

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
November 19, 2012

The CVHU Board met at noon on Monday, November 19, 2012, at the conference room at Central Valley Health District. Darla Reed, Vice Chairperson, called the meeting to order.

MEMBERS PRESENT: Darla Reed Dean Entzminger Laurel Haroldson Cyndy Schaar
Dr. Anderson Dr. Torrance

MEMBERS ABSENT: Dennis Ova Dr. Jystad Heidi Larson

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

INSERVICE-CHA CHIP Final documents:

The final documents for the CHA CHIP project were distributed to the Board. Robin and Tami thanked the staff for their hard work. Robin and Tami attended a meeting in Phoenix and we were complemented on the quality of our documents. The Assessment document was reviewed and a condensed version was given to the Board for both Stutsman and Logan Counties. Tami also reviewed how the prioritization of health indicators were decided through the surveys that were done of county residents and voting processes by the groups that met. There were 4 health indicators that were determined to be priorities. Work will be continuing on forming a Health Partnership committee where groups can bring their health related issues to. A meeting will be held in December on how the Health Partnership committee will be formed and it will be a continuation on work already done by the Healthy Lifestyles Coalition.

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 Laurel Haroldson. Motion carried by unanimous vote.

NARRATIVES:

The Narrative reports were reviewed and no additions or corrections were needed. Cynthia Schaar 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 available. Robin reported we continue to work with Dr. Jystad and have been working with him regarding issues in our community with Pertussis and Tuberculosis.

Old Business:

1. Contract Updates:

Robin shared the current list of contracts that are funded with Federal dollars. There have been a couple of recent contract amendments. Family Planning received the additional suicide prevention funding of \$5,000.00 along with the original contract amount of \$78,088.00 for a total of \$83,088.00. SART received its final grant award of \$12,746.00. Women's Way has an additional \$2,910.00 in addition to the contract amount of \$40,891.00 for a total of \$ 43,801.00. Title III received a notice that the contract would remain the same for 2013 in the amount of \$52,000.00. Other contracts reviewed and the amounts are as follows: WIC- \$90,410.00; Tobacco Baby and Me- \$18,185.00; Tobacco Measure 3-\$255,154.00; MCH \$16,500.00; Immunizations \$9,000.00 for immunization activities; Immunization grant contracts-\$100,000.00 administration and \$20,822.00. Environmental Health Contracts reviewed and amounts: Pollution \$1,250.00; Supply, 2 years at \$8,072.00; Radon ended and is currently not funded; and West Nile \$3,200.00. HAN and Ryan White contracts are paid as expenses occur. **Continued on page 2**

Contract Updates continued:

Emergency Preparedness contracts were reviewed and are as follows: Regional Contract \$234,755.00; Regional contract ending June 2013 \$194,847.00; County allotment contract \$20,640.00 and county allotment contract \$8,290.00. Finance Committee reviewed the contracts and approved the contract amounts for the programs listed. The programs run with various stop and start dates. All of the contract budgets have been reviewed. Laurel Haroldson made a motion to approve the current contracts, seconded by Dr. Anderson. Motion carried by unanimous roll call vote.

2. Regional Sharing Grant:

Robin reported we did not receive the Regional Sharing grant that had been applied for through the Robert Wood Johnson foundation. We will continue to explore funding opportunities. This project would have assisted with Environmental Health activities in our region.

3. Vaccination Update-Worksite Wellness:

We have given close to 3100 flu shots this fall and we are offering Zostavax vaccinations as well. We have also been doing cholesterol screenings for businesses.

4. Environmental Health Updates-Needing Legal Advice:

Marcie provided an overview of Environmental Health services provided to our 8 county region. We have a Memorandum of Understanding from the other 6 counties in our region and this brings in just over \$12,000.00 in revenue along with revenue generated through inspection fees and licenses for total revenue of about \$89,353.00. Expenses include 1.5 FTE time, mileage, equipment, rent and training for a total of \$144,379.00 for a net loss of \$55,026.00. This information can be used at the Legislative level to show that funding is needed. Discussion was held on asking the Legislature to include funding to replace the company car. Robin reported she had requested some legal advice from Fritz Fremgen back in June regarding resale of some lots that do not meet the one acre requirement in the Septic System regulation. Fritz is extremely busy at this time and feels we need to find another attorney for legal advice. The County has set aside some funds to help pay for additional legal counsel when Fritz is unable. Robin had checked with Ken Dalsted and he also is extremely busy. Murray Sagsveen is an attorney who was the previous State Health Officer and would charge \$140.00 per hour and has helped some other agencies working on SACCHO issues. Robin had e-mailed Murray with all this information and he is to be getting back in contact with her. Cynthia Schaar made a motion to approve contacting and using Murray Sagsveen for legal advice, seconded by Laurel Haroldson. Motion carried by unanimous roll call vote.

