid excluded framing, interior finish caulking, structural calculations, field testing, bonds and permits.

Red River Glazing bid was \$59,985 for removal of existing storefront windows and installing new 1" thermal flush glazed system. This bid excluded bonds/permits, framing/temporary enclosures, structural calculations/field testing/delegated design, interior finish caulking, and final cleaning. Red River submitted an additional bid of \$7,230 for removal of glass units on rows 1 & 3 on east side storefront and replace with insulated panels; removal of glass units in transom above entry doors and replace with insulated panels. This bid excluded bonds/permits/demolition/framing/temporary enclosures; structural calculations/field testing/delegated design/interior finish caulking; remainder of door hardware/hollow metal/wood doors & frames; electrical wiring to operators; final cleaning. Total: \$67,215 for window project.

Board discussed possible option of reducing window size more drastically on first floor (storefront windows) for reduction in heating costs. Bishop stated he would like to see bid from Wick Construction to install 4' window frames on first floor. Second floor windows were bid square inch per square inch (no size change). Board also favored all non-operable windows on second floor. Overn expressed concern about some exclusions in RRG bid. Koeplin noted that the window in second floor, southwest corner office (formally Nix office) will not be replaced since it is new.

Koeplin noted that he can't get CCHD to a 10% return on investment regarding windows, but possibly a 5% return.

Sharon Buhr stated the reason for pursuing this project is that new windows will provide less heat loss. It will improve the heating system design if we replace the existing heating system.

Changes are as follows:

- Drop window top to door height (approx.. 7') on 1<sup>st</sup> floor.
- Change stairwell window area from 3 to 1 vertical panes (leave middle row).  
Some favored taking out 6 of 9 panes, while others favored taking 8 of 9 panes (there are 9 panes of glass total comprising the "wall of windows.")
- In reception area, raise bottom of window (used to be door area on south side).
- Take out glass transoms above all windows/doors and put in insulated panels.

Overn made a motion to identify above points and hold a **special walk-through meeting Wednesday, Feb. 15, at 3 p.m.** to consider options for window project. Second by Bishop. Unanimous vote, motion carried.

Koeplin noted that water leaks happened over weekend – one around air exchangers in mechanical room and other over skylight. Snow on roof to blame. Subgrade on roof is corrugated steel and it can channel water, making it difficult at times to find source of leak. Koeplin shoveled snow/ice from area. Koeplin noted that water came in due to area(s) that will need caulking/sealing this spring. Skylight leak was via a bolt. Also a smaller leak in law office, just inside front door.

In other business regarding building/grounds, Koeplin advised Board members that a grant is available to plant a few trees on the south and east boulevards. It is usually a 50/50 grant. Volunteer labor makes it even more cost effective. Koeplin also asked that the south canopy be removed and the short sidewalk from the canopy area to the street be removed and seeded to grass to be more aesthetically pleasing. Bishop noted that the city



parking lot located between the post office and CCHD is being redone and green space is being added. The mailboxes will be moved to the east side of the lot and that green area will be planted. Suggested that CCHD's green space be complimentary to what is being done in the parking lot.

Bids were submitted by Northland Glass & Glazing LLC and Red River Glazing, Inc. for a door replacement project.

Northland Glass proposal was \$5,400 for two 30'7"1" aluminum medium stile doors and includes material, labor, tax and freight; removal and disposal of existing aluminum doors, glass, and hardware; preparation of existing frames to receive new doors; new aluminum doors, glass and hardware, final cleaning. They bid an additional \$6,400 to add two handicap operators, one to exterior east door and one for one of the doors being replaced at the east entrance to CCHD (interior door). Includes two Stanley Magic Force Operators, four wireless remote Handicap Touch Actuators, sub-contracting of wiring for 110 VAC hook-up.

Red River Glazing submitted a bid of \$1,985 for removal of pivot system on interior doors and to install surface-mounted continuous piano hinges, and use old locks (cheap fix). A bid of \$4,020 submitted to add rim panic to doors including two Von Duprin 99 Rim Exit Devices; 2 rim cylinders cut in; labor, materials, tax and freight. A bid of \$4,990 submitted to install ADA automatic door operators, including two Record 6100 door openers; two wireless push plate systems; labor, material, tax and freight. A final bid of \$6,590 for removal and installation of a pair of doors. This includes one pair of aluminum entrances with non-removable mull, in clear anodized finish; hardware; 1" insulated glass; exterior caulking at aluminum frames; labor, material, tax and freight. (Adding \$4,990 and \$6,590 bids is approximately equal to the \$11,800 bid from Northland Glass.)

Doors need to be re-keyed also, said Koeplin. Concerns about wireless door operators not working well in cold weather allayed by bidders.

Overn made a motion to do entire door project new and utilize Red River Glazing (low bid). Second by Dr. Buhr. Unanimous vote, motion carried.

Koeplin reported that the pump on the north boiler was replaced in the boiler room. Repair would cost \$900 and replacement would cost \$1,043. Put in inline modern pump. Boiler parts kept. Three more pumps are in about the same shape.

Second floor bathroom remodel discussed. Koeplin submitted an outline to present to Wick Construction authorizing go ahead with remodeling project (\$17,840), but covers what to expect rather than what is assumed about the remodel. The second floor bathroom will be the same as the first floor public restrooms. A new GFI outlet will be included in the new bathroom. The second floor hallway and stairway can be carpeted once the bathroom project is completed.

*(Returned to other Old Business items on agenda.)*

Tabled: Mental Health Access Coalition update; SPF PFS update.

Community Health Improvement Plan: Continue to work on what they can do. Still working on an application for working with the jail population. Dr. Dwelle is on board with this grant.

Electronic Health Record: Meeting Jan. 26 in office to review what we've sent to them and will meet with Patagonia in a couple of weeks again.

Resolution to support continuation of ND Tobacco Prevention & Control was given to the state. Using them to work with the legislators to gain support for the program.

**NEW BUSINESS:** Election of officers: Call for nominations for chair position. Overn nominated all current Board officers to retain present positions. Second by Bishop. Sharon Buhr, Chair; Tom Overn, Vice Chair; Dr. James Buhr, Secretary. Unanimous vote, motion carried.

Vacation accrual: Board reviewed policy regarding vacation accrual. CCHD employees can accrue vacation up to 200 hours; county employees, as of 2016, may accrue up to 240 hours annually. Overn made a motion that CCHD policy regarding vacation accrual remain the same. Second by Dr. Buhr. Unanimous vote, motion carried.

Board photo tabled until March meeting.

2016 CCHD accomplishments: Sharon Buhr suggested adding city sidewalk ordinance to CCHD accomplishment listing that was prepared by local public health units statewide and sent to Julie Ferry. Buhr also noted that the Board strongly supported Theresa Will's MPH and the Board is aggressive in terms of getting strongly-trained public health people in director positions statewide.

