

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Board Meeting**  
**April 4, 2018**

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

Tom Overn, Vice Chair  
Cindy Schwehr

ABSENT: Mike Bishop

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

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

AGENDA: Agenda approved as printed.

FINANCIAL REPORT: Becky Kratz, CCHD accountant, explained the new format being utilized for the Physical Activity and Nutrition interim budget. In December 2017, there was a cash reserve ending balance of \$889.12. As of February 2018, the cash reserve ending balance was \$517.49. Sharon Buhr stated the new format was much easier to understand.

OLD BUSINESS: Board discussed rental space on second floor. South Central Human Service Center (SCHSC) is looking at renting approximately 1,800 sq. ft. of space in former law office area. This would include the reception area, the area behind the half wall, conference room and three offices. This space has been renting for \$9 sq. ft. Chelsey Modlin of Valley City will serve as the local coordinator of the Valley City hub. Working here will be Dr. Clinkenbeard, a nurse, Modlin, a case manager, an addiction counselor, and a case aid. They will be working on differing schedules. They would like to begin working here by the end of April. Schwehr suggested checking with the VC/BC Development Corporation to see if there is a possibility of receiving some financial help from them for remodeling or reduced rent for SCHSC.

Bids were reviewed for new carpeting in the former law office area.

- Valley Paint & Glass: They would utilize the same carpet tile as in other parts of the building and DuraCeramic tile in the two office bathrooms. Submitted bid of \$11,581.
- LaValle Flooring: They would utilize similar carpet tile manufactured by different company and compatible with existing flooring in building and would utilize a vinyl tile comparable to DuraCeramic in the two office bathrooms. Submitted bid of \$10,577.

Bids were reviewed for painting/wallpaper removal in former law office area.

- GO (Connie Geinert): She would prep/paint over existing wallpaper in hallway, one office and half wall area. She would remove wallpaper in reception area, two offices, conference room, two bathrooms and prep/paint. There would be extra charge if repairs or texturing needed. Submitted bid of \$5,050.
- Integrity Painting (Lisa Mikkelsen): She would remove all wallpaper (except wallpaper in one office that has already been painted over) and prep/paint

reception area, hallway, half wall area, conference room and offices. She submitted a bid of \$3,000.

Schwehr made a motion to accept bids from LaValle Flooring for floor coverings, and Integrity Painting for wallpaper removal, prep and painting in the former law office area, contingent upon SCHSC final decision to rent space. Theresa will visit with the VC/BC Development Corporation regarding possible funding for remodeling project. Second by Overn. Unanimous vote, motion carried.

Board discussed Wick Construction decision to move out of second floor offices. Will thought they may be out as early as the end of April, but nothing has been confirmed yet. The Wick office area is 715 sq. ft. and has been renting for \$536/mo.

Theresa will visit with Dr. Cramer at SCHSC regarding final decision to lease space at CCHD. CCHD will need to develop lease agreement. Board discussed possible lease term and rent negotiations. The rent at \$9 sq. ft. would be \$1,350/mo. for 1,800 sq. ft. Consensus of the Board would be to allow Theresa to negotiate lease down to 3 years, if needed, but Board would prefer 5-year lease; she can negotiate rent as low as \$7 sq. ft.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 12:45 p.m. The next regular monthly meeting will be **Friday, April 20, at 1 p.m.** in the CCHD conference room. Please note change of date and time.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**April 20, 2018**

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

Tom Overn, Vice Chair  
Cindy Schwehr

**ABSENT:** Mike Bishop

**ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office manager  
Marcie Bata, Environmental Health

**CALL TO ORDER:** Meeting was called to order at 1:05 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

**AGENDA:** Add under New Business: 4) Mill levy request 5) State of ND budget 6) Other. Agenda approved as amended.

**MINUTES:** Schwehr made a motion to approve the March 27, 2018 monthly minutes and the April 4, 2018 special meeting minutes. Second by Overn. Unanimous vote, motion carried.

**DIRECTOR’S REPORT:** Reviewed.

**VOUCHERED EXPENSES:** Discussed what area South Central Human Service Center wants to rent on second floor. The area selected will rent for \$1,311/mo. Overn made a motion to approve April/May vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Reviewed. Discussed CCHD Interim Budget. Have now color-coded grant areas. What we have budgeted under “opioids” will be less than what we receive in 2018 (there will be carryover). Extended original opioid contract to June 30. Received word that we will be funded for another two years. More has been spent for speech therapy than was budgeted. Home Health is in the red (\$8,000), but that is only due to payments lagging behind services. PA & Nutrition is \$1,800 in black. Dr. Buhr made a motion to approve the financial report. Second by Schwehr. Unanimous vote, motion carried.

*(Moved ahead to New Business/Environmental Health.)*

**NEW BUSINESS:** Marcie Bata, EHP, discussed sale of Ashtabula Crossing (only the business is being sold, not the house). KLJ is replotting the lot. There is currently one shared septic system for the business and house. This system will be sold with the business (.21 acres). The house lot is .038 acres. Septic regulation states that septic system will be located off property, which will not be the case. Options are a holding tank for the house, or allow easement to keep septic system conjoined as long as everything stays status quo by both parties. Bata explained that the new buyers are not opposed to looking into other septic system options, if required. The two owners are siblings. This is a unique situation, said Bata. This happened before current regulations were in place (if this was a new build, two systems would be needed). Barnes County willing to replat. Schwehr made a motion to

give buyers an easement, but if **anything** changes on either property it needs to be re-examined. Second by Overn. Unanimous vote, motion carried.

*(Returned to regular agenda.)*

OLD BUSINESS: CCHD facilities update – taken care of earlier in the meeting.

Family Healthcare: Held meeting April 4. There was a consensus to proceed with planning. Talked to Barnes County Commission and received their support. Still a lot of planning needed. Will is concerned about the possible need for another RN. Schwehr made a motion supporting the possibility of bringing Family Healthcare to Barnes County and housing them in the CCHD facility. Second by Dr. Buhr. Unanimous vote, motion carried.

NEW BUSINESS: Program evaluations: None.

Community Health Assessment: Survey would be conducted this fall. Cost is \$5,000, of which CHI Mercy Health will pay half. Will work with Center for Rural Health. Survey needs to be done every three years to be in sync with the hospital. Overn made a motion to pay \$2,500 for this assessment. Second by Dr. Buhr. Unanimous vote, motion carried.

Mill levy request discussed. 5 mills equaled \$393,540 or \$78,708 per mill in 2017 (auditor suggested requesting \$414,000 this year). Overn made a motion to approve a request of \$414,000. Second by Dr. Buhr. Unanimous vote, motion carried.

Governor's budget: Governor says agencies with a general fund appropriation of less than \$5 million must submit a base budget with a 5% reduction; agencies with a general fund appropriation of \$5 million or more must submit a base budget with a 10% reduction (this includes the Department of Health). Gov. Bergum is also asking all agencies to identify an additional 3% reduction as a contingency against volatile commodity prices. Agencies should also submit a base budget with a 5% reduction in current budgeted 2017-2019 FTE levels. Chris Jones suggested we are spending too much money on treatment, so why not use some of that treatment money and put it into prevention. Sharon expressed concerns about how this would affect South Central Human Services being at CCHD. State aid to CCHD is \$34,000.

Backing the Badge group is planning a Bike Rodeo in Valley City. CCHD is supplying bike helmets and printed educational materials, as well as staff to fit the helmets on participants. On The Move will be offering fruit and chocolate milk (ND Dairy Council), plus coloring books.

**Next meeting:** Tuesday, May 22 at 3:30 p.m. in the CCHD conference room.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 1:58 p.m.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Aug. 22, 2018**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Cindy Schwehr
- Tom Overn, Vice Chair  
Mike Bishop
- ABSENT:** None.
- ALSO PRESENT:** Theresa Will, Administrator  
Dave Schelkoph, City Administrator  
Jeff Differding, Street Superintendent  
Dr. Madeline Luke  
Angie Martin, Office manager
- CALL TO ORDER:** Meeting was called to order at 3:5 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Schwehr made a motion to approve the July 24, 2018 minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Julia Anderson, RN, and Kristen Bear, RN, were at the Fargo Family HealthCare facility recently to see how they operate and to get a better idea of how to set up exam rooms here for them once they start operating at CCHD Sept. 26. Also noted that South Central Human Service Center open house was held in August at the CCHD satellite clinic. The Valley City site could serve as a model for other potential satellite clinics in the state. Dr. Madeline Luke questioned medication security at CCHD, particularly once Medication Assisted Treatment (MAT) becomes available. Will noted that surveillance cameras are being installed in the facility, and panic buttons are already available.
- (Moved to New Business, Item #1, pesticide use)*
- NEW BUSINESS:** City mosquito pesticide use discussed with Dave Schelkoph, City Administrator, and Jeff Differding, Street Superintendent. Board members expressed concerns regarding the City's use of a spray containing chlorpyrifos to control mosquitos. Chlorpyrifos has been demonstrated to have negative IQ and ADHD effects on fetuses exposed in utero. Differding explained that the spray vaporizes and that they are only spraying for flying mosquitoes, not those on the ground or in standing water. Dr. Luke shared her views that regardless of vaporizing, a certain amount of this pesticide still hits the ground. She was also concerned about spraying near the Community Gardens since this spray also kills pollinators such as bees. Differding stated that they spray after dusk and before 8 a.m. and they usually put out public notices about the days they are spraying. Court ban on pesticides with chorpyrifos discussed. Differding has already been looking into other types of pesticides that the City could purchase. Discussion on CCHD's role in promoting prevention, and urging public to get rid of standing water so mosquitos don't hatch in the

first place. City currently maps out chronically wet areas and utilizes BT bricks to control mosquito population. Also work with NDDoH on mosquito trapping, though City doesn't do live trapping. Those city workers doing the spraying are certified through the ND Ag Department every three years. They use ½ pint of pesticide per acre of air space. They also alter the product used every couple years due to resistance. Schelkoph and Differding noted that the City will honor any court action regarding the spray currently being used. Dr. Luke stated that no one knows what a "safe" dose of chlorpyrifos is. All Board members agreed that spraying is necessary to prevent the spread of West Nile Virus, but changing to a non-chlorpyrifos product would be good. Trapping 200 mosquitoes within 24 hours is indicator for spraying in city. The Board concluded by stating that the City should consider an alternative pesticide product even if a ban is not upheld. Dr. Buhr made a motion to accept this statement, with a second by Overn. Unanimous vote, motion carried. Overn requested City inform CCHD of any spray changes. Dr. Luke requested that City not spray for mosquitos near the Community Gardens as it also kills pollinators. Differding stated that the Community Gardens could still be potentially hit by some pesticide drift, depending on wind factors, though they try to spray when wind is very low.

