

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
FEBRUARY 21, 2017

The CVHU Board met at noon on Tuesday, February 21, 2017 at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT: Dean Entzminger Laurel Haroldson (by phone) Heidi Larson
Darla Reed Dr. Torrance

MEMBERS ABSENT: Dr. Jystad Darla Reed Denny Ova

OTHERS PRESENT: Robin Iszler Tami Dillman Marcie Bata Dianna Pollert

INSERVICE: An inservice was presented by Robin regarding the onsite sewage treatment systems regulation changes. This was the first reading. These regulations will result in greater uniformity statewide. There will be reciprocity for installers from region to region. For people who wish to self-install, there will be some change. For mounded and pressurized raised systems, only licensed installers can install those because of the technical equipment and time involved. Septic tank requirements will change somewhat based on what is available in the market. The required spacing between trenches will now be 6 feet rather than 9 feet.

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 Darla Reed. 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 Dean Entzminger. Motion carried by unanimous vote.

HEALTH OFFICER REPORT: No report.

Old Business:

1. **Environmental Health: Lakeview Meadows Discussion:** Dean Entzminger made a motion to table this issue until the March 20 Board meeting so that Denny Ova will be able to attend, second by Dr. Torrance. Roll call vote: Haroldson, Anderson, Reed, Torrance, Larson voted yes. Motion carried.
A: **Fee changes for septic licenses:** The EH Department is asking for increases to the license fees for sewer installers. The finance committee reviewed the current fees that are being assessed at all the various health departments in ND and our current fee is \$75.00. Committee recommended that CVHD increase the fee to \$125.00 to be more in line with other agencies. A motion was made by Dean Entzminger to raise the septic installer license fee to \$125.00, second by Darla Reed. Roll call vote: Haroldson, Anderson, Reed, Torrance, Larson voted yes. Motion carried.

New Business:

1. **Requirements for On-site Sewage Treatment Systems:** The first reading of the revised Onsite Sewage Treatment System regulations was held. A motion was made by Heidi Larson to approve these regulations, second by Dr. Torrance. Motion carried by unanimous vote.
2. **Contracts and Grants:** Several grants have been amended or received as follows: MCH Safe Sleep - \$7,500, TB \$1,200, HIV Hep C \$6,500, Regional Network \$10,000, Everybody Walks \$1,500, Cross Jurisdictional Sharing, \$21,250 and BEK \$500. Darla Reed made a motion to approve the contracts and

grants, second by Dean Entzminger. Roll call vote: Haroldson, Anderson, Reed, Torrance, Larson voted yes. Motion carried.

3. **Tobacco Resolution:** A letter was signed by Dr. Torrance on January 10 in support of preservation of the Tobacco Prevention program.
4. **Policies—Updates for finance and accounting policies:** Robin reviewed changes to the financial policies based on an upcoming audit by the ND Family Planning program. Program Committee was also given the policies and approved the changes. It was recommended that future check reissues can be done without board approval based on approval of the Unit Administrator. A motion was made by Heidi Larson to approve the changes to the finance and accounting policies, second by Dean Entzminger. Motion carried by unanimous vote.
5. **Logan County:** _____ A small vaccine-grade refrigerator is being purchased for Logan County. The Gackle Clinic schedule has changed to every other week, the first and third Thursdays of each month. To assist with Logan County septic permits, a request has been made that Central Valley Environmental Health could be notified when a building permit is issued for a house or other structure that needs a septic system, and then the owners can be contacted.
6. **Staffing changes and payroll outsourcing:** Robin reported that Coralynn Dallman had given a resignation. Robin asked Coralynn to stay on part-time as CVHD determines what the future funding will be after the legislative session and also determine needs in the Finance Department. Coralynn will continue to work 3 days per week. CVHD has been thinking for some time about outsourcing payroll. One benefit is that internal finance staff would have more flexibility and less stress in completing payroll which must be done timely every two weeks in order to pay staff. Tami researched 3 companies that offer payroll assistance. Schauer and Associates was also asked, however they cannot do our payroll and our audit. Robin and Tami recommend using Eide Bailly as the payroll outsource agency. They are local (Fargo). The finance committee discussed payroll outsourcing. It was suggested to look at a monthly payroll instead of bi-weekly as another option to save money. The finance committee did agree that outsourcing payroll was a good idea. Also Eide Bailly would have a time sheet option for us to use to assist in the payroll process. Robin will survey employees to see if they are in favor of once monthly payroll and get employee input. A motion was made by Dr. Torrance to approve Eide Bailly as the payroll outsource agency and change to once monthly payroll pending employee approval, second by Darla Reed. Roll call vote: Haroldson, Anderson, Reed, Torrance, Larson voted yes. Motion carried.
7. **Tobacco program—future funding:** Robin shared that there has been a lot of activity regarding the center for tobacco control program and future funding for local public health agencies. Presently the Senate is planning to defund the Center for Tobacco Prevention and provide the funding for Tobacco programs through the ND department of health. The money for local public health is at 6.5 million. Currently locals receive 8.5 million. So this would result in cuts to programs and staff. Robin has been in discussion with staff about the future funding and cuts. We probably will not know until the end of the session the final outcome for tobacco funding and will make the necessary changes to the budgets.
8. **Audit engagement:** Robin reported CVHD received a letter from Schauer and Associates for the 2017 audit. They are projecting the cost at \$16,200. A motion was made by Dean Entzminger to approve the engagement of Schauer and Associates for the audit, second by Darla Reed. Roll call vote: Haroldson, Anderson, Reed, Torrance, Larson voted yes. Motion carried.
9. **Check reissue:** CVHD needs to reissue on check to an employee. The check is for \$22.95. Heidi Larson made a motion to approve the check reissue, second by Dean Entzminger. Motion carried by unanimous vote.
10. **North Dakota Water magazine article:** Robin and Marcie wrote an article titled “Homeowners: Know your Septic System”. This will be published in the rural water magazine.
11. **Carryover and Approval of Expenditures—December and January:** Tami reviewed the current

carryover sheet for Stutsman and Logan counties. For 2016 Stutsman county's fund balance did decreased by \$163,994.64, this was due mainly because of the payment of the bonds to pay off the building. Logan County's balance increased by \$19,971.44. Both budgets are still showing a growth in fund balances. Darla made a motion to approve the expenditures, second by Dean Entzminger. Roll call vote: Haroldson, Anderson, Reed, Torrance, Larson voted yes. Motion carried.

12. **Approval of Profit and Loss—December and January:** Dean made a motion to approve the profit and loss, second by Laurel Haroldson. Roll call vote: Haroldson, Anderson, Reed, Torrance, Larson voted yes. Motion carried.
13. **Next meeting:** Monday, March 20 at noon

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,

Philip Jystad, MD
Health Officer
Dianna Pollert, Secretary