

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
April 22, 2013

The CVHU Board met at noon on Monday, April 22, 2013 at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT: Dr. Torrance Darla Reed Dean Entzminger Denny Ova Laurel Haroldson
Cynthia Schaar Dr. Anderson Heidi Larson

MEMBERS ABSENT: Dr. Jystad

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

INSERVICE-Annual Report and NACCHO Model Practice Award:

Robin shared the Annual report with the Board today. The annual report gave highlights for each of the programs at the Health District for 2012. Copies will also be sent to the State Health Department and County Commissioners. NACCHO has a program that focuses on Best Practices and Robin wrote up on the Chronic Disease Management program we were involved with along with Barnes County Health and submitted it to NACCHO who extensively reviews the program to see if it meets the guidelines for Best Practices. We were accepted as a Promising Practice and we will be listed on the NACCHO website for this. In addition we were encouraged to submit for Best Practices as well.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Denny Ova made a motion to approve the minutes as read, seconded by Darla Reed. Motion carried by unanimous vote.

NARRATIVES:

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

HEALTH OFFICER REPORT:

Dr. Jystad was absent so no health officer report was given.

Old Business:

1. Legislative Update-Information:

There are 2 major pieces of Legislation we have been monitoring. The first was an increase in State Aid dollars to Local Public Health in the amount of \$750,000.00 with the omission of the 3 oil impact areas. This was in the Governor's Budget and has also remained in the Health Department budget. This new amount will be added to the current amount already received. The second piece is another regional network project, which is an actual bill, in the amount of 4 million dollars. This bill is still in the works but funding has been cut. The bill came out of committee last Friday in the amount of \$1,000,000.00 and includes all counties. The bill relating to statewide regulations for septic system installers did fail.

2. Environmental Health-Updates:

Marcie reported that they are finishing up spring school inspections and getting ready for septic training being held on April 30, 2013 for septic system installers in our region, along with gearing up for swimming pool inspections.

3. Policy Program Updates-Fit testing of other facilities, record retention, staff evaluation forms, financial reports, contract updates, Immunizations, Title III, TB and HIV, West Nile and PHEP:

The above items were discussed at the February meeting along with consent agendas and have been discussed by the committees. Board members were asked if there were any items they would like to discuss further prior to moving to approve. Dr. Anderson made a motion to approve the consent agenda, seconded by Denny Ova. Motion carried by unanimous roll call vote.

4. Other:

None at this time.

New Business:

1. Suicide Grant:

Robin applied for a suicide prevention awareness grant from the Department of Health. The grant is used to assess clients on the risk for suicide and depression. Currently this assessment is being done in Family Planning and the ND Department of Health wanted to expand the program to other clinic and hospital settings. \$80,000.00 was available statewide and Robin submitted a grant for \$11,815.00 for staff time. We are in the process of completing screening tools on clients and collecting numbers to report back to the State. There are 2 separate screening forms and based on how the client scores on the initial screening they may be given an additional screening. There is a tiered referral system for referrals. The grant runs April 1, 2013 through June 30, 2013 with possibility of grant extension past June 30, 2013. Darla Reed made a motion to approve the Suicide grant for \$11,815.00, seconded by Laurel Haroldson. Motion carried by unanimous roll call vote.

2. Fee Schedule:

Board reviewed the current fee schedule and Robin requested adjustments for the following: increase the RN service fee from \$14.00 to \$15.00 per 15 minute visits, injection fee from \$20.00 to \$28.00, maternal child health visits to \$30.00 and the administration fee for state supplied vaccines to \$20.99 per injection and fee for foot care services from \$20.00 to \$25.00. Denny Ova made a motion to approve the above changes to the fee scheduled, seconded by Cynthia Schaar. Motion carried by unanimous roll call vote.

3. Staffing Retirements-Update Personnel Committee attached notes:

Robin reported that JoElle Thomas, Family Planning Nurse Practitioner, will be retiring as of June 15, 2013. Due to funding cuts and reductions in patient loads. Robin discussed planning to advertise for a contract nurse practitioner and use existing nursing staff to provide care and complete contract requirements for Family Planning with the Program Committee and they moved to approve advertising for a contract nurse practitioner. An ad was placed for the contract nurse practitioner position and one application was received for this position from Bethany Mello who is an instructor at Jamestown College. Robin and Marcia met with Bethany and Robin recommended hiring her for the contract position. Dean Entzminger made a motion to approve JoElle's resignation and approve the hiring of Bethany Mello for the contract Nurse Practitioner, seconded by Dr. Anderson. Motion carried by unanimous vote.