*(Returned to regular business after this discussion.)*

- VOUCHERED EXPENSES:** Reviewed. CCHD has made its 39<sup>th</sup> loan payment. Bishop made a motion to approve the August/September vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Noted CCHD is at about 58% currently. Home Health is -\$25,000 due to a backlog in billing but should be caught up soon. Will stated that the additional accounting position has been offered to an applicant but she hadn't heard back from the individual yet. Skyler Ienuso has been hired for the new BOTMP grant position. Dr. Buhr made motion to approve the financial report. Second by Bishop. Unanimous vote, motion carried.
- OLD BUSINESS:** CCHD facilities update: Will noted that Family HealthCare is sending cabinetry for the two exam rooms they will be utilizing beginning Sept. 26. Foot care room will be moved to the current small conference room. New vinyl tile or laminate flooring is needed in this room for sanitary purposes. The carpet tile in the small conference room will be lifted and used to partially re-carpet Heather Kroeker's office (additional carpet tiles will need to be ordered to complete this project). Schwehr made a motion to proceed with flooring in the small conference (foot care) room up to \$1,000. Second by Bishop. Unanimous vote, motion carried. Bishop made a motion to authorize the administrator to spend up to \$1,000 for anything to do with the building, and up to \$5,000 with the Board president's approval. Second by Schwehr. Unanimous vote, motion carried. Overn noted that Bakkegard & Schell still need to plug leaks and that the auto damper in the duct work is making a rattling noise.
- NEW BUSINESS:** Environmental health:
- Two individuals have not responded to certified letters from Marcie Bata/Barnes County. Dr. Buhr made a motion to send these on to the Barnes County States Attorney. Second by Bishop. Unanimous vote, motion carried.
  - Three other individuals have not responded to Marcie Bata/Barnes County requests for information regarding their projects. Dr. Buhr made a motion to send

these individuals a certified letter. Second by Overn. Unanimous vote, motion carried.

Policies: None.

**Next meeting:** Tuesday, Sept. 25, at 3:30 p.m. in the CCHD conference room.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:53 p.m.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Board Meeting**  
**Jan. 5, 2018**

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

Tom Overn, Vice Chair  
Cindy Schwehr

ABSENT: Mike Bishop

ALSO PRESENT: Theresa Will, RN, Director  
Angie Martin, Office Manager  
Heather Kroeker, STR Opioid Coordinator  
Keith Heuser, CHI Mercy Health  
Patrick Gulbranson, CEO, Family Health Center, Fargo  
Jo Heisler, Sanford Health  
Laura Hovland, Essentia Health

CALL TO ORDER: Meeting was called to order at 9:02 a.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Agenda approved as printed.

NEW BUSINESS: Federally Qualified Health Center clinic was topic of discussion. Patrick Gulbranson, CEO, Family Health Center, Fargo, shared information about possibility of Valley City (CCHD) becoming a “satellite” clinic of the Family Health Center in Fargo. Theresa Will noted that she has been interested in this type of affiliation for several years but has not actively pursued more information until recently, wanting to determine if this relationship could increase access for health care services for various populations in Barnes County. Looking to the future, it was noted by the group that there is a general lack of behavioral health providers and addiction counselors in Barnes County (as there is statewide), and no local medication-assisted treatment for opioid substance users. Gulbranson stated that the majority of their clientele are on Medical Assistance (MA) or are uninsured however, they serve everyone regardless of ability to pay or insurance status. The Fargo facility is **not** a free clinic – clients must pay a \$25 co-pay for each visit. If special services are required (beyond a simple visit), payment plans are arranged on a sliding fee scale. Fargo’s annual budget is about \$16-\$17 million per year, and much of their funding comes through HRSA grants. Gulbranson noted that the Fargo facility is certified through 2020 (they are certified for three years at a time).

There are two potential ways for Valley City to become a FQHC clinic:

- Wait for HRSA funding to become available, which could take a while.
- Family Health Center could open a satellite clinic in Valley City, which would likely take less time, but no HRSA funding would be involved.

Family Health Center offers an array of services including medical, dental and behavioral (this is a new area of service for them and there would be limited behavioral health services they could offer here in the near future since they, too, have issues finding adequate staffing). They have an on-site pharmacy in Fargo, but they would utilize a local pharmacy if they came to Valley City (CHI Mercy Health pharmacy briefly discussed as a possibility so as not to show favoritism to one pharmacy company over another).

Group was most interested in behavioral health/substance use treatment services. Briefly discussed dental services as it was noted that there are only 1-2 local dentists who will see patients who are on MA. Family Health Center would work with local clinics, hospital, pharmacy.

Key stakeholders expressed interest in pursuing this Family Health Center possibility further. Gulbranson noted that this isn't something that will "happen overnight." Stakeholders will discuss what services are needed in Valley City/Barnes County. Gulbranson suggested that FHC/CCHD/CHI start with visioning, discussing services, scope and gaps. Health Board will further discuss the process and funding at their next meeting Jan. 30. Keith Heuser will discuss it with the CHI Mercy Health board on Jan. 30. Gulbranson will talk with his board Jan. 9 and update them on this meeting.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 10:42 a.m. The next regular monthly meeting will be **Tuesday, Jan. 30, 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. 30, 2018**

**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

**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: 4. Family Health Center 5. Other; and under New Business add: 2. Copier 3. Other. Agenda approved as amended.

**MINUTES:** Dr. Buhr made a motion to approve the Dec. 26, 2017 monthly minutes. Second by Bishop. Unanimous vote, motion carried. Dr. Buhr made a motion to approve the Jan. 5, 2018 special minutes. Second by Bishop. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed. Will noted that the goal of 700 participants in the On The Move paragraph in her director's report was wrong. It should have been a goal of 500 participants. Heather Schwehr also wanted to update the Board that she is currently conducting a survey among landlords/managers of multi-unit rentals in Valley City regarding whether their units are smoke free and/or if a smoke-free clause is contained in their lease agreement. The survey has included 803 units to date. Most have been smoke-free but some lack actual smoke-free policies in their leases.

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

**FINANCIAL REPORT:** Reviewed. Home Health ended 2017 \$6,600 in the black. This does not take into account \$8,000 in denials due to face-to-face documentation issues. Health Facilities is currently at CCHD surveying home health. New regulations in force since Jan. 1, but this will not affect the outcome for 2017. They will make suggestions for improvements before they leave. Theresa will have more information on the survey outcome at the Feb. meeting.

Overn questioned 2017 property taxes. Board discussed fact that most of the second floor area formerly occupied by the law office has been unrented since they left. Schwehr noted that no taxes are due for unrented space. Theresa will look into this.

Will explained where CCHD is at financially now and wanted to give the Board an idea of where CCHD will hopefully be at the end of 2018. Budgeted \$35,098 in the red for 2017. But within that budget, we did not budget for building repairs/upgrades, utilizing our cash reserve instead. In 2018, CCHD did budget for building repairs and taking it out of the cash reserve. Building expenses paid last year that weren't in the budget were

\$104,388 (includes part of the windows, second floor bathroom remodel, carpet on stairway and second floor hall, and none of the heating), so ending 2017 \$106,341 in the red was better than we thought we would do. The concern in 2018 is that not all the building expenses came out in 2017, and we still have quite a few expenses carrying over to 2018. In February, we will pay \$47,438 to Bakkegard & Schell; \$48,000 to Wick, and \$17,000 to Red River Glazing, plus an extra \$8,600 to Wick for taking out windows. Plan to do stairway window area when it gets warmer outside however, Wick can't take out those windows since they are too big for them to handle. Red River Glazing will send out two men to remove those windows, which will cost a little more. CCHD's 2018 budget includes \$150,000 for building repairs in 2018. We will begin 2018 with \$247,458 in cash reserve. Budgeted \$129,000 in red for 2018, but that doesn't include any of the roof work. Will leave CCHD with about \$120,000 in the cash reserve at the end of 2018 if we don't do anything else (this is just an estimate since final numbers are not available). It should be noted that this \$120,000 includes funds specific to the alcohol and opioid prevention grants. Will noted that CCHD changed Tobacco Prevention and Alcohol Prevention from public health into a separate grant area. This will also include the Opioid grant program. Bishop stated he would like to see these three grants listed separately in 2018 to see the "money pots" for each program. Board concurred. Bishop made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities update – First payment of \$47,438 will be made in February to Bakkegard & Schell for the heating system. Window replacements nearing completion with exception of the stairwell windows which will be replaced when the weather is warmer. The small window in the WIC office is a concern due to placement and we may decide not to replace it. The old heating equipment has been removed from the mechanical room.

Nursing services update: Will announced that she has hired Stacey Cox, RN. Stacey lives in Wimbledon with her family. She will begin work March 5. Per her request, Stacey was given the opportunity to take up to one day per week for up to two months to finish up loose ends with her current employer (Jamestown Sanford Clinic).

Environmental Health: The Board took the following action on two septic projects previously described by Marcie Bata, EHP:

- Project #1 (D.P.) – No response to certified letter from CCHD. Bishop made a motion to send this to the BC State's Attorney. Second by Dr. Buhr. Unanimous vote, motion carried.
- Project #2 (Spiritwood) – Regarding holding tank, require pumping contract in place. Bishop made a motion to send this to the BC State's Attorney. Second by Dr. Buhr. Unanimous vote, motion carried.
- All other cases previously reported in November have been referred the to BC State's Attorney.

