

**CENTRAL VALLEY HEALTH DISTRICT**  
**BOARD MEETING MINUTES**  
**March 17, 2014**

The CVHU Board met at noon on Monday, March 17, 2014 at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

**MEMBERS PRESENT:** Dean Entzminger Denny Ova Darla Reed Dr. Torrance Dr. Anderson  
Heidi Larson Cynthia Schaar

**MEMBERS ABSENT:** Laurel Haroldson Dr. Jystad

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

**INSERVICE-CVHD Annual Report and Strategic Plan:**

Robin reviewed the Annual Report with Board members. We currently have 22 staff members. There was an increase in Lipid screenings done as we have been increasing worksite wellness activities. Family Planning saw a slight decrease in client numbers mainly due to insurance covering students for longer and more individuals have insurance. The Strategic Plan was also reviewed at the meeting today and includes 5 goals: Increase and improve Mental Health care and awareness; promote Safe Driving; increase Physical Activity; decrease Alcohol and Tobacco Use in the community, and develop strategies for adequate Public Health services. The Strategic Plan is also part of the Accreditation process. Mentioned how it is all tied together between our QI plan, Performance management and the CHIP and our agency strategic plan.

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Dr. Anderson 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. Robin mentioned the format for narrative reporting which ties into the CVHD Performance Management System. Dean Entzminger made a motion to approve the narrative report, seconded by Denny Ova. Motion carried by unanimous vote.

**HEALTH OFFICER REPORT:**

Dr. Jystad was absent so no health officer report was given. Dr. Jystad will be interviewed for the SPF SIG project as a community member.

**Old Business:**

**1. Environmental Health Updates:**

Brochures were sent out to Stutsman County residents on on-site septic systems and Logan County is being worked on at present. Marcie reported calls have been received regarding this.

**2. SPF SIG Grant Update:**

We are in the process of completing the workbook and have met with community partners. Names of those people who are to be interviewed were compiled and there will be 14-15 interviews done in Stutsman and Logan Counties which includes law enforcement.

**3. Car-Purchased:**

We purchased a Chevy Equinox and staff feels it is working well.

**4. Staffing Updates:**

The two staff that Board approved hiring has been hired and Kathy Tarno and Kim Harr started last week. Jean Johnson's retirement party will be this week Thursday afternoon in Napoleon and several staff will be attending. Jean's last day will be April 1 and Brenna Opdahl's last day will be April 4. Marcia and Robin will be going to Napoleon on Tuesdays and Annette will cover Gackle on Thursdays.

**5. Accreditation Update:**

Robin has been revising the Administration Policy Manual as part of the Accreditation process. Revisions were made to where the document is located on the computer; Awards and Recognition for Staff; Human Subjects Research Protection Policy which Robin has been in contact with the State Health Department on and Policy Development and Review. There will also be changes in the Emergency Policies and Procedures to simplify the codes as to what they are versus colors being used currently. Discussion was held regarding a sign being posted stating no weapons are allowed at the facility. Heidi Larson made a motion to approve the revisions to the Administration Policy Manual, seconded by Denny Ova. Motion carried by unanimous vote. Robin will continue to bring revisions to the Board for approval in the future.

**6. Basement/Building Updates:**

The basement has had a moldy, musty smell for some time. Service Master has been to the building and worked on clean up in the basement. They removed some old paper the Jamestown Sun had stored down there and sprayed the basement down with a peroxide solution to inhibit mold. Robin is looking into having the walls sprayed with Kilz in the near future. Discussion was held regarding installing a fan to pull the air outdoors to help with the moldy smell and Robin will contact Greenwood Plumbing and Heating regarding this. A security walk through is scheduled for July to identify any risks to the building.

**7. Other:**

None at this time.

**New Business**

**1. Grants Ending-Ryan White:**

The Ryan White grant has ended. This grant is used for medical bills for HIV positive individuals and the services are reimbursed by the State Health Department.

**2. School Nursing Update:**

Robin attended a meeting in Bismarck with the State Board of Nursing. There was clarification on what nurses can provide for training and if education is done to a group and they are deemed competent the nurses are no longer liable once training ends. Robin let Jamestown Public Schools know we are available to do training in the future.

**3. Current Fees for Services-Recommended increases:**

Robin distributed copies of the fee sheets for Family Planning and Public Health. A cost analysis was done to determine what fees we should be charging. We are undercharging on some office visits in Family Planning and some vaccines and nursing services done in Public Health compared to the rates insurance will reimburse for. Board reviewed the information and Dr. Anderson made a motion to approve the recommended increases, seconded by Darla Reed. Motion carried by roll call vote. Reed, Larson, Anderson, Schaar, Ova, Entzminger, Torrance voted Aye.

**4. CHVD Brochure:**

A copy of the brochure was given to Board. Robin is in the process of having the brochure translated to Spanish and it will be available on the website. As the community changes we will see different types of populations. We have access to a language line as well in the event a translator is needed. The multi-cultures are part of the Accreditation process as well.

**5. Approval of Expenditures-February:**

Board reviewed the expenditures for February and Heidi Larson made a motion to approve the expenditures, seconded by Dean Entzminger. Motion carried by unanimous vote.

**6. Approval of Profit and Loss Statements-February:**

The Ryan White grant will be ending in March. 18 of the 25 grants are currently right at or just below where they need to be. The checking account balance is a little over \$460,000.00 and there is a CD at the Credit Union maturing at the end of May at just over \$262,000.00 and savings balance is at \$282,000.00. We just received a larger payment from Stutsman County. We have adequate pledges at this time at about \$75,000.00 over what is required. A copy of carry over information for the past several years was reviewed as well. Denny Ova made a motion to approve the Profit and Loss Statements, seconded by Heidi Larson. Motion carried by unanimous vote.

**7. Other:**

The next meeting will be on Monday, April 21 at noon at the Health District.

The Auditors will be here in July.

Several programs will have site visits in the coming months.

**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