



**Western Plains Public Health
BOARD OF HEALTH MEETING
1st Quarter 2025 Report – May 2, 2025**

The 1st quarter 2025 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 first quarter reports were mailed to members prior to the meeting. Notices were sent to all County Auditors to post meeting time and date. Meeting information was also posted on Western Plains Public Health’s website (www.westernplainsph.org).

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Erin Ourada, Administrator
 Vonda Bechtel, Office Manager
 Brady Weaver, Tobacco Coordinator
 Jodie Fetsch, Director of Nursing
 Shannon Spotts, WIC/MCH Director
 Amber Staigle, Nurse

ABSENT:

Angie Eagle, Board Member, Sioux Co

Agenda for the May 2, 2025 (1st quarter 2025) meeting was mailed to all board members. Charles Steinkuehler moved to approve May 2, 2025, agenda without additions, seconded by Dan Ulmer; all aye, motion carried.

Minutes from February 21, 2025 (4th Quarter & Annual 2024 Reports) were mailed to all board members. Shila Blend moved to approve February 21, 2025, meeting minutes, seconded by Jamee Folk: all aye, motion carried.

FINANCIAL:

Erin Ourada explained the new financial report format will not correlate with the financial report ending 2024. The beginning and ending account balances and expenses are cash base with income being accrual.

Quarterly	Fund Balance – December 31, 2024	\$1,932,933.65
	Collections 1 st Quarter	\$1,453,073.82
	Expenditures 1 st Quarter	\$ 947,966.16
	Fund Balance – March 31, 2025	\$2,417,821.33

Board members reviewed checks written this past quarter. Charles Steinkuehler moved to approve the 1st quarter 2025 financial statement and the written checks for the 1st quarter 2025, Dan Ulmer seconded; roll-call vote: Jackie Buckley-aye, Jamee Folk-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend- aye; Dr. Tom Kaspari-aye; motion carried.

ADMINISTRATIVE: Erin Ourada summarized the quarterly report. WPPH tentative strategic plan is community awareness and building partnerships, internal communications, performance management for the organization and programs, funding and sustainability. Legislative update was provided: State aid was not increased, new body art code will be discussed in the future, and a statewide septic code will be created by ND Department of Environmental Quality – permitting and inspections will be done by the Local Public Health Units. Federal funding cuts are estimated to be \$80,000 for 2025. The following will be used for the deficit: \$50,000 CD was cashed and put into savings, the \$5,000 contingency line items, \$9,000 in tuition reimbursement that was not used, and approximately \$15,000 will be saved for an employee taking leave without pay this summer. This report was placed on file.

NURSING: Jodie Fetsch summarized the quarterly report. Mercer County’s home visiting enrollments are on a waiting list. Women’s Way has been collaborating with Sanford Health to provide mobile mammography to the western part of the state and Sioux County. This report was placed on file.

WIC (Women, Infant, & Children): Shannon Spotts summarized the quarterly report. There is a correction in the bar graph. The Nutrition/Breastfeeding Contacts should be average per month not per quarter. Staff attending Civil Rights and Nutrition Risk Code training courses this quarter. This report was placed on file.

ENVIRONMENTAL: Erin Ourada summarized the quarterly report. There is a correction to the class Lana Schmidt spoke to at Mandan High. It should be FACS not FAQs. The quarter was busy inspecting food and beverage and lodging establishments. This report was placed on file.

HEALTH PROMOTION: Brady Weaver summarized the quarterly report. The Health Promotions page was distributed to the board as it was left out of the report. Staff completed their CPR/1st Aid training. The Substance Abuse Prevention Community Grant is sponsoring after prom and school events by providing \$2,000 for each event. The events will provide grant-specific materials. WPPH had 15 enrollments this quarter to the ND Quitline. Legislation passed for pipe tobacco to be allowed in cigar bars. This report was placed on file.

OLD BUSINESS:

1. Opioid Settlement Update: Erin Ourada informed that some funds received have been spent on Living Local and that updates will be sent to counties/cities that request them. A committee of seven people was set up to determine the proper way to spend the Opioid Settlement funding. The committee would like to provide small grants to community partners. The State has particular guidelines to follow when utilizing opioid settlement funding. These are the requirements that the mini-grant applicants would have to adhere to as well. Dan Ulmer moved to provide community partner grants up to \$5,000 per organization; Tom Kaspari second; roll-call vote: Jackie Buckley-aye, Jamee Folk-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend- aye; Dr. Tom Kaspari-aye; motion carried.

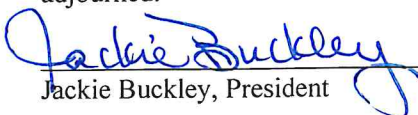
NEW BUSINESS:


1. Program Spotlight: Amber Staigle, Mercer/Oliver County Nurse, educated the board on services WPPH provides in Mercer County.
2. Budget Revisions: Charles Steinkuehler moved to accept the Opioid Settlement Funding Morton County (\$9,143.33) and Oliver County (\$8,142.53); Tom Kaspari second; roll-call vote: Jackie Buckley-aye, Jamee Folk-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend- aye; Dr. Tom Kaspari-aye; motion carried.
 - a. Erin Ourada informed the board that a CD (\$50,002.73) expired on April 15, 2025. The CD funds were moved into the savings account in the event the funds would be needed. Discussion was had to leave the funds in the savings account until a later date. Shila Blend moved to keep the \$50,002.73 CD funds in the savings account; Tom Kaspari second; roll-call vote: Jackie Buckley-aye, Jamee Folk-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend- aye; Dr. Tom Kaspari-aye; motion carried.
3. Fee Increases: Jamee Folk moved to approve the proposed fee increases to align with the state lab effective May 7, 2025; Charles Steinkuehler second; all-aye; motion carried.
4. 2026 Budget Projections and Staffing: Jodie Fetsch unofficially announced her retirement date of June 2026. The board guided Erin on the following items when preparing the 2026 budget: employee wage increase - \$0.50/hour; when to hire Jodie's position for training – 3 months overlapping position; mil levy request amount – request highest mil levy (5 mils); increase fees; ask City of Mandan and Mercer County to increase payments; and consider a hiring freeze depending on the position.

Next Board Meetings: 2026 Budget Meeting
2nd Quarter 2025 Board Meeting

Wednesday, June 25, 2025, at 10:00am CT
Friday, September 5, 2025, at 1:00pm CT

ADJOURNMENT: Charles Steinkuehler moved to adjourn the meeting at 2:39 p.m.; Tom Kaspari seconded; all-aye; meeting adjourned.


Jackie Buckley, President


Dr. Tom Kaspari, Secretary

Submitted by Vonda Bechtel

