

**CENTRAL VALLEY HEALTH DISTRICT**  
**BOARD MEETING MINUTES**  
**May 19, 2014**

The CVHU Board met at noon on Monday, May 19, 2014 at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

**MEMBERS PRESENT:** Dr. Torrance Dr. Anderson Darla Reed Dean Entzminger Heidi Larson

**MEMBERS ABSENT:** Dennis Ova Dr. Jystad Cynthia Schaar Laurel Haroldson

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

**INSERVICE-Regional Public Health Network and Cancer Coalition Statewide Meeting-Robin and Tami:**

**Cancer Coalition Statewide meeting:** Robin reported she will be attending the Cancer Coalition Statewide meeting in Bismarck tomorrow and we will be presenting a poster on statistics gathered from the New Year New You challenge done in Jamestown in January. A pre-survey and post-survey were conducted and the numbers were not the same for both surveys but the data did show changes to behaviors when people participate in challenges. More than 50% of respondents work in places with 15 or more employees and 8 out of 10 participants were female and 6 out of 10 were over the age of 40. The surveys showed the following: increase in number of fruits and vegetables eaten daily; a decrease in the amount of type spent eating restaurant foods; an increase in physical activity; more respondents joined a fitness club; increased intensity of exercise; decreases in tobacco usage and second hand smoke exposure; stress reduction; and better sleep. The results show the importance of worksite wellness and the benefit of participating in challenges and work will be done on how to extend the healthy behaviors beyond the challenge dates.

**Regional Public Health Network:** the \$250,000.00 grant is for a 2 year time frame and ends in June 2015 and we are working with other Public Health units in our region. A group meets monthly on public health services to identify and improve efficiencies and identify potential gaps that are occurring in the 7 county region. One of the first steps was to go a Gap Analysis and consist of 3 components: An on-line survey sent to local public health staff, Board of Health members and Community Partners; Public Health Uniform National Data System developed by NACCHO; and a cost benefit analysis of services. A total of 87 people completed the on-line survey and all local public health units completed the PHUND\$ and Cost-benefit analysis. The on-line survey showed the following: Majority of public health staff are nurses with mean age of 47 and 11.3 years of work experience; 95% of staff believe they have skills to do their jobs, 85% feel they have sufficient training opportunities and 91% believe they are evaluated by their supervisor about the right amount; majority of staff and Board members feel that communication with each other is good or very good; Board of Health and staff feel collaboration with neighboring local public health is good; community feels public health service have high impact for money spent and 34% of staff report that rarely or sometimes are procedures modified if there are unnecessary steps. There will be a national trainer coming to do Quality Assurance training in the near future. The second part of the project is PHUND\$ Analysis. Our agencies were compared to agencies with populations less than 25,000 people and did comparison with the State of Florida as all public health agencies also fall into the category in Florida and our group was significantly better in 2 areas: total Margin and Administrative Expenditures. Total Margin measures relationship of revenues to expenditures. A 1.0 relationship means revenues when divided by expenditures is exactly equal to one another. Our group had a mean Total Margin of 0.02 meaning total revenue exceeded expenditures by 2%. Our Administrative Expenditures were at a mean of 13.78% compared to 17.65% for a population of less than 25,000 and 20.44% for an all agencies mean. A target benchmark is less than 15% going to administrative expenses.

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the previous meeting were reviewed and two corrections were needed. Dr. Anderson seconded the motion to approve the Profit and Loss Statements and the meeting was called to order by Darla Reed as Dr. Torrance was not in attendance. Dean Entzminger made a motion to approve the minutes after corrections were made, 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 Heidi Larson. Motion carried by unanimous vote.

**HEALTH OFFICER REPORT:**

No report was given.

**Old Business:**

**1. Environmental Health Updates:**

Robin reported she and Marcie will be meeting with Casey Bradley, Stutsman County Auditor, regarding the situation with the ACE Hardware building as it is a health hazard due to chemicals, vermin, etc. Marcie has been in contact with the owner regarding this for the past 2 years and it remains an issue. They will ask the County to give the owner a deadline and if the deadline is not met the County can demolish the building and assess the cost to the owner through taxes.

**2. Tobacco Grant-Final Budget-Tobacco Report:**

The Tobacco Grant was due last Friday, May 16<sup>th</sup>. Stutsman, Logan, LaMoure and McIntosh are involved in a partnership for a total of \$208,771.00 with Stutsman/Logan's portion at \$154,484.00; LaMoure at \$41,163.00 and McIntosh at \$13,276.00. Salaries, fringe benefits, travel, some signage and advertising and the State Media Campaign compromise the budget. All of the partners have approved the budget process. Revisions will be made once the State notifies us of a final budget. Heidi Larson made a motion to approve the Tobacco Grant, seconded by Dr. Anderson. Motion carried by unanimous vote. Heidi reported Jamestown Public Schools will be adding electronic cigarettes to be included in the smoke free policy and removed a section related to bystanders.

**3. Other:**

None at this time.

**New Business**

**1. Family Planning budget amendments:**

We received an additional \$300.00 for some books that were purchased and an additional \$1100.00 for program expenses for a total additional \$1400.00 to the budget. Darla Reed made a motion to approve the Family Planning budget amendment for \$1400.00, seconded by Dean Entzminger. Motion carried by unanimous vote.

**2. MCH Grant:**

The grant is due at the end of the month. The grant is divided into Mothers/Infants and Children/Adolescents. The total grant amount is around \$17,000.00 with federal dollars of \$5304.00 for Mothers/Infants and \$12, 375.00 for Children/Adolescents. There is match required for Mothers/Infants in the amount of \$3978.00 and \$9282.00 for Children/Adolescents. The grant is used for School Nursing, School Screenings, Immunizations, Injury Prevention and Newborn Home visit activities. Dr. Anderson made a motion to approve the MCH grant, seconded by Dean Entzminger. Motion carried by unanimous vote. There may be a change to the formula for MCH dollars for North Dakota as it is felt goals are not being met by the State and are trying to use the funds to improve the rates of injuries and infant deaths in North Dakota.

**3. Ryan White Grant:**

The Federal Government is now requiring a budget to be submitted for Ryan White funding. Karena Goehner is our Ryan White Case worker. Ryan White clients submit receipts for their expenses and she determines if the expenses qualify for the program. We received \$680.00 for case management and \$185.00 for administrative check writing that we do for a total of \$3900.00 and the rest is allocated on a per client basis. Dean Entzminger made a motion to approve the Ryan White grant, seconded by Darla Reed. Motion carried by unanimous vote.

**4. Staff Benefits:**

Robin surveyed the staff and the majority of the staff is requesting a 3% cost of living increase and discussion was held on Christmas Eve holiday. The current salary scheduled and the salary schedule with the 3% cost of living increase were distributed to the Board and reviewed. Tami reported there would not be an increase for pension or insurance premiums at this time. The majority of staff is grade 20 positions. The current policy reads employees receive ½ day for Christmas Eve holiday if it falls on Monday-Thursday. If Christmas is on Saturday we are closed on Friday and if it lands on Sunday the office is closed Monday. No additional time is given for Christmas Eve. It was brought up that other Boards people have served on have reserved giving extra holidays or additional time off as an incentive if the budget does not allow for cost of living increases. Heidi Larson made a motion to approve a 3% cost of living adjustment effective the first pay date (June23, 2014) in July, seconded by Darla Reed. Roll call vote: Reed, Entzminger, Larson, Anderson and Torrance voted aye. Motion carried by unanimous roll call vote. Dean Entzminger made a motion to approve Christmas Eve day as a full day holiday if it lands on a Monday through Thursday, seconded by Dr. Anderson. Motion carried by unanimous vote.

**5. CD Renewal:**

There is a 35 month CD at the Credit Union which matures at the end of this week. Tami researched rates and Board reviewed and discussed the options. Robin, Coralynn and Tami would like to stay with a 24 month or 36 month CD option and not split the dollar amount up in order to go for a better percentage rate. The Credit Union has a 36 month CD option at 0.85%. The total current amount of the CD which will mature is \$270,652.00. The CD started at \$130,396.00. We are getting about \$1,000.00 per quarter in interest and dividends. If the CD is reinvested at the Credit Union for 36 months and would need to be broke and the there is more than 12 months on the contract period there is 180 days of interest and dividends and if 12 months or less it would drop to 90 days. The current rate is 1.64% and we would drop to 0.85% and we would need to break the CD it would be about \$1000.00. Heidi Larson made a motion to approve the CD renewal at the rate of 0.85% for 36 months at the full amount when matured at the Credit Union unless a higher interest rate where to be available, seconded by Dean Entzminger. Roll call vote: Torrance, Anderson, Larson, Entzminger and Reed voted aye. Motion carried by unanimous roll call vote.

**6. Computer Server Update:**

Robin reported we need to update our server as we continue to run out of memory. There are several large programs on the server. Research has been done on Cloud Computing and the costs are significantly higher and retrieval of stored information is more difficult as it requires calling for retrieval. A quote for the total cost from CSI Computers was distributed to the Board for review. The total cost is around \$8000.00 which includes labor. There were dollars budgeted in the amount of \$20,000.00 for out of state travel and building upgrades so there is funding available. Darla Reed made a motion to approval the cost of the server update, seconded by Dr. Anderson. Roll call vote: Larson, Anderson, Reed, Entzminger and Torrance voted aye. Motion carried by unanimous roll call vote.

**7. Sports/Wellness Physicals:**

Robin and Marcia had some discussion with Jon Lillejord at Sanford Health regarding issues to access of medical care due to the number of physicians in the community and discussion was held on how we could help with Sports Physicals. Sanford was open to us assisting with this and Bethany Mello, our Nurse Practitioner, is willing to do the physicals. We would charge \$190.00 for the exam and we can offer vaccinations with state supplied vaccine for a lesser cost and we would file claims with insurance.

**8. Approval of Expenditures-April:**

Board reviewed the April Expenditures. Heidi Larson made a motion to approve the April Expenditures, seconded by Dr. Anderson. Motion carried by unanimous roll call vote.

**9. Approval of Profit and Loss Statements-April:**

Board reviewed the April Profit and Loss statements. Darla Reed made a motion to approve the Profit and Loss statements, seconded by Dean Entzminger. Motion carried by unanimous vote.

**10. Planning for 6100/7100 budgets for 2015:**

Robin has a request into Jamestown Public Schools for \$37,000.00 for school nursing for 2015 and for \$65,000.00 for the Vocational position. Mr. Lech has emailed Robin and thought those were reasonable requests. Robin will be working on requesting money from the city of Jamestown.

**11. Lutheran Social Services-possible funding:**

We have been in contact with Lutheran Social Services regarding some Chronic Disease management money they have available in our area. They will be looking for nursing staff to help coordinate the activities and Marcia has attended some meetings and there is a possibility of \$75,000.00 per site in the state per year. Each site would have a full time service coordinator and a half time wellness coordinator.

**12. Other:**

Next meeting will be June 16<sup>th</sup>.

**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