

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
August 18, 2014

The CVHU Board met at noon on Monday, August 18, 2014, at the conference room at Central Valley Health District. Darla Reed, Vice Chairperson, called the meeting to order.

MEMBERS PRESENT: Dr. Torrance Darla Reed Dean Entzminger Cynthia Schaar Laurel Haroldson
Dennis Ova Dr. Anderson

MEMBERS ABSENT: Heidi Larson Dr. Jystad

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

INSERVICE-Accreditation Overview:

Robin distributed a handout on the Accreditation process which contained an overview of the standards and measures we have been working on. There are 12 domains and within each domain are standards which were reviewed with the Board today. Documentation needs to be submitted by November 2014. The State Health Department is also in the process of applying for Accreditation and we would be accredited sooner as we are farther along in the process.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Cynthia Schaar made a motion to approve the minutes as read, seconded by Laurel Haroldson. 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 Dennis Ova. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

No Health Officer report was given.

Old Business:

1. Environmental Health:

ACE Hardware building: Marcie reported a letter had been sent to the owner of the old ACE Hardware building with a 30 day deadline for the structure being taken down. The owner finally received the letter on July 30, 2014. If action has not occurred by the owner 30 days from July 30 Marcie will meet with Casey Bradley of Stutsman County regarding the next action to be taken. The owner did send Marcie an e-mail today and stated he was working on contacting someone to deal with the building and he would contact Marcie as soon as that happens.

Food and Lodging: the Food and Lodging Division was audited and it was found improvements are needed and they will be going to the Legislature to ask for funding for additional employees so they can ensure inspections are occurring on a timely basis. They are also looking at an electronic record system for better communication with Local Public Health. Robin reported Local Public Health is working with the State Health Department to request funding as well from the Legislature.

Environmental Health Continued:

Increase in fees: Marcie and Robin looked at the fees charged by Devil's Lake, Minot and the Food and Lodging division to compare to our current fees. A request was made to increase the fees as follows: Body Art License \$100.00 per facility and \$25.00 per operator; \$65.00 for group home and child care facility inspections; \$75.00 for seasonal pool facilities and \$150.00 for year round facilities; Tanning beds-\$75.00 base and \$10.00 per bed for up to 5 beds and \$150.00 for 6 beds and up; school food license \$140.00; septic installer license \$75.00; sewer permits \$125.00 for full system and \$100.00 for tank replacement or holding tank; on-site sewer inspections at \$100.00 and mileage at current federal reimbursement rate. Food License fees will remain the same at this time until the next Legislative session. A notice will be sent out to facilities notifying them of fee changes prior to January 1. Cynthia Schaar made a motion to approve the increase in fees effective January 1, 2015, seconded by Darla Reed. Roll call vote: Anderson, Reed, Entzminger, Ova, Haroldson, Schaar and Torrance voted aye. Motion carried by unanimous vote.

2. Update on Substance Abuse Grant-Planning Phase:

We are currently in the planning Phase and we are getting close to being able to spend the \$250,000.00 in the community. There is \$259,000.00 available. \$20,000.00 goes to Central Valley as the fiscal agent in addition to other work we are doing for the grant which will also be charged out. There is \$238,000.00 which is divided out to counties based on population. Robin met with community partners on what activities we wanted to use the funding for and a decision was made to use the funds for Enforcement, School Policy and College Policy, Media Campaign and Surveys and activities will fit into evidence based practice. A survey may be done in counties to assess how residents would feel about a tax on alcohol.

3. Final Approval 2015 Stutsman and Logan Budgets:

Total budget projections for Stutsman 1,067,703 and Logan 77,981. Logan County will not be using any carryover funding this year. Stutsman County will be spending \$141,000.00 of carryover. Staffing costs are the largest expense in both counties. There is at least \$105,000.00 in additional funding coming from projects in the future to help offset the carryover budget. Equipment costs are budgeted currently at \$30,000.00 as servers and computers need to be updated and these costs may exceed this amount. Robin will be meeting with Stutsman County Commission tomorrow and will meet again with the Logan County Commission. A motion was made by Dr. Anderson to approve the 2015 Stutsman County budget, seconded by Laurel Haroldson. Roll call vote: Reed, Entzminger, Ova, Schaar, Haroldson, Torrance and Anderson voted aye. Motion carried by unanimous vote. A motion was made by Darla Reed to approve the 2015 Logan County budget, seconded by Dennis Ova. Ova, Schaar, Haroldson, Torrance, Anderson, Reed and Entzminger voted aye. Motion carried by unanimous vote.

