

**CENTRAL VALLEY HEALTH DISTRICT**  
**BOARD MEETING MINUTES**  
**February 21, 2012**

The CVHU Board met at noon on Tuesday, February 21, 2012, at the conference room at Central Valley Health District. Darla Reed, Vice Chairperson, called the meeting to order.

**MEMBERS PRESENT:** Darla Reed Heidi Larson Dennis Ova Dr. Anderson  
Dean Entzminger

**MEMBERS ABSENT:** Cyndy Schaar Dr. Torrance Laurel Haroldson Dr. Jystad

**OTHERS PRESENT:** Robin Iszler Marcia Bollingberg Frank Balak Marcie Bata Beth Schwartz

**INSERVICE-Agency Strategic Planning Process/Strengths Training for Staff:**

Staff meet the morning of February 15<sup>th</sup> for Strength training and Strategic Planning. Staff development activities have been done in the past. The Strengths training showed different qualities of strengths our staff have and how this can allow staff to work together better. Staff did an on line questionnaire which determined their individual strengths. There are 34 different strengths and our staff possesses 32 of the 34 qualities. Staff also meets annually to discuss and work on strategic planning for our agency. We have a vision, mission, list of values, list of stakeholders, and list of goals. Last year Robin distributed a previous list of goals and items staff felt were important to work on and staff voted on their importance. Robin and other program directors have used this information for determination of programs and needs for the health department. The Board members also discussed development of strategic planning for the Board of Health.

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Dr. Anderson made a motion to approve the minutes as read, seconded by Dennis Ova. Motion carried by unanimous vote.

**NARRATIVES:**

The Narrative reports were reviewed and no additions or corrections were needed. Dean Entzminger made a motion to approve the narrative report, seconded by Dr. Anderson. Motion carried by unanimous vote.

**HEALTH OFFICER REPORT:**

Dr. Jystad was absent so no health officer report was given.

**Old Business:**

**1. Update on CHA-CHIP Meeting:**

Robin reported the community meeting was held and approximately 40 community members attended. A chart of the MAPP model that is being used was shown to Board members today along with a chart showing factors affecting mortality and morbidity. The factors are as follows: Health behaviors comprises 30%, Clinical Care comprises 20%, Social and Economic factors comprise 40% and Environment comprises 10%. Attendees of the meeting were polled on what they believed the 5 most important health factors were and they were diet and exercise; access to care; Tobacco; education and family and social support. They were also polled on the 5 next most important health factors and those were employment; community safety, family and social support, unsafe sex and alcohol use. A community survey is in the process of being developed and an independent consultant has been hired to conduct the survey.

**2. Health Tracks for Logan County-update:**

Robin reported Jean Johnson was attending training in Steele today on Health Tracks and this program will be implemented soon in Logan County. This program will provide future revenue for Logan County and fulfills a need that has been identified by community partners.

**3. Introduction of Frank Balak-new EPR Coordinator:**

Frank Balak, the Emergency Preparedness and Response Coordinator, was introduced to the Board today.

**New Business:**

**1. Tobacco Resolutions:**

Robin distributed two copies of tobacco resolutions today for Board review and possible signature. One resolution was for smoke free workplaces and the other resolution is in Support of Local Control. Both resolutions were developed with information from the CDC. Dean Entzminger made a resolution to approve both the Smoke Free Workplace and Support of Local Control resolutions, seconded by Heidi Larson. Motion carried by unanimous vote.

**2. Family Planning 2012-2013 budget proposal and revised 2011-2012 budget:**

Robin reported we had received an amended contract from the State for the Family Planning program. The additional funding of \$9083 as added on to the original amount of 78,292 to increase the total to \$87,375. The additional funding was used to cover staff salary and contraceptives. Finance Committee reviewed and recommended approval. Dean Entzminger made a motion to approve the revised Family Planning budget, seconded by Dr. Anderson. Motion carried by unanimous roll call vote. Robin reported that we had submitted the FP grant for the next grant cycle. This budget was prepared with request for all the needs of the program if we could be fully funded. The amount submitted as for \$320,084. Most of the increase was in staff salaries. This grant is our wish for the program, however, once we find out the amount we receive from the State, revisions will be made and brought back to the Health Board for approval. The total amount for the current grant that we are working with is \$261,423. Finance Committee reviewed the information and recommended approval. Dean Entzminger made a motion to approve the Family Planning budget proposal for 2012-2013, seconded by Denny Ova. Motion carried by unanimous roll call vote.

**3. Immunization Contract:**

Robin reported that we had received the Immunization contract for January 1, 2012 to June 30, 2012. This 6 month contract is used to cover staff time for immunization activities. This contract was for \$3500 which is less than what we usually receive (4780 per 6 months). There was a note from the State Health Department that there would possibly be increases in the next contract that we receive. This funding usually does not cover all the immunization activities completed at CHVD but helps. Committee recommended approval of the immunization contract. Heidi Larson made a motion to approve the Immunization Contract, seconded by Dr. Anderson. Motion carried by unanimous roll call vote.

**4. TB Contract:**

Robin reported that we had received the TB contract for January 1, 2012 to December 31, 2012. This contract is for 1,000 and covers staff time for TB activities conducted at CVHD. Annette Niemeier is the main nurse who is in charge of the TB activities at CVHD. Finance Committee recommended approval of the TB contract for CVHD. Heidi Larson made a motion to approve the TB contract, seconded by Dennis Ova. Motion carried by unanimous roll call vote.

