



Western Plains Public Health
BOARD OF HEALTH MEETING
4th Quarter and Annual 2024 Reports – February 21, 2025

The 4th quarter and annual 2024 Western Plains Public Health (WPPH) Board of Health meeting was called to order by Jackie Buckley at 1:30 pm CST in the conference room at WPPH. The fourth quarter and annual reports were mailed to members prior to the meeting. Notices were sent to all County Auditors to post meeting time and date.

BOARD MEMBERS PRESENT:

Jackie Buckley, President, Morton Co
Charles Steinkuehler, Vice President, Grant Co.
Dan Ulmer, Treasurer, Morton Co.
Angie Eagle, Board Member, Sioux Co (Virtual)
Shila Blend, Board Member, Morton Co.
Dr. Tom Kaspari, Board Member, Oliver Co

STAFF PRESENT:

Erin Ourada, Administrator
Vonda Bechtel, Office Manager
Brady Weaver, Tobacco Coordinator
Jennifer Pelster, Nurse
Shannon Spotts, WIC/MCH Director

ABSENT:

Jamee Folk, Board Member, Mercer Co.

Agenda for the February 21, 2025 (4th quarter and annual 2024) meeting was mailed to all board members. Charles Steinkuehler moved to approve the February 21, 2025, agenda without additions, seconded by Shila Blend; all aye, motion carried.

Minutes from January 10, 2025 (Business Meeting) were mailed to all board members. Dan Ulmer moved to approve January 10, 2025, meeting minutes, seconded by Charles Steinkuehler: all aye, motion carried.

FINANCIAL:

Erin Ourada mentioned the quarterly financial report will be changing in 2025. It will be similar to the 2024 annual report. Erin noted the following on the 2024 annual report: Immunization Initiative-COVID grant - not fully requested because was unsure of the amount receiving; PHEP Workforce grant – extended in 2024 with income awarded in 2023; and medical expenses were over-spent due to unanticipated purchasing of private COVID vaccine.

Quarterly	Fund Balance – September 30, 2024	\$1,985,274.68
	Collections 4 th Quarter	\$ 917,778.62
	Expenditures 4 th Quarter	\$ 968,094.65
	Fund Balance – December 31, 2024	\$1,932,933.65
Annual	Fund Balance – January 1, 2024	\$1,858,338.22
	Collections (2024)	\$3,972,491.36
	Expenditures (2024)	\$3,893,308.36
	Fund Balance – December 31, 2024	\$1,932,933.65

Board members reviewed checks written this past quarter. Shila Blend moved to approve the 4th quarter 2024 financial statement and the written checks for the 4th quarter 2024, Charles Steinkuehler seconded; roll-call vote: Jackie Buckley-aye, Angie Eagle-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend- aye; Dr. Tom Kaspari-aye; motion carried.

ADMINISTRATIVE: Erin Ourada summarized the quarterly report. She mentioned the new layout for the quarterly and annual reports will be changing in 2025. A steering committee was established to work on the strategic plan. Fronteer Professional Service has completed two payrolls with a couple hurdles. She provided the board with a brief legislative update. These reports were placed on file.

NURSING: Erin Ourada summarized the quarterly and annual reports. Staff completed FIT testing for N-95 masks. Annual review of nursing procedures were completed. These reports were placed on file.

WIC (Women, Infant, & Children): Shannon Spotts summarized the quarterly and annual reports. Providing services to Emmons County increased the 2024 client numbers by 70 clients. Services are provided mostly to children and infants and Bismarck and Mandan are the two largest sites. These reports were placed on file.

ENVIRONMENTAL: Erin Ourada summarized the quarterly and annual reports. Plans are being made to perform joint mobile home park inspections with the City of Mandan. Food establishments trained 248 individuals in food safety training in 2024. These reports were placed on file.

HEALTH PROMOTION: Brady Weaver summarized the quarterly and annual reports. In 2024 392 students were educated on oral health, 32 car seats were distributed, 47 individuals received CPT/First Aid training; and 64 people enrolled in NDQuits. Parents Lead and Not in My House campaigns were provided to educate youth and adults aiming to decrease underage drinking. These reports were placed on file.

OLD BUSINESS:

1. Policy to Assess Mobile Home Park Fines: Erin presented a suggested structure for assessing fines to mobile home park owners for violations and compliance issues. The structure follows North Dakota Century Code 23.10. Dan Ulmer moved to approve the structure for assessing fines to mobile home park owners for violations and compliance issues as outlined; Charles Steinkuehler seconded; all aye, motion carried.
2. Updated Organizational Chart and Board of Health Terms: Erin provided the board with updated organizational charts and board terms that reflect the three new board members.

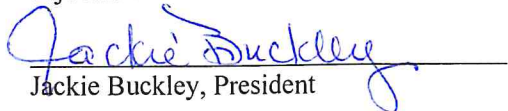
NEW BUSINESS:

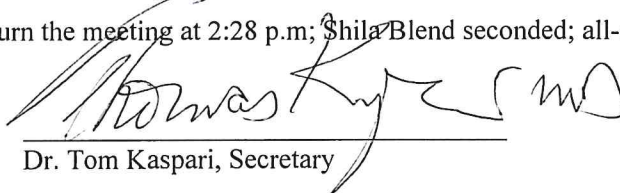
1. Budget Revisions: Charles Steinkuehler moved to accept the SAIS-SSP-HIV Survey (\$2,400); Foundation for Health ND (\$800); and Abandon Auto (\$15,000 original + \$20,000 addendum) collections and Tuition Reimbursement expense (\$3,000) budget revisions; Dr. Tomas Kaspari seconded; roll-call vote: Jackie Buckley-aye, Angie Eagle-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; motion carried.
2. Designation of Depositories: Copies of the Designation of Depositories and Pledged Holdings dated December 31, 2024, were provided. Shila Blend moved to hold these accounts; Charles Steinkuehler seconded; Jackie Buckley-aye, Angie Eagle-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; motion carried.
3. 2024 Audit Engagement Letter: Dan Ulmer moved to approve the 2024 Audit Engagement Letter from Haga Kommer, seconded by Charles Steinkuehler; all-aye; motion carried.
4. Environmental Health Inspection Frequency: Erin asked the board to accept the environmental health minimum inspection frequency guidelines. Dan Ulmer moved to accept the environmental health inspection frequency guidelines; Charles Steinkuehler; all-aye; motion carried.
5. MMR/Varicella Policies: Erin informed the board that an employee MMR/Varicella policy approved in 2011 does not reflect the current policy in the employee handbook. Dr. Tomas Kaspari moved to retract the 2011 policy and follow the policy in the current employee handbook; Shila Blend seconded; all-aye; motion carried.
6. Resolution on Community Water Fluoridation: Erin asked the board to sign the resolution on community water fluoridation. This resolution will support the use of community water fluoridation as a safe and effective public health strategy to reduce dental caries and improve community oral health. Dan Ulmer moved to sign the resolution on community water fluoridation; Charles Steinkuehler seconded; all-aye; motion carried.

Next Board Meetings: 1st Quarter 2025 Board Meeting

Friday, May 2, 2025, at 1:30pm CT

ADJOURNMENT: Charles Steinkuehler moved to adjourn the meeting at 2:28 p.m.; Shila Blend seconded; all-aye; meeting adjourned.


Jackie Buckley, President


Dr. Tom Kaspari, Secretary

Submitted by Vonda Bechtel