4. Other:

None at this time.

New Business

1. Staff Resignation:

Amy Kinzler resigned her position in Environmental Health and Emergency Preparedness. Her last day was August 15, 2014 and she was employed with us for 3 years.

2. Interview Results for Environmental Health position:

The position was opened up and 6 applicants applied for the position. Marcie and Robin conducted interviews last Friday and 3 applicants were contacted. One applicant withdrew her application, one applicant did not have enough science credit hours to apply for this position and one applicant was not interviewed. Robin and Marcie would recommend hiring Melissa Wilson for the position. Her references were excellent and she would be able to start as soon as possible. She has a Master's in Public Health and has done internships with the State of Colorado in Department of Homeland Security and Emergency Preparedness. Discussion was held regarding the options re-opening the position, hiring a Certified Food Professional who could handle just the food inspections, or hire Melissa pending certification of her science credit hours. Discussion was held regarding background checks and it was determined this practice needs to be disclosed when job openings are posted and we will look at adding this to our policies in the future. Darla Reed made a motion to approve hiring Melissa Wilson at Grade 18, step 0 at \$20.79 per hour, seconded by Dean Entzminger. Roll call vote: Schaar, Haroldson, Torrance, Anderson, Reed, Entzminger and Ova voted aye. Motion carried by unanimous vote. Discussion was held regarding the Environmental Health Practitioner II to EHP Food Safety, which would require a 2 year degree. Dennis Ova made a motion to approve the change, seconded by Laurel Haroldson. Motion carried by unanimous vote.

3. Women's Way Contract-Restricted:

When Robin received the Women's Way contract back from the state the Contract total was \$26,999.00 which is \$12,000.00 less than she was expecting. The contract is restricted at the present time and we should be receiving more funding. This is based on number of women screened and the number we are required to screen has decreased. Dr. Anderson made a motion to approve the Women's Way Contract as outlined above, seconded by Dean Entzminger. Motion carried by unanimous vote.

4. IT Discussion with Stutsman County:

Robin and Casey Bradley discussed working with Stutsman County on IT work. Robin met with Josh from the County and the timelines do not match up. Stutsman County will be providing IT support for Social Services and there are only 2 county IT employees. They looked at hiring another person and splitting that cost between Social Services and Central Valley. Our share of this cost would be \$30,000.00 and we paid less than \$1300.00 to CSI computers for labor and \$18,000.00 total for labor and hardware. We are looking to talk to CSI computers about virtual servers.

5. Flu shot season-discussions with pharmacies:

Robin and Marcia met with the pharmacies regarding how to avoid duplication of services and work in collaboration. Another meeting will occur on this collaboration. A copy of formulations and dosages of flu vaccine was given to Board members today. FluMist is the recommended vaccine for those ages 2-8 years who do not have contraindications. We will be going into the schools and businesses to administer vaccine.

6. Prevention Block Grant-school partnership:

This is a \$30,000.00 grant due at the end of the week. If the grant is received the funding will be used to work with Jamestown Public School wellness policies which need to be updated to meet requirements. There is a call tomorrow with the State Health Department and UND.

7. Grants yet to come-What we are waiting on:

We are waiting on the SART and WIC grants and information will be given to Board at the September meeting.

8. Approval of Expenditures-July:

Dr. Anderson made a motion to approve the July Expenditures, seconded by Darla Reed. Motion carried by unanimous vote.

9. Approval of Profit and Loss-July:

There were 3 grants that ended in July: the Billing Grant Clerical in the amount of \$28,567.00, Billing Administration in the amount of \$144,229.00 and West Nile in the amount of \$3,000.00. Darla Reed made a motion to approve the July Profit and Loss statement, seconded by Dennis Ova. Motion carried by unanimous vote.

10. Other:

Next meeting September 15, 2014

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