

1. **Call to Order.** Chairman Poitra called the meeting to order at 8:33 am, September 28, 2023.
2. **Roll Call.** Members in attendance Allen Schlenvogt, Craig Poitra, Karen Armstrong, Chris Albertson, and staff members Janelle Carnahan and Barb Frydenlund.
3. **Minutes** were reviewed. Chris moved to approve the minutes of June 6, 2023, meeting. Allen seconded the motion, the motions carried. Chris moved to approve the July 20, 2023, minutes. Allen seconded the motion. The motion passed.
4. **Standing Reports**
  - A. **Administrative Update.**  
 The number of immunizations has been good.  
 Staff have completed more Health Track screenings than last year at this time.  
 Barb is working to coordinate a meeting with area legislators.  
 Local business policies regarding the selling of vaping products were discussed. The department is encouraged to return to city councils encouraging them to set policies not allowing the sale of vaping products.  
 The department is working through the many steps of becoming a NDHHS harm reduction clinic.  
 The request of Narcan has increased. Kits out in the community are being checked and refilled so that Narcan is there and up to date as part of the department's Harm Reduction Plan.
  - B. **Fiscal Reports.**  
 Chris moved to approve expenditures noted in July 2023's check-detail report. Allen seconded the motion. The motion passed. Allen moved to approve August 2023 expenditures notes in the August check detail report. Chris seconded the motion, the motion carried.  
 The department's total liabilities and equity as of September 27, 2023, is \$783,885.66.
  - C. **Environmental Health Update**  
 The environmental health complaint noted at the previous meeting was not substantiated.  
 The department will once again ask for photos with environmental health complaints.  
 The city of Rolla has requested that two properties be condemned. Candace recommends the City of Rolla work with the League of Cities regarding property within city limits.  
 Candace is working with four individuals on on-site sewage systems.
5. **Old Business**
  - A. **USDA Grant Update-garage.**  
 Mostly complete. There is a small amount of electrical work and the application of a flooring finish.
  - B. **Window Project Update.** Waiting to hear further directions from South Central Planning Council regarding environmental review.
  - C. **Roof Project Update Electrical**
  - D. **2024 Budget** was tabled until the November meeting.
6. **New Business**
  - A. **Generator Maintenance Contract.** HM Cragg offers a service and maintenance contract for the generator recently purchased. The board agreed by consensus that a three-year generator service and maintenance contract should be held with HM Cragg.
  - B. **Window Project Environmental Assessment.** The grant sponsor, CGP, is requesting an environmental review. Three proposal environmental review options were presented. Karen moved to go with Northland Environmental Consulting. Chris seconded the motion and the motion passed.