

Rolette County Health Board Meeting, January 17, 2019

Individuals in attendance: Don Davis, Wade Burgess, Alex Albert, Craig Poitra, Barb Frydenlund, Janelle Carnahan and Karen Armstrong.
Chairman Wade Burgess called the meeting to order.

Minutes of meeting were reviewed. Alex moved to approve minutes as presented. Don seconded the motion. The motion carried.

Standing Reports

Financial reports were reviewed. Don moved to approve expenditures noted by the November check-detail report. Alex seconded the motion the motion carried.

Alex moved to approve payments noted in the December check-detail report. Karen seconded the motion. The motion passed.

As of January 16, 2019 balance of Liabilities & Equity equal \$243,476.22.

Alex moved to approve additional financial reports. Don seconded the motion and it was approved.

Administrative Report

Barb gave updates on immunization efforts. The adult immunization effort is increasing adult immunization rates and overall vaccination rate totals, up 643 from 2017. The department has a lengthy waiting list for the new shingles vaccine “Shingrix”. The vaccine continues to be on backorder.

Region 3’s report of completed Health Track screening showed 49% of completed screenings were conducted by RCPH. Region 3 consist of nine counties plus Fort Totten. RCPH had an 83% Health Tracks show rate in 2018. A Health Tracks Referral summary for the year was also shared. There were 882 screenings completed in 2018 this is 154 than completed in 2017. 1,212 Health Track referrals were made. Several outreach strategies are being used to reach the target population. An in-service explaining the Federal Health Program is being looked at for County Social Workers. This may encourage referrals rates as the county is lagging below the target use rate.

Discussion of Social Services regionalization and potential positioning with other counties occurred. Barb indicated Lake Upsilon Recreational group is looking into plans for a municipal sewer system and potential grant support.

Barb will be attending State Legislative meetings as part of her SACCHO leadership duties.

Environmental Health

A written report was not presented.

Old Business

EH Updates: Lake Region Public Health will be looking at state-wide sewage system codes next week.

Training for sewage system installers/contractors will occur at Carrington February 19, 2019.

No additional information regarding sewage systems at Tine Times Taxidermy owned by Tracy Armstrong or Michael Biberdorf residence has been received.

Health Tracks Contract with NDDHS: A direct contract with the ND Dept. of Human Services is underway. Administrative fees for Health Tracks for the months of November and December 2018 have not been received, for a total of \$8,600.00. Barb is working on QI project with NDDOH and NDDHS regarding Health Tracks.

Environmental Health Letter with Tax Notification: “Onsite Sewage Treatment Systems: What every rural homeowner should know!” brochure was presented. This well-written sewer system document outlines need and consideration for design, environmental health division’s role, how to reach licensed contractors/installers as well as signs of a failing system and what to do. The publication will not be included with tax forms. The county will share a mailing list of land-owners for the purpose of mailing the publication to land owners.

Social Media Policy Draft: Policy and Procedures 812 Social Media and 813 Use of Electronic Communication Devices (ECD) were presented in draft form. Karen moved to approve 812 Social Media policy and procedure as department policy. Alex seconded the motion. The motion was approved. Alex moved to approve 813 Use of Electronic Communication Devices as policy for the department. Craig seconded the motion. Motion carried.

One Call Now Notification System: More time needed to research one-call-now systems further.

Purchasing Cards for Employees: The board supports employee purchasing cards for departmental purchases to take advantage of cash back savings with the cards.

Legislative Priorities: A handout on Legislative Bills relating to public health was shared.

New Business

Legislative Tracking: Barb’s spoke to the various bills and their impact on the department. In particular those impacting state funding, tobacco settlement funds and behavioral health were explained. Members are encouraged to visit with legislative members regarding the bills.

Letter of Support for Municipal Sewer at Lake Upsilon: Lake Upsilon Recreational group requests a letter noting sewage system concerns related to homes along the lake. The board encourages Barb to work with Candace in writing a letter describing why a municipal sewer system would benefit the property owners and the local environment. It is requested that the letter be share with the board.

Resignation of Janelle Carnahan: Janelle’s last day will be January 25, 2019. The board gave approval to hire Becky Questell as Business Manager/Administrative Assistant. Becky Questell will come on board as Business Manager/Administrative Assistant shortly. She has given two week notice to the city at this time.

Budget Amendment: Salary for Becky Questell will be less than Janelle’s current salary. After unused vacation pay-out the salary budget needs will be \$2,000 less than stated in the 2019 approved budget.

The next Health Board meeting is scheduled for 8 am, Thursday, March 21, 2019 at the Rolette County Public Health District office.

Respectfully submitted,

Karen Armstrong, Secretary