

# CITY-COUNTY BOARD OF HEALTH MINUTES

## Monthly Board Meeting

Nov. 22, 2016

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair  
Mike Bishop
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager  
Jada Ertelt, student nurse
- CALL TO ORDER:** Meeting was called to order at 3:33 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Under New Business added: 2) Office furniture 3) Other. Agenda approved as amended.
- MINUTES:** Board reviewed Oct. 25, 2016 minutes. Overn made a motion to approve the minutes as printed. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will stated that addiction services are not offered in our area, except one day a week (or partial day) by South Central Human Services, currently working with youths. Jennifer Eberle's office in Valley City has ceased to do any addiction counseling due to all the regulations connected with it. Will noted that the CCHD office was closed from 10:30 a.m. to 1 p.m. for the funeral of Debbie Miller (RN Sarah Hansen's mother), who was co-owner of Barnes County Ambulance.
- Will also shared some information contained in *Facing Addiction in America, The Surgeon General's Report on Alcohol, Drugs, and Health*. Among some of the information shared: 1) Between 40 and 70 percent of a person's risk for developing a substance use disorder is genetic; 2) An important risk factor is age at first use. For instance, people who first use alcohol before age 15 are four times more likely to become addicted to alcohol at some time in their lives than are those who have their first drink at age 20 or older; 3) Treatment is effective. Rates of relapse following treatment for substance use disorders are comparable to those of other chronic illnesses such as diabetes, asthma, and hypertension.
- CCHD will meet with District 24 legislators Wednesday, Nov. 30, at 10 a.m. to discuss health care legislation coming up this session.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve November/December vouchered expenses. Second by Overn. Will told Board that CCHD has made payment #17 to First Community Credit Union for the building. Changes made under expenses include: 1) \$4,307.50 including speech therapy bill; 2) \$357.04 MDU; 3) \$245.43 Henry Schein. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Home health is \$2,586 in the black, according to Will. CCHD budget on track - should be at 83% of budget at the end of October. Line items over 83% are primarily related to grant spending. Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.

**OLD BUSINESS:** On The Move Partnership: OTM partners will be serving fruits and veggies at the Gaukler Family Wellness Center Nov. 30 as part of their week-long open house. Sharon Buhr suggested that all Health Board members join OTM and a press release could be issued. Cost is \$15 per person if planning to participate in activities. Buhr also noted that a national walking summit will be held in St. Paul, MN, Dec. 13-15, 2017.

CCHD Facilities update: Board reviewed a proposal from Northland Glass & Glazing LLC to replace the inside entry doors on the east side of the building. To replace the doors only is \$5,400. If handicapped operators are installed on both sets of entry doors on the east side, which includes two Stanley Magic Force Operators, four wireless remote Handicap Touch Actuators, and sub-contracting of wiring for 110 VAC hook-up, \$6,400 would need to be added to the bid (\$11,800 total). Overn stated that the handicap touch actuators don't work at -25 degrees, and it would need to be hard wired. Consensus of the Board was to get a second bid. Tabled. The rent income schedule for the building was reviewed. Bishop suggested looking into an elevator service company other than Thyssen Krupp. The elevator is a Thyssen Krupp brand.

SPF PFS (alcohol prevention) update: Katie Beyer, program coordinator, and Theresa Will met with school administrators regarding the program, which focuses on youth alcohol prevention. Katie will participate at Mental Health Access Coalition meeting Dec. 15 in Valley City.

Community Health Improvement Plan (CHIP): Two areas were chosen for CHIP small work group -- mental health services and substance use.

Electronic Health Record: CCHD staff will be working on gathering background materials through the end of December such as forms that will need to be input into the Patagonia system. Training will begin after Jan. 1, 2017.

**NEW BUSINESS:** New policies/HR question: Will noted that the county will give employees one-half day off Dec. 23 for Christmas Eve and all day Dec. 26 for Christmas. Following discussion, Overn made a motion for CCHD to follow the same holiday schedule as the county. Second by Bishop. Unanimous vote, motion carried.

Office furniture: A contract employee has reported having back pain from working at the older desk in the outer accounting office. She must place the computer keyboard in the pencil drawer to bring it down to a somewhat comfortable level, and the desk chair is actually a conference room chair and is not ergonomic. Will requested the Board approve a new desk with a left hand return and an ergonomic desk chair. Board members suggested exploring options. Tabled until January meeting.

There won't be a Health Board meeting in December unless there is an unforeseen need to hold one.

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

Respectfully submitted,  
Dr. James Buhr, Secretary