New policies: None.

Letter to governor: Regarding the ND Center for Tobacco Prevention and Control (BreatheND). Letter urges governor to understand what he's "throwing out the window" by abolishing the current BreatheND program. Requests meeting with governor. Overn made a motion to approve the letter to the governor, with Board signature. Second by Bishop. Unanimous vote, motion carried.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 5:35 p.m. The next regular monthly meeting will be **Friday, Feb. 24, at 3 p.m.** in the CCHD conference room. **Note different day and time for next meeting.** Probably won't get Board packets before meeting.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**July 25, 2017**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Mike Bishop
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, Director  
Angie Martin, Office manager
- CALL TO ORDER:** Meeting was called to order at 3:32 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Overn made a motion to approve the June 28, 2017 monthly minutes. Second by Bishop. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will noted that Tammy Langland has now returned to work following medical leave.
- VOUCHERED EXPENSES:** Overn made a motion to approve July/August vouchered expenses. Will start seeing more expenses/revenues from Young People's Healthy Heart Program now that they are a part of CCHD. Overn made a motion to approve the July/August vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Will reported that Home Health is in the black again this month \$5,500. Dr. Buhr made a motion to approve the financial report. General State Aid increased a bit this year. Tobacco funding will now come from ND Department of Health rather than the Tobacco Center. Regarding West Nile Virus, Barnes County has now had its first confirmed case of West Nile Virus. Second by Bishop. Unanimous vote, motion carried.
- Will shared a report regarding encumbered expenses/cash reserve that she will be sharing with the county commissioners. Ended 2016 with \$354,135 in cash reserve. Deficit budget of \$116,712. \$75,851 dedicated strictly to alcohol prevention. Total encumbered expenditures total \$324,085. Cash reserve remaining after encumbered expenditures is \$30,050. Additional costs yet unknown include:
- Asbestos removal costs (CCHD 2<sup>nd</sup> on list for state funds in Oct.)
  - Remodeling of lawyers office -- rent revenue depends on renovations
  - H-VAC system (estimated \$150,000)
  - North 1/3 roof replacement (\$32,720 in 2017 from D&D Roofing – tabled until 2018)
  - South 2/3 roof replacement (\$45,875 in 2017 from D&D Roofing – tabled until 2018)
- Bishop questioned if bid was sought from Enterprise for steel roof. Discussion ensued regarding cost of steel roof with longer life expectancy versus cheaper rubber roof. Board noted the need for 5 mills from county in order to provide the same services as in 2016 and 2017.

Board discussed \$6,000 expense for H-VAC design build by Bakkegard & Schell. They want to see the following for this amount of money:

- Blueprint of H-VAC design build
- Theresa should check with Bobby Koeplin, CCHD maintenance, to make sure specifics are included in plan
- Clarify who will be repairing roof when old H-VAC system is gone – roofers, Bakkegard?
- Where will compressors be located?
- Demolition/extraction plan
- Will old registers be left in building or removed? By whom?

Theresa will meet with county commissioners Aug. 8 and will request 5 mills. Preliminary budget will be ready for Board at August meeting.

OLD BUSINESS: CCHD facilities report – Will noted there was another fitting leak on old boiler July 24. Fixed by Bakkegard. Water leaked from mechanical room on second floor to vaccine room on first floor (minimal damage to ceiling tiles). H-VAC plan and window plan should be put together when Bobby returns Aug. 3. Plans will likely be available to Board at next meeting.

NEW BUSINESS: New policies: None.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:32 p.m. The next regular monthly meeting will be **Tuesday, Aug. 22, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Monthly Board Meeting**  
**June 8, 2017**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Cindy Schwehr
- ABSENT:** Mike Bishop
- ALSO PRESENT:** Theresa Will, RN, Director  
Andrea Winter, RLD – Young People’s Healthy Heart Program  
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:43 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- NEW BUSINESS:** Young People’s Healthy Heart Program (On The Move) – Will noted that CCHD’s focus on nutrition/health comes through this program. Keith Heuser, CHI Mercy Health CEO, announced recently that YPHHP would no longer be housed at the hospital as CHI is whittling down to core services now. They are requesting Health Board to come under CCHD umbrella as a program and asking to be housed in second floor office. This program provides community benefit in Valley City/Barnes County. There are currently 19 OTM partners. Sharon Buhr and Andrea Winter noted that part of YPHHP’s funding comes from their sales of visual tubes for such things as salt, fat and sugar in commonly consumed food/beverage products. CCHD puts \$10,400 annually into the program. YPHHP’s basic budget depends on grants and tube sales. Last year, program income was \$27,075 and expenses were \$26,930. This program would not require additional tax dollars, said Buhr. Buhr clarified that Andrea Winter works part time. Buhr will not be paid for her work with this program at CCHD. Teresa Garrahy will work nominally with the program in the financial area. Schwehr expressed that this program is a good fit with City-County Health.
- Since Sharon Buhr has been the YPHHP coordinator for many years, the Board reviewed the conflict of interest clause in the CCHD policy book. Buhr declared a conflict of interest. Overn made a motion that Sharon Buhr not vote in this decision. Second by Schwehr. Unanimous vote, motion carried. Dr. Buhr made a motion that YPHHP become part of CCHD, who will serve as the financial agent for the program. Second by Overn. Roll call vote: Overn – aye; Schwehr – aye; Dr. Buhr – aye. Motion carried.
- Will noted that the office YPHHP will utilize can be carpeted for \$2,931.55 as proposed by Valley Paint & Glass. She will need to get a price on painting. She noted that Decorations by Charlie will be painting the second floor hallway and they could possibly paint this office at the same time. The office is 360 sq. ft. Schwehr made a motion to do minimal commercially-acceptable renovations to the office space. Second by Dr. Buhr. Unanimous vote, motion carried.
- Federally Qualified Health Center (FQHC): Will met with Patrick Gulbranson, CEO of the Family Health Center, Fargo. Will has been interested for some time in looking into a FQHC for Valley City to serve the uninsured, underinsured and Medicaid recipients. CCHD could not become a FQHC unless we had a provider on staff. However, it was

suggested that CCHD might serve as a satellite clinic of the Family Health Center. The focus would be primary care. Will was hoping that behavioral health services could be offered through the Family Health Center, but they don't do these services since it was too difficult keeping their clinical nurse specialists. However nurse practitioners and providers try to provide behavioral health services as much as they can under their licenses. Gulbranson said they would be willing to discuss the licensing of addiction counselors under their facility license. They have dental hygienists that do dental sealants in the schools, and they also offer optometry services. Their revenue is primarily from Medicaid services provided. Dr. Buhr suggested that Sanford, Essentia and CHI reps should be invited to any discussion since all serve MA clients. Board members suggested special meeting with Mr. Gulbranson the week of September 18 or later. Theresa will check on this.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:30 p.m. The next regular monthly meeting will be **Tuesday, June 27, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Monthly Board Meeting**  
**June 15, 2017**

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

ABSENT: Mike Bishop

ALSO PRESENT: Theresa Will, RN, Director  
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 12:03 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Agenda approved as printed.

