

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

September 24, 2013

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

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

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

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

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

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

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

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

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

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

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

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

New Forms/Policies: None presented.

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

Respectfully submitted,

Dr. James Buhr, Secretary