

# LAKE REGION DISTRICT HEALTH UNIT

## Board of Health Meeting

July 17, 2023

5:30 P.M.

### Members Present

Dr. Derek Wayman MD  
Elonda Nord R  
Blaine Volk R  
James Allmaras E  
Glenda Collier E  
Tammy Kuk B

### Staff & Others Present

Ashley Peterson, Administrator  
Sheri Bertsch, Finance Manager  
Wendy Frelich, RN, DON, Ramsey County  
Denton Heisler, Administrator (Aug 1, 2023)  
Lori Stevenson, FP LPN / Tobacco

### Members Absent

Mike Christenson P  
Terry Hoffert P  
Doris Griffin B

Meeting was called to order by Chairman, Blaine Volk.

Denton Heisler introduced himself, Lake Region District Health Unit's new Administrator starting August 1, 2023, to the Board of Health. Denton gave a brief background of himself. All in attendance introduced themselves to Denton.

Motion was made by Dr. Derek Wayman to approve the minutes of the April 25, 2023, Board of Health meeting. Second to the motion by Glenda Collier. All members voting "Aye". Motion carried.

Motion was made by Glenda Collier to approve the minutes of the special Board of Health meeting on June 15, 2023. The special Board of Health meeting was held to review applications for the Administrator position. Second to the motion by Tammy Kuk. All members voting "Aye". Motion carried.

Motion was made by Dr. Derek Wayman to approve the minutes of the special Board of Health meeting on June 20, 2023. The special Board of Health meeting was held to interview the chosen applicants and to select a final applicant for the position. Second to the motion by Glenda Collier. All members voting "Aye". Motion carried.

Newsletter was reviewed and discussed.

Quarterly financial reports were reviewed. Board members questions were discussed and answered. Elonda Nord 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 and questions answered for the quarter. Motion made by Glenda Collier to accept the bills for the quarter. Second to the motion by Dr. Derek Wayman. Roll call vote taken. All members voting "Aye". Motion carried.

Old Business: Ashley Peterson discussed an ongoing Environmental Health issue in Benson County with the Board. After further discussion, Tammy Kuk, Benson County Commissioner, stated that they should hold off on making any decisions regarding this issue until the zoning board meets and hear what they have to say. Blaine Volk stated that they will table discussion until after the zoning board meets.

New Business: Ashley Peterson opened the discussion on the decision for starting salary for the new Administrator by stating that Denton Heisler has experience in management and leadership. Blaine Volk reviewed the starting salary for steps one through five. Ashley Peterson stated that she would recommend step four for a starting salary for Denton. Elonda Nord inquired about Denton's years of experience. Blaine Volk inquired as to whether everyone agreed to at least start at a step three. Ashley stated that Denton has around seven and half to eight years of experience in this line of work. Further discussion was held. Motion was made by Elonda Nord to start the new Administrator at step three on the current salary scale. Second to the motion by Tammy Kuk. Vote is as follows: Tammy Kuk "Aye", Elonda Nord "Aye", James Allmaras "Nay", Glenda Collier "Nay", Blaine Volk "Nay", Dr. Derek Wayman had to leave the meeting, no vote. Motion failed. Denton stated that he has another seven years of experience in management. Further discussion was held. Motion was made by James Allmaras to start the new Administrator at step four on the current salary scale. Second to the motion by Glenda Collier. Vote is as follows: Tammy Kuk "Nay", Elonda Nord "Nay", James Allmaras "Aye", Glenda Collier "Aye", Blaine Volk "Aye". Motion carried.

Ashley Peterson stated that she recommends a one percent cost of living increase for 2024. Denton Heisler mentioned they should keep in mind; staff had received a four percent increase last year. Ashley explained how the mills are calculated. Glenda Collier stated that the mills presented were based off 2022 land valuations. Discussion was held regarding giving a two percent increase. Blaine Volk commented that he feels a two percent increase would be a slap in the face considering others in the community are receiving a lot higher wage increase. Blaine reminded the Board that the Health Unit needs to retain their employees and not have to fill a lot of positions due to staff going elsewhere for better pay. Further discussion was held. Motion was made by Glenda Collier to give a two percent increase to all staff, making them one hundred percent of market value as of 2021 starting January 1, 2024. Second to the motion by James Allmaras. All members voting "Aye". Motion carried.