NEW BUSINESS: Behavioral Health Grant: Joan Bachman, reGroup facility out of Moorhead, MN, does peer support and recovery services in the Minnesota area. They are working on a grant that would allow them to do outreach work in nine counties in eastern ND. They need to open an office in Fargo because they have to be in North Dakota. They would have a recovery coach, project coordinator and peer mentors in Fargo. Over time, 1-2 will be based in Valley City. The staff that would potentially be coming here would be under a licensed addiction counselor out of Fargo's reGroup. They want to see people who come out of prison, jail or addiction treatment. The peer mentors are people who have had an addiction themselves and have been in recovery for at least two years. They have received extra training and would be working with clientele who are newly out of treatment.

This is a three-year SAMHSA grant -- \$200,000/yr. The request is for in-kind office space and helping advocate for the program. Barnes and Richland counties would be the first two target counties in the program. Our Community Health Assessment supports the need for this kind of program. Possibility that we would need more public health services for this clientele also. reGroup would like Health Board to submit a letter of commitment stating CCHD is committed to helping them do the outreach and providing an office.

Dr. Buhr made a motion that we send reGroup a letter of commitment for cooperation in their addiction services to the extent possible, and we could provide them with office space. Second by Schwehr. Schwehr questioned if the grant request is approved, would it be up to CCHD to help them get referrals from doctors, lawyers, judges, jail, etc.? Will noted that reGroup has a methodology for this. Recovery coaches have a plan to try to do sober events in the community. Suggested they might want to participate in the community Back the Badge event locally. Dr. Buhr noted that recovery efforts have failed in the past, principally due to lack of after care, and this program could aid newly-recovering addicts to succeed. Schwehr wondered if this program would cause any security concerns. CCHD has an alarm system in place already through county. Will also stated that this would be a good public health opportunity to offer Hep C testing, adult immunizations, or help with medication management. They have been working closely with Essentia clinic also, but Bachman wasn't sure that they could offer office space for them. Board noted that CCHD is a neutral place for clients. Schwehr voiced opinion that she wouldn't want to sign a letter of commitment if this program is housed at Essentia clinic. Following discussion, Board cast a unanimous vote and the motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 12:20 p.m. The next regular monthly meeting will be **Wednesday, June 28, at 3:30 p.m.** in the CCHD conference room. Please note change of date.

Respectfully submitted,

Dr. James Buhr, Secretary



**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**June 28, 2017**

**PRESENT:** Tom Overn, Vice Chair  
Cindy Schwehr  
Mike Bishop

**ABSENT:** Sharon Buhr, Dr. James Buhr

**ALSO PRESENT:** Theresa Will, Director  
Angie Martin, Office manager

**CALL TO ORDER:** Meeting was called to order at 3:42 p.m. by Tom Overn, Vice Chair, in the CCHD conference room.

**AGENDA:** Add under New Business: 2) Mill levy request 3) Pigeon issue 4) New policies 5) Other. Agenda approved as amended.

**MINUTES:** Bishop made a motion to approve the May 23, 2017 monthly minutes, the June 8 and June 15, 2017 Special Board Meeting minutes. Second by Schwehr. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Approved as printed.

**VOUCHERED EXPENSES:** Schwehr made a motion to approve June/July vouchered expenses. Second by Bishop. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Reviewed. Will reported that Home Health is in the black this month. Home Health cost report will be reviewed next month. Schwehr made a motion to approve the financial report. Second by Bishop. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities report – Bobby Koeplin, Maintenance; Theresa Will, Wick Construction and Red River Glazing are meeting June 29 to come up with a plan regarding window replacement. Connie Geinert will paint YPHHP office on second floor for \$900-\$1,000. Decorating by Charlie is stripping wallpaper and painting in the second floor hallway. Air conditioning pump went out and is being replaced this week. Elevator was checked and was OK. Law office is only empty space in CCHD building now. Continuing to look for possible renter.

ReGroup grant application is nearly complete. This is a peer support and recovery program out of Moorhead that wants to expand into eastern ND. Barnes and Richland counties would be first counties to receive services. CCHD has offered in-kind office space.

Will is working on a HRSA grant application for a rural opioid prevention program. Only 13 grants available nationwide. Working with regional public health units on this grant. Will be looking for letters of support. We would do some ACEs training, Mental Health First Aid, Medication Assisted Therapy, support and recovery services. Three-year grant for \$250,000/yr.

Application for STR (State Targeted Response) grant from state for opioid crisis intervention is also in the works. It is \$180,000/yr., and more additional years of funding possible if deliverables are met the first year.

**NEW BUSINESS:** County mill levy discussed. Mill will be \$78,519 this year. Will suggested CCHD request 5 mills again. Less than 5 mills will have a negative impact on what CCHD will be able to do. HVAC system plan is being put together by Bakkegard & Schell. Schwehr made a motion to request \$400,000 from county. Second by Bishop. Unanimous vote, motion carried. Overn signed the request.

Pigeon issue at Valley City residence discussed. EHP Marcie Bata did look at the situation. City animal ordinance doesn't address pigeons in town. It was determined that this is not a Health Board issue though CCHD will continue to monitor the situation to see that it doesn't become a health issue. Bishop will talk to Dave Anderson, City Inspector, to see if both parties can meet with city rep (possibly mayor) to come to a successful resolution of issue.

New policies: None.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 4:20 p.m. The next regular monthly meeting will be **Tuesday, July 25, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

A handwritten signature in black ink that reads "Angie Martin". The signature is written in a cursive, flowing style.

Angie Martin, Acting Secretary

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**March 28, 2017**

**PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Cindy Schwehr  
Tom Overn, Vice Chair  
Mike Bishop

**ABSENT:** None.

**ALSO PRESENT:** Theresa Will, Director  
Angie Martin, Office manager  
Becky Kratz, CCHD accountant

**CALL TO ORDER:** Meeting was called to order at 3:31 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

**AGENDA:** Under New Business add: 4) Stand on medical marijuana 5) Other. Agenda approved as amended.

**MINUTES:** Bishop made a motion to approve the Feb. 24, 2017 minutes. Second by Overn. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Nothing new on rat issue in Sanborn. Sixth grade immunization clinics are under way. Becky Kratz and Will did quick review of expenses/revenues for immunizations. Legislature wants idea of where public health units are at with the immunization program since universal immunization for children ended last June. Just looking at administration fees vs. costs to give immunizations, CCHD is approximately \$17,000 in red for this program. This doesn't account for any markup on vaccines that CCHD has been able to do since July 1, 2016. Legislature wants to know how this worked, do they need to increase state aid, or will they decrease LPHU funding even more.

