

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

June 28, 2016

- 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
Paula Thomsen, RN, DON
Julia Anderson, RN (replacing Thomsen as Home Health Coordinator as of July 18)
- CALL TO ORDER: Meeting was called to order at 3:39 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA: Under New Business add 4) City Commission position; 5) Screening & Recovery Center; 6) Home Health Professional Persons Advisory Committee and program evals; 7) Other. Approved as amended.
- MINUTES: Board reviewed May 24, 2016 minutes. Overn made a motion to approve the minutes as printed. Second by Dr. Buhr. Unanimous vote, motion carried.
- (Moved ahead on the agenda to item No. 6 – Home Health Professional Persons Advisory Committee/Evals with Paula Thomsen and item No. 1 – Staff member resignation.)*
- NEW BUSINESS: Paula Thomsen, RN, DON, spoke to the Board regarding the Professional Persons Advisory Committee, a requirement for home care. She stated that most home care agencies have their health board act as the Professional Persons Advisory Committee, having a monthly home health update and annual program eval. Thomsen told board members that CCHD will transition to this new format this year. Board was guided through evaluation process. She explained that she audits 10% of client charts each year. She also audits adverse events charts. It was noted that Home Health struggled a bit in 2015 due to therapy services issues May-December. Thomsen suggested that higher participation numbers in 2014 were an anomaly due to CHI Mercy Health (hospital) severing ties with Mercy Home Care, and CCHD getting more referrals from the hospital.
- Staff member resignation: Will announced that Paula Thomsen, RN, DON, submitted her resignation, effective July 15, having served CCHD for 17 years. She has accepted a nursing position at CHI Mercy Health. Julia Anderson, RN, will be replacing Thomsen as Home Health Coordinator. Thomsen has expressed an interest in retaining a nursing position with CCHD on a PRN basis. Dr. Buhr made a motion to accept Thomsen's resignation with regret and that a PRN position as needed by Will be approved. Second by Overn. Unanimous vote, motion carried. The Board welcomed Julia to her new position.
- (Moved back to agenda as printed.)*
- DIRECTOR'S REPORT: Reviewed.

**VOUCHERED
EXPENSES:**

Overn made a motion to approve June/July vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.

**FINANCIAL
REPORT:**

Reviewed. Will noted CCHD is back on track regarding billing MA (Medical Assistance) for Home Health. Home Health is \$8,986 in red (matter of expenses going out before revenue comes in). Dr. Buhr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried. Board reviewed report regarding CCHD building rent income and monthly expenses. Expenses at 2/3 of 2015 already (\$63,155), said Will. She also noted that Fitzner & Nelson law firm may close as both lawyers plan to retire. CCHD has not received an official notice. Will presented five additional bills for payment. Dr. Buhr made a motion to pay the five additional bills. Second by Overn. Unanimous vote, motion carried.

OLD BUSINESS:

On The Move Partnership: Nothing new to report.

CCHD facilities update: Skylight in Wick Construction is leaking again. Bobby Koepplin, CCHD building maintenance, is seeking bids on windows. Will noted CCHD will be assessed \$1,347 for city sidewalk repair. Regarding remodeling of 2nd floor public bathroom(s), Koepplin has sought a second bid, but this is proving difficult as most local contractors often subcontract under Wick Construction and are not interested in bidding against them on this project since Wick is housed in this building. Wick provided a bid a few months ago for \$17,840 to remodel two bathrooms into one unisex handicapped bathroom. Overn stated that he thought this was a fair price for what is involved in the project, as did Koepplin, according to Will. Board members noted that since the bid is a few months old now and Dennis Pommerer, Wick manager, noted there may be unforeseen issues which may need to be addressed, a cost increase could be likely. Dr. Buhr made a motion to proceed with unisex handicapped bathroom on second floor with the cost being kept as close to original bid price as possible, and Theresa will be allowed to make decisions regarding any additional costs incurred. Second by Overn. Unanimous vote, motion carried. Theresa will do a temporary fix on the carpeting on the stairs before someone trips. Will be doing a permanent fix but Board would like to wait until they know more regarding the lawyers office (regarding moving of furniture and equipment).

SPF SIG update: Still have funding left, according to Will (approximately \$70,000). Barb Bjorum has been trying to work with the VC Police Department to keep server training on a regular basis. She would like to set up a schedule for a year at a time so bar owners/managers know when training will be offered.

Barnes County is one of the 10 worst communities/counties in ND for youth alcohol use (tied for 4th with Central Valley). Five of the six counties on list are located in our region. ND Department of Human Services, through funding from SAMHSA, has a 5-year project which started Oct. 2015. The grant period for the 10 communities begins Nov. 1, 2016 and ends Sept. 30, 2020. The estimated minimum Barnes County would receive is \$403,153 (\$100,000 a year). Kickoff/training event in Bismarck Nov. 8-9. CCHD would need to hire a coordinator for this grant program at \$18/hr. for 20 hrs/week plus benefits (or approximately \$35,000 to \$36,000 per year). Overn made a motion to accept funding for this youth alcohol project and search for coordinator as funding becomes available. Second by Dr. Buhr. Unanimous vote, motion carried.

Community Health Improvement Plan: A small group from the Mental Health Access group met to discuss how to move forward. Will work initially on who has employee assistance programs, how their employees know about these program, and encourage those businesses who don't have an employee assistance program to get one as they are relatively inexpensive. An EAP offer employees a great benefit for themselves or family members for counseling on various issues. Small group will do this work and relay info to larger group. CCHD has employee assistance program through The Village in Fargo. Group will also find out who the providers are, where they go, how do you get to them, what forms of payment do they accept.

Electronic Health Record: Will has applied for funding through the tobacco grant (will pay up to 50% of cost of EHR).

Library drop box: MOU is signed. Library will get the specs to Theresa soon.

NEW BUSINESS: Staff hire: Board discussed wage for Julia Anderson when she replaces Paula Thomsen as Home Health Coordinator. Anderson begins this position July 18. Overn made a motion to offer Anderson a 15% wage increase to \$29.44/hr. based on her years of experience. Second by Dr. Buhr. Unanimous vote, motion carried.

New policies: Board reviewed the following policy –

- WIC Emergency Response Plan

Dr. Buhr made a motion to approve the WIC Emergency Response Plan policy. Second by Overn. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:53 p.m. The next regular monthly meeting will be **Tuesday, July 26, at 3:30 p.m.** in the CCHD conference room. Board members remained after the meeting adjourned to view Will's master's degree PowerPoint presentation.

Respectfully submitted,

Dr. James Buhr, Secretary