Family Health Center: Contacted by Patrick Gulbranson regarding the FQHC project. Further discussion needed with CHI Mercy Health, as a primary stakeholder, since their buy-in is needed regarding lab, x-ray, etc., for this project. Sanford Health is also a possibility. Will stated we still need to look at how CCHD could potentially be affected if we proceed. Next meeting will be held Wednesday, Feb. 14, at 1 p.m. in CCHD conference room.

NEW BUSINESS: BC Extension: Sue Milender requested letter of support from CCHD board for continued BC Extension Service presence in county. There is a possibility of a funding cut for the Extension program or combining some Extension units in state. Sharon Buhr submitted letter and it was reviewed by board members. Sharon and Theresa explained that CCHD and Extension often collaborate on projects but do not compete regarding services offered by either. Board was in agreement with letter.

Copier: Current office copier/printer is eight years old and staff has been experiencing problems with it. Board discussed merits of leasing versus purchasing a copier. Will received quotes from Central Business Systems, Jamestown, for two different copiers.

- Kyocera printer/copier (30 pages per minute Monochrome): \$2,999.00 w/trade-in and county discount.
- Kyocera printer/copier (32 pages per minute Color): \$3,995.00 w/trade-in and county discount)

To lease these copiers:

- Kyocera (Monochrome): 60-month FMV lease is \$58.00/month.
  - Kyocera (Color): 60-month FMV lease is \$77.00/month. Color maintenance rates: .032 & .045.
- Present cost per monochrome (B/W) print using present copier: .0187 cents.
  - Cost per monochrome print with proposed equipment: .0079 cents
  - Based on current CCHD monochrome monthly volume of 4,000 prints, the savings per monochrome print would be .0108 cents
  - Projected savings on monochrome prints: \$43.20 (savings x monthly volume)
  - Total amount saved over 60 months (monthly savings x number of months equipment life): \$2,592.00
  - Service agreement: \$31.60/month based on 4,000 copies per quarter.

Board suggested Theresa also talk with Jason Thiel, IT manager, to see if he can get a better price on a similar copier. Theresa stated that Central Business Systems could do this extra discount due to a sizeable contract with another entity which they can work through.

Bishop made a motion that Theresa look for the best offer and either buy or lease a copier. Second by Dr. Buhr. Unanimous vote/motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:45 p.m. The next regular monthly meeting will be **Monday, Mar. 5, 2018, at 4:00 p.m.** in the CCHD conference room (note change of day/date/time).

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**July 3, 2018**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Cindy Schwehr
- ABSENT:** Mike Bishop
- ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office manager  
Dr. Madeline Luke
- CALL TO ORDER:** Meeting was called to order at 12 noon by Sharon Buhr, Chair, in the CCHD small conference room.
- AGENDA:** Add under New Business: 5) Chlorpyrifos 6) Employee name badges 7) Other. Agenda approved as amended.
- MINUTES:** Dr. Buhr made a motion to approve the May 22, 2018 minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will noted there are currently 13 applications for the BOTMP project director position and 1 application for the RN position. Will met with the Barnes County Commission today regarding the preliminary budget. 1 mill = approx. \$82,000. CCHD requested 5 mills, but commissioners voiced concern that a mill is worth more this year and 5 mills may not be needed. Nothing has been decided yet. Will is not certain what will be happening with tobacco prevention funding. There is no more tobacco prevention money through the large tobacco settlement – the legislature usurped that money for other projects last year. Legislature is considering a tobacco tax increase.
- FINANCIAL REPORT:** Reviewed. Will noted that the cash reserve will be down to approximately \$100,000 once CCHD has finished paying for remodeling projects. Home Health is currently \$5,300 in the black. \$69,000 of our revenue is grant dollars, specific to the alcohol and opioid programs. Overn noted that Bakkegard & Schell hasn't put the gas lines in yet and payment of this bill should be held until gas line installation is complete.
- VOUCHERED EXPENSES:** Bought ID scanners, of which one was given to VCPD and one to Sheriff's Department. CCHD has five scanners that can be loaned out to businesses – bar owners can rent to buy a scanner, if desired (approximately \$1,300). Gas cards have been purchased through the opioid program for clients needing to travel to Fargo to the methadone clinic for treatment. The \$25 gas cards are given to clients by clinic staff following their appointment. Overn made a motion to approve the June/July vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- [Board moved to New Business item #5 (Chlorpyrifos).]*
- NEW BUSINESS:** Dr. Madeline Luke addressed the Board regarding mosquito spraying in Valley City. She has talked with Dave Schelkoph, City Administrator. The pesticide utilized is called

Mosquito Max and it contains 12% chlorpyrifos and 4% pyrethrum, both neurotoxins. These chemicals are included in a broad-spectrum pesticide that the EPA has noted causes health problems in children, particularly affecting en utero fetuses, causing defects. Chlorpyrifos can be inhaled, ingested through vegetation contaminated with the chemical, direct contact through skin, or through water, noted Luke. Currently, the United Kingdom and Hawaii have banned chlorpyrifos. The EPA has yet to determine what denotes a “safe” amount of this chemical in relation to adults, pregnant women, and children.

She also noted that since this is a broad-spectrum pesticide it also kills needed pollinator insects such as bees, which are already in jeopardy across the U.S. Dr. Luke is very concerned about the new city orchard and pollinator gardens. Some local gardeners are being forced to pollinate gardens by hand due to lack of pollinators.

Spray lasts for two weeks. Dr. Luke suggested looking at the protocol for mosquito spraying in Valley City. Locally, residents could rid their property of mosquito-breeding habitat by getting rid of any standing water and cutting down brush/weeds on their property. Getting rid of the mosquitos before they hatch, possibly by using mineral oil on water surfaces. Could also possibly use BT (*Bacillus thuringiensis*). When this bacteria is consumed by certain insects, a toxic protein crystal is released in the insect larvae’s highly alkaline gut, blocking the system which protects the pest’s stomach from its own digestive juices. The stomach is penetrated, and the insect dies by poisoning from the stomach contents and the spores themselves. This can be obtained locally at Ace Hardware, said Luke. Maybe the City could use a pesticide that was less toxic to humans, animals and pollinators, or use this Mosquito Max only minimally. Theresa will talk with Marcie Bata, EHP for Barnes County about this situation, and possibly Jeff Differding, Valley City Street Superintendent (does VC have other pesticide options available?). City must have policy and procedure info available to the public, stated Schwehr.

*[Board returned to Old Business on agenda.]*

OLD BUSINESS: CCHD facilities update: Remodeling projects close to done, although Overn stated the gas pipes aren’t in yet upstairs. South Central Human Service Center has been occupying their offices on second floor since June 1. Board discussed fact that Wick Construction hasn’t given notice that they are out of their office yet. If they fail to pay rent CCHD should give them a 30-day notice and change lock, decided Board.

Home Care: At the May 22 meeting, the Board discussed potentially dropping Medicare Home Health services and focusing on Medicaid clients primarily. Reviewed Marlene Davis’s analysis of CCHD’s Home Health situation. Davis concluded that Medicare is still contributing significantly more to overhead than Medicaid and other insurance payers. It was her suggestion to “keep the Home Health Department intact **unless** CCHD can reduce administrative or building costs by at least \$74,000.” Home Health is still showing a \$30,000-\$50,000 profit each year. Will believes CCHD needs to continue “doing what we’re doing” and keep trying to hire an additional RN. If CCHD continues serving Medicare and Medicaid clients, it will require doing documentation in the home via computers and CCHD will need to purchase additional electronic equipment. Julia Anderson, DON, would act as the coder. This change could ultimately affect some positions at CCHD. The Board will need to look at the budget again also. Schwehr made the following motion: Based on the analysis of the services currently provided under Medicare, Medicaid and other payers through CCHD Home Health, and continuing to

offer current therapy services, CCHD will continue to offer Home Health services as it has to this point. Second by Overn. Unanimous vote, motion carried.

Environmental Health: Will presented some Environmental Health situations as listed by Marcie Bata, EHP, for further action by the Board.

- Regarding property located near Enderlin, there was a property transfer – system failed inspection. They have completed the work but they aren't answering the letter from CCHD. Overn made a motion to send a certified letter to the owner. Second by Schwehr. Unanimous vote, motion carried.
- Regarding property in Spiritwood, owner self installed a system without approval. Owner needs to submit soil classification. No response from owner. Motion made by Schwehr to send the owner a certified letter. Second by Overn. Unanimous vote, motion carried.
- Regarding property near Wimbledon, owner installed a holding tank for shop without a permit. Installed by Fargo installer. No alarm installed. The Board allowed this project if an alarm was installed and the owner purchased holding tank permit. No response. Schwehr made a motion to send a certified letter to the owner. Second by Overn. Unanimous vote, motion carried.
- Regarding property near Kathryn, owner self installed a holding tank without a permit. We will assess fine of \$50 for not obtaining a permit. Motion made by Overn to send a certified letter requiring an alarm to be installed. Second by Schwehr. Unanimous vote, motion carried.
- Regarding property near Valley City, owner has a building permit. No septic permit issued. No response. Motion made by Overn to send certified letter to owner. Second by Schwehr. Unanimous vote, motion carried.

NEW BUSINESS: Equipment and furniture purchase discussed. Need to purchase two Surface Pro computers for Home Health (\$2,368). Will also requested credenza for front office (\$1,433) utilizing original cabinet builder. Schwehr made a motion to approve these two purchases. Second by Overn. Unanimous vote, motion carried.

Credit cards: Credit card reader available for about \$50. County is utilizing MuniPay. MuniPay charges customer fee instead of the provider. Can't use taxpayer dollars to pay user fees. Customer would be charged 3% user fee. Won't cause any less revenue for CCHD. Must tell customer that if they use their credit card they will be assessed this fee. Overn made a motion to utilize MuniPay and initiate this process. Second by Schwehr. Unanimous vote, motion carried.