Nome is working with Marcie Bata (EHP) regarding abandoned building ordinance(s). Septic bill to provide statewide regulations failed in Legislature. Central Valley Health District, Jamestown, adopted the changes proposed, and because of MOU for environmental health services with CVHD, CCHD has also adopted these changes. Fargo and Minot are also planning to adopt changes.

BreatheND was eliminated as of June 2017. Money taken from Tobacco Trust Fund would leave about \$26 million after this biennium. They've also taken what they had in the department budget under state aid for local public health, and they've taken \$1 million of that (state aid) out of the tobacco trust fund instead of the general fund. So down the road there could be issues keeping state aid. The budget bills are being held until the end of the legislative session, so this isn't all a "done deal" yet. Some LPHU administrators are now working with the Department of Health on a transition plan.

A needle exchange program bill was passed in the Legislature. The idea behind this is to will help prevent the spread of HIV/Hepatitis C. Education can be presented to addicts each time, offer treatment while also keeping them safe. This exchange may be done through public health, but Theresa wasn't sure yet. More information will become available in the future.

**VOUCHERED EXPENSES:**

Dr. Buhr made a motion to approve paid March/April vouchered expenses. Second by Bishop. Unanimous vote, motion carried. Bishop made a motion to approve unpaid vouchered expenses for March/April. Overn requested accountant list building loan payment number each month and how much is left to pay. We now have a loan balance of \$474,602. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL REPORT:**

Reviewed. Home Health is \$23,289 in red due to inability to bill to Medicaid for October-December 2016 and January-February 2017. Once fee schedule is updated (see Item 1 under New Business), Becky can retroactively update October 2016-February 2017 billing and submit to Medicaid. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

*(Moved ahead to New Business, Item 1.)*

**NEW BUSINESS:**

Updated increased fee schedule reviewed for home health. Fee schedule hasn't changed since 2002. Requesting change for third party payers (insurance). VA is now requiring CCHD to bill by the ¼ hour instead of by visit as of October 2016. Medicaid is reimbursed per visit. Length of visits may increase due to OASIS requirements. Schwehr made a motion to approve fee schedule increase. Second by Dr. Buhr. Unanimous vote, motion carried.

*(Moved back to Old Business.)*

**OLD BUSINESS:**

CCHD facilities update: Price for upstairs carpeting increased by about \$400 (\$6,404 now). This was originally bid last year. Will install after second floor bathroom remodeling project is completed. Boiler inspector was at CCHD. Other 1978 boiler now needs new relief valve due to leaking. Koepplin will check on getting that fixed. Grant money is available for "green" projects, including CCHD boulevards (trees and shrubs). Looking at 3-5 trees each on east and south boulevards. 10 trees @ \$150/tree. In-kind help with planting discussed. Dr. Buhr made a motion to match grant up to \$2,000. Second by Schwehr. Unanimous vote, motion carried. Board noted that Kennelly law firm should be charged \$1,000/month for storage until everything is moved out. Theresa will send out letter.

SPF PFS: Nothing new to report. Working with Curt Brown on Prime for Life, a program for youths with an alcohol offense.

Community Health Improvement Plan/Behavioral Health Coalition update: Met last week with whole Behavioral Health Coalition. Karen Kringlie gave report on Drug Court. Mental Health First Aid was discussed by Erin Klingenberg at VCSU. This is an 8-hour course. Theresa will leave for behavioral health conference in Seattle next week.

Electronic Health Record: Nothing new to report. Continuing to work on collecting needed information. In-house training is planned in late April.

**NEW BUSINESS:**

Reviewed Health Board bylaws. Schwehr made a motion to approve bylaws as presented. Second by Bishop. Unanimous vote, motion carried.

Policies: None.

Board members discussed Health Board stand on medical marijuana. Concerns about "smoking" marijuana in light of CCHD program on smoking prevention/cessation.

Risks/balances need to be assessed by providers. Dr. Buhr suggested board stay neutral on this issue. Noted Colorado licenses marijuana facilities as medical facilities to get away from recreational rules at federal level. CCHD will obey the law.

Board photo: Taken following meeting.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:42 p.m. The next regular monthly meeting will be **Tuesday, April 25, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**May 23, 2017**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Mike Bishop
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, Director  
Angie Martin, Office manager  
Breanna Pierce, RN  
Marcie Bata, EHP  
Katie Beyer, SPF PFS  
Bobby Koeplin, Maintenance
- CALL TO ORDER:** Meeting was called to order at 3:33 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Overn made a motion to approve the April 24, 2017 minutes. Second by Bishop. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Will noted that statewide there will be \$1 million less for tobacco prevention; \$18,000 less for Barnes County. Board reviewed remainder of report.
- VOUCHERED EXPENSES:** Overn made a motion to approve May/June voucherred expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Home Health had \$38,000 revenue that came in in April, but additional revenue for January through March that came in after May 1 isn't seen on report. Home Health is now about \$5,400 in red (as opposed to -\$27,000 last month). Home Health is now basically on track. CCHD is \$125,000 in black for the year. Bishop made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried. Board reviewed rent income/monthly expense report. \$44,000 in FCCU loan interest payback account. This will be used to pay off the end of the loan – it was originally hoped the building would be paid off in nine years or less.
- Breanna Pierce was introduced to the Board as CCHD's newest RN. Bre is a native of Valley City, though she and her family just recently moved here from California.
- OLD BUSINESS:** Human Resources update: Will noted that NDPERS Sanford Health insurance is now approximately \$15,000/year. By state mandate, CCHD must pay 100% of family plan premium for any employee who is at 20+ hours per week and opts to receive this health insurance benefit. Will also noted that Beth Viland, WIC coordinator, submitted a letter regarding her minimized duties as the WIC program director beginning November 2017. CCHD will need to hire a nutritionist/dietitian, probably in September. Viland and her husband will be moving to Fargo. Congratulations extended to Sharon Buhr as the recipient of the Minnesota State University School of Public Health Alumni Award. Tammy Langland is still on medical leave for cancer treatment. Eileen Ryan, CNA, has been absorbing the workload, but is nearly at 40 hrs/week. Theresa will stay apprised of

Tammy's situation as things progress. Becky Kratz, accountant, put in 90 hours of overtime the past 2 1/2 weeks in preparation for the Patagonia electronic health record, which required her expertise and she couldn't avoid. Will has talked with states attorney. Policy discussed. She is salaried at \$4,184/mo. or \$24.05/hr. (\$2,164.50). Becky would need to sign a voucher to get paid for this extra project. Bishop made a motion to pay Becky \$2,164.50 for overtime work required to migrate current records into the electronic health record as this was a special project and outside her job description. Second by Dr. Buhr. Discussion followed. Unanimous vote, motion carried.

