



**Western Plains Public Health  
BOARD OF HEALTH MEETING  
Business Meeting 2025 – January 10, 2025**

The business meeting 2025 Western Plains Public Health (WPPH) Board of Health meeting was called to order by Charles Steinkuehler at 1:30 pm CST in the conference room at WPPH. The business meeting packet was mailed to members prior to the meeting. Notices were sent to all County Auditors to post meeting time and date.

**BOARD MEMBERS PRESENT:**

Shila Blend, Board Member, Morton Co (virtual)  
Charles Steinkuehler, Vice President, Grant Co.  
Jamee Folk, Board Member, Mercer Co. (virtual)  
Barb Hettich, Board Member, Sioux Co  
Jackie Buckley, Board Member, Morton Co. (arrived at 1:55pm)  
Dr. Tom Kaspari, Board Member, Oliver Co.  
Dan Ulmer, Treasurer, Morton Co.

**STAFF PRESENT:**

Erin Ourada, Administrator  
Stephanie Sneed, Office Assistant

**ABSENT: No absences**

**MINUTES:**

Minutes from November 14, 2024 (3<sup>rd</sup> Quarter Report 2024) were mailed to all board members. Barb Hettich moved to approve November 14, 2024, meeting minutes, seconded by Dan Ulmer: all aye, motion carried.

**OLD BUSINESS:**

1. Payroll Process Update: Erin Ourada provided an update that Fronteer Payroll Services (FPS) completed the first payroll with minimal issues. Vonda Bechtel connected with FPS to resolve small issues. Moving forward the process will improve.


**NEW BUSINESS:**


1. Welcome New Board of Health Members: Shila Blend and Jamee Folk were introduced and welcomed by all. They were able to attend the first meeting virtually. Erin sent them both an orientation packet through email and has a hard copy at the office for them to review.
2. Election of Officers: Erin took over the meeting to ask for nominations for board officers. Dan Ulmer assisted Erin Ourada with the nominations. Nominations for President were called. Barb Hettich nominated Charles Steinkuehler as President. Charles declined the nomination. Charles nominated Jackie Buckey as President. Dan Ulmer seconded the nomination. As Jackie was absent at this time, the nomination was automatically accepted, all aye, motion carried. Nominations for Vice President were called. Charles volunteered to remain as Vice President, all aye, motion carried. Nominations for Treasurer were called. Dan Ulmer volunteered to remain as Treasurer, all aye, motion carried.
3. CD Maturing on 1/13/2025: Dr. Kaspari moved to continue holding the \$115,860.31 CD at Dakota Community Bank; Dan Ulmer second; roll-call vote: Jackie Buckley-aye, Barb Hettich-aye, Charles Steinkuehler-aye, Dr. Tom Kaspari -aye; Jamee Folk-aye; Shila Blend-aye; motion carried.
4. Bylaw Changes: Erin Ourada reviewed the language in the bylaws that does not match Century Code 23-35 (Article VII, Section 1. Employment). Current language states that "He/she shall be a mid-level regularly licensed to practice medicine and surgery in the state of North Dakota". Erin recommends that the language be replaced to align with Century Code 23-35 "He/she must be a physician licensed to practice medicine in the state of North Dakota". Barb Hettich moved to replace existing language in the bylaws to align with Century Code 23-35 to say that the health officer must be a physician licensed to practice medicine in the state of North Dakota; Dan Ulmer second; all aye, motion carried.

5. Opioid Settlement Funding: Erin Ourada reviewed opioid settlement funding document provided in the packet. WPPH is currently utilizing this funding to support a youth opioid prevention campaign. WPPH will be starting an internal committee to expand programming and will work closely with county commissions to spend these dollars appropriately. The City of Mandan will also create a committee to support expenditure of this funding. Erin will continue to provide updates as municipalities continue to receive settlement dollars.
  
6. Conditional Licenses & Fees for Mobile Home Parks: Thorough discussion on the conditional license documents included in the packet. ND Health and Human Services (HHS) with the assistance of ND Attorney General created the settlement agreement to assist HHS with enforcing Century Code 23-10 which regulates Mobile Home Parks/RV Campgrounds. The settlement agreement states that the owner of these three mobile home parks will abide by statute and gain compliance. WPPH took over these programs on January 1<sup>st</sup> and will uphold these settlement agreements with these three mobile home parks as advised by the Attorney General. Moving forward, Erin would like to know if the WPPH Environmental Health department should continue to utilize settlement agreements with Mobile Home Parks that are found to be out of compliance with Century Code 23-10. Charles Steinkuehler motioned to approve the process for 'Settlement Agreements for Conditional Approval for Licensure Renewal' as created by the ND Attorney General's office; Dr. Kaspari second; all aye, motion carried. Erin also stated that ND HHS imposes a fine in addition to the settlement agreement. The amount of the fine is based on the amount of time and costs incurred to assist the Mobile Home Park with compliance. Erin asked if the board would like to also establish a process for fines. The board requested that Erin create a guidance document for fines to out of compliance establishments to be presented at the February Board of Health meeting.
  
7. Jackie requested that the September and November Board of Health meeting times be changed from 1:30pm to 1:00pm. Unanimous agreement to change these times. Erin will send out meeting notices to board members and change times on the website where the meetings are posted.

Next Board Meetings: 4<sup>th</sup> Quarter and Annual 2024 Board Meeting      Friday, February 21, 2025, at 1:30pm CT

**ADJOURNMENT:** Meeting was adjourned by Charles Steinkuehler, Vice President, at 2:25 p.m.

  
 Charles Steinkuehler, Vice President

  
 Dr. Tom Kaspari, Secretary

Submitted by Stephanie Sneed