Board discussed surveillance cameras. CCHD can use opioid grant dollars to purchase and install cameras since one camera will be installed in the vault area where the drug cabinet is located. Cameras will also be needed once the syringe exchange service is in place. Total cost for six cameras plus installation is \$9,525.45 (Electro Watchman). Cameras will be installed in the following locations: CCHD lobby, Public Health hallway, elevator or elevator lobby, 2<sup>nd</sup> floor hallway, vault, and north parking lot. More cameras can be installed as needed. Overn suggested a camera by outside east entry. Overn made a motion to approve the surveillance camera project, using opioid grant dollars to purchase/install it. Second by Schwehr. Unanimous vote, motion carried.

Board discussed key fob entry to CCHD facilities on first floor. Name tags (badges) would let staff into entry doors currently utilizing "CCHD" key for entry. Readers needed at each door. This will cost approximately \$3,000. This project could also be paid for

with opioid grant dollars. Schwehr made a motion that Theresa proceed with getting the secured swiping lock system in place utilizing opioid grant dollars. Second by Overn. Unanimous vote, motion carried. Theresa will talk with Julia and Angie to decide which doors will utilize fob entry and get back to Board members.

Policies: Board reviewed two CCHD policies –

- NDQuits Registration and Nicotine Replacement Therapy Voucher Distribution (plus schematic). Schwehr made a motion to approve this policy. Second by Overn. Unanimous vote, motion carried. Sharon Buhr suggested handout be compiled outlining available tobacco cessation services.
- Clinical manager for Home Health (required by Medicare). Overn made a motion to approve this policy. Second by Schwehr. Unanimous vote, motion carried.

Employee name badges: Board reviewed prototype of name badge designed by Katie Beyer. Theresa showed this badge to County Commissioners and they wanted “Barnes County” to appear on it. This change was made.

Theresa shared that Eileen Ryan, CNA, has compiled CCHD scrapbook for 2017.

**Next meeting:** Tuesday, July 24, at 3:30 p.m. in the CCHD conference room.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 1:31 p.m.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Aug. 22, 2018**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Cindy Schwehr
- Tom Overn, Vice Chair  
Mike Bishop
- ABSENT:** None.
- ALSO PRESENT:** Theresa Will, Administrator  
Dave Schelkoph, City Administrator  
Jeff Differding, Street Superintendent  
Dr. Madeline Luke  
Angie Martin, Office manager
- CALL TO ORDER:** Meeting was called to order at 3:5 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Schwehr made a motion to approve the July 24, 2018 minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Julia Anderson, RN, and Kristen Bear, RN, were at the Fargo Family HealthCare facility recently to see how they operate and to get a better idea of how to set up exam rooms here for them once they start operating at CCHD Sept. 26. Also noted that South Central Human Service Center open house was held in August at the CCHD satellite clinic. The Valley City site could serve as a model for other potential satellite clinics in the state. Dr. Madeline Luke questioned medication security at CCHD, particularly once Medication Assisted Treatment (MAT) becomes available. Will noted that surveillance cameras are being installed in the facility, and panic buttons are already available.
- (Moved to New Business, Item #1, pesticide use)*
- NEW BUSINESS:**
- VOUCHERED EXPENSES:** Reviewed. Will noted that CCHD is holding back \$2,000 on the Bakkegard & Schell bill until they fix some leaking areas in the air conditioning system. Three bills didn't get added to the vouchered expenses – Sanford \$5.92; Control Solutions \$133.00; Shingrix vaccine (GSK) \$1,386.00. Schwehr made a motion to approve the vouchered expenses, including the three unlisted bills, for July/August. Second by Dr. Buhr. Unanimous vote, motion carried.
- Reviewed other bills. Charged new HRSA grant (BOTMP) rent starting in June. Will noted that the grants we are receiving are helping CCHD in many ways. Making payment #38 on building loan. Overn made a motion to approve these bills. Second by Schwehr. Unanimous vote, motion carried.

**FINANCIAL  
REPORT:**

Reviewed. Added a blue line now, so each grant is color coded on the financial report. Grants: Tobacco is \$2,490 in black; PFS \$11,769 in black; Opioid \$57,861 in black. Bottom line: -\$18,577.03. \$72,120 is grant revenue. So, true bottom line is -\$90,697, which will come out of cash reserve of \$247,000. Will stated that quite a bit of Patagonia billing is outstanding because Becky has been busy with the budget. Home Health is currently \$4,100 in red. However, Home Health is tracking to make approximately \$250,000 this year (\$20,000 more than was budgeted). Overn made a motion to acknowledge review of the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

**OLD BUSINESS:**

CCHD facilities update: Bobby Koeplin noted that Bakkegard was sending someone out to unplug the mini-split to the vaccine room air conditioner, which was leaking water down the wall and onto the floor. We are withholding \$2,000 from Bakkegard's bill until they check all the pipes. The air conditioning has all been checked. Bobby wasn't sure if everything has been checked regarding heating (gas). They are warrantying parts and labor for a year. Wick Construction's check being withheld until it is figured out who is responsible for caulking the windows on the outside. Bobby noted that the stucco people don't do caulking. The window people only caulked the aluminum frames (inside and out). Ray Nelson will caulk the drip caps near the stucco. Roof is done and closed out now. They didn't put paver walkways down to keep from walking on the roof rock – it would have cost \$3,500 for the roofers to add this item. Bobby did put down poly pads under the air conditioners. Discussed watering the trees on boulevard.

Rent schedule/building expenses: Noted that the four grant programs are helping CCHD with the cost of building. Grants are serving everyone in Barnes County in a new and comprehensive manner.

Home Care: Will stated that everyone is excited about Home Health being left to function as it has been, utilizing both Medicare and Medicaid and other insurers. Will hopes to have a new RN hired by the end of this week.

2019 revised budget: Budget based on 5 mills (\$80,282/mill or \$401,411 total). Increased Home Health to \$255,000 because that's where we're on track for this year. Stand-alone grant revenue is increased by about \$500,000. Grant revenue for 2019 is about \$822,000. Fee for services is about the same. Will noted the need to hire another accountant as Becky is overwhelmed. Board had talked about this previously and approved – waited to assure it was workable in the budget. Will advertise for a 32-hour position. Medical insurance is higher due to adding RN. Public health hours increased, mostly related to school and jail. Tammy Langland will be working at the front desk two days per week once Family HealthCare is in place. Eileen Ryan, CNA, will be doing more home visits, but will remain a part-time worker. Tammy's and RN hours for Family HealthCare will come out of the Opioid grant. Under Grant Contract Services, will use \$10,000 to help state do Mental Health First Aid Train the Trainer training. Costs \$36,000 per training. These are specific trainings for youth and for adults. Altru is paying a good portion of the fee for both trainings in Grand Forks. Would cost about \$4,000 to \$5,000 for one person to get trained if sending them out of state. For our \$10,000 we will have 15 slots available to us. Heather Kroeker will likely take both trainings and Erin Klingenberg will take the youth training. Some of the 15 slots will probably be offered to units in western ND. Each trainer must teach three Mental Health First Aid classes per year to remain certified.

Under CCHD building, Bobby Koeplin is now a county employee due to liability insurance. He is also a maintenance employee for the county parks department. Block grant is not included in 2019 budget since we don't know if we are going to get it. The block grant this time involves both public health and municipalities. The deadline is Aug. 10 at noon.

A two percent wage increase was built into the budget. Mike Metcalf, county commissioner, is requesting numbers for a 1.5 percent wage increase from Beth Didier, county auditor, including CCHD, said Will. It was noted the cash reserve should be between \$100,000 and \$50,000 at the end of 2018, barring any big problems. Schwehr made a motion to approve the 2019 revised budget as is, but evaluate salaries at the end of the year. Sharon Buhr stated the Board would like 10-15 percent of the non-grant budget to be available at the end of the year. Second by Overn. Unanimous vote, motion carried.

Equipment discussed. Card-reader system for doors was okayed by the Board at the July 3, 2018 meeting. However, the bid came in at \$5,600, which was higher than anticipated. This money will come out of the opioid grant. The consensus of the Board was to go ahead with the project.

Sharon Buhr revisited the chlorpyriferos issue brought up by Dr. Madeline Luke at the July 3, 2018 board meeting. She suggested we have this on an agenda at a future meeting, with Dave Schelkoph, Valley City administrator, in attendance. The Board could also meet with him at his convenience, whichever works. Board members should continue to seek information on this issue prior to discussing it with Schelkoph, suggested Buhr. Tabled.

NEW BUSINESS: Environmental health:

- A septic system was installed at a rural Valley City farm site (J.C.) and they have not been responsive to Marcie Bata's calls to check the system. Schwehr made a motion to send a certified letter to this individual. Second by Dr. Buhr. Unanimous vote, motion carried.

Policies: None.

Will wanted the Board to know that as we move forward with having Family HealthCare of Fargo have a satellite clinic in our office, that this would not be possible without funding through the opioid grants. \$56,000 of in-kind staff time is required to make this work. Grant funds will also pay for needed supplies. When the opioid grant funds are done, CCHD/Family HealthCare will need to have a business plan in place to sustain it.

South Central Human Services, now located on second floor, will be unable to see walk-ins at this time. People will need to make appointments through the Jamestown office. They will have appointment slots open for local intakes. Brochures are needed for both South Central and Family HealthCare so residents become familiar with their services. Another Family HealthCare meeting will be held Aug. 1 at CCHD.