Eight Environmental Health issues discussed by Marcie Bata, EHP:

- Project #1 (L.S.): System failed to comply under previous owner. Once bought by current owner, letter was sent to her. She was going to do work on it last year, but nothing has been done yet. Bishop made a motion to turn this over to the States Attorney. Second by Overn. Unanimous vote, motion carried.
- Project #2 (G.B.): Sent in a request regarding existing septic. Referred to septic installer – he knew about the holding tank, but not about the drainfield. Request certified letter from board requesting more information. Overn made a motion to send certified letter to owner. Second by Dr. Buhr. Unanimous vote, motion carried.
- Project #3 (G.B.B.): Change of ownership property. Failed system. Talked with realtor. Nothing done. Request certified letter from board requesting more information. Bishop made a motion to send certified letter to owner. Second by Dr. Buhr. Unanimous vote, motion carried.
- Project #4 (R.S.): Regarding connection to existing system. Sent paperwork, Refused to provide needed information. Request certified letter from Board. Dr. Buhr made a motion to send certified letter to owner. Second by Bishop. Unanimous vote, motion carried.
- Project #5 (J.K.): System by Page (2016) put in by unlicensed installer. This installer has since moved to Colorado and has declared bankruptcy. Working with owner to get project in compliance. Bata asked Board if they wanted to take action against installer regarding this project. Board did not want to take action against installer. Owner will work with EHP regarding project compliance.
- Project #6 (D.P.): Owner wanted to add bedrooms to home. Once owner learned that this would require septic information he stated he wasn't adding bedrooms, but was adding office/storage rooms. Septic system installed in 2000s. No permit for this system. Request certified letter from Board. Bishop made a motion to send certified letter to owner requesting more information about original install. Second by Overn. Unanimous vote, motion carried.
- Project #7 (C.J.): In Wachamacallit Subdivision by lake. Purchased a permit and self installed a system. Self-installed system plans need to be submitted to EHP office for prior approval, and 48-hour notice needs to be given so EHP can come and inspect the system. Turned in info to EHP and it was reviewed. System did not comply. Sent letter to owner twice. Claimed they made repairs to system but did not get approval for plans for repairs. System currently sized for two-bedroom home. They applied for building permit to hook even more into this system. Request certified letter from Board. Overn made a motion to send certified letter to owner. Second by Dr. Buhr. Unanimous vote, motion carried.
- Project #8 (J.O.): RJ's Plumbing installed system and it didn't meet regulations. This went to States Attorney. One system was fixed and he was going to apply for variance for other property. Under new septic regulations, this property would no

longer require variance. Board approved this system and no variance will be needed.

Marcie will take care of sending certified letters to these entities.

SPF PFS (Alcohol prevention): Katie Beyer introduced new state resource regarding alcohol prevention, timeline, and implementation of strategic plan. Next training is July 11-12 in Bismarck.

CCHD facilities update: Bobby Koeplin discussed roof issue. Bakkegard & Schell made repairs to roof following incident of leaking around second floor bathroom vent fan. Their insurance covered the cost of repairs. Problem with kitchen vent fan leaking in break room. D & D Roofing patched roof. Found other holes in roof. There have been leakage problems in several areas this past year. Water pooling on roof. Koeplin asked for two proposals from D & D Roofing, one for the south 2/3 of building and one for north 1/3. Proposal to take everything off – rock ballast (clean because it is full of dirt and save for reuse) and rubber, lay a new set of insulation, pre-formed, so everything flows to drains. Put new rubber roof on and replace rock ballast. Bobby recommended getting rid of skylights and swamp cooler. Board is now looking at windows, heating system and roof. Bobby suggested doing south 2/3 portion of roof first for a cost of \$45,875. North 1/3 portion will cost \$32,720. Should plan heating system and roof together to get rid of potential leak issues. Bobby requested Board allow Theresa and him to work with Bakkegard & Schell to do a design build up to \$6,000. They would come back with a plan and bid. If Board doesn't accept bid, Bakkegard signs off that they're not going to be responsible for heating and cooling problems. Potentially looking at multiple heating/AC units for ease in servicing (up to six). Koeplin suggested Board look at 1) window replacement, 2) heating/cooling system, and 3) roof replacement.

Windows: New bids reviewed from Wick Construction and Red River Glazing. Wick bid was to cut down window frames to height of doors, add insulation, sheetrock, paint, and EIFS finish exterior for \$38,950. Red River Glazing bid for removal of existing storefront windows and installing new 1" thermal flush glazed system for \$59,985. If both proposals are accepted, Board could take off approximately \$12,000 from Red River bid, according to Koeplin. Part of Wick's bid included EIFS to match west side of building. To be more affordable, according to Dennis Pommerer at Wick Construction, have Red River put in panels (with little R value) up above, put rail at ceiling line, take \$59,000 Red River bid. Then Wick comes back in, current vertical blinds shortened, put in hangers and insulate up against panel and put in enough hanging supports to hold blinds tight to the new rail. However, this would also entail Wick and Red River "daisy-chaining" their work so there wouldn't be big open window spaces that will need to be covered by plywood.

Will did quick budget analysis: Windows - \$80,000; Heating/AC - \$100,000; Roof - \$50,000. Approximate \$230,000 for repairs. With expenses that have already been approved and grant funding that is earmarked, this would leave cash reserve at approximately \$158,000 (lowest it has been in 12 years), pending no other unforeseen expenses. Noted that second floor hallway walls are slated for removal of wallpaper and painting for \$3,100 + ceiling repair for \$350. Will has applied for asbestos mitigation funds and been told CCHD is third on the list of projects beginning October 1.

Koeplin suggested leaving the roof repair until 2018, get windows in queue right now, and reiterated the heating system is "nickel and diming" us with repair work. He also



reminded Board that if second floor offices are to be rented, there will need to be some remodeling done such as new carpeting and painting.

Dr. Buhr made a motion to authorize Will/Koepplin to expedite the proposed bids from Wick Construction and Red River Glazing to get windows as previously approved, to clarify dollar value on bids and identify a timeline for completion. Second by Bishop. Unanimous vote, motion carried.

Bishop made a motion to authorize Will/Koepplin to work with Bakkegard & Schell to design a heating/HVAC plan at a cost of up to \$6,000. Second by Dr. Buhr. Unanimous vote, motion carried.

Installers are ready to put in carpet in second floor hallway. Walls need work. Designs by Charlie will steam off old wallpaper, patch and put on orange peel texture, prime and paint it. Overn made a motion to approve this project for \$3,500. Second by Dr. Buhr. Unanimous vote, motion carried.

Tenant possibilities discussed.

2017 County Health Rankings: Tabled.

NEW BUSINESS: Policies: None.

