



**Western Plains Public Health  
BOARD OF HEALTH MEETING  
3<sup>rd</sup> Quarter Report 2024 – November 14, 2024**

The 3<sup>rd</sup> 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 third 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.  
Marvin Schwehr, Board Member, Mercer Co.  
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  
Brady Weaver, Tobacco Coordinator  
Jodie Fetsch, Nursing Director  
Shannon Spotts, WIC/MCH Director

**ABSENT:**

Dan Ulmer, Treasurer, Morton Co.

Marvin Schwehr motion to revise the agenda to the following: Old Business: Add HR Consultant and Payroll Quotes. Seconded by Jackie Buckley; all aye, motion carried.

Minutes from September 12, 2024 (2<sup>nd</sup> Quarter Report 2024) were mailed to all board members. Barb Hettich moved to approve September 12, 2024, meeting minutes, seconded by Marvin Schwehr: all aye, motion carried.

**FINANCIAL:**

Erin Ourada informed the board that the ending date on the financial report is incorrect. It should be September 30, 2024, not June 30, 2024.

Quarterly	Fund Balance – June 30, 2024	\$2,292,573.72
	Collections 3 <sup>rd</sup> Quarter	\$ 725,791.86
	Expenditures 3 <sup>rd</sup> Quarter	\$1,019,546.90
	Fund Balance – September 30, 2024	\$1,998,818.68

Board members reviewed checks written this past quarter. Jackie Buckey moved to approve the 3<sup>rd</sup> quarter 2024 financial statement and the written checks for the 3<sup>rd</sup> quarter 2024, Charlie Steinkuehler second; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Barb Hettich-aye, Charles Steinkuehler-aye, Dr. Tom Kaspari-aye; motion carried.

**ADMINISTRATIVE:** Erin Ourada summarized this report. State Association of City and County Health Officials will be hosting a legislative reception on December 3<sup>rd</sup> for all legislative parties. Erin and Jodie are helping coordinate a Public Health conference to be held in May. This report was placed on file.

**NURSING:** Jodie Fetsch summarized the quarterly report. Conducted walk-in and school-based immunization clinics for school vaccines. 143 vaccines were provided to 47 children from July 29<sup>th</sup> to September 9<sup>th</sup>. STI testing results in an increase in syphilis cases. During the Good Neighbor Project days, two of the peer-to-peer counselors were former clients of the program. This report was placed on file.

**WIC (Women, Infant, & Children):** Shannon Spotts summarized the quarterly report. There are 1422 clients in the WIC program in six sites. Travel sites are seen every other month. Three-year vendor contracts and annual vendor training were completed. This report was placed on file.

**ENVIRONMENTAL:** Erin Ourada summarized the quarterly report. 63% of inspections this quarter were Food & Beverage inspections, a majority were temporary food permits. Currently inspection reports can be found on our website from a program that is provided by the State. The state will no longer be providing this program in 2026. WPPH will likely be responsible for paying a portion of this fee in the future. This will be discussed for the 2026 budget. This report was placed on file.

**HEALTH PROMOTION:** Brady Weaver summarized the quarterly report. NDQuits enrollments increased this quarter to 18. The State is changing the youth programs to provide better access. QR labels were created to direct users to the WPPH website and tobacco use treatment resources. The label was approved by the FDA Next Legends Campaign for use on their posters aimed to provide education and treatment to American Indian vape users. The Substance Use Prevention Program uses the Parent's Lead and Not in My House campaigns and provides 9 forensic ID scanners to local establishments. Employees attended five health fairs this quarter. This report was placed on file.

**OLD BUSINESS:**

1. 2023 Audit: Marvin Schwehr asked who reviews the audit reports. Erin Ourada stated the report is reviewed by her, the Office Manager, and the Board. He also asked if there were plans for the consistent separation of duties findings. Erin stated because of the size of our organization, this would be a hard task to accomplish. The auditors have also stated the same. Jackie Buckley moved to approve the 2023 Audit Report; Marvin Schwehr second; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Barb Hettich-aye, Charles Steinkuehler-aye, Dr. Tom Kaspari-aye; motion carried.
2. HR Consultant and Payroll Quotes: Erin Ourada provided the board members with two Human Resources quotes. One from Fronteer Professional Services which also includes payroll services for .75% of gross wages per month and Great Plains Benefits Group (GPBS) Employer Advisers which is 10 hours/month of HR services for \$1,200 per month.

Barb Hettich moved to approve the Fronteer Professional Services starting in 2025; Charles Steinkuehler second; Discussion: Marvin Schwehr asked the board to consider the ratio of admin cost versus services provided costs before deciding. He's concerned that the budget could be top heavy and possibly over budget for 2025. It was also asked how the Office Manager's time would be spent in place of payroll duties. She would complete duties assigned by the Administrator and focus more on grant management. The number of grants managed by WPPH has increased exponentially over the years. This would also add some separation of duties required by our annual audit. Jackie Buckley suggested adding a timeframe to evaluate the process.

Marvin Schwehr amended the motion to add "approve the contract for one-year"; Jackie Buckley second; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Barb Hettich-aye, Charles Steinkuehler-aye, Dr. Tom Kaspari-aye; motion carried.

Roll-call on the amended motion vote: Jackie Buckley-aye, Marvin Schwehr-aye, Barb Hettich-aye, Charles Steinkuehler-aye, Dr. Tom Kaspari-aye; motion carried.

**NEW BUSINESS:**

1. Budget Revisions: Jackie Buckley moved to accept the Opioid Settlement Funding Mercer County (\$17,758.77) and Morton County (\$88,168.51); WIC Amendment (\$12,500); COVID-19 Funding Local Public Health Extended to 7/31/2026; and Hypertension Grant (\$10,000) budget revisions; Marvin Schwehr second; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Barb Hettich-aye, Charles Steinkuehler-aye, Dr. Tom Kaspari-aye; motion carried.
2. Source Communications Quote: Erin Ourada presented a quote to replace all the door fobs, add a fob system to the door that enters into the exam room entrance, and camera for both garage doors for \$5,122.82, Marvin Schwehr moved to approve the Source Communication quote; Barb Hettich second; roll-call vote: Jackie Buckley-aye, Marvin Schwehr-aye, Barb Hettich-aye, Charles Steinkuehler-aye, Dr. Tom Kaspari -aye; motion carried.
3. 2025 Meeting Dates: Discussion was had to move board of health meetings to Fridays in 2025 and to add dates. The following preliminary dates were discussed: January 10<sup>th</sup> at 1:30pm CT (business meeting); February 21<sup>st</sup> at 1:30pm CT (2024 4<sup>th</sup> quarter & annual meeting); May 2<sup>nd</sup> at 1:30pm CT (1<sup>st</sup> quarter meeting); June 25<sup>th</sup> at 10am CT (2026 budget meeting); September 5<sup>th</sup> at 1:30pm CT (2<sup>nd</sup> quarter meeting); and November 14<sup>th</sup> at 1:30pm CT (3<sup>rd</sup> quarter meeting). Marvin Schwehr moved to accept the preliminary dates; Barb Hettich second; all aye, motion carried.
4. Emmons County WIC: The State WIC Department asked WPPH to provide services to approximately 67 clients in Emmons County for an additional \$40,000 contract. The annual cost would be approximately \$6,120 (Staff Time=\$4,392 + Rent=\$1,200 + Travel=\$528). Three WIC staff would go to Emmons County every other month and rent would provide space for equipment to stay there. Marvin Schwehr moved to accept the additional funding to provide WIC services to Emmons County; Charles Steinkuehler second; all aye, motion carried.