**Next meeting:** Wednesday, Aug. 22, at 3:30 p.m. in the CCHD conference room. Please note change of day.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:57 p.m.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**March 5, 2018**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair
- ABSENT:** Cindy Schwehr, Mike Bishop.
- ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office manager
- CALL TO ORDER:** Meeting was called to order at 4:40 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under Old Business add: 3. Environmental Health 4. Budget update 5. Maintenance Service Contract 6. Other. Agenda approved as amended.
- MINUTES:** Overn made a motion to approve the Jan. 30, 2018 monthly minutes. Second by Dr. Buhr. Unanimous vote, motion carried. Board members also wanted Will to express their gratitude to the staff for the many hours worked while short staffed in nursing for six months.
- DIRECTOR'S REPORT:** Reviewed. Town Hall public meeting on Substance Use is planned April 5 from 6-7:30 p.m., with doors opening at 5:30 p.m. It will be held at the Hi-Liner Activity Center (HAC). There will be a video on the impact of opioids in ND, and a discussion panel comprised of local stakeholders and Chris Meyers, U.S. District Attorney for ND. The goal of the meeting is to increase awareness and decrease stigma around Substance Use Disorder (SUD) and mental health. Will also noted that Public Health Week will be held locally April 2-7. It will include a prescription "take back" event to encourage people to dispose of unused and expired prescriptions (all pharmacies, VCPD and Sheriff Department will be drop-off points). Public Health Week will be observed in conjunction with County Government Week being observed at the courthouse.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve February/March vouchered expenses. Will noted that a large portion of the building expenses will be paid by the end of March. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Grant programs now being tracked separately. Current year net balance: \$74,685.32. CCHD should end 2018 in the black. Property taxes and mill levies from previous years discussed. YPHHP/On The Move budget discussed and changes recommended. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.
- OLD BUSINESS:** CCHD facilities update – Signed the contract for the roof repairs - \$55,550. Starting shortly after April 1, depending on weather. Bakkegard & Schell has been working on removing old air handler. Window project nearing completion, though they are still working on the stairwell window.

New Kyocera copier is being leased from Central Business Systems, Jamestown.

Environmental Health: The Board took the following action on four septic projects previously described by Marcie Bata, EHP:

- Project #1: Property in Wimbledon (Slag). No permit for holding tank. No installer. \$50 penalty for doing work on system without permit. Needs to pay \$100 for holding tank permit. Dr. Buhr made a motion to approve. Second by Overn. Unanimous vote, motion carried.
- Project #2 and #3: Properties in Rogers (Shape) and rural Valley City (Eggert). Both have holding tanks but need contracts for pumper in place. Dr. Buhr made a motion to send certified letters to each party requiring them to submit information regarding pumper contract. Second by Overn. Unanimous vote, motion carried.
- Project #4: Property in rural Oriska (Brennan). Moved modular home onto property and connected to an existing septic system. System isn't big enough and he needs to put in different drain field. He wants to add on to existing drain field, but regulations state he needs to put in new one since you can't get same medium that was required originally. He is strapped for funds – he could try to save money and put drain field in in 2019 or 2020. Original system is still working, according to Bata. Following discussion, Dr. Buhr made a motion to require completion of new drain field by Aug. 31, 2019. Second by Overn. Unanimous vote, motion carried.

Budget update: Revised the budget since there is \$942 more in mill levy funding. \$393,540 is 5 mills. Keying error in Social Security corrected (\$12,000 rather than \$1,200). Some of Will's time taken out of Admin. and put into grant expense. \$5,202 is total of extra salary from second 1% wage increase which was discussed at January 2018 board meeting. Expenses over revenue is -\$128,822. Overall, not much different than the original budget. Overn made a motion to acknowledge and approve proposed changes in budget. Second by Dr. Buhr. Unanimous vote, motion carried.

Maintenance Service contract: Bobby Koepplin reported to Theresa that he will see a significant increase in his liability insurance as a contracted worker, and he is considering dropping all of his contracted work. Will stated that Koepplin could be hired as a part-time CCHD employee rather than be contracted. Technically, he could receive 8 hours vacation time for every 173 hours worked, but he is willing to waive vacation time since he doesn't work that many hours. He currently receives \$40/hr. Dr. Buhr made a motion to employ Koepplin as a part-time employee with vacation benefits. Second by Overn. Unanimous vote, motion carried.

NEW BUSINESS: CCHD bylaws reviewed. Change (page 3, letter I) that minutes will be available on website. On page 8, Will suggested changing her title from executive director to administrator. It is confusing to some to differentiate between the "director" and the "director of nursing." Dr. Buhr made a motion to accept proposed changes to bylaws. Second by Overn. Unanimous vote, motion carried.

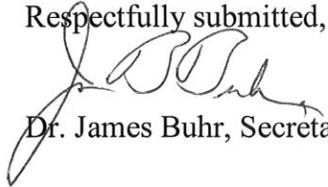
Election of officers: Call for nominations. Dr. Buhr made a motion to keep current slate of officers. Second by Overn. Unanimous vote, motion carried.

Program evaluation (Environmental Health): Reviewed. Dr. Buhr inquired if Marcie Bata does water system inspections for Legionnaires disease in buildings? It was part of the hospital's infection control meeting recently. It is mostly an issue when there are separate

cooling and heating systems, according to Overn. The Board wanted to commend Marcie for her work on the evaluation.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 6:00 p.m. The next regular monthly meeting will be **Tuesday, Mar. 27, 2018, 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**  
**March 27, 2018**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Mike Bishop
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office manager  
Heather Schwehr, Tobacco Prevention  
Katie Beyer, Alcohol Prevention  
Heather Kroeker, Opioid/Substance Use Prevention
- CALL TO ORDER:** Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Overn made a motion to approve the March 5, 2018 special meeting minutes. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Opioid STR contract extended through June 30, 2018. Original contract went to April 15. Will hopes that we can continue to utilize current funding beyond June 30 or that a new contract will be issued for another extension.
- VOUCHERED EXPENSES:** Bishop made a motion to approve March/April vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried. Will noted that CCHD has made payment #33 of 120 on the building.
- (Moved to New Business to hear reports from CCHD grant program staff)*
- NEW BUSINESS:** Heather Schwehr, Tobacco Prevention Coordinator, spoke to the Board about Smoke-Free Multi Unit Housing in Valley City. She has contacted a number of owners/landlords regarding if they have a smoke-free policy in place for their rental units. To date there are 803 smoke-free units in Valley City (she hasn't been able to contact all owners yet). The majority of units are smoke-free unless the owner is a smoker, according to Schwehr. She also shared a release from NDDoH regarding nicotine poisoning and the dangers associated with e-cigarettes and youths. Heat Not Burn devices discussed. This device heats the tobacco but does not burn it. It heats high enough to get the nicotine from the tobacco. These devices are not currently available in the U.S. due to FDA issues. Heather will be doing some education on e-cigarettes.
- Heather Kroeker addressed the Board regarding syringe services for substance users. CCHD is considering offering this service which provides sterile syringes/needles, sharps containers (for disposal), and other injection paraphernalia to users while offering them education on overdose prevention and referrals to addiction counselors/treatment centers/Social Services/mental health services. This service would help prevent the

spread of HIV and Hepatitis C. Heather and Theresa will go to Custer Health District (Mandan) to see how they operate their program. This is an evidence-based service and follows NDDoH protocol. Liability issue raised by Dr. Buhr and whether users would come to CCHD to participate. Dr. Baird at Fargo Cass Public Health was instrumental in getting a bill passed by ND Legislature that allows this service. This program wouldn't use mill levy dollars, but would use Opioid STR funds. Heather also shared some 2016 data. This program could potentially be tied in with SCHSC, offering addiction counseling, etc.

Katie Beyer, Alcohol Prevention Coordinator, addressed the Board about Responsible Beverage Server Training. Making some changes to strategic plan to accommodate some recent events in community. Met with Chief Phil Hatcher, VCPD. Changes will likely be made to city ordinances – all servers would be required to be trained now, not just owners/managers. Seeing more high-quality fake IDs in area. This will be on the next finance committee agenda April 3. Commissioners will strongly encourage bar owners to buy their own ID scanners also. Katie discussed incentive program for bars identifying and confiscating fake IDs (\$50). Flyer and survey will be sent out to local bars. Currently, ID scanners are free for rent to bar owners through CCHD. Katie would like to invest in newer scanners. There are 11 Class A liquors licenses in Valley City (19 total in Barnes County). There are other classes of licenses for off sales, microbreweries, and places selling wine and beer with meals. The Partnership for Success grant has some money to invest in scanners. Approximately \$1,200 per scanner. Could possibly be linked to incentive program, vouchers, or bars could rent to buy. Noted servers could include bouncers. Katie noted that Lily Mertins, city attorney, has been given examples of ordinances in ND, and she is currently working on ordinance language for server training. Katie said she could offer server training weekly, if necessary, to get employees up to speed within 30 days. First reading of ordinance is April 17; 2<sup>nd</sup> reading is May 1. Training certification is for 3 years. Volunteers working at such things as beer gardens would need to be supervised by a server-trained individual. If there are volunteers in bars, they would need to be server trained. Party houses in town discussed briefly.

**FINANCIAL REPORT:**

Reviewed. Will stated we should be at 17%, but we are over on a few things. Home Health is \$-24,000, however, \$43,000 of Medicaid billing is ready to go from mid-November 2017 through February 2018. Limited part-time financial assistant position has been offered to Kim Stugelmeyer. Overn made a motion to approve the financial report. Second by Bishop. Unanimous vote, motion carried.

**OLD BUSINESS:**

CCHD facilities update – Will noted that Bobby Koeplin, CCHD maintenance, is upset with the caulking on some of the transoms (glass over doors).

**NEW BUSINESS:**

Will noted that she received a 2017 City Parking Lot Improvement District assessment notice. The proposed amount to be special assessed to CCHD is \$833.59, but this amount is subject to change based on the action of the City Commission.

Program evaluations: Tabled until next monthly meeting.

New renters on second floor: Through the Behavioral Health Coalition, members have been pushing South Central Human Services to increase services in Valley City for at least 5 years. They are now in a position to do this and are looking at renting space in the former law office area. Dr. Clinkenbeard, an RN, a case aid, a part-time addiction counselor, a case manager, and a full-time mental health counselor (Chelsea Modlin) would be here weekly on differing days. Modlin will be in charge of the Valley City hub.

People could make appointments for intake evaluations here rather than Jamestown. This is a huge step in right direction, said Will.

Bids for flooring discussed.

- Valley Paint & Glass: Submitted bid of \$10,102 for flooring in reception area, conference room, three offices, hallway, and two bathrooms. (Tim did not bid on area behind half wall, but will be submitting bid for that area, which Will estimated would be at least \$1,200 extra.)
- LaValle Flooring: Submitted bid of \$10,577, including area behind half wall.