Will noted that she is meeting with Patrick Gulbranson, CEO at Family Health Center, Fargo, June 8. Family Health Center is a Federally Qualified Health Center. Will has talked with Community Health Association of the Dakotas that works with Federally Qualified Health Centers about the procedure to become one. Have to apply through HRSA for additional funding. There's a certain amount of expenses that are covered with federal dollars as well as the ability to obtain funds for medications at a lower rate for people. Possibility of CCHD being an outreach program and work with the Family Health Center in Fargo. Would have to be beneficial to both. Possibility of additional counseling services through the health center.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:30 p.m. The next regular monthly meeting will be **Tuesday, June 27, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Monthly Board Meeting**  
**Nov. 1, 2017**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Tom Overn, Vice Chair  
Cindy Schwehr  
Mike Bishop
- ABSENT:** None.
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager  
Bobby Koepplin, CCHD Maintenance
- CALL TO ORDER:** Meeting was called to order at 3:04 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- NEW BUSINESS:** HVAC bid: Board reviewed Bakkegard & Schell’s proposal for HVAC system for south portion of CCHD building (\$94,877). Information sheets regarding Lennox air conditioner Elite Series, Lennox two-stage, high efficiency gas furnaces Elite Series, and Lennox Touchscreen programmable thermostat, and a drawing of roof piping penetration weather hood detail provided. The air conditioner has a 10-year compressor warranty with 5-year warranty on parts. Furnaces have a lifetime warranty on the heat exchanger, with 5 years on parts. The thermostats have a 5-year limited warranty. There will be one opening in roof for all furnaces. Will noted that this proposal will include getting rid of old heating equipment in mechanical room. There will be eight heating units. Koepplin suggested possible rebate from Valley City Public Works of \$50-\$150 per unit. Training will be included for some or all staff regarding thermostat operation. State contacted regarding possible asbestos mitigation. Michael Watkins, Jamestown, took samples of and confirmed ductwork, primary piping from boiler to heat exchangers is fiberglass. Took sample of fiberglass splices and elbow unions and Koepplin is awaiting results from these samples. Bakkegard & Schell will start dismantling some things right away. Valve repairs will be started next week. Mechanical updates will be done this winter. The roof repair will be completed in the spring. Koepplin noted there won’t be any A/C available in the spring until the roof is finished.
- Schwehr made a motion to accept Bakkegard & Schell’s proposal of \$94,877 for the HVAC system. Second by Bishop. Unanimous vote, motion carried.
- Hold Harmless Agreement/contract: Koepplin, Will and Carl Martineck, BC States Attorney need to meet. Scope of work regarding maintenance changing tremendously (currently managing contractors). Koepplin is concerned about possibility of being caught between contractors. He is currently charging \$40/hr. for other management contracts and is getting \$35/hr. from CCHD.
- Dr. Buhr made a motion to increase Koepplin’s managerial contract fee from \$35/hr to \$40/hr, beginning Nov. 1, 2017. Second by Overn. Unanimous vote, motion carried.
- Overn made a motion to have Theresa Will put together a “Hold Harmless” agreement for Koepplin, with the help of Carl Martineck, BC States Attorney. Second by Bishop. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 3:34 p.m. The next regular monthly meeting will be **Tuesday, Nov. 28, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Nov. 28, 2017**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Mike Bishop
- Tom Overn, Vice Chair  
Cindy Schwehr
- ABSENT:** None.
- ALSO PRESENT:** Theresa Will, Director  
Angie Martin, Office manager  
Heather Kroeker, Substance Use Prevention Coordinator
- CALL TO ORDER:** Meeting was called to order at 3:37 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under Old Business add: 3. Environmental Health 4. Other. Agenda approved as amended.
- MINUTES:** Overn made a motion to approve the Oct. 24, 2017 monthly minutes and the Nov. 1, 2017 special board meeting minutes. Second by Bishop. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will noted that on Jan. 16, 2018 there is a local health officer training by video conference at CCHD. It will be held from 12:30-1:30 p.m.
- VOUCHERED EXPENSES:** Bishop made a motion to approve November/December vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Will noted home health is \$31,111 in the red presently, but hoped this would be turned around by the end of the year. Dr. Buhr made a motion to approve the financial report as presented. Second by Bishop. Unanimous vote, motion carried.
- OLD BUSINESS:** CCHD facilities update – Will shared a report from Bobby Koepplin, CCHD maintenance. Several entities contacted regarding snow removal. Windows on north side (second floor) have been replaced. Working on windows on south side (first floor), but it has been challenging since there was some discrepancy regarding measurements. Asbestos being removed in mechanical room on second floor soon. Replacement valves and leaks installed/fixed; damper problem causing second floor to be very warm for a while - third damper was added for about \$500; after asbestos is removed in mechanical room Bakkegard & Schell hopes to engage removal of boiler line to exchanger; start duct demolition and tap gas for new units. A & R Roofing will review final locations for equipment cribs on roof with Mike Schell after Dec. 4; Schell will provide drawing to Wick Construction and A & R for contracts for roof work.
- Will noted that there are times when she or CCHD front office staff are not informed when contractors are contacted or when work has been completed. Board noted that there should only be one contact person within CCHD allowed to contact businesses/service people for repairs and these service people should stop at the front desk to check in or explain repairs completed. Koepplin should be made aware of this issue and process outlined.

CCHD Identity Standards: Will explained need for same logo/letterhead for all CCHD programs as a way to present a more professional, recognizable image to public. Schwehr made a motion to approve the policy on ID standards. Second by Bishop. Unanimous vote, motion carried.

Environmental Health: Board reviewed septic issues discussed with Marcie Bata, EHP, at previous board meeting. Regarding three projects (Wieland, Riemann, Burkett), these will be turned over to the BC States Attorney for further action. Regarding two projects, one in Valley City (Pedersen) and one in Spiritwood (Grotberg), a certified letter will be sent. Overn made a motion to approve the septic project list as presented to the board. Second by Bishop. Unanimous vote, motion carried.

**NEW BUSINESS:** Narcan Standing Order: Heather Kroeker presented information regarding Narcan (naloxone) use for substance overdose. It is used on people who have overdosed on opioids and those for whom emergency responders don't know what the person has used. Through the State Targeted Response to the Opioid Crisis grant, we are developing a process to provide Narcan to qualified persons. The Sheriff Department and BC Ambulance currently carry Narcan. Through this program we could increase the number of doses that the Sheriff/deputies carry. The goals of the program include bringing increased public awareness regarding Substance Use Disorder and Opioid Use Disorder through treatment options such as: 1) Medication Assisted Treatment; 2) Narcan-Ready Community; 3) Mental Health First Aid & ACEs training; 4) Peer Support/Recovery; and 5) Encourage use of Prescription Drug Monitoring Program for Prescriber; Lock, Monitor, Take Back unused medications; Alternative Pain Relief Therapies. Grant funding is available to train people and provide Narcan. Narcan nasal spray is the type CCHD will provide (also available in injectable form). Each box contains two doses and it has an outdate of about two years. Those entities who receive Narcan supplies through this program will need to purchase replacement supplies on their own when grant funds are no longer available. Among those places where Narcan availability will be discussed: Valley City Public Schools, Valley City Police, VCSU (multiple sites), county jail, rescue squads/First Responders, county schools (possibly on school buses). There will be an MOU with those entities who obtain Narcan through the grant. Dr. Buhr signed the standing order for distribution of Narcan through the STR grant program. Schwehr made a motion to accept the Narcan policy and to have wording in the MOU regarding keeping Narcan in a secure area. Second by Bishop. Unanimous vote, motion carried.

