

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
April 23, 2013

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
Madeline Luke
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director
Betty Olson, Admin. Services Coordinator
- CALL TO ORDER:** Meeting was called to order at 3:40 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The agenda was approved as printed with the addition of 5) Chemical Dependency Counseling
- MINUTES:** Overn moved to approve the minutes of the March 26, 2013 meeting as printed. Second by Luke. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report. Will informed the Board that the Medicaid administration fee for vaccines increased from \$13.90 to \$20.99.
- VOUCHERED EXPENSES:** Luke moved, Dr. Buhr seconded a motion to approve the vouchered expenses for April/May. Unanimous vote and motion carried.
- FINANCIAL REPORT:** The financial report was reviewed.
- OLD BUSINESS:** Achieve grant: Nothing new to report at this time.
- CDM update: Will reported that she will be working with Dr. Mark Strand re: how to track the data from the CDM program – and how best to show how public health is making a difference to the clients we serve.
- Public Health Legislative update: Will updated the board regarding the regional network funding – which was funded at \$700,000. The ND Department of Health budget which contains state aide for local public health departments hasn't been finalized yet, and the Center for Tobacco Prevention and Control budget will go to the full House soon.
- CCHD Facilities: The Board is looking into different possibilities where CCHD could expand in space and privacy. One of the possibilities is moving into the Community Credit Union building. The building has not been appraised as yet and not yet officially on the market.
- NEW BUSINESS:** Annual program evaluation for the Jail was reviewed:
- Jail. Total staff time cost: RN time – 361.50 hours in 2012 = \$12,291. Revenues: \$12,291. Net program revenue \$0. Dr. Buhr stated that Julia Anderson, RN does a terrific job and is very efficient as the jail nurse.

County Health Rankings: Will gave each board member a copy of the County Health Rankings & Roadmaps – 2013 Ranking for North Dakota. Barnes County ranked #2 in Health Outcomes and #6 in Health Factors among the 53 ND counties. Health Outcomes are based on an equal weighting of mortality (length of life) and morbidity (quality of life), while Health Factors rankings are based on health behaviors, clinical care, social and economic factors and the physical environment.

Environmental Health: a handout was reviewed regarding environmental services that are being conducted and are available in our area. Dr. Buhr asked in light of the recent fertilizer plant explosion in Texas, what safeguards were in place and who is responsible for their monitoring in our area. Will will check with Marcie Beta and/or state health department regarding this information.

New Forms/Policies: no new policies/forms at this time

Chemical Dependency Counseling: Luke relayed her concern regarding chemical addiction counselors are not available in Barnes County. If someone needs counseling they have to travel to Jamestown or Fargo, which may be very difficult for clients. Will stated that South Central Human Service Center is short 3 licensed addiction counselors and overall the State of ND is short a total of 18. ND needs to change legislation as the state requires 500 hours practicum (without pay) to become licensed, and when they do become licensed ND pays lower wages and we lose many counselors to other states. Luke suggested we talk to Larry Robinson, State Senator, and make sure he is aware of the shortage of addiction counselors and that none are coming into Barnes County at this time.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:50 p.m. Unless there is urgent business, no May board meeting is planned at this time.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES

Special Board Meeting

Aug. 8, 2013

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Cindy Schwehr
Madeline Luke
- ABSENT:** Tom Overn, Vice Chair
- ALSO PRESENT:** Theresa Will, RN, Director
Carl Martineck, Assistant Barnes County States Attorney
Rodger Berntson, Barnes County Commissioner
Vicki Voldal Rosenau, Tobacco Prevention Coordinator
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 4:07 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** CCHD purchase of First Community Credit Union building in Valley City.
- OLD BUSINESS:** Will shared with the Board that up until Tuesday, Aug. 6 (regular Barnes County Commission meeting), the Barnes County Commission had voted to pursue a purchase agreement with First Community Credit Union representatives. There was a turn-around on this plan at that meeting when Commissioner John Froelich suggested that CCHD purchase the building rather than the County. The current asking price for the building is \$470,000. Will had Becky Kratz, CCHD financial analyst/accountant, list some options for the potential purchase of the building. CCHD had a cash reserve of \$606,447 as of Jan. 1, 2013. After the required down payment (\$50,000) and budgeted CDM (\$30,000) are made the cash reserve at the end of 2013 will be \$526,447. Will noted that the expense for an electronic medical record system may not transpire before the end of 2013. The Board looked at five potential options for purchase. Will also noted that CCHD currently pays \$13,080 annually for rent for WIC and Tobacco Prevention offices located outside the courthouse. If CCHD makes a loan through FCCU the interest rate would be 4% with no penalty for early repayment of the loan. Will discussed estimated expenses (estimated on high side) for several anticipated services which would be needed, included but not limited to:
- Janitorial services, \$1,500/mo.
 - Snow removal, \$2,500/yr.
 - IP phone, \$3,000
 - Utilities, \$21,000/yr.
 - Lawn/sidewalk care, \$1,950/yr.
- Anticipated expenses in 2014, including but not limited to:
- Chronic Disease Management, \$65,000/yr.
 - Fiber optic, \$30,000
 - AC/Heating update, \$18,000
 - Window replacement on 2nd floor of FCCU bldg., \$36,000
- Building renovation expense (not necessarily needed in 2014):
- Tuck pointing on exterior of FCCU building, \$15,000 to \$25,000
- Sharon Buhr told the Board that there were essentially two options for their consideration: 1) do nothing; 2) buy the building. Will noted that at this time three BC commissioners have verbally stated that they are in favor of giving the full 5 mills

allowed to CCHD, which has been a concern of Board members. The Board discussed the responsibility of owning a building and being a landlord to businesses already renting space within the building. They also voiced concern regarding cash flow. HIPAA privacy issues are a major concern in the courthouse with limited space, and it was noted that HIPAA is a “fineable” law, not just a convenience for clients. Schwehr made a motion to go with Option 2 of the five options presented (\$350,000 loan over 5 years). Second by Luke. Roll call vote taken: S. Buhr, aye; J. Buhr, aye; M. Luke, aye; C. Schwehr, aye. (Overn absent.) Unanimous vote, motion carried.

Luke made a motion to have Sharon Buhr, Chair, and Board member Cindy Schwehr sign the purchase agreement following a review by Assistant Barnes County States Attorney Carl Martineck. Second by Dr. Buhr. Unanimous vote, motion carried.

Will noted that CCHD would take ownership of the FCCU building on approximately Jan. 15, 2014. If FCCU staff is unable to complete their move by this date, they will pay rent to CCHD until the move is completed.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:05 p.m. The next regular Board meeting will be held Tuesday, Aug. 27 at 3 p.m. in the County Commission chambers (please note time change).

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
August 27, 2013

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary

Tom Overn, Vice Chair

ABSENT: Cindy Schwehr, Madeline Luke

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Marcie Bata, BC Environmental Health Practitioner
Becky Kratz, CCHD Financial Analyst
Vicki Voldal Rosenau, Tobacco Cessation Coordinator
Carl Martinek, BC Assistant States Attorney (arrived 4:09 p.m.)

CALL TO ORDER: Meeting was called to order at 3:15 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: The agenda was approved as printed.

MINUTES: Overn moved to approve the minutes of the July 23, 2013 monthly meeting with the following corrections/clarifications.

Under New Business:

- Marcie Bata, BC Environmental Health Practitioner, clarified that the Oct. 2013 deadline for the Crossroads owners to meet the state septic system code and food code was established by the ND Food and Lodging Division, not CCHD.
- Regarding the sixth line of paragraph one, page 2 of the minutes, "Wurzer stated that it was suggested that water usage be monitored, *via their meter*, as they usually use less than 10,000 gallons per month."
- Regarding the tenth line of paragraph one, page 2 of the minutes, it should read: "The original *septic system* (of approximately 2004-05) was *not* permitted."
- Regarding the eleventh line of paragraph one, page 2 of the minutes, it should read: "The Board suggested the owners *look at downsizing the seating capacity to fit within establishment sizing parameters* per the owners' statements that they would rarely, if ever, have a capacity crowd at their establishment. The Board requested further documentation as far as the system design and installation.
- Regarding paragraph four, page 2 of the minutes, Will clarified that Ken Astrup of Dakota Plains Cooperative in Valley City addressed the Board regarding fertilizer plant safety in general as it applies to a new fertilizer plant planned near Spiritwood. Dakota Plains is not building the plant, but it is being built by a company associated with Dakota Plains.

Second by Dr. Buhr. Unanimous vote, motion carried. Dr. Buhr moved to approve the minutes of the special Aug. 8, 2013 Health Board meeting as printed. Second by Overn. Unanimous vote, motion carried.

