

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**December 22, 2015**

- PRESENT:** Sharon Buhr, Chair  
Dr. James Buhr, Secretary  
Tom Overn, Vice Chair (left at 4:45 p.m.)
- ABSENT:** Cindy Schwehr, Madeline Luke.
- ALSO PRESENT:** Theresa Will, RN, Director  
Paula Thomsen, DON, CCHD  
Carl Martineck, Barnes County States Attorney  
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:33 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Approved as printed.
- MINUTES:** Board members reviewed the minutes of Nov. 24, 2015 regular Board meeting. Overn made a motion to approve the minutes. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will also noted the BC Sheriff Dept. has delivered the letters regarding septic system violations within the county.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the December 2015/January 2016 vouchered expenses, with the following additions: Eugene Pederson, \$280.00; Valley Officeworks, \$585.58; Healthcare Environmental Service, \$120.00; ND Association of Counties, \$1,725.00; CPAC Environmental Solutions, \$247.37; Bakkegard & Schell, \$834.90; Cole Papers, \$501.93. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT:** It was noted that Home Health is \$22,658.63 in red currently, but should end 2015 approximately \$1,100 in black when revenue from billing comes in. Regarding building expenses, for 2015 through December, CCHD has paid \$97,917 (including 5 loan payments). CCHD currently has accrued \$12,174 in interest account at the Credit Union. Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.
- OLD BUSINESS:** On The Move: Nothing new to report.
- CCHD update: Jack Hanson and Chey Spitzer, Enterprise Sales, are looking at the possibility of a installing a solar collector on the top of the building. They got the building blueprints to see if it would support a solar panel. They will let Will know how much it would cost.
- Will and Bobby Koepplin, maintenance, met with Mike and Justin from Bakkegard & Schell and reviewed the thermostat controls in the building to better understand which thermostats control different areas of the building and how to set them (staff was confused by multiple thermostats throughout the building). Looked at the boiler system again. Bakkegard & Schell will put a proposal together as far as what it would cost to update the heating system. Dennis Pommerer, Wick Construction, had stated that he

didn't think a new system update was needed. Will's interpretation is that he believes that if we put a gauge on the boiler so that the hot water doesn't heat up past 120 degrees until it is set to do so on very cold days, the water won't heat up to 180 degrees as it now does, causing the building to overheat. Bakkegard & Schell will look into this idea also.

Will contacted Tim Sorenson, Valley Paint & Glass, regarding carpeting on the stairs and down the second floor hallway. The stair stringer, to buy it and install, will cost \$425. He is ready to install it as soon as we want it. Will wants to wait until after the second floor bathroom renovation is complete and to make sure that we won't need to repair something in the boiler room. The earliest installation would take place in February, and possibly not until spring.

Sensaphone in vaccine room monitors ambient air temperature also, noted Will, so if it gets too hot or cold (below 50 degrees or above 90 degrees) it would call Lori Thompson, Therersa or Angie Martin.

Bobby Koeplin will replace exhaust fan motor in east bathroom. There is an open chimney on the roof (goes down to the gas fireplace in empty office) that Bobby will cut down, insulate and cap (with help of Bakkegard & Schell).

SPF SIG: Nothing new to report.

Tobacco smoke-free workplace and e-cig ordinances: Dr. Luke sent email that Russ Myhre, city attorney, is working on the new ordinance. Will is waiting to discuss situation with Vicki Rosenau, tobacco prevention coordinator.

Community Health Assessment: 658 surveys turned in. Being analyzed by Center for Rural Health in Grand Forks, and involved parties will be working more on this project in January.

Program evaluations: Tabled until January.

