

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
August 20, 2012

The CVHU Board met at noon on Monday, August 20, 2012, at the conference room at Central Valley Health District. Darla Reed, Vice Chairperson, called the meeting to order.

MEMBERS PRESENT: Dr. Torrance Darla Reed Dean Entzminger Dennis Ova Heidi Larson
Laurel Haroldson

MEMBERS ABSENT: Dr. Anderson Cynthia Schaar Dr. Jystad

OTHERS PRESENT: Robin Iszler Marcia Bollingberg Tami Dillman Marcie Bata Beth Schwartz

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 Dean Entzminger. Motion carried by unanimous vote.

NARRATIVES:

The Narrative reports were reviewed and no additions or corrections were needed. Heidi Larson made a motion to approve the narrative report, seconded by Denny Ova. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

Robin reported Dr. Jystad did not have a report at this time but they had met with him regarding Shingles vaccine administration. We are now able to order Shingles vaccine and bill to Medicare Part D by using a Transact Rx system which is a billing system that uses a real time system to show if the patient is covered and any co-pays and deductibles that may be owed. Set up did require

Old Business:

1. Audit Update:

Tami reported the Auditors were here for 2 days to complete the preliminary work on the audit. There were some final audit adjustments that needed to be done before the year is closed out. This is the same number of adjustments as last year. There was also a change made in wording regarding match dollars. The Auditors will report on the Final audit to the Board in December.

2. CHA/CHIP Update:

There are 2 meetings scheduled in September at the Gladstone, one is on September 20th and the other is on September 27th. Work continues in Logan County but there was a delay due to staffing changes in Logan County partner agencies.

3. Additional Funding for Family Planning-Suicide Prevention:

Robin reported Family Planning has received an additional \$5000.00 for suicide prevention counseling. The contract has not been received from the State yet but should be arriving shortly. There will be additional data that will be collected but the majority of the work has already been completed. Heidi Larson made a motion to approve the additional funding for Family Planning, seconded by Denny Ova. Motion carried by unanimous roll call vote.

4. Flu shots-community clinics:

The annual flu shot clinic for the community is scheduled for Monday, September 24th from 8 a.m. to noon at Trinity Lutheran church. School flu clinics will be held in early October.

New Business:

1. Environmental Health-Updates:

Marcie received a phone call from Shirley Krapp, auditor for the City of Spiritwood Lake, with concerns regarding algae issues in the lake. She had contacted the State Health Department regarding this and one possibility is that the sewer systems could be emptying into the lake. Shirley had heard that in the past we had some involvement with septic systems at the Reservoir and was wondering what our role was and what we can offer them for help. She was referred to an engineering firm or the septic system installers regarding this. We are able to check and see if a system is functioning and the cost would be \$100.00 along with an hourly fee and mileage cost. There are approximately 100 cabins at the Lake. The work we do with septic systems is to check that existing systems are functioning and that new installs meet code. Due to the time involved to complete this work it would not be a top priority of our staff to complete. North Dakota does not have strong laws regulating lakes and there are various laws on septic systems throughout the state. The Legislature will be asked to set state wide septic system regulations in the next session.

2. Inventory System update:

Robin reported that Coralynn has been working on an Access database for inventory of the equipment and supplies. This will replace the Excel spreadsheet that has been used. The Access database also allows the possibility of including a picture of the item for better inventory control.

3. 2013 Central Valley and Logan County Budget:

Finance Committee reviewed the budgets for Stutsman and Logan Counties for 2013. The proposed budget for Stutsman County is \$998,951.00. This is an increase of \$156,385.00. The majority of the increase is in salaries. Due to a loss of federal funding staff time has been shifted back to Stutsman County to avoid a reduction in staff time. We are also anticipating an increase in the pension fund and health insurance in July 2013. The budgets include a 3% cost of living adjustment. Logan County total proposed budget is \$70,329.00, which is an increase of \$9,064.00 from 2012. Staff time is the largest increase in the budget and also includes an increase in pension, health insurance and cost of living adjustment. Carryover was also allotted in each of the budgets. Finance Committee recommended full Board approval of the budgets for 2013. Dean Entzminger made a motion to approve the 2013 budgets for Stutsman and Logan Counties, seconded by Laurel Haroldson. Motion carried by unanimous roll call vote.

4. Regional Sharing grant-Robert Wood Johnson:

Robin reported she has been working on writing a regional sharing grant in the amount of \$125,000.00 to the Robert Wood Johnson foundation. The grant will be used to help increase environmental health services in our region. The grant is due August 29.

5. State Contract approvals-Summary of funding sources:

A summary of the current grants was given to Board members. We received the contract for Water Pollution in the amount of \$1250.00 which is the same as 2012 and some match dollars are contributed. We are still waiting to hear back on the WIC and SART contracts. The Ryan White contract does not have a dollar amount as we are reimbursed dollar for dollar for client bills and some funding for staff time. The West Nile contract ends in December and this funding is used for education. All other sources were reviewed.

6. SART proposed budget:

We are awaiting approval of federal funding. The total budget is \$69,844.00 and we are asking the State for \$48,082.00. The program supports the on call nurses and staffs time to run the program. We continue to do fund raisers to support the program activities. Finance Committee reviewed and recommends full Board approval. Heidi Larson made a motion to approve the SART proposed budget, seconded by Laurel Haroldson. Motion carried by unanimous roll call vote.

7. Policy Change to accounting policy-credit balances:

This change came about as we have several accounts with credit balances and Robin wanted a policy specific to this. The policy is that unrequested credit balances will be written off as donations after 365 days. If someone has a credit balance and requests a refund we do honor that request. Dean Entzminger made a motion to approve the policy change for credit balances, seconded by Heidi Larson. Motion carried by unanimous roll call vote.

8. Head Lice-change in practice:

Marcia and Angie met with Jamestown Schools regarding the No Nit policy which has been in place for several years. The current policy is that children are excluded from school until they are free of nits. There has been a lot of research done on this and the new policy recommendation is that children be allowed to remain in school until the end of the day and can go back to school after one treatment even if nits are present. Exclusion from school can have a negative effect on the children and can cause confidentiality issues and has also resulted in some children having several long absences from school. We will also no longer be doing the twice a year head lice screening in the schools that was done before by the Jamestown College Nursing Association.

9. Approval of Expenditures:

6 grants have ended on June 30. Finance Committee reviewed the expenditure reports and recommended full Board approval. Dean Entzminger made a motion to approval the Expenditures, seconded by Laurel Haroldson. Motion carried by unanimous roll call vote.

10. Approval of Financial Statements:

Finance Committee reviewed the financial statements and recommended full Board approval. Denny Ova made a motion to approve the financial statements, seconded by Laurel Haroldson. Motion carried by unanimous roll call vote.

11. Next Meeting-September 17, 2012:

12. Other:

The Williston Public Health Department is in dire straits due to staffing shortages. They are looking at doing state wide exercises where they would be doing immunizations for school aged children. There are possibly 600 kids in the Williston/Watford City area that may need immunizations and they are requesting assistance from other Local Public Health. Robin has concerns about how the exercises are funded and due to the exercises being held on a Thursday, Friday, and Saturday overtime would need to be paid to any staff who are paid hourly. Robin, Marcia and Coralynn are salary and are planning to go and Beth may go but she is paid hourly. They are in need of nurses and those who can enter information into the Immunization registry. Robin has put our names in but has not heard back yet.

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