DIRECTOR'S REPORT: The Board reviewed the Director's Report. Will told the Board that no applications were received for the RN position that was advertised, though she did receive a couple inquiries. She has talked again to Kristen Bear, R.N., about expanding her hours. The Board also lauded Vicki Rosenau, Tobacco Cessation Coordinator, for her part in the

report regarding tobacco issues. Vicki, Lori and possibly Theresa will meet with the Valley City Park Board and Tyler Jacobson regarding tobacco-free parks.

VOUCHERED EXPENSES:

Overn moved, Dr. Buhr seconded a motion to approve the vouchered expenses for August/September. Unanimous vote and motion carried.

FINANCIAL REPORT:

The financial report was reviewed.

OLD BUSINESS:

On The Move Partnership: Mark Fenton, a nationally acclaimed transportation/streets planning/public health speaker, will be in Valley City Sept. 11-12. He will assess city streets for their walkability and how we can better integrate pedestrians, bicyclists and vehicle traffic. He will be at the Eagles.

CDM: CCHD has no clients in the program yet. Will noted that we need to do some additional public relations. We will keep working with Kim McKay, Sanford Health-VC.

CCHD facilities update: Purchase agreement has been reviewed by Carl Martinek, Assistant Barnes County States Attorney, Theresa and Sharon, and needed changes have been made. First Community Credit Union has requested that the date for CCHD to take ownership be either Jan. 15 or Feb. 1, and that if FCCU wasn't out by that point, that they would have the option to rent the building for a short time (they would pay \$10/sq. ft. as rent for the space they utilize). The Board discussed whether FCCU would pay heat/lights/water/sewer if they need to rent for up to two months. Last year's utility bill was between \$1,500-2,000/month. Insurance costs \$250/year through the State Tornado and Fire fund. Members discussed specials on the property and Overn believed that FCCU would have to have specials paid up before the transfer of the deed. The Board asked Martinek if CCHD could have an open-ended purchase date and he suggested setting the closing date out a couple months and have them pay the utilities while they are there. Martinek also suggested lowering the rental rate to \$8/sq.ft. if they pay the utilities. He stated that CCHD could negotiate regarding specials, and that the wording in the purchase agreement now states that CCHD would end up paying the specials for 2013. Sharon noted that the wording should be changed to 2013 rather than 2012 since we won't take ownership until 2014. Martinek suggested that it should be noted in the agreement who will be collecting rents from tenants during that time – CCHD should be collecting the rents. Dr. Buhr made a motion to set a contract date of March 1, 2014 to take ownership of the FCCU building, that Will negotiate for a second contract at a later date in case they are not out by March 1, 2014, with the possibility of moving the date up if they vacate before that time. FCCU would pay the utilities during that period. Second by Overn. Unanimous vote, motion carried. Buhr reiterated what changes will need to be made in the purchase agreement.

Septic variance: Marcie Bata, BC Environmental Health Practitioner, discussed the possible Crossroad Bar/Grill septic variance. No further information has been received from the Crossroads owners at this time. Bata stated all the "unknown information" regarding the project. She provided a model letter for the Board to require additional documentation by the owners before a variance would be considered. She also provided an information sheet that outlined the options for the Board to consider. Following current regional regulations, Crossroads can have a nine-seat establishment under the present system. Dr. Buhr favored the option to monitor water usage to see if they exceed requirements. Bata was concerned about setting a precedent using this option. Bata also

stated that “mottling” is of utmost importance. The Board looked at sending a letter requesting the following:

- Type of soil where the drain field is located
- Depth of mottling of the soil where the drain field is located
- Depth of drain field, not only the pipe but the rock as well
- Drain field materials, pipe sizing, rock sizing, etc.
- Water usage records from water bills dated May 2013 through August 2013

Dr. Buhr made a motion to send a variation of the presented model letter to include the above changes, with documentation due by Sept. 17, 2013. Second by Overn. Unanimous vote, motion carried. This project will be on the agenda for the September Health Board meeting.

Bata also informed the Board about a public nuisance issue in Eckelson. The property owned by David Maack has a public nuisance judgment against it. Bata has been working with him and his probation officer regarding junk, cats, skunks, etc. It is evident that clean-up will not be completed by the end of the year as stipulated. Barnes County will clean up the property and assess the costs to the owner.

NEW BUSINESS: Preliminary 2014 budget: Board looked at a 3% salary increase in 2014. Will noted that the budget reflects \$517,144 out of the cash reserve in 2014. FCCU building loan is for \$350,000. A down payment of \$50,000 is required, with a payment of \$70,000 at closing. Monthly or annual loan repayment discussed. Theresa will check with other medical facilities to see what they are doing regarding salary increases. There is no electronic medical record system in the proposed 2014 budget which would amount to \$50,000-\$80,000. Some of our grant revenue will decrease. Budget proposal reflects “worse-case scenario,” according to Will. Rent to county will be pro-rated based on how long CCHD stays in courthouse. Budget tabled until September Board meeting.

Vicki Rosenau, Tobacco Cessation Coordinator, informed the Board that FDA has not taken menthol out of cigarettes. Evidence shows that menthol in cigarettes “deters cessation and promotes initiation.” Rosenau participated in a NACCHO/TCLC webinar where local public health departments were asked to put something on the FDA docket urging the FDA to eliminate menthol in cigarettes. Rosenau asked the Board to approve the proposed resolution as presented and sign it. LPHUs were also asked to generate local publicity on the issue. Overn moved to approve the resolution as presented. Dr. Buhr seconded. Unanimous vote, motion carried. Tobacco-free parks were discussed.

New Forms/Policies: None presented.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:00 p.m. The next meeting will be held Tuesday, Sept. 24 at 3:00 p.m. in the County Commission chambers

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
February 26, 2013

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
Cindy Schwehr
- ABSENT:** Madeline Luke
- ALSO PRESENT:** Theresa Will, RN, Director
Vicki Rosenau, Tobacco Cessation Coordinator
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:15 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The agenda was approved as printed with the addition of 6) CCHD office 7) Other under Old Business; and 2) Program evaluations under New Business.
- MINUTES:** Dr. Buhr moved to approve the minutes of the Jan. 22, 2013 meeting as printed. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report. Will noted, regarding the breastfeeding proposal item in her report, that babies are statistically reported in the infant's county of birth. She will try to find out how many babies are born to Barnes County residents.
- VOUCHERED EXPENSES:** Overn moved, Dr. Buhr seconded a motion to approve the vouchered expenses for January/February. Unanimous vote and motion carried.
- FINANCIAL REPORT:** The financial report was reviewed.
- OLD BUSINESS:** Achieve grant: Chronic disease preventative portion of Achieve discussed.
- CDM update: The chronic disease management pilot project with Dr. Mark Strand was discussed. Before the pilot, Will should meet with providers, clients and systems (BCBS and Sanford) and look closely at what is wanted/needed by all parties. Sharon Buhr noted that two groups could potentially benefit from this project: (a) local providers and possibly those providers at other Sanford Health facilities, and (b) as a North Dakota project, it could expand to providers outside the Sanford system. This project is an extension of the medical home concept. Strand stated that Will should conduct focus group meetings with each entity involved and discuss what worked well with the previous CDM program and what does the community want for a CDM program that is not currently offered. Identified as stakeholders were providers, CCHD staff and clients and then choose between BCBS, Sanford or Medicaid, depending on which system we want to work with. Will said Medicaid may be the best avenue to pursue. We could also promote the CDM program through the VA. Drs. Misty Anderson and David Hochhalter are currently working with Kim McKay, chronic disease health coach at Sanford clinic, to provide care coordination for CDM clients.
- Community Health Assessment update: Will noted that the violence prevention group has met twice. They chose a focus area in substance and alcohol abuse. This dovetails with

the mental health access portion of CHIP. The following is needed for CCHD accreditation: a) CHA/CHIP; b) agency strategic plan; c) workforce development plan (education plan for staff).

Public Health legislative update: \$383,000 for stroke system of care legislation passed by Senate – funded out of tobacco trust fund. A Public Health Network bill for \$4 million came out of Appropriations with 8-5 “Do Pass.” Senate Bill 2031, which sets up the 29th public health unit in the state at Fort Berthold, passed the Senate 47-0.

IVN system changes are under way. CCHD has purchased a new flat screen TV and wireless microphone system which will be hooked up by state workers.

A county commissioner approached Will concerning the possibility of CCHD being relocated outside the courthouse, possibly in the Community Credit Union building (old Fidelity building). Schwehr pointed out that the commission is only looking into possibilities at this time. Will questioned if CCHD should be looking at the possibility of purchasing the building rather than renting space again. Tabled at this time.

NEW BUSINESS: New Forms/Policies:

- Smoke-Free Law Variance Applications policy and form. Following discussion with Vicki Rosenau, Tobacco Cessation Coordinator, Schwehr made a motion to approve the policy and form as presented. Second by Dr. Buhr. Unanimous vote, motion carried.
- Reporting Violations of ND’s Smoke-Free Law and incident report form. Schwehr made a motion to approve the policy and form as presented. Second by Overn. Unanimous vote, motion carried.