**5. HIV Contract:**

Robin reported that we had received the HIV contract for January 1, 2012 to December 31, 2012. This contract is for no set dollar amount, but covers testing and counseling for those who present for services. These activities are mostly conducted by JoElle Thomas the Family Planning nurse practitioner. Finance Committee recommends approval of the HIV contract. Heidi Larson made a motion to approve the HIV contract, seconded by Dean Entzminger. Motion carried by unanimous roll call vote.

**6. Carryover funding for EPR:**

Robin reported that we had been notified of carry over funding available for emergency preparedness. The local PH administrators have been meeting with the state on this funding and planning for ways to spend the funds. The share available to local PH is around \$300,000. Of this funding it was determined that upgrades to our polycom systems (IVN) would be made with new equipment purchased by the State. Then the left over funding would be made available to local PH departments based on a formula. Central Valley is eligible for \$7,669. Robin has prepared a request to the State for this funding for 2 staff to attend the NEHA conference and also for funding to purchase a wireless microphone for the video conference equipment. Committee recommended approval of the additional funding for emergency preparedness. Dennis Ova made a motion to approve the carryover funding for EPR, seconded by Heidi Larson. Motion carried by unanimous roll call vote.

**7. Draft Tobacco Budget for 2012-2013:**

Tobacco staff is currently working on the grant for the Measure 3 funding for tobacco prevention activities. This year we are looking at only a partnership with LaMoure and McIntosh counties for the tobacco prevention activities. The amount of funding CVHD would be eligible for is \$255,134. Staff is working on the budget for the program and is planning to attend a budget/grant retreat next week on Tuesday and Wednesday. During this retreat we hope the grant can be mostly completed. The Center is very particular on how funding and activities are completed. This funding does support several staff members with activities surrounding best practices for tobacco prevention activities. The final Tobacco budget will be brought to the full board in the future for approval.

**8. Approval of Expenditures:**

Expenditures were reviewed by the committee members for the months of November, December 2011 and January 2012. Tami reviewed the reports and Finance committee recommends approval of the reports by the full board. There was \$106,000.00 in carryover dollars in 2011 and Logan County did need to use some of their carryover dollars for equipment replacement. Dennis Ova made a motion to approve the expenditures, seconded by Heidi Larson. Motion carried by unanimous roll call vote.

**9. Approval of Financial Statements:**

Financial Statements, P & L reports and statement of accounts were reviewed by the committee members for the months of November, December 2011 and January 2012. Tami reviewed the reports and Finance committee recommends approval of the reports by the full board. Heidi Larson made a motion to approve the Financial Statements, seconded by Dean Entzminger. Motion carried by unanimous roll call vote.

**10. Next Meeting:**

Next Board meeting will be Monday, March 19, 2012 at noon at the Health District.

**11. Other:**

**Title III Program funding** – Robin reported that we had received the contract with the State Aging Services department for our funding for Title III. This funding is used to provide services like footcare, home visits, medication set up, and BP checks to those 60 and over. The funding is shared with LaMoore, McIntosh, Sargent and Stutsman counties. Funding is allocated to the other counties based on an agreed amount of service units and the \$6.00 per service unit payment. This funding in this program has remained the same at \$52,000 for federal funding and a match of \$9,176. The match funding is divided among the counties. Other funding sources include the client donations and local funding. Total Title III Budget is \$69,079. Finance Committee recommended approval of the Title III funding. Heidi Larson made a motion to approve the Title III funding, seconded by Dr. Anderson. Motion carried by unanimous roll call vote.

**SACCHO funding** – Robin reported that SACCHO had received 2 grants for work statewide on improvements for local health departments. These funds are run through CVHD who is the fiscal agent for SACCHO.

**Carryover funding from year end** – board members reviewed the carryover sheet compiled by the finance department. Central Valley Health had carryover of \$106,025.45 in 2011 and \$119,433.12 in 2010. This is due to the efforts of the administration staff at Central Valley Health District and the ability to look for funding sources for new projects. Board members were pleased with the direction the health department has gone in the face of these tougher economic times and the ability to capitalize on funding sources.

**COMMITTEE REPORTS:**

**Personnel Committee:** Darla reported she met with Robin via telephone regarding her yearly employee evaluation. Darla reported she told Robin that there were no concerns with her evaluation. However, Robin was questioning the results as there was one item marked unsatisfactory and there was one fair mark. Results of the evaluations were compiled and a copy was given to the Board members. Discussion was held regarding the evaluation as they were not all signed by the board members. Some were signed and some were not. There was one item listed as unsatisfactory with no explanation or suggestions for improvement and no way to identify who had marked it. The Fair mark was not identified as well. The Board members are disregarding the evaluations because they were not signed and there were no comments or explanations given. Any unfavorable marks made on future evaluations need to be identified by the board member and need an explanation. Board members present do not feel there were any concerns on the evaluation, there were many favorable comments. Since some evaluations were not signed, it was questioned who could have completed the unsatisfactory mark. In the future the evaluations will be mailed out with the Board member name on them and the board member will be asked to sign the form in order for it to be valid so that it can be identified that a board member did complete the form. Also any unfavorable marks need to be addressed with a comment. Heidi Larson made a motion to disregard the evaluations with the fair and unsatisfactory mark. A copy of the board minutes will be attached to Robin's report so that the action of the board can be viewed with the evaluation report. Motion Seconded by Dr. Ed Anderson. MOTION CARRIED by unanimous roll call.

**Board Meeting Minutes**

**February 21, 2012**

**Page 4**

**Finance Committee:** No further report.

**Program Committee:** No further report.

Meeting adjourned as there was no further business.

Respectfully submitted,

Dr. Philip Jystad, MD

Health Officer

Beth Schwartz, Secretary