

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
February 18, 2014

The CVHU Board met at noon on Tuesday, February 18, 2014 at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

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

MEMBERS ABSENT: Dennis Ova Dr. Jystad

OTHERS PRESENT: Robin Iszler Tami Dillman Marcie Bata Beth Schwartz

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 Darla Reed. 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:

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

Old Business:

1. Environmental Health Updates:

Robin distributed a brochure that we are looking to send out to residents in Stutsman County on septic systems. We are looking at having these professionally printed and sent out and Board was encouraged to review and send any suggestions to Robin. Marcie reported we are doing re-licensures right now and there are some businesses which are delinquent in payment. There is currently a 50% late fee assessed on the inspections at this time as final notices were mailed February 1st. If payment is not received by the 20th of this month phone calls will be made and the licenses may be terminated.

2. SPF SIG Funding:

Finance Committee reviewed the SPF SIG grant and funding including budgets. Central Valley will receive an 8% fee for administration along with payment for other work completed based on the project deliverables. We are currently in the Assessment phase. We are looking at having 2 contractors working with us: Morgan Foster, who worked on the community assessment previously and NDSU for parts of the assessment requirements (workbook completion and interviews). After the assessment phase we will move into planning and then implementation. The money covers both Stutsman and Logan Counties and community members will be used as part of the process. Dean Entzminger made a motion to approve the SPF SIG funding, seconded by Laurel Haroldson. Motion carried by unanimous vote.

3. National Drug Week Grant:

Robin reported we had applied for this grant to work with the local SADD chapter but we were not awarded the grant.

4. Immunization grant-update on benefits and successes to our agency:

We took part in a state wide immunization billing grant for immunizations at Local Public Health. We acted as administrator for the grant and the grant will be ending in June. Statewide data was collected and a cost analysis was done. Revenue from immunizations has increased since starting on the grant. Robin presented the Cost analysis to the CDC and they were impressed with the hard work.

5. Community Health Partnership Group:

The group continues to meet the 4th Thursday of each month at the Human Service Center. The group will meet this upcoming Tuesday and the Land Use consultants will be attending the meeting to hear concerns relating to health. Board members are welcome to attend.

6. Other:

No other old business at this time.

New Business

1. Grant Updates-additional funding, new contracts(FP, West Nile, Immunizations, Water Supply, TB, HIV):

Finance Committee reviewed grant updates. Family Planning received an additional \$6082.00; HIV contract was received based on number of tests we complete for one year; Immunization contract in the amount of \$3957.00 for 6 months which is a decrease of \$1183.00; TB contract in amount of \$900.00; West Nile in the amount of \$3000.00 and ends July 31 and Water Supply in amount of \$8040.00 with required match of \$2680.00 for total of \$10,720.00. Finance Committee recommended full Board approval. Laurel Haroldson made a motion to approve the grant updates, seconded by Dr. Anderson. Motion carried by unanimous vote.

2. Title III budget approval:

Finance Committee reviewed the Title III contract which was received for \$52,000.00. The grant covers Stutsman, LaMoure, McIntosh and Sargent counties and is based on service units we provide. Match dollars are required in the amount of \$9176.00 and Stutsman puts in additional match funds. Salaries account for \$28148.00. The counties receive \$36550.00 of the total contract and match amounts. Darla Reed made a motion to approve the Title III budget, seconded by Dean Entzminger. Motion carried by unanimous vote.

3. County State Aid reimbursement received:

Robin reported we received a check in the amount of \$48571.00 for state aid reimbursement from Stutsman County for a 3 year time frame which they forgot to pay us for. Heidi Larson made a motion to approve the receipt of State Aid reimbursement, seconded by Cynthia Schaar. Motion carried by unanimous vote.

4. Substance Abuse grant(SPF SIG):

We received the SPF SIG grant in the amount of \$259,659.00. Heidi Larson made a motion to approve acceptance of the SPF SIG grant, seconded by Cynthia Schaar. Motion carried by unanimous vote.

5. School Nursing update:

Robin reported we are continuing to provide extra services to the school for a diabetic student. They had a meeting with the school which was ended abruptly by the school. Robin was in contact with Heidi on this and Heidi stated the school is having difficulty with some Legislation that was set at the end of this session regarding medication distribution in the schools and the school's need to have a policy in place. School staff can opt out of distributing medications to students and the number of students requiring medications is increasing. The Board of Nursing has not given guidance on this to nurses yet.

