



**Western Plains Public Health  
BOARD OF HEALTH MEETING  
2<sup>nd</sup> Quarter 2025 Report – September 5, 2025**

The 2<sup>nd</sup> quarter 2025 Western Plains Public Health (WPPH) Board of Health meeting was called to order by Charles Steinkuehler at 1:04 pm CST in the conference room at WPPH. The 2<sup>nd</sup> 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](http://www.westernplainsph.org)).

**BOARD MEMBERS PRESENT:**

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  
Jodie Fetsch, Director of Nursing  
Shannon Spotts, WIC/MCH Director  
Bridget Winkler, Nurse  
Heidi Peltz, Nurse  
Sarah Uskevicz, EHP

**ABSENT:**

Angie Eagle, Board Member, Sioux Co  
Jackie Buckley, President, Morton Co

No one was present for Public Comments.

Agenda for the September 5, 2025 (2<sup>nd</sup> quarter 2025) meeting was mailed to all board members. Dan Ulmer moved to approve September 5, 2025, agenda without additions, seconded by Dr. Tom Kaspari; all aye, motion carried.

Minutes from May 2, 2025 (1<sup>st</sup> quarter 2025); June 25, 2025 (2026 Budget Meeting); and July 23, 2025 (Special Meeting) were mailed to all board members. Dan Ulmer moved to approve May 2, June 25, and July 23, 2025, meeting minutes, seconded by Charlie Steinkuehler: all aye, motion carried.

**FINANCIAL:**

Erin Ourada reminded the board the beginning and ending account balances and expenses are cash base with income being accrual.

Quarterly	Fund Balance – March 31, 2025	\$2,418,212.07
	Collections 2 <sup>nd</sup> Quarter	\$ 852,156.30
	Expenditures 2 <sup>nd</sup> Quarter	\$ 890,862.21
	Fund Balance – June 30, 2025	\$2,379,506.16

Board members reviewed checks written this past quarter. Charles Steinkuehler moved to approve the 2<sup>nd</sup> quarter 2025 financial statement and the written checks for the 2<sup>nd</sup> quarter 2025, Dr. Tom Kaspari seconded; roll-call vote: Jamee Folk-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend- not yet present; and Dr. Tom Kaspari-aye; motion carried.

**ADMINISTRATIVE:** Erin Ourada summarized the quarterly report. The Mandan and Hazen public libraries hosted radon education events along with the ND Department of Environmental Quality and Dr. Field (our regional environmental health officer). Public Health week was celebrated in April. Western Plains Public Health celebrated their 75<sup>th</sup> anniversary in July. This report was placed on file.

**NURSING:** Jodie Fetsch summarized the quarterly report. The Nurse Family Partnership program provided outreach to the rural communities. Mercer County’s home visiting waiting list currently has one person on it. Women’s Way received funding for the 2025-2026 funding cycle. An online registration form for immunization clinics was developed. STI testing is offered to the Fort Yates jail twice a month and Mercer County jail every other month. Good Neighbor Project program hours were reduced due to funding and staff limitations. There are currently 552 clients enrolled in the program. Narcan training was provided to 79 individuals and 8 local businesses/groups. This report was placed on file.

**WIC (Women, Infant, & Children):** Shannon Spotts summarized the quarterly report. Enrollment number increased 170 participants from last year – 40 participants were from acquiring Emmons County WIC. Nancy Overson helped teach a Level 4 Designated Breastfeeding Expert training to ND WIC Staff in coordination with the Kansas Breastfeeding Coalition trainers in Fargo. WICHealth.org is phasing out and will be replaced with Nutrition 1<sup>st</sup> by October 1, 2025. This report was placed on file.

**ENVIRONMENTAL:** Erin Ourada summarized the quarterly report. Received a NEHA grant to support work on the FDA's National Retail Food Regulatory Program Standards. With the passage of SB 2267 this legislative session, several changes (effective August 1<sup>st</sup>) were made to the onsite septic program. The ND Department of Environmental Quality (DEQ) will license installers and provide a statewide code. Sarah Uskevicz provided an update on the Mandan mobile home park inspections done in May. A second round of inspections will be done in October. This report was placed on file.

**HEALTH PROMOTION:** Jodie Fetsch and Erin Ourada summarized the quarterly report. Marlene Hulm, oral health educator, will be retiring in October. Nine Forensic ID scanners are currently being used in Mandan liquor establishments. WPPH staff participated in nine education events to raise awareness of public health programs. The Opioid Settlement Project is providing a youth prevention campaign with the Living Local Network in the Elgin-New Leipzig High School, Center-Stanton High School, Fort Yates Middle School, Solen High School, and Selfridge Public School. This report was placed on file.

**OLD BUSINESS:**

1. 2026 Budget: In July and August, Erin Ourada presented a 3.74 levy to the five counties for the WPPH 2026 budget. The Joint Board of County Commissions approved the 3.74 levy on August 19, 2025. Erin revised the budget since the budget meeting with the board of health in June. Revisions are in collections with some state funding approved, cancelled, or reduced. The revised budget keeps the 3.74 levy. Dan Ulmer moved to approve the 2026 WPPH budget as presented to the board; Dr. Tom Kaspari seconded; roll-call vote: Jamee Folk-aye, Dan Ulmer-aye, Charles Steinkuehler-aye, Shila Blend-aye; Dr. Tom Kaspari-aye; motion carried.

**NEW BUSINESS:**

1. 2024 Audit Review: Erin Ourada presented the 2024 audit report to the board. The three findings indicated by HagaKommer are ongoing findings because of the size of our organization. Jamee Folk moved to approve the 2024 Audit Report; Charlie Steinkuehler second; roll-call vote: Charles Steinkuehler-aye, Dr. Tom Kaspari-aye, Dan Ulmer-aye, Shila Blend-aye, Jamee Folk-aye; motion carried
2. Proposed Fee Increases: Erin Ourada asked the board to approve the proposed fee increases for immunizations, nursing services, and environmental health (for year 2026). Erin indicated that reinspection and plan review fees are new fees as well as an annual fee for body art technicians versus an every 2 years fee. She provided the board with a list of current non-fee licenses. She would like to have a discussion on whether to charge non-profits, state/municipalities, and/or schools an annual license fee. Currently these are not being charged but could bring in an estimated \$15,500 annually. Discussion was had. Dan Ulmer moved to charge the non-fee licenses \$125 annually; Shila Blend seconded; roll call vote: Charles Steinkuehler-aye, Dr. Tom Kaspari-aye, Dan Ulmer-aye, Shila Blend-aye, Jamee Folk-aye; motion carried.

Dan Ulmer moved to approve the proposed fee increases for nursing services to align with Medicaid and CDC's Private Sector Price list and the environmental health's proposed increases and additions effective September 8, 2025; Dr. Tom Kaspari second; all-aye; motion carried.

3. Designation of Depositories: Copies of the Designation of Depositories and Pledged Holdings dated June 30, 2025, were provided. Dr. Tom Kaspari moved to hold these accounts; Charlie Steinkuehler seconded; roll call vote: Charles Steinkuehler-aye, Dr. Tom Kaspari-aye, Dan Ulmer-aye, Shila Blend-aye, Jamee Folk-aye; motion carried.
4. Budget Revisions: Dan Ulmer moved to accept the NEHA – FDA Retail Flexible Funding Model Grant (\$11,500) and the extension of the PHEP All Hazards Allocation (aka BIO Grant) from 6/30/25 to 12/31/25; Dr. Tom Kaspari second; roll call vote: Charles Steinkuehler-aye, Dr. Tom Kaspari-aye, Dan Ulmer-aye, Shila Blend-aye, Jamee Folk-aye; motion carried.
5. Program Spotlight: Heidi Peltz and Bridget Winkler, Grant County Nurses, educated the board on services WPPH provides in Grant County and rural Morton County.
6. Public Comment Policy: Erin Ourada created a policy for public comments during regular board meetings that was to be established according to ND Century Code 44-04-20.1. Dan Ulmer moved to accept the public comment policy; Shila Blend seconded; all-aye; motion carried.
7. Mobile Home Park/RV Campground Regulations: The Mobile Home Park/RV Campground Regulations were updated to reflect the verbiage from Senate Bill 2385 that was effective August 1, 2025 and made changes to NDCC 23-10. A notable change is that ND HHS will waive the license fee and inspection requirement for any MHPs and RV Park/Campgrounds owned by a political subdivision. Discussion was had whether to align with NDCC 23-10 or continue to inspect and/or charge sites owned by a political subdivision. Dan moved to inspect and charge a license fee for MHPs and RV Park/Campgrounds owned by a political subdivision; Charles Steinkuehler seconded; all-aye; motion carried.

8. Strategic Plan: Erin Ourada presented the Strategic Plan for 2026-2031. The three strategic priorities are: (1) Enhance community engagement and build strategic partnerships; (2) Improve internal communication systems and document management; and (3) Performance management for the organization and programs. Updates will be provided to the board as progress is made. Dr. Tom Kaspari moved to approve the WPPH Strategic Plan for 2016-2031; Dan Ulmer seconded; all-aye; motion carried.
9. Off the Wall Opioid Settlement Media Quote: Erin Ourada presented an advertising quote from Off the Wall Advertising Inc for reducing and preventing opioid misuse among youth in our counties. Advertising will only be available in Sioux County if approved by the Sioux County Commission. The county and city opioid settlement funds would be used for this advertising. Shila Blend moved to approve the quote for Off the Wall Advertising in the amount of \$22,180 (\$5,545/month x four months); Dr. Tom Kaspari seconded; roll call vote: Charles Steinkuehler-aye, Dr. Tom Kaspari-aye, Dan Ulmer-aye, Shila Blend-aye, Jamee Folk-aye; motion carried.
10. December Holiday Leave: With Christmas Eve on a Wednesday this year, a discussion was had to give employees four (4) hours (prorated for part-time employees) of holiday leave. Dr. Tom Kaspari moved to give the employees four (4) hours (prorated for part-time employees) of holiday leave on Christmas Eve; Jamee Folk seconded; all-aye; motion carried.

Next Board Meetings: 3<sup>rd</sup> Quarter 2025 Board Meeting

Friday, November 14, 2025, at 1:00pm CT

**ADJOURNMENT:** Dan Ulmer moved to adjourn the meeting at 2:20 p.m.; Charles Steinkuehler seconded; all-aye; meeting adjourned.

  
Charles Steinkuehler, Vice President

  
Thomas Kaspari MD  
Dr. Tom Kaspari, Secretary

Submitted by Vonda Bechtel