

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
October 21, 2013

The CVHU Board met at noon on Monday, 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

Dr. Anderson Heidi Larson

MEMBERS ABSENT: Denny Ova Laurel Haroldson Cynthia Schaar

OTHERS PRESENT: Robin Iszler Marcia Bollingberg Marcie Bata Coralynn Dallmann

INSERVICE- None

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 Dr. Ed Anderson. Motion carried by unanimous vote.

NARRATIVES:

The Narrative reports were reviewed and no additions or corrections were needed. Darla Reed made a motion to approve the narrative report, seconded by Dean Entzminger. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

Dr. Jystad was not present so no health officer report was given. Robin reported on the Hep C outbreak in the Minot area.

Old Business:

1. **Environmental Health Updates:** Marcie reported that the health district is in the process of signing the MOU with the State Health Department for inspections we provide. We are currently looking at adding limited restaurant inspections which would include your bars that serve pizza or sandwiches. Marcie reported this would add about 55 more inspections to their workload. This addition would take place starting in January 2014. We would also be licensing these facilities and we are looking to charge a fee of 100.00.
2. **Personnel Policy Updates:** Robin reported that the changes were made to the manuals and handed out at staff meeting. We are asking for staff comments. Will review the manual again at the next staff meeting this week and ask for staff input.
3. **Flex Benefits and open enrollment into NDPERS.** Robin reported that staff have been instructed to sign up on line for NDPERS changes as this is the open enrollment period until November 8, 2013. Also CVHD will be using ND PERS Flex Comp program for our flex benefits. Staff have been given the opportunity to sign up for assistance with Coralynn or Tami to work through the enrollment process.
4. **Update on Pledge of accounts:** the board was updated on the current status of our accounts and having adequate pledge amounts. Tami has worked with the banks to secure additional pledge amounts to provide adequate coverage.

New Business

1. **SANE Funding 2013-2014** – Robin reported that we have received the notice of grant award for the SART application that was submitted. This year our total funding will be \$7,530 from the State Stop Grant funds. The total budget is \$29,122. Additional funding sources that make up this program include Attorney General Fees for exams, Donations and Fundraising, United Way funds and Inkind support. The program pays for 10% of the salary for Deb Fischer who works to coordinate the SANE nurses for training and on call coverage. The majority of funding goes to fund the SANE nurse for 12 hour on call coverage. Committee recommends approval of the SART funding. Additionally this program has changed focus and CVHD role is SANE nurse coordinator. The SART program will now be coordinated by the Safe Shelter. Please note that the program will be listed as SANE funding in the future. Motion was made by Heidi Larson to approve the SANE funding, seconded by Darla Reed. Motion carried by unanimous vote.
2. **SPF SIG funding opportunity**. This is a new program that will be available to our area. The funding comes from the Department of Human Services and will be granted to Local Public Health Departments. SPF SIG stands for Strategic Prevention Framework State Incentive Grant. Robin shared a grant overview. At this time this is information only. The State kick-off meeting will be held on November 4 in Bismarck. CVHD staff will attend the meeting and bring back the grant guidelines. Robin has contacted several community partners including: JRMC, South Central Human Services, Police, Jamestown College to form a community group to work on this project. More information will be shared with the board in December as we learn more about this project.
3. **Flu Season 2013** –Robin complimented the staff on the job well done with this years flu vaccinations. Everyone has really stepped up and is providing an excellent job with our vaccination clinics. We have given over 2000 shots already. We are seeing increases in the school vaccinations and business based vaccinations.
4. **Regional Network Funding** – we received the \$250,000 grant for the regional network funding from the State Health Department. This funding will enable 7 local health departments in the SE Central Region to form a JPA and partner for possible shared services. This is expanded from the pilot program that was done back in 2009/2010. Central Valley will receive \$45,000 for coverage of staff to work on this project. Each of the other health department partners will receive \$30,000. There is money also set aside for NDSU professor Dr. Mark Strand to do a gap analysis and for a PH program called PHUNDS which will provide some financial data to the project. Work will begin in November on this project. Motion was made by Dr. Ed Anderson to approve the regional network funding and seconded by Dean Entzminter. Motion carried by unanimous vote.
5. **March of Dimes Grant** – Robin reported that CVHD applied for a \$3000 March of Dimes grant to provide vitamins and education to women in efforts to prevent birth defects. We will notify the board if we are successful in receiving the grant.
6. **Approval of Expenditures-September:**
August Expenditures were reviewed and a motion was made by Dean Entzminger to approve the expenditures, seconded by Dr. Anderson. Motion carried by unanimous vote.
7. **Approval of Profit and Loss Statements-September:**
Board reviewed the statements. Darla Reed made a motion to approve the Profit and Loss statements, seconded by Heidi Larson. Motion carried by unanimous roll call vote.

Next Meeting: will be held December 16 at noon at CVHD.

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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