

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
August 19, 2013

The CVHU Board met at noon on Monday, August 19, 2013, at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT: Dr. Torrance Dean Entzminger Denny Ova Laurel Haroldson Dr. Anderson

MEMBERS ABSENT: Cynthia Schaar Heidi Larson Darla Reed

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

INSERVICE: Revenue Review-Patients and 3rd party payers:

Robin Iszler gave an in-service on revenue review from patients and third party payers. A historical information sheet was distributed to the Board members for each year showing revenue from patients and also Environmental Health revenue that has been generated. In 2009 we had \$58,457.59 in revenue from clients compared to \$125,473.57 in 2013. We have Memorandums of Understanding with the other counties in our region to provide Environmental Services and they are charged for services we provide and we have seen an increase in the Environmental Health revenue as we have added inspections. Robin also reviewed revenue from the third party payers and there has been an increase in the revenue as we have been billing more services to insurance. Logan County has also seen an increase in revenue from clients and third party payers. Logan County has seen an increase in revenue from Medicaid from Health Tracks screenings being an added service provided.

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 Dean Entzminger. Motion carried by unanimous vote.

NARRATIVES:

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

HEALTH OFFICER REPORT:

Standing orders and some nursing policies were updated, reviewed and signed by Dr. Jystad.

Old Business:

1. All Budgets-Update:

Robin will be meeting with the Stutsman and Logan County Commissioners to present the 2014 budgets. A summary sheet was distributed to Board members today with the current budgets from July 2013-June of 2014. The total budget is \$1,190,354.00 for all state and federal programs for Stutsman County and \$70, 330.00 for Logan County. With the addition of State Aid money the total is \$2,259,635.00.

There were also contract amendments received for Ryan White, Tobacco and Women's Way. Robin reported to committee that Ryan White and Tobacco had contract amendments for additional dollars since reported initially. Ryan White total is \$8,073.00 and Tobacco is \$11,175.00. Women's Way contract has also been received for \$39,287.00 and Water Supply for \$ 8,040.00 with \$2,680.00 (in match). Finance Committee recommends approval of additional contract dollars from programs. Laurel Haroldson made a motion to approve the revenue summary and the contract amendments as outlined above, seconded by Dr. Anderson. Motion carried by unanimous vote.

2. Increase in Insurance Cost for Building:

Robin shared that the State Fire and Tornado has reviewed our building and appraised value at \$1.8 million, and we have increased our cost per square footage from \$86.00 to \$133.51 adding an additional premium of \$95.76.

3. Environmental Health Updates-Sewer Education to county residents, abandoned building:

Robin reported to the Board regarding an abandoned building south of Jamestown along Highway 281. Marcie and Robin have been working the owner of the building as complaints have been received regarding the building. We do have the authority to tear down abandoned buildings and have the expense added to the owner's tax bill. This property is a public health issue as there have been issues with rodents and possible chemicals still kept in the building. The Township does not have any ordinances in place for dealing with abandoned buildings. The owner was in contact with Marcie late last week and stated he needed to have an asbestos check before he could take the building down and he will have the contact information on those who will be razing the building to Marcie by the end of this week. The Board will be kept apprised.

There is also a situation with someone who is purchasing land in Stutsman County and there are other homeowners who have their septic system on his property. One acre of land is required for septic systems in Stutsman County. Robin has been in contact with Casey Bradley at Stutsman County and obtained a list of all home owners in Stutsman County who are not on a city septic system. Educational materials are being developed to send out to the property owners so they are aware of septic system requirements.

4. Audit Complete:

Robin reported the Audit went well and a report will be given to the Board at a later date when the Audit is completed.

5. Other:

None at this time.

New Business

1. Board By-Law policy Revisions-First Reading:

There was some confusion with the County over their appointments to the Board. The By-Laws were revised to read that the Board is comprised of one Stutsman County Commissioner, one Logan County Commissioner, one physician appointed by Stutsman County, one dentist appointed by Stutsman County, one business appointed by Stutsman County, one school member appointed by Jamestown Public Schools, one city of Jamestown appointed by the city and one Logan County business person appointed by Logan County. According to the by-laws any revisions require a first and second reading. A revision will also be made to read the terms of each Board member with the exception of the County Commissioners will be 5 years. County Commissioners cannot serve more than a term of 4 years as they are elected to their position as Commissioner for a term of 4 years. A second reading will take place at the September Board meeting. Discussion occurred regarding the format of the Board meetings, consent agendas and roll call votes and it was decided that any motions involving money including budgets, amendments and expenditures should have a roll call vote.

