

# LAKE REGION DISTRICT HEALTH UNIT

## Board of Health Meeting

October 17<sup>th</sup>, 2024

5:30 P.M.

### Members Present

Elonda Nord R  
Terry Hoffert P  
Doris Griffin B  
Glenda Collier E  
Blaine Volk R  
Tammy Kuk B

### Staff & Others Present

Denton Heisler, Administrator  
Sheri Bertsch, Finance Manager  
Wendy Frelich, RN, DON, Ramsey County  
Charlotte Rardon, Claims Billing Specialist  
Cindy Schmidt, Tobacco Coordinator  
Sheri Hatten, WIC Director/Dietitian  
Jocelyn Lundon, WIC Nutritionist  
Lori Lippert, WIC Dietitian

### Members Absent

Dr. Derek Wayman MD  
Mike Christenson P  
James Allmaras E

Meeting was called to order at 5:30 PM by Chairman, Blaine Volk.

Chairman Volk brought up the Board meeting minutes from July 15<sup>th</sup>, 2024. A motion was made by Doris Griffin to approve the minutes with minor corrections. A second to the motion by Terry Hoffert. All members voting "Aye". Motion carried.

Chairman Volk stated that he wanted to acknowledge and offer sympathy for the passing of our employee Lori Stevenson, LPN.

The quarterly newsletter was discussed and reviewed.

Quarterly Financial Reports were reviewed. Board members' questions were discussed and answered. Motion made by Terry Hoffert to approve the quarterly financial statements as presented. Second to the motion by Glenda Collier. 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: Denton explained Zink has filed an appeal. The appeal currently is under review by the District Court. Terry questioned how many times the Zink's can appeal the decision. Denton stated that after talking to the attorney, if the Zink's keep filing appeals, the Health Unit could start seeking monetary damages.

Terry asked if there was anything more done regarding the purchasing of the other building. Denton stated that with how busy things have been he has not pursued it further but also stated that the price is still above what we could afford. Blaine said Western State Bank went with a new realtor. Denton said the asking price is still 2.6 million. Blaine stated that if we built new, we would get what we wanted. Denton explained that federal financing is not available for the old building as it is over 30 years old.

New Business: Employee Handbook/LRDHU Personnel Policies was reviewed by the Board with minor grammatical changes. Blaine asked that there be a change to the policy on exit interviews to include the option for it to be completed by a Board member. The day of giving was discussed, Elonda questioned whether the employees would be able to choose their own activity. Blaine stated that he liked the group aspect as it would be a great team building experience. Motion made by Terry Hoffert to approve the Employee Handbook/LRDHU Personnel Policies with changes noted. Second to the motion by Tammy Kuk. All members voting "Aye". Motion carried.

Open Positions/New Employee: Denton announced we hired a new nurse for Ramsey County, Tammie Roed, RN. Denton said Pierce County Nurse Carlee Fedje, RN put in her resignation and will be done the end of October. We will be advertising for a nurse in Rugby, as well as a nurse in Devils Lake. Denton stated that we received an increase in funding for our AOD grant and will be hiring a full-time Alcohol Prevention & Substance Abuse Coordinator. Motion made by Terry Hoffert to hire all three positions. Second to the motion by Doris Griffin. All members voting "Aye". Motion carried.

Denton asked to have the DON and Finance Manager to be in charge in his absence. Motion made by Terry Hoffert to accept the DON being in charge in the Administrator's absence. Second to the motion by Glenda Collier. All members voting "Aye". Motion carried.

Denton discussed Family Planning funding, as the grant continues to decrease in funds. He said that with Lori working in Family Planning, she made it work by working other programs from the clinic office to be available for her clients. Denton discussed that he is concerned about the amount of work and training needed to keep the clinic open. Denton stated we would have to hire another nurse and seek additional funding to keep the clinic open. Denton asked the Board to consider closing the Family Planning clinic. Denton stated that if funding increased, we could re-evaluate and make the final decision at the January Board meeting. Motion made by Terry Hoffert to start the process of closing the Family Planning clinic and re-evaluate it at the January meeting. Second to the motion by Doris Griffin. All Board members voting "Aye" except Tammy Kuk voting "Nay". Motion carried.

Denton discussed the possibility of implementing a bonus or time off award. Blaine described how they work in his position. The Board stated that they would like to see a plan in writing. Elonda asked that with the phasing out of Family Planning due to funding, how could we give staff awards? The Board agreed that the discussion be tabled until the January meeting.

Denton explained the syringe exchange program that was previously approved by the Board. He stated that with the passing of Lori we are behind. Denton stated that Tammie Roed, RN will be finalizing the manual and program when she starts. Denton said that the Board would have to meet to go over the specific items provided to the clients and the requirements for receiving services. Blaine asked if there was a program already set up that we could copy. Denton explained that Western Plains Public Health in Mandan has one that was reviewed and used to come up with our preliminary plan.

Denton stated that preliminary findings from the audit look good, the standard segregation of duties was flagged. He stated that without having additional accounting staff it would be impossible not to have it listed. Denton also said that with the amount of Federal funds we receive we are required to complete single audits. Denton asked the Board if in the future we should complete an audit every year or every other year. Blaine asked Sheri Bertsch what would work the best for her, Sheri stated that she didn't have a preference at this time. Blaine suggested that we try a yearly audit. Tammy agreed with Blaine and stated the Board would get notified of deficiencies more timely. Motion made by Tammy Kuk to switch to yearly audits and discuss if it is more efficient next year. Second to the motion by Glenda Collier. All members voting "Aye". Motion carried.

Denton explained there was a septic variance in Eddy County that was previously approved by Blaine, Candace and himself. Denton explained there are properties in Minnewaukan that are considered unsafe, and we have been working with the City to condemn the properties. In the meantime, the Spirit Lake Tribe has talked about purchasing them. He also explained that the current owner and anyone who purchases them will be held to the same timeline to bring the properties up to code. Denton stated that the Health Unit is only providing assistance to the city with the environmental hazards, any legal action will be taken by the city.

Other: Shriners will have a Screening Clinic in Devils Lake on Friday, November 22 from 1:00 PM to 4:30 PM.

Next meeting will be held January 28th, 2025, location to be determined.

Motion to adjourn the meeting by Tammy Kuk. Second to the motion by Terry Hoffert. Meeting adjourned.

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Chairman

\_\_\_\_\_  
Secretary/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date