Annual program evaluations were reviewed as follows:

- Foot care: Net loss of \$6,375 in 2012. 481 visits undertaken. This is a much needed public health service.
- Public Health Home Care: 2010 program included nearly a full year of no-cost CDM services, so those clients are not reflected in the 2010 client totals. 1,313 visits made in 2012 (both RN and CNA) as compared to 1,233 in 2011 and 858 in 2010. Net loss: \$4,928.
- Certified Home Care: Medicare visits were up in 2012 which accounted primarily for the net gain in 2012 of approximately \$6,728.
- Traffic Safety: Program changed Oct. 1, 2011 to Oct. 1, 2012 to the YIELDD program, and Oct. 1, 2012 to present Safe Communities changed to citizen reporting of impaired driving. Kasey Skalicky, coordinator for the Safe Communities program, covered 13 counties through Sept. 2011. The YIELDD program entailed only program development by Skalicky and lasted from October 2011 to September 2012. A volunteer citizen DUI reporting program has been the focus of Traffic Safety since October 2012 and Skalicky only covers Barnes County at this point.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:40 p.m. The next meeting will be **Tuesday, March 26, 2013 at 3 p.m. in the County Commission room.**

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
January 22, 2013

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
- ABSENT:** Madeline Luke
Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director
Betty Olson, Admin. Services Coordinator
- CALL TO ORDER:** Meeting was called to order at 3:10 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The agenda was approved as printed with the addition of Sliding Fee Scale under New Business, Item 4) Fee change/Sliding Fee Scale.
- MINUTES:** Overn moved to approve the minutes of the November 27, 2012 meeting as printed. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report. Theresa discussed with the board the grant proposal for Kristen Bear to become a certified lactation consultant. She clarified that the newborn home visiting numbers had drastically decreased in 2012, and following further discussion she will try to find out how many babies were born from Barnes County but delivered elsewhere.
- VOUCHERED EXPENSES:** Dr. Buhr moved, Overn seconded a motion to approve the vouchered expenses for December 2012/January 2013. Unanimous vote and motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Will reported that Home Health had \$17,138.88 more revenue than budgeted for 2012. Cash reserve is now at \$587,305.91.
- OLD BUSINESS:** Achieve grant: Sharon Buhr reported that Achieve is currently working on a few projects for a safer community – installing flashing lights at Central Avenue and 5th Street and will also look into the possibility of reducing speed. Another project is a multipurpose path from 5th Ave. NE to Central Avenue on 9th St. NE. More preliminary work needs to be done before they apply for a federal grant.
- Erma Overby Scholarship update: Will reported that the amount to date in this fund is \$5,120. The amount needed for an endowed scholarship is \$10,500. More fundraising ideas/opportunities will be brought to the Board as they come up.
- Chronic Disease Management (CDM) update: Will continues to work with Blue Cross Blue Shield and the Department of Health regarding the CDM program. At the November board meeting there was a motion approved to take money from the cash reserve for one year to fund expanded CDM services, beyond what is currently offered. Will reported that Dr. Dwelle felt that this should not be done, stating that public health will never move forward in becoming a paid service – it should be looked at as a needed service for payment. A meeting will be set up with Dr. Dwelle, Dr. Buhr, Dr. Mark Strand, NDSU,

and Will to discuss setting up a CDM pilot project with MediQ/Blue Cross Blue Shield, with patients of Dr. Buhr as the focus.

Community Health Assessment update: Will reported there is a meeting set up on February 5, 2013 to look at the results of the local violence data. The Community Health Improvement Plan (CHIP) has three priority areas – violence prevention, chronic disease prevention, and substance abuse prevention and increased access for mental health services.

NEW BUSINESS: Election of Officers: Motion from Overn to continue with same officers for CCHD Board of Health – Sharon Buhr as Chair, Overn – Vice Chair, and Dr. Buhr – Secretary. Dr. Buhr seconded the motion with a unanimous vote and motion carried.

Annual review of CCHD Board of Health By-Laws: The Board reviewed the by-laws with no changes made.

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Public Health Legislative Priorities: Will gave the Board a handout with info on local public health legislation (LPH), which includes 1) LPH State Aid Optional Appropriation Request (OAR) – Governor’s Budget, Senate Bill (SB) 2004; 2) Oil Impact OAR – Governor’s Budget, SB 2004; 3) Universal Immunization – Governor’s Budget, SB 2004; and 4) Regional Public Health Networks, SB 2030.

Fee change/sliding fee scale: Overn made a motion to accept the new sliding fee scale based on 25-100% of the cost assessed for services. Dr. Buhr seconded the motion with unanimous vote and carried.

Interactive Video Network System changes: Will reported that she met with the Barnes County Commission earlier in the day to let them know that according to CDC regulations the IVN can be used only for public health purposes and other agencies are not able to use the IVN, as it was purchased with CDC monies. Theresa will update the Board as other information becomes available.

Other grant application updates: Will informed the Board that CCHD was awarded a \$10,000 immunization grant to increase adult immunizations and increase HPV vaccinations for adolescents/young adults. This grant begins Jan. 31, 2013 and needs to be completed by September 2013. CCHD also received a \$25,000 worksite wellness grant that runs from January-December 2013. Will applied for a breastfeeding grant in the amount of \$2,500 through the CDC and will find out on February 19 if awarded to CCHD – this grant would need to be used by September 16, 2013.

New Forms/Policies:

- Foot Care Tool Cleaning and Sterilizing: Dr. Buhr made a motion to accept, seconded by Overn. Unanimous vote and carried.
- Reporting Violations of ND’s Smoke-Free Law Policy and Incident Report of Noncompliance: Dr. Buhr made a motion to accept, seconded by Overn. Unanimous vote and carried.
- Venous Lead Screening Policy and Lead Screening Consent: Dr. Buhr made a motion to accept, seconded by Overn. Unanimous vote and carried.
- Health Tracks Policy: Dr. Buhr made a motion to accept, seconded by Overn. Unanimous vote and carried.

- Smoke-Free Law Variance Applications Policy and Variance Application: Board would like to take a more extensive look at the policy and application before making a motion – tabled until next board meeting.

Other: Overn made a motion to approve the payment of 24 hours of vacation to Theresa Will. She was not able to use these vacation hours due to the deadline in submitting the Immunization grant (which was recently awarded). Dr. Buhr seconded the motion. Unanimous vote and carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:43 p.m. **The next meeting will be Tuesday, Feb. 26, 2013 at 3 p.m. in the County Commission room.**

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Special Board Meeting
July 15, 2013

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair
Madeline Luke
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director
Paula Thomsen, R.N., Home Care Coordinator
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 4:11 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The agenda for the meeting focused on the purchase of the First Community Credit Union building located on the corner of 2nd Ave. and 4th St. NE.
- OLD BUSINESS:** Will stated that the County Commission is interested in purchasing the First Community Credit Union building in Valley City to house City-County Health District. CCHD was asked to hire a building inspector. She also stated that CCHD has been informally asked to use cash reserve funds to renovate the inside of the building. Two commissioners support purchasing the building, and one or two are not sure. Steve Schmidt, the FCCU contact, has indicated that one other potential buyer is interested in the building. Lars Knoblich of Fargo completed the building inspection July 15. He stated that the elevator may need repairs per the elevator company, the heating/cooling system (boiler) is a concern with hot/cold areas within the building (should be the first thing updated), roof repairs were completed in 2002 (estimated that the roof should be good for 20-30 years), and that he did not detect a lot of moisture damage in the building (though there is some). Keith's Refrigerator/Heating of Valley City gave Wick Construction a bid in 2010-11 of approximately \$20,000 to update the boiler system. In 2010, the heating system was updated on the north (newer) portion of the building for \$16,500. The south portion was not updated at that time. Dr. Luke expressed concern regarding lead, asbestos (and mold) inspections. Overn questioned the condition of the parking lot and whether energy-efficient lighting has been installed within the building. Question arose regarding any flooding and Schmidt had told Will there had never been water problems that he was aware of while FCCU has had the building. Sharon Buhr asked Schmidt for a seller's disclosure (ND does not have a law regarding this). Architect Bobbi Hepper-Olson of Buxton gave a high and low bid to fully renovate the building: Low bid - \$408,375; High bid - \$582,681. Primarily, on the exterior, windows need to be re-caulked and tuck pointing in stone panels on the exterior will need to be done. She did think some moisture issues were in evidence due to rust on some of the steel beams supporting the masonry and above some of the windows. Regarding interior renovations, she said all floor coverings need to be removed and replaced. She suggested that a new, drop ceiling be installed to aid in repairing the electrical system as needed, and she was unsure if the present ceiling contained asbestos. Walls would need to be built/removed to accommodate examine rooms, etc., a new countertop, and some new electrical, and CCHD would need a generator to back up the vaccine refrigerators/freezer. We could get by with one unisex, handicapped accessible bathroom for the public (minimal remodeling), but if we do more extensive remodeling, law demands two public

bathrooms (one male, one female). We would also need sinks for the exam rooms. Heating/cooling system needs to be evaluated.

