

**CENTRAL VALLEY HEALTH DISTRICT**  
**BOARD MEETING MINUTES**  
**May 20, 2013**

The CVHU Board met at noon on Monday, May 20, 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  
Dr. Anderson Heidi Larson

**MEMBERS ABSENT:** Dr. Jystad. Cyndy Scharr, Laurel Haroldson

**OTHERS PRESENT:** Robin Iszler Marcia Bollingberg Tami Dillman Marcie Bata

**INSERVICE- NONE**

**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 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 Dean Entzminger. Motion carried by unanimous vote.

**HEALTH OFFICER REPORT:**

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

**Old Business:**

1. **Bond Payment Schedule:** Board members reviewed the bond payment for the building which goes to 2025. Currently CVHD pays 3.05% interest. We are unable to refinance at this time. Tami had received an email from Myron Knutson, Managing Director, Public Financial Management Fargo, and the bonds are callable on May 1, 2016. There would be penalty if we refinanced them now. No action was needed on this item.
2. **Payment to Schauer and Associates:**  
Robin reported that the engagement letter was received from Schauer and Associates. The cost will remain the same at \$14,700. Approval for engagement of services was approved at last board meeting. No action was needed.
3. **Other:**  
None at this time.

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### New Business:

1. **Family Planning budget:**

Robin shared the proposed and submitted Family Planning budget. Ware asking for \$117,009 in funding from federal sources, The total budget is \$273,915. This budget reflects changes in the staffing with a nurse and contracted nurse practitioner. Once the total is received from the State office, the budget will be revised accordingly. MOTION MADE to approve the Family Planning proposed budget BY Darla Reed, SECONDED by Dean Entzminger. MOTION CARRIED.

2. **SACCHO :**

Robin reported that Tami Dillman gave her resignation letter to the ND SACCHO organization. Robin and Tami felt that the work for the organization has been very beneficial for both parties, but is becoming more demanding. We have appreciated the opportunity, and it will mean loss in funding for the agency, however with staffing changes at CVHD, and additional duties being given to existing staff, we needed to look at work loads and make the appropriate reductions. We also feel it is in the best interest for the SACCHO organization and the long term strategic direction. NO ACTION NEEDED.

3. **Ryan White:**

Robin reported that there are changes in the Ryan White contract due to federal sequestration. Clients have been notified that they will not be provided services at the same level of funding. Central Valley is considering if they will continue to do administration of the program. The reimbursement does not cover all the time and effort it takes for the program. Robin will continue to monitor the program and let the clients know who they should contact for services. MOTION MADE by Heidi Larson to review the Ryan White Program and discontinue if not financially feasible for CVHD. SECONDED by Darla Reed. MOTION CARRIED.

4. **MCH Budgets:**

Robin reported that the MCH budgets were prepared. The amount of available federal dollars is reduced from \$16,500 in the current contract to \$13765 in the contract that will start on July 1, 2013. The funding does require a match component. The funding helps with services like school nursing, injury prevention, newborn home visits. Funding covers some of the staff time. Local dollars support the match funding. MOTION MADE by Dr. Anderson to approve the MCH funding and budgets. SECONDED by Dean Entzminger. MOTION CARRIED.

5. **Tobacco Baby and Me:**

Robin reported that staff prepared the Baby and Me grant. Funding is available again for 2 years. This program helps pregnant women to stop smoking. The budget was prepared at \$30,863.75. Includes staff time and a few supplies including the vouchers. We have submitted the budget waiting on response from the State Health Department as to the amount of funding we will receive. MOTION MADE by Dean Entzminger to approve the Tobacco Baby and Me budget as submitted. SECONDED by Denny Ova. MOTION CARRIED.

**6. Summary of current Grants :**

The board reviewed the grants and the cuts to federal funding sources along with proposed funding increases. Robin continues to monitor the funding sources.

**7. EPR Budget update:**

Tami and Robin reported that we currently have about \$71,000 in the EPR budget that needs to be spent by June 30, 2013. CVHD had prepared a 12 month budget for the current grant application, however at the beginning the program still was operating under the old contract. The current grant was really only a 10 month period. We are doing our best to capture all the funding we can from the program to spend down the funds. The State commented that other agencies had discovered the same issue. MOTION MADE by Denny Ova to approve CVHD staff in re-evaluation of the PHEP funding and revise spending to capture the funding in a 10 month grant period. SECONDED by Darla Reed. MOTION CARRIED.

**8. Flex COMP program:**

New option NDPERS – Currently CVHD manages the Flex Benefits for CVHD staff – This service is available through NDPERS – Tami reported that even with the amount CVHD would pay into NDPERS for the management of the Flex Benefit program, CVHD would save costs overall with staff time and management of the program. The Staff would have a “card” with their amount of money available that they could use for payment of eligible expenses. MOTION made by Heidi Larson to enter into an agreement with NDPERS to manage the Flex Comp program at CVHD. This would go into effect during the open enrollment period in August effective in January 2014. SECONDED by Dr. Anderson. MOTION CARRIED.

**9. Staff Benefits:**

Robin reported that she has discussed and polled staff regarding benefits. Staff suggestions for benefit increases include 2% COLA and 1% payment to the retirement increase in January 2014. Also suggested was additional holiday, and changes to the annual leave schedule for new employees. Committee reviewed the current benefits, current salary schedule. Much discussion was held. Tami will work up some additional numbers. Committee is leaning towards the 2% COLA and the 1% retirement payment in 2014. Also they did think the changes to the annual leave schedule where a new employee could use earned annual leave after 3 months and continue to use as they earn it in the first year, rather than wait a full year to use what they have earned was a good suggestion and a potential tool for staff recruitment in the future. MOTION made by Heidi Larson to approve the 2% COLA increase and future payment of retirement increase by CVHD at 1% and a change to the annual leave schedule in the policy to allow new employees to use annual leave after the 3 month probationary period and as they earn it in the year during the first year of employment. SECONDED by Dean Entzminger. MOTION CARRIED. COLA will be effective June 24, 2013 pay period.

**10. Approval of Salary Schedule:**

MOTION made by Denny Ova and SECONDED by Darla Reed to approve the salary schedule with the 2% COLA. MOTION CARRIED.

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### **11. Immunization Billing Grant:**

Robin reported that CVHD will receive an extension to funding from the Immunization Billing Grant. We will be allowed about \$39,745 in funding to continue activities. MOTION MADE by Denny Ova to approve the Immunization billing grant funding. Seconded by Darla Reed. MOTION CARRIED.

### **12. Unit Administrator Evaluation:**

Darla forgot the forms at home on her desk. She reports that no concern noted in the evaluations. There were some suggestions given. Review this item again in June.

### **13. Approval of Expenditures:**

Finance Committee reviewed the Expenditures and recommended full Board approval. Darla Reed made a motion to approve the Expenditures, seconded by Dean Entzminger. Motion carried by unanimous roll call vote.

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

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

### **15. Next Meeting:**

Next Board meeting will be Monday, June 17, 2013 at the Health District at noon.

## **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