



Western Plains Public Health  
**BOARD OF HEALTH MEETING**  
4<sup>th</sup> Quarter and Annual Report 2023 – February 22, 2024

The 4<sup>th</sup> quarter 2023 and Annual 2023 Western Plains Public Health (WPPH) Board of Health meeting was called to order by Dr. John Grunseth at 2:00 pm CST in the conference room at WPPH. The fourth quarter and annual reports were mailed to members prior to the meeting. Notices were sent to all County Auditors to post meeting time and date.

**BOARD MEMBERS PRESENT:**

Dr. John Grunseth, President, Morton Co  
Charles Steinkuehler, Vice President, Grant Co.  
Dan Ulmer, Treasurer, Morton Co.  
Marvin Schwehr, Board Member, Mercer Co. (Virtual)  
Barb Hettich, Board Member, Sioux Co  
Jackie Buckley, Board Member, Morton Co.  
Dr. Tom Kaspari, Board Member, Oliver Co. (Virtual)

**STAFF PRESENT:**

Erin Ourada, Administrator  
Vonda Bechtel, Office Manager  
Shannon Spotts, WIC/MCH Director  
Brady Weaver, Tobacco Coordinator  
Jodie Fetsch, Nursing Director  
Kevin Johnson, Marco

Minutes of the November 16, 2023, 3<sup>rd</sup> Quarter 2023, were mailed to all board members. Jackie Buckley moved to approve the November 16, 2023, meeting minutes, second by Barb Hettich; all aye; motion carried.

**FINANCIAL:**

Quarterly	Fund Balance – September 30, 2023	\$1,971,122.44
	Collections 4 <sup>th</sup> Quarter	\$ 872,212.90
	Expenditures 4 <sup>th</sup> Quarter	\$ 984,997.12
	Fund Balance – December 31, 2023	\$1,858,338.22
Annual	Fund Balance – January 1, 2023	\$1,688,580.21
	Collections (2023)	\$4,138,589.08
	Expenditures (2023)	\$3,968,831.08
	Fund Balance – December 31, 2023	\$1,858,338.22

Erin Ourada asked the board if the Expense and Income Comparison graph being presented with the financial report was necessary to report. An error was present in this graph. The finances reported in the actual financial reports are all accurate and should be referenced. The board agreed the graph does not need to be presented moving forward.

Board members reviewed checks written this past quarter. Jackie Buckley moved to approve the 4<sup>th</sup> quarter 2023 financial statement and the written checks for the 4<sup>th</sup> quarter 2023, Marvin Schwehr second; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Dr. Tom Kaspari,-aye, Dan Ulmer-aye, Barb Hettich-aye, Charlies Steinkuehler-aye, Dr. John Grunseth-aye; motion carried.

**ADMINISTRATIVE:** Erin Ourada summarized this report. Erin has been meeting with the City and Counties regarding access to the opioid settlement funding for large media campaigns and opioid presentation to youth. The City of Mandan had given \$17,000, Grant County will be giving \$3,000, and Mercer County is undecided. Erin will be meeting with Oliver County next month and no contact has been made with Sioux County. Erin informed the board that future purchases may take place for the remodel of the Beulah office, shelving for the garages, and a possible remodel at the Mandan office. She is not sure if these will take place this budget year or in 2025. The 2024 budgeted vehicle (Chevy Equinox) was purchased on February 9, 2024, and will reside at the Beulah office. The Subaru Legacy was traded. This report was placed on file.

**NURSING:** Jodie Fetsch summarized the quarterly and annual reports. Green Dot training, a comprehensive violence presentation strategy that depends on the power of bystanders to prevent violence and shift social and cultural norms, was provided to all staff at the December staff meeting. Home Visiting program has been accepting new clients. The Good Neighbor Program will be adding services on Wednesday afternoon for returning clients only starting March 1, 2024. These reports were placed on file.

**WIC (Women, Infant, & Children):** Shannon Spotts summarized the quarterly and annual reports. Client enrollment was steady throughout the year. There are still issues with certain formulas not being adequately stocked in the stores. The Mandan office started a state pilot program, ONE, in January 2024. The Online Nutrition Education (ONE) application program features various nutrition education topics, handouts, videos, and recipes. These reports were placed on file.