*(Moved ahead on agenda to New Business until Carl Martineck, BC States Attorney, is present.)*

NEW BUSINESS: Performance Management presentation: Paula Thomsen, RN/DON, addressed Board. Presented CCHD performance management model handout. CCHD has adopted the Public Health Foundation Performance Management System Framework for its performance management system. This is necessary for eventual accreditation. Health Board needs to be engaged in performance management activities and has basic understanding of the process. Performance management QI team formed at CCHD and they will meet monthly to work on performance management and QI projects. Will develop 5-year strategic plan this summer. Adopting PDCA improvement model. QI project selected is newborn home visits – goal is providing a newborn home visit to 10% of all newborns in Barnes County and to increase number of breastfeeding-friendly worksites. In the administrative area CCHD will work on getting more prepared for accreditation. Weave in proof of quality improvement into program evaluations.

*(Moved back to Old Business – Lease agreements.)*

OLD BUSINESS: Lease agreements discussed with Carl Martineck. Board had talked about updating the lease at prior Board meetings. Martineck was comfortable with City-County Health

renting on a month-to-month basis, but didn't recommend a year-long lease. Century Code is only specific to state and county renting, but doesn't mention a political subdivision. Martineck also suggested getting as close to fair market value for rent as possible. Rent will be raised to \$9/sq. ft. as of January 2016. Another issue which surfaced is that a county/city entity can only do an annual lease if we put it out on bids every two years. We are still operating under the terms of the previous lease. There are provisions in the current lease to raise the rent as needed. The letter of notification of rent increase that was sent to tenants is sufficient for a paper trail. Martineck will only seek an Attorney General's opinion if a question is raised in the future. The Board will continue to operate as we have been this past year.

*(Moved back to New Business)*

NEW BUSINESS: Dependent sick leave tabled until January Board meeting.

Home Care: CHI Mercy Health (Mercy Hospital) notified CCHD of a cost increase for physical therapy (PT) from \$85/visit to \$160/visit. Will looked back in her notes and Mike Bresnahan, PT department head, had talked with her about a potential gradual increase in PT rates in 2011. However, nothing ever transpired and there were no further discussions over the years. They had intended to be at \$160/visit by 2014. In 2011, CCHD did 166 therapy visits. At \$85/visit it cost CCHD \$14,110, with an annual profit of \$5,938. In 2014, there were 365 therapy visits. At \$85/visit it cost CCHD \$31,280, with an annual profit of \$23,311. They need answer now about what CCHD intends to do. Options found so far include:

- CHI Mercy Health (hospital) at \$160/visit
- CHI Mercy Home Health at \$70/hr., with average visit of 1.5-2 hrs or \$100-\$130/visit.
- Thielges (Sheyenne Care Center) at \$60/hr. or \$90-\$120/visit. They can also provide OT and speech therapy.

In 2015, the projected annual profit based on lowest therapy option is -\$6,767. Will was still waiting to hear from Essentia Health who will get us a rate after first of the year. Their earliest start date would be February 2016. Will has also contacted Chrissie Kunze who has been doing CCHD's therapy visits through the hospital, but she has also worked privately for CHI Mercy Home Health. She has enjoyed working with CCHD, but has wanted to cut back on hours due to family. She will get back to Will by Dec. 23.

CCHD home health can still be certified without offering PT services, however, 75-80% of clients require PT, according to Paula Thomsen, home care coordinator/DON. She was concerned about quality requirements in home care if PT services aren't offered. In 2015, 2,000 hours of nursing time was spent in home health and 946 hours of CNA time. Time for Theresa, Becky Kratz (accounting) and Angie Martin (office manager) has never been figured into home health costs. Nurses spend 4-6 hours of nursing time on initial referral visit, which is lost if PT services can't be provided but are needed.

Will be repercussions for staff if Medicare clients are dropped from home care. Julia Anderson, R.N., would be reduced to part-time status as would Tammy Langeland, CNA. Both would lose benefits, which isn't an option for either.

Will needs to know where to go with the therapy piece. CCHD can't wait a month for this decision. PT contract with CHI Mercy Health ends Jan. 8. Board members weren't

comfortable with making a decision with two Board members absent. It will cost CCHD more to do public health home visits without home care.

*(Overn had to leave meeting at 4:45 p.m. No quorum available at this point.)*

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:45 p.m. The next regular monthly meeting will be **Tuesday, Jan. 26 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary