

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
September 16, 2013

The CVHU Board met at noon on Monday, April 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:

OTHERS PRESENT: Robin Iszler Tami Dillman Marcie Bata Beth Schwartz

INSERVICE- Public Health Law-Recorded sessions by Murray Sagsveen:

Board members viewed 3 recorded sessions on the Overview of Public Health Law, the Board of Health Authority and Health Officer Authority and Statutory Reporting Requirements.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Dean Entzminger made a motion to approve the minutes as read, seconded by Darla Reed. Motion carried by unanimous vote. The videos are available for viewing on the Department of Health website.

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 Laurel Haroldson. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

Dr. Jystad was not present so no health officer report was given.

Old Business:

1. Environmental Health Updates:

Marcie reported the owner of the old Ace Hardware building along Highway 281 had contacted her and they are working with a contractor to get the building torn down.

2. Personnel Policy Updates:

Robin reported staff continue to work on the updates and will have them completed in the near future.

3. Board By-Law Revisions-second reading:

The second reading of the By-Laws took place at this meeting. At the last meeting Dean Entzminger pointed out that the term of office for Board members is five years and the County Commissioners are only elected for four years. In the past, in the event the Commissioner would be voted out of office someone would be appointed by the County to fill the unexpired term. We clarified which positions are appointed and by whom. Denny Ova made a motion to approve the Board By-law revisions, seconded by Dr. Anderson. Motion carried by unanimous vote.

New Business

1. WIC Budget 2013-2014:

A copy of the WIC budget for 2013-2014 was distributed. WIC is fully funded with no match dollars required. The total budget amount is \$93,000.00. \$84,022.00 goes to staff time for Anita, Julie, Finance Department, Beth and Robin. Travel is included for one trip per month to Logan County. Dean Entzminger made a motion to approve the WIC budget for 2013-2014, seconded by Laurel Haroldson. Motion carried by unanimous vote.

2. Cancer Grant Received:

Robin had applied for a grant in the amount of \$5,000.00. These funds will be used in conjunction with Jamestown Regional Medical Center and the New Year New You challenge. Messages regarding cancer prevention will be placed in the workplaces. \$4,000.00 will be used for staff salary. Dr. Anderson made a motion to approve the Cancer Grant, seconded by Denny Ova. Motion carried by unanimous vote.

3. Million Hearts Grant-Collaboration with Jamestown Regional Medical Center:

This is a \$20,000.00 grant for Jamestown Regional Medical Center through the State of North Dakota. We will be acting as the fiscal agent in the amount of \$2,000.00. The rest of the funding will go to Jamestown Regional Medical Center. Darla Reed made a motion to approve the grant, seconded by Dean Entzminger. Motion carried by unanimous roll call vote.

4. Water Pollution Contract 2013-2014:

We have received the Water pollution contract for \$1,250.00 with match of \$417.00. This is for activities Marcie does with septic systems replacement and education, chemical spills near water ways and other activities. Cynthia Schaar made a motion to approve the Water pollution contract, seconded by Dr. Anderson. Motion carried by unanimous vote.

5. CHA/CHIP Update on Community Plan:

We continue to meet monthly with our community partners on Obesity and Physical Activity, Safe Driving, Alcohol and Tobacco use and Mental Health Awareness. Logan County chose Obesity and Physical Activity as their main goal and they have a Recess Grant to assist with their activities. Stutsman County also has a Recess Grant that the YMCA and JRMC have worked on. As additional grants come along that fit into the Community Plan they also become part of the plan. Plans are in the works for a Bone Builders class in Medina and Stutsman County has a group working on activities for alcohol use which includes purchasing scanners for ID's, text messages to law enforcement and work on an alcohol ordinance. There are also groups working on Safe Driving and Mental Health Awareness.

6. Check Re-issue:

Tami reported a check in the amount of \$138.00 was issued to Comfort Inn and they did not receive the check. The original check number was 45440 and a motion was made by Laurel Haroldson to reissue the check in the amount of \$138.00, seconded by Denny Ova. Motion carried by unanimous vote.

7. Update on Pledges for Accounts:

Tami reported we have pledges at US Bank and FDIC coverage at Unison. We currently have a large CD at First Community Credit Union and a letter was received that stated that at the end of December the additional coverage they had purchased will no longer be available to account holders starting October 1, 2013. The total amount of the CD is just over \$267,000.00 and we would need a pledge for coverage from the Credit Union. Their Board will meet tomorrow and they can go through with getting us pledges with approval from our Board. Dean Entzminger made a motion to approve allowing First Community Credit Union to get us additional pledges, seconded by Denny Ova. Motion carried by unanimous vote.

8. Collaboration with JRMC:

We are currently working on several projects in collaboration with JRMC. They acknowledge Central Valley as a community partner in their presentations. We are appreciative of this collaboration.

9. Approval of Expenditures-August:

August Expenditures were reviewed and a motion was made by Cynthia Schaar to approve the expenditures, seconded by Dr. Anderson. Motion carried by unanimous vote.

10. Approval of Profit and Loss Statements-August:

There were no grants that ended in August. WIC and SART will end on September 30 and we are on track to spend the contracted funds. Darla Reed made a motion to approve the Profit and Loss statements, seconded by Dr. Anderson. Motion carried by unanimous roll call vote.

11. Other:

Security Doors: Robin has done some checking into adding some additional doors in the building for security purposes. The doors would be added between the reception area and the back hallway. Hillerud Construction came to look over the project this morning and will get back to Robin with a quote on the cost.

Flu shots: A handout was given on the costs and types of vaccine available at our facility along with some talking points on why we charge what we do and why we don't have some types of special vaccines available.

Next Meeting: will be held October 21, 2013 at noon

12. Meeting Schedule for 2014:

The January and February meeting dates will land on holidays in 2014. Discussion was held and it was determined there will not be a January Board meeting and the Board will meet on February 18th at the Health District.

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