

and it is similar to other regulations across the State. The engineering report provided to CVHD from Mr. Dunwoodie did state that native soil should be used for backfill. Additionally there was no permit purchased for this system and at the time of installation. Mr. Dunwoodie was made aware again of the two options for the current septic system at Lakeview Meadows as stated above. The board requested the following documents: Engineers letter/recommendation regarding the current system that is in place at Lakeview Meadows, and NDSU letter/recommendation regarding the current system that is in place at Lakeview Meadows. The board will review these documents at future meetings.

B. Spiritwood Lake Resort: Greg Nordstrom, the owner has built a house and did obtain an OSTs permit, however the permit has not been returned to CVHD by the contractor. There also was to be a new tank installed for the resort. There may be issues with a historical site that will not allow for any digging in the area. The board requested that Marcie Bata call Mr. Nordstrom to discuss these issues.

The board discussed in general the possibility of more advertising regarding septic system requirements.

2. 2017 CVHD Budget for Stutsman and Logan Counties:

Finance committee met on August 12 and reviewed in detail the 2017 Stutsman and Logan County Budgets. Projected revenue for Stutsman County for 2017 is 1,104,351 (increase of 16,598.50 from 2016) and Logan County is \$103,160 (increase of 8993 from 2016). Budgets are built with a 3% cost of living adjustment for staff. Also included are increases for 3 staff for salary adjustments. These staff are Tami Dillman, Marcie Bata and Robin Iszler. Total cost for staff adjustment is \$9,235.40. There were no other significant increases in expenses were noted for either county. Stutsman has budgeted \$30,000 for equipment expense increase of a major repair. Discussion was held on a vaccine fridge in Logan County. Staff salaries continue to be the largest expense for both counties. Committee also reviewed the current Carry over sheet and noted the General Fund balance for Stutsman decreased due to the payment of the building and Logan's fund balance increase. As far as the state budget cuts, the main cut was that the state will no longer supply vaccine for all children and agencies will bill insurance for the vaccine. Robin felt that there will not be further cuts to public health. A motion was made by Cynthia Schaar to approve the 2017 Budget for Stutsman and Logan Counties, second by Darla Reed. Roll call vote: Reed, Ova, Entzminger, Schaar, Torrance, Haroldson, Larson voted yes. Motion carried.

3. Bylaw Review:

The second reading of the bylaws was done. Heidi Larson and Cynthia Schaar plan to meet to review the bylaws. If they recommend any changes, they will bring these back to the board in the future. A motion was made by Heidi Larson to approve the current bylaws, second by Denny Ova. Motion carried by unanimous vote.

New Business

1. Audit Field Work Completed:

The auditors (Schauer and Associates) have completed their field work. Tami reviewed the list of usual audit adjustments that will be made. Family Planning, Health Alert Network, Stutsman and Logan budgets had adjustments. The final report will be done in December.

2. University of Jamestown Intern position:

Robin reported that CVHD will be supervising an intern student from the University of Jamestown. This position is a shared position from CVHD and JRMC with each agency funding half of the salary. JRMC has had a change in staffing with the loss of their marketing director. Due to this staffing change – JRMC and CVHD agreed that the intern should report to CVHD. The position will be paid at \$13.05 per hour, and will run until June 2017.

3. Partnership for Success coordinator position:

Robin reported that applications have been received and interviews have begun for the position. The starting salary will be \$22.02. A motion for approval to hire a qualified candidate was made by Denny Ova, second by Darla Reed. Motion carried by unanimous vote.

4. Review of programs that ended in June 2016:

Tami reviewed the grants that ended in June 2016 and reviewed the current balance sheets for programs.

5. Approval of Expenditures for July 2016:

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

6. Approval of Profit and Loss for July 2016:

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

7. Other:

Robin stated that sewer regulations have been reviewed with all approved installers. These need to be consistent statewide and continually need to be updated.

8. Next meeting: September 19, 2016.

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