

Board Committee Meeting Tuesday, February 12th 12 p.m. at Central Valley Health.

Central Valley Health District regular board meeting was scheduled from February 12, 2013 12:00 noon. At the beginning of the meeting, 3 members were present which is not a quorum. Heidi Larson joined the meeting creating a quorum. Members listened to presentations from CVHD staff regarding monthly business and program updates. No motions were made and all agenda items will be brought up in March at the regular monthly meeting.

Board Members Present: Dean Entzminger, Heidi Larson, Laurel Haroldson, Dr. Torrance.

Others present: Robin Iszler, Marcia Bollingberg, Tami Dillman, Marcie Bata, Frank Balak, Beth Schwartz

1. **Minutes and Narrative Reports:** Board members present had no questions or corrections of the minutes of the previous meeting or the narrative reports.
2. **Legislative Updates:** Robin is working on obtaining money from the Legislature for Local Public Health. Tomorrow is the Legislative Day and all Local Public Health will be represented. There is a bill for allotting 4 million dollars to regional Public Health networking. The Governor's budget does include \$750,000.00 in state aid to Local Public Health along with money for oil impacted counties in the amount of approximately one million dollars. The oil impacted counties would not receive any of the \$750,000.00 in state aid. There is also legislation relating to continuation of universal coverage for immunizations and other health related issues and legislation related to septic systems and moving these from the plumbing code into its own code and setting a state wide standard.
3. **Update on copier and fridge:** The new copier, fridge and freezer have arrived and have been set up.
4. **Environmental Health updates:** We are planning to hold a training for the septic installers on April 30th on working with the code, taking them to see various sites and then meeting regarding system design. Al from Lake Region District Health and the NRCS Soil Scientists will also be involved in the training. There will be approximately 40 installers attending. A copy of the policy for Environmental Health record retention was given out and records will be retained for 7 years and for facilities which have closed only the most recent inspection will be retained. Septic and water records will be kept indefinitely.
5. **Staff-Planning for Retirement:** Robin reported they are expecting a request for retirement from Wanda Opland who teaches at the Career and Tech Center and Deb Fischer will be taking over the position. A position will not be opening at this time. They are working on moving the responsibilities for Women's Way to another staff person and are working on keeping Deb in the SART program Coordinator position. Addition: This month JoElle Thomas, NP.
 - **Policy program updates-**fit testing of other facilities, record retention, staff evaluation forms: A copy of the policy for fit testing was distributed. Through the Emergency Preparedness program we have done fit testing for N95 respirator mask for our staff for prevention from illness and fit testing is required to ensure the mask fits. There are several other health care facilities that do not have access to fit testing and in the Dickinson area they provide fit testing to outside facilities. Robin worked with Murray Sagsveen regarding liability issues with the fit testing and an agreement was drafted. Medical clearance is required prior to fit testing being done by a physician. There would be a fee charged if we choose to do fit testing for other facilities. The

staff evaluation form has been revised to add a checklist for the employee to rate their review and added some items that are required for public health accreditation. Copies were shared with the board members. Record retention policy added a line regarding EH records – as follows: **Environmental Health Facility Inspection Records will be kept for seven years. For closed facilities after 7 years the most recent inspection will be retained under 'Closed Facilities'. Septic records, Water test results and nuisances shall be kept indefinitely.**

6. **Financial Report-contract updates-Immunizations, Title III, TB and HIV:** Finance Committee met earlier this month and reviewed the contract updates. The Title III contract was received in the amount of \$52,000.00 and we cannot spend more than \$26,000.00 before April 1 as the State is awaiting federal funds. We will be working with the sub-contracting counties to ensure they do not spend more than they are going to get. The TB contract was received for \$1000.00 for activities for TB. Immunization Contract is \$5140.00 for 6 month contract to be used for staff time which is a slight decrease. HIV contract is reimbursement as expenses incur.
7. **Strategic Thinking on programs:** Robin shared that staff met on Strategic Planning and discussed how their job duties work in correlation to the 4 priority areas established in the Community Health Improvement plan. Robin reviewed this information with the Board members present. There was discussion on possibly assisting Logan County with the vacant Emergency Manager position. Frank Balak was interested in assisting with this in addition to his Emergency Preparedness work. Robin and Frank will meet with Dean today regarding this.
8. **Approval of Expenditures/Financial Statements:** Finance committee reviewed the Expenditures and Financial Statements. There is a specials tax that we have been assessed for the quiet zone. We are required to pay for 10 years at interest rate of 2.69% which is about \$1329.30 total. Discussion was held paying it in full at this time vs over several years and the savings in interest would be \$360.00. Robin and Tami will check with City Hall on this. There is one check that needs to be reissued to Brenna Opdahl for \$28.05 for mileage reimbursement. Finance Committee approved the reissuing of the check. There were 4 grants that ended in December: Title III, Immunizations, Stutsman and Logan Main. Stutsman ended up with an overage at grant end and Logan was slightly overspent. Budgeting is being done for deficit spending and there is carryover which has been discussed with the board and approved during the budget process.
9. **Other:** Discussion was also held regarding trading in the company car for an all wheel drive vehicle as it is difficult to get around the rural areas with the current car. The cost of the vehicles Robin priced out along with trade in for the car ends up about the same price, about \$18,000.00-\$20,000.00 after trade in value is given. Committee suggested that the money be budgeted for as we complete our budget process.

New business notes for March board meeting:

Grant funding: West Nile – received a contract for \$2,080 for the program to July 30, 2013. Another contract is expected after that time. PHEP extension – received additional funding for 4,015 added to our current contract of \$20,640. This funding is for Stutsman and Logan county staff for exercises, cell phones, training and time. We plan to spend the funding per the approved state activities.

Resignation of staff – received notice from JoElle Thomas, FP NP that she will be retiring on June 15, 2013. We will be looking at the future program funding and possible subcontracting for NP coverage to save money due to decreasing funding from State and Federal sources.