

Individuals in attendance: Don Davis, Wade Burgess, Alex Albert, Merle Boucher, Barb Frydenlund, Janelle Carnahan and Karen Armstrong.

Chairman Wade Burgess called the meeting to order.

Minutes of November 17, 2016 meeting were reviewed. Alex moved to approve minutes with noted correction of "Alex seconded the motion to approve October's check-detail report and Merle moved (not mote) to approve the financial reports." Karen seconded the motion. The motion carried.

Standing Reports

Alex moved to approve expenditures noted in the November check-detail report. Karen seconded the motion the motion carried.

Immunization related expenditures were noted. Wade asked if it would be possible for the board to review a cash flow summary of the immunization program. Janelle will prepare a 2016 analysis for board review.

Alex moved to approve expenditure listed in the December check detail report. The motion was seconded by Merle. The motion passed.

Financial reports were reviewed. Merle moved and Don seconded the motion that the financial reports be accepted as presented. Motion was carried.

Balance as of January 18, 2017 total Liabilities & Equity is \$285,065.51.

Administrative Report

Barb indicated she is gathering information for a remote alert and temperature monitoring system for use with immunization supplies. Endowment and Midco grant funds will be used to off-set cost of the system. Immunization administered in 2016 increased 10% over 2105's level. The department will be putting effort into HPV vaccine Campaign. There will be a public documentary screening of "Someone You Love-The HPV Epidemic" at Curt's theater in March.

Completed Health Track screenings are up. Staff members are working to reach as many as possible. 201 more screening were competed in 2016 than in 2015. There is still a waiting list.

Working on "Healthy Students, Healthy School" at St. John.

The department has not received a response from the Dunseith Betterment Group following the letter outlining concern at the Dunseith WIC location.

Jodi is working on details to phase 1 of Partnership for Success, PFS, project. A stakeholder luncheon and meeting will occur March 30th.

A special meeting has been set for January 27th. Allan Mckay and Candace Carlson, Board of Health members and Barb will meeting with Lake Upsilon Board regarding sewage system needs, guidelines, and potential for a rural sewage system.

Please contact District 9 legislators and ask for ongoing funding support for Tobacco Prevention as there are two proposed house bills that would transfer Tobacco funds to other agencies. Barb requests the Board consider signing a resolution confirming your support for prevention of tobacco related disease at the current program funding level.

Job Descriptions for Nurse Manager/Immunization Coordinator and Tobacco Prevention Coordinator are ready for review.

Environmental Health

Environmental Health Highlights Report for November and December and draft copy of Lake Region District Health Unit Policy #2017 Holding Tank Exemption were included in Board member packets.

Old Business

- A. Sewer Variances- As previously noted a special meeting will be held regarding sewage systems with Lake Upsilon Board representatives January 27th. It is suggested that the Rolette County Board of Commissioner be invited to the meeting.
- B. EH Building Nuisance Updates- There are no updates regarding the Tuomala Building on Main Street.
- C. Building Expansion Funding Options- Barb will be attending a North Central Planning meeting January 31st.
- D. Employee Manual 600 Review. Board members are asked to review and mark up the draft copy of personal leave. We will look to finalize it in March.
Merle moved to approve Tobacco Prevention Coordinator Staff Nurse Job description as presented with "Rolette County resident" included as a preferred requirements. Alex seconded the motion and the motion carried.
Alex moved to approve Immunization Program Coordinator/Public Health Nurse job description as presented with the addition of "Rolette County resident" listed as a preferred requirement. Don seconded the motion. Motion passed.

New Business

- A. Tobacco Funding Support Resolution. Merle moved the board support the Tobacco Funding Support Resolution. Don seconded the motion. The motion carried and Chairman Wade Burgess signed the resolution.
- B. Vision Screening Equipment. Barb will visit with Kevin Svingen regarding application for city sales tax support to purchase vision and hearing equipment.
- C. Meeting Date. Barb will be out of state during next regular scheduled meeting date. Discussion was held on possible optional dates. The meeting will be held March 23rd and Janelle will attend the board meeting as department representative.

The next Health Board meeting is scheduled for 8 am, Thursday, March 23rd at the Rolette County Public Health District office.

Respectfully submitted,


Karen Armstrong, Secretary