

# CITY-COUNTY BOARD OF HEALTH MINUTES

## Monthly Board Meeting

May 24, 2016

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

ABSENT: Cindy Schwehr

ALSO PRESENT: Theresa Will, RN, Director  
Angie Martin, Office Manager  
Bobby Koepplin, CCHD maintenance  
Dennis Pommerer, Wick Construction manager

CALL TO ORDER: Meeting was called to order at 3:34 p.m. by Sharon Buhr, Chair, in the CCHD conference room.

AGENDA: Under Old Business add 9) Library drop box MOU; 10) Other. Under New Business add 5) NACCHO; 6) Other. Approved as amended.

MINUTES: Board reviewed April 26, 2016 minutes. Overn made a motion to approve the minutes as printed. Second by Dr. Buhr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: Reviewed.

*(Moved ahead to Old Business #2 -- CCHD facilities update for discussion with Bobby Koepplin and Dennis Pommerer.)*

OLD BUSINESS: Board heard discussion regarding building's heating/AC system and windows update. Dennis Pommerer, Wick Construction, stated he thinks Health Board needs to address window replacement first as the heating/AC system works twice as hard due to the old windows. Will told the Board that a previous quote obtained during the building purchase was \$36,000 for 20 windows on second floor. Koepplin noted that 10-year payback wasn't there at that time. He questioned if that calculation was window for window square foot replacement (replace all the glass in a room even though you don't need it all). Koepplin discussed downsizing windows and then doing savings calculation to figure out the 10-year payback for energy grant.

Considerations regarding windows:

- Make some the windows smaller (room by room). Luke suggested planting trees on boulevards may help heating/cooling situation too.
- Any grants based on payback.
- Do older portion of building first and second edition later (prioritize). Five-year plan suggested.
- Triple-pane windows have higher insulating factor. However, insulated walls rather than large windows are more efficient.
- Insulated panels are available to cover portions of the windows on outside of building. Sheetrock/insulation would cover interior side of window.
- Worst windows are in director's office and on south side of building.

Heating and cooling: Dennis Pommerer (Wick Construction) stated that the air conditioning system is probably a bigger problem than heating in the building. Bakkegard & Schell recently cleaned out the cooling unit on the roof, which was quite dirty. CCHD one of very few places in Valley City still using a cooling tower. Koepplin concerned about chiller (circa 1962 or 1967) quitting. If it quit and CCHD wanted AC in south portion of building it would require installing new AC into antiquated heating system and trying to make it work with old pneumatic control system (not digital). Koepplin recommended updating both heating/AC at same time due to ductwork and controls, and doing two-phase update, completing south portion first and north portion later (north portion boiler/AC is newer). Koepplin has been trying to get a price on a new chiller in the event it goes down. Pommerer recommended that nothing be done with the ductwork on second floor as he suspects there may be asbestos involved (don't disturb it). Koepplin favors four smaller systems for building – in event that one system goes out, the whole building wouldn't be without heat/AC. Easier to fix locally. Discussion about valve controls in second floor registers. Koepplin stated that he had gotten a price last fall for an outdoor control for boilers (\$1,277) to better regulate boiler water temperature, which will be helpful in spring and fall. Overn questioned if this control would modulate the boiler or if it only steps it down one time or multiple times. Koepplin didn't think it included a modulating burner. Has a warm weather shutdown. It is all preset. Pommerer more concerned about the AC than heating system, stating that after pump repairs were completed the last few months, the boilers are in good running shape, in his opinion.

Board noted considerations regarding windows, heating and AC:

- Windows should be done first – south windows first plus Theresa's office. Koepplin recommended two sections, south (old) and north (new), come up with a plan, price it out, figure out energy efficiency, and find out if there is a grant, as this will affect size of AC system. First consider what size windows do we want – square foot for square foot of glass or look at energy efficiency for areas that have glass above the ceilings that's not needed. Contact Red River Glazing, Fargo Glass & Paint, and/or Northland Glass.
- Downsizing windows: If it saves money, downsize, but otherwise there were concerns about the looks of it on the outside of the building. Some wanted photos of what other projects look like. Consensus of the group was to downsize (retrofit) windows if it didn't ruin the appearance of the outside of the building. Glass companies would retrofit the windows, but a contractor would be needed to do any sheetrock and/or insulation work on the inside. Group to go room by room to discuss possibilities. Pommerer suggested leaving the second floor windows the size they currently are now. They will be solid windows (unable to open).
- Will finish window project first and attempt to get it done this summer.
- Decide which windows to downsize, come up with a plan, do an energy efficiency study based on the proposal we establish, then purchase an AC system based on new energy efficient windows.
- Adjust valves (balancing test) to get coolness where it's needed.
- Check with Cindy Schwehr (BC Commission) and/or the Barnes County Auditor regarding specs for courthouse window replacement project.
- Outside control for boiler(s) can be purchased at any time and installed this fall.

