



Western Plains Public Health
BOARD OF HEALTH MEETING
4th Quarter and Annual 2025 Reports – February 20, 2026

The 4th quarter and annual 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 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. (Virtual)
Jamee Folk, Board Member, Mercer Co.

STAFF PRESENT:

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

ABSENT: NA

No one was present for Public Comment.

Agenda for the February 20, 2026 (4th quarter and annual 2025) meeting was mailed to all board members. Charles Steinkuehler moved to approve February 20, 2026, agenda without additions, seconded by Dan Ulmer; all aye, motion carried.

Minutes from November 14, 2025 (3rd quarter meeting) were mailed to all board members. Shila Blend moved to approve November 14, 2025, meeting minutes, seconded by Charles Steinkuehler: all aye, motion carried.

FINANCIAL:

Erin Ourada mentioned this was the first year using the new financial report format. Revisions to previous quarters are documented at the bottom of the report.

Quarterly	Fund Balance – September 30, 2025	\$2,101,572.53
	Collections 4 th Quarter	\$ 766,658.68
	Expenditures 4 th Quarter	\$ 913,176.32
	Fund Balance – December 31, 2025	\$1,955,054.89
Annual	Fund Balance – January 1, 2025	\$1,942,682.11
	Collections (2025)	\$3,763,889.93
	Expenditures (2025)	\$3,780,898.81
	Fund Balance – December 31, 2025	\$1,955,054.89

Board members reviewed checks written this past quarter. Charles Steinkuehler moved to approve the 4th quarter 2025 financial statement and the written checks for the 4th quarter 2025, Shila Blend seconded; roll-call vote: Jackie Buckley-aye, Angie Eagle-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; Jamee Folk-aye; motion carried.

ADMINISTRATIVE: Erin Ourada summarized the quarterly and annual reports. The year 2026 appears throughout the annual report which should be 2025. Highlights in 2025: Strategic Plan entered the implementation phase; all employees completed HIPAA, cultural competency, cybersecurity training, FIT testing, and CPR; improving policies and procedures; and implemented an employee book incentive program. These reports were placed on file.

NURSING: Jodie Fetsch summarized the quarterly and annual reports. Mercer County's home visiting program remains with a waiting list. Women's Way held multiple breast cancer awareness events in October. The kiosk for discarding used needles/syringes collected a total of 386 pounds in 2025. These reports were placed on file.

WIC (Women, Infant, & Children): Shannon Spotts summarized the quarterly and annual reports. This quarter client numbers were down by nine clients. In 2025 the State office replaced wichealth.org with Nutrition Matters ONE. These reports were placed on file.

ENVIRONMENTAL: Erin Ourada summarized the quarterly and annual reports. This quarter there were four new food and beverage establishments and 1 body art facility licensed. Emily Pearson received her national Registered Environmental Health

Specialist/Registered Sanitarian certification. Lana Schmidt started presenting important food safety standards to the Mandan Public School cooks at orientation in September. These reports were placed on file.

HEALTH PROMOTION: Brady Weaver summarized the quarterly and annual reports. Three Mandan Police Officers attended the responsible beverage server train-the-trainer course. The Officers have provided responsible beverage server training for 76 people. An online app was developed to attract more youth to the quitting options. These reports were placed on file.

OLD BUSINESS:

1. Grievance Policy Review: Erin Ourada explained the current 2-15 Grievance policy in the employee handbook is vague. The policy presented aligns with the State of ND policy. Erin is currently working on a form for this policy. Shila Blend moved to approve the revised policy as presented; Charles Steinkuehler seconded; all aye, motion carried.
2. Director of Nursing Interview Update: Jessica Barker, a former Western Plains Public Health employee, was hired for the Director of Nursing position. She will begin on February 27, 2026.

NEW BUSINESS:

1. Board of Health Members and Terms: The following members were reappointed for a five year-term by their respected Counties: Jamee Folk (Mercer County); Dan Ulmer (Morton County); Jackie Buckley (Morton County); and Dr. Tom Kaspari (Oliver County).

2. Election of Officers:

Charles Steinkuehler nominated Jackie Buckley for President, no other nominees, Jackie Buckley accepted. Charles Steinkuehler motion to elect Jackie Buckley as President; Dr. Kaspari seconded; roll-call vote: Jackie Buckley-aye, Angie Eagle-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; Jamee Folk-aye; motion carried.