Ashley Peterson briefly discussed the proposed 2024 budget. Ashley informed the Board that Family Planning's nurse practitioner, LuAnn Stromme has requested a pay increase. Ashley stated that currently she is at \$50.00/hour and is requesting to go to \$75.00/hour as she has not received an increase throughout the duration of her employment with Family Planning. Ashley stated that LuAnn would like this to be re-evaluated on an annual basis. Discussion was held regarding Family Planning's out clinics and how many times they have no clients scheduled all day. It was noted that LuAnn receives \$100.00/ hour when she works the out clinics. Denton Heisler commented that the hours should be cut back if there are no clients scheduled. Blaine Volk suggested giving both nurse practitioners \$75.00/hour to see clients in the Ramsey County

office and to discontinue the out clinics. Further discussion was held regarding how many hours each nurse practitioner would work. The Board decided that a total of thirty hours per month for both nurse practitioners should be in the budget. Motion was made by Glenda Collier to approve the proposed budget for 2024 to include the two percent cost of living increase for all staff, the 30 hours/month at \$75.00/hour for the nurse practitioners and discontinuation of out clinics for Family Planning. Second to the motion by James Allmaras. All members voting "Aye". Motion carried.

Wendy Frelich informed the Board members that COVID vaccine is going commercial, so we now must order and pay for our own vaccine. Wendy stated that it's time to pre-book COVID vaccine and inquired as to whether we must carry the vaccine and if we do, do we carry both Pfizer and Moderna. Wendy stated that it's hard to budget for the COVID vaccine without better guidance. Further discussion was held regarding the purchasing of COVID vaccine. Motion was made by Tammy Kuk to choose one, either Pfizer or Moderna, to order and keep on hand for the individuals who want the vaccine. Second to the motion by Elonda Nord. All members voting "Aye". Motion carried.

Ashley Peterson discussed the upcoming budget hearings. Benson and Ramsey County's budget hearings are scheduled for July 18, 2023. Eddy and Pierce County's budget hearings are scheduled for August 1, 2023.

Ashley Peterson informed the Board members that the joint commissioner's telephone conference meeting is set for October 3, 2023, at 8:30 A.M.

Pledge of Securities was received and reviewed by the Board of Health. Motion was made by Glenda Collier to accept the current Pledge of Securities from Western State Bank. Second to the motion by James Allmaras. All members voting "Aye". Motion carried.

Investment authorization was discussed. James Allmaras made a motion to have Ashley Peterson removed and Denton Heisler added as of mid-August 2023. So as of mid-August 2023, the following have investment authorization: Denton Heisler, Sheri Bertsch and Elonda Nord. Second to the motion by Tammy Kuk. All members voting "Aye". Motion carried.

Other: Ashley Peterson informed the Board members that her husbands orders have been put on hold until after the new year. Blaine Volk inquired as to what the Board's thoughts were if Ashley was to stay until November 1, 2023. Ashley stated that she would be willing to go down to contract without benefits. Blaine mentioned that Ashley would only get paid her base pay per hour and would no longer be considered an employee with benefits as of August 1, 2023. It was noted that Denton Heisler would be the main Administrator of the Health Unit. Further discussion was held. Blaine stated that Ashley Peterson would stay at a step 3 through September 30, 2023, and then he would touch base with Denton Heisler around the 10<sup>th</sup> of September to re-evaluate whether he needs more training with Ashley and the contract be extended or the contract end. Ashley stated that she would like the Board to consider giving her a raise and contract her at a step 4 as of August 1, 2023. Further discussion was held. Motion was made by Tammy Kuk to contract Ashley Peterson at a step 4 without benefits from August 1<sup>st</sup> through September 30, 2023, to train Denton Heisler, the new Administrator. Second to the motion by James Allmaras. All members voting "Aye". Motion carried.

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

Motion to adjourn the meeting by Tammy Kuk. Second to the motion by Glenda Collier.  
Meeting adjourned.

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Chairman

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Secretary/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date