

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

May 23, 2017

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
Mike Bishop
- ABSENT:** Cindy Schwehr
- ALSO PRESENT:** Theresa Will, Director
Angie Martin, Office manager
Breanna Pierce, RN
Marcie Bata, EHP
Katie Beyer, SPF PFS
Bobby Koepplin, Maintenance
- CALL TO ORDER:** Meeting was called to order at 3:33 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Overn made a motion to approve the April 24, 2017 minutes. Second by Bishop. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Will noted that statewide there will be \$1 million less for tobacco prevention; \$18,000 less for Barnes County. Board reviewed remainder of report.
- VOUCHERED EXPENSES:** Overn made a motion to approve May/June vouchered expenses. Second by Dr. Buhr. Unanimous vote, motion carried.
- FINANCIAL REPORT:** Reviewed. Home Health had \$38,000 revenue that came in in April, but additional revenue for January through March that came in after May 1 isn't seen on report. Home Health is now about \$5,400 in red (as opposed to -\$27,000 last month). Home Health is now basically on track. CCHD is \$125,000 in black for the year. Bishop made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried. Board reviewed rent income/monthly expense report. \$44,000 in FCCU loan interest payback account. This will be used to pay off the end of the loan – it was originally hoped the building would be paid off in nine years or less.
- Breanna Pierce was introduced to the Board as CCHD's newest RN. Bre is a native of Valley City, though she and her family just recently moved here from California.
- OLD BUSINESS:** Human Resources update: Will noted that NDPERS Sanford Health insurance is now approximately \$15,000/year. By state mandate, CCHD must pay 100% of family plan premium for any employee who is at 20+ hours per week and opts to receive this health insurance benefit. Will also noted that Beth Viland, WIC coordinator, submitted a letter regarding her minimized duties as the WIC program director beginning November 2017. CCHD will need to hire a nutritionist/dietitian, probably in September. Viland and her husband will be moving to Fargo. Congratulations extended to Sharon Buhr as the recipient of the Minnesota State University School of Public Health Alumni Award. Tammy Langland is still on medical leave for cancer treatment. Eileen Ryan, CNA, has been absorbing the workload, but is nearly at 40 hrs/week. Theresa will stay apprised of

Tammy's situation as things progress. Becky Kratz, accountant, put in 90 hours of overtime the past 2 1/2 weeks in preparation for the Patagonia electronic health record, which required her expertise and she couldn't avoid. Will has talked with states attorney. Policy discussed. She is salaried at \$4,184/mo. or \$24.05/hr. (\$2,164.50). Becky would need to sign a voucher to get paid for this extra project. Bishop made a motion to pay Becky \$2,164.50 for overtime work required to migrate current records into the electronic health record as this was a special project and outside her job description. Second by Dr. Buhr. Discussion followed. Unanimous vote, motion carried.

Eight Environmental Health issues discussed by Marcie Bata, EHP:

- Project #1 (L.S.): System failed to comply under previous owner. Once bought by current owner, letter was sent to her. She was going to do work on it last year, but nothing has been done yet. Bishop made a motion to turn this over to the States Attorney. Second by Overn. Unanimous vote, motion carried.
- Project #2 (G.B.): Sent in a request regarding existing septic. Referred to septic installer – he knew about the holding tank, but not about the drainfield. Request certified letter from board requesting more information. Overn made a motion to send certified letter to owner. Second by Dr. Buhr. Unanimous vote, motion carried.
- Project #3 (G.B.B.): Change of ownership property. Failed system. Talked with realtor. Nothing done. Request certified letter from board requesting more information. Bishop made a motion to send certified letter to owner. Second by Dr. Buhr. Unanimous vote, motion carried.
- Project #4 (R.S.): Regarding connection to existing system. Sent paperwork, Refused to provide needed information. Request certified letter from Board. Dr. Buhr made a motion to send certified letter to owner. Second by Bishop. Unanimous vote, motion carried.
- Project #5 (J.K.): System by Page (2016) put in by unlicensed installer. This installer has since moved to Colorado and has declared bankruptcy. Working with owner to get project in compliance. Bata asked Board if they wanted to take action against installer regarding this project. Board did not want to take action against installer. Owner will work with EHP regarding project compliance.
- Project #6 (D.P.): Owner wanted to add bedrooms to home. Once owner learned that this would require septic information he stated he wasn't adding bedrooms, but was adding office/storage rooms. Septic system installed in 2000s. No permit for this system. Request certified letter from Board. Bishop made a motion to send certified letter to owner requesting more information about original install. Second by Overn. Unanimous vote, motion carried.
- Project #7 (C.J.): In Wachamacallit Subdivision by lake. Purchased a permit and self installed a system. Self-installed system plans need to be submitted to EHP office for prior approval, and 48-hour notice needs to be given so EHP can come and inspect the system. Turned in info to EHP and it was reviewed. System did not comply. Sent letter to owner twice. Claimed they made repairs to system but did not get approval for plans for repairs. System currently sized for two-bedroom home. They applied for building permit to hook even more into this system. Request certified letter from Board. Overn made a motion to send certified letter to owner. Second by Dr. Buhr. Unanimous vote, motion carried.
- Project #8 (J.O.): RJ's Plumbing installed system and it didn't meet regulations. This went to States Attorney. One system was fixed and he was going to apply for variance for other property. Under new septic regulations, this property would no

longer require variance. Board approved this system and no variance will be needed.