Minimally, makeshift renovation could entail utilizing the three office spaces on the north side of the building as exam rooms, installing any electrical and plumbing needs, and the HVAC. County responsibility would probably entail the exterior renovation, heating/cooling, and taking care of any asbestos issues. Health Board members thought the county should purchase the building and CCHD pay rent. CCHD has done all the prep work regarding the building to this point. Board was concerned about using such a large portion of our cash reserves for renovations and potentially jeopardize public health programs.

At this point, the Board made a quick tour of the current CCHD office.

Meeting resumed a short time later. A larger facility would allow CCHD to potentially expand public health offerings. Three exam rooms needed: Public health office, family planning/Health Tracks, and foot care.

Some options include:

- Phasing in some of the floor plan over a period of time (continuous construction).
- Recommend county pays for the exterior renovation of building.
- CCHD would cover some of the interior renovations, but would expect to move into a building free of lead, asbestos and mold, and that the heating/cooling and electrical systems are in good working order.
- Will and Buhr can enter into negotiations with County, stating that CCHD would cover some of the interior renovations in lieu of rent for a period of time.
- Luke stated that it was unlikely that the City will increase funding for CCHD (maybe a cost of living increase).
- Negotiate regarding the fact the CCHD does not want to spend down its cash reserve to a minimum, anticipating some major expenses in the future (CDM and electronic medical records).
- CCHD did not receive its full mill levy amount last year as allowed by law, and the County may want to consider giving the full mill levy amount back to CCHD.

Dr. Buhr made a motion (resolution) that CCHD is, in principal, in favor of the purchase of the FCCU building with remodeling, and moving our services there to sustain and improve the services we offer. Second by Overn. Unanimous vote, motion carried.

Will and Sharon Buhr will meet with the County Commission at 10:15 a.m. Wednesday, July 16.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5 p.m. The next meeting will be held Tuesday, July 23 at 3:30 p.m. in the County Commission chambers.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
July 23, 2013

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
- ABSENT:** Cindy Schwehr, Madeline Luke
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
Marcie Bata, BC Environmental Health Practitioner
Ken Astrup, Dakota Plains Cooperative
John Wurzer and Delaine Huseby, owners of Crossroads, Enderlin
- CALL TO ORDER:** Meeting was called to order at 3:57 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The agenda was approved as printed.
- MINUTES:** Overn moved to approve the minutes of the June 25, 2013 monthly meeting and July 15, 2013 special meeting as printed. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report.
- VOUCHERED EXPENSES:** Dr. Buhr moved, Overn seconded a motion to approve the vouchered expenses for July/August. Unanimous vote and motion carried.
- FINANCIAL REPORT:** The financial report was reviewed.
- OLD BUSINESS:** Achieve grant: Nothing to report at this time.
- CCHD facilities update: 3 of 5 Barnes County Commissioners voted at the last County Commission meeting to pursue a purchase agreement for the First Community Credit Union building to house CCHD and possibly Barnes County Social Services. Will has looked into the current leases for businesses housed in the FCCU building. Regarding lead and asbestos testing in the building, Sandy Washek, ND Department of Health, cannot do the required testing and it must be done by a private contractor.
- CDM: Standards of Care reviewed for the CDM program. Brochure reviewed. Anticipate 80 total clients over two years (40 per year). Dr. Buhr moved to approve the Standards of Care as protocol for the new CDM program. Second by Overn. Unanimous vote, motion carried.
- NEW BUSINESS:** Marcie Bata, EHP, explained septic system situation at Crossroads, an Enderlin area bar/restaurant establishment owned by John Wurzer and Delaine Huseby, who are seeking a variance. Bata stated there has been a septic code in Barnes County since 1999. Jim Michael, former EHP for Barnes County, conducted an inspection of the system in 2010 (the system was originally installed in 2004). They are licensed as a limited restaurant (the ND Food and Lodging unit inspects bars and limited restaurants in ND).

The septic system must meet state code to also meet the food code. The owners have until the end of October 2013 to meet the local code. The owners want to turn the establishment into a bar/steakhouse. There are currently 40 seats in the bar with 79 seats potentially available throughout the establishment. The owners took issue with some of the requirements regarding their septic system in light of putting the restaurant in their establishment. Wurzer stated that it was suggested that water usage be monitored as they usually use less than 10,000 gallons per month. The owners were concerned about lack of documentation in Barnes County regarding previous septic inspections. Bata informed the Board that documentation is housed at Central Valley Health District in Stutsman County as Barnes County contracts with CVHD for EHP services. The original project was permitted. The Board suggested the owners downsize their restaurant per the owners' statements that they would rarely, if ever, have a capacity crowd at their establishment. The issue was tabled at this time.

Evaluation of director: Tabled until August meeting.

New Forms/Policies:

- Mandatory Reporting: Vulnerable Adult, Abuse and Neglect
- Mandatory Reporting: Child Protection and reporting form

Overn moved to approve the policies and reporting form as presented. Second by Dr. Buhr. Unanimous vote, motion carried.

Fertilizer plant safety was discussed with Ken Astrup of Dakota Plains Cooperative in Valley City as a new fertilizer plant is planned near Spiritwood. The Board was concerned about safety in light of an explosion in a fertilizer plant in Texas recently. Astrup explained that the fertilizer industry is regulated by the Ag Department and energy input is regulated by the Public Service Commission (PSC). ND has no plans at this time to handle ammonium nitrate at the new plant which was the cause of the explosion in Texas. This plant will handle anhydrous ammonia and urea (nitrogen) fertilizers, which are safer. The plant will utilize waste water from Jamestown, as this is a health department concern. Dakota Plains will contract with Safety Resource Alliance. Construction has not yet started on the plant project.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:40 p.m. The next meeting will be held Tuesday, Aug. 27 at 3:00 p.m. in the County Commission chambers (please note time change to 3 p.m.).

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
June 25, 2013

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
Cindy Schwehr
Tom Overn, Vice Chair
Madeline Luke (arrived 3:55 pm)

ABSENT: None

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

CALL TO ORDER: Meeting was called to order at 3:41 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: The agenda was approved as printed with the addition under New Business of 7) Staffing
8) Other.

MINUTES: Overn moved to approve the minutes of the April 23, 2013 meeting as printed (no May 2013 meeting). Second by Schwehr. Unanimous vote, motion carried.

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

VOUCHERED EXPENSES: Dr. Buhr moved, Schwehr seconded a motion to approve the vouchered expenses for June/July. Unanimous vote and motion carried.

FINANCIAL REPORT: The financial report was reviewed. Will noted that Home Health is in the black and things are looking good.

OLD BUSINESS: Achieve grant: Will and Buhr informed the board that the Achieve partnership has been invited to move into phase 2 of the County Health Ranks/Roadmaps prize application process. Ultimately, the six winning communities nationwide will receive a \$25,000 prize. During the 2nd round, the partnership needs to put together a four-minute multimedia presentation and a five-page essay about our community and health-related community accomplishments. Community bike racks were also discussed and should be placed in strategic locations soon.

CDM: Dr. Mark Strand suggested that the chronic disease management pilot project should be a two-year project rather than just one year as it is difficult to show outcomes on a short-term basis. There is a \$65,000/year CCHD budget for the project (there are no grant funds available for this project). Dr. Strand also wrote a \$5,000 grant which includes an MPH student to track data and the purchase of nursing bags/equipment related to the project. Dr. Buhr made a motion to make the pilot a two-year project rather than a one-year project. Second by Overn. Unanimous vote, motion carried. Dr. Buhr questioned if there was anything in this project that would help CCHD choose intelligently the best electronic health record system for our needs. Will stated that it wouldn't have much effect on that choice and that there isn't a good handle statewide regarding what system works well for public health. CCHD staff have talked with Home Solutions, which handles our SCAN system, and they think they could potentially

develop a system that would meet both our public health and home health needs. It will be awhile before we choose a system.

CCHD facilities: Will still hasn't gotten a price on the First Community Credit Union building. Will and Sharon Buhr have taken a tour of the facility per suggestion by County Commission Chair Eldred Knutson. Some of the commissioners believe the county could purchase the building and CCHD could rent from the county. Commissioner Froelich suggested CCHD may use some of its cash reserves for inside renovations of the building. CCHD currently pays \$8,400/year rent for the courthouse offices and \$26,998/year for support services. The assessed value of the FCCU building is \$750,000-\$780,000. Question arose whether the county can rent to outside entities as there are currently other businesses located on the second floor of the FCCU building and Arlie Braunberger has a CPA business located on the first floor in the NE corner of the building. There is 8,000 square feet on the first floor. CCHD needs approximately 5,000 square feet for our offices, including WIC and tobacco offices which are now housed outside the courthouse. FCCU is planning to move into their new facilities in December. Schwehr will contact the BC States Attorney regarding the renting question. Tabled until the July meeting.

