

**CENTRAL VALLEY HEALTH DISTRICT**  
**BOARD MEETING MINUTES**  
**August 17, 2015**

The CVHU Board met at noon on Monday, August 17, 2015 at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

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

**MEMBERS ABSENT:** Laurel Haroldson Dr. Jystad

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

**INSERVICE-Schauer and Associates-Audit Updates:**

Linda from Schauer and Associates was in attendance today. Due to a change in federal audit requirements we will have a deficiency reported in the upcoming audit report. There are normally two letters in the back of the audit report. One is for Internal Control and Compliance over Government Auditing Standards and the other is the Single Audit letter. The change is related to the Compliance over Auditing Standards. Linda passed a sample copy of what the finding is going to look at. Schauer and Associates currently assists District Management in preparing financial statements including note disclosures with generally accepted accounting principles. The letter is stating that as matter of Internal Control Management is responsible for preparing the financial statements. There is a Cause statement relating to cost effectiveness of an independent account preparing the financial statements and disclosures versus ongoing specialized training for management. An Effect statement showing without the assistance of auditors the financial statements could be misstated or material financial statement disclosures. The Recommendation is that management be aware of this condition and be prepared and able to provide all necessary information and schedules to complete the financial statements and disclosures. View of Responsible Officials is that officials are aware of the condition but continues to request Auditor assistance with preparation of financial statements. The Government does not feel Auditors should not be preparing the Financial Statements but this is a service Schauer and Associates have offered. Most small entities do not have the expertise on their staff to prepare the financial statements. Due to the government not wanting the auditors to prepare the financial statements is why the deficiency is noted. Linda reported every small financial entity in North Dakota will likely have the deficiency and we will not receive anything from State Auditor that there is an issue. The Audit will have a statement in the Internal Control and Compliance over Government Auditing Standards letter that references a finding that will be found in the very back of the report. There is also a section of Scheduled Findings and Questioned costs, which is a quick recap and what the Federal Government looks at. Right now the Audit has Material Weaknesses as No and Significant Deficiencies as none reported right now. The only way to correct the deficiency would be to hire another accounting firm to prepare the Financial Statements and have Schauer and Associates do the audit. Schauer and Associates has a peer review done every 3 years by another accounting firm to have their records reviewed.

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Dean Entzminger made a motion to approve the minutes as read, seconded by Darla Reed. Motion carried by unanimous vote.

**NARRATIVES:**

Robin reported a staff development day was held in July. The Narrative reports were reviewed and no additions or corrections were needed. Dr. Anderson made a motion to approve the narrative report, seconded by Dean Entzminger. Motion carried by unanimous vote.

**HEALTH OFFICER REPORT:**

Dr. Jystad was absent so no report was given.

**Old Business:**

**1. Environmental Health:**

- a. **Policy-Variance Process:** Marcie gave information on a Variance Process the State of Minnesota and Fargo use. In Minnesota if a permittable option available that meets regulations a variance will not be granted. A copy of a variance request was distributed. There is a comment section that explains variance criteria and consists of questions that people have to ask. Discussion was held on keeping the variance readable and to make sure all areas are covered the language may be more difficult to read. A non-refundable variance request fee would be required. We will have Cynthia Schaar review the variance information for legality and this issue will be tabled until next Board meeting.
- b. **Fee Schedule:** Marcie is requesting fee schedule changes for restaurants. At a previous meeting 2 options were presented. One was keeping the current process of fees based on number of seats at food establishments and a separate fee for catering. The Other option is Risk Based fees. This option is based on risk of what types of foods are being served and this is based on the FDA Risk Schedule. Denny Ova made a motion to approve the Fee Schedule changes for Risk Based fees, seconded by Heidi Larson. Roll call vote: Reed, Larson, Ova, Anderson, Schaar, Torrance and Entzminger voted aye. Motion carried. This would take effect January 1, 2016 and letters will be sent to the establishments notifying them of this change when their renewals are sent out.
- c. **Other-letters sent out:** Certified letters were sent out last month to several individuals who were not meeting requirements. One individual refused the certified letter, one in Minnesota had not yet received the letter yet due to postal issues and one individual was notified to pick their letter up by the Post Office.

**2. 2016 CVHD Budget-Stutsman and Logan Counties:**

Robin reviewed the 2016 budget information with Board members. Robin met with the Logan County Commission last week on the budget and will meet with Stutsman County Commissioners tomorrow. Total Stutsman budget is about \$1.9 million. The loss of Maternal Child Health funding was taken into account. These funds are used for school screening, school nursing and newborn home visits. An additional 3% was requested from the City of Jamestown. There will be a slight increase to County Mill Levy dollars. A 3% short fall was budgeted for as well and the School District pays \$37,000.00 for school visits and this was rolled into Stutsman Main from MCH. Revenues and Expenditures were reviewed in detail. A request was also made for an increase in State Aid funding. Staff salary and benefits were reviewed. Logan County budget was reviewed as well. There is an increase in number of clients seen so revenue is increased. Cynthia Schaar made a motion to approve the 2016 budget, seconded by Dr. Anderson. Roll call vote: Entzminger, Larson, Ova, Anderson, Schaar, Torrance and Reed voted aye. Motion carried.

- a. **Car Update:** Robin did budget \$30,000.00 in the 2015 Stutsman budget for purchase of a large item. She is requesting to trade in the Toyota Corolla the office currently owns for another Chevy Equinox. The car has approximately 92,000 miles and more vehicle space is needed. The car is also an issue in winter weather. Last year the Chevy dealership offered between \$7,000.00 and \$9,000.00 for trade in value for the Corolla. Discussion was held and it is not necessary to get bids prior to purchasing. Heidi Larson made a motion to purchase an all-wheel drive SUV up to \$30,000.00 total cost, seconded by Cynthia Schaar. Roll call vote: Larson, Ova, Anderson, Schaar, Reed, Entzminger, Torrance voted aye. Motion carried.

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### New Business

1. **Accreditation Approval-Event:**

We have received Public Health Accreditation and Robin is looking at having an event on September 21 after the Board meeting. We will have an open house that afternoon.

2. **E-cig Law:**

There are new laws that went into effect August 1, 2015 in North Dakota but did not include E cigarettes. We will be working with the city of Jamestown to establish ordinances and the language we would like to see is defining E cigarettes as a tobacco product, prohibiting sale of E cigarettes to minors, child proof packaging and putting E cigarettes behind the counter. Robin asked the Board to consider signing a resolution to support the language. Cynthia Schaar made a motion to approve signing a resolution in support of E cigarette ordinance, seconded by Darla Reed. Motion carried by unanimous vote.

3. **Collaborations with Stutsman County on Services:**

Casey Bradley from Stutsman County contacted Robin about providing jail nursing services. Other Public Health Units do provide this service. We would need to hire additional staff to provide this service. The jail has a medical director. This would be a one and a half time position. Services would be minor assessments and medication set up assistance. Discussion was held regarding possible risks, on call hours and what training and type of personality of a nurse are needed to work in a jail setting. Salary and fringe for the 1.5 time position would be \$131,245.00. A decision was made to do further research and get something more formal in writing from the County.

4. **Approval of Expenditures-July:**

Expenditures were reviewed and Cynthia Schaar made a motion to approve the July Expenditures, seconded by Dean Entzminger. Motion carried.

5. **Approval of Profit and Loss-July:**

West Nile ended in July. Dean Entzminger made a motion to approve the Profit and Loss statements, seconded by Darla Reed. Motion carried.

6. **Other-** The next meeting is Monday, September 21, 2015 at noon. Robin also provided information to Board on the vision machine that was purchased to assist with school screenings.

### **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