New policy: Emergency Mass Prophylaxis in Home Care. Schwehr made a motion to approve the policy as presented. Second by Bishop. Unanimous vote, motion carried.

Suspending services: CCHD has been advertising for a RN or LPN with no applications to date. Looking for a replacement RN for Breanna Pierce who is moving with her family out of state. With the increase in home health clients it is critical to fill this position or CCHD may be forced to cut services. After initially advertising the position, a \$1,000 sign-on bonus was offered. It was decided not to advertise again until after the Christmas holiday. The position will continue to be posted on our Facebook page, website, NDACO site, News Dakota, and ND Job Service. Will noted that CCHD's nurses don't want to cut services, but she is concerned about burnout. Board suggested advertising for two weeks in January and targeting colleges with nursing programs to attract new graduates. Overn made a motion to commend CCHD's RNs for working longer hours during the shortage. Second by Dr. Buhr. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:40 p.m. The next regular monthly meeting will be **Tuesday, Dec. 26, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Oct. 24, 2017**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Mike Bishop  
Tom Overn, Vice Chair  
Cindy Schwehr
- ABSENT:** None.
- ALSO PRESENT:** Theresa Will, Director  
Angie Martin, Office manager  
Mike Schell/Justin Mueller, Bakkegard & Schell  
Marcie Bata, Environmental Health  
Bobby Koeplin, CCHD Maintenance
- CALL TO ORDER:** Meeting was called to order at 3:32 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under Old Business, CCHD Facilities add c. Elevator. Agenda approved as amended.
- MINUTES:** Bishop made a motion to approve the Sept. 25, 2017 monthly minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will noted that Lori Thompson, R.N., had commented that flu shot delivery has been challenging this year as staff is still learning how to utilize the new Patagonia health record in the most efficient manner. She also stated that CCHD nurses have given approximately 1,000 flu shots as of the week of Oct. 13-20.  
  
*(Board moved ahead to New Business, Item #1)*
- NEW BUSINESS:** Will introduced new staff member Heather Kroeker. She is the substance use prevention coordinator funded through the State Targeted Response to the Opioid Crisis grant, the newest grant-funded program at CCHD. Will and Kroeker attended a training session last week for this program. Kroeker shared a few opioid-related facts with the Board. Noted that as coordinator, she will be looking at medication-assisted treatment and Narcan availability to emergency responders in the county. An advisory committee is being established for this program per grant requirements.  
  
*(Board returned to the regular agenda)*
- VOUCHERED EXPENSES:** Vaccine purchases were costly. Dr. Buhr made a motion to approve October/November voucher expenses. Second by Bishop. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Will noted that the Board approved a "red" budget, as suggested at the last meeting, to move some of the cash reserve and do some of the building updates that were needed. Home Health billing is behind due to necessary work with Patagonia system regarding immunization billing. CCHD is now \$120,000 in the red, which will change significantly before the end of the year when flu shot and Home Health revenue come in. Home Health is \$32,000 in red due to billing issues. CCHD made payment #29 on the building. Bishop made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

Reviewed updated cash reserve analysis. Will and Becky Kratz met with Beth Didier, BC Auditor, to see if she could help figure out a better way to present the cash reserve analysis, and Beth was comfortable with the way CCHD presented it.

**OLD BUSINESS:** CCHD facilities update: Board met with Bobby Koeplin, CCHD maintenance, Mike Schell and Justin Mueller of Bakkegard & Schell to discuss the HVAC system. Schell and Mueller have analyzed the entire CCHD system. They noted that blueprints and the actual situation didn't always agree. Mike revised the newest blueprints to denote the actual situation. Noted Miller Elevator office has three separate trunk lines that are thermostat-controlled within that office and two other offices. This has led to comfort issues within the building. They suggested one system in Will's office with her own thermostat. Mike suggested taking out old air handling equipment in mechanical room, adding 8 two-stage, high-efficiency gas furnaces; five for second floor (Wick – 1 system; Miller – 1 system; YPHHP – 1 system; Law offices incl. kitchen, library and reception – 2 systems; and three systems for south side of first floor including CCHD reception/offices and exam rooms/lobby area – 2 systems; and Theresa's office – 1 system). New systems would only be added for south side of building (and includes Theresa's office). North side of building would remain on boiler system since that is a newer boiler and still repairable. Will still need some hot water heat in the building. Mike thought it could be likely that the newer boiler (1977) for the north side of the building could handle all hot water heating needs in building once the forced air system is in place. Board was told that the current heating system on the south side is "past being on its last legs." It is not repairable anymore.

Bakkegard & Schell submitted proposal of \$94,877 to install 8 units. This will also include all ductwork in the mechanical room, necessary duct changes for each space, line and low voltage wiring, crane charges, gas piping, air filters, all labor and freight. They will remove and dispose of the existing air handler, compressor, water-cooled condenser and related materials. Any roofing will not be included. It was noted that condensers would sit on roof curb (curb not supplied by Bakkegard). Approximately 300 man hours for project (or approximately 3 weeks to complete project). There would be updated drawings provided when project is completed. Koeplin also noted all skylights will be removed.

Sharon Buhr was supportive of going with Bakkegard & Schell since they had so much time invested in investigating the whole system. Discussed legality of not seeking other bids. It was believed that Board could choose contractor if project was under \$150,000. Theresa will check with Carl Martineck, BC States Attorney.

It was also noted that there may be asbestos involved in the mechanical room (pipe wrapping). Most is fiberglass. Theresa has looked into availability of state asbestos funding and it would be available again after October.

Bakkegard & Schell will provide official proposal specifying more detailed information, and when done, updated drawings indicating what we have in place.

Board to hold special meeting **Wednesday, Nov. 1, at 3 p.m.** to decide project.