6. Car:

Finance Committee reviewed the information on the purchase of a new vehicle. This vehicle would be used by Environmental Health staff to do inspections in the county as well as by other staff for attending work related functions. Marcie, Amy and Frank went and test drove 2 of the vehicles that the dealerships submitted bids for. We would keep the current Toyota Corolla as well. We do not have to have open seal bids for items under \$100,000.00. The cost of insurance would remain the same at \$282.00 per year. Robin had checked with the County to make sure we were following proper protocol for the purchase. Discussion was held regarding the vehicles. Heidi Larson made a motion to allow the purchase of a 2014 vehicle at a cost of less than \$30,000.00 which staff feels comfortable driving, seconded by Laurel Haroldson. Roll Call Vote: Anderson, Reed, Schaar, Entzminger, Larson, Haroldson, Torrance voted Aye.

7. Nursing position:

Personnel Committee met with Robin and Marcia regarding the open nursing position. 17 applications were submitted and 11 applicants were interviewed. The top 3 applicants were called back for second interviews and Tami assisted with this. References were contacted on the top 3 and all 3 received favorable references. Brenna Opdahl did turn in her resignation as she is moving back to her hometown this spring. Robin and Marcia recommended we offer the positions to the top 2 applicants as it would save on costs for advertising, interviewing and orientation. Robin contacted Cynthia Schaar regarding any legal issues with doing this and there are no legal issues. Kim Harr and Kathy Tarno are the top 2 candidates. Robin and Marcia will be evaluating the current work load and duties of the entire nursing department. Staff will be assigned to various duties including Logan County. Staff will also be trained in administration nursing duties. Finance Committee recommended hiring two nurses to work full time 40 hour per week positions. The staff total would increase by 20%. Discussion ensued regarding this and the Board feels it is best to hire both nurses at full time and to cross train employees as the need for nursing services will continue to increase. Heidi Larson made a motion to approve hiring the top 2 applicants for the open nursing positions at full time, seconded by Darla Reed. If the applicants were to decline the position it would be offered to the next highest rated candidate. Roll Call vote: Entzminger, Larson, Haroldson, Anderson, Reed, Schaar and Torrance voted aye.

8. Pledge of Assets Review:

Finance Committee reviewed the Pledge of Assets review at their meetings. Tami reviewed the summary of account balances for checking, savings and CD's as follows with the full Board: US Bank Checking \$420,421.89, savings \$ 282,541.64 for total of \$702,963.53 and there is FDIC coverage of \$250,000.00 per account for a difference of \$202,963.53. This was increased because we had received our first payment from the county. We need 110% over FDIC coverage for \$223,259.88. The total pledge securities are \$355,505.23. There is an overage of pledges which should be enough to cover the next large payment from the county and if it does not we will increase as we need to. We have a 35 month CD at the Credit Union which matures in May in the amount of \$269561.94 and FDIC coverage of \$250,000.00 for a difference \$19,561.94. We have a LaMoure Credit Union pledge for \$ 125,000.00 and there is also overage of pledges.

9. Approval of check to reissue:

Tami reported there is a check which needs to be reissued-check number 45864 in the amount of \$139.67 which was lost. Heidi Larson made a motion to approval the reissue of the check in the amount of \$139.67, seconded by Dean Entzminger. Motion carried by unanimous vote.

10. Approval of Expenditures-December and January:

Finance Committee reviewed the Expenditures for December and January and recommend full Board approval. Heidi Larson made a motion to approve the expenditures, seconded by Dr. Anderson. Motion carried by unanimous vote.

11. Approval of Profit and Loss-December and January:

Several programs ended December 31, 2013 and ending revenue and expenditures are as follows: Stutsman County revenue in amount of \$986,278.02 and expenditures of \$866,181.28 with \$120,096.74 net income; Logan County total revenue \$73,378.85, expenditures \$61,562.85 with \$11816.00 net income; Title III ended even at \$66,521.37 with match of \$579.37 above the required match; Immunization ended even at \$ 34,260.76 and Logan County Recess ended even at \$25,000.00. Cynthia Schaar made a motion to approve the Profit and Loss statements, seconded by Laurel Haroldson. Motion carried by unanimous vote.

12. Other:

Discussion was held regarding the policy of paying mileage when employees use company vehicles. Staff carpools whenever it is possible but there are times separate vehicles need to be taken to the same meetings and Robin does not feel this policy is being abused by staff.

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