

**CITY-COUNTY BOARD OF HEALTH MINUTES**  
**Monthly Board Meeting**  
**July 28, 2015**

- PRESENT:** Sharon Buhr, Chair (arrived 3:42 p.m.) Tom Overn, Vice Chair  
Dr. James Buhr, Secretary Madeline Luke  
Cindy Schwehr (left 5:06 p.m.)
- ABSENT:** None.
- ALSO PRESENT:** Theresa Will, RN, Director  
Angie Martin, Office Manager
- CALL TO ORDER:** Meeting was called to order at 3:34 p.m. by Tom Overn, Vice Chair, in the CCHD conference room.
- AGENDA:** Added under New Business: 3) Office furniture 4) Program evaluations 5) Other. Agenda approved with these additions.
- MINUTES:** Board members reviewed the minutes of June 23, 2015 regular Board meeting and July 2, 2015 Special Board meeting. Schwehr made a motion to approve the minutes of June 23 and July 2 meetings. Second by Dr. Buhr. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Another Stepping On balance class will begin Aug. 20 from 9-11 a.m. in the CCHD conference room.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the July/August vouchered expenses. Second by Schwehr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Becky Kratz has billed \$95,708 for Home Health which will bring that program back in the black. Schwehr made a motion to approve the financial report. Second by Overn. Unanimous vote, motion carried.
- (Chair Sharon Buhr assumed the chair at 3:42 p.m.)*
- OLD BUSINESS:** Barnes OTM Partnership: Board reviewed VC walking paths brochure presented by Sharon Buhr. The "Let's Walk VC" event will be held from 9 a.m. to 1 p.m. Saturday, Sept. 12, funded through a BCBS grant. There will be booths set up in Pioneer Park and around Jefferson School. Booths will feature fun health-related activities. Event will be cancelled if it rains. Buhr stated that CCHD needs a bike rack also.
- CCHD facilities update: Received Missouri River energy rebate of \$4,843. Energy grant hasn't been received yet (\$12,780) -- waiting for information from architect. Window replacement discussed. Sorenson, Valley Paint & Glass, didn't think the window with the BB holes needed to be replaced, but could be repaired. Sorenson can't replace the big window (BB damage) and will have Fargo Paint & Glass stop by to take a look at it. He will be replacing the window with the small crack in it but hasn't received the glass yet. Board will make decision after the window is assessed.
- There is a roof leak into the Wick Construction office area. Wick will have a roofing company take a look at it. There are a couple of holes in the roof noted/photographed by Wick management. Overn suggested, in the future, considering a fix similar to that used

on the corrections building (rafters/steel roof). Will questioned if that type of fix would cover the existing skylights. Will also noted that complaints have been received from Fitzner & Nelson Law Office regarding their office being too cold. Wick Construction hasn't noticed it being too cold. Bobby Koeplin, maintenance, will see if there is something that can be done.

CCHD has purchased two dehumidifiers for the office as it has been damp and there has been an odor to contend with in some areas. Purchased 50-pint and 70-pint units.

Board reviewed a renovation budget analysis put together by Kratz and Will. Have spent \$409,120.95 to date (budget approved for renovation at 3/25/14 meeting was \$414,000). There is an additional \$5,972.90 payment to Bakkegard & Schell that is awaiting AG opinion (regarding lack of required \$5,000 contingency fund in their original bid). Aside from Bakkegard & Schell contract, other items not included in the \$409,120.95 are:

- Moving costs paid out (not part of renovation) - \$2,305.
- Blinds (Valley Flooring) not indicated in original renovation costs - \$7,913.43.
- Enterprise Electric – GFI outlets by water chg'd (required to meet code) - \$874.
- Enterprise Electric – receptacles replaced in Wick/Miller Elevator offices - \$939.

Other potential projects remaining:

- Surveillance camera costs (projected) -- \$5,000 or less.
- Parking lot striping.
- Card readers.

Board also reviewed Hepper Olson Architects final cost summary.

SPF SIG update: Working on PR with KOVC. Working on final “tweaks” to city ordinance regarding mandatory 100% server training for all bar owners and staff. Have discussed giving bar owners who are 100% trained a free ID scanner. It costs about \$1,200 per scanner. Will wants to make sure that this would be a worthwhile cost before pursuing it. Theresa will bring a copy of the final proposed ordinance to next meeting.

