

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

Nov. 25, 2014, 2014

- PRESENT: Sharon Buhr, Chair
Dr. James Buhr, Secretary
Cindy Schwehr
- Tom Overn, Vice Chair
Madeline Luke
- ABSENT: None.
- ALSO PRESENT: Theresa Will, RN, Director
Angie Martin, Office Manager
Bobbi Hepper Olson, Hepper Olson Architect (via telephone)
- CALL TO ORDER: Meeting was called to order at 3:36 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA: Agenda approved as printed.
- MINUTES: A correction was made to the Nov. 13, 2014 Special Meeting minutes on page 2, paragraph 1, last sentence, to read "Between the energy efficiency grant and rebates, CCHD's total out-of-pocket cost for fluorescent lighting on the south side of the building on the first floor will be \$2,025.50, as opposed to \$13,224.00 for LED." With this correction, Dr. Buhr made a motion to approve both the Oct. 28, 2014 regular Board minutes and the Nov. 13, 2014 special meeting minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT: Will reported that she contacted Renaissance Recycling in Jamestown regarding the disposal of used T12 fluorescent bulbs that had been stored in the former First Community Credit Union building. These are considered hazardous waste due to mercury content. They will accept the bulbs for a disposal charge of \$.75 per bulb. The consensus of the Board was to dispose of the T12 bulbs in Jamestown. Board members discussed what can be done so local residents can dispose of hazardous waste (specifically T12 fluorescent bulbs and old televisions) rather than throw it out only during the city clean-up week in the spring. Luke suggested that possibly once a year have a collection point for these items so they can be disposed of properly through the Jamestown recycler (Valley City recycling doesn't accept these items at this time). They also questioned the possibility of having a local drop point for the Jamestown recycler to pick up these items. Questioned who would pay for this service. Luke stated residents would need to pay to get rid of these items. Best Buy in Fargo will also take old electronic items for disposal. Tabled until the next Board meeting.
- VOUCHERED EXPENSES: Dr. Buhr made a motion to approve the vouchered expenses for November/December. Second by Overn. Unanimous vote, motion carried. The Board thanked the County Commission for approving a loan to CCHD for half the amount to pay off the building construction/renovation loan to First Community Credit Union and saving taxpayer dollars by not accruing additional interest. This saved approximately \$10,000 in interest between now and the end of March. The other half of the loan will be paid with money from CCHD's cash reserve (\$283,025.80). The loan became due Nov. 8, 2014, with a 20-day grace period. CCHD either needed to pay off the loan or sign an extension.

FINANCIAL
REPORT:

The financial report was reviewed. Will stated that Home Health is in the red again, which is not an unusual fluctuation between billing time and payment. Home Health was at 104% of revenue at the end of October. CCHD has given approximately 1,650 adult flu immunizations so far this season. There are about 200 doses of adult flu vaccine remaining (this particular vaccine can be returned to manufacturer if unused). No totals on state vaccines for children at this time.

OLD BUSINESS:

Barnes On The Move: Theresa will talk with Scott Miller, Barnes County Ambulance, about joining the OTM Partnership. Ann Fraase, Blue Cross Blue Shield, was also approached by Sharon Buhr about becoming a member.

CCHD facilities update: (Bobbi Hepper Olson, architect, joined meeting by phone). Project cost summary from Hepper Olson Architect reviewed. Change proposal from Enterprise Electric needs to be approved by the Board. No. 1 on the PR #E2 change proposal has to do with the emergency generator. Bigger conduit was already approved by the Board at a previous meeting, but not the wiring, in the event that a bigger generator was needed in the future. Hepper Olson explained that the proposed changes under this item had to do with adding specific outlets to the emergency panel as addressed at the Nov. 13, 2014 meeting. There is different circuitry required and possible additional wiring that needs to be done for these outlets to be transferred to the emergency panel. This change will amount to \$886 in materials and \$1,020 in labor (\$1,906 total). Will explained what would be potentially needed in an emergency situation. Overn, retired electrical contractor, explained to the Board that the \$1,906 increase in costs for this change was not out of line.

No. 2: This change has to do with conference room lighting being fed via the emergency panel. This is an extra "home run" as this lighting circuit is not in the emergency panel at this time. This circuit is not by the panel (both panels located in the washer and dryer room) and goes from one corner of the building to the other. This change will amount to \$225 in materials and \$330 in labor (\$585 total).

No. 3: Provide connections to the existing 2nd floor heating equipment to be fed via Panel EM1 as listed on PR #E2. Wiring 7 pieces of equipment (main boiler fan and controls, 4 circulation pumps, and air compressor) to emergency panel. This will provide minimal heating in the event of an outage. This change will amount to \$616 in materials and \$1,201 in labor (\$1,817 total).

No. 4: Additional lighting replacements as listed on ES.01 and ES.02 of PR #E2. This additional lighting is basically for the Theresa area, north hallway (vestibule), and break room entry and passage in the back. She will combine all the lighting costs together and apply for an energy grant to cover half of that cost. This item is separate from the generator items (Nos. 1, 2 and 3). This is for new fluorescent lighting in the areas mentioned (the existing fluorescent lighting is inefficient). We could still get rebates from Missouri River Valley Energy also. Luke questioned if the amount for this change proposal item reflected grant money. Hepper Olson stated that the costs do not reflect any grant amounts. Paperwork still needs to be completed and submitted for these funds. She was also unsure of how often rebate checks were issued. Will thought the total lighting for first floor was what was included in Hepper Olson's original calculations. Hepper Olson stated that was only the base bid numbers that were shown at the Nov. 13 meeting. She will take base bid numbers, Alternates 1 and 2, and add this additional lighting, and submit grant for entire first floor lighting (which could amount to half the total lighting costs). This change will amount to \$4,351 in materials and \$1,963 in labor (\$6,314 total).

