



Individuals in attendance: Dr. Duane Glasner, Alex Albert, Don Davis, Wade Burgess, Candace Carlson (9 am), Janelle Carnahan and Karen Armstrong. Guests Gordon Krech and Bill Mickelson, Recreational Board Members of Lake Upsilon Association (9:15 am)
Chairman Wade Burgess called the meeting to order.

Minutes of meeting were reviewed. Alex moved to approve the March 23, 2017 minutes with the clarification that “There are 2 rather than 3 sewer variances currently in process, the number be changed from 3 to 2 in the March 23rd minutes”. Don seconded the motion with the stated adjustment to the minutes. The motion carried.

Standing Reports

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

Alex moved to approve payments listed in the check-detail report. Don seconded the motion. The motion passed.

Balance as of April 30, 2017 total Liabilities & Equity \$277,164.54.

Budget reports were reviewed. Alex moved to approve reports as presented, Don seconded the motion. Motion passed.

Administrative Report

The Administrative Report was included in the board member’s packet. Tobacco Prevention Coordinator staffing and realignment of duties were discussed. The board would like to know direction and Tobacco Prevention program funding support before adjusting the employee’s duties and benefits.

Environmental Health

Candace’s January, February and March Environmental Health Services Activity report was included in Board members packets.

Old Business

A. Sewer Variances-Upsilon

Candace will contact Hanson and Langan families to inform them of the Rolette County Health District Holding Tank Exemption policy. Wade will contact the Simpson family to let them know the holding tank exemption policy has been approved.

B. EH Building Nuisance Updates (Tuomala Building)

Tuomala Building discussion. The board asks that a letter be sent to the city indicating the board views the city as legal owners of the Tuomala (Clark) building.

Candace notes the flooded Wilkie house # 115 on 1st ST N in Rolla has not seen improvements. She has not been able to reach the younger Wilkie who is to work on the house or see the inside of the house. The board recommend a certified letter requesting an improvement action plan be submitted by a set date. The most current property tax payment was in Oct. 2014.

C. Holding Tank Exemption Policy and Procedure

Alex moved to approve “Section: Environmental Health Policy#2017-OSTS-Holding Tank Exemption” wordage as policy for the Rolette Public Health District. Merle seconded the motion and the motion carried.

D. Environmental Health Fees

Alex moves to accept the Lake Region District Health Unit's Fee of Service schedule for that of the Rolette County Public Health District. Don seconded the motion. The motion is passed.

E. Employee Manual 600 Review- Tabled to the next meeting.

F. Other

New Business

A. Tobacco Prevention Program

The Tobacco Prevention Program state aid has gone away effective July 1, 2017. The State Health Department will be administrating future Tobacco Prevention efforts. In the past \$20,000 had been available for administrative cost to the program. This will no longer be available. The State Health Department is in the process of determining program's direction and operation. A September grant application deadline is anticipated.

B. Business Manager Job Description

A revised Business Manager Job description outlining additional duties, was reviewed along with budgetary adjustments for additional duties was presented and reviewed. Alex moved to approve the revised job description. Merle seconded the motion and the motion passed.

C. Budget Amendments

Karen moved to support the budget adjustment to support an increase in pay for the Business Manager's position effective this pay period. Merle seconded the motion Merle amended the motion to read with the starting date of May 1, 2017. Alex seconded the amendment. The amendment was passed. The motion was passed.

D. Dunseith WIC Office Maintenance

A letter was sent to the Dunseith Betterment Committee asking for them to address building conditions. No building improvements have been made as a results of the letter. The Board recommends scheduling a site visit with individual Betterment Committee members to go over deficiencies and ask for an action time line regarding concerns.

E. Health Tracks Staffing

Currently there is a waiting list of roughly 100 clients for Health Track Screenings. Additional staffing of an RN for one day per week is requested to assist with the program. The board would like to see estimated expense and revenue figures for the addition of the position.

F. Others

The next Health Board meeting is scheduled for 8 am, Monday, July 17th at the Rolette County Public Health District office.

Respectfully submitted,



Karen Armstrong, Secretary