

# LAKE REGION DISTRICT HEALTH UNIT

## Board of Health Meeting

July 18, 2022

5:30 P.M.

### Members Present

Mike Christenson P  
Elonda Nord R  
Blaine Volk R  
Neal Rud E  
Glenda Collier E  
Terry Hoffert P  
Mike Steffan B

### Staff & Others Present

Allen McKay, Administrator  
Sheri Bertsch, Finance Manager  
Annette Groves, RN, DON, Ramsey County  
Ashley Peterson, Administrator (Oct 1, 2022)

### Members Absent

Dr. Derek Wayman MD  
Doris Griffin B

Meeting was called to order by Chairman, Mike Steffan.

Mike Steffan introduced Ashley Peterson, Lake Region District Health Unit's new Administrator starting October 1, 2022, to the Board of Health. Ashley Peterson gave a brief background of her family and self to the Board.

Newsletter was reviewed and discussed.

Motion was made by Glenda Collier to approve the minutes of the April 26, 2022, Board of Health meeting. Second to the motion by Neal Rud. All members voting "Aye". Motion carried.

Motion was made by Blaine Volk to approve the following minutes: May 23, 2022, May 31, 2022, June 7, 2022, and June 14, 2022, Special Board of Health meetings which were held to review applications for the Administrator position, interview the chosen applicants and to select a final applicant for the position. Second to the motion by Mike Christenson. All members voting "Aye". Motion carried.

Quarterly financial reports were reviewed. Board members questions were discussed and answered. Neal Rud made a motion to approve the quarterly financial statements as presented. Second to the motion by Mike Christenson. All members voting "Aye". Motion carried.

Bills were discussed and questions answered for the quarter. Motion made by Glenda Collier to accept the bills for the quarter. Second to the motion by Blaine Volk. Roll call vote taken. All members voting "Aye". Motion carried.

Old Business: Elonda Nord inquired as to whether a background check and references had been checked as discussed prior to offering the Administrator position. Allen McKay stated that he had done both and they were all good. Mike Christenson asked Ashley Peterson to tell him a little about herself. Ashley Peterson gave a brief background of her family and self for Mike Christenson, as he had missed it earlier in the meeting.

New Business: Allen McKay opened the discussion on the decision for starting salary for the new Administrator by stating that Ashley Peterson has 12 years of experience in public health. Terry Hoffert inquired as to how do they even know where to begin to start. Ashley Peterson informed the Board of Health in detail of her experience in public health. Terry Hoffert commented that they wouldn't want to start someone out at the same wage as the person leaving. Allen McKay stated that he had started at the same wage as Karen Halle when she retired. Blaine Volk stated that they wouldn't want her to be lower than other staff. Annette Groves stated that she would like to see a higher sign on for Ashley. Elonda Nord inquired as to whether you have to go one step at a time on the salary scale. Allen McKay stated not necessarily, there are certain circumstances where if someone is going above and beyond, they could get moved a bit. Elonda inquired then could you keep a step from a staff member if they are not performing up to standard in their duties. Allen McKay stated yes that is possible as well. Further discussion was held. Motion made by Glenda Collier to start the new Administrator at step three on the current salary scale starting October 1, 2022. Second to the motion by Blaine Volk. Vote is as follows: Mike Steffan "Aye", Elonda Nord "Aye", Terry Hoffert "Nay", Mike Christenson "Aye", Glenda Collier "Aye", Neal Rud "Aye", Blaine Volk "Aye". Motion carried.

Blaine Volk stated that Ramsey County went with a four percent increase and a step for their staff for next year. Mike Christenson mentioned that Pierce County is looking at possibly three or four percent increase for their staff next year. Sheri Bertsch explained the cost-of-living proposed salary increase options spreadsheet to the Board of Health. Allen McKay stated that he recommends the four or five percent increase. Mike Christenson asked what happens if a time comes and you don't have money to pay staff. Allen McKay stated that our biggest line item is salaries, so the cut would have to come in staff. Allen stated that when grants run out then that program is done. Blaine Volk mentioned that if it came to where you had to cut staff, he said he hates to say it but maybe this would be the time where you cut the ones that aren't working up to standards. Further discussion was held. Motion was made by Neal Rud to increase all staff salaries to the 98 percent of market value starting January 1, 2023. Second to the motion by Terry Hoffert. All members voting "Aye". Motion carried.

Allen McKay briefly discussed the proposed 2023 budget. Terry Hoffert inquired as to whether the mill levies were the same. Allen McKay stated they were a touch more than this year. Further discussion was held. Motion was made by Neal Rud to approve the proposed budget for 2023 which also includes the 98 percent market value salary increase just approved. Second to the motion by Glenda Collier. All members voting "Aye". Motion carried.

Allen McKay discussed the upcoming budget hearings. Benson, Pierce, and Ramsey County's budget hearings are scheduled for July 19, 2022. Eddy County's budget hearing is scheduled for July 26, 2022.

Allen McKay informed the Board members that the joint commissioner's telephone conference meeting is set for October 4, 2022, at 8:30 A.M. Glenda Collier mentioned there is a meeting conflict with that date, they have the Association of Counties meeting the same day. Allen McKay stated he will look at rescheduling to a different day. (Meeting has since been scheduled on September 20, 2022, at 8:30 A.M.)

Sheri Bertsch informed the Board that the listing of how much is in each of the CD's the Health Unit has at the banks is included in each of their packets as requested at the last meeting.

Pledge of Securities was received and reviewed by the Board of Health. Motion was made by Blaine Volk to accept the current Pledge of Securities from Western State Bank. Second to the motion by Neal Rud. All members voting "Aye". Motion carried.

Investment authorization was discussed. Glenda Collier moved to have Allen McKay removed and Ashley Peterson added as of October 1, 2022. So as of October 1, 2022, the following have investment authorization: Ashley Peterson, Sheri Bertsch and Elonda Nord. Second to the motion by Mike Christenson. All members voting "Aye". Motion carried.

Allen McKay informed the Board that the Health Unit had their 2020-2021 Audit completed by the State Auditors. Allen stated that we basically had a dual audit, our regular audit as well as a single audit because we received over the amount in federal funds. Allen McKay stated that the audit came back good with similar results as the last audit. Lack of segregation of duties, we do not have enough staff in finance. Financial statement preparation was a finding which are the end of the year annual final financial reports required by GAAP that the Health Unit has the State Auditors prepare at the time of audit. These annual reports are usually done by a CPA and seeing as the Health Unit does not employ a CPA it was a finding due to an increased risk of material misstatement on the financials by having the State Auditors prepare them. A finding on the single audit was the lack of a supervisor signing off on employee's timecards, verifying those hours had been worked under those programs/grants. Further discussion was held. Elonda Nord asked that a copy of the audit results be provided to them at the next Board meeting.

Next meeting will be held October 25, 2022, in the basement meeting room at the Ramsey County Courthouse.

Meeting adjourned.

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Chairman

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Secretary/Treasurer

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Date

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Date