

**CENTRAL VALLEY HEALTH DISTRICT**  
**BOARD MEETING MINUTES**  
**September 21, 2015**

The CVHU Board met at noon on Monday, September 21, 2015 at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, and Darla Reed, Vice Chairperson, were absent. Denny Ova made a motion for Dean Entzminger to chair the meeting, seconded by Dr. Anderson. Motion carried. Dean Entzminger called the meeting to order.

**MEMBERS PRESENT:** Dean Entzminger Laurel Haroldson Denny Ova Dr. Anderson Heidi Larson  
Cynthia Schaar

**MEMBERS ABSENT:** Dr. Torrance Dr. Jystad Darla Reed

**OTHERS PRESENT:** Robin Iszler Tami Dillman Marcie Bata Lakken Paulsrud Beth Schwartz  
Casey Bradley Chad Jackson Nicole Meland

**INSERVICE-Accreditation Open House:**

Robin reported we would be holding an open house at our office from 1:00-3:00 p.m. today. We will be offering refreshments, free Blood Pressure screenings and free Dermascan Skin screenings along with flu shots being offered.

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Denny Ova made a motion to approve the minutes as read, seconded by Dr. Anderson. 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 and no report was given.

**Old Business:**

**1. Environmental Health:**

Robin and Marcie requested Board review and approval of a policy for Variance requests. The variance request would be made in event the requesting party was unable to meet Septic System regulations. If permissible options are available a variance would not be granted. A copy of the variance that is in easier to understandable terms was available for Board review and discussion was held to include Frequently Asked Questions. We are also requesting a non-refundable fee of \$400.00 for the variance request and this would be in addition to the permit fees. Other health districts do have variance policies and Fargo Cass follows a Minnesota policy. Cynthia Schaar made a request to approve a non-refundable fee of \$400.00 for a variance request, seconded by Dr. Anderson. Cynthia Schaar made a motion to approve the Variance policy, seconded by Heidi Larson. Roll call vote: Haroldson, Schaar, Larson, Anderson, Ova and Entzminger voted aye. Motion carried.

**2. Collaboration with Stutsman County on services at Correctional Center:**

Casey Bradley, Chad Jackson and Nicole Meland from Stutsman County attended the meeting today. The County is requesting Central Valley to provide jail nursing services at the Stutsman County Correctional Center. Marcia and Robin had met with the county in August regarding these services and expressed our concerns on finding staffing and our lack of experience with jail nursing. We would need to establish our own policies and procedures if we were to provide this service. The jail nurse would do intakes and medication work with inmates and provide training to correction Center staff. Correction Center staff is trained to dispense medication to the inmate. Discussion was held with the County on jail nursing services and what would be required. We would work with Fargo on training of the nursing staff as Fargo Cass does jail nursing. The Correction Center does currently pay a higher salary rate for nurses than Central Valley. We currently pay nurse II at a grade 20 which is \$23.63-\$28.10 per hour. Robin would recommend the salary range for jail nursing to be \$24.83-\$29.52 per hour. Robin feels we would need to hire two full time nurses to provide jail nursing and assist at Central Valley as well as the county is requesting 60 hours per week and they may need to take phone calls on weekends or at night to provide assistance and advice. Dr. Skari is the medical director at the Correction Center. The nurses are in open offices in attended areas while seeing the inmates and the inmates must request to see the nurse from correction officers and would be escorted to the nurse. The majority of the inmates are federal marshal inmates who are being moved from one state to another. Discussion was held and it is felt the first step if Central Valley would provide the service would be to advertise for the position to see if anyone would be interested. The County does have the names of three individuals who may be interested in the position. Denny Ova made a motion to allow personnel committee along with Cynthia Schaar, from program committee, to form a committee to meet to further research this service and start to formulate a plan, seconded by Dr. Anderson. Motion carried by unanimous vote.

**3. SANE Nursing-discussion with JRMC-final budget number for SANE nursing and STOP grant:**

Robin reported that discussion continues with JRMC regarding their taking over the SANE nursing. There are 3 current SANE nurses. Discussion is going well and a mock drill will be held with JRMC. We did receive the STOP grant and there is \$8,760.00 for a 12 hour shift at \$2.00 per hour for SANE nurse to be on call and we would reimburse JRMC for the cost. If we receive a call the nurse is paid \$35.00 per hour and we bill for the exams. Heidi Larson made a motion to approve the STOP grant, seconded by Denny Ova. Roll call vote: Larson, Anderson, Larson, Schaar, Haroldson and Entzminger voted aye. Motion carried.

**4. Review of Budgets:**

Board member reviewed the budgets including Water Pollution in amount of \$1250.00 with required match to total \$1667.00; Hepatitis C contract with no dollar amount but reimbursement available for services provided; Cancer Grant for HPV vaccinations at \$2.00 per call to remind parents to have kids vaccinated for HPV and Regional Network for \$7,500.00 for our region. Dr. Anderson made a motion, seconded by Cynthia Schaar. Roll call vote: Haroldson, Larson, Schaar, Anderson, Ova and Entzminger voted yes.

**5. Other:**

None at this time.

**New Business**

**1. Staffing:**

- a. **New Position:** Kali Lauth had resigned her position. Robin would like to hire for an Administrative Assistant position for the front desk and Beth Schwartz would take on some additional administrative functions in the back including insurance. The position would be hired at a grade 9 and \$13.72-\$16.31 per hour. The current front desk staff has been employed for many years and have annual leave that needs to be used and even though they work together it is difficult at times for staff to be gone. Robin will advertise for the position.
- b. **Collaboration with JRMC on position:** We are looking at working with the JRMC Marketing person to assist with some advertising for the Community Health Assessment and we would contract for this work.

**2. Approval of Expenditures-August:**

Expenditures were reviewed and Cynthia Schaar made a motion to approve August expenditures, seconded by Laurel Haroldson. Motion carried.

**3. Approval of Profit and Loss-August:**

There were no grants that ended in August. Profit and Loss was reviewed and Denny Ova made a motion to approve the Profit and Loss, seconded by Cynthia Schaar. Motion carried.

**4. Other:**

Next meeting October 19, 2015 at noon at Central Valley Health.

We would like to take a photo of Board members at the next meeting. Robin will send a reminder in advance.

**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