

LAKE REGION DISTRICT HEALTH UNIT

Board of Health Meeting

October 25, 2022

5:30 P.M.

Members Present

Mike Christenson P
Elonda Nord R
Blaine Volk R
Doris Griffin B
Glenda Collier E
Terry Hoffert P
Mike Steffan B

Staff & Others Present

Ashley Peterson, Administrator
Sheri Bertsch, Finance Manager
Annette Groves, RN, DON, Ramsey County
Lori Stevenson, FP LPN
Candace Berg, EH Director

Members Absent

Dr. Derek Wayman MD
Neal Rud E

Meeting was called to order by Chairman, Mike Steffan.

Motion was made by Blaine Volk to approve the minutes of the July 18, 2022, Board of Health meeting. Second to the motion by Glenda Collier. All members voting "Aye". Motion carried.

Candace Berg presented Ashley Peterson with a medal through the VFW for her service in the Air Force.

Newsletter was reviewed and discussed.

Quarterly financial reports were reviewed. Board members questions were discussed and answered. Glenda Collier made a motion to approve the quarterly financial statements as presented. Second to the motion by Blaine Volk. All members voting "Aye". Motion carried.

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

Old Business: A copy of the audit findings were provided to each Board member. A discussion regarding the audit finding of segregation of duties was held.

New Business: Ashley Peterson informed the Board members that she had a survey done with the staff regarding the use of the company vehicle and the majority of the staff stated they don't want to use the company vehicle and do not feel safe using the car in the winter. Ashley mentioned that the car is getting older and she really doesn't want to keep it around if staff doesn't want to use the vehicle. Ashley stated that she would like to sell the car. Ashley informed the Board members that WSI will cover an employee's personal car if an accident should happen while on company time. Further discussion was held regarding the use of the

company car versus employee's using and having the wear and tear on their personal vehicle. Blaine Volk stated that receiving mileage includes the wear and tear on their personal vehicle. Mike Steffan stated that the Health Unit had paid mileage before for the use of personal vehicles, we can do it again. Mike Christenson stated that he had never agreed with purchasing and using a company vehicle. Motion was made by Mike Christenson for the Health Unit to sell the company car. Second to the motion by Terry Hoffert. Voting was as follows: Blaine Volk, "Aye", Terry Hoffert, "Aye", Mike Steffan, "Aye", Mike Christenson, "Aye", Doris Griffin, "Aye", Glenda Collier, "Aye" and Elonda Nord, "Nay". Majority of Board members voting "Aye", motion carried. Glenda Collier inquired as to whether the Health Unit would get bids for the car. Blaine Volk suggested that Ashley talk with Kandy Christopherson regarding the process to sell the car.

Ashley Peterson informed the Board members that she is going to be working on making some revisions to the Personnel Policies. Ashley mentioned changing the dress code, adding a telework policy, as well as making some changes to a few other policies. Ashley used Candace Berg as an example of an employee that could benefit from using telework, as the majority of her work is in the field. Ashley stated that employees would still have to be in the office at times, so they would continue to have an office space. Mike Steffan stated that Ashley can present her proposed changes and then the Board can make a decision at that time. Blaine Volk discussed his concerns regarding telework. Elonda Nord, as well discussed her concerns regarding telework. Ashley explained that there are some days where an employee is strictly only on meetings and those days she could see that employee teleworking from home. Ashley emphasized that no employee would telework full-time, she would like to allow basically a more flexible work schedule. Doris Griffin stated for Ashley to bring her proposal and the Board can pick and choose what would be appropriate to include in the policy.

Other: Mike Christenson stated that they were able to get a guy in to work on the generator and it is now working.

Annette Groves mentioned the awards the nurses received for doing immunizations.

Ashley Peterson announced the retirement of Neal Rud and presented a sixteen years of service award for his dedication to Lake Region District Health Unit. With Neal absent, the award was sent home with Glenda Collier to give to Neal.

Next meeting will be held January 24, 2023, in the basement meeting room at the Ramsey County Courthouse.

Meeting adjourned.

Chairman

Secretary/Treasurer

Date

Date