

LAKE REGION DISTRICT HEALTH UNIT

Board of Health Meeting

April 25, 2023

5:30 P.M.

Members Present

Dr. Derek Wayman MD
Mike Christenson P
Elonda Nord R
Doris Griffin B
Tammy Kuk B
Glenda Collier E
Terry Hoffert P
James Allmaras E

Staff & Others Present

Ashley Peterson, Administrator
Sheri Bertsch, Finance Manager
Wendy Frelich, RN, DON, Ramsey County
Candace Berg, EH Director
Lori Stevenson, FP LPN
Kim Homan, EPR PIO/Tobacco Coord.
Danette Schmid, RN/PHN Eddy County

Members Absent

Blaine Volk R

The meeting was called to order by Vice Chairman, Mike Christenson.

Motion was made by Terry Hoffert to approve the minutes of the January 24, 2023, Board of Health meeting. Second to the motion by Glenda Collier. All members voting "Aye". Motion carried.

Quarterly financial reports were reviewed. Board members' questions were discussed and answered. Terry Hoffert made a motion to approve the quarterly financial statements as presented. Second to the motion by Dr. Derek Wayman. All members voting "Aye". Motion carried.

Bills were discussed for the quarter. Motion made by Terry Hoffert 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: Ashley discussed the changes to the equal opportunity policy as well as the addition of the veteran's preference and workers compensation policies being proposed to the Board for approval. Board members' questions and concerns were discussed and answered. Motion was made by Glenda Collier to approve all the proposed policies. Second to the motion by Tammy Kuk. All members voting "Aye". Motion carried.

New Business: Candace Berg informed the Board that a legislative decision was made that Health Units will no longer be inspecting childcare facilities with thirty or less children. The North Dakota Health & Human Services (NDHHS) wants to eliminate duplicate services. It was decided that Social Services will inspect the childcare facilities and the Environmental Health (EH) division of Public Health will no longer be conducting them.

Candace Berg discussed the Health Unit discontinuing sale/transfer property inspections. Candace stated that the Health Unit's EH Department has minimal staff, and our Health Unit is the only one in the State to do these inspections. Candace informed the Board that certain property loans request that a property inspection be done. Further discussion was held regarding no longer providing sale/transfer property inspections unless requested. Terry Hoffert made a motion to discontinue sale/transfer property inspections and to conduct a public hearing regarding this change at the next meeting. Second to the motion by Tammy Kuk. Glenda Collier stated that she would like to add to the motion that a sale/transfer property inspection may be conducted upon request only. All members voting "Aye". Motion carried.

Candace Berg discussed how our EH Department regulations are the only ones in the State that require yearly inspections of tanning facilities. Candace stated that some tanning facilities need to be yearly due to being non-compliant, while others may only need to be inspected every two years. Terry Hoffert made a motion to inspect tanning facilities every two years. Tammy Kuk added to the motion, unless the facilities are non-compliant then further inspections can be conducted for follow-up. Candace stated that a public hearing will have to be conducted at the next meeting for this change as well. Second to the motion by James Allmaras. All members voting "Aye". Motion carried.

Candace Berg handed out her 2022 annual EH report to each of the Board members. Candace reviewed her report with the Board.

Ashley Peterson informed the Board that the Health Unit had an employee that had a car accident with their personal vehicle while on the job and she would like to be able to reimburse this employee half of their deductible. Further discussion was held. Elonda Nord stated that if we do this, it will set a precedence for future incidents. Doris Griffin stated that she feels that the deductible should be reimbursed in full. Terry Hoffert made a motion to reimburse the employee \$250.00 of their deductible. Second to the motion by Glenda Collier. Roll call vote taken. The vote is as follows: Tammy Kuk "Aye", Elonda Nord "Nay", Terry Hoffert "Aye", Mike Christenson "Aye", Dr. Derek Wayman "Aye", Glenda Collier "Aye", James Allmaras "Aye", Doris Griffin "Aye". Motion carried.

Ashley Peterson proposed to the Board to give a two-step promotion to Sheri Bertsch for all the work she does for the Health Unit. Ashley stated that Sheri is my go-to person. Terry Hoffert inquired about other staff. Ashley stated that she is working on job descriptions for all positions to get a clear justification of what duties each employee is responsible for completing. Ashley stated that she will be conducting annual and mid-term reviews on all staff. At that point, she will determine if the employee is meeting expectations, below expectations or above expectations. Ashley stated that Sheri is meeting above my expectations. Further discussion was held. Motion was made by Elonda Nord to give Sheri Bertsch a two-step promotion. Second to the motion by Dr. Derek Wayman. Roll call vote taken. All members voting "Aye". Motion carried. Sheri Bertsch thanked the Board for the two-step promotion.

Ashley Peterson informed the Board that Family Planning will be decreasing their hours of operation down to fifty percent due to funding cuts. She stated that staff will be available to assist Family Planning clients throughout the week if they walk in, it's just that they will be working on other programs as well. Further discussion was held.

Ashley Peterson announced that the Ramsey County Health Unit office has a new nurse, Bonita Burdick and the Pierce County office has a new nurse, Rebecca Sand (Note: Rebecca has since declined the position and the new nurse for Pierce County is Carlie Johnson). Ashley informed the Board that Taryn Pieterick's, Pierce County Administrative Assistant, contract to work additional days in the Pierce County office expires as of June 30, 2023, and the Health Unit will not be renewing that contract. The Health Unit had contracted Taryn to work additional days, in excess of the days provided by Pierce County, during the covid pandemic.

Other: Ashley Peterson informed the Board of Health that her husband made rank E8, and they could possibly get orders in the next six to twelve months to relocate. Ashley stated that she will keep the Board informed of changes as she becomes aware of them.

There was discussion regarding the current salary scale and the need to have it re-evaluated for the upcoming budget.

Next meeting will be held July 17, 2023, in the basement meeting room at the Ramsey County Courthouse.

The motion was made by Terry Hoffert to adjourn the meeting. Second to the motion by Glenda Collier. Meeting adjourned.

Vice Chairman

Secretary/Treasurer

Date

Date