NEW BUSINESS: Professional Persons Committee meeting: No concerns or problems discussed at the meeting. Census/visit charts reviewed by board.

NDDOT funding: Kasey Skalicky's Traffic Safety program (Neighbor Road Watch), which is funded by the ND Department of Transportation, currently educates citizens about calling law enforcement when they spot DUI concerns. NDDOT is now contracting with NDSU, who will subcontract with CCHD to pay for Skalicky's time. Will doesn't know what the project will be for the coming year that begins in October. The project is determined by Skalicky and the DOT.

ND Department of Human Services funding: Pam Sagness has been talking to local public health for about two years about PH providing services/work to decrease binge and underage drinking and drinking and driving through PSE change. This person would work with a coalition and area bars regarding SERVER training, and work on ordinances to require SERVER training. \$1.4 million guaranteed dollars available statewide. Training will be held in July. This is not a competitive grant but an application still needs to be filled out. One year extension likely possible. Theresa will put in the application. Luke made a motion to enthusiastically support the application. Second by Overn. Unanimous vote, motion carried.

CCHD program review: The annual "circle chart" was reviewed. Direct contacts decreased this past year primarily due to the change in focus of the Traffic Safety Program. Most services remained about the same as the year before. Dr. Buhr questioned if Women's Way now covers colonoscopies for qualifying women (Theresa will find out about this, but didn't believe they covered this procedure at this time). Sharon Buhr suggested that Will present this chart to the County Commission and Luke would like the information to present to the City Commission.

Strategic planning: CCHD staff members have developed a Vision, Mission and Value Statement in pursuit of accreditation. Paula Thomsen is the accreditation coordinator for CCHD.

New Forms/Policies: No new policies/forms at this time.

Staffing: Will wanted the board's permission to move Paula Thomsen from the Home Care Coordinator position to a "Director of Nursing" type position, where she would be overseeing both public health and home health nurses. A change of 10-12 hours would be required at about \$35/hour (\$21,000 – high side). Other Home Care nurse(s) would need to pick up some of the Home Care Coordinator duties. Will is hoping to start in August. Will also asked Kristen Bear if she is interested in picking up some of the Home Care Coordinator duties. She is the only staff member to remain in a part-time position (25-30 hours per week) with full health insurance benefits. She is not interested in the Home Care Coordinator position. Paula Thomsen and Sarah Hansen are full-time flex (32-40 hours per week). Kristen's hours may have to be cut if another RN is hired to fill this position and then she would lose her health insurance benefit (less than 20 hours per week). Overn moved to support Will in adding 10-12 hours for a "DON" position and to reallocate hours in office as needed, and to redefine Paula Thomsen's position. Second by Luke. Unanimous vote, motion carried.

Luke discussed mold issues from recent overland flooding in the city. Humidity meter availability to citizens discussed. People with flooding issues need to keep the humidity under 50 to help prevent mold from forming. Will noted that FEMA clean up kits are still available to the public from Kim Franklin (Emergency Management Coordinator for Barnes County). Theresa will look into purchasing a couple humidity meters, if not too expensive, that the public can borrow for short periods of time.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:59 p.m. The next meeting will be held Tuesday, July 23 at 3:30 p.m. in the County Commission chambers.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
March 26, 2013

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
Cindy Schwehr
- ABSENT:** Madeline Luke
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:10 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** The agenda was approved as printed with the addition of 4) Program evaluations 5) PH Volunteer of the Year 6) Board meeting time change, and 7) Other, under New Business.
- MINUTES:** Dr. Buhr moved to approve the minutes of the Feb. 26, 2013 meeting as printed. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report. Will noted there has been a 2% reduction in Medicare Parts A and B for home health due to sequestration. Adult immunizations have increased due to all Barnes County residents receiving a letter recently recommending four adult vaccines: influenza, pneumococcal, Zostavax (shingles), and Tdap (tetanus/diphtheria, pertussis). The bulk mail letter was financed through an Immunization Access grant. Childhood immunizations are also up due to this grant. The aim for this group is updating Tdap, meningococcal (aimed at students going into the 7th grade in the fall) and human papillomavirus (HPV for grades 6-12).
- VOUCHERED EXPENSES:** Schwehr moved, Dr. Buhr seconded a motion to approve the vouchered expenses for March/April. Unanimous vote and motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Will noted that home health billing is behind due to the accountant finishing up numerous grant reports, etc. We should be back on track by April.
- OLD BUSINESS:** Achieve grant: Nothing new to report at this time.
- CDM update: Will is waiting to hear from Linda Lane (Sanford) regarding a meeting between CCHD, providers Misty Anderson and David Hochhalter, and Kim McKay. Will has already met with CCHD staff, who had some good suggestions regarding CDM. Will also noted that City-County Health and Central Valley Health in Jamestown were awarded a citation as a "Promising Practice" by NACCHO for their CDM program. This could be upgraded next year to a "Model Practice" citation with more detailed information submitted.
- Public Health legislative update: Will provided written testimony March 18 (delivered by Robin Iszler of CVHD) regarding the \$4 million regional network funding. She is also watching the Department of Health budget which would finance more state aid funding for public health, and Environmental Health FTE positions at the state level, particularly in the western part of the state. Will testified against \$383,000 to be taken from the

Center for Tobacco Prevention/Control Trust Fund for the Stroke System of Care. SB2031 would create the 29th public health unit in the state at Fort Berthold.

NEW BUSINESS: CCHD facilities: Sharon Buhr and Will looked at the Community Credit building located just east of the public library. The question to the Board was whether CCHD should be looking at the possibility of purchasing the building rather than renting space from the county, as was suggested by a county commissioner, if they decide to relocate CCHD and Barnes County Social Services outside the courthouse (this is just in the talking stage at the present time). Commissioners are discussing eventually housing the Sheriff Department in the courthouse. The regional FCCU owns the building which will become available later this year. Board members agreed that they would like to meet with county commissioners to discuss this matter further. The building was erected in the early 1960s and an addition on the north side was built in the 1970s. Its value is approximately \$750,000. Currently, CCHD utilizes 1,680 square feet in the courthouse. Tabled at this time.

Will also wanted to clarify the lead issue at the local law enforcement center in Valley City. Police and sheriff employees were tested recently for lead levels in their blood. All came back well within “acceptable” levels (no medical intervention needed at this time). Will stated that if the facility was professionally cleaned it would be safe for workers to continue being there and it would not be a health issue.

Nightengale Night: This is the 2nd annual event for local nurses. It will be held May 16. Last year CCHD donated to the event because they were honoring Erma Overby, longtime director of City-County Health. Dr. Buhr moved to donate \$50 to the event this year. Second by Overn. Unanimous vote, motion carried.

New Forms/Policies:

- Assessment of Client Immunization Status. Overn moved, Dr. Buhr seconded to approve the policy as presented. Unanimous vote, motion carried.

Annual program evaluations were reviewed as follows:

- Flu: Net revenue \$17,315 (less than last year). Expenses were greater this year due to billing and RN time.
- Health Tracks: Net gain \$8,968.20. This program is making more money now due to Jennifer Schumacher, regional Health Tracks coordinator, who comes weekly to help Julie Hoar, R.N., with the program, at no cost to CCHD. Medicaid pays for the Health Tracks program.
- WIC: Costs \$46,387.59, which is reimbursed by the state. This is a nutrition program for women, infants and children.
- Wellness Screenings: This program only saw a net gain of \$9.42. Will stated that these screenings need to be viewed as a community service and not necessarily as a money-making service. The number of participants has decreased this past year.
- VC Public Schools: This program had a net loss of \$6,568.75. However, this program also helps pay for the office nurse, who would need to be available regardless if she saw students or not.
- Newborn Home Visits: Forty Barnes County births in 2012. The breastfeeding grant will hopefully help increase newborn home visits. Will noted that Kristen Bear, R.N., recently completed training and is now awaiting certification results to become a certified lactation counselor. CCHD will work toward attaining more

referrals from providers outside of Barnes County now that Mercy Hospital no longer offers obstetric services.

- Environmental Health: CCHD contracts with Central Valley Health District (CVHD), Jamestown, to provide EHP services in Barnes County. The annual fee for this contract is \$4,427, which is paid for with public health state aid dollars. All EHP fees for permits/services are paid directly to CVHD. The cost for the contract in 2013 will be \$5,533. CVHD also serves as the regional Emergency Preparedness coordinator (including Barnes County).

Dr. Buhr made a motion to approve the program evaluations as presented. Second by Overn. Unanimous vote, motion carried.

The Board discussed nominations for the Public Health Service Award for 2012. It was agreed that Barb Bjorum, Valley City Public Schools, would receive the award this year. She will receive her plaque during County Government Week (April 14-20) at the County Commission meeting.

