**ND State Association of City & County Health Officials (SACCHO)**

**Microsoft TEAMS**

**Tuesday, February 18, 2025 l Meeting Minutes**

Chair Stallman called the meeting to order at 9:00 am with a quorum present; attendance noted via google doc.

Additional agenda items, agenda approval – There being no additional agenda items, **Kara Falk moved to approve the agenda; seconded by Holly Brekhus; all in favor; motion carried.**

Approval of January 22 Minutes – **Motion made by Majusta Kleven to approve the January 22, 2025 Minutes as distributed; seconded by Javayne Oyloe; all in favor; motion carried.**

Legislative update

* HB1337 – mental health treatment in jails received a DNP from the appropriations committee
* SB 2281 – tobacco increase with 50% revenue going to LPHU received a DP from committee last Friday
* Public Health Day comments and recommendations discussed

Administrator orientation guide

* Erin Ourada reported she, Brenna Welton and Brenda Wyckoff had met and reviewed the original guide prepared by Julie Ferry. They are in the process of generalizing the information, adding links, etc.
* Desire to create an excel file with office logistics for each health unit; Kayla Carlson stated she has developed a spreadsheet with these items and can share for everyone to complete for respective health units; Mary will work with Kayla and Erin and provide the link

NACCHO Public Health Essentials Certificate Program – Erin Ourada provided an overview of the program. She noted requirement of 4-6 learners from each site and stated health units could be combined to achieve that number. Contact Erin directly by the end of the week if you are interested in participating.

PHIG update – Jennifer Schmidt, PHIG Manager and ND TRAIN Administrator

Kim Mertz introduced Jennifer as the new PHIG fund manager; she replaces Patrick Sitter who retired. Jennifer provided a demo of the PowerBI Dashboard showing LPH usage of PHIG funds over the last three months. Rhoda noted that all documents from Jennifer are added to the LPHU SharePoint Site in the Grants Folder under 07 PHIG folder.

Division of Public Health – Katarina shared updates from Jo

* Multi Partner Collaborative groups met Jan 20
* ND Public Health Conference registration is open; link is on the SharePoint site
* Working on contract with SACCHO/NDACo additional LPH funds for education and awareness campaign
* Rhoda stated car seat survey from the workgroup members has been sent to Kim for approval; hope to distribute to LPHUs next week
* SharePoint link: [-Tm-HHS-PH-Local-Public-Health-Unit-Collaboration - Home](https://ndgov.sharepoint.com/sites/-Tm-HHS-PH-Local-Public-Health-Unit-Collaboration/SitePages/SCHome.aspx?csf=1&web=1&e=Cb39c5&ovuser=375e7ed2-25cc-4bec-bc68-890dc9095311%2Cmary.korsmo%40ndaco.org&OR=Teams-HL&CT=1741038938453&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNTAxMzEwNjAxMyIsIkhhc0ZlZGVyYXRlZFVzZXIiOnRydWV9&CID=ed0287a1-10ce-8000-277c-61262fb02427&cidOR=SPO)

Open Discussion

* State Health Officer requirements bill
* TB outbreak
* Federal changes
* March meeting items
* Request for new hire process summary from NDPERS – potentially after session

**Erin Ourada made a motion to adjourn seconded by Tricia Steinke. Meeting adjourned at 10:20a.**