Marcie will take care of sending certified letters to these entities.

SPF PFS (Alcohol prevention): Katie Beyer introduced new state resource regarding alcohol prevention, timeline, and implementation of strategic plan. Next training is July 11-12 in Bismarck.

CCHD facilities update: Bobby Koeplin discussed roof issue. Bakkegard & Schell made repairs to roof following incident of leaking around second floor bathroom vent fan. Their insurance covered the cost of repairs. Problem with kitchen vent fan leaking in break room. D & D Roofing patched roof. Found other holes in roof. There have been leakage problems in several areas this past year. Water pooling on roof. Koeplin asked for two proposals from D & D Roofing, one for the south 2/3 of building and one for north 1/3. Proposal to take everything off – rock ballast (clean because it is full of dirt and save for reuse) and rubber, lay a new set of insulation, pre-formed, so everything flows to drains. Put new rubber roof on and replace rock ballast. Bobby recommended getting rid of skylights and swamp cooler. Board is now looking at windows, heating system and roof. Bobby suggested doing south 2/3 portion of roof first for a cost of \$45,875. North 1/3 portion will cost \$32,720. Should plan heating system and roof together to get rid of potential leak issues. Bobby requested Board allow Theresa and him to work with Bakkegard & Schell to do a design build up to \$6,000. They would come back with a plan and bid. If Board doesn't accept bid, Bakkegard signs off that they're not going to be responsible for heating and cooling problems. Potentially looking at multiple heating/AC units for ease in servicing (up to six). Koeplin suggested Board look at 1) window replacement, 2) heating/cooling system, and 3) roof replacement.

Windows: New bids reviewed from Wick Construction and Red River Glazing. Wick bid was to cut down window frames to height of doors, add insulation, sheetrock, paint, and EIFS finish exterior for \$38,950. Red River Glazing bid for removal of existing storefront windows and installing new 1" thermal flush glazed system for \$59,985. If both proposals are accepted, Board could take off approximately \$12,000 from Red River bid, according to Koeplin. Part of Wick's bid included EIFS to match west side of building. To be more affordable, according to Dennis Pommerer at Wick Construction, have Red River put in panels (with little R value) up above, put rail at ceiling line, take \$59,000 Red River bid. Then Wick comes back in, current vertical blinds shortened, put in hangers and insulate up against panel and put in enough hanging supports to hold blinds tight to the new rail. However, this would also entail Wick and Red River "daisy-chaining" their work so there wouldn't be big open window spaces that will need to be covered by plywood.

Will did quick budget analysis: Windows - \$80,000; Heating/AC - \$100,000; Roof - \$50,000. Approximate \$230,000 for repairs. With expenses that have already been approved and grant funding that is earmarked, this would leave cash reserve at approximately \$158,000 (lowest it has been in 12 years), pending no other unforeseen expenses. Noted that second floor hallway walls are slated for removal of wallpaper and painting for \$3,100 + ceiling repair for \$350. Will has applied for asbestos mitigation funds and been told CCHD is third on the list of projects beginning October 1.

Koeplin suggested leaving the roof repair until 2018, get windows in queue right now, and reiterated the heating system is "nickel and diming" us with repair work. He also

reminded Board that if second floor offices are to be rented, there will need to be some remodeling done such as new carpeting and painting.

Dr. Buhr made a motion to authorize Will/Koepplin to expedite the proposed bids from Wick Construction and Red River Glazing to get windows as previously approved, to clarify dollar value on bids and identify a timeline for completion. Second by Bishop. Unanimous vote, motion carried.

Bishop made a motion to authorize Will/Koepplin to work with Bakkegard & Schell to design a heating/HVAC plan at a cost of up to \$6,000. Second by Dr. Buhr. Unanimous vote, motion carried.

Installers are ready to put in carpet in second floor hallway. Walls need work. Designs by Charlie will steam off old wallpaper, patch and put on orange peel texture, prime and paint it. Overn made a motion to approve this project for \$3,500. Second by Dr. Buhr. Unanimous vote, motion carried.

Tenant possibilities discussed.

2017 County Health Rankings: Tabled.

NEW BUSINESS: Policies: None.

Will noted that she is meeting with Patrick Gulbranson, CEO at Family Health Center, Fargo, June 8. Family Health Center is a Federally Qualified Health Center. Will has talked with Community Health Association of the Dakotas that works with Federally Qualified Health Centers about the procedure to become one. Have to apply through HRSA for additional funding. There's a certain amount of expenses that are covered with federal dollars as well as the ability to obtain funds for medications at a lower rate for people. Possibility of CCHD being an outreach program and work with the Family Health Center in Fargo. Would have to be beneficial to both. Possibility of additional counseling services through the health center.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:30 p.m. The next regular monthly meeting will be **Tuesday, June 27, at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary