



Board of Health Meeting Minutes

1st Quarter 2026 Reports—April 24, 2026

The 1st quarter 2026 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 report was emailed/mailed to members prior to the meeting. Notices were emailed to all County Auditors and posted on our website with meeting time and date.

Board Members Present:

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

Staff Present:

Erin Ourada, Administrator
Vonda Bechtel, Office Manager
Brady Weaver, Health Promotions Director
Jessica Barker, Director of Nursing
Shannon Spotts, WIC Director
Jodie Fetsch, Director of Nursing

Absent:

Jamee Folk, Board Member, Mercer Co.

Public Comment: Chief Mitch Bitz, Mandan Fire Department: Presented information regarding the sales tax initiative for a proposed Fire Station located on the corner of Hillside Road and Old Red Trail in northwest Mandan.

Approval of Agenda: Agenda for the April 24, 2026 (1st quarter 2026) meeting was emailed/mailed to all board members. Erin Ourada asked if Other Business could be added under New Business. Charles Steinkuehler moved to add Other Business under New Business and approve April 24, 2026, agenda, seconded by Dan Ulmer; all aye, motion carried.

Approval of Minutes: Minutes from February 20, 2026 (4th quarter and 2025 annual meeting) were emailed/mailed to all board members. Shila Blend moved to approve February 20, 2026, meeting minutes, seconded by Charles Steinkuehler; all aye, motion carried

Financial:

Quarterly	Fund Balance—January 1, 2026	\$1,984,092.68
	Collections 1 st Quarter	\$1,372,899.02
	Expenditures 1 st Quarter	\$ 970,032.98
	Fund Balance—March 31, 2026	\$2,386,958.72

Board members reviewed checks written this past quarter. Charles Steinkuehler moved to approve the 1st quarter 2026 financial statement and the written checks for the 1st quarter 2026, Dan Ulmer seconded; roll-call vote: Jackie Buckley-aye; Charles Steinkuehler-aye; Dan Ulmer-aye; Angie Eagle-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; motion carried.

Administrative: Erin Ourada summarized the quarterly report. Erin introduced the new Director of Nursing, Jessica Barker, to the board. A Doctor of Occupational Therapy Student has been working with the Nurse Family Partnership program. The focus is development of resources to address social isolation among clients. The project



concludes on April 6th and is expected to provide valuable tools to enhance client support and engagement. WPPH will be hosting a Master of Public Health student. The focus is aimed at strengthening communication and spending resources for K-12 schools. This report was placed on file.

Nursing: Jodie Fetsch summarized the quarterly report. Adrianna Tincher, RN, resigned from employment. That position will not be filled at this time. Growth and development classes were provided in Hazen, Beulah, Center/Stanton, Hebron, Carson, Elgin, and Glen Ullin. Beyond Birth provided 3 home visits this quarter and distributed 3 cribs. The Mandan office will continue to take home visiting referrals until March 25, 2026. At which time the program will be placed on hold due to staffing. Mercer County currently has a waiting list for home visiting referrals. A community baby shower was held in February. There were 18 exhibitors from the community with 50 participants. Started providing Great Plains food boxes for those clients that need food. Narcan training was provided to Minnkota Power Plant. This report was placed on file.

WIC (Women, Infant, & Children): Shannon Spotts summarized the quarterly report. Fifty-five more clients completed Nutrition Matters One Lessons this quarter than last quarter. USDA updated the WIC food packages to align with the latest Dietary Guidelines for Americans. This report was placed on file.

Environmental: Erin Ourada summarized the quarterly report. Five pre-operational inspections were completed, including two body art facilities and three food and beverage facilities. Erin and Lana Schmidt participated in four code review meetings with ND Environmental Health Association related to the draft statewide septic code being developed by the ND Department of Environmental Quality (DEQ). Public comments will be held in April with hopes of having a final code by October 1, 2026. This report was placed on file.

Health Promotion: Brady Weaver summarized the quarterly report. Seven car seats were distributed this quarter. Tobacco prevention staff participated in a Policy and Coalition Symposium that was aimed at educating local coordinators on tobacco policies. There were 10 people that enrolled in tobacco cessation this quarter. This report was placed on file.

Old Business:

1. **Administrator Evaluation:** Jackie Buckley conducted Erin Ourada's annual evaluation based on evaluation provided by the board members. Jackie commented that Erin is doing a good job with no concerns.
2. **High-Yield Savings:** Erin Ourada found that district health units can invest in high-yield savings accounts or money markets per Century Code 21.06. Dakota Community Bank does not have high-yield savings accounts. Security First Bank has a 1.35% money market. Erin will continue looking for a high-yield savings account.

New Business:

1. **Program Spotlight-Tobacco Prevention:** Brady Weaver, Tobacco Prevention Coordinator, provided information about youth tobacco prevention and the work being done in the schools.
2. **ADA Accessibility:** State, city, county, municipalities, and political subdivisions with a population of 50,000 or more have until 2028 to meet federal ADA compliance regulations for their websites. Erin provided three quotes to have our website evaluated and updated to be ADA Compliant. Discussed funding this expensive endeavor, maintaining compliance, and being able to accommodate in-house. Erin will inform the board as hopefully more guidance becomes available.



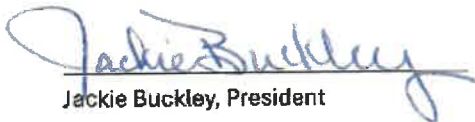
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3. **Lodging Code:** Erin provided the amendments to the ND Admin Code Chapter 33-39-01, Lodging Establishment Sanitations Standards from the ND Department of Health & Human Services. These amendments were approved and go into effect April 1, 2026. WPPH will update the lodging code to reflect the Century Code changes. Establishments will be notified during their inspections.
4. **Rural Health Transformation Program:** Local Public Health Units were able to apply for funding starting April 9, 2026. WPPH could apply for \$80,000 funding as a region which includes Kidder County and Emmons County Public Health Units. This funding should be available for five years. WPPH would receive \$60,000 to help support CPR/1st Aid, car seat education, and home visiting services to our communities.
5. **Other Business:** None

Next Board Meeting: Budget Meeting – Tuesday, June 23, 2026, at 10:00am CT
2nd Quarter Meeting – Friday, September 11, 2026, at 1:30pm CT

Adjournment: Angie Eagle moved to adjourn the meeting at 3:17pm; Dan Ulmer seconded; all aye; meeting adjourned.


Jackie Buckley, President

Submitted by Vonda Bechtel


Dr. Tom Kaspari, Secretary