2. Board Appointments-Committees:

Discussion was held regarding Committee appointments for 2013-2014 and committee appointments will remain the same as last year. The committee appointments for 2013-2014 are Finance Committee: Dean Entzminger, Heidi Larson and Laurel Haroldson; Personnel Committee: Denny Ova and Darla Reed; Program Committee: Dr. Anderson and Cynthia Schaar. Laurel Haroldson made a motion to approve the committee member appointments, seconded by Dean Entzminger. Motion carried by unanimous vote.

3. Nursing Policy Updates-Program Committee:

Marcia has updated the nursing policies to include changes with EMR along with other changes and additions to nursing services that are done at CVHD. Policies were mailed out to Program Committee members Dr. Anderson and Cyndy Schaar.

4. Personnel Committee-Report:

Planning for retirement – Robin informed personnel committee that Jean Johnson Logan County nurse is planning for retirement in the spring of 2014. Discussion was held regarding options for staffing in Logan County, including hiring of a full time nurse that would work in both Stutsman and Logan Counties. More discussion will continue once official dates are determined.

Policy updates – Robin shared that she has formed a group to review CVHD personnel policy manual and the group is making changes and reviewing policies from Walsh County and Devils Lake health departments. Some of the policies being considered are safety, minimal staffing, weather, worksite wellness. Robin is requesting approval for changes to the policies after the workgroup and all staff has a chance to review and make comments. Final decisions will be made by Robin and the workgroup. These will be shared with the board in future meetings, but Robin is asking that changes be allowed per administration approval.

5. Flu Shot Cost for 2013-2014:

This year CVHD would like to charge \$40 for a basic flu shot and other formulations of the vaccine will be above that amount due to cost of vaccine being higher. Finance Committee discussed insurance reimbursement rates and recommended full Board approval. Dean Entzminger made a motion to approve the increase in costs for flu vaccine, seconded by Laurel Haroldson. Motion carried.

6. 2014 Stutsman and Logan:

Robin reviewed the budget projections for 2014 for Stutsman and Logan counties. Stutsman is budgeting for 888,096 in revenue and 945,500 in expense (difference of 57,404) Logan projections are \$68,267 in revenue and \$84,835 in expense (difference of 16,568). In the Stutsman County budget Robin is budgeting for a new vehicle and upgrades in carpet for the health department. In Logan county Robin is budgeting for vaccine grade fridge and freezer. Robin also shared the carryover report showing the funds CVHD has been able to save over the past several years. Heidi recommended that a 3% carryover is a good amount to have. Currently we are showing about a 3% carryover and are planning to spend some of this funding in the proposed budgets. Discussion was held regarding other possible funding opportunities like the regional network, suicide grant, and cancer grant. Also discussed was revenue comparison summary. We have been doing a good job on collections from clients, and 3rd party payers. We now have some history to review on increased collections. This makes up a significant share of our budgets. We continue to work on increasing collections, applying for funding from grants and projects and conservative spending. Dean Entzminger made a motion to approve the 2014 Stutsman and Logan Budgets, seconded by Denny Ova. Roll call vote: Torrance, Haroldson, Entzminger and Ova voted Aye.

7. Request for Salary Increase-Unit Administrator:

Robin provided copies of Local Public Health Salary schedules, current salary schedules to the committee. Robin is requesting a salary increase from 31.95 to 34.00 per hour. Personnel committee is recommending to full board that Robin's salary be increased to \$34.00. A motion was made by Dr. Anderson and seconded by Laurel Haroldson to approve a salary increase for Robin to \$34.00 per hour effective August 1, 2013. Roll call vote: Anderson, Torrance, Ova, Entzminger, Haroldson voted Aye. Motion carried.

8. Approval of Expenditures-June and July:

Finance Committee reviewed the expenditures for June and July and recommended full Board approval. Denny Ova made a motion to approve the expenditures, seconded by Laurel Haroldson. Motion carried.

9. Approval of Profit and Loss Statements-June and July:

Finance Committee reviewed the Profit and Loss Statements for June and July and recommended full Board approval. Dean Entzminger made a motion to approve the Profit and Loss statements, seconded by Denny Ova. Motion carried.

10. Other:

Next meeting will be on Monday, September 16, 2013 at 12 p.m. at Central Valley.

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