Angie Eagle nominated Charles Steinkuehler for Vice President, no other nominees, Charles Steinkuehler accepted. Dan Ulmer motioned to elect Charles Steinkuehler as Vice President; Shila Blend seconded; roll-call vote: Jackie Buckley-aye, Angie Eagle-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; Jamee Folk-aye; motion carried.

Charles Steinkuehler nominated Dan Ulmer for Treasurer, no other nominees, Dan Ulmer accepted. Charles Steinkuehler motioned to elect Dan Ulmer as Treasurer; Shila Blend seconded; roll-call vote: Jackie Buckley-aye, Angie Eagle-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; Jamee Folk-aye; motion carried.

3. Budget Revisions: Charles Steinkuehler moved to accept the additional \$18,800 for the HIV/HCV Counseling, Testing & Referral (CTR) grant and NDHHS Leadership grant for \$392.94 budget revisions; Dan Ulmer seconded; roll-call vote: Jackie Buckley-aye, Angie Eagle-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; Jamee Folk-aye; motion carried.
4. Fee Increases: Shila Blend moved to approve the proposed fee increases to align with the state lab effective February 23, 2026; Dan Ulmer second; all-aye; motion carried.
5. Designation of Depositories: Copies of the Designation of Depositories and Pledged Holdings dated December 31, 2025, were provided. Charles Steinkuehler moved to hold these accounts; Angela Eagle seconded; roll-call vote: Jackie Buckley-aye, Angie Eagle-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; Jamee Folk-aye; motion carried.
6. Administrator Evaluation: The annual performance evaluation was provided to the board members to complete. Complete and return to Jackie Buckley by March 6, 2026.
7. 2025 Audit Engagement Letter: Shila Blend moved to approve the 2025 Audit Engagement Letter from Haga Kommer; seconded by Dan Ulmer; all-aye; motion carried.
8. Opioid Settlement Request from Morton County Sheriff's Department: Morton County Sheriff's Department requested \$15,000 from Morton County Opioid Settlement funding to purchase two field fentanyl digital tester with two packs for testing. The Sheriff's department will submit invoices to be paid, instead of a lump sum. Charles Steinkuehler moved to

approve the purchase of two digital tester with packs; Dr. Kaspari seconded; roll-call vote: Jackie Buckley-aye, Angie Eagle-aye, Charles Steinkuehler-aye, Dan Ulmer-aye; Shila Blend-aye; Dr. Tom Kaspari-aye; Jamee Folk-aye; motion carried.

9. Other:

The Resource Officers at the New Salem/Flasher and Glen Ullin/Hebron schools are implementing the D.A.R.E.-Keepin' It Real program. Erin Ourada asked if they would like to have nurses involved with this program. Erin Ourada is hoping to increase the partnership with the Morton County Sheriff's department.

Erin Ourada informed the board that our website needs to be ADA Compliant by April 2027. This may include an audit and changes to our website which will have associated fees.

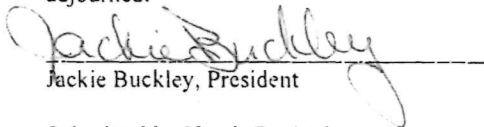
Public Health across the state has been working closely with schools on the topic of measles in ND. Positive cases of TB are also growing in the eastern end of the state. If the cases move into our region, we could be responsible for helping with medications as well as housing and food. This will not be reimbursed by the state and is the county and public health' responsibility.

Jackie Buckley mentioned that the Department of Commerce grant committee received an application from Mercer County to purchase the former Roughrider RV building that would house Public Health, Social Services, Extension, and the Sheriff's [Dive Team & Youth Bureau] departments. Per Jamee Folk, Mercer County has not been provided with an update on the grant.

Next Board Meetings: 1st Quarter 2026 Board Meeting

Friday, April 20, 2026, at 1:30pm CT

ADJOURNMENT: Charles Steinkuehler moved to adjourn the meeting at 2:53 pm; Dan Ulmer seconded; all-aye; meeting adjourned.


Jackie Buckley, President


Dr. Tom Kaspari, Secretary

Submitted by Vonda Bechtel

4.24.26 - 1st Quarter 2026

Final Audit Report

2026-04-28

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