4. WSI Rental Space/State Health-continued contract-information:

The State Health Department has 2 office spaces and WSI also has 2 office spaces that are rented in our building and would like to continue with this arrangement. Robin would like to increase the cost for rental from \$14.20 per square foot to \$15.00 per square foot. WSI did request to see if there was space for an additional staff but we currently do not have convenient space for another office space for WSI. Heidi Larson made a motion to approve renewal of contract for WSI and the Health Department at \$15.00 per square foot. Motion seconded by Darla Reed. Motion carried by unanimous roll call vote.

5. Jamestown Public Schools-Continued contracts-information:

We currently have one contract and one service we provide. We provide a nurse for school nursing and are requesting \$36,000.00 which includes a 3% cost of living adjustment for school nursing activities for 16 hours per week. We also have a contract with the James River Valley Career and Technology Center and Wanda Opland will be retiring this August. Deb Fischer will be taking over her duties. Robin reported at Finance Committee meeting we are requesting \$61,501.00 for salary, fringe benefits and stipends for advisor duties for 184 school days in 2013-2014. Robin will be meeting with the School Board on Thursday of this week. Dr. Anderson made a motion to approve the request for school nursing funding and for the contract with James Valley Career and Technical Center as outlined above. Motion seconded by Denny Ova. Motion carried by unanimous roll call vote.

6. Desk Donation from Essentia Health:

Essentia Health donated desks for the reception area. Robin will be posting a sign thanking Essentia for the donation. Robin will be donating the old desk to City County Health in Valley City.

7. Special Assessment pay off:

Tami did some research in how much we would save by paying off the special assessment for the Quiet Zone early and the savings would only be \$155.87 and Finance Committee recommended not paying off the balance early. Heidi made a motion to approve not paying off the special assessment early and the motion was seconded by Denny Ova. Motion carried by unanimous roll call vote.

8. Bond Payment-last payment 2025:

Tami reported the last payment for the revenue bond would be in 2025. The schedule of payment will be reviewed at the May meeting.

9. Health Partnership meeting:

The Community Health partnership meeting will be this Wednesday the 24th at noon at the Human Service Center and Board members were invited to attend. Each agency will be sharing highlights from their agency at the meeting and Robin shared the copy for the Health District with the Board.

10. Unit Administrator Evaluation:

Robin had e-mailed a copy of the evaluation form to the Board. Some of the Board did not receive the form and were given a copy today. Board members will mail the forms to Darla Reed who will compile the information and meet with the Board regarding this in the near future. Copies of each Board members evaluation forms will be distributed to all Board members. A request was made to send the form in a way that it can be filled in on the computer and Tami will work on this.

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11. Approval of Expenditures:

Finance Committee reviewed the Expenditures and recommended full Board approval. Heidi Larson made a motion to approve the Expenditures, seconded by Dr. Anderson. Motion carried by unanimous roll call vote.

12. Approval of Financial Statements:

Finance Committee reviewed the Financial Statements and recommended full Board approval. Heidi Larson made a motion to approve the Financial Statements, seconded by Dr. Anderson. Motion carried by unanimous roll call vote.

13. Next Meeting:

Next Board meeting will be Monday, May 20, 2013 at the Health District at noon.

14. Other:

Robin shared that we had been looking at assisting the Logan County Emergency Manager duties. Due to grant cuts in the Emergency Preparedness budget and restrictions from the State program Frank's staff time would be restricted and he would not have the flexibility in his duties. We would be able to assist with grant writing and planning.

Robin reported we would like to engage Schauer and Associates for the fiscal audit in 2013. We are working on a letter from Schauer with the proposed cost. Finance Committee reviewed this and discussion was held by the full Board. Heidi Larson declared a conflict of interest in voting for a motion as she has a family member employed by Schauer and Associates. This family member does not work on the audit and Laurel Haroldson made a motion to allow Heidi to vote on the motion, seconded by Dean Entzminger. Motion carried by unanimous vote. Board is requesting that if the proposed cost for the audit by Schauer and Associates exceeds \$16,000.00 it be brought back for further discussion. Darla Reed made a motion to approve engagement of Schauer and Associates for the 2013 fiscal audit up to the amount of \$16,000.00. Motion was seconded by Cynthia Schaar. Motion carried by unanimous roll call vote.

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