



## Board of Health Meeting Minutes

Special Meeting—July 17, 2026

The special Western Plains Public Health (WPPH) Board of Health meeting was called to order by Jackie Buckley at 12:13pm CST virtually. The packet was emailed to members prior to the meeting. Notices were emailed to all County Auditors, posted on our website, and sent to the Mandan News with meeting time and date.

**Board Members Present:**

Jackie Buckley, President, Morton Co.  
Shila Blend, Board Member, Morton Co.  
Jamee Folk, Board Member, Mercer Co.  
Dr. Tom Kaspari, Board Member/Health Officer, Oliver Co.

**Staff Present:**

Erin Ourada, Administrator  
Vonda Bechtel, Office Manager

**Absent:**

Angie Eagle, Board Member, Sioux Co.  
Charles Steinkuehler, Vice Present, Grant Co.  
Dan Ulmer, Treasurer, Morton Co.

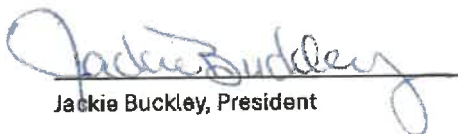
Jackie Buckley stated there is a quorum.

1. Consideration of additional office space: Erin Ourada presented the option to rent adjacent vacant space to the Mandan office in the Burlington Plaza. Al Leingang (landlord) called Erin to ask if Western Plains Public Health would be interested in renting the 1714 square foot space for \$1500/month plus \$514/month for CAM. The space will be available August 1<sup>st</sup>.

After discussion, the board would like Erin to ask Al if he would be willing take back the current nurse's area and replace it with the vacant space. The current nurse's area is large and not fully occupied. Switching spaces would reduce monthly rent costs. If Al would be willing to do that, the cost would be analyzed. The board did not want to rent both spaces.

2. Draft 2025 audit findings and resolutions: Erin provided a draft of the 2025 audit findings bringing attention to finding 2025-004 – payroll reporting errors. During the 2025 audit, Haga-Korner discovered Fronteer Professional Services submitted inaccurate wage information for payroll tax filings to federal and state agencies. Increasing the risk of noncompliance with payroll tax regulations and the need for amended filings. Fronteer Professionals agreed to amend employees W2's and the appropriate payroll filings. They will also reimbursement employees up to \$250 to amend employees' 2025 taxes. Erin will provide updates at the next board meeting.

**Adjournment:** Shila Blend moved to adjourn the meeting at 12:28pm CST; Jamee Folk seconded; all aye; meeting adjourned.

  
Jackie Buckley, President

Submitted by Vonda Bechtel

  
Dr. Tom Kaspari, Secretary