

**CENTRAL VALLEY HEALTH DISTRICT**  
**BOARD MEETING MINUTES**  
**September 17, 2012**

The CVHU Board met at noon on Monday, September 17, 2012, at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

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

**MEMBERS ABSENT:** Denny Ova Cynthia Schaar Laurel Haroldson Dr. Jystad

**OTHERS PRESENT:** Robin Iszler Marcia Bollingberg Marcie Bata Coralynn Dallmann  
Frank Balak Beth Schwartz Taylor, JCSN

**INSERVICE-CHA CHIP Testing:**

Robin reported on the progress with the Community Health Assessment and Community Health Improvement Plan and the next couple of meetings will focus on prioritization and goal setting. Board members acted as a test pilot site for the process that will be tried out for prioritization and goal setting at the CHA CHIP meeting on Thursday. A program was used through the computer where clickers are used to answer questions with multiple choice answers and the Board thought this process was easy to use and understand. This program will help determine what areas are most concerning and whether or not the public can affect outcomes.

**MINUTES OF THE PREVIOUS MEETING:**

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

**NARRATIVES:**

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

**HEALTH OFFICER REPORT:**

Dr. Jystad was absent so no health officer report was given. Marcia did report that Dr. Jystad signed standing orders allowing Shingles vaccine to be administered to adults.

**Old Business:**

**1. Spiritwood Lake City-sewer update:**

Marcie updated the Board on the situation with Spiritwood Lake City requesting septic system inspections. The city of Spiritwood Lake has met and the meeting went well. A letter will be going out to the cabin and home owners stating what the cost would be to have the Health District do an inspection and the inspections would be done according to what our schedule allows as this is not a high priority item for us at this time.

**2. Regional Sharing Grant-submitted:**

Robin reported she submitted the grant application for regional sharing of Environmental Health services in the amount of \$125,000.00.

**New Business**

**1. WIC Budget 2012-2013:**

We received the contract for WIC for 2012-2013 in the amount of \$ 91,410.00 which is a slight decrease from last year. \$81,232.00 will be for staff time. Finance Committee reviewed the budget and recommended full Board approval. Dean Entzminger made a motion to approve the WIC contract for 2012-2013, seconded by Dr. Anderson. Motion carried by unanimous roll call vote.

**2. Tobacco Resolutions:**

The Tobacco program is requesting the Board to consider approval of two resolutions. One resolution is to support Smoke Free North Dakota. There will be a measure on the November ballot for Smoke Free North Dakota. The resolution outlines statistics on risks of second hand smoke exposure. Heidi Larson made a motion to approve the Smoke Free North Dakota resolution, seconded by Darla Reed. Motion carried by unanimous vote. The second resolution is for support of Comprehensive Tobacco Free School Policies. The School Board Association collaborated with the North Dakota Department of Health to develop a policy based on CDC guidelines on youth tobacco prevention. Dean Entzminger made a motion to approve the resolution for Tobacco Free School policies, seconded by Dr. Anderson. Motion carried by unanimous vote.

**3. Dental Varnish:**

Robin reported that our nurses have had the ability for some time to apply dental varnish. Health Tracks does provide this service. The varnish is a fluoride treatment that serves to make the enamel of the teeth more resistant to acid decay. Medicare does cover the cost of the varnish but payment for the service is limited to twice a year. Dr. Anderson gave information to the Board on the dental varnish. Discussion was held and it is felt that we do not want to duplicate services and the child should have a primary dentist for dental cares.

**4. Flu Costs 2012:**

Due to differing costs in the types of flu vaccine we stock there are 3 different prices for flu shots this year. The seasonal flu vaccine is \$32.00; Flu Mist is \$45.00 and High dose flu vaccine for those ages 65 and older is \$55.00. There are pharmacies and Wal-Mart in the area who are also administering flu vaccinations.

**5. Policy Updates-information only:**

Robin reported she is working on updating personnel policies and will send to Program Committee for their review.

**6. Christmas Holiday:**

The Christmas holiday will be on a Tuesday this year. Robin asked the Board to approve staff using annual leave and the office being closed all day on Monday as the office would be normally be closing at noon that day per holiday policy. If staff wishes they can make up the extra hours during that week. The County is still evaluating if they will be closed all day Monday as well. Heidi Larson made a motion to approve the Health District being closed on Monday, December 24<sup>th</sup> and staff using 4 hours of annual leave, seconded by Darla Reed. Motion carried by unanimous vote.

**7. Approval of Expenditures:**

Finance Committee reviewed the July and August expenditures and recommend full Board approval. Dr. Anderson made a motion to approve the expenditures for July and August, seconded by Heidi Larson. Motion carried by unanimous roll call vote.

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### **8. Approval of Financial Statements:**

Finance Committee reviewed the July and August financial statements and recommend full Board approval. Dr. Anderson made a motion to approve the financial statements for July and August, seconded by Heidi Larson. Motion carried by unanimous roll call vote.

### **9. Next Meeting-October 15, 2012:**

The next meeting will be on October 15, 2012 at 12 p.m. at the Health District.

### **10. Other:**

Robin received a letter with notice of the grant amount for SART. The total SART grant for 2012-2013 is \$12,746.00 and last year the grant total was \$18,195.00. We had requested \$48,000.00 in funding. This will be brought to the Board in the near future for approval.

There was a story in the paper regarding the Immunization clinic that was held in Williston earlier this month. Only 8 children were seen for immunizations and Robin has e-mailed and stated that she does not feel our services will be needed to assist with these clinics at this time.

Robin has met with the city of Jamestown and Robin and Denny met with the new Stutsman County Auditor regarding funding. Robin answered all questions they had and for every \$1.00 the County gives to Central Valley we bring in \$5.00 of federal funding.

### **COMITTEE 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