**ENVIRONMENTAL:** Erin Ourada summarized the quarterly and annual reports. The fourth quarter was busy with food and beverage inspections. In 2023, 532 food and beverage establishments were inspected. Most of the nuisances in Kidder and Emmons Counties were city-wide cleanups. These reports were placed on file.

**NURSE FAMILY PARTNERSHIP:** Erin Ourada summarized the quarterly and annual reports. In the fourth quarter 41 were enrolled. The national standard should be 36 for the number of FTEs currently working in the program. Dan Ulmer mentioned connecting NFP with Youth Works. These reports were placed on file.

**HEALTH PROMOTION:** Brady Weaver summarized the quarterly and annual reports. Education and policy information was provided to the schools in Mercer, Oliver, and Sioux Counties. All schools were provided information for the Tobacco Free North Dakota video essay scholarship that is awarded annually. WPPH has six Forensic ID scanners in six liquor establishments. These reports were placed on file.

### **OLD BUSINESS:**

1. IT Support: Quotes for IT services and phones were provided to the board from Marco, NRG, and BEK Communications. Discussion was had regarding the need to change, cost, reliability and quality. Kevin Johnson from Marco provided information about the company and their services. The board would like to table this discussion allowing Erin time to have further discussion with Network Center. Marvin Schwehr moved to table the IT Support topic for 30 days or until contacted by Erin as to next steps; seconded by Charlie Steinkuehler; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Dr. Tom Kaspari-aye, Barb Hettich-aye, Dan Ulmer-aye, Charlies Steinkuehler-aye, Dr. John Grunseth-aye; motion carried.
2. May 2024 Meeting Date Change: Erin Ourada informed the board of a conflict with the May 16, 2024, board meeting. She asked that the meeting be moved to May 23, 2024. Barb Hettich moved to move the May 16, 2024, meeting to May 23, 2024, at 2pm CT; Marvin Schwehr seconded; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Dr. Tom Kaspari-aye, Barb Hettich-aye, Dan Ulmer-aye, Charlies Steinkuehler-aye, Dr. John Grunseth-aye; motion carried.
3. 2022 Audit Report Follow-up: An email from Lynnell Rude Ussatis, Haga Kommer, was provided to the Board to clarify their questions from the November 16, 2023, board meeting. The board asked if the auditors would present the 2023 audit report when completed at the board meeting. Vonda Bechtel will make the auditors aware of this request. Marvin Schwehr moved to approve the 2022 Audit Report; Jackie Buckley seconded; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Dan Ulmer-aye, Barb Hettich-aye, Charlies Steinkuehler-aye, Dr. John Grunseth-aye; Dr. Tom Kaspari-no response (stepped away from the meeting); motion carried.
4. Committed Funds Account: Lynnell Rude Ussatis (Haga Kommer), our Auditor, suggested opening an account to hold the committed funds of \$150,000 budgeted in 2024. Barb Hettich moved to open a savings account for the Committed Funds line item on the budget (started in 2024); Dan Ulmer seconded; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Dan Ulmer-aye, Barb Hettich-aye, Charlies Steinkuehler-aye, Dr. John Grunseth-aye; Dr. Tom Kaspari-no response (stepped away from the meeting); motion carried.

### **NEW BUSINESS:**

1. Election of Officers and Board Terms: Erin Ourada takes over the meeting to ask for nominations for board terms. The following three terms end in December 2024: Dr. John Grunseth, Charles Steinkuehler, and Barb Hettich. Erin will have a discussion with them at the September meeting whether they would like to run again. County auditors will then be contacted for appointment prior to the end of the year.  
  
Barb Hettich moved to keep the Election of Officers the same (John Grunseth-President, Charles Steinkuehler-Vice President, and Dan Ulmer-Treasurer); Jackie Buckley second with discussion to see if current members are comfortable in retaining their roles; all members agreed to stay in current roles; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Dan Ulmer-aye, Barb Hettich-aye, Charlie Steinkuehler-aye, Dr. John Grunseth-aye, Dr. Tom Kaspari-aye; motion carried.
2. Budget Revisions: Opioid Settlement funding (City of Mandan) = \$17,793.30 and PHEP Workforce Grant [Grant Period 9/15/23 – 6/30/24] for \$99,322. Board mentioned they would like to add a training line item on the 2025 budget. Marvin Schwehr moved to approve the budget revisions; Jackie Buckley second; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Dan Ulmer-aye, Barb Hettich-aye, Charlies Steinkuehler-aye, Dr. John Grunseth-aye; Dr. Tom Kaspari-no response (stepped away from the meeting); motion carried.
3. Fee Increases: Increase in nursing services for STI testing and blood titers were presented to the Board. These increases will align with increased lab fees as well as nursing time associated with these tests. Environmental Health also would like to add Temporary Food Event Coordinator Application, Temporary/Mobile Body Art Establishment, and Temporary Body Art Operator. Marvin Schwehr moved to approve the fee as presented to the Board effective February 26, 2024; seconded by Dan Ulmer; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Dan Ulmer-aye, Barb Hettich-aye, Dr. Tom Kaspari-aye; Charlie Steinkuehler-aye, Dr. John Grunseth-aye; motion carried.



