

1. **Call to Order.** Chris Albertson called the meeting to order.
2. **Roll Call.** Members in attendance: Chris Albertson, Bernie Belgarde, Karen Armstrong, Allen Schlenvogt, and staff members Janelle Carnahan and Barb Frydenlund. Absent Craig Poitra.
3. **Minutes** were reviewed. Allen moved to approve the minutes of November 21, 2024. Bernie seconded the motion, the motion carried.
4. **Standing Reports**
 - A. Administrative Update.
 - B. Fiscal Reports.

Karen moved to approve expenditures noted in November 2024 check-detail report. Bernie seconded the motion. The motion was approved.

Bernie moved to approve December 2024 expenditures as notes in the check detail report.

Allen seconded the motion, the motion passed.

The department's total liabilities and equity on January 10, 2025, \$715,815.03.

Janelle continues gathering information on CD options.
 - C. Environmental Health Update. No report.
5. **Old Business**
 - A. Window Project. Request for proposal update with updated cost of window and labor quotes. SW Planning Council is willing to seek funds from ND Department of Commerce.
 - B. Snow Removal. Allen will check for front sidewalk snow removal with county snow removal contractor.
 - C. Other
6. **New Business**
 - A. Business Manager Hour Adjustment. Discussed variation of work hours for business manager position. The Health Board allows adjustment in work hours for the business manager's position.
 - B. Policy Adjustments
 - i. Employment Categories. Clarification policy Section 201. Defines Nonexempt, Exempt, Regular Full-time and Part-time, Casual, Temporary Employment and volunteers. Identifies eligibility to health and retirement benefits, vacation and sick leave time benefits for each. Bernie moves to approve Policy Section 201. Allen seconded the motion. The motion was approved.
 - ii. Holiday Section 303 clarification. Allen moved to approve Holiday Section 303 clarifications. Bernie seconded the motion. The motion passed.
 - C. Legislative update. Barb shared updates on several legislative bills impacting public health.
 - D. Other. Discussion was held regarding absenteeism of board member.

Next Regular Board of Health meeting will be held at Rolette Public Health District Conference room 3 pm. March 12, 2025.

Bernie moved to adjourn the meeting. Allen seconded the motion. Meeting is adjourned.

Respectfully submitted,

Karen Armstrong

Karen Armstrong, Secretary