Hepper Olson suggested that the Board probably shouldn't approve this change proposal item for lighting until we get all our numbers for the ceiling work and mechanical work in these areas so we can approve it as a total, because there's no reason to approve lights if we haven't approved ceiling removal yet. Sharon Buhr said she would like to see everything on one sheet explaining the south part and looking at the north part in the same way. Hepper Olson was concerned about slowing down the project and getting things ordered. She can update calculation sheet. Overn stated we need to see that cost.

Overn made a motion to approve change order items Nos. 1, 2 and 3 relating to the generator and wiring. Second by Dr. Buhr. Unanimous vote, motion carried.

(Hepper Olson left meeting to do calculations and will call back by end of meeting.)

Will stated that the asbestos abatement is now completed.

Wick Construction will do our snow removal in the parking lot area and on the sidewalks.

Will stated that while doing the asbestos abatement, the cabinet in the west hallway was damaged and removed. We had intended to keep it for storage.

Construction meetings are scheduled for Dec. 4 and 18.

SPF SIG: Barb Bjorum has been contracted to work on the SPF SIG (alcohol abuse) project. Sarah Hansen will help her as needed. Bjorum has met with VCPD Chief Fred Thompson and Officer Dana (Rustebakke). They are trying to find a regular time to conduct server training for new servers as they are hired. Thompson is going to send a couple of his officers to server training to make sure that what they are doing is evidence-based. Bjorum is only a coordinator, not a trainer. CCHD has gotten its strategic plan back. Will work on six strategies: 1. Server training 2. Media to promote Parents Lead website for all ages of children 3. School policies and violations 4. Alcohol restrictions at community events 5. Social host training 6. Life Skills or other program for K-12. Brad Cruff's drug court program discussed. Strategic plan is fluid and can be changed.

NEW BUSINESS: The Board discussed the Tobacco E-Cigarette Resolution calling on the Valley City Commission to restrict the sale of e-cigarettes and other non-cigarette nicotine products. Luke stated that she had given a copy of the West Fargo ordinance to City States Attorney Russ Myhre as a model for Valley City. There was a question of whether the West Fargo ordinance addressed this issue or not. We need to formally ask Myhre to use the West Fargo ordinance as a template for Valley City. *(Schwehr left the meeting at this time.)* Luke will serve as liaison between Health Board and Myhre on this ordinance. CCHD reps (Will and/or Vicki Rosenau, Tobacco Prevention coordinator) will accompany Luke. Sharon Buhr read the resolution to the Board. Dr. Buhr made a motion to approve the e-cigarette/OTPs resolution to the Valley City Commission. Luke stated that this was a good opportunity for education. Second by Overn. Unanimous vote, motion carried.

(Facilities update call resumed.)

Lighting application is a bit confusing because we're doing it new-used and it's not a light fixture to light fixture replacement. But the energy grant calls for light fixture to light fixture replacement. We actually will have more lights in the building than what we

currently have because we're making offices. Some of the lights will not go onto the grant because they figured they had an additional 18 lights. So they can't get any grant money on these 18 new lights. Write grant for 84 2x4 trough light fixtures. Probably only going to get funding for 84 fixtures. Will likely get funding for seven exit lights even though we are doing nine exit lights. Will save about \$1,444/year. Take that times 10 – application will be for \$14,000, which we get 50% match on. So about \$7,000 from energy grant application for whole first floor. This is only a rough calculation. Basically our project qualifies. Overn made a motion to approve No. 4 on the change proposal that includes all the lights on first floor (minus two lights in the elevator lobby). Second by Luke. Elevator lights can be retrofitted along with second floor. Unanimous vote, motion carried. Formal paperwork will be put together for Board by next meeting. Rebate estimates will also be included. Theresa will get the change order electronically for signature.

Staffing: Will stated that CCHD is short staffed with grant projects, etc., and work isn't getting done. Julia Anderson is budgeted for next year at 19 hrs. Also budgeted for 10 hours of RN time that we were hoping to hire a part-time nurse. Also budgeted for one full-time health insurance benefit in anticipation of possibly hiring Julia full time. Will believes there is enough work to merit upping Julia's hours. Will proposed moving Julia into a full-time flex position. Quality of service is not what it should be, according to Paula Thomsen, home care coordinator, due to increase in paperwork/documentation, particularly for Medicare clients. Julia would like to move to full time. Will suggested doing it on a trial basis for 6 months to a year. She is concerned that if there is not enough work during this trial period and they drop a nurse back to part time, whose position is it – the last one who moved into a full-time position or the last one hired, because they are two different people. Our policy strictly looks at seniority. Julie Hoar, R.N., will be retiring the end of 2015. Dr. Buhr made a motion to move Julia Anderson into a full-time flex position with option to re-evaluate the situation in six months to a year. Second by Overn. Unanimous vote, motion carried.

Facilities rent: Board reviewed rent income, building expenses and construction expenses to date. Will noted that in the interim budget we were \$120,000 overspent at this point for this year. We were \$120,000 overspent in October last year also and we ended the year \$5,000 in the black. So CCHD is no worse off this year than we were last year, even though we have had additional expenses due to the new building. Next month we will look a lot worse due to the loan repayment from our cash reserve. But Will believes the Board will be quite pleased with how the budget looks in March.

Sharon Buhr stated she would like the Board to look at the square footage for the renters and how much rent they are paying. Also discuss if they are willing to share in some of the expenses to update their offices, possibly keeping rent down. Rent increase will be discussed. Find out what rents are going for in Valley City per square foot.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:36 p.m. The next monthly meeting will be Tuesday, Dec. 16, 2014 at 3:30 p.m. in the Commission room.

Respectfully submitted,

Dr. James Buhr, Secretary