

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
May 21, 2012

The CVHU Board met at noon on Monday, May 21, 2012, at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT: Dean Entzminger Laurel Haroldson

Darla Reed Dr. Torrance Heidi Larson

MEMBERS ABSENT: Cynthia Schaar Dr. Jystad Beth Schwartz Denny Ova Dr. Anderson

OTHERS PRESENT: Robin Iszler Marcia Bollingberg Tami Dillman Marcie Bata

INSERVICE- None

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Laurel Haroldson made a motion to approve the minutes as read, seconded by Darla Reed. 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 Laurel Haroldson. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

Old Business:

1. Tobacco Program Final Budget:

Robin shared the Tobacco program proposed budget that has been submitted to the Center for Tobacco Prevention. Central Valley has received word that the funding has been approved with some minor revisions. The total funding for the 4 counties involved is \$255,134. Staff are pleased that the funding has been approved.

2. EMR Update:

Robin reported that the electronic medical record software is in place and staff are using it. So far things are going well. It continues to be a learning process and changes are happening daily to improve use of the software.

3. Chronic Disease grant update :

Robin reported that the CDM grant that was submitted to HRSA in partnership with City County Health – Barnes County, was denied. There were 70 grants issued nationwide. None were issued in North Dakota. Staff – Karena Goehner was funded under this grant. This past year the total we received from the grant was \$30,000.00.

4. EPR funding for 2012-2013:

Robin reported that local public health has been working with the State Health on the EPR program funding for the next grant cycle. This year the federal grant award has been cut of 1 million to the state. This cut will be absorbed by both the State program and the Local public health departments. There are 2 grants to the locals. One is County allocation for all counties and one for the 8 regional health units. Central Valley receives both grants. The regional contract funds the 2.5 positions for the EPR coordinator, PIO and EPR environmental health practitioner. The regional funding for the 8 lead health units can only go to support the 2.5 positions so any funding that was used that did not directly fund those positions, needs to be cut. Currently CVHD receives \$234,755.00. Robin has been working to prepare a budget for the 2.5 FTE as close the current budget of \$234,755.00 as possible. The amount for the county allocation portion of the grant is for Stutsman and Logan counties the total available is \$8,290.00. Motion was made by Heidi Larson to approve the county allocation funding. Seconded by Dean Entzminger. Motion carried by unanimous roll call vote. The board will act next month on the regional staff 2.5 funding at the next meeting.

New Business

1. Women's Way:

Robin reported that Women's Way contract has increased by \$1,033.00, this amount is for staff to attend training. Dean Entzminger made a motion to approve the Women's Way Revised budget, seconded by Darla Reed. Motion carried by unanimous roll call vote.

2. Possible Grant-Roadmap to Health:

Robin reported that we did not pursue this grant due to discussions with Jamestown Public Schools.

3. MCH Funding for 2012-2013:

Robin reported that CVHD had received the grant application for the MCH Funding. This funding is used for Mother and Infants 5500 and Children and Adolescents 5600. Some of the activities include, school nursing, injury prevention programs, car seats, newborn visits, school screening and OPOP. The federal amount available to CVHD is \$16,500.00 which is \$71.00 more than the previous contract. There is a match for the program of \$12,375.00 The cost to do these programs is more than the federal amount we receive and local money from Stutsman and Logan counties along with the funding from the Jamestown Public Schools system is used to fund the activities. Robin prepared the budgets for the MCH programs based on pervious costs. Staff records their time in the time system based on the activities they complete. The federal funding is usually received within 3 to 4 months. Motion was made by Laurel Haroldson to approve the MCH funding and Seconded by Heidi Larson. Motion carried by unanimous roll call vote.

4. West Nile Funding :

Robin reported CVHD received notice that we will receive \$3200.00 in funding for West Nile activities. This funding will be used as much as possible for staff time, but we have in the past purchased some mosquitoes wipes in the past. Motion made by Heidi Larson to approve the West Nile funds Seconded by Darla Reed. Motion carried by unanimous roll call vote.

5. EH policy updates:

Program Committee was sent out policies on Environmental Health they include: Inspecting School Facilities, Inspecting Childcare Facilities, Inspecting Group Home Facilities and Social Service Inspections. Marcie Bata reviewed the changes to the policies to the full board. Program Committee members were absent from the meeting, however, Robin reported that they had not sent back any recommendations for policy corrections. The policies will be updated on CVHD website. Dean Entzminger made a motion to approve the EH policies. Seconded by Darla Reed. Motion Carried by unanimous vote.

6. EH School inspections:

Marcie Bata explained the CVHD will offer schools the opportunity for a school inspection. This inspection will provide the school with additional information on the building and grounds for health and sanitation concerns. Several public health agencies in our state currently offer this inspection. There would be no charge to the schools. These inspections would be done during the school food service inspections. Schools would be notified that they can have this inspection; the school would need to request it to be done. Motion was made by Dean Entzminger to approve the school inspection service. Seconded by Laurel Haroldson. Motion Carried by unanimous vote.

