



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