**NEW BUSINESS:** Environmental Health: Marcie Bata reviewed septic projects that needed action by the Board.



- Project #5 (Page) – System installed by unlicensed installer. Information submitted to Bata and project meets requirements. Bishop made a motion to permit system. Overn seconded. Unanimous vote, motion carried.
- Project #7 (C.J. at Sibley) – System installed did not have permit. Self repairs done without approval, still not meeting requirements. Board sent letter. Dr. Buhr made a motion to send this on to Carl Martineck, BC States Attorney. Bishop seconded. Unanimous vote, motion carried.
- Property located at Katie’s Landing on Lake Ashtabula – Property less than one acre (5 lots). Owner wishes to install soil treatment area. Submitted variance. Overn made a motion that a holding tank is needed. Second by Bishop. Unanimous vote, motion carried.
- Clausen Springs: Privies installed at Clausen Springs (1) and Little Yellowstone (2) without permits by Barnes County Park Board. Overn made a motion to sell county three permits at \$100 each. Second by Bishop. Unanimous vote, motion carried.
- Five other projects involved failed systems. Bishop made a motion to send certified letters to all five owners. Second by Overn. Unanimous vote, motion carried.

*(Board returned to Old Business/CCHD Facilities)*

OLD BUSINESS: Roof (review bids/options): Board reviewed three bids.

- D & D Roofing: Wants to utilize existing rock on roof (not recommended by Koeplin as it contains a lot of dirt and shale and hinders good drainage). Bid for south 2/3 of roof: \$45,875; bid for north portion of roof (with limited penetrations): \$32,720. Total roof: \$78,595. Tapered insulation system for drainage. 15 year warranty. Koeplin said the north portion is in fairly good condition and doesn’t recommend doing that portion at this time.
- Roofing Solutions (George Opatz): Foam roofing. Didn’t want to take off existing roof. Would take off rock, screw down Atlas board and put down a minimum of 2” of polyurethane closed cell foam. 15 year warranty with stipulation that roofing system will need to be cleaned at least once annually at a cost of 5 cents per sq. ft. or a minimum of #300. Bid for entire roof: \$86,560. Bishop questioned the R value of this type of roofing. Koeplin can find this out.
- A & R Roofing: Rubber roofing. Complete tear off of existing roof. R35 value. Bid for south 2/3 portion of roof: \$55,550. Total roof: \$97,540. 10 year warranty. A & R bid includes attic access/hatch. New rock ballast. Does not include closing off any other penetrations other than the hatch (would cost extra).

Bishop made a motion to accept the bid from A & R Roofing for \$55,550 for the south 2/3 of the roof only. And Board will give Koeplin the latitude to spend up to \$5,000 before requiring a Board meeting (this was in reference to the boxing issue). Second by Dr. Buhr. Unknowns: Koeplin gave a ballpark figure of approximately \$5,000 to take out skylights and other unnecessary penetrations, boxing in areas that need to be closed, and insulating them (could be completed by Wick Construction). Also questioned what might be found under the roof when it’s stripped off. Overn stated it is normal to expect a 10% overrun on projects of this size (\$5,000). Koeplin discussed being “held harmless” regarding decisions. Schwehr called for the question. Unanimous vote, motion carried.

Director evaluation: Will commended on her job as director of CCHD. Bishop made a motion to approve the evaluation. Second by Overn. Unanimous vote, motion carried.

Elevator: Elevator went out twice in a 10-day period recently. Elevator costing about \$5,000 a year in the three years we have been here. CCHD has a \$1,200/year maintenance contract with Thyssen Krupp. Issue with call button being treated roughly. The elevator is aging and parts are increasingly difficult to find. Discussion about local maintenance. Will talk about an internal plan regarding repairs when needed.

Tabled: Identity standards/policy.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:58 p.m. The next regular monthly meeting will be **Tuesday, Nov. 28, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Sept. 25, 2017**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Cindy Schwehr
- ABSENT:** Mike Bishop
- ALSO PRESENT:** Theresa Will, Director  
Angie Martin, Office manager  
Becky Kratz, CCHD Finance
- CALL TO ORDER:** Meeting was called to order at 12:01 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Dr. Buhr made a motion to approve the Aug. 22, 2017 monthly minutes. Second by Schwehr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Noted CCHD received a 5% increase in support from the City. Andrea Winter has now started working with the WIC program and is doing a good job. Immunization record checks were reviewed with parents during school registration.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve September/October vouchered expenses. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Will reported that Home Health is \$16,000 in the red this month, though the revenue is there in the billing process. Becky has been very focused on budget preparation and getting Patagonia processes ready for flu shot season.
- OLD BUSINESS:** CCHD facilities update: Roof leakage posing continuous problems. Will noted that we need to take care of the roof (south two-thirds). In May, bid of \$45,875 received from D & D Roofing. There will be additional charges to move equipment off roof. Schwehr would like another bid and get an updated bid from D & D Roofing. Board noted they will need to hold special meeting when bids come in. Bobby Koeplin (maintenance) and Bakkegard & Schell reps looked at all the valves in the building's heating system and the cost will be \$4,495 to replace five valves and fix seeping connectors on north boiler. Both boilers will need to be drained to replace the valve in Theresa's office. Nothing on roof that has to do with the heat. We won't replace any of the heating right now, continue to use the boiler for the south side of building, and work on the A/C. We want to get rid of the skylights (6) and get rid of A/C system on roof. Also need to revamp the roof access for safety. Schwehr made a motion to replace heating valves for \$4,495. Second by Dr. Buhr. Unanimous vote, motion carried. Will also noted that according to Koeplin, Bakkegard & Schell no longer wants the \$6,000 contract to design a heating plan for CCHD due to potential liability issue. Schwehr suggested contacting George Opatz for roofing bid. Also check with Stan Horst, courthouse maintenance director, about roofing work completed at the courthouse.
- 2018 budget: Board reviewed projected cash reserve for end of 2017, including total encumbered expenditures. Estimate \$454,961 cash reserve at 12/31/17. Schwehr was at

odds with how Board was looking at 2017 and 2018 expenses and revenue. Discussion ensued on how to present this material for better understanding and the methodology to be used. Cash reserve remaining after encumbered expenditures at the end of 2018 will be \$49,110. \$23,656 belongs to the alcohol (SPF PFS) grant. Overn questioned just utilizing a building/capital improvements fund. Will stated that she and Becky could possibly meet with Beth Didier, county auditor, to see if there is a better way to go about explaining our budget that would be easier for everyone to understand. Stand Alone Grants discussed, which now includes alcohol, tobacco and opioid dollars.

Dr. Buhr made a motion to approve the 2018 budget, to include heating/AC project (\$150,000). Second by Overn. Unanimous vote, motion carried.

New employee (Substance Use Prevention Coordinator): Tabled.

NEW BUSINESS: Director evaluations: Board members to complete the director evaluation and submit them to Angie. Should be back by Oct. 13.

CCHD Identity Standards: Tabled.

Policies: Tabled.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:00 p.m. The next regular monthly meeting will be **Tuesday, Oct. 24, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary