



**Western Plains Public Health
BOARD OF HEALTH MEETING
3rd Quarter 2025 Report – November 14, 2025**

The 3rd quarter 2025 Western Plains Public Health (WPPH) Board of Health meeting was called to order by Jackie Buckley at 1:00 pm CST in the conference room at WPPH. The 3rd 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
 Charles Steinkuehler, Vice President, Grant Co.
 Dan Ulmer, Treasurer, Morton Co.
 Shila Blend, Board Member, Morton Co.
 Dr. Tom Kaspari, Board Member, Oliver Co
 Jamee Folk, Board Member, Mercer Co.
 Angie Eagle, Board Member, Sioux Co

STAFF PRESENT:

Erin Ourada, Administrator
 Vonda Bechtel, Office Manager
 Jodie Fetsch, Director of Nursing
 Shannon Spotts, WIC/MCH Director
 Jeanine Wall-Hebert

ABSENT: None

No one was present for Public Comments.

Agenda for the November 14, 2025 (3rd quarter 2025) meeting was mailed to all board members. Erin Ourada asked to add the following under new business: 2026 Meeting Dates and Hiring Committee for the Director of Nursing Position. Charles Steinkuehler moved to approve November 14, 2025, agenda with adding 2026 Meeting Dates and Hiring Committee for the Director of Nursing Position to new business, seconded by Shila Blend; all aye, motion carried.

Minutes from September 5, 2025 (2nd quarter 2025) meeting were mailed to all board members. Shila Blend moved to approve September 5, 2025, meeting minutes, seconded by Jamee Folk: all aye, motion carried.

FINANCIAL:

Erin Ourada provided the board with a new quarterly financial report. The Fringe and Insurance, BC/BS, EAP, Life amounts are incorrect for the 2nd and 3rd quarters. Retirement was represented under Insurance and it should have been under Fringe.

Quarterly	Fund Balance – June 30, 2025	\$2,379,506.16
	Collections 3 rd Quarter	\$ 693,171.13
	Expenditures 3 rd Quarter	\$1,028,624.12
	Fund Balance – September 30, 2025	\$2,116,086.46

Board members reviewed checks written this past quarter. Charles Steinkuehler moved to approve the 3rd quarter 2025 financial statement and the written checks for the 3rd quarter 2025, Angie Eagle seconded; roll-call vote: Jamee Folk-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; Angie Eagle-aye; and Jackie Buckley-aye; motion carried.

ADMINISTRATIVE: Erin Ourada summarized the quarterly report. Staff is participating in quarterly cybersecurity training through NDIT. A safer password policy has been implemented. As part of the strategic plan, a performance management system will be developed to review five WPPH programs. The ND Public Health Conference will be May 5-7, 2026, at BSC. This report was placed on file.

NURSING: Jodie Fetsch summarized the quarterly report. Vision screenings were held in Mercer, Rural Morton, and Grant Counties in September. Good Neighbor Program added OD mapping which will plot OD data to support public safety and public health efforts to mobilize in case of a spike in OD events. Nurse Family Partnership is enrolling 90% of referrals received. Their challenges are limited/unaffordable daycare and high cost of housing. This report was placed on file.

WIC (Women, Infant, & Children): Shannon Spotts summarized the quarterly report. Nutrition One Matters replaced wichhealth.org on September 30, 2025. Breastfeeding moms received a small gift bag for World Breastfeeding Week. This report was placed on file.

ENVIRONMENTAL: Erin Ourada summarized the quarterly report. As of August 1, 2025, ND Department of Environmental Quality (DEQ) will resume licensing for onsite septic system installers. A statewide septic system code will be established within 9-12 months. ND HHS-Food and Lodging Unit will be updating the state body art and lodging codes. This report was placed on file.

HEALTH PROMOTION: Erin Ourada summarized the quarterly report. The oral health program has been discontinued as the dental hygienist retired in October 2025. The ND Safety Council taught a train-the-trainer course to four Mandan Police Offices. These officers may provide future training to area local retailers. Nine forensic ID scanners were provided to local establishments. One establishment confiscated 70+ fake IDs this summer. Staff continue to build trust and visibility by providing education and awareness through community events. WPPH launched the Public Health Matters podcast in July 2025. This report was placed on file.

OLD BUSINESS:

NEW BUSINESS:

1. Budget Revisions: Angie Eagle moved to accept the BCBS Caring Foundation (\$1,000); PHHSBG Block Grant [Vision Screening] (\$23,000); and the Hypertension Project grant (\$10,000); Charles Steinkuehler second; roll-call vote: Jamee Folk-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; Angie Eagle-aye; and Jackie Buckley-aye; motion carried.
2. Program Spotlight: Jeanine Wall-Hebert informed the board on how WPPH is providing Alcohol Prevention in our counties.
3. Food Pantry: A Great Plains Food Bank program agreement was provided to the board members for the clinic food box program. This program distributes 50/50 cost share food boxes. The boxes are free for patients; employees must have a background check and have food safety training to assist with the program and allow an on-site monitoring visit once every 2 years. Currently our clients are being screened for food insecurities and are given referrals, if needed. This program would assist clients that need help immediately. Jodie Fetsch would like to start with 10 food boxes a month costing \$50 a month and \$600 a year for the year's contract.

Discussion was had. Shila Blend moved to sign a 12-month contract (1-year) for 10 boxes per month for a total of \$600 that should be paid from the Health Officer funds; seconded by Charles Steinkuehler; all aye, motion carried.

4. Employee Incentive: Erin Ourada asked the board to consider an employee incentive for Glenda Duppong. She recently became a billing and coding specialist. With her knowledge, she has been able to recoup thousands of dollars from immunizations provided. The 2026 raise increase of \$0.75/hour was given to Glenda in October 2025. Discussion was had on whether to give an hourly increase or an incentive bonus. Jamee Folk moved to give Glenda a \$1,000 incentive paid by the immunization funds in December 2025; seconded by Charles Steinkuehler; roll-call vote: Jamee Folk-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; Angie Eagle-aye; and Jackie Buckley-aye; motion carried.
5. Plusoptix Purchase: Charlie Steinkuehler moved to approve the purchase of a Plusoptix machine paid for by the vision grant [PHHSBG Block Grant]; Angie Eagle seconded; roll-call vote: Jamee Folk-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; Angie Eagle-aye; and Jackie Buckley-aye; motion carried.
6. Community Health Assessments: Erin Ourada provided an update on the following Community Health Assessments:
Mercer/Oliver Counties identified the following as their top needs in 2024: Availability of Specialists; Depression/anxiety (all ages); Not Enough Daycare Services; and Not Enough Affordable Housing.

Morton County identified the following needs in 2024: Mental Health/Behavioral Health; Healthy Living/Disease Prevention; and Access to Affordable Healthcare.

Grant County has joined the collaborative process with Jacobsen Memorial Hospital. Their needs assessment will begin in 2026. Results will be shared once they are available.

Sioux County's are currently underway in Standing Rock. No update has been provided.

7. Handbook Revisions:
 - a. 6-2 Punctuality and Attendance: Change name to 6-2 Punctuality and Attendance policy and provide additional guidance on the policy. Jackie Buckley asked to reference the 3-6 Sick Leave Transfer policy under the Use of Annual and/or Sick Leave.
 - b. 1-9 Child Care: Change name to 1-9 Infants at Work and align language with the ND State OMB policy.
 - c. 3-13 Lactation Breaks: Change name to 3-13 Nursing Mother Breaks and align language with the Federal Pump Act.

- d. 1-8 Progressive Discipline: Based on recommendations from Pearce Durick PLLC, removed the 'Final approval may be required from the board'. The Appeals Process was changed.
- e. 2-14 Termination/Separation of Services: Based on recommendations from Pearce Durick PLLC, language was removed or edited to make the intent of the policy clearer.
- f. Jackie requested a review of the Grievance Policy at the next board meeting.

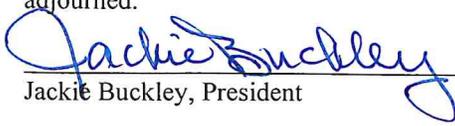
Angie Ealge moved to approve the employee handbook revision with adding reference to 3-6 Sick Leave Transfer to 6-2 Punctuality and Attendance effective January 1, 2026; Charles Steinkuehler seconded; all-aye; motion carried

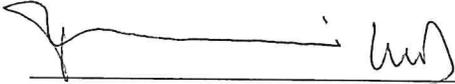
- 8. Record Retention Schedule: Erin Ourada provided a revised Record Retention Schedule that would change verbiage in the Disposal column, remove Certification as a duplication, and change Complaints and WIC to permanent. Shila Blend moved to approve the amended WPPH Record Retention Schedule; Dr. Kaspari seconded; all-aye; motion carried.
- 9. Fronteer Professional Services (FPS)-Annual Review of Contract: Erin Ourada provided the board with an update. She informed the board that Vonda Bechtel has been helping FPS with the administration of employee benefits, submitting medical and childcare flexible spending accounts and retirement payments to NDPERS, and tracking annual and sick leave. Human Resources has not been utilized frequently, often due to the delay in response when it is needed. Discussion was had. Vonda Bechtel will resume payroll duties with Erin Ourada being backup. Erin Ourada suggested becoming Human Resources certified through Society for Human Resource Management (SHRM). If the FPS contract were terminated the HR Consult line items could pay for the certification – testing is a one-time fee of \$595 plus yearly continuing education, and recertification is every three (3) years. Charles Steinkuehler moved to terminate Fronteer Professional Services contract effective December 31, 2025, with Vonda Bechtel resuming payroll duties, and Erin Ourada becoming HR certified using the HR Consult line item on the 2026 budget; Dr Kaspari seconded; roll-call vote: Jamee Folk-absent, Charles Steinkuehler-aye, Dan Ulmer-absent; Shila Blend-aye; Dr. Tom Kaspari-aye; Angie Eagle-aye; and Jackie Buckley-aye; motion carried.
- 10. 2026 Meeting Dates: The following tentative 2026 Board Meeting dates were presented to the board: 4th Quarter & Annual 2025-February 20 @ 1:30pm; 1st Quarter 2026-April 24 @ 1:30pm; 2027 Budget-June 10 @ 10am; 2nd Quarter-September 11 @ 1:30pm; and 3rd Quarter-November 20 @ 1:30pm. Charles Steinkuehler moved to approve the 2026 WPPH Tentative Board Meeting dates; Dr. Kaspari seconded; all-aye: motion carried.
- 11. Hiring Committee for the Director of Nursing Position: With Jodie Fetsch retiring in 2026, Erin will begin advertising for the Director of Nursing position on December 1, 2025. The hiring committee will be as follows: Dr, Kaspari, Shila Blend, and Erin Ourada.

Jackie Buckley asked for an update on NRG services. Erin Ourada is pleased with quality and quickness of service tickets. They are working on an AI policy and replacing the service in 2027.

Next Board Meetings:	4 th Quarter 2025 Board Meeting	Friday, February 20, 2026, at 1:30pm CT
	1 st Quarter 2026 Board Meeting	Friday, April 24, 2026, at 1:30pm CT
	Budget Meeting – 2027	Tuesday, June 23, 2026, at 10:00am CT
	2 nd Quarter 2026 Board Meeting	Friday, September 1, 2026, at 1:30pm CT
	3 rd Quarter 2026 Board Meeting	Friday, November 20, 2026, at 1:30pm CT

ADJOURNMENT: Charles Steinkuehler moved to adjourn the meeting at 2:40 pm; Angie Eagle seconded; all-aye; meeting adjourned.


 Jackie Buckley, President


 Dr. Tom Kaspari, Secretary

Submitted by Vonda Bechtel