Bids for painting/wallpaper removal:

- G.O. (Connie Geinert): Submitted bid of \$5,150 total, of which \$1,500 was separate for one office and two bathrooms. Geinert would remove some of the wallpaper, but would prep and paint over wallpaper in other areas.
- Integrity Painting (Lisa Mikkelsen): Submitted bid of \$3,000, of which \$675 was for one office and two bathrooms. Mikkelsen would remove all wallpaper, prep and paint.

South Central Human Services Center may initially set up April 16.

*(At this point the Board left the meeting to look at the proposed project area.)*

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:25 p.m. A special meeting will be held **Wednesday, April 4, 2018, at 12:00 noon** in the CCHD conference room, following the FQHC meeting. Bids for remodeling on second floor will be discussed.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**May 22, 2018**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Mike Bishop
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office manager  
Julia Anderson, Home Health Coordinator/DON
- CALL TO ORDER:** Meeting was called to order at 3:30 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Add under New Business: 3) YPHHP 4) Other. Agenda approved as amended.
- MINUTES:** Clarification under Old Business, Page 2, Paragraph 2, regarding motion made by Cindy Schwehr pertaining to Family Healthcare. Sharon Buhr thought we should be more specific. Add clarifying statement “Board made it very clear that they want Family Healthcare at CCHD and are inviting them to come to our community. The Family Healthcare board will vote on this at their next meeting.”
- Also, under Old Business on Page 2, Paragraph 5, Line 7, delete “Chris Jones suggested we are ...” and add “Chris Jones, Executive Director of the Department of Human Services, suggested North Dakota is ...”
- Dr. Buhr made a motion to approve the April 20, 2018 minutes with the above clarifications added. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR’S REPORT:** Reviewed. Employee appreciation luncheon held and Sue Milender-Toppen, Extension, gave presentation regarding generational diversity. Katie Beyer will be helping with the Community Health Assessment. Process will begin this summer and survey will go out some time in August. Will stated that she wouldn’t receive a contract for the opioid federal grant until September. It is for \$250,000/year for three years to work on a regional concept similar to CCHD’s current program. Will hasn’t heard yet about the status of the other HRSA grant (Physical Activity and Nutrition in the Schools) that we have applied for, which is for \$200,000/year for three years.
- Bishop questioned the fact that some businesses don’t want to comply with the state Smoke-Free law (per entry in Director’s Report from Heather Schwehr, tobacco cessation coordinator). Bishop would like to approach these businesses as the city commissioner who holds the police portfolio.
- VOUCHERED EXPENSES:** Reviewed. Will noted that SPF-PFS grant paid for Valley City Police Department and Sheriff Department officers to attend some regional law enforcement training held in Jamestown. They did some work on party patrol and breaking up parties. Payment #36

made on CCHD building. Overn made a motion to approve May/June vouchered expenses. Second by Bishop. Unanimous vote, motion carried.

**FINANCIAL REPORT:**

Reviewed Physical Activity and Nutrition budget. Ending cash balance is \$5,420. Home Health is currently \$10,955 in black. Bottom line is \$127,328 when you look at current year and year net balance. Of that amount, \$88,481 is PFS (alcohol) and STR (opioids) grants. This is almost an identical net balance as in 2017. Bishop made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

**OLD BUSINESS:**

CCHD facilities update: Carpet going in before the end of the week. Floor outlets will be taken out in the old law office area. The roofer will send deduct as they didn't have to remove and replace all of the insulation. Bobby is also checking into any damage that happened when they hit the side of the building with their equipment. Walls are almost done in law office area also. South Central Human Service Center will be set up in the old law office area as of June 1. Chelsey Modlin (counselor) needs to make contact with CHI Mercy Health regarding moving offices from their facility to our facility. They also need to talk with T-R, KOVC regarding publicity. Contractor is still working on the air conditioning in the building. Have had some comments on the trees, both pro and con. Need to change signage on doors – take off Wick Construction, add South Central Human Services. South Central has also requested some type of signage on the boulevard, if possible. Discussed possible addition to the bottom of the electronic sign. Board would like to wait on this until Family Healthcare is housed at CCHD. Discussion on tobacco-free signage around town. Is it time for some of them to be taken down? Suggested a thank you note to the VC Beautification Committee for work on tree planting on the boulevards.

**NEW BUSINESS:**

Home Care: Intending to hire part-time nurse until Lori Thompson retires the end of the year, at which time this nurse could become full time. Kristen is interested in part-time position, but she is very valuable to CCHD. Kristen stated she is willing to give up all full-time benefits to go part time. Theresa and Julia talked about stopping home care entirely because Julia had been at a Home Care Association meeting where she found out there are things we are not doing correctly. To keep home care, Julia needs to do additional OASIS training (assessment needed on everyone admitted under Medicare services), on how to complete this appropriately. Our star rating, which is based on basic assessments, is only 2.5 of 5, meaning that our clients, from the time they start until they stop, are not showing enough improvement. She will also need ICD10 training and complete those pieces. Conditions of participation have also been updated. Training could cost up to \$10,000. Theresa has also looked into online training possibilities.

A possible compromise or stepping stone may be dropping our therapy contract and no longer offering therapy in the home. This would mean CCHD would serve Medicaid clients primarily since Medicare clients often require therapy. Marlene Davis is working on cost analysis, and will provide her thoughts when that is completed. Last year, CCHD was about \$6,500 in the black, excluding Becky's, Theresa's and Angie's time, which would have put CCHD in the red. Unlike Medicare clients, billing for Medicaid (MA) clients isn't based upon coding, but by visits, according to Julia. Currently, all clients are billed using Medicare guidelines. Usually don't have that many Medicare clients on service at any given time. MA clients are usually longer-term clients than Medicare clients. Would still do public health (self pay) home visits but may have to figure out a "criteria." It would likely cost more for public health visits. Julia also noted that Home Solutions is not making paper OASIS anymore, so staff would need to be trained on electronic entry. Will need to investigate more, get cost analysis back, and see where we

landed in 2017, said Will. Noted that if we discontinue therapy services it would really limit Medicare visits in the future. Will stated we may need to visit with CHI Health at Home and work collaboratively rather than competitively. Further discussion tabled at this time.

Preliminary budget (2019): Reviewed. Looked at hours. \$414,000 is probably not what CCHD will get from 5 mills, but that was our request. Sitting county commissioners will decide how many mills CCHD will receive. Revenue decreased for home health (only Medicaid revenue considered). Increased some equipment and supplies. New HRSA grant of \$175,000 included. Dr. Buhr made a motion to approve the 2019 preliminary budget. Second by Overn. Unanimous vote, motion carried.

Young People's Healthy Heart Program: Need to keep tube sales alive and healthy. Need to update their website. Cost is \$2,500. Use Eric Kringlie's company. Sharon asked that Board approve \$2,500 for the update costs. Sharon declared conflict of interest. Bishop made a motion that Sharon not vote, and that the Board approve spending \$2,500 for the website update. Second by Dr. Buhr. Unanimous vote, motion carried. Sharon then noted that clients buy their products online and they need a way to pay for it. It will be cheaper to use Strike rather than Pay Pal, and Strike is included in Kringlie's package. Need a checking account to use Strike. If the county doesn't want YPHHP to use their checking account, YPHHP will need to open their own checking account. Theresa questioned if clients would be familiar enough with Strike to use it. Sharon will check with Eric. Dr. Buhr made a motion to let Theresa and Sharon work out the utilization of Strike vs. Pay Pal issue. Second by Bishop. Unanimous vote, motion carried.

**Next meeting:** Tuesday, July 3, at 12 noon in the CCHD conference room. **Note change of meeting date and time.** Suggested that a special board meeting may be needed in early June.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:02 p.m.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Nov. 27, 2018**

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

ABSENT: None.

ALSO PRESENT: Theresa Will, Administrator  
Angie Martin, Office manager  
Becky Kratz, Finance  
Heather Schwehr, Tobacco 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: New Business reordered. 1) Budget Projections 2) New staff introduction 3) Tobacco Free ND resolution 4) Possible consultant 5) Christmas holiday 6) Lori Thompson resignation 7) Other. Agenda approved as amended.

*(Agenda items may be moved around to accommodate individuals addressing board.)*

NEW BUSINESS: Budget projection: Board reviewed Assessment of Cash Reserve for 2018 put together by Becky Kratz. Cash reserve as of 10-31-18 Interim Budget: \$59,881. Total estimated expenditures – Dec. 2018: \$191,093. Total estimated revenue – Nov. & Dec. 2018: \$398,781. Cash reserve as of 12-31-18 Interim Budget: \$124,779. Of the \$124,779, approximately \$90,000 is grant dollars. So, CCHD is projected to actually be \$34,000 in the black. CCHD budgeted \$396,940 for 5 mills for 2019. This projection is dependent on revenue coming in before the end of 2018. Schwehr noted that some of December's mill levy dollars may actually be 2019 taxes paid by individuals in Dec. 2018.

Tobacco resolution: Heather Schwehr, Tobacco Prevention Coordinator, presented the Tobacco Free North Dakota Resolution to Raise North Dakota's Tobacco Tax. This seeks to raise the cost of a pack of cigarettes by \$1.50, to \$1.94. Sharon Buhr reminded Board that after June 2019 there is no tobacco money left in the Tobacco Control Trust Fund to be used for tobacco prevention. How this tax money would be used is up to the Legislature – suggestion likely will be to fund behavioral health, tobacco or some type of prevention. Overn made a motion to approve signing the resolution. Second by Dr. Buhr. Unanimous vote, motion carried.

