

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
June 18, 2012

The CVHU Board met at noon on Monday, June 18 , 2012, at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT: Dr. Torrance Laurel Haroldson Denny Ova Cyndi Schaar
 Heidi Larson Dean Entzminger

MEMBERS ABSENT: Dr. Anderson Dr. Jystad Darla Reed Beth Schwartz

OTHERS PRESENT: Robin Iszler Marcia Bollingberg Kali Lutt Marcie Bata Coralynn Dallmann

INSERVICE-Agency Strategic Map-Kali Lutt and Robin Iszler:

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 Dean Entzminger. Motion carried by unanimous vote.

NARRATIVES:

The Narrative reports were reviewed. Laurel Haroldson suggested that when nurses fax in for prescription refills to place the order 3 days ahead of when the prescription is needed in the event the physician needs to be contacted for orders to fill the prescription. Cyndi Schaar made a motion to approve the narrative report, seconded by Laurel Haroldson. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

Dr. Jystad was absent so no report was given.

Old Business:

1. EPR and Immunization Grants-Update:

Finance Committee met Friday and reviewed federal funding that we are waiting to hear back on contracts for. Robin also reported that federal funding for some programs has been reduced or eliminated. Local public health will be working with the Legislators to work on funding locally.

2. CHA/CHIP process-next steps:

Robin distributed a timeline of the CHA/CHIP process to Board members today. The next meeting will be on July 16th at noon at the Gladstone Inn. This will be a large group meeting to discuss community survey results. Mark Winkleman will be present to discuss the finding of the community survey. An app for cell phones is being developed so people can be directed to a survey on the Central Valley Health website on public opinion on the community's health. Once this information is collected a meeting would be scheduled in September or October to work on priority setting and goals.

3. Other:

None at this time.

New Business

1. **Environmental Health Nuisances:**

Marcie and Robin met last week regarding environmental health issues that arise in the summer. We cover an 8 county region each with its own Health Department with their own Environmental Health rules and regulations. Several of the Health Departments have signed a Memorandum of Understanding with us so they are following our same rules and regulations. There are laws for Public Health to follow relating to public health nuisances and the Health Officer and Board of Health have power over regulation. If there are abandoned buildings within cities, the city has ordinances to deal with these buildings. Robin and Marcie met with the States Attorney regarding a property within the county that has been abandoned and poses a safety hazard and how to deal with this situation. Discussion was held regarding phone calls on nuisances and prioritization of these calls. Lake Region's Board of Health holds Administrative hearings relating to all Environmental Health nuisances. There are 3 Board members who oversee the hearings. The Board does not feel this would be feasible for us to do. We have been allowing the cities to oversee the nuisances that are within city limits and the townships to oversee the other areas. Information for Cities on abandon buildings is available on the Legau of Cities website. The board supports the CVHD staff on how they have been handling nuisance issues.

2. **Tobacco Program Updates:**

Linton passed an advisory vote to be smoke free and the City Council will meeting in a month to determine if Linton will be smoke free. The State is looking at a state wide measure to be on the ballot in November for Smoke Free North Dakota. People will be out collecting signatures and Robin asked Board members to contact her if they were interested in helping collect signatures. Each sheet will have 25 signatures and needs to be notarized that the signatures were witnessed.

3. **Board Assignments:**

Discussion was held regarding the committee and Board officer assignments for the upcoming year. Currently Dr. Torrance is the chairperson and Darla Reed is the vice chairperson, The Health Officer is secretary and Laurel Haroldson is treasurer. Finance Committee members are Dean Entzminger, Heidi Larson and Laurel Haroldson, Personnel Committee is Darla Reed and Denny Ova and program committee is Dr. Anderson and Cyndi Schaar. Dr. Torrance, Laurel, Dean and Dr. Jystad's terms are up in 2013 and they will need to be re-appointed. Denny Ova made a motion to approve leaving the current Board assignments for the next year, seconded by Heidi Larson. Motion carried by unanimous roll call vote.

4. **Engagement Letter-Schauer and Associates:**

We received an engagement letter from Schauer and Associates for the annual audit in July. According to the letter the cost will not exceed \$14,700.00 which is an increase over last year. Finance Committee reviewed the information and recommends Schauer and Associates continue to do the audit. Laurel Haroldson made a motion to approve Schauer and Associates to do the audit, seconded by Cyndi Schaar. Motion carried by unanimous roll call vote.

5. **Approval of Expenditures:**

Several grants end June 30, 2012 including Family Planning, Tobacco Prevention, Water Pollution and MCH programs. Robin has started work on the budget for 2013 and has meetings set up with Stutsman and Logan County Commissions; will meet with Finance Committee in July and will bring the information to the full Board in August. Finance Committee reviewed the Expenditures and recommended full Board approval. Denny Ova made a motion to approve the Expenditures, seconded by Laurel Haroldson.

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6. Approval of Financial Statements:

Finance Committee reviewed the Financial Statements and recommend full Board approval. Denny Ova made a motion to approve the financial statements, seconded by Dean Entzminger. Motion carried by unanimous roll call vote.

7. Next meeting-July 16th-Gladstone-CHA/CHIP meeting to go over survey results:

Board members were invited to the Community meeting on July 16th at noon at the Gladstone Inn. Lunch will be served. Robin has had 12 RSVP's so far. There will not be a Board meeting in the month of July.

8. Other:

Robin reported we have been doing ads and interviews on the Radio and also have had ads in the Prairie Post, Entertainer and Sun Country.

Robin reported that 25 staff members are the maximum we can have at this time due to funding cuts and increasing costs of insurance and pension. Local public health will be asking for help from the Legislature.

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