

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
February 23, 2015

The CVHU Board met at noon on Monday, February 23, 2015 at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT: Dr. Torrance Darla Reed Denny Ova Dean Entzminger Dr. Anderson
Cynthia Schaar Heidi Larson-per phone

MEMBERS ABSENT: Laurel Haroldson Dr. Jystad

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

INSERVICE-

Annual Report: A copy of the 2014 Annual Report was distributed to Board members. The report contained highlights of the Health District for 2014 for all programs and additional funding sources and included Board Member and employee names and years of service.

Update on SPF SIG: An update was given on SPF SIG. There may be an extension available but Robin feels we will spend out our funding in activities. Comparisons of funding between communities, strategies that were chosen and expenses for scanners for the Jamestown Police Department and Stutsman County Sheriff Department were reviewed for enforcement activities. This information was offered to Logan County Sheriff Department but they were not interested at this time. A media campaign will be done on the equipment purchased for Jamestown and Stutsman County Law Enforcement. Some additional funding was also given to the University of Jamestown. Surveys will be done in almost all of the schools in our counties and adults will also be surveyed. There is also advertising for Parents Lead.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and corrections were needed to reflect Darla Reed was in attendance and to correct the Title III grant extension restricted funds from \$23,000.00 to \$26,000.00. Motion was made and seconded to approve the Board minutes with the above corrections. 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-2015 Septic Training this week:

Marcie and Melissa are providing training this week Wednesday to those persons wanting to install septic systems in our region. This training is required every other year for continuing education for septic system installation and there are 93 people signed up to attend.

2. Other Environmental Health Issues:

- a. **C&R Bar and Grill:** Marcie reported we have received information regarding the septic system at C&R Bar and Grill. C&R indicated they are will to reduce seating if necessary to be in compliance. The septic system was installed within the last decade however there is no permit. The documentation regarding the system comes from the assistant to the installer who is now deceased. The installer did not work with Jim Michael or Marcie in the past. The board needs to decide if they are willing to allow C&R to continue with the system currently in place at the seating level allowed by the information submitted. The board could require when the property transfers ownership they would be required to prove the system meets code. This could be done by having a licensed installer excavate the system. With the current system they would only be allowed to seat 15-20 people. Dean Entzminger made a motion to approve a letter be sent to C&R Bar and Grill stating they would be allowed to continue, provided they meet seating requirement and future requirements, seconded by Denny Ova. Motion carried by unanimous vote.
- b. **Brad Kallenbach by Scherbenske Inc.:** Scherbenske Incorporated installed a system at Spiritwood Lake and the septic tank does not meet the required working gallons. This was a mistake by Scherbenske and the system was already installed and covered before Marcie received the paperwork. Scherbenske is now part of RTS Shearing and they are requesting a variance be granted for the system. We do not inspect every system prior to being installed but Marcie does want to see one system from each installer every year. Discussion was held regarding how to remedy this and the potential implications if variance was granted. Cynthia Schaar made a motion to not approve a variance to RTS Shearing, seconded and motion carried by unanimous vote. A letter will be sent to the homeowner and RTS Shearing regarding this.
- c. **County Resident and Failed Septic System:** We received a complaint of a possible failed septic system last spring in Stutsman County. Marcie drove by and determined the system is failed and the home owner was contacted and information was provided. Marcie again contacted the homeowner in August and he stated he was doing some doctoring and she needed to contact him in October. In November he informed Marcie that he would not be fixing the system. This was brought to the Board previous and they made the recommendation to contact the States Attorney and ask for a letter to be drafted to inform the homeowner failure to fix the system was a misdemeanor. The States Attorney was not in favor of sending a letter to the homeowner. The Board made a recommendation to send a letter to the homeowner with our finding and telling him that failure to fix the system is a misdemeanor with a deadline to provide us with a plan to fix the system by April 1, 2015. Cynthia Schaar made a motion to approve sending a letter, seconded by Darla Reed. Motion carried by unanimous vote.

3. Update on Legislative Session:

There is currently \$250,000.00 earmarked for Local Public Health Units and the request was for \$1.9 million. This is now in the Senate.

4. Family Planning Nurse Practitioner:

The position was opened and we had one applicant, Kara Falk, who currently works at Sanford Health 2 days per week and also teaches at NDSU and is going back for her Doctorate. Robin is asking Board for permission to hire Kara Falk and motion was made by Heidi Larson, seconded by Darla Reed. Motion carried by unanimous vote.

New Business

1. Ordinance Review:

While reviewing the Substance Ordinances for the City of Jamestown and Robin asked the City Attorney's office to review the Abandoned Building Ordinances as these can lead to drug houses. Mary Jensen at Dalsted and Ryan did the review. When the Ordinances were reviewed for Substance Abuse looked comparable to other cities and looked like they were adequate. With the Abandoned Building Ordinances there are some old items that do not apply any longer and Robin would like to have those removed. It does state that we can ask that buildings be torn down and costs assessed to the property owners. There are some cities within our region where the Ordinance still allows for a City Health Department and City Health Officer and that health officer can request buildings be torn down. Colleagues told Robin that the State had done away with this ordinance and Local County Health Departments are the City Health Department as well. This information is incorrect and the League of Cities is telling cities about health officers. It is still on the books that the city of Jamestown can have a City Health Department and City Health Officer. We do have an agreement for a joint Board of Health effective 1973 and that does not designate Central Valley as City Health Department. In talking with City Attorney Office and Jeff Fuchs he stated they would delegate this back to Central Valley. We are looking into resolution to name Central Valley Health as the Health Department for the City of Jamestown. We will be meeting with the City, the Fire Department and the Police Department regarding this.

