



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

Chairman Wade Burgess called the meeting to order.

Minutes of the January 19, 2017 and special meeting January 27, 2017 were reviewed. Don moved to approve minutes of the special meeting January 27, 2017. Merle seconded the motion. The motion passed. Alex moved to approve the minutes of the January 19th meeting. Merle seconded the motion the minutes were approved as presented.

Standing Reports

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

Karen moved to approve transaction noted in the February check-detail report. Merle seconded the motion. The motion passed.

Year-to-date budget summary was reviewed. Alex moved to accept the financial report, Merle seconded the motion and it passed.

Balance as of March 22, 2017 total Liabilities & Equity \$293,827.49.

Administrative Report

Barb's written administrative report highlights department activities and her insights and concerns. Barb is on vacation today. The board is glad to know Barb is taking some time for yourself. A vacation is a well-deserved time.

Public Health Week is April 3-9th. This year's theme is "Generation Public Health". The department plans for trivia questions and activities to be shared on-line.

Renae noted staff are involved in "Healthy Kids, Healthy School" at St. John School. This is in regards to St. Joseph's Health Foundation grant with ongoing funding for 2017-2018.

Environmental Health

Candace is busy with a septic installer training in Jamestown on this day. Items from her are included in the written Administrative Report.

Old Business

A. Sewer Variances

There are 3 sewer variances in the process currently. (Tim & Jackie Hanson, Jim & Vivian Simpson and Jamie & April Metcalf)

Representative to Association of Lake Upsilon Homeowners, Jim Simpson, Steve McAtee, and Armand Lagasse joined the meeting at 9 am. Discussion on jurisdiction of public water and municipal systems occurred. Further research regarding EPA guidelines and jurisdiction is desired.

Association members noted their annual meeting will be held at the St. John School at 7 pm June 13th.

B. EH Building Nuisance Updates

Neither the department nor Candace Carlson has received a response from the City of Hall regarding the Clark (Tuomala) building on Main Street. The board recommends that steps be taken to have the building condemned.

Regarding house owned by Ed Wilkie, #115 on 1st St NE, the owners are planning to repair the house and the water has been removed from the house. The owners have not scheduled a re-inspection with Candace at this time.

C. Building Expansion Funding Options

A letter from Michelle Fritz, North Central Planning Council Community Development Coordinator was included in packet regarding Community Development Block Grant Program, funds available and application deadline. Not ready to apply at this time.

Alex shared an update on former ND Job Service building. The legislature will need to deal with the vacant Job Services structures. Tracy Boe drafted Senate Bill #2119 which would turn the building over to the county for a set fee.

D. Employee Manual 600 Review

Tabled until May meeting

E. Vision Screening Equipment

An application to Rolla City Sales Tax Committee was submitted for the purchase of vision testing equipment. The application of \$6,000 was approved by the Tax Committee. Recently a letter from the Tax Committee was received by the Rolette County Board of Commissioners in which they are asking county reimbursement for the amount of the grant issued (\$6,000). They reason that county funds should have been used for the purchase of said equipment. Whether or not the funds should be returned was discussed. It was discussed to graciously accept the grant funds. Alex moved a thank you letter from the board be sent to the Tax Committee and the County Board of Commissioners. We want to know the department appreciates for the funds and their support of department activities.

F. Job Descriptions-final

Finalized job descriptions to "Public Health Nurse Manager Immunization Program Coordinator/Public Health Nurse", "Partnership for Success" Program Coordinator, Alcohol Prevention Coordinator" and "Tobacco Prevention Coordinator Staff Nurse" were included in board member packets.

New Business

A. Holding Tank Exemption Policy and Procedure

Lake Region District Health Unit policy and procedure were reviewed. No action taken on holding tank policy and procedure. (Are septic pumpers licensed and who has jurisdiction over unlicensed or improper dumping?)

B. Environmental Health Fees

NEC Regional Environmental Health Services fee schedule was reviewed. Alex moved to approve the fee schedule. Merle seconded the motion. Discussion on variance fees. Members would like clarification on if holding tank fees are charged in addition to variance fees? Alex rescinded the motion to approve the fees schedule. Merle withdrew his seconded to the motion. The motion died.

- C. St. Joseph's Health Foundation Grant
Barb's written report notes a temporary nurse may be needed to take lead of this program as other staff members have full work-loads.

- D. Legislative Update
Tobacco funding and the ND Breathe program has been removed. The funds have been shifted to the ND Department of Health.
State legislation for a needle exchange program has been passed. Costs and implementation procedures are unknown at this time.

- E. Environmental Health Funding
Data from Lake Region District Health Director, Allan McKay was shared. Concern that environmental services to area counties is costing the District Health unit money is not apparent when you look at the figures as a collective group. Revenue and expenses of Rolette County leaves a deficit of \$4,761.

- F. Immunization Cost Analysis
Janelle indicated during the 2016 year the immunization program ran in the black.

- G. PFS Stakeholder Focus Group will be hosted March 28, 2017 at Turtle Mountain Communications site.

- H. Other
Regarding unused time. It is good when vacation time is utilized. It is good for staff and the department. Unutilized leave time can be a hidden financial burden the board needs to consider.

The next Health Board meeting is scheduled for 8 am, Thursday, May 18th at the Rolette County Public Health District office.

Respectfully submitted,



Karen Armstrong, Secretary