5. Other:

None at this time.

New Business

1. Measure 4-Smoke Free-next steps:

Smoke Free North Dakota passed and will go into effect on December 6, 2012. There is a stipulation in the law that the Health Director has the ability to issue a waiver on the regulation of smoking not being allowed within 20 feet of entrances to buildings and the 20 feet cannot interfere with another facility. It was decided at this time that Robin will bring any requests for a waiver back to the Board for approval.

2. Title III-contract received:

Robin reported that she received an email from the Aging Services department regarding our funding for Title III. These funds are a total of \$52,000 and require a match of \$9,176. The matching funds are divided among the counties who participate. Those Counties are Stutsman, McIntosh, Sargent and Lamoure. Funding is based on number of service units. Services that are counted include, foot care, blood pressure, med set up, and home visits. This funding has remained the same for the past several years. The grant is due by November 26, 2012. Staff is working to submit the grant. Dr. Anderson made a motion to approve the Title III contract, seconded by Dean Entzminger. Motion carried by unanimous roll call vote.

3. SART budget approval:

Finance committee reviewed the SART budget for October 1, 2012 – September 30, 2013. The funding received was \$12,746. Total budget is \$51,897. The other funding comes from fund raising activities, some carry over. The project coordinator Deb Fischer is funded at 30%. The on call nurses cost \$14,715. Committee recommends approval of the SART program budget and funding. Cynthia Schaar made a motion to approve the SART budget, seconded by Laurel Haroldson. Motion carried by unanimous roll call vote.

4. Public Health Accreditation:

SACCHO received a \$40,000 grant for work with Public Health Accreditation. Central Valley will receive funding through this grant along with several other health departments. With the work on CHA CHIP work that has been done we are ready to start the application process and the documents will be reviewed and we will apply in the upcoming year.

5. Center for Rural Health/BCBS grant:

CVHD is working with Logan County on submission of a Rural Health Recess Grant for physical activity in Logan County the grant will increase physical activity for Logan County residents in Napoleon. The total amount available is \$25,000. This grant aligns with the current work being done in the CHA/CHIP process. Central Valley would be the grant fiscal agent. The work would be done by the partners in Logan County including the school, extension service, park board and community center. The grant is due this week and will be highly competitive.

6. NACCHO and SACCHO grants:

NACCHO grant – there is another \$40,000 grant through NACCHO that could be used to implement an evidenced based practice. Again this aligns with the work we have done on the CHA/CHIP process. CVHD will be working with their partners in Stutsman County to see what programs or direction we could take in applying for these funds to begin work on a project to address the priority areas of the CHA/CHIP process we just completed. Dr. Anderson made a motion to approve the NACCHO and SACCHO grants, seconded by Laurel Haroldson. Motion carried by unanimous roll call vote.

7. NDPERS retirement increase:

A 2% increase in employee pension is scheduled to occur in January 2013. Currently the health department is paying the full employee pension. A 2% increase costs the CVHD approximately \$20,000 per year. The Finance committee is recommending that the employees contribute 2% towards their share of the retirement fund and the health department will pay 11.26% the total contribution is scheduled to increase to 13.26%. This is outlined as follows: Currently there is an 11.26% contribution 6.36% employer and 5% employee. The 2% increase will raise the contribution to 13.26% - 7.26% employer share and 6% employee share. The motion for employees to contribute would have the pension be broken out as CVHD paying 11.26% and employees 2%. Finance Committee reviewed the information and recommends full Board approval. Cynthia Schaar made a motion to approve the NDPERS retirement increase for the Health District to pay 11.26% and the employees to pay 2%, seconded by Laurel Haroldson. Motion carried by unanimous roll call vote.

8. CD Renewal:

We have CD maturing in December 2012. The CD is currently at Unison Bank at \$101,056.62 interest rate is .35%. Finance committee recommends renewal of the CD at Unison Bank for 12 months. Cynthia Schaar made a motion to approve the CD renewal at Unison Bank for 12 months, seconded by Darla Reed. Motion carried by unanimous roll call vote.

9. Approval of Expenditures:

Finance Committee reviewed the Expenditure statements and recommends approval of the September and October reports. Cynthia Schaar made a motion to approve the Expenditures.

10. Approval of Financial Statements:

Finance Committee reviewed the financial statements and recommends approval of the September and October reports. Cynthia Schaar made a motion to approve the Expenditures.

11. Next Meeting:

Next Board meeting will be on Monday, December 17. Due to the usual Board meeting dates in January and February falling on holidays the Board meeting will be cancelled for January and will meet on Monday, February 12th at 12 p.m.

12. Other:

None at this time.

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