

CITY-COUNTY BOARD OF HEALTH MINUTES
Monthly Board Meeting
September 25, 2012

PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
Cindy Schwehr

ABSENT: Madeline Luke

ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, CCHD Office Mgr.
David Luessen, Times-Record reporter

CALL TO ORDER: Meeting was called to order at 4:08 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.

AGENDA: The agenda was approved as printed.

MINUTES: Dr. Buhr moved to approve the minutes of the Aug. 28, 2012 meeting as printed. Second by Overn. Unanimous vote, motion carried.

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

VOUCHERED EXPENSES: Overn moved, Dr. Buhr seconded a motion to approve the vouchered expenses for September/October. Unanimous vote, motion carried.

FINANCIAL REPORT: The financial report was reviewed. Will reported that CCHD was on track at about 67%.

OLD BUSINESS: Achieve grant: Nothing new at this time.

Chronic Disease Management (CDM) update: Will reported that she met recently with Dr. Mark Strand, associate professor in NDSU's Masters in Public Health program. He would like Will to submit a case study regarding our CDM project for a chronic disease journal, to help promote the program. Will also received a note from ASTHO (Association of State and Territorial Health Officials) stating that a CDM article will appear in their journal. The board discussed the worth of 1 mill this coming year which is approximately \$62,500. Will estimated that City-County Health could conduct a CDM program for \$40,000 to \$50,000 per year. Sharon Buhr stated that she would like to see the CDM program included in next year's budget due to its validity.

Overby Scholarship: Will reported that CCHD can't be involved in setting up this scholarship, according to Lee Grossman, Barnes County States Attorney. However, Will can work on the scholarship on her own time. Grossman also stated that CCHD can't put any money into the scholarship fund as it doesn't affect enough people and solicitation letters cannot be printed on CCHD letterhead. The next meeting of the scholarship committee will be Friday, Oct. 5, at 9 a.m. at Dutton's Parlour (personal time for Will).

Community Health Assessment (CHA): Will reported that CHA is moving on to the next step with a meeting scheduled Oct. 2 at Mercy Hospital. The hospital has a violence

prevention focus. In a related matter, Dr. Buhr sought information regarding the Sexual Assault Response Team/Nurse at Mercy Hospital. Sarah Hansen, R.N., CCHD staff nurse, has completed SART training. She will not be under contract with Mercy Hospital as a Sexual Assault Response nurse, but will be under CCHD regarding liability insurance (with Board approval), explained Will. The Board also briefly discussed CCHD accreditation and what was needed to attain it.

2013 budget: Will reported that CCHD's budget request to the County Commission was cut by 1 mill in 2013 to a total of 4 mills for a monetary total of \$251,051.80. 1 mill = \$62,537. 1 mill in 2012 was worth \$56,400. Will posed the question to the board whether to use funds from CCHD's cash reserve or cut services. Schwehr (Barnes County representative on the Health Board) stated that commissioners want cash reserves spent down in 2013. The Board reiterated the following four key points:

1. County would like cash reserves spent down.
2. County is OK with CCHD spending down its reserve.
3. Harold Rotunda, CPA, advised CCHD to keep 50-75% in reserve.
4. Cindy Schwehr, BC Commission chair, didn't know what amount CCHD needed in reserve.

Will suggested using **up to** \$62,000 from the cash reserve to potentially make up for the lost mill if CCHD stays with the \$313,000 proposed budget. This may mean having an unbalanced budget and using cash reserve funds only as needed. Dr. Buhr made a motion to enter an income line item under county mills that says \$62,000 from our cash reserves will be used in an appropriate amount (reserve spending), if needed. Second by Overn. Unanimous vote, motion carried.

NEW BUSINESS: Continuity of Operations Plan: States that if something happens to Theresa and she is not able to do her job, next in command at CCHD would be 1) Paula Thomsen 2) Lori Thompson 3) Health Board.

Public Health accreditation: Cost to be accredited for 5 years is \$12,750. This amount can be split up over 5 years or paid all at once. This amount also pays for technical assistance and on-site training. Overn moved to proceed with accreditation. Second by Dr. Buhr. Unanimous vote, motion carried.

There are now three trained Sexual Assault Response nurses, including Sarah Hansen, R.N. and two Mercy Hospital nurses. The three would rotate on an on-call basis as part of a Sexual Assault Team. Dr. Buhr made a motion to approve participation of Sarah Hansen, R.N., as a Sexual Assault Response Team member. Second by Schwehr. Unanimous vote, motion carried.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 4:59 p.m. **Due to lack of agenda items, there won't be a Health Board meeting in October. The next meeting will be Tuesday, Nov. 27, 2012 at 3 p.m. in the County Commission room. Please note change of time.**

Respectfully submitted,

Dr. James Buhr, Secretary