

**CENTRAL VALLEY HEALTH DISTRICT**  
**BOARD MEETING MINUTES**  
**June 17, 2013**

The CVHU Board met at noon on Monday, June 17, 2013 at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

**MEMBERS PRESENT:** Dr. Torrance Darla Reed Cynthia Schaar Laurel Haroldson  
Dr. Anderson Heidi Larson

**MEMBERS ABSENT:** Dr. Jystad Denny Ova Dean Entzminger

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

**INSERVICE- 2013 Legislative Update:**

Robin and Tami shared highlights of the 2013 Legislative session. The Legislation did want to support local government and local programs. A large amount of money was put from the general fund towards Infrastructure and various programs across the State. There was \$7.1 billion in general funds this session compared to \$6.9 billion in special funds. In the past sales tax and property tax contributed to the majority of the budget and currently oil funds is a major contributor. The budget is divided between Health and Human Services, Transportation, Elementary and Secondary education, Higher Education, Local Government, and Natural Resources. There is \$4 million dollars appropriated to Local Public Health in State Aid dollars in the budget. \$75,000.00 is for Environmental Health in the 8 major Districts and the rest is divided out by base and population. The Governor's Budget had included additional funding for the oil impacted areas but this was removed. Robin reported we were hoping for \$4 million dollars for regional networking but only received \$700,000.00. There is a maximum of \$250,000.00 which can be applied for per individual network to improve policies, procedures and networking. We were a pilot site for this network with our work with LaMoure, Wells and Barnes Counties. We will be submitting an application in July for funding. There will be more individuals eligible for coverage under Medical Assistance so expansion was included in the state budget.

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Laurel Haroldson 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. Cynthia Schaar made a motion to approve the narrative report, seconded by Dr. Anderson. Motion carried by unanimous vote.

**HEALTH OFFICER REPORT:**

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

**Old Business:**

**1. Family Planning Budget Changes:**

There will be a \$25,000.00 cut to the Family Planning Budget for 2014. JoElle Thomas retired which affects the budget. Carryover funds will be used. There will be a nurse budgeted for 3 days a week and a Nurse Practitioner for 8 hours per week. The total budget amount will either be \$52,000.00 or \$58,000.00 and Robin will bring the budget back to Board for approval once a revised budget is completed.

**2. PHEP BP 1 Budget Update:**

Robin reported on the Emergency Preparedness budget period number 1. An allocation plan was distributed for the funding we have left in the amount of \$39,320.00. The majority of the funding will be used for staff salary and fringe benefits in the amount of \$24,360.00. There is also money set aside for travel and some additional supplies that are needed. The additional supplies have been approved by the State Director as acceptable and eligible expenses and this total is \$ 13, 157.00. Heidi Larson made a motion to approve the Budget update, seconded by Cyndy Schaar. Motion carried by unanimous roll call vote.

**3. Environmental Health Updates:**

Marcie reported we have been working with the pools to ensure they are sending in monthly water samples for bacterial testing to State Certified labs and working on helping them follow proper procedures if the sample returns unsatisfactory. There are also a few new food establishments which have opened in the region and a body art facility as well.

**4. Other:**

None at this time.

**New Business:**

**1. Tobacco Baby and Me Grant:**

A proposed grant was submitted last month in the amount of \$30,864.00 and a final grant was received in the amount of \$26,824.00. There was some staff time and travel that was not allowed which resulted in the lesser amount. Educational supplies including the vouchers for the diapers make up for a large amount of expenses in the total of \$13309.00. Dr. Anderson made a motion to approve the revised Baby and Me grant, seconded by Laurel Haroldson. Motion carried by unanimous roll call vote.

**2. CVHD 2014 Budget:**

Robin has started on working on the Stutsman and Logan budgets for 2014. Robin mailed the request to the City of Jamestown and received the letter today for the county mil levy request. The request for funding from the School District has been worked out. Robin did request an increase of 3% from the city.

**3. Women's Way Budget:**

The current budget ends June 30, 2013. In the past years we have been paid based on the number of women enrolled and we were reimbursed after the work was completed. Deb Fischer was the coordinator and Tonya Drenth also works with the program. Robin will be taking over the coordinator position. We received \$40,891.00 which was projected amount based on number we were to screen. Match dollars of about \$30,000.00 were added from Central Valley. Robin currently has Tonya in at 70% time and herself in at 20-30% which will require less match dollars to be added. Robin will bring this back to the Board when she receives the information from the State.

**4. Unit Administrator Evaluation:**

Darla Reed compiled data from the Unit Administrator evaluations which were sent to her. All comments were positive. Heidi Larson made a motion to approve the Unit Administrator Evaluation, seconded by Darla Reed. Motion carried by unanimous roll call vote. Robin did request an increase in salary as she has not received an increase since becoming the Unit Administrator. Her current salary is \$31.32 per hour and will go annually to \$65,813.55 with the cost of living adjustment previously approved. Personnel Committee will research and bring back a recommendation to the full Board.

**5. Approval of Expenditures-May:**

Tami reviewed the expenditure status of all programs which are ending soon. May Expenditures were reviewed and Cyndy Schaar made a motion to approve the Expenditures, seconded by Dr. Anderson. Motion carried by unanimous roll call vote.

**6. Approval of Financial Statements-May:**

Financial Statements were reviewed. Darla Reed made a motion to approve the Financial Statements, seconded by Cyndy Schaar. Motion carried by unanimous roll call vote.

**7. Other:**

Robin brought the Board up to date on the Sexual Assault Response Team. They are currently having trouble keeping trained nurses on the team. We currently have 3 staff members covering call 24/7. With Deb Fischer going to the Vocational Center, the coordinator position will be taken over by the Safe Shelter. Our major role will be maintaining trained SANE nurses. The STOP grant has been applied for and we received a little over \$12,000.00 last year. We are looking at cutting back the on call time from 7 a.m. - 7 p.m. The hospital has allowed 2 nurses in the Emergency Department to be trained as SANE nurses to help cover call.

Tami reported there are 2 outstanding checks to one of our employees in the amount of \$75.00 each which have not cleared the bank at this time. One check is from March and the other is from April. The check numbers are 45091 and 45187. Tami is requesting permission to reissue the checks if necessary. Heidi Larson made a motion to approve reissuance of 2 checks in the amount of \$75.00 each, seconded by Dr. Anderson. Motion carried by unanimous roll call vote.

Next Board meeting will be August 19, 2013. There will be no July Board meeting.

**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