Tobacco free workplace and e-cig ordinance: Russ Myhre, city attorney, has been provided with model language for this proposed ordinance. At a recent meeting, Myhre proposed a total e-cig sale ban in Valley City. CCHD had only sought a ban on e-cig flavoring that entices youths to buy this product. The model language provided to Myhre has already been reviewed by attorneys at the Public Health Law Center. At the committee meeting that Myhre referred to, there was no vote taken or consensus formally reached. State and national tobacco prevention experts have advised against pursuing a total local ban. Will is concerned about time spent by Myhre researching a total ban when researched model language has already been provided. Luke also sent him an email about limiting the total number of cigarette licenses (currently have 11 licenses). Another meeting should be held within a month on this matter, according to Luke.

Community AEDs: Will received a call from a resident who would like to donate some money toward buying area AEDs. Dakota Medical Foundation (DMF) wants to finish their strategic plan and will determine if community AEDs will be a part of the plan. Board felt CCHD should purchase an AED for our office. Will could apply for a SERVE grant to cover the cost of our AED. Approximately 30 AEDs needed. Luke felt some companies/entities could afford to budget for AEDs and upkeep. Will noted that DMF is offering a fund-raising informational session soon. Schwehr made a motion that CCHD purchase an AED by obtaining a grant, and CCHD will attend the DMF fund-raising session, make an assessment, and put together a plan to alert and inform all agencies in

Valley City about value of having an AED and how to get new AED. Potentially we might be able to do a fundraiser to help them out and we may be able to offer them a grant to partially fund an AED unit based on available funding opportunities. Second by Dr. Buhr. Unanimous vote, motion carried.

Rent review: Second floor tenants are currently paying \$3.78 to \$5.24 per sq. ft. for rent. Rent cost analysis discussed. Average rent across Valley City is \$10 to \$12 per sq. ft., according to Chamber of Commerce. Regional Tech Center raised to \$14 per sq. ft. A local realtor told Overn more than a year ago that landlords can't break even on commercial rent at less than \$11.50 per sq. ft. if utilities are provided. Following discussion and review of rental information provided to Board, it was noted that CCHD needs new lease agreements with current tenants. Annual costs for whole building reviewed and divided by whole building. This works out to \$7.16 per sq. ft. throughout the building. Real estate taxes are only on second floor (additional \$1.10 per sq. ft.). It was noted that Wick Construction has been helpful, to date, in doing some repairs such as the roof leak. Board members agreed that within two years office rents should be about \$12 per sq. ft. Dr. Buhr made a motion to raise all rents to \$6 per sq. ft. for three months (Oct.-Dec.) and raise the rents to \$9 per sq. ft. in 2016. Renegotiate lease annually. Second by Overn. Flooring, windows and walls are CCHD's responsibility. Lighting has been updated. Unanimous vote, motion carried.

*(Moved to New Business item at this point as Schwehr needed to leave early.)*

NEW BUSINESS: CCHD office hours: Will told Board that to decrease potential nurse overtime (nursing staff all working full time flex now, with one nurse retiring in December), she wanted Board input on changing office hours from 8 a.m. to 5 p.m. to closing at 4:30 p.m. Office manager would still be in office from 8 a.m. to 5 p.m. Schwehr stated that she favored staying open until 5 p.m. Office nurse begins seeing clients at 9 a.m. Overn would like Will to study this situation for six months (December 2015 to May 2016) and revisit this topic at that time. Consensus by Board to study this.

*(Moved back to Old Business. Schwehr left meeting at 5:06 p.m.)*

OLD BUSINESS: Director evaluation: Sharon Buhr noted that Will has done an exemplary job as director and was thanked for her work. Luke made a motion to accept the evaluation. Second by Dr. Buhr. Unanimous vote, motion carried.

*(Finished remainder of New Business.)*

NEW BUSINESS: New policies: The following policy was reviewed –

- Employee – Vaccination Requirements and Forms

Dr. Buhr made a motion to approve the aforementioned policy. Second by Luke. Unanimous vote, motion carried.

Office furniture: WSI was at CCHD and did an ergonomic assessment of some office furniture. Association of Counties has some good ergonomic chairs that they will sell for \$575 each (originally sold for \$1,100). Need three chairs – office nurse, Betty Olson and Theresa Will. Luke voiced concerns about purchasing chairs. Theresa recommended Board follow WSI recommendation to avoid workforce injury. Overn made a motion to purchase three ergonomic office chairs for \$575 each. Second by Dr. Buhr. Unanimous vote, motion carried.

Blinds will be put up soon by Valley Flooring. Bobby Koeplin, maintenance, will have Dan Preston, local nursery owner, take a look at our tree needs and decide what would be appropriate for our needs. We would then put in an application to the beautification committee and they will pay 50% of the cost.

Program evaluations tabled until August meeting.

Theresa will request a 5% budget increase from City of Valley City for upcoming year.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:15 p.m. The next regular monthly meeting will be **Tuesday, Aug. 25 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary