



**Western Plains Public Health  
BOARD OF HEALTH MEETING  
1st Quarter Report 2024 – May 23, 2024**

The 1st quarter 2024 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 first quarter report was 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.  
Barb Hettich, Board Member, Sioux Co  
Jackie Buckley, Board Member, Morton Co.

**ABSENT:**

Dr. Tom Kaspari, Board Member, Oliver Co.

**STAFF PRESENT:**

Erin Ourada, Administrator  
Vonda Bechtel, Office Manager  
Shannon Spotts, WIC/MCH Director  
Brady Weaver, Tobacco Coordinator  
Jodie Fetsch, Nursing Director  
Morgan Tisor, RN  
Adrianna Tincher, RN  
Chelsey Trebas RN  
Jessica Linnemann, RN (Bismarck/Burleigh Public Health)

Minutes from February 22, 2024 (4<sup>th</sup> Quarter and Annual Report 2023) and March 21, 2024 (Special Meeting) were mailed to all board members. Barb Hettich moved to approve the February 22, 2024, meeting minutes, seconded by Marvin Schwehr; all aye, motion carried. Barb Hettich moved to approve the March 21, 2024, meeting minutes, seconded by Jackie Buckley; all aye, motion carried.

**FINANCIAL:**

Quarterly	Fund Balance – December 31, 2023	\$1,858,338.22
	Collections 1 <sup>st</sup> Quarter	\$1,551,015.59
	Expenditures 1 <sup>st</sup> Quarter	\$ 941,914.62
	Fund Balance – March 31, 2024	\$2,467,396.69

Board members reviewed checks written this past quarter. Charles Steinkuehler moved to approve the 1<sup>st</sup> quarter 2024 financial statement and the written checks for the 1<sup>st</sup> quarter 2024, Jackie Buckley second; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Barb Hettich-aye, Dan Ulmer-aye, Charles Steinkuehler-aye, Dr. John Grunseth-aye; motion carried.

**ADMINISTRATIVE:** Erin Ourada summarized this report. NDIRF HR Collaborative held an HR Conference that four department heads attended. While attending this conference, it was discovered that NDIRF (our insurance carrier) has an HR consultant for policy holders to utilize. The goal is to complete the strategic plan by the end of the year. This report was placed on file.

**NURSING:** Jodie Fetsch summarized the quarterly report. WPPH and Aging in the Community have been working with senior citizens in Glen Ullin to have a folder with medical information together for doctor's appointment or ambulance pick up. Women's Way started utilizing TEAMS meetings to educate new clinic staff. Started offering syringe services on Wednesday afternoons along with Face-It-Together (peer-to-peer counseling). This report was placed on file.

**WIC (Women, Infant, & Children):** Shannon Spotts summarized the quarterly report. Monthly average client enrollment was down around 20 clients. WPPH WIC has 62% of infants being breastfed until 3 months of age. The state average is 60%. This year is WIC's 50<sup>th</sup> Anniversary. This report was placed on file.

**ENVIRONMENTAL:** Erin Ourada summarized the quarterly report. This quarter is typically reserved for food and beverage inspections because of the winter months. This report was placed on file.

**HEALTH PROMOTION:** Brady Weaver summarized the quarterly report. NDQuit enrollments for this quarter are 25 which is up from 19 last quarter. The tobacco prevention department developed a WPPH poster with a QR code directing people to cessation/treatment resources on our website. A meeting with two CHWs from Standing Rock regarding how they can be a good resource for youth. Responsible Beverage Serving Training was conducted with 10 participants. Nine ID scanners are now available at WPPH. Currently working with rural business serving alcohol to utilize the scanners.

WPPH along with Bismarck/Burleigh Public Health and CHI are working to establish a breastfeeding pod at the Gateway to Science Center. This report was placed on file.

### **OLD BUSINESS:**

1. Update on EHP position: Erin Ourada updated the board that two separate ads were posted for the EH position. Five people were interviewed, an offer was proposed and accepted; however, a catastrophic family matter occurred, and the acceptance was rescinded. Another interview was conducted yesterday. Depending on the last reference an offer may be proposed to this individual. Erin will email the board with an update.

### **NEW BUSINESS:**

1. Program Spotlight – Nurse-Family Partnership: Jessica Linneman and Chelsey Trebas provided Nurse-Family Partnership program information to the board.
2. Budget Revisions: Jackie Buckley moved to accept the NEHA – Standard (\$9,648), Otto Bremer Trust (\$35,000), and Family First-Title IV-E (\$31,653.60) budget revisions; Marvin Schwehr second; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Barb Hettich-aye, Dan Ulmer-aye, Charlies Steinkuehler-aye, Dr. John Grunseth-aye; motion carried.
3. Large-Capacity Septic System Definition: Marvin Schwehr moved to approve the definition of a Large Capacity Septic System, seconded by Jackie Buckley; all-aye; motion carried.
4. Fee Increases: Barb Hettich moved to approve the fee increases effective May 24, 2024; Marvin Schwehr second; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Barb Hettich-aye, Dan Ulmer-aye, Charlies Steinkuehler-aye, Dr. John Grunseth-aye; motion carried.
5. 2023 Audit Engagement Letter: Jackie Buckley moved to approve the 2023 Audit Engagement Letter from Haga Kommer, seconded by Charlies Steinkuehler; all-aye; motion carried.
6. 2025 Budget Projections: Erin Ourada asked the board for guidance with wage increases for the employees. She presented totals for a 3% and \$0.75 increase. 3% would ask the counties for a levy of 4.06 and \$0.75 would be 4.01. Jackie Buckley mentioned increases have not been discussed for Morton County employees. Marvin Schwehr indicated he would prefer not going in the ‘red’, other board members agreed. The board asked Erin to present multiple options at the June 2024 budget meeting for wage increases.
7. Aflac Policy Update: Erin Ourada informed the board the current AFLAC plan available to staff does not allow premiums to be pre-taxed. Barb Hettich moved to update the AFLAC plan WPPH currently has with AFLAC, seconded by Marvin Schwehr; all-aye; motion carried.
8. Handbook Revisions: Revisions to the current Employee Handbook were presented to the Board. Discussion was had on certain areas of the handbook.

Barb Hettich moved to approve the day after Thanksgiving as a holiday. Marvin Schwehr seconded with discussion. He asked if this would be an added expense to the Counties. Erin informed him the employees were taking vacation leave since our offices are closed on the day after Thanksgiving. Whether the employee uses annual leave or holiday pay, it is paid from their main billable program/grant. Roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Barb Hettich-aye, Dan Ulmer-aye, Charlies Steinkuehler-aye, Dr. John Grunseth-aye; motion carried.

The board asked the discussed items be presented at the next board meeting to finalize the discussed handbook revisions.

9. Moving Costs for Garages: Discussion on adding shelving and work benches along with moving items from the current storage units was had. Erin anticipates moving costs will be less than \$5,000.
10. NALBOH Conference: Erin encouraged the board members to attend the annual NALBOH conference in Nashville, TN from August 12 to August 14, 2024.

11. Youth Opioid Media Campaign Proposal: Erin has been working with the counties and cities to utilize the opioid funding they are receiving. One project would be to develop a school-based opioid prevention campaign with KAT & Company. Jackie Buckley moved to give Erin Ourada authorization to sign the contract once the funds (\$25,251.72) are secured, seconded by Marvin Schwehr; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Barb Hettich-aye, Dan Ulmer-aye, Charles Steinkuehler-aye, Dr. John Grunseth-aye; motion carried.

Next Board Meetings:

2025 Budget Meeting  
2<sup>nd</sup> Quarter 2024 Board Meeting

Tuesday, June 25, 2024 at 10:00am CT  
Thursday, September 12, 2024, at 2:00pm CT

**ADJOURNMENT:** Meeting was adjourned by Dr. Grunseth, President, at 4:12 p.m.

Charles F. Steinkuehler

~~Dr. John Grunseth, President~~

Charles Stein Kuehler, vice president

Submitted by Vonda Bechtel

Dr. Tom Kaspari

Dr. Tom Kaspari, Secretary