

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
December 17, 2012

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

MEMBERS PRESENT: Dr. Torrance Dr. Anderson Denny Ova Heidi Larson Dean Entzminger

MEMBERS ABSENT: Cynthia Schaar Darla Reed Laurel Haroldson Dr. Jystad

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

INSERVICE-Audit Report-Schauer and Associates:

Linda from Schauer and Associates presented the Audit report to the Board today. . Schauer and Associates conducted an audit report of financial records as of year ending June 30, 2012. Generally accepted auditing standards were used in the audit along with government auditing standards. A letter was issued regarding internal control over financial reporting and compliance of various items per government auditing standards. Schauer and Associates does not offer an official opinion on Management Discussion Analysis and Budgetary comparison which are supplemental information to Financial Statements. The audit performed under government audit standards found no material weaknesses or significant deficiencies noted. There was no non-compliance found in the items that were tested during the audit. The report on compliance with requirements for major programs with federal funds and for Internal Control over federal funds found Central Valley Health complied with all materials and there were no non-compliance issues under Internal Control over funds. Denny Ova made a motion to approve the Audit Report from Schauer and Associates, seconded by Dean Entzminger.

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 Heidi Larson. 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 Denny Ova. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

Robin and Marcia met with Dr. Jystad recently to update him on situations with TB, flu and other illnesses in the community.

Old Business:

1. Measure 4 Update:

Robin shared with the Board that if someone wants to request a variance to the 20 foot from any entrance part of the smoke free law that they need to bring that to Local Public Health. Robin has the authority to grant this variance. Some Health Departments felt they would be charging a fee and a variance request form would need to be completed and received along with the fee. Robin does not feel we would approve requests for variances. We have received one request for a variance from a local business that has staff that is required to supervise the clients who are working at the business and the owner feels it would be easier to supervise the clients through a window. There are two different facility locations involved with the variance request. Discussion was held regarding variance requests and possible fees for the request. Denny Ova made a motion to assess a non-refundable fee of \$300.00 for the variance request, seconded by Dr. Anderson. Motion carried by unanimous vote. Discussion was also held on how to proceed on reviewing and approving or denying any variance requests. Board felt all requests need to be heard before any action is taken. Robin has the authority to approve or deny a variance request but would like the Board's input and support on any requests. **Continued on Page 2**

1. **Measure 4 Update con't:**

Heidi Larson made a motion to approve Program Committee reviewing all variance requests with Robin for approval or denial, seconded by Dean Entzminger. Motion carried by unanimous vote. Board also reviewed policies and protocols for handling complaints of smoking being allowed in public places. Law Enforcement would be responsible for responding to the complaints and the States Attorney would be responsible to enforce the law. Heidi Larson made a motion to approve the protocol and policies for complaints relating to the Smoke Free law, seconded by Denny Ova. Motion carried by unanimous vote.

2. **BCBS Center for Rural Health Grant Update:**

Robin reported a \$25,000.00 grant was received for Stutsman and Logan Counties for activities related to increasing physical activity.

3. **Title III Update:**

We have submitted the Title III grant application and are awaiting word back. Robin and Marcia met with the subcontractors and specifically in McIntosh County regarding some of the work they weren't doing that they had said they were.

4. **Environmental Health Updates:**

We had some issues in Environmental Health. One issue was given to Fritz Fremgen in June and he was not able to respond due to his workload. The Board approved paying Murray Sagsveen for his opinion at an earlier meeting and he was consulted at a cost of \$140.00 and 2 opinions were issued on existing septic systems and easement language. People do need one acre of usable land for septic system installation and there is no grandfathering in.

5. **Other:**

None at this time.

New Business:

1. **Equipment Needs:**

The copy machine at the office is 5 years old and the average life for a copier is 5 years. Due to cost of supplies for color copies, large copy jobs have been being taken to a local print shop instead of being done in office. Research was done into the cost of new copy machines that are also able to do color copies and the cost is between \$12,000.00 and \$25,000.00. There is a \$10,000.00 rebate on the most expensive machine that is available through the end of 2012. We also had a fridge and freezer failure and the alarm system failed to notify staff of the problem. Several thousand dollars of vaccine was destroyed and we will receive a refund for the vaccine when it expires. Robin is requesting to purchase a new separate refrigerator and freezer that are designed for storing vaccine. There are two different models that are available, one is \$5,216.00 and the other would be \$6,969.00. The difference between the two is the computer programming. The more expensive model tracks the temperature constantly and the times and temps can be downloaded. Discussion was held as these items were not budgeted for. Heidi Larson made a motion to approve the purchase of a new fridge and freezer, seconded by Dean Entzminger. Motion carried by unanimous roll call vote. Heidi Larson made a motion to approve the purchase of a new copy machine, if the funds are available, seconded by Denny Ova. Motion carried by unanimous roll call vote.

2. Increase in Service Master Contract:

Service Master has asked for an increase in the monthly cost for services from \$997.00 to \$1047.50. They have not requested an increase since 2010. We are happy with the service they have been providing. Dean Entzminger made a motion to approve the increase in the Service Master Contract at \$1047.50 per month, seconded by Denny Ova. Motion carried by unanimous roll call vote.

3. Update on Governor's Budget:

Robin reported the Governor's budget came out with several items pertaining to Public Health that we should be excited about. Funding was given for oil impact counties in the Williston, Dickinson and Minot areas which would free up some of the current \$750,000.00 State Aid funding that is given to local public health by county. There is money for immunization funding to allow Local Public Health to receive state supplied vaccine. Local Public Health will take turns being at the Legislative session for a week at a time. There is a bill for regionalization for Public Health Services as well which would benefit us.

4. Approval of Expenditures:

Board reviewed expenditures and Denny Ova made a motion to approve the Expenditures, seconded by Dean Entzminger. Motion carried by unanimous roll call vote.

5. Approval of Financial Statements:

Financial Statements were reviewed. There was a request to reissue one check to Dr. Jystad for his stipend for serving as Medical Director in the amount of \$ 1800.00 due to the check being lost in the mail. Denny Ova made a motion to approve the Financial Statements and reissuance of a check in the amount of \$1800.00, seconded by Dean Entzminger. Motion carried by unanimous roll call vote.

6. Next Meeting-January 2013-no meeting; Tuesday, February 12th :

The next Board meeting will be on Tuesday, February 12 at 12 p.m.

7. Other:

Robin reported we received a grant for Women's safety in the amount of \$1900.00.

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