

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

June 25, 2013

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
Cindy Schwehr
Tom Overn, Vice Chair
Madeline Luke (arrived 3:55 pm)

ABSENT: None

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager

CALL TO ORDER: Meeting was called to order at 3:41 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: The agenda was approved as printed with the addition under New Business of 7) Staffing
8) Other.

MINUTES: Overn moved to approve the minutes of the April 23, 2013 meeting as printed (no May 2013 meeting). Second by Schwehr. Unanimous vote, motion carried.

DIRECTOR'S REPORT: The Board reviewed the Director's Report.

VOUCHERED EXPENSES: Dr. Buhr moved, Schwehr seconded a motion to approve the voucherred expenses for June/July. Unanimous vote and motion carried.

FINANCIAL REPORT: The financial report was reviewed. Will noted that Home Health is in the black and things are looking good.

OLD BUSINESS: Achieve grant: Will and Buhr informed the board that the Achieve partnership has been invited to move into phase 2 of the County Health Ranks/Roadmaps prize application process. Ultimately, the six winning communities nationwide will receive a \$25,000 prize. During the 2nd round, the partnership needs to put together a four-minute multimedia presentation and a five-page essay about our community and health-related community accomplishments. Community bike racks were also discussed and should be placed in strategic locations soon.

CDM: Dr. Mark Strand suggested that the chronic disease management pilot project should be a two-year project rather than just one year as it is difficult to show outcomes on a short-term basis. There is a \$65,000/year CCHD budget for the project (there are no grant funds available for this project). Dr. Strand also wrote a \$5,000 grant which includes an MPH student to track data and the purchase of nursing bags/equipment related to the project. Dr. Buhr made a motion to make the pilot a two-year project rather than a one-year project. Second by Overn. Unanimous vote, motion carried. Dr. Buhr questioned if there was anything in this project that would help CCHD choose intelligently the best electronic health record system for our needs. Will stated that it wouldn't have much effect on that choice and that there isn't a good handle statewide regarding what system works well for public health. CCHD staff have talked with Home Solutions, which handles our SCAN system, and they think they could potentially

develop a system that would meet both our public health and home health needs. It will be awhile before we choose a system.

CCHD facilities: Will still hasn't gotten a price on the First Community Credit Union building. Will and Sharon Buhr have taken a tour of the facility per suggestion by County Commission Chair Eldred Knutson. Some of the commissioners believe the county could purchase the building and CCHD could rent from the county. Commissioner Froelich suggested CCHD may use some of its cash reserves for inside renovations of the building. CCHD currently pays \$8,400/year rent for the courthouse offices and \$26,998/year for support services. The assessed value of the FCCU building is \$750,000-\$780,000. Question arose whether the county can rent to outside entities as there are currently other businesses located on the second floor of the FCCU building and Arlie Braunberger has a CPA business located on the first floor in the NE corner of the building. There is 8,000 square feet on the first floor. CCHD needs approximately 5,000 square feet for our offices, including WIC and tobacco offices which are now housed outside the courthouse. FCCU is planning to move into their new facilities in December. Schwehr will contact the BC States Attorney regarding the renting question. Tabled until the July meeting.

NEW BUSINESS: Professional Persons Committee meeting: No concerns or problems discussed at the meeting. Census/visit charts reviewed by board.

NDDOT funding: Kasey Skalicky's Traffic Safety program (Neighbor Road Watch), which is funded by the ND Department of Transportation, currently educates citizens about calling law enforcement when they spot DUI concerns. NDDOT is now contracting with NDSU, who will subcontract with CCHD to pay for Skalicky's time. Will doesn't know what the project will be for the coming year that begins in October. The project is determined by Skalicky and the DOT.

ND Department of Human Services funding: Pam Sagness has been talking to local public health for about two years about PH providing services/work to decrease binge and underage drinking and drinking and driving through PSE change. This person would work with a coalition and area bars regarding SERVER training, and work on ordinances to require SERVER training. \$1.4 million guaranteed dollars available statewide. Training will be held in July. This is not a competitive grant but an application still needs to be filled out. One year extension likely possible. Theresa will put in the application. Luke made a motion to enthusiastically support the application. Second by Overn. Unanimous vote, motion carried.

CCHD program review: The annual "circle chart" was reviewed. Direct contacts decreased this past year primarily due to the change in focus of the Traffic Safety Program. Most services remained about the same as the year before. Dr. Buhr questioned if Women's Way now covers colonoscopies for qualifying women (Theresa will find out about this, but didn't believe they covered this procedure at this time). Sharon Buhr suggested that Will present this chart to the County Commission and Luke would like the information to present to the City Commission.

Strategic planning: CCHD staff members have developed a Vision, Mission and Value Statement in pursuit of accreditation. Paula Thomsen is the accreditation coordinator for CCHD.

New Forms/Policies: No new policies/forms at this time.

Staffing: Will wanted the board's permission to move Paula Thomsen from the Home Care Coordinator position to a "Director of Nursing" type position, where she would be overseeing both public health and home health nurses. A change of 10-12 hours would be required at about \$35/hour (\$21,000 – high side). Other Home Care nurse(s) would need to pick up some of the Home Care Coordinator duties. Will is hoping to start in August. Will also asked Kristen Bear if she is interested in picking up some of the Home Care Coordinator duties. She is the only staff member to remain in a part-time position (25-30 hours per week) with full health insurance benefits. She is not interested in the Home Care Coordinator position. Paula Thomsen and Sarah Hansen are full-time flex (32-40 hours per week). Kristen's hours may have to be cut if another RN is hired to fill this position and then she would lose her health insurance benefit (less than 20 hours per week). Overn moved to support Will in adding 10-12 hours for a "DON" position and to reallocate hours in office as needed, and to redefine Paula Thomsen's position. Second by Luke. Unanimous vote, motion carried.

Luke discussed mold issues from recent overland flooding in the city. Humidity meter availability to citizens discussed. People with flooding issues need to keep the humidity under 50 to help prevent mold from forming. Will noted that FEMA clean up kits are still available to the public from Kim Franklin (Emergency Management Coordinator for Barnes County). Theresa will look into purchasing a couple humidity meters, if not too expensive, that the public can borrow for short periods of time.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:59 p.m. The next meeting will be held Tuesday, July 23 at 3:30 p.m. in the County Commission chambers.

Respectfully submitted,

Dr. James Buhr, Secretary