

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
April 21, 2014

The CVHU Board met at noon on Monday, April 21, 2014 at the conference room at Central Valley Health District. Darla Reed, Vice Chairperson, called the meeting to order.

MEMBERS PRESENT: Darla Reed Dean Entzminger Heidi Larson Denny Ova Dr. Anderson

MEMBERS ABSENT: Cynthia Schaar Dr. Jystad Laurel Haroldson

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

INSERVICE-Public Health Law (videos with Murray Sagsveen):

Board members viewed videos today on Public Health law regarding open meetings and open records. There are guides related to laws on open meetings and open records on the North Dakota Attorney General website. North Dakota has "sunshine laws," which provide that all government records and meetings must be open to the public unless a specific law authorizes a record or meeting to be closed. Open voting is required and no secret ballots or voting is allowed. Notice of the meeting should be placed at the location of the meeting or on the facilities website and the city and/or county offices also need to be notified and in the event of special or emergency meetings local media must be notified. Central Valley publishes notice of Board meetings in the Jamestown Sun and these are also posted on the Central Valley website. Discussion was held and the Board agenda will be sent to the County Commissioners in the future. Videos were also watched on Practice Standards and Measures for the Accreditation process and County Health rankings.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Denny Ova 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.

HEALTH OFFICER REPORT:

Dr. Jystad was absent so no Health Officer report was given.

Old Business:

1. Environmental Health Updates(Abandoned auto, policy updates, abandoned buildings):

Updates were made to policies regarding some wording and how to make the procedures better flow and data retention and these were sent to the Program Committee. Program committee reviewed and other than one word change recommends approving the policy updates. Dean Entzminger made a motion to approve the Environmental Health policy revisions, seconded by Denny Ova. Motion carried by unanimous vote. Marcie reported they are working on a case in Barnes County involving removal of junk from a property and some funding from the State Health Department may be utilized for some of the scrap depending on the Contractor Barnes County is working with and Central Valley would submit a letter on their behalf for the funding. Marcie is also in contact with the owner of the old ACE Hardware building south of Jamestown as he stated last fall he had a contractor lined up and was waiting on a date.

2. Logan County services-going well:

Robin shared with the Board the schedule for Logan County Services since the retirement of Jean Johnson. Robin will be in Napoleon on Tuesdays, Marcia or Annette will be in Gackle on Thursdays, WIC will be in Napoleon the second Thursday of each month and Health Tracks will be in Napoleon or Gackle on the second Tuesday of each month and Frank attends Emergency Preparedness activities and meetings. Tami and Robin are working on SPF SIG, Nancy works with Tobacco Prevention and Robin has foot cares scheduled in Streeter and Napoleon. We continue to work with the schools to provide immunizations, screenings and education.

3. Accreditation Update policy revisions, performance management system:

Robin has been working on updating the Accident/Incident report and she added a policy on students and interns who are interested in Public Health as a career who job shadow or do clinicals through our office. The policy will be part of the Administrative Policy manual. Dr. Anderson made a motion to approve the Student/Intern policy, seconded by Denny Ova. Motion carries by unanimous vote.

4. Other:

None at this time.

New Business

1. County Health Rankings-Tami:

The rankings are often used to start conversations on how health is going in a particular area and are not intended to state one county is better than another and can also be used for policy change and to determine what areas need improvement. The rankings look at factors and outcomes. The outcomes are mortality and morbidity and are a picture of today's health for a specific county. The factors are looking into the future and influence how healthy people are. Percentages are assigned to behaviors at 30%, clinical care at 20%, social and economic factors at 40% and physical environment at 10%. The rankings for Stutsman and Logan County were reviewed for the past 3 years and there may be factors which are not ranked due to smaller populations. Logan was 42 in 2012 in health outcomes and health factors were 29 and were not ranked in 2013 and 2014. Stutsman was 2012 was 37 in health outcomes and 23 in health factors, 2013 were 37 in outcomes and 37 in factors and 2014 were 35 in outcomes and 20 in health. There are often variations from year to year in the rankings as multiple years are often combined together. A booklet with all the information for North Dakota along with data sources was given to Board members.

2. Grants: Tobacco, MCH, PHEP, FP:

MCH: funding will be coming as the grant ends June 30. This year will be level funding and funding will be changing next year to possible competitive process. We are working with our regional partners on this to gear up in the event it would be competitive.

PHEP: funding should remain the same for this for the upcoming year. There are 3 positions funded through PHEP-Emergency Response Coordinator, PIO and EHP. Counties receive some funding and Stutsman and Logan counties portion is about \$5,000.00.

FP: the budget will be revised once a final grant amount is received. There is an amendment to the current contract for \$300.00 due to purchasing some books for the statewide program. Heidi Larson made a motion to approve the amendment to the Family Planning budget for \$300.00, seconded by Dr. Anderson. Motion carried by unanimous vote.

Tobacco: We currently have 4 Tobacco contracts: Baby and Me in the amount of \$26,824.00, Measure 3 in the amount of \$236,243.00, State Aid in the amount of \$16,984.00 and Million Hearts in collaboration with JRMC in the amount of \$20,000.00. The grant for the next years keeps Baby and Me at the same dollar amount, there are changes to Measure 3 and State Aid and Million Hearts will end and Robin does not foresee that grant being renewed. Measure 3 will decrease by \$30,000.00. Measure 3 funding will be as follows: Stutsman and Logan \$117,074.00; LaMoure \$48,078.00 and McIntosh \$43,621.00 for a combined total of \$208,773.00. LaMoure and McIntosh received more funding so the decrease is less than \$30,000.00 in Measure 3. The State is only allowing Measure 3 funding to be used for Salary, fringe, travel and media and cannot be used for infrastructure expenses such as rent, supplies, phones, etc but State Aid was increased for funding the infrastructure. Board will act on the grants next month at the meeting once the budgets are finalized.

3. Immunization billing grant contract amendment:

Robin reported we received an additional \$12,229.00 for the Immunization billing grant contract for the conference which will be taking place and for coding books that were purchased for Health Departments. Heidi Larson made a motion to approve the Immunization billing grant amendment, seconded by Denny Ova. Motion carried by unanimous vote.

4. Incident Report form:

Robin has revised our accident/incident report form for clients and staff and a copy was distributed to the Board. Worker's Compensation has a general form on their website for use and Robin will look at this as well. Once final changes are made it will be brought to the Board for approval.

5. Approval of Expenditures-March:

Ryan White ended in March. Contract was for \$12,420.00 and is based on the number of clients we have. Total revenue amount was \$8,845.50 and total expenditures were \$8,864.16 for a difference of \$18.66. Tami reviewed the account balances and they are as follows: US Bank Checking \$49, 0565.37; CD that will mature May 24 \$27, 0652.00; savings \$28, 2546.19. Pledges were increased previously and we have adequate pledges at approximately \$300,000.00. Board reviewed the March Expenditures and Dr. Anderson made a motion to approve the expenditures, seconded by Denny Ova. Motion carried by unanimous vote.

6. Approval of Profit and Loss Statements-March:

Board reviewed the March Profit and Loss statements and Heidi Larson made a motion to approve the Profit and Loss Statements for March, seconded by Dean Entzminger. Motion carried by unanimous vote.

7. Other:

Robin gave Board members information on the Running of the Pink event in June which benefits the Women's Way Resource fund.

Next Board meeting will be May 19th at 12 p.m. at Central Valley Health and an update will be given on the Regional Network.

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