It was noted that Public Health Week is April 1-7. No activities are planned as CCHD joins this celebration with County Government Week each year. There will be an article submitted to the Valley City Times-Record the week of April 1-7 to explain what CCHD does in Barnes County.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:40 p.m. The next meeting will be **Tuesday, April 23, 2013 at 3:30 p.m.** in the County Commission room. Please note time change for this meeting.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
November 26, 2013

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Madeline Luke
Tom Overn, Vice Chair
Cindy Schwehr (left at 3:46 p.m.)
- ABSENT:** None
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
Beth Viland, WIC Director
- CALL TO ORDER:** Meeting was called to order at 3:05 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** Additional item added under Old Business: 4) Crossroads letter 5) Valley City Smoke Free Ordinance 5) Other. Agenda approved with this addition.
- MINUTES:** Dr. Buhr made a motion to approve the minutes of the Oct. 22 monthly meeting. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Recently met with the Regional Network Group. Dr. Mark Strand and his grad student want to conduct a survey that will be conducted with all the Health Board members. It should take about 20 minutes to complete the survey. The survey is confidential. It will refer to Barnes County and surrounding counties. It will be a telephone survey.
- VOUCHERED EXPENSES:** Luke moved to approve the vouchered expenses for November/December. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Home Health is \$7,255 in red. But did receive a check from Medicaid for approximately \$17,000 that came Nov. 25 and is not reflected in the report as printed.
- OLD BUSINESS:** Barnes OTM update: Nothing to report at this time.
- CDM update: CCHD now has two clients on service and has had some referrals that don't qualify under the criteria set up. Hoping to get five clients on service. Board questioned the criteria regarding the need for a hospitalization episode. The criteria was e-mailed to Board members to review prior to the program beginning, however some did not remember reviewing them. Theresa will send out the original e-mail to review again.
- CCHD facilities update: Theresa hasn't been able to touch base with architect Bobbi Hepper Olson recently. Gave update on PACE/Flex loan which would buy down the interest from 4% to 1% (amounts to approximately \$37,000 on \$350,000 loan). Jennifer Feist has approval from the Development board to do it as a grant instead of a loan. The Development board has indicated that they see CCHD as such an integral part of the community that they would want to do it as a grant rather than a loan. Their part of it (local) is \$9,259 and the Bank of North Dakota's portion amounts to \$27,000. It would take CCHD's monthly interest payment from \$1,458 to \$291 over a five-year period. The

local money (\$9,259) will come out of Barnes County Development funds, not Valley City Development funds.

(New Business item inserted at this point as Board member Cindy Schwehr had to leave the meeting early.)

Will gave a brief update to the Board regarding an agenda item (WIC discussion) under New Business. Beth Viland, WIC director, wants to stay in her current office site when CCHD moves into the new facilities next year as she has more room now than she will have in the new facility. One of the points of the new facility is to house all portions of CCHD in one building rather than have separate offices for Tobacco Cessation and WIC for a “one-stop shop” concept. Will has visited with Ruth Bachmeier, Fargo WIC director, regarding their recent move, and Sharon Buhr has spoken to the state WIC director who expressed her concerns regarding rent/expense equity. Everyone will need to be involved in the ultimate decision. Theresa and Cindy Schwehr strongly favor WIC being in the new facility. Board members saw benefit to WIC clients being at the new facility as far as immunizations and the close proximity to a grocery store where they can use their WIC vouchers. Viland will visit with the Board later in the meeting.

(Return to Old Business)

Will received a letter from Crossroads Steakhouse and Lounge co-owner Delaine Huseby, rural Enderlin, regarding the Board’s denial of a septic variance for their business. Letter was e-mailed to Marcie Bata, EHP for Barnes County, for her input. The letter’s intent is basically to refute water usage for the business, drain field material and depth, and depth of mottling. Supporting documentation was also attached regarding water usage. Bata responded to Will with requirements. Schwehr said the County Commission has alluded, in general discussion, to the fact they will support Bata and will not go against state requirements on this issue, though they have taken no official action at this time. The drain field is short regardless of how much water the business uses. The Board stated that they stand by their original denial of the septic variance. They would like Will to send a reply to the owners stating the following: They do not think anything substantively new has been added by their letter. Their option is to upgrade their system since the drain field does not meet current requirements, regardless of their water usage, and does not warrant revisiting the issue at this time. They must meet the requirements by upgrading their system or do pumping as needed.

VC Smoke-Free Ordinance: A letter was composed Sept. 24 by Theresa and Sharon Buhr, per Board request, urging the city to adopt the state law locally. Luke advised Theresa and Sharon to request a time slot to address the Commission on this topic in December and request a motion to adopt the ordinance. Luke requested that they mail or e-mail commissioners some information in advance of the meeting.

NEW BUSINESS:

(Discussion regarding WIC office continued with Beth Viland)

Viland addressed the Board and requested that the WIC office be allowed to remain in its current location on Central Avenue rather than move into the new CCHD facility next year. She is concerned about the amount of space allotted to WIC at the new site. She currently has 680 sq. ft. of space (476 sq. ft. for office room and the remainder is used for storage). The current office measures 17’ x 27.8’ and the secondary room is 17’ x 12’. 180 sq. ft. is the amount of space allotted within the new facility under the proposed design. Viland stated she sees 75-90 families each month. The typical family shows up for appointments with mom plus one or two other adult family members, plus 1-5

children. At least 20% of families have 4+ people coming to each appointment. The infant equipment today is also much bigger than it was 20 years ago. The WIC office is open Monday-Wednesday and possibly Thursday (briefly) if needed. Viland said a concern is that WIC can expect projected budget cuts of possibly up to 7% for 10 years. She also stated that the state WIC office is concerned about long-term costs, remodeling costs, and rent equity and how it could possibly affect the local office if they move. Viland invited the Board to tour the current WIC office and equipment. Sharon proposed that the Board adjourn and walk down to the WIC office and see the layout.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:21 p.m. The next meeting will be held Tuesday, Jan.28 at 3:00 p.m. in the County Commission chambers, unless some business needs to be taken care of in December.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Special Board Meeting
October 3, 2013

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
Madeline Luke
Cindy Schwehr (left 5:07 pm)
- ABSENT:** None
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
Marcie Bata, BC Environmental Health Practitioner
Delaine Huseby, co-owner of Crossroads, Enderlin
- CALL TO ORDER:** Meeting was called to order at 4:06 p.m. by Sharon Buhr, Chair, in the DES/IVN room in the Barnes County Courthouse.
- AGENDA:** Approved as printed.
- MINUTES:** Minutes for the September 24 monthly meeting will be approved at the November monthly meeting.
- OLD BUSINESS:** Crossroads septic system: Tabled at the September 24, 2013 monthly Health Board meeting until more information could be obtained regarding water usage at the site. The Board reviewed the unapproved minutes of the September 24 meeting. Will spoke with other public health directors and Keith Johnson, Custer Health District Environmental Health Practitioner (EHP) in Mandan, regarding how they handle variances. According to Johnson, existing systems shouldn't be considered for variances. They only consider variances for new systems that for some reason can't be completed according to that county's septic code. Will stated that Marcie Bata, EHP for Barnes County, calculated water usage based on information provided by Crossroads owners, omitting the time period of heavy usage for watering horses. Will had compiled information regarding this variance for Board members. Points were noted regarding requirements which do not meet current septic code in Barnes County. Following discussion, Will recommended that no variance be issued for this project. Huseby told the Board that they use more water at their house than they do at the Crossroads bar (the water bill is combined for both sites). She also noted that the house has its own septic system. Regulations state for a bar/lounge with a restaurant, water usage is figured at 36 gal. per seat per day. A bar (only) that's open 16 hours or less per day is figured at 30 gal. per seat per day. At this rate, current water usage is not supported by the size of the septic system that is now in place. This site also does not have enough linear feet for a bed system currently. The current system definitely will not meet county regulations if a restaurant is added. Potential solutions include obtaining an easement from surrounding landowners to increase bed size; constructing a mound system; using a holding tank system. Huseby asked if they could use a holding tank rather than using a drain field. Bata stated that they could use a septic tank with the mound system. The Board stated that licensed contractors are aware of all types of systems discussed with Huseby. Dr. Buhr made a motion to deny the septic variance to Crossroads owners and that the owners should work with Marcie Bata, EHP, to obtain a system that will be compliant with county regulations. Second by Luke. Unanimous vote, motion carried.

