

**CENTRAL VALLEY HEALTH DISTRICT**  
**BOARD MEETING MINUTES**  
**July 21, 2014**

The CVHU Board met at noon on Monday, July 21, 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 Dr. Jystad Cynthia Schaar Laurel Haroldson

**MEMBERS ABSENT:** Dennis Ova

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

**INSERVICE – None**

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the previous meeting were sent out to members via email. Darla Reed made a motion to approve the minutes, seconded by Laurel Haroldson. Motion carried by unanimous vote.

**NARRATIVES:**

The Narrative reports were reviewed and no additions or corrections were needed. Laurel Haroldson made a motion to approve the narrative report, seconded by Darla Reed. Motion carried by unanimous vote.

**HEALTH OFFICER REPORT:**

No report was given.

**Old Business:**

1. **Environmental Health** – Marcie Bata reported that a certified letter was sent out to the owner of the ACE hardware building, they failed to pick up the certified letter. CVHD is resending the letter out again and once signature has been received that the owner received the letter, the 30 days will start to count. Failure to respond to the letter following 30 days, CVHD will direct the County to take action.
2. **Substance Abuse Grant** – Robin reported that staff at CVHD will be working on the next phase of the SPF SIG grant (Planning Phase). Robin has met with Casey Bradley, Ken Dahlstad, Scott Edinger and Chad Kaiser regarding the planning phase. Robin feels very excited about the support she is receiving on future interventions with this grant.
3. **Other:**  
None at this time.

**New Business**

1. **Review of current grants and budgets** – Robin reviewed the list of current grants. This summary shows a picture of CVHD funds from a variety of sources State, Federal and Local. The health department has about \$2,411,373 in projected funding.
2. **Immunizations** – Robin reported the CVHD received the 6 month contract for immunization activities. These funds are used to cover staff time for providing immunizations in the community. The amount received was \$5,936 making the total for the year \$9,893 (3,957). Motion to approve Immunization Grant made by Heidi Larson, seconded by Laurel Haroldson. Motion carried by unanimous vote.

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3. **Water Pollution** – Robin reported that CVHD received the one year contract for Water Pollution. The amount received is \$1,250 and requires a match of \$417 for a total of \$1,667. Funding is used for staff time for activities around water pollution control. This is the same amount as last year. Motion made by Cyndy Schaar, seconded by Dr. Anderson to approve the Water Pollution funding. Motion carried by unanimous vote.
4. **SANE nursing budget**. Grant was submitted for the SANE nurse program. Currently we are hoping to receive \$8,792 which will cover the on call nursing time at 12 hours per day. The total budget is \$30,560 includes Deb Fischer as the coordinator at 10% and supplies for the nurses. Motion made by Heidi Larson, seconded by Dean Entzminger to approve the SANE budget. Motion carried by unanimous vote.
5. **FP revised budget** – Robin reported that they received the contract for Family Planning. We will receive \$56,772 in Federal Funding the total budget is \$259,364. The budget was reviewed previously revisions made include cuts in supplies to support the funding we receive. Motion made by Dr. Anderson, seconded by Darla Reed to approve the revised budget. Motion carried by unanimous vote.
6. **Tobacco Baby and Me Revised Budget** – Robin reports that Central Valley Health will give back \$4,927 to the State Health Department for expansion of the Baby and Me program statewide. The new contract has been issued to CVHD at \$21,897 previously \$26,824. This cut reflects the number of clients we are seeing in the program. Motion made by Dr. Anderson, seconded by Darla Reed to approve the revised budget. Motion carried by unanimous vote.
7. **Ryan White Contract** – Robin reports that Ryan White contract was received at \$13,000. A small amount of the funding goes to staff time for administration of the program and the rest goes to pay expenses for the Ryan White Clients. We estimate about \$3,409 stays at CVHD for administration costs. Motion made by Cyndy Schaar, seconded by Laurel Haroldson to approve the Ryan White Contract. Motion carried by unanimous vote.
8. **Women's Way** – Robin reported that CVHD is anticipating level funding from the Women's Way program. Last year the amount received was \$39,287. CVHD matched in \$30,531. This funding is used for staff time and program expenses. Motion made by Dean Entzminger, seconded by Darla Reed to approve the Women's Way funding. Motion carried by unanimous vote.
9. **Emergency preparedness Budgets**. Robin reported there are two contracts for the work we do with the EPR. The regional staff budget is \$191,988 and the County allocation is \$5,051. This funding is used for regional staff and local staff for emergency preparedness activities. Motion made by Dean Anderson, seconded by Laurel Haroldson to approve the Emergency Preparedness budgets. Motion carried by unanimous vote.
10. **Board Appointment of officers** - The board discussed the current slate of officers. Currently Dr. Torrance is Chair, Darla Reed is V. Chair, and Treasurer is Laurel Haroldson. Committees are Finance: Dean, Heidi, Laurel, Program: Cyndy and Dr. Anderson, Personnel: Denny and Darla. Motion was made by Darla to continue with the officers for CVHD board of health as listed above. Seconded by Heidi Larson to approve appointment of officers. Motion carried by unanimous vote.

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11. **Stutsman/Logan County 2015 Budget Discussion** – Robin reviewed with the proposed 2015 budget projections for Stutsman and Logan Counties. Robin has also reviewed Logan County 2015 budget with the Logan County Commissioners. The final approval of the 2015 budgets can be made at the August 18, 2014 board meeting. Robin reports that they are projecting \$925,981 in revenue for Stutsman County and \$70,469 in revenue for Logan County. Expenses for Stutsman County are projected at 1,057,703 leaving a short fall of \$131, 723. Logan County Expense is 77,466 with a short fall of \$6,997. Stutsman County short fall is due to increases in staff costs for staff that were budgeted under special projects that have ended and also hiring of an additional nurse. CVHD is looking at increases in computer servers and replacement of computers for 2015. The security assessment has also been completed which may cause some increased costs for upgrades to our building to provide more security. Robin mentioned that there is a potential for additional projects and estimates about \$105,000 in possible funding for special projects. Logan county short fall is also to be expected and is one of the reasons a nurse was not hired at 3 days per week. Both counties have carryover funds in the fund balance. Board will review and make a motion in August.
12. **Refund from Merck** – Central Valley received \$5,277.91 and Family Planning received \$6,525.85 in refunds from the Merck Pharmaceutical company for overpayments. Motion was made by Heidi Larson, seconded by Cyndy Schaar to accept refund. Motion carried by unanimous vote.
13. **Additional Funding from Jamestown Public Schools** – Robin reported that CVHD is expecting an additional \$4,680 for services provided to a student at the school during the school year. This service was over the normal work CVHD does for the school. Motion made by Dr. Anderson, seconded by Laurel Haroldson to approve additional funding. Motion carried by unanimous vote.
14. **Check reissue** – one check needs to be reissued to staff who lost – total amount is \$57.07 Motion was made by Heidi Larson to approve of reissuing check #46445 for \$57.07 Seconded by Darla Reed. Motion carried by unanimous vote.
15. **Bond transaction** sheet was shared to show current amount owed for the purchase of the building and the history of the payment schedule.
16. **Approval of Expenditures-May/June - Board reviewed the June Expenditures.** Cyndy made a motion to approve the May and June Expenditures, seconded by Dr. Anderson. Motion carried by unanimous roll call vote.
17. **Approval of Profit and Loss Statements-May/June:** Board reviewed the May and June Profit and Loss statements. Heidi Larson made a motion to approve the Profit and Loss statements, seconded by Laurel Haroldson. Motion carried by unanimous vote.
18. **Other:** Next meeting will be August 18, 2014.
19. **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