

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
December 16, 2013

The CVHU Board met at noon on Monday, December 16, 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 Laurel Haroldson
Cynthia Schaar Dr. Anderson Heidi Larson

MEMBERS ABSENT: Dennis Ova

OTHERS PRESENT: Robin Iszler Coralynn Dallmann Tami Dillman Marcie Bata Beth Schwartz

INSERVICE-Schauer and Associates-Audit Report:

Linda Moen from Schauer and Associates presented the Audit report to the Board today. The format of the audit report has changed for better clarification. Schauer and Associates conducted an audit report of financial records as of year ending June 30, 2013. Generally accepted auditing standards were used in the audit along with government auditing standards. A letter was issued regarding internal control over financial reporting and compliance of various items per government auditing standards. Schauer and Associates does not offer an official opinion on Management Discussion Analysis and Budgetary comparison which are supplemental information to Financial Statements. The audit performed under government audit standards found no material weaknesses or significant deficiencies noted. There was no non-compliance found in the items that were tested during the audit. The report on compliance with requirements for major programs with federal funds and for Internal Control over federal funds found Central Valley Health complied with all materials and there were no non-compliance issues under Internal Control over funds. Laurel Haroldson made a motion to approve the Audit Report from Schauer and Associates, seconded by Darla Reed. Roll call vote: Torrance, Anderson, Reed, Larson, Entzminger, Haroldson and Schaar voted aye. Motion carried by unanimous roll call vote.

MINUTES OF THE PREVIOUS MEETING:

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

HEALTH OFFICER REPORT:

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

Old Business:

1. Environmental Health Updates:

A copy of the current fee schedule for Environmental Health was distributed. An addition needs to be made for the limited restaurant inspections we took over from the State. The recommended fee for this inspection is \$100.00. Marcie stated we had previously charged a \$25.00 biannual fee for licensing septic installers in our region. These installers are in good standing with other regions in the state. Our fee is considerably lower than the other regions and an increase of \$75.00 annually was requested which is still lower than the other areas. These fees would go into effect January 1, 2014. Dr. Anderson made a motion to approve the increase to the Septic Installer license fee and approval of \$100.00 fee for limited restaurant inspections, seconded by Dean Entzminger. Roll call vote: Haroldson, Reed, Torrance, Larson, Entzminger, Schaar and Anderson voted aye.

2. SPF SIG Funding:

This funding is for the Substance Abuse project the Health District has been involved with. We will be receiving \$259,669.00 for Stutsman and Logan Counties. A work group has been formed involving public health, Jamestown Police Department, Stutsman County Sheriff's Department, JRMC, Jamestown Public Schools and University of Jamestown. Funding will come in 3 parts: assessment in the amount of \$38,950.00, planning \$51,933.00 and implementation of \$168,784.00. The goal is to save as much money as possible for the implementation phase where programs and services will be utilized. Central Valley is the fiscal agent for the project. Central Valley will use staff to do the workbook as there is not a great deal of work involved. Dean Entzminger made a motion to approve the SPF SIG funding, seconded by Laurel Haroldson. Roll call vote: Larson, Torrance, Reed, Haroldson, Entzminger, Schaar and Anderson voted aye.

3. CD Renewal:

There is a CD in the amount of \$101,411.29 which will mature on December 21, 2013 at Unison Bank. There is a larger CD at First Community Credit Union which will mature May 24, 2014. An addition had already been made to the larger CD and only we can only add to this CD one time. It was recommended to move the funds from the CD maturing in December to our savings account until the CD matures in May and then combining all the funds into a new CD at that time. Rates for CD's are very low at this time. There is sufficient pledge of funds in savings if the CD funds are added. A motion was made by Heidi Larson to deposit the CD funds in the amount of \$101,411.29 into savings, seconded by Dean Entzminger. Roll call vote: Schaar, Reed, Haroldson, Torrance, Larson, Entzminger, Anderson voted aye.

4. Policy Approval:

A committee of staff members had worked on updates to Personnel and Administration policies and these were distributed to Board members. Cynthia Schaar made a motion to approve the policy manual updates, seconded by Dr. Anderson. Motion carries by unanimous vote.

5. Recess Grant Ending:

This was a \$25,000.00 grant that was awarded to Logan County. The grant will end in December. Many improvements were made in Napoleon including a climbing wall, Zumba classes and Frisbee golf. Central Valley will receive \$2500.00 for acting as Fiscal Agent and \$1754.00 to Carmen Rath Wald for her work on the grant.

6. Regional Network-involvement and survey:

A survey went out to Board members from Mark Strand or Justice Witt regarding the Regional Network for our region. Mark Strand is from NDSU and is acting as a consultant. Board members were asked to complete the survey if they have not already done so.

7. Other:

None.

New Business:

1. Family Planning Grant/Title III Grant 2014-2015:

The Family Planning requested Grant will be submitted to the State in January. Once the State receives the federal funding amount they will let Central Valley know what amount they will receive. The total budget amount for the grant is \$269,536.00 with approximately \$73,310.00 in federal dollars. Carryover is budgeted into the grant. Staff time is included for the secretary at 100%, 60% for the RN and 40% time for the Nurse Practitioner contract. The Nurse Practitioner does not receive benefits. Dr. Anderson made a motion to approve the Family Planning grant, seconded by Heidi Larson. Roll call vote: Anderson, Reed, Haroldson, Larson, Torrance, Entzminger and Schaar voted aye.

Title III:

The Title III grant is essentially the same as previous. Total grant amount is \$70,392.00 with match dollars of \$9176.00. We also put in additional funds of \$6216.00 to run the program locally. We pay out to McIntosh, LaMoure and Sargent Counties \$36,550.00 for Health Maintenance activities provided in those counties for those 60 and older and not on Medical Assistance. There is a large amount of paperwork involved with this grant. Cynthia Schaar made a motion to approve the Title III grant, seconded by Darla Reed. Roll call vote: Haroldson, Reed, Torrance, Larson, Entzminger, Schaar and Anderson voted aye.

2. Doors-hallway:

Discussion has been held regarding security measures at the Health Unit. Robin checked into the cost of doors being installed from the reception area to the back hallway and the cost is \$6939.74. There is no quick way to lock the front door in the event it would need to be secured. The frame could be retrofitted at an approximate cost of \$300.00 to allow easier locking of the door. Discussion was held. Funding had been budgeted for building upgrades such as carpet, etc. Board recommended having a security walk thru done as it has been several years since one was last done. Robin will check into the security walk thru and this will be brought to Board again at a later date. The door frame will be retrofitted to allow easier locking of the front door.

3. School Nursing:

The nurses are currently doing extra work at one of the elementary schools with a child newly diagnosed with Diabetes. The school has been paying extra for these services. There have been some changes in the law where school staff can opt out of administering medications. Schools are in need of training on how to administer some medications. We are not willing to do this training as we are unsure if legally this is something they can do.

4. March of Dimes Grant:

We received a March of Dimes grant in the amount of \$2200.00 which will be used for vitamins and education for healthy moms and babies. Heidi Larson made a motion to approve the March of Dimes grant, seconded by Dean Entzminger. Roll call vote: Haroldson, Entzminger, Larson, Torrance, Schaar, Reed and Anderson voted aye.

5. National Drug Week Grant:

Robin submitted a \$1000.00 grant to NACCHO for National Drug Week and we would work with the local SADD chapter on activities. Heidi Larson made a motion to approve the grant, seconded by Cynthia Schaar. Roll call vote: Schaar, Entzminger, Haroldson, Torrance, Anderson, Reed and Larson voted aye.

6. WIC startup funding-possible payback to State:

Back when WIC programs started the State gave startup money to local Public Health. We received \$6000.00 which would need to be paid back if the WIC program were to end. Discussion was held regarding paying these funds back and it was requested by Robin that we will keep the funding at this time. This funding is tracked separately. Board members agreed the funding will be kept at this time.

7. CVHD Credit Card Changes:

US Bank now has a business plan credit card which takes the personal liability off of Robin and Marcia as they are currently responsible for the credit cards we have. Heidi Larson made a motion to change over to the business plan credit card, seconded by Laurel Haroldson. Motion carried by unanimous vote.

8. Approval of Expenditures-October/November:

The October and November expenditures were reviewed and Cynthia Schaar made a motion to approve the expenditures, seconded by Darla Reed. Roll call vote: Schaar, Entzminger, Larson, Torrance, Anderson, Reed and Haroldson voted aye.

9. Approval of Profit and Loss statements-October/November:

Profit and Loss statements were reviewed and Cynthia Schaar made a motion to approve, seconded by Dean Entzminger. Roll call vote: Schaar, Entzminger, Larson, Torrance, Reed and Haroldson voted aye.

10. Other:

3363 total flu shots were given at the Health District this fall. Lipid screenings were also done at larger businesses in the community.

Next Board meeting will be Tuesday, February 18, 2014 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