Possible consultant: Delmer McLean, self-made Excel guru, has visited with Theresa and Becky. Knows how to “get behind the scenes” of Excel and make Excel do things that may be beneficial to CCHD. He has helped other large companies with Excel work that allows a business to pull information in different ways. Theresa believes his efforts may speed things up, such as with payroll. Also spreadsheets for grants. But it should help reduce redundancy. Should be able to pull pieces of information from differing reports and from different pots of money. McLean addressed the Board. He would charge \$40/hr. and would like to be at CCHD for a year (\$20,000/yr.) and look at processes in depth. Theresa would like to schedule him for six months and go from there. Billing and

reimbursement is the top goal. Some grant funds might be utilized for this project. McLean and his wife own the frame shop at Dutton's Gallery. He was a grocer for many years in West Fargo with Larson's SuperValu. Managed SunMart and did a lot of tracking with scanners. He became very familiar with Excel as a grocery manager and also with the ag industry. He tries to make processes simple and streamlined. Refers to himself as a "business operations consultant." Foresees process taking approximately 500 hours. McLean stated he would probably work 40 hours/week to begin and then about 10 hours/week thereafter. He would streamline what is already there. Theresa asked if it would be acceptable to offer McLean \$10,000 for six months, and he stated this would be fine with him. Schwehr made a motion to invest \$40/hr. for 250 hours, with an assessment at that time. McLean would begin Jan. 2, 2019. Second by Bishop. Unanimous vote, motion carried.

New employees: Theresa introduced Mahmoud "Moe" Toumeh, who replaced Heather Kroeker as the opioid prevention coordinator. Recently completed his Master's in Public Health at NDSU. Kami Schumacher, RN, recently joined CCHD and previously worked on the Sanford pediatric floor/pediatric ICU for six months. Graduated from NDSU Bismarck. Board welcomed these new employees.

**MINUTES:** Dr. Buhr made a motion to approve the Oct. 23 regular monthly minutes and the Oct. 25 special board meeting minutes. Second by Overn. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed. Legislative meeting went well – budget will be tight. Theresa took Mental Health First Aid train the trainer course and will be helping Erin Klingenberg teach a class. Immunization Collaborative met Nov. 27 to discuss ways to increase immunizations in Barnes County. Public Health Leadership Training – sent out to behavioral health coalition. Have to work as a team for more than a year. Sent application in yesterday. This is a three-day training in Atlanta. Someone from the hospital, Alicia Hoffarth, Chelsea Modlin and Theresa will attend if application is chosen. Will explore what we can do in our community regarding sober living arrangement or a shelter of some sort – just an exploration at this point. Will wait to hear if application is accepted.

**VOUCHERED EXPENSES:** Reviewed. Loan payment #41 made. Camera surveillance system in place. Clayton Henke and Tamara Berg are providing peer support for people who have substance use disorder (paying \$20/hr to Solid Ground Counseling). They help with finding housing and filling out job applications. Bishop made a motion to approve the November/December vouchered expenses. Second by Overn. Unanimous vote, motion carried.

**FINANCIAL REPORT:** Reviewed. Home health is \$18,598 in the black. There is an ending balance of \$59,881. \$14,000 is all that isn't grant dollars. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

**OLD BUSINESS:** CCHD facilities: Still working on the temperature control for the building as some offices are too warm and others too cool. Wall heater in the northwest stairway is working now. Need to think about heater in the east lobby area. Theresa is getting estimate. South Central Human Service Center had a security assessment – some modifications are needed. They will pay for these modifications. They want to close off the reception desk area, and put in a wood door with wired glass (currently swinging doors there) so they can see out from the counseling area into the lobby. Put in security mirrors. They want a door where there is currently a partition in the hallway between YPHHP and SCHSC. Security mirror needed in northwest stairway. They are putting in a kiosk monitor so

clients can check in – this will be done through the Jamestown front desk. Bobby put in a keyless lock on the vault door.

**NEW BUSINESS:** Governor declared all of Christmas Eve day as a holiday this year. Normally, CCHD has 4 hours off. Commission hasn't voted on this yet. According to policy, if the governor declares the day off, we must follow suit. Overn made a motion to follow the governor's recommendation. Second by Bishop. Unanimous vote, motion carried.

Resignation: Lori Thompson, R.N., has submitted her letter of resignation. Bishop made a motion to accept her resignation. Second by Schwehr. Unanimous vote, motion carried. The Board regretted losing Lori as she has been an extremely dedicated employee.

Schwehr asked the Board to consider either meeting earlier or having two meetings per month. The consensus was to meet at 3 p.m. instead of 3:30 p.m., beginning in January.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 5:21 p.m.

**Next meeting:** Tuesday, Jan. 22, 2019, at 3:00 p.m. in the CCHD conference room.  
**Note change of time.** No December board meeting.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Oct. 23, 2018**

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

**ABSENT:** None.

**ALSO PRESENT:** Theresa Will, Administrator  
Angie Martin, Office manager  
Bill Carlblom, Barnes County Commissioner  
Marci Bata (via phone), Environmental Health  
Henry and Sandra Bruns, homeowners  
Bob Eichten, potential home buyer  
Adam Stonestreet, realtor

**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) Marijuana update. Under New Business add: 3) Environmental Health variance request; follow-up letters 4) Variance request 5) Jail health 6) Policies 7) Other. Agenda approved as amended. Approved as amended.

**MINUTES:** Under New Business on Pg. 2, Para. 1 regarding Theresa Will's evaluation add: Board noted that Theresa does an outstanding job and the Board thanks her for her excellent work. Pg. 2, Para. 2 add, for clarity, the county policy on sick leave, holiday leave and vacation: (see attached pages 16-17 of Barnes County Employee Policy Manual 2018). And Pg. 2, Para. 4, Line 4 change "by a school" to "near a school." Dr. Buhr made a motion to approve the Sept. 25, 2018 minutes with the above corrections/clarifications. Second by Overn. Unanimous vote, motion carried.

**DIRECTOR'S REPORT:** Reviewed.

**VOUCHERED EXPENSES:** Will noted that a lot of vaccine has been purchased in the past months. Regarding her paid time as the administrator, Will explained that about 40% of her time was covered by grant funding in October; approximately 49% covered by grant funds in November. Overall October salaries were significantly higher in September/October due to flu clinics. Bishop made a motion to approve the October/November vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL REPORT:** It was noted that Home Health is \$44,000 in the red, however, \$62,000 in revenue is not included in the current report. \$80,000 of immunization revenue is also still out. Some grant funding didn't come in in September as anticipated but came in after the cutoff period. November should see the finances back in the black. When all funding is in, CCHD should be about \$60,000 in the black. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

OLD BUSINESS: CCHD facilities: Rent income is at \$30,602.10 so far in 2018. Building expenses: Big projects are done. No big expenses anticipated. There has been an issue with the generator as it has been “alarming” due to low voltage. Bobby and Butler are working on this problem. Chelsea Modlin, South Central Human Services, said there has been an issue with one of their clients wandering around the building. He has been identified as “drug seeking.” Tube area upstairs needs to be kept locked. Will would like to get a lock system on the vault area. It would cost \$4,434 (Electro Watchman) to get a swipe card system on the vault door alone. Bishop suggested just putting a coded lock on the door. The cost would be about \$160 per lock if used on more than one door. Could change the code as needed. Discussed putting a panic alarm system in the South Central Human Services offices. Electro Watchman can put in an alarm for \$417.25 (\$102 for the button and \$315 labor). Schwehr said putting in an alarm system should be their expense and not CCHD’s due to their clientele. Discussion about sharing the expense.

*(Moved to agenda item under New Business regarding a septic variance application.)*

NEW BUSINESS: Variance hearing: Henry and Sandra Bruns (3723 117<sup>th</sup> Ave. SE, Valley City) applied for a septic variance for their property which they are planning to sell to Bob and Theresa Eichten. Their current septic system was put in in 1998 (before the current septic code was in place) for a 3-bedroom home. It is being sold as a 4-bedroom home with a garbage disposal. Marci Bata, Environmental Health Practitioner for Barnes County, stated that the current system would not be approved as a new build for a 3-bedroom home. In the past, the Board has only granted a septic variance if the property owners did not have enough room to increase or change the septic system, said Will. Bata said it is a drain field system. There is also a separate system for the shop on the property, but this is not part of the variance application. Schwehr questioned if Eichten’s bank loan would be approved if the septic system is not up to code, which it would be. Eichten will put an alarm system in for tank. Noted by Bata that a septic failure could affect public health and it could affect the aquifer. Bruns stated it would be difficult to add on to their system due to landscaping issues. Noted there has been no issues with the current septic system to date. Bata also noted that at 1,500 gal. tank is required for a 4-bedroom home (2,250-gal. tank required because of garbage disposal), and the Bruns property currently has a 1,000 tank. Realtor asked if this could be decided before next monthly meeting, as there are financial rate deadlines coming up for buyers. Special meeting to decide this issue will be held at 5 p.m. Thursday, Oct. 25.

Regarding other environmental issues, Will noted that Bata hasn’t received any responses to letters sent to John Cook or Shaun Uecker. Bishop made a motion to send these on to the Barnes County States Attorney office. Second by Overn. Unanimous vote, motion carried.

*(Returned to Old Business.)*

OLD BUSINESS: Board reviewed current employee benefits. Will noted that Nikki Kvalnes, R.N., has resigned her position with CCHD. Last month Board discussed switching to Paid Time Off (PTO) and decided that was not a good idea for staff. County drivers get time and a half on holidays if they go out, plus paid vacation day. Nurses requested time and a half on holidays. Schwehr stated nurses are scheduled to work on specific holidays (if required) whereas county drivers are called in as needed for inclement weather.

Consider:

- Time and a half for holidays, if they work, plus paid day off;

- Use an hour a week of sick leave to go to Wellness Center or wherever they work out. Tabled until County Commission makes a decision on this.
- County vacation time accrual begins at year 3 now and CCHD begins at year 4.

Schwehr made a motion to go with county plan regarding vacation accrual time. Second by Bishop. Unanimous vote, motion carried.

Schwehr made a motion that CCHD pay the same rate as the rest of the county regarding paying time and a half on holidays for time worked and get a day off. Second by Dr. Buhr. Unanimous vote, motion carried.

Will stated that she already has one application for the open RN position.

