

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

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

Tom Overn, Vice Chair

ABSENT: Madeline Luke  
Cindy Schwehr

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

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

AGENDA: Approved as printed.

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

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

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

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

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

**VOUCHERED EXPENSES:**

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

**FINANCIAL REPORT:**

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

**OLD BUSINESS:**

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

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

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

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

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

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

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

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

Respectfully submitted,

Dr. James Buhr, Secretary