4. Designation of Depositories: Copies of the Designation of Depositories and Pledged Holdings dated December 31, 2023, were provided. Jackie Buckley moved to hold these accounts and Barb Hettich second; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Dan Ulmer-aye, Barb Hettich-aye, Charlies Steinkuehler-aye, Dr. John Grunseth-aye; Dr. Tom Kaspari-no response (stepped away from the meeting); motion carried.
5. EH Position: Erin Ourada asked the board to consider hiring a third environmental health practitioner. A job description was provided to the board. The state has asked WPPH to take over the inspection for mobile home and RV parks (which other health units are currently doing). The State Food and Lodging follows North Dakota Century Code for conducting inspections. WPPH would need to adopt these codes by reference and would be able to collect yearly fees to assist with expenses. Knowing this position would not be a full-time position, Erin would like to add data analyst to the position as well. By adding this component there is a grant that would help cover salary and fringe through May of 2026. Discussion was had regarding the parameters of the position.

Dan Ulmer moved to accept the Environmental Health Practitioner 1 position as presented to the board; seconded by Jackie Buckley; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Dan Ulmer-aye, Barb Hettich-aye, Charlies Steinkuehler-aye, Dr. John Grunseth-aye; Dr. Tom Kaspari-no response (stepped away from the meeting); motion carried.

Jackie Buckley moved to adopt the Mobile Home Parks, Trailer Parks, and Campgrounds codes ( North Dakota Century Code Chapters 23-09 and 23-10, North Dakota Administrative Code Articles 33-33 and 33-39); seconded by Dan Ulmer; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Dan Ulmer-aye, Barb Hettich-aye, Charlies Steinkuehler-aye, Dr. John Grunseth-aye; Dr. Tom Kaspari-no response (stepped away from the meeting); motion carried.

Barb Hettich moved to add the following fees:


Mobile Home Parks, Trailer Parks, RV Campground Fees		Lodging Establishment Fees	
# of Lots	Annual License Fee	# of Sleeping Rooms	Annual License Fee
3-10 lots	\$ 90.00	1-3 sleeping rooms	\$ 50.00
11-25 lots	\$ 135.00	4-10 sleeping rooms	\$ 70.00
26-50 lots	\$ 175.00	11-20 sleeping rooms	\$ 100.00
51-100 lots	\$ 220.00	21-50 sleeping rooms	\$ 120.00
101-150 lots	\$ 270.00	51-100	\$ 150.00
151-200	\$ 320.00	101-250 sleeping rooms	\$ 225.00
201-250	\$ 370.00	251-500	\$ 325.00
250+	\$ 420.00	501-1000	\$ 450.00
		1001+	\$ 600.00

seconded by Dan Ulmer; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Dan Ulmer-aye, Barb Hettich-aye, Charlies Steinkuehler-aye, Dr. John Grunseth-aye; Dr. Tom Kaspari-no response (stepped away from the meeting); motion carried.

6. Staff Update: Erin Ourada informed the board that a nurse has requested FMLA leave. The request would begin January 1, 2024, which allows the employee 12 weeks of leave and to retain their current position. Denise Roller, HR Services, has been assisting with the request. Another nurse will need to be hired (which is in the budget already) to retain the current workload. Erin will update the board at the May board meeting.

Next Board Meetings: 1<sup>st</sup> Quarter 2024 Board Meeting Thursday, May 23, 2024, at 2:00pm CT

**ADJOURNMENT:** Meeting was adjourned by Dr. Grunseth, President, at 4:04 p.m.

  
 Dr. John Grunseth, President

Thomas D. Kaspari  
 Dr. Tom Kaspari, Secretary

Submitted by Vonda Bechtel