*(Board members took a look at all the windows in the building at this point, and toured the maintenance room to better understand the heating/AC issues. Board resumed meeting.)*

Regarding heating system, Koepplin recommended scrapping solar discussion. It's inefficient to do piecemeal solar on individual buildings at this point.

Dr. Buhr made a motion to get bid on energy efficient windows, at ceiling level, with appropriate appearance of insulated panels where there used to be a window, and that it would include an energy efficiency study based on the energy efficiency of that glass. Second by Luke. Unanimous vote, motion carried.

The Board will move forward on AC after more is done on windows. The Board thanked Koepplin and Pommerer for their help in moving forward on these projects.

**VOUCHERED  
EXPENSES:**

Reviewed. Will explained the purchase of a small chest freezer due to the failure of the Helmer vaccine freezer at the end of the day on Friday, May 6. Keith's Refrigeration was contacted, frozen vaccine was transferred to Sanford Health Clinic. Problem with fan motors. Keith's ordered new fan motors but was uncertain of delivery date. Keith's bill was \$945.68. \$5,000 to \$10,000 worth of vaccine in freezer. Due to concerns regarding lengthy storage of our vaccine at the clinic and need to have access to vaccine in office, staff looked into possible purchase of NDDoH-recommended food grade freezer for vaccine. Small Frigidaire chest freezer purchased for \$229.00, temps charted by staff for a few days per NDDoH recommendations, vaccine returned to CCHD. New fan motors installed following week and vaccine placed back in Helmer freezer a few days later. New freezer will be utilized to store frozen vaccine transfer packs and as backup in event of future freezer failure. All totaled, the expense was \$1,174.68. Dr. Buhr made a motion to approve the vouchered expenses for May/June. Second by Overn. Unanimous vote, motion carried.

**FINANCIAL  
REPORT:**

Marlene Davis has completed cost report for 2015 and will complete cost analysis for two years (2014-2015), though 2014 was already paid. Board wanted full cost analysis for at least the next few years so they can continue to monitor how home health is doing.

Luke made a motion to approve the report. Second by Dr. Buhr. Unanimous vote, motion carried.

Home Health is \$7,000 in red, but CCHD has not been able to bill Medicaid for six months. Becky has been working diligently to fix this issue, but it is MA's problem. Most public health billing to MA has been working except for injections such as B12 and Risperdal. Luke made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.

**OLD BUSINESS:**

On The Move Partnership: Nothing new to report.

SPF SIG: Nothing new to report.

Community Health Assessment/CHIP: Meeting May 25 from 12-4 p.m. Will be working on the improvement plan.

Program evaluations: Completed at April meeting.

Immunization program changes: More information will be available at June meeting when vaccine has been purchased for privately-insured children. The Board approved funds to purchase the needed vaccine at the April meeting.

Electronic Health Record: Staff participated in a Patagonia Health system EHR demonstration via webcast May 24. This system does not work for home health (would have to stay with Sansio for home health). Eighteen ND health units use the Champ system. There has been some concerns with this system. Good for home health but not as good for public health. Center for Tobacco Control is offering a 50% grant for EHR system. May help with annual fee initially but not on an on-going basis. Theresa will keep working on this project until she has a final recommendation.

Library drop box: Potential MOU reviewed. Dr. Buhr made a motion to approve MOU with Valley City Barnes County Library. Second by Overn. Unanimous vote, motion carried.

NEW BUSINESS: Behavioral health opportunity: Heartview has a funding opportunity from Consensus Council. Looking at doing four screening and recovery centers in ND. Doug Herzog, Heartview, will put together more information this week. Due July 1.

Staff resignation: Vicki Voldal Rosenau submitted her resignation as of July 8 as Tobacco Prevention Coordinator. Luke made a motion to accept Vicki's resignation with regret and appreciation. Second by Overn. Unanimous vote, motion carried. Will suggested the position be reduced to 20 hrs/wk, with the possibility of increasing to 32-40 hrs. Will include full benefits. Wage will be approximately \$18/hr. depending on experience.

CCHD website: Sarah Hansen has been working with VCSU students to update our website. Board viewed the website. Linked to Young People's Healthy Heart Program/On The Move and CDC. Board thanked Sarah for all her work.

Policies: None.

NACCHO: Will sought Board's approval to attend the NACCHO conference in Phoenix. Air, lodging and meals paid by SACCHO. July 18-22. Overn made a motion to approve Theresa Will's attendance at the NACCHO conference in July. Second by Luke. Unanimous vote, motion carried.

Theresa noted she has completed her master's degree in public health. It took about 1,400 hours of Will's time to complete the degree. Board members requested that Will present her PowerPoint presentation at the June 28 board meeting regarding her thesis on local foods.

Luke noted she will be going off the Health Board in June since she is not seeking re-election to the City Commission.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:44 p.m. The next regular monthly meeting will be **Tuesday, June 28, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary