

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
November 17, 2014

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

MEMBERS PRESENT: Darla Reed Dr. Torrance Denny Ova Laurel Haroldson Dr. Anderson
Dean Entzminger

MEMBERS ABSENT: Cynthia Schaar Heidi Larson Dr. Jystad

OTHERS PRESENT: Robin Iszler Tami Dillman Marcie Bata Beth Schwartz Frank Balak

INSERVICE-Security Assessment-Frank Balak:

Frank gave an in-service to the Board today on a Security Assessment that was conducted of the facility by the North Dakota State and Local Intelligence Center. Risks and benefits were discussed and options were given to the Board on how to improve security. A copy of the assessment was passed around at the meeting today for Board to review.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Laurel Haroldson 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. Dr. Anderson 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.

Old Business:

1. Environmental Health:

- a. Marcie reported we received complaints of illegal body art being conducted in Stutsman and Foster Counties where employees of licensed body art facilities are doing body art in homes in the communities. We have worked with Law Enforcement on notification and any other complaints are being turned over to Law Enforcement at this time.
- b. Marcie also reported that we have heard back from Casey Bradley from Stutsman County and they are obtaining bids for the work on the old ACE Hardware building.
- c. We are sending out renewals for Environmental Health licenses.
- d. We have received a complaint of a septic system that is being discharged above ground. The Homeowner was contacted and he is refusing to correct this issue. This is a Class B misdemeanor in the Septic System code. This is outside city limits in Stutsman County. Marcie is asking for the Board's guidance on this and we will contact the States Attorney Office and ask for a letter to be drafted to the homeowner regarding this issue and the misdemeanor.

2. Grant Updates-Review of current contracts:

Finance Committee reviewed all the Grants in detail at their meeting this month. A copy of the current contracts was distributed.

- a. **Hepatitis C contract:** this contract ends June 30, 2015. We submit for reimbursement as we do testing. The State is out of funding for this contract so we will no longer be able to submit for staff time for testing. We will be looking to insurance reimbursement for covering the cost. Laurel Haroldson made a motion to approve the end of funding for the Hepatitis C contract, seconded by Denny Ova. Motion carried.
- b. **Gaining Ground grant:** Robin initially reported \$19,252.00 was available to us. After discussion with Kelly Nagel from the State Health Department we do not feel there is a great amount of work to be done so our contract will be amended to \$5563.00 and \$4063.00 is available to other partners in our region. Dr. Anderson made a motion to approve the grant amendment, seconded by Darla Reed. Roll call vote: Reed, Ova, Haroldson, Entzminger, Anderson, Torrance voted aye. Motion carried by unanimous vote.
- c. **WIC Contract:** The original contract was \$93,000.00 and we received \$545.00 additional funds for staff to attend the WIC All Staff meeting. Denny Ova made a motion to approve the WIC contract additional funds, seconded by Dean Entzminger. Motion carried by unanimous vote.
- d. **West Nile contract:** this contract was awarded in the amount of \$3000.00. We did not collect all the funds available to us in the amount of about \$1300.00. There is no longer funding available.

3. Flu Shot Season-great job CVHD staff:

Robin thanked the staff for all their hard work with flu shots. The Finance Reports do not show income from flu shots as we are still entering into the billing system. Robin discussed the process of how the billing is done and payments received.

4. Other:

None at this time.

New Business

1. Accreditation-submitted documentation:

All documentation necessary to start the Accreditation process was sent in October. The Site Visit team has been assigned and the documentation is being reviewed. A list was sent with 35 items that were rejected or required additional documentation. The majority of the items required reformatting and there are 12 items that need additional documentation. The plans listed below were distributed to Board today for review.

- a. Workforce Development Plan
- b. Community Assessment
- c. Community Health Improvement Plan
- d. Agency Strategic Plan
- e. QI and Performance Management plan

2. Regional Network JPA:

We were a pilot site several years ago for a Regional Network project. Legislation approved 3 or more groups to form a regional network. We have to sign a JPA when we have completed the project. We received \$250,000.00 in funds we have been sharing Barnes, Foster, Dickey, LaMoure, McIntosh, Wells, Stutsman and Logan Counties. We have hired NDSU to evaluate our project. The JPA has been reviewed by the States Attorney General and there are other groups in the State who are also working on Regional Network projects. Denny Ova made a motion to approve giving Robin the authority to sign the Joint Powers Agreement for the Regional Network project, seconded by Dr. Anderson. Roll call vote: Entzminger, Anderson, Torrance, Ova, Haroldson and Reed voted aye. Motion carried by unanimous vote.

3. Office Building Updates:

Robin reported nursing staff will be meeting to brainstorm on how we can more efficiently see clients in the office. Robin talked to Finance about how we have tried to budget to replace some of the older carpet and looking at replacing the carpet in the foot care area with linoleum or tile flooring. A copy of a flow sheet of the 2015 budget was given out and there is deficit spending and computers need to be replaced. There is a building maintenance line item which is split out between all the programs with the largest portion belonging to Stutsman Main. Discussion was held on budgeting building maintenance in a different manner. Robin will be obtaining estimates for replacing of carpets and will bring to the Board for approval.

4. Nursing Policy Updates and Approvals:

Program Committee has been working with Marcia on policies for TB and School Nursing. Program Committee did review the policies and recommended full Board approval. Dr. Anderson made a motion to approve the TB and School Nursing policies, seconded by Denny Ova. Motion carried by unanimous vote.

5. CVHD Communication Committee:

We have formed an internal communications committee to ensure all outgoing messages have consistent use of the logo, presentations, website and messages. We have items available in other languages and regulations on the website. This also includes evaluations of presentations within the community and client surveys. We will also have a rack of brochures in other languages in the reception area.

6. Approval of Expenditures September and October:

Finance Committee reviewed the expenditures. Dean Entzminger made a motion to approve the September and October expenditures, seconded by Laurel Haroldson. Motion carried by unanimous vote.

7. Approval of Profit and Loss Statements-September and October:

WIC and SART ended in September. Audit adjustments were included. Schauer and Associates will be at the December meeting to present the audit report. Finance Committee reviewed the Profit and Loss statements and recommend full Board approval. Darla Reed made a motion to approve the Profit and Loss statements, seconded by Laurel Haroldson. Motion carried by unanimous vote.

Central Valley Health Board Minutes

November 17, 2014

Page 4

8. Other:

Robin received a letter from Service Master stating they would be increasing the cost for cleaning services \$60.00 per month effective January 1, 2015. Robin feels they do a good job and we are happy with their services.

Next Meeting will be December 15. Board will not meet in January but will meet on Tuesday, February 23, 2015.

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