FCCU building: Will reported that state grants are available for energy-efficient lighting, heating/air conditioning, and windows. It is a 50% matching grant up to \$100,000 (if our project is \$200,000, we can apply for \$100,000). Will has an application for the State Historical Society since the building is more than 50 years old. She also has a contract with KLJ (\$750) for a cost-savings analysis, which is required by the grant (must show a 10-year cost savings). Luke stated that even if the project falls short of achieving the 10-year cost savings by the end of the grant period, they will not seek reimbursement of grant funds. Will was seeking approval from the Board to sign this contract. There is also an application to be filled out to get reimbursed for the engineering costs. Will talked to Bobby Koeplin, Cass County Electric, regarding Missouri River Energy Services that does a light energy audit – we will be conducting this audit Oct. 22 at 10 a.m. Will has checked with Lee Grossman, Barnes County States Attorney, regarding at what point bids are required for services. He said that for improvements to county buildings you need to advertise for bids if estimated entire costs for construction exceed \$100,000. You also need to procure plans from an architect if the estimated cost exceeds \$100,000. This applies when there is a general contract and any sub-contractors. Work budgeted: \$200,000 for renovations; \$30,000 for windows; and \$18,000 for heating/air conditioning. Overn suggested having a general contractor so that Will doesn't have to try to coordinate contractors and keep them on task. Board suggested that Will find an architect before signing contract with KLJ. Luke questioned whether we can apply for the grant until we own the building. Will must also find out our government entity qualification. Dr. Buhr stated that he would like a recommendation from the Board chair and Will before making a decision regarding which architect to hire. Luke made a motion that if we qualify to apply for the grant, that we pay \$750 to KLJ to do the energy analysis. Second by Dr. Buhr. Unanimous vote, motion carried. There is also a Missouri River Energy Services rebate for heating, cooling and lighting available through Valley City Public Works (a member of MRES). This rebate is not city money, but state money. Will stated that she was concerned that under Luke's approved motion, she would not be able to conduct the energy audit until after the next Board meeting. Luke made a motion to rescind her previous motion, making a new motion as follows: She moved that Will and Sharon Buhr interview, select and engage an architect prior to the next meeting, and that if we qualify to apply for the grant, that we pay \$750 to KLJ to do the energy analysis. Second by Dr. Buhr. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:23 p.m. The next meeting will be held Tuesday, Oct. 22 at 3:00 p.m. in the County Commission chambers.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
October 22, 2013

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary

Tom Overn, Vice Chair

ABSENT: Madeline Luke
Cindy Schwehr

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Becky Kratz, CCHD Financial Analyst

CALL TO ORDER: Meeting was called to order at 3:24 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: Approved as printed.

MINUTES: Dr. Buhr made a motion to approve the minutes of the September 24 monthly meeting and the Oct. 3 special meeting. Second by Overn. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Will discussed the issue of higher than normal lead screening levels in several Health Tracks clients (children). Stan Horst, courthouse building maintenance director, did some extra cleaning in the room as Sandi Washek, an environmental health specialist from NDDoH, noted that higher lead levels were found in the creases of the examination table in the room. This could have resulted from the remodeling completed earlier within the IVN/DES room, which is located next door to the Health Tracks room. She also noted that the room needed to be cleaned in general. The resultant higher lead level screenings could have come from the children accidentally touching the creased areas with their fingers prior to the finger-stick test. Will also noted some other EHP issues:

- She was contacted by Naomi Musche, District 24 legislative representative, regarding the outcome of the recent Crossroads septic system decision. Musche had been contacted by John Wurzer, co-owner of the Crossroads business. Will explained how the decision had been reached by the Board to deny the septic variance sought by the co-owners.
- A Barnes County man has built a home without obtaining a septic permit, even though he knew he needed a permit. Marcie Bata, Environmental Health Practitioner for Barnes County, and Will plan to meet with Lee Grossman, BC States Attorney, to discuss if this needs to be pursued as a legal matter.
- A Fingal resident has not hooked up to the city's sewer system and is still dumping sewage elsewhere off his property. A court hearing will be held.
- A court hearing is also scheduled for an Eckelson man, who had been reprimanded by the court previously, regarding animal hoarding and cleaning up his property.

Buhr also noted, regarding an upcoming Strategic Prevention Framework, State Incentive Grant training that Will and Kasey Skalicky, Traffic Safety Coordinator, will attend Nov. 4, that according to a reliable parent who was informed by several VCHS students, at least 50% of juniors/seniors are smoking pot. The norm needs to be changed regarding drugs and alcohol, said Buhr, who noted this is a public health issue. Dr. Buhr noted that

some parents are now more tolerant toward pot, possibly as a result of some states legalizing its use. However, it is still a toxin that can adversely affect young brains. Dr. Buhr made a motion to accept the Director's Report. Second by Overn. Unanimous vote, motion carried.

VOUCHERED EXPENSES:

Dr. Buhr moved to approve the vouchered expenses for October/November. Second by Overn. Unanimous vote, motion carried.

FINANCIAL REPORT:

The financial report was reviewed. Will reported that the third quarter State Aid payment was late and that Home Health is \$4,000 in the red due to being behind on Medicaid billing since Becky has been very busy with grant, building, budget and flu immunization billing issues. Revenue continues to come in however. Marlene Davis, who does the CCHD cost report, feels it is time to take a good look at certified Home Health (Medicaid and Medicare) and whether CCHD wants to continue with it. This does not include public health home care services. Will noted that ICD-10 (coding) will be implemented in mid-2014, which entails a lot of staff education. What would CCHD save by de-certifying? This issue will be reviewed by the Board in early 2014.

OLD BUSINESS:

OTM Partnership: Sharon Buhr reported that the partnership supported the no smoking in the parks ordinance, Walk to School Day, and proposed sidewalk ordinance/stripping ordinance. Three city commissioners seem to support some striping for bikes in the street. Buhr noted that OTM also supports an ordinance that all new housing developments will need to include sidewalks.

CDM update: Will noted that there is only one person on service in the program so far. Have been doing more public relations. She is waiting to hear back from Chelsey Matter, Blue Cross Blue Shield, regarding possible ways for public health to become a part of the medical home and how to utilize the MediQ platform. Concept being that CCHD would be the pilot site. How can public health fit in with existing clinic programs? A potential HRSA grant, to be written by NDDoH, would likely include purchasing an electronic medical record system for CCHD.

CCHD facilities update: Sharon/Theresa met with four architects. Bobbi Hepper Olson was selected as the architect for the remodeling of the current First Community Credit Union building. She will charge 10% of the renovation costs, but no additional charges/fees beyond that unless we need a structural engineer (which we likely won't). Will showed the Board a preliminary sketch for the floor layout. West River Energy conducted an energy audit of the building Oct. 22. Energy efficiency grant is being pursued by CCHD. Pace/Flex loan available through Bank of North Dakota where they buy the interest if you have 25% local dollars. On \$350,000: total interest at 4% is \$23,624. Bank of ND would buy down 75% of interest which would total \$17,718. The Development Corporation would put in \$5,906 and we would have to pay that back after the 5 years. Theresa will check with Steve Schmitz, FCCU lender, to see what he knows about this program.

The Board reviewed a five-year projection to see how the cash reserve will decrease over time with the purchase of the building. Will begin 2014 with \$631,447 cash on hand. Estimated cash reserve increase before FCCU building costs each year will be \$25,000. CCHD will bill WIC and Tobacco Prevention for space in the building. (See attached projection sheet).

2014 budget: The Board looked at a proposed budget with a 3% pay increase. Will explained to the Board that CCHD is lagging behind other public health facilities in pay scales, particularly for registered nurses. RNs are getting very difficult to hire for all medical facilities. Will did not figure in an equity increase for her position. With a 3% pay increase and the proposed equity increases, as well as new building expenses, CCHD will end 2014 (excess expenses over revenue) at \$483,874 in the red in the cash reserve. 2013 is projected to end \$25,000 in black (\$25,000 increase in cash reserve). Following review of the proposed budget, Dr. Buhr made a motion to approve the 2014 budget as presented, with thanks to Theresa/Becky for time spent putting it together. Second by Overn. Unanimous vote, motion carried.

Buhr noted that it would be good for one of the Board members to walk through the FCCU building every week to make sure what is going on with the remodeling project once it is under way. Buhr asked Overn if he might be willing to take this on.

Will noted that CCHD has given 825 adult flu and 337 child/adolescent flu immunizations to date.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:51 p.m. The next meeting will be held Tuesday, Nov. 26 at 3:00 p.m. in the County Commission chambers.

