

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES

The CVHU Board met at noon on Monday, December 21, 2015 at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT: Cynthia Schaar Laurel Haroldson Dennis Ova Darla Reed Heidi Larson
 Dr. Anderson Dr. Torrance

MEMBERS ABSENT: Dean Entzminger Dr. Jystad

OTHERS PRESENT: Robin Iszler Tami Dillman Marcie Bata Dianna Pollert
 Marcia Bollingberg Linda Mohn

INSERVICE- Linda Mohn from Schauer and Associates presented the June 30, 2015 fiscal audit report. According to new accounting standards, the ND Public Employees Retirement System (NDPERS) pension liability must be recorded so this was done for the first time this fiscal year and will continue going forward. No deficiencies were noted with respect to Federal grant awards. The only deficiency noted is that the same person preparing the financial statements is also doing the audit. This is allowed if the management has proper knowledge of fund accounting to accept responsibility for the financial statements. Linda Mohn stated that Central Valley Health District staff have the proper knowledge to assume responsibility for the financial statements. Linda Mohn stated that the requirement regarding the financial statement preparation stands for any governmental entity in the State of North Dakota. To resolve the deficiency in subsequent fiscal audits, Central Valley Health District would need to hire two firms – one to conduct the audit and the other to prepare the financial statements with the proper footnotes and disclosures. Heidi Larson made a motion to accept the audit, seconded by Laurel Haroldson. Roll call vote: Haroldson, Anderson, Reed, Ova, Schaar, Torrance, Larson voted yes. Motion carried.

MINUTES OF THE PREVIOUS MEETING:

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

NARRATIVES: No motion was made on narrative reports.

HEALTH OFFICER REPORT: No report.

Old Business:

1. Environmental Health: Marcie Bata received a permit application from Lakeview Meadows campground in Stutsman County. In October 2015 Central Valley was notified that the State Health Department had permitted the campground but they did not have the permits for the septic and sewage. The state is now looking for those permits. Originally there were 32 camping sites but now there are 36 campsites planned. The drain field is not long enough for 36 sites, was backfilled with rock, and the regulations require backfill with native soil. There are four 3,000 gallon tanks and 600 feet of drain field. Also a fish cleaning station was connected to the septic system, which is not allowed. There was also an unlicensed installer for this system. A motion was made by Darla Reed that Lakeview Meadows needs to redo and lengthen the septic drain field properly, disconnect the fish cleaning station from the septic system, and use a licensed installer. Seconded by Cynthia Schaar. Motion carried by unanimous vote. Marcie will write a letter that the request was denied until these items are corrected. The fish cleaning station can be connected to a holding tank which would be pumped out.
2. In Logan County there was a house septic system that was installed, 2 holding tanks that have been connected together, and there is no permit for this. They are looking to install a drain field this spring. There is no alarm on these holding tanks. Marcie will work with the homeowners on this issue. The tanks will need to be in compliance to have the drain field installed. These were installed by an

- unlicensed installer. They need an alarm and a pumping contract. Information only, no action required.
3. Flu shots: 400 doses are left. We may be able to return a certain percentage of unopened serum. We gave 3,300 flu shots and they are all billed for. A suggestion was made by Heidi Larson that next year Central Valley should advertise that we can bill insurance for flu shots, as there may be a misconception that we do not bill insurance.

New Business

1. MCH Grant: This is a regional grant application. Robin is working with Child Care Aware on this grant for child care providers to promote physical activity and healthy eating to help prevent obesity in children. This is a competitive grant. There are 24 applications for 8 grants to be awarded. This application is due January 15.
2. FP grant: This report was presented with the goals for the year. There are four types of goals, administrative, financial, community education and clinical. Costs are \$286,717 budget, \$70,457 from the current state grant. Salaries for family planning staff are funded through this program. The report also presented the goals and objectives for the state. This is due January 15, 2016. We will submit this, and this will come into play July 1. Once the state receives the federal dollar award, the state will contact us and let us know what the exact amount will be. If it is less or more, we will adjust the budget accordingly and bring it back to the board. A motion was made by Cynthia Schaar to approve this grant, seconded by Dennis Ova. Roll call vote: Haroldson, Anderson, Reed, Ova, Schaar, Torrance, Larson voted yes. Motion carried.
3. HIV HEP C grant: This was a regional grant to provide HIV and hepatitis C testing, mostly through family planning but we did include other public health departments in our area. There was no dollar amount and it was based on services provided. Central Valley submitted \$8,405. People in other counties were also screened. The money ran out and now we have a new grant for 2016. A motion was made to approve this contract by Dennis Ova, seconded by Laurel Haroldson, motion carried by unanimous vote.
4. Immunization contract: \$9,455 will be used for staff time for immunizations. A motion was made by Darla Reed, seconded by Laurel Haroldson to approve this contract, motion carried by unanimous vote.
5. Expenditures: The Million Hearts grant ended in November (the smaller of the two). The amount Central Valley will receive for this work is \$8,497.00, total expenditures were \$5,476.56. A motion was made by Laurel Haroldson to accept the expenditure report, seconded by Dennis Ova. Roll call vote: Haroldson, Anderson, Reed, Ova, Schaar, Torrance, Larson voted yes. Motion carried.
6. Profit and loss: Motion made by Heidi Larson to approve this report, seconded by Darla Reed. Motion carried by unanimous vote.

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.

The next board meeting is February 22, 2016.

Respectfully submitted,

Dr. Philip Jystad, MD
Health Officer
Dianna Pollert, Secretary