

LAKE REGION DISTRICT HEALTH UNIT

Board of Health Meeting

April 30th, 2024

5:30 P.M.

Members Present

Mike Christenson P
Doris Griffin B
Elonda Nord R
James Allmaras E
Tammy Kuk B
Glenda Collier E
Terry Hoffert P

Staff & Others Present

Denton Heisler, Administrator
Sheri Bertsch, Finance Manager
Wendy Frelich, RN, DON, Ramsey County
Charlotte Rardon, Claims Billing Specialist
Candace Berg, EH Director
Brandon Thomas
Alesha Judy

Members Absent

Dr. Derek Wayman MD
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 23rd, 2024 and Special Board meeting minutes. A second to the motion was made by Glenda Collier. All members voting "Aye". Motion carried.

Quarterly Newsletter was discussed and reviewed.

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 Glenda Collier. All members voting "Aye". Motion carried.

Bills were discussed for the quarter. Motion made by Glenda Collier to accept the bills for the quarter. Second to the motion by Terry Hoffert. Roll call vote taken. All members voting "Aye". Motion carried.

Old Business: Denton discussed Novak Grain & Feed suspension of services within the Lake Region District Health Unit service area. Candace stated Terry Novak admitted he changed the original plan when putting in the septic tank. The homeowners Brandon and Alesha were present and explained the issues that they had as a result of hiring Novak to the Board. They thanked the Board for their actions they previously took and stated that they knew there was nothing more that could be done.

New Business: Denton discussed proposal of the building at 503 US 2 #503, in Devils Lake. Denton explained Western Finance & Lease would rent half the building for 18 months while their new building is being constructed. Renting half of the building would assist with the loan payments. Denton also stated that there were multiple other agencies that had

expressed an interest in renting the space following Western Finance. Mike asked what our current rent amount is, and Sheri responded with just over 1400.00 dollars per month. Denton stated that Western State Bank required thirty percent down to purchase the building financing through them. Elonda questioned how we would come up with the down payment, Denton stated that it would depend on the agreed upon purchase price. Terry Hoffert made a motion to set a special Board meeting at the Western Finance building inviting their Board to discuss the options and look at the building. The motion was seconded by Doris Griffin. All members voting "Aye". Motion carried.

Denton brought up the old generator that was removed from the Pierce County clinic location and suggested to the Board that we place it for sale as is on bids. He also suggested that we list it in the Pierce County Tribune and on Facebook. A motion was made by Elonda Nord to sell the generator on bids as is and list it in the paper in Rugby and on our Facebook page. Tammy Kuk seconded the motion. All members voting "Aye". Motion carried.

Candace Berg handed out a paper to the Board and stated that she wanted to discuss the permitting of septic systems with the Board. Upon looking at the paper she realized she had brought the wrong one. Denton suggested that we table the topic and discussion until the next meeting, where Candace could bring the correct form. The Board agreed.

Denton informed the Board that due to the previous Administrator changing roles for Brooke Kirkeide there was a shortage in funding for the EPR and PIO positions. Currently there are two positions in EPR/PIO and grant funding for one and a half full time employees. Denton suggested that with the EH Director position being paid to supervise with no employees that we change the structure to have a Director over EPR/PIO and EH. Terry questioned what the current employees would do, and stated we didn't have the funding for two directors. Denton said that there would only be one director over the two positions. Tammy Kuk stated that we may lose Candace if we drop her in pay from the director position. Denton stated that Candace could apply for the Director position, but doing so she would be responsible for supervising the other two positions. Denton also stated that the Director would have to be in the office more attending to matters that arise and not much fieldwork. Elonda made a motion to restructure to a Director of EH/EPR/PIO position and hire another EHP and give Candace the choice of either the Director at her current wage or the EHP at a reduced wage. Tammy Kuk asked Candace how she felt about the motion, and she stated that she didn't know. Denton suggested giving Candace until the following Friday to make her decision and Elonda changed her motion to reflect this change. Doris Griffin seconded the amended motion. All members present voting "Aye". Motion carried.

Denton informed the Board of Bonita Burdick's resignation from the Ramsey County Nurse position and that an ad for a RN position will be in the paper and online, he also informed the Board that she would be staying on contract with the Unit until a replacement was hired and trained. Denton also mentioned the upcoming measles tabletop exercise to be held on May 1st at 1 PM in the Ramsey County Armory.

Candace asked the Board for a revision to the verbiage on the form signed by the Health Officer granting authority to the Unit to conduct inspections, Denton suggested that she

discuss the changes with Dr. Wayman who was not present. Once approved by him, she could present it to the Board.

Denton informed the Board that the next meeting will be held July 15, 2024, in the Ramsey County Armory.

The meeting was adjourned.

Vice Chairman

Secretary/Treasurer

Date

Date