Rolette County Health Board Meeting, November 21, 2024

1. **Call to Order**. Vice President Chris Albertson called the meeting to order.
2. **Roll Call.** Members in attendance Allen Schlenvogt, Bernie Belgarde, Karen Armstrong, Chris Albertson, and staff members Janelle Carnahan and Barb Frydenlund.
3. **Minutes** were reviewed. Bernie moved to approve minutes of October 2, 2024, meeting. Karen seconded the motion. The motion carried.
4. **Standing Reports**
   A. Administrative Update.
   Barb gave updates to immunization and Health Tracks programs. Pattern of more non-verbal youth noted amongst Health Track youth. Sara H. has been in contact with Austin Society for assisting resources. Referrals for Health Track clientele average 1.9 per client, for which there are no or limited services to meet their needs.
   Sarah Senger implementing Anti-Vape/Resiliency program for elementary youth in three schools.
   Syringe Service/Harm Reduction clinic application has been approved will begin January 1, 2025. The program's name will be Rolette County Good Neighbor Program. Drug Take Back was held in October with 11,000 items collected.
   Barb and Janelle will provide staff training, Mental Health First Aid course to staff members November 27th and December 6th. This would be suitable training for county employees as well. This will be taken to the commissioner's meeting. The county public health website is linked to "Credible Minds," a self-help support tool provided by state Mental and Behavioral Health Services.
   Discussed Drive the Road Leadership workshop as training for county employees and department staff. This will be discussed with the Board of County Commissioners with a tentative date of January 21, 2025.
   Allen moved to approve the administrative report. Karen seconded the motion. The motion was approved.
   B. Fiscal Reports.
   Allen moved to approve September expenditures noted in check-detail report. Karen seconded the motion. The motion passed. Karen moved to approve October expenditures notes in October 2024 check detail report. Allen seconded the motion, the motion carried. The department's total liabilities and equity as of November 18, 2024, $669,279.31. Allen moved to investigate options for investing money to make money. The amount to be determined by management. Karen seconded the motion. Motion approved unanimously.
   C. Environmental Health Update
   Reviewed year-to-date consultation and inspection data from Candace Olson, Environmental Health Specialist. News article regarding environmental health role and services desired.

5. **Old Business**

A. Window Project. Required Assessment II would cost $17,000. SW Planning Council, the grants administrator, is unable to find fund options for the assessment. Waiting to hear back from USDA or North Central Planning Council. EPA is not willing to support the assessment fee as there is no change in the grant.

B. Budget 2025. Three proposals with variations of retirement plans and salary options were reviewed and discussed. Allen moved to approve budget proposal A. Karen seconded the motion and motion carried. Option A includes a 3 % salary increase with a PERS retirement plan at 13.26% of salary employee supported. Employees have the option to add 4% of their salary to their retirement plan.

C. Other

6. **New Business**

A. 2025 BoH Meeting Dates. Meeting dates discussed. Karen moved meeting dates to be set for the second Monday of the month at 3 pm. Calendar dates of January 13th, March 10th, July 14th, September 8th, and November 10th.

B. 2025 Official Holidays-RCPHD Allen moved that the RCPHD official 2025 Holidays include January 20th, February 17th, April 18th, May 26th, June 19th, July 3rd & 4th, September 1st, October 13, November 11th, November 27th and 26th, December 25th and 25th, December 31st and January 1st and 2nd, 2026. Karen seconded the motion. The motion carried.

C. Leave of Absence without Pay Employee Policy # 322 was discussed. Allen moved to accept presented, written 11/2024, as department policy. Karen seconded the motion. The motion carried.

D. Petty Cash Policy Revision. Petty Cash policy reviewed. Karen moved to accept the revised policy with a $50 petty cash amount. Allen seconded the motion and the motion was approved.

E. BoH Reorganization. Karen moved the 2025 Board position include; Chris Albertson Chair, Allen Schlenvogt Vice Chair, Karen Secretary. Allen seconded the motion. The motion carried.

F. Organizational Chart. Barb shared a departmental chart indicating employees and their positions. Ember Disrud is a casual receptionist currently; nurse openings are noted.

Next Regular Board of Health meeting will be held 3 pm. Monday, January 13, 2025, at the Rolette Public Health District conference room.

Karen moved to adjourn the meeting. Bernie seconded the motion. Motion approved and meeting adjourned.

Respectfully submitted,

Karen Armstrong

Karen Armstrong, Secretary