Medical marijuana update: Will noted that the state is starting to take applications Monday to receive medical marijuana. Most will fill out their own applications; some will have a designated caregiver fill out an application; provider also has to fill out an application and give OK on whether individual can use the smoked version or not. Asked if LPHUs could help people fill out their application. Individuals must have terminal or debilitating condition to apply. Dispensaries (Fargo and Bismarck) won't be ready until Dec. 2 and there are two more dispensaries (Grand Forks and Williston) in the works. A designated caregiver can be a caregiver for up to five people.

Measure 3: (Recreational marijuana) If it should go through, there is a supremacy clause in the measure, so any contradicting laws that would contradict what is in Measure 3 would be null and void.

**NEW BUSINESS:** Teresa Garrahy has voiced concern regarding orienting Rose Knutson for less money than Rose receives. Becky Kratz suggested possibly paying Teresa \$2 per hour more while she is orienting Rose (approximately \$180 total). Board will let Will decide this issue since it doesn't involve a large amount of money.

Jail Health: Julia has voiced stress issues as jail health administrator. Inmates are much more needy and have more medical issues than they used to have. Need system where she can contact someone quickly regarding medications and health issues for inmates. Jail staff isn't qualified to make decisions regarding meds. Family HealthCare is willing to consider contract with county to provide jail services. Dr. Buhr is available Monday and Tuesday and PAs work Wednesdays and Fridays. They could sit down with Julia and discuss schedules. "Jail MA" discussed. Most inmates in Barnes County Corrections are short term and the application process may not be appropriate. Meeting suggested with Cindy Schwehr, Dr. Buhr, Julia Anderson, Brittany Michels, PA with FHC, Theresa Will and Wendy Hagar.

**ADJOURNMENT:** With no further business before the Board, the meeting adjourned at 5:26 p.m.

**Next meeting:** Tuesday, Nov. 27, at 3:30 p.m. in the CCHD conference room. Board will decide if there will be a December board meeting as the meeting day falls on Christmas.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Special Board Meeting**  
**Oct. 25, 2018**

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

Tom Overn, Vice Chair  
Cindy Schwehr

ABSENT: None.

ALSO PRESENT: Theresa Will, RN, CCHD Administrator  
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 5:01 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Special meeting agenda approved as printed.

VARIANCE HEARING: Re: Henry and Sandra Bruns residence located at 3723 117<sup>th</sup> Ave. SE, Valley City. Having discussed this issue with the parties involved at the regular monthly meeting Tuesday, Oct. 23, 2018, Bishop made a motion to grant a septic variance involving the sale of the above-named property. Second by Dr. Buhr.

Discussion followed.

- Overn was concerned that the board would be setting a precedent for other applicants under similar circumstances by allowing this variance.
- Will thought the board should follow the septic code and require a system upgrade.
- Noted that the buyer intends to put a required alarm on the current septic system. This alarm would not indicate a system failure that potentially could affect surrounding soil or surface water; it only lets the owner know that the tank needs pumping.
- The current system was installed in 1998, with a normal expected life span of a septic system being 20-30 years.
- The current septic system size is 1,000 gallons; a 2,250-gallon tank would be required under a septic code adopted in 1999 for a home the same size (4-bedroom) under consideration.
- Under adopted regulations, a 4-bedroom home would require additional footage of installed trench to assure that the sewage is treated, not just disposed of. Currently there is 330 feet of GOP installed; 1,320 feet of GOP is required for a 4-bedroom home.
- Proper treatment of sewage is necessary to prevent waterborne illness as well as ground and surface water contamination. In the past, on-site treatment systems simply disposed of the sewage. Sewage and wastewater contain pathogens which are disease-causing organisms. Campylobacter, cholera, dysentery, E. coli, giardia hepatitis A, polio, salmonella, shigella, and typhoid are pathogens associated with on-site sewage. Round and flat worm infestations can also be a result of contact with untreated sewage and wastewater. All the above mentioned can be removed with proper treatment.

- Additionally, nutrients in the sewage and wastewater can have an impact on surface and drinking water. Plants and animals can be affected by sewage entering their water.
- It was noted that the drain field doesn't need to be replaced.
- Buyer noted at Oct. 25 meeting that penalties are being added daily to maintain current interest rate on loan.

A roll call vote was taken on granting a septic variance for the above-named site:

- Overn – no
- Dr. Buhr – no
- Schwehr – yes
- Bishop – yes
- Sharon Buhr – no

Motion to grant septic variance failed. Letter of notification will be sent to involved parties.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:29 p.m.

Respectfully submitted,

Dr. James Buhr, Secretary

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**Sept. 25, 2018**

- PRESENT:** Sharon Buhr, Chair (3:50 p.m.) Tom Overn, Vice Chair  
Dr. James Buhr, Secretary Mike Bishop
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, Administrator  
Skyler Ineuso, BOTMP  
Angie Martin, Office manager
- CALL TO ORDER:** Meeting was called to order at 3:33 p.m. by Tom Overn, Vice Chair, in the CCHD conference room.
- AGENDA:** Under New Business add: 5) Environmental Health 6) Other. Agenda approved as amended.
- MINUTES:** Dr. Buhr made a motion to approve the Aug. 22, 2018 minutes. Second by Bishop. Unanimous vote, motion carried.
- NEW STAFF:** The Board was introduced to new CCHD staff members: Skyler Ienuso, BOTMP; Renee Larson and Nicole “Nikki” Kvalnes, RNs; and Rose Knutson, financial assistant.
- DIRECTOR’S REPORT:** Reviewed.
- VOUCHERED EXPENSES:** Will noted loan payment #39 had been made. Will pointed out that 123.25 hours of her time in the past month have been paid by grants and not county mill levy dollars. There has been a lot of vaccine expense. Family HealthCare expenses discussed; much of this expense has been paid for with opioid grant money. Dr. Buhr made a motion to approve the September/October vouchered expenses. Second by Bishop. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Home Health revenue will look much better in the next couple months, stated Will, as billing gets caught up. Noted that some grant revenue hasn’t come in yet (\$11,835 PFS and \$16,000 Opioid). Bottom line: -\$42,000 in red after spending cash reserve (this is taking into account, the additional alcohol and opioid grant funds that are within the budget). Another \$129,000 still coming in from the county before the end of the year. We should still come out between \$50,000 to \$100,000 in the black by the end of the year, said Will, barring any major issues. Bishop made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.
- OLD BUSINESS:** CCHD facilities: Two clinic exam rooms have been revamped for Family HealthCare and look very professional. If it was not for the opioid grant, CCHD would not have been able to afford to bring FHC here, said Will. It will cost between \$70,000 to \$100,000 (between staff time and equipment/supplies) for the first year. Six hard-wired security cameras are being installed at CCHD. Couldn’t utilize carpet squares pulled out of the former small conference room as hoped (had to install vinyl floor for transformation to foot care room). New credenza installed in front reception area for storage purposes.

NEW BUSINESS: Administrator evaluation – staff and Board member comments reviewed. Communication seems to be No. 1 complaint by staff. Sharon noted that a new evaluation form is needed. Sharon stated that the Board makes policy and Theresa carries the policies out. Bishop made a motion to recognize that the evaluation has been completed and approved by the Board. Second by Dr. Buhr. Unanimous vote, motion carried

Paid time off (PTO) option discussed. CCHD staff currently earns 22 ½ days off annually in their first 4 years of employment (10.5 holidays and 12 days of annual leave). Sick leave accrual at 8 hours/month is over and above this. The consensus of the Board is to continue with sick leave, holidays and vacation as separate benefits and not to change to a PTO accrual in which sick leave, holidays and vacation would be accrued together. The board feels that this offers more advantages for staff and that it is fair when comparing to other local entities. The Board would also like CCHD policies to remain as close to the County as state laws allow.

Healthy incentives policy, staff wellness and inclement weather policies reviewed. No changes by Board.

Board discussed Measure No. 3 (recreational marijuana). Sharon asked if the Board should come out with a statement in opposition to recreational marijuana being legalized. This measure would supercede other laws regarding marijuana, said Will. It could be sold by a school. NDDoH is not taking much of a stand regarding this measure. Sharon felt strongly that the Board should provide the public with science-based information for not legalizing recreational marijuana. Passage of this measure would make ND the most liberal state for the regulation and control of marijuana, according to ND Attorney General Wayne Stenejem. Dr. Buhr made a motion that the Board compose a statement and press release for News Dakota and the Valley City Times-Record regarding the true, science-based facts about marijuana, and that we express our disapproval of the measure. Second by Overn. Unanimous vote, motion carried. Sharon and Theresa will work together on this.

Salary increase for administrator discussed, along with an increase for Becky Kratz, financial analyst as these are the two CCHD salaried positions so do not earn overtime. Contingency on approving this increase is that the budget gets back in shape and billing gets back to a timely basis by the end of the year. Five percent increase discussed for both positions. Overn made a motion to give Theresa and Becky a 5% increase in salary, starting in January 2019. This raise would only go into effect if CCHD is caught up on billing by the end of 2018. Second by Dr. Buhr. Unanimous vote, motion carried.

Environmental health:

- Holding tank installed for Michael Schell without permit for residence that he is turning into a hunting lodge. 2,000 gallon tank would meet regulations. There is no alarm, which is required. RJ's Plumbing and Heating installed the tank. Ron Sorenson (RJ's) stated he told Mr. Schell to get the permit. \$50 penalty for no permit, plus cost of permit. Could take action against installer – probation or revocation – if desired by Board. Motion by Dr. Buhr to send letter to Michael Schell stating a permit will be approved provided an alarm is installed, \$100 permit is purchased, plus a \$50 penalty fee paid. Second by Bishop. Unanimous vote, motion carried. Letter to RJ's Plumbing and Heating also, stating that he needs to see a permit before installation of systems or he will be fined also. His license could also be revoked if this happens again.

ADJOURNMENT: **Next meeting:** Tuesday, Oct. 23, at 3:30 p.m. in the CCHD conference room. With no further business before the Board, the meeting adjourned at 5:03 p.m.

Respectfully submitted,

Dr. James Buhr, Secretary