

Board Meeting Minutes

September 19, 2016

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New Business

1. Retiring nurse:

Wendy Klett will be retiring on December 2. She has been with CVHD for 24 years. She has been a 70% employee. Her annual salary plus benefits is \$67,983 (\$30.04 per hour). Robin proposed hiring a nurse for 100% time, salary plus benefits of \$79,641 (\$25.53 per hour). The new nurse could take on other duties such as Women's Way coordinator, which is currently done by Robin. The possible start date for the new nurse would be mid-November to allow for some training by Wendy. Cynthia Schaar made a motion to advertise for the nursing position as 100%, second by Denny Ova. Roll call vote: Entzminger, Larson, Schaar, Torrance, Anderson, Ova, Haroldson and Reed voted aye. Motion carried.

2. Board of health committees and officers:

The list of board committee officers and appointments was reviewed. Dr. Ed Anderson is on the Program Committee but with his resignation that committee would only have one member Dr. Torrance is on all committees but could focus on the program committee since only one member would remain on that committee with Dr. Anderson's resignation. Heidi Larson made a motion to accept the officers and committees as previously listed from 2015-2016, second by Cynthia Schaar. Motion carried by unanimous vote.

3. Dr. Anderson Retirement:

Dr. Ed Anderson has served on the CVHD Board for 17 years. He is retiring and has closed his dental practice. Robin and the Board thanked him for his years of dedicated service.

4. PFS Grant Funding:

Robin reviewed the budget for the new Partnership for Success prevention grant. The amount of this grant for 2016-2017 is \$99,641. There will be 3 staff members working with this grant: Shannon Kaiser 100% for \$59,519, Tami Dillman 20% for \$16,270, and Robin 10% for \$9,370. This first year there will be a planning process and a coalition will be formed. A motion was made by Dean Entzminger to accept the PFS grant budget, second by Darla Reed. Roll call vote: Entzminger, Larson, Schaar, Torrance, Anderson, Ova, Haroldson and Reed voted aye. Motion carried.

5. Partnership for Success position, Community Resource intern, and dietetic intern:

Shannon Kaiser has started full-time for the PFS position. Mackenzie Kiefer is the part-time Community Resource intern. Her position is shared with JRMC. We will have a dietetic intern in the spring of 2017, working with Robin and the WIC program.

6. Stutsman County Housing and Diaper Drive:

The Stutsman County Housing Authority recently organized efforts to supply diapers to those in need in our community, however they used Central Valley Health District's name in fund-raising efforts without communicating with Central Valley prior to this fund raiser. Central Valley does not give out commodities such as diapers. Robin drafted a letter to Dave Klein stating that Central Valley would need to be consulted prior to any fund raising. A motion was made by Dean Entzminger so send the letter to Dave Klein that Robin has drafted, second by Denny Ova. Motion carried by unanimous vote.

7. Board of Health Bylaws—Membership:

Robin discussed the empty seat on the Board due to Dr. Anderson's retirement. The Board could change the bylaws and continue with 7 members instead of 8. The Century Code in the past stipulated that one member of the board had to be a dentist. This is no longer required. This matter will be discussed in the future. No action was taken at this time.

8. Legislative Forum Community Partners:

This will be held November 17 at 1:30 p.m. at the Law Enforcement Center.

9. Approval of Expenditures for August 2016:

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

10. Approval of Profit and Loss for August 2016:

No grants ended. Profit and loss were reviewed. A motion was made by Laurel Haroldson to approve the profit and loss, second by Darla Reed. Motion carried by unanimous vote.

11. Other:

A. Robin reported that since the MCH funding has been discontinued, some of the money saved has been allocated for a new Safe Sleep grant, and this amount will be \$7500. The majority of this money will be used for nursing salaries for education of clients on safe sleep for children.

B. Laurel Haroldson reported on a fund-raiser that was held as a benefit for cancer patients. Gas cards are purchased and distributed to cancer patients in the community who have to travel for treatment. Referrals are from word of mouth and this program is not income-based. Board members were encouraged to contact Laurel if they know of anyone who can benefit from this program.

12. Next meeting:

Monday, October 17, 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