2. Engagement Letter-Schauer and Associates for 2015:

We received the Engagement letter for Schauer and Associates for the 2015 audit. The cost is the same as 2014 in the amount of \$15,400.00. Dean Entzminger made a motion to approve the Engagement letter from Schauer and Associates, seconded by Dr. Anderson. Motion carried by Roll Call vote. Roll call vote: Reed, Schaar, Ova, Entzminger, Anderson and Torrance voted Aye. Larson recused herself due to conflict of interest.

3. HIV/HEP C Grant Submission:

We did receive a grant award for providing Hep C and HIV testing as a regional approach. We will be paid by the number of tests completed. Counties in the Region came to CVHD on February 3 for training provided by the State Health Department and tests done at Health Departments in our region will be reimbursed based on amounts allowed and upon completion of paperwork. No requests have been received thus far. We will plan to do a screening event for our community this spring and testing can only be done on high risk individuals. There is no dollar total for each agency. Finance Committee reviewed this information.

4. Revised Women's Way Grant:

We received an additional \$30,825.00 in funding for Women's Way and the budget was revised. Total budget with additional funds is \$ 57, 284.00. Finance Committee reviewed and recommended Board approval. Darla Reed made a motion to approve the revised Women's Way grant, seconded by Denny Ova. Motion carried by unanimous vote.

5. Ebola Funding:

The State received funding for Ebola activities and Local Public Health were included as recipients. Robin prepared a budget for all health departments in the region. The State then decided there were other priorities and all the work done in the budget that was sent in was not valid. We have not heard what the State will allow under Ebola contracts with the exception of training and funding is on hold until we hear more.

6. Staff Resignations:

Sharon Frey, RN, has resigned her position as part time nurse and Melissa Wilson has resigned her position with Environmental Health. Discussion was held regarding the open positions. Environmental Health position needs to be filled to help with Marcie's work load. After learning about the change to Health Insurance in July and a 14% increase in insurance premium costs and with an expected cost for retirement Robin feels it would be best to hold off on hiring for the nursing position at this time. There are some nurses that are available to help on a prn basis.

7. Immunization Grant Funding:

We received the Immunization grant in the amount of \$9641.00 for 2015. Amount in 2014 was \$9893.00. Finance Committee reviewed and recommended approval. Cynthia Schaar made a motion to approve the Immunization grant, seconded by Dr. Anderson. Motion carried by unanimous vote.

8. Office Updates:

Frank has been obtaining bids for Robin for new carpet/tile and window tinting. The window tinting would result in lesser air conditioner costs and increased security. Roughriders Signs which is local gave a bid of \$2548.22 and a business in Fargo gave a bid of \$4603.78. Window tinting may cause the window to crack and the bid from Fargo includes a 12 year warranty for interior application and a 5 year warranty for external application. Discussion was held and Denny Ova made a motion to obtain more information on the window tint prior to a decision being made, seconded by Cynthia Schaar. Motion carried by unanimous vote. Estimates were obtained for flooring and 3 options were discussed. The first option was to install tile in one small area at a cost of \$808.44, option 2 was to replace carpet in one large area of the building, in storage area and tile in small area for \$ 22,417.39 and option 3 was to replace carpet in one large area and tile, not carpeting the storage area for a cost of \$20,061.27. Using carpet tiles instead would be \$ 23,896.54. Cynthia Schaar made a motion to approve the purchase of carpet and tile as outlined as option 3, seconded by Dean Entzminger. Roll call vote: Torrance, Reed, Larson, Schaar, Ova, Entzminger voted aye. Motion carried.

9. Outstanding Checks:

Tami reported there are two checks that need to be reissued. The first check is check number 47080 in the amount of \$23.46 and check 47083 is to Blue Star Dry cleaning in the amount of \$82.54. Dean Entzminger made a motion to approve reissuing the checks as listed above, seconded by Darla Reed. Motion carried by unanimous vote.

10. Approval of Expenditures-December and January:

Finance Committee reviewed the expenditures and recommended full Board approval. Cynthia Schaar made a motion to approve the Expenditures, seconded by Denny Ova. Motion carried by unanimous vote.

11. Approval of Profit and Loss Statements-December and January

Finance Committee reviewed the Profit and Loss Statements and recommended full Board approval. Cynthia Schaar made a motion to approve the statements, seconded by Denny Ova. Motion carried by unanimous vote.

12. Other:

Next Board meeting will be March 16, 2015.

Accreditation Site visit has been set for April 28 and April 29.

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