

**CENTRAL VALLEY HEALTH DISTRICT**  
**BOARD MEETING MINUTES**  
**March 21, 2016**

The CVHD Board met at noon on Monday, March 21, 2016 at the conference room at Central Valley Health District. Darla Reed, Vice Chairperson, called the meeting to order.

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

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

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

**INSERVICE:**

The results of the 2016 Strategic Planning “Aspire” survey were presented. Tami reviewed the survey results for the board compared to the results from the staff. These results were fairly consistent between the board and the staff. The top two priorities are obesity/physical activity, and access to care. Some of the biggest challenges are seen to be funding, maintaining services, staffing, and retirements. Robin discussed the strategic planning process. Each board member was given a copy of the Central Valley Strategic Plan document. Discussion was held regarding working with the NACCHO guidelines to set measurable goals. There are seven modules outlined by the NACCHO. Much of this planning has been done but needs more detail as far as the progress that is being made. Each program such as WIC, family planning, environmental health and others have their own priorities and these were reviewed as part of the planning process that has been done so far.

**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 Denny Ova. Motion carried by unanimous vote.

**NARRATIVES:**

The Narrative reports were reviewed and no additions or corrections were needed. Darla Reed made a motion to approve the narrative report, seconded by Denny Ova. Motion carried by unanimous vote.

**HEALTH OFFICER REPORT:**

No report. Marcia stated she contacted Dr. Jystad and he will be meeting with our nurses in the near future.

**Old Business:**

1. **Environmental Health:**

- a. **Two Rivers Activity Center:** Marcie received a request from the Two Rivers Activity Center to approve their pool area floor plan, however they are lacking the required 8 feet of decking all the way around the pool. Dr. Torrance made a motion to deny this request due to the 8 feet decking requirement not being met, seconded by Cynthia Schaar. Roll call vote: Reed, Ova, Entzminger, Schaar, Torrance, Larson voted yes. Motion carried.
- b. **Logan County septic system:** Marcie also discussed followup of an issue in Logan County involving a property owner who has a septic system that is out of compliance (sewage being dumped on the ground). The State’s Attorney has called the property owner, Mr. Wangler, who was very uncooperative. The owner called Marcie. He stated he did not want to comply with the requirements. Marcie sent him a list of installers and she has not heard back from him. In the past he has refused our certified letters. If a response from the owner is not received in 10 days, this issue will be again turned over to the State’s Attorney.

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### 2. Jail Nursing:

Robin sent a letter to Casey Bradley, Stutsman County Auditor, stating that Central Valley would like to form a committee to meet and further discuss jail nursing. She has not received a reply at this time.

## New Business

### 1. Strategic Planning:

Robin passed out the current CVHD bylaws, which need to be revised. One change that needs to be made is the 5 year board terms. Some entities set the terms at 3 years or 1 year, so the wording could be changed to read "up to 5 years" or as designated by their entity. Regarding the strategic plan, Central Valley staff will meet and look at the strategic plan and set priorities. Robin will also look at other agencies' plans to see how they compare. Cynthia Schaar and Heidi Larson will form a subcommittee to review the bylaws and work on the board governance goals beginning in June and review them in July.

### 2. Contracts:

The CVHD Revenue Summary for March 2016 was reviewed. **Contracts Amended:** Tobacco for additional \$1,923.00, Prevention \$8,000.00, Family Planning \$1,443.00. Heidi Larson made a motion to approve the amendments, seconded by Darla Reed. Roll call vote: Reed, Ova, Entzminger, Schaar, Torrance, Larson voted yes. Motion carried. **New contract:** Ryan White for \$10,000.00. Dean Entzminger made a motion to approve the new contract, second by Denny Ova. Roll call vote: Reed, Ova, Entzminger, Schaar, Torrance, Larson voted yes. Motion carried.

### 3. Evaluation of CVHD administrator:

Robin Iszler's evaluation was reviewed. She received a favorable review. Darla made a motion to approve the evaluation, second by Heidi Larson. Motion carried by unanimous vote.

### 4. Policy updates:

Background checks were discussed. Robin contacted Sheriff Chad Kaiser and he sent her the form that they use. This type of background check costs \$15.00 and only applies to North Dakota courts. If another background check was needed, such as out of state, it might take several weeks, so an employee could be hired contingent upon the background check. Robin will write a policy that Central Valley will now start doing background checks and Robin will check with Sheriff Kaiser regarding out-of-state requests.

### 5. Approval of Expenditures for February 2016:

Expenditures for February were reviewed. A motion was made by Cynthia Schaar to approve expenditures, second by Denny Ova. Roll call vote: Reed, Ova, Entzminger, Schaar, Torrance, Larson voted yes. Motion carried.

### 6. Approval of Profit and Loss for February 2016:

No grants ended. Profit and loss were reviewed. A motion was made by Dean Entzminger to approve the profit and loss, second by Darla Reed. Roll call vote: Reed, Ova, Entzminger, Schaar, Torrance, Larson voted yes. Motion carried.

### 7. Other:

The CVHD brochure has been completed. Board members will take copies back to their entities. Robin is working on the Title III grant which will be \$78,000.00. Robin reported that Central Valley did not get an MCH grant. There may be some mini grants still available which could focus on safe driving and safe sleep. Regarding immunizations, the universal coverage will be discontinued in July. The cost for Central Valley to buy the required vaccines is estimated to be approximately \$26,000.00.

### 8. Next meeting:

April 18, 2016.

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**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

Dianna Pollert, Secretary