Respectfully submitted,

Dr. James Buhr, Secretary

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

September 24, 2013

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair
Madeline Luke (3:31 p.m.)
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
Marcie Bata, BC Environmental Health Practitioner
John Wurzer and Delaine Huseby, owners of Crossroads, Enderlin
Vicki Voldal Rosenau, Tobacco Cessation Coordinator
- CALL TO ORDER:** Meeting was called to order at 3:06 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** One item was added under New Business: 4) Flu vaccine update 5) New Forms/Policies 6) Other. With this addition, the agenda was approved.
- MINUTES:** Overn moved to approve the minutes of the August 27, 2013 monthly meeting. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** The Board reviewed the Director's Report.
- VOUCHERED EXPENSES:** Dr. Buhr moved, Overn seconded a motion to approve the vouchered expenses for September/October. Unanimous vote and motion carried.
- FINANCIAL REPORT:** The financial report was reviewed. Will reported that the financials look "healthy" and she has no immediate financial concerns at this time. She noted that Home Health is \$11,000 in the black and CCHD should end the year with a little extra in the cash reserve.
- OLD BUSINESS:** On The Move Partnership: Mark Fenton, a nationally acclaimed transportation/streets planning/public health speaker, was in Valley City Sept. 11-12. He assessed, along with community leaders and interested persons, city streets for their walkability and how we can better integrate pedestrians, bicyclists and vehicle traffic. He suggested some fairly easy fixes such as bump-outs on Central Avenue to control traffic while shortening the length of the walk across the street for older or handicapped citizens and children; a lane for pedestrians/bicyclists on busy streets such as Main Street and Central Avenue; pruning back low-hanging branches and trimming bushes along sidewalks; and placing more bike racks along the business sector. Sharon Buhr also told the Board that the OTM Partnership didn't receive the \$25,000 County Roadmaps prize that she, Theresa Will, Vicki Rosenau and others had been working on recently.
- CDM: CCHD has one client in the program now and Will didn't think we would be utilizing the entire \$35,000 budgeted this year for that purpose. Not sure why CCHD is not getting the referrals needed for the program from clinics. Some referrals haven't met the criteria for the program. Additional PR to promote the program will be undertaken.

CCHD facilities update: Will noted that CCHD paid \$50,000 for the down payment for the First Community Credit Union building. She also reported that Carl Martineck, Assistant Barnes County States Attorney, sent her an e-mail saying a party has expressed an interest in purchasing the safe in the FCCU building, which primarily consists of the vault door, steel frame and threshold. He thought the purchase price would include repairing the wall/doorway after the vault door has been removed. The Board would consider this. FCCU will take the ATM machine on the site. The overhang was discussed as was the drive-thru area. Three grant opportunities may be available to help remodel the FCCU building and make it energy efficient.

Septic variance: Marcie Bata, BC Environmental Health Practitioner, discussed the possible Crossroad Bar/Grill septic variance. The Board sent a letter to John Wurzer and Delaine Huseby, owners of Crossroads near Enderlin, ND, requesting the following:

- Type of soil where the drain field is located
- Depth of mottling of the soil where the drain field is located
- Depth of drain field, not only the pipe but the rock as well
- Drain field materials, pipe sizing, rock sizing, etc.
- Water usage records from water bills dated May 2013 through August 2013

CCHD received a box of soil samples from Wurzer by the deadline noted in the letter. Bata was concerned about soil mottling and noted that Wurzer had not gone down three feet from the bottom of the drain field (pea rock) to obtain the needed sample. He stated that he only has a 5-ft. auger bit and can't go deeper. He had obtained a sample approximately 6 to 12 inches below the bottom of the drain field which was clean. Bata was still concerned about any mottling that might be occurring closer to the water table (unsure where the water table is located at that site). Rock size sample was also a concern as the rock pieces provided were small (1 1/2 inch or smaller) and they need 1-3 inch size rock to meet requirements (deviates from parameters). Wurzer stated that he could provide bigger rock if needed. He did provide the requested water usage records at the meeting, apologizing for misunderstanding that he should have provided the records by the deadline noted in the letter. Bata will need to analyze the water usage records against the drawings provided. Bottom line: Bata will evaluate what the water records say versus what the design says and "decide where we're at with that," according to Bata. Bata needs to run this formula before the Board can make a decision regarding a variance to meet code. Board was concerned about setting a precedent with this case. Crossroads owners are willing to drop back by 20 seats at their establishment to stay within water usage requirements. Overn moved that Marcie run the formula to look at how many gallons of water are being used versus what the design is, come back to the Board, and make a report. Second by Dr. Buhr. Unanimous vote, motion carried. Her report could tell the Board how many "seats" the system could handle. Wurzer was concerned about the October 1 deadline for them to meet code and when the Board will make the decision on the variance. A special meeting will be held Thursday, Oct. 3 at 4 p.m. in the DES room when a variance decision will be made. Bata contacted Tim at state to see if an extension could be granted to Wurzer and Huseby. An OK was received from Tim. Luke discussed a possible conditional variance, noting that if their business grows or things change, we would need to revisit this issue and they may be required to dig up their system and make the required changes. A new owner would be required to bring the system up to current code status. Bata noted that this type of system (bed) typically has an average 15-year life expectancy. Ultimately, this project is not in compliance under state specifications. Bata noted the specifications in Ransom County differ somewhat from specifications in Barnes County. The original septic system was not a "permitted" project in 2004, even though Barnes County adopted septic code/regulations in 1998. A

technical failure of the system could not be detected until sewage is detected on the soil surface or there is sewage backup into the building. The consensus of the Board will be to focus on the water usage issue.

Evaluation of Director: Board thanked Theresa for an excellent year and lauded her for her work on the new building. Luke made a motion stating the evaluation had been completed. Second by Dr. Buhr. Unanimous vote, motion carried.

2014 budget: The Board continued the discussion regarding the 2014 budget, which was tabled at the August monthly meeting. Will noted that there will be more tobacco funding in 2014. City Commission approved a 5% increase and CCHD will receive \$22,050 in 2014, rather than \$21,000. Will noted that the 2014 proposed budget will end with \$503,128 taken from CCHD's cash reserve, mainly due to the building purchase. Will is talking with Marlene Davis to see if she will do some sort of a cost analysis regarding home health and see where CCHD should go with that in the future. Home Health's future will have a bearing on what type of electronic medical record will be required in the future also. Overn, who also serves on the Social Services Board, noted that Barnes County Social Services may still be interested in moving into the FCCU building in the future. CCHD is projected to have approximately \$636,000 in our cash reserve at the end of 2013, according to Will. 1 mill = \$65,242. Will also looked at equity pay – the proposed budget includes a 3% raise. CCHD has fallen behind some other public health units in the state, particularly nurses. It would take an additional \$16,000 to bring CCHD staff up to speed with other units, said Will. Also, Barnes County policy states that full-time staff will now start at \$13/hr., according to Beth Didier, Barnes County Auditor. Sharon Buhr suggested that a five-year projection is probably necessary to factor in such things as janitorial, snow removal, etc., at the new building before the Board can make a decision regarding pay increases. Rents at the FCCU building were discussed and whether the rents would need to be increased. HIPAA violations discussed by the Board.

NEW BUSINESS: Vicki Rosenau, Tobacco Cessation Coordinator, addressed the Board regarding Valley City smoke free workplaces. Rosenau presented a potential letter for the Board to consider sending to Mayor Bob Werkhoven recommending adoption of a model smoke-free city ordinance based on the ND smoke-free policy passed in November 2012. This would reinforce the state legislation and protect Valley City in the event that this legislation is ever overturned in the future. Rosenau questioned if the Board would like to consider including not allowing “smoking patios” at establishments. This would not affect smoking shelters (huts). Dr. Buhr made a motion that the Board approve signing and sending the letter to the City Commission. Second by Luke. Unanimous vote, motion carried. Further, Overn made a motion to include patios as smoke free areas in this letter to the Commission. Second by Dr. Buhr. Unanimous vote, motion carried. The Board wants Rosenau to include a model smoke-free policy with the letter.

Rosenau also shared information regarding health organizations that are urging the U.S. Trade Representative to exempt tobacco products from provisions of the Trans-Pacific Partnership Agreement. Dr. Buhr made a motion that the Board send a similar communication to the Trade Representative and the ND Congressional delegation; and that the Board contact several statewide health organizations to encourage them to similarly communicate with the Trade Representative; and to authorize Vicki to draft these communications and for Theresa and /or Sharon to proof and sign them on behalf of the Board. Second by Luke. Unanimous vote, motion carried.

Hail damage to cars: CCHD received \$1,874.40 for the Sebring and \$2,554.60 for the Taurus from insurance for minor hail damage to office cars. Theresa asked the Board if they thought she should have the damage repaired, since the cars are older, or not. She told the Board that the damage is really not too noticeable. The Board agreed with Theresa to not repair the cars.

Flu clinic: Theresa noted to the Board that Edgewood Vista, a nursing home in Fargo where her daughter Breann is Director of Nursing, has unsuccessfully tried to get several Fargo entities to come and administer approximately 200 immunizations to their staff and residents. Theresa's daughter asked if CCHD would consider giving these immunizations in Fargo. CCHD received 200 extra doses of trivalent flu vaccine this year and this would be a good opportunity to use it. It was the consensus of the Board to give these immunizations if it is approved by Edgewood Vista.

New Forms/Policies: None presented.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:13 p.m. The next meeting will be held Tuesday, Oct. 22 at 3:00 p.m. in the County Commission chambers

Respectfully submitted,

Dr. James Buhr, Secretary