7. Changes to the Salary Classification Index:

Robin provided the board members with copies of the current Classification Index and one with proposed changes. The proposed changes are as follows: Bioterrorism Coordinator change to EPR Coordinator. Finance Manager to Finance Director, Client/Staff Service Coordinator to Health Services Director. Additionally Robin has recommended that Marcie Bata be reclassified to Director of Environmental Health. Marcie has met the conditions by passing her national EHP exam. Board members reviewed the CHVD organizational structure. The Environmental health division currently supervises the emergency preparedness staff. Robin is recommended that the EPR coordinator (Frank Balak) be moved under her supervision. This would then simplify the environmental health division with staff who work only in environmental health. The change for Marcie Bata would include a grade change from grade 20 to grade 21. Marcie's new position would be grade 21 step 3. Motion was made by Darla Reed to approve the recommended changes to the staff Classification Index and the change in position for Marcie Bata. Seconded by Dean Entzminger. Motion Carried by unanimous roll call vote.

8. Staff benefit review for 2012:

Robin reported that staff has been in discussion regarding upcoming benefit changes for this year. Robin stated that staff are very appreciative of the benefits we at CVHD. This year the staff is requesting a 3% cost of living adjustment. Robin has prepared the budgets with the 3% COLA. Discussion occurred regarding retirement increases from NDPERS. Finance and Personnel committees have been informed of the request for 3% COLA prior to the meeting. The next increase to retirement will be in January 2013. Motion was made by Laurel Haroldson to approve a 3% COLA for staff. This will begin with the pay period around July 1. Seconded by Heidi Larson. Motion Carried by unanimous roll call vote.

9. Immunization Grant:

Robin reported that CVHD has an opportunity for additional funding through a statewide grant that the State Health department applied for and initially did not receive. The State was notified by CDC that the \$750,000.00 grant was now available to the state at the amount of \$675,000.00. The State health department does not have a person to manage the grant and asked the locals if they wanted the funding they needed to find a person to manage the grant. CVHD said they would take on the program for \$100,000.00. Robin and Tami are working with a committee on the funding that would start in July 2012. Motion was made by Heidi Larson to approve the funding through the immunization grant. Seconded by Darla Reed. Motion Carried by unanimous roll call vote.

10. Immunization Funding 2012 :

Robin has received the contract for the immunization program funding for 2012. This year we will receive \$5,500.00 this is a decrease of \$560.00. Motion was made by Heidi Larson and seconded by Laurel Haroldson to approve the funding for immunizations. Motion carried by unanimous roll call vote.

11. Review of CVHD Fee Schedule:

Board members reviewed the current CVHD fee schedule. Currently we are about the same as the approved Medicaid rate for most of the services provided. Motion was made by Heidi Larson to make a change to the current fee schedule by increasing the RN nursing services from \$12.00 per 15 minutes to \$14.00. Seconded by Dean Entzminger. Motion Carried by unanimous roll call vote.

12. City of Jamestown Budget request 2012:

Robin received the request from the City of Jamestown on the budget request for 2013. The request from the City does show an incorrect amount. It states that in 2012 the agencies budgeted amount was \$53,690.00. However, the minutes from the City Council meeting state that CVHD was to receive \$50,000.00. Robin has prepared a letter to the City with the correction and will wait for a revised letter and let the board know at future meetings.

13. CD renewal:

The board reviewed finance committee's recommendation to add to the current CD at First Community Credit Unit in June 2012. CVHD has the option of a onetime add to the CD. This addition will increase the interest that CVHD is earning. The amount to add will be \$132,000. The addition will be occurring after the June election pending results of Measure 2. Motion was made by Heidi Larson to add to the CD in June. Seconded by Laurel Haroldson. Motion Carried by unanimous roll call vote.

14. Approval of Sidewalk renovation payment:

Motion was made by Heidi Larson to approve payment of the sidewalk renovation. Total cost was \$13,735.41.00. Seconded by Dean Entzminger. Motion Carried by unanimous roll call vote.

15. Initiated Measures:

Discussion was held regarding upcoming election in June 2012. There are 4 measures on the ballot. 2 of those have direct effects on the agency. Discussion was held regarding the measures and the impacts on CVHD.

16. Approval of Expenditures:

Finance Committee reviewed the expenditures and recommended full Board approval. Dean Entzminger made a motion to approve the Expenditures, seconded by Darla Reed. Motion approved by unanimous roll call vote.

17. Approval of Financial Statements:

Finance Committee reviewed the Financial Statements and recommended full Board approval. Laurel Haroldson made a motion to approve the Financial Statements, seconded by Heidi Larson. Motion carried by unanimous roll call vote.

18. Next Meeting:

The next meeting will be June 18, 2012.

COMMITTEE REPORTS:

- a. Personnel Committee: No further report.
- b. Finance Committee: No further report.
- c. Program Committee: No further report.

Meeting adjourned as there was no further business.

Respectfully submitted,

Dr. Philip Jystad, MD
Health Officer
Beth Schwartz, Secretary