

**CENTRAL VALLEY HEALTH DISTRICT**  
**BOARD MEETING MINUTES**  
**APRIL 2017**

The CVHD Board met at noon on Monday, April 17, 2017 in the conference room at Central Valley Health District. Darla Reed, Vice Chairperson, called the meeting to order.

**MEMBERS PRESENT:** Dean Entzminger      Laurel Haroldson      Cynthia Schaar      Darla Reed  
Dr. Torrance

**MEMBERS ABSENT:** Dr. Jystad      Denny Ova      Heidi Larson

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

**INSERVICE:** Robin reviewed several upcoming events in which Central Valley will be participating including: Car seat events June 1 and June 22; Kids' Safety Day June 22; Drug Take-Back days April 10-13; bike safety day April 29; sports physicals this summer in partnership with JRMC; Community Assessment with Wishek Hospital; interagency meeting with Logan County April 14; also meeting about alcohol grant with Logan County agencies; Running of the Pink June 3; White Cloud Days 5 K walk/run for BCBS grant in partnership with Jamestown Parks and Rec. July 8; finalizing signs for parks, civic center and TRAC; Partnership for Success grant meeting tomorrow; adult and child immunization recalls; Public Health nursing conference; Emergency Preparedness conference; NACCHO annual meeting.

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Darla Reed made a motion to approve the minutes as read, seconded by Laurel Haroldson. Motion carried by unanimous vote.

**NARRATIVES:**

The Narrative reports were reviewed and no additions or corrections were needed. Laurel Haroldson 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**

**a. On-site Sewer Permit recording onto county's document site—recording fee:** The staff at Stutsman County has begun scanning on-site sewer permits into their document system, going back to 2009. The permits will be attached to the property records and will be searchable on the county system. There are approximately 700 permits to be scanned from previous years. A question was raised by Stutsman County as to charging a recording fee of \$20 to cover their costs for this scanning process going forward. Discussion was held regarding this fee. The consensus of the Board discussion was that the fee should be billed to the property owner by the county. Central Valley would not charge the fee, but the county could charge the fee. Robin will request more information from the county commissioners regarding the recording fee.

**b. Policy development—complaints:**

There is a complaint form for Environmental Health. Many complaints are received on paper or via phone calls. There is a complaint log on which every complaint is recorded. In many cases the complaints are anonymous and are not signed, so there is no way to follow up with the person making the complaint. The state also gets complaints and passes them on to our department. Time can also be a factor, in that it may take 2 years to deal with a specific complaint, especially septic systems as the installers get very busy. There is not enough staff time to deal with every complaint and enforce every

regulation. Especially if the complaint is regarding a septic system, it was the consensus of the Board that it should be signed by the person making the complaint so that followup can be done. This also presents ethical questions. No action was taken. Robin stated this will continue to be worked on.

**c. Jamestown Reservoir:**

The reservoir owners may be able to purchase their lots in the near future. Fritz Fremgen, State's Attorney, asked Robin about inspection of the septic systems at the reservoir. Inspections were last done in 2007. The list of findings from 2007 was reviewed. Many systems were not compliant at that time. The Board meeting minutes from 2007 were also reviewed regarding cabin system inspections. No action needs to be taken at this time. Robin is unsure what action will be taken in the future. If the lots are to be sold, the owners will need inspections to get a loan.

**2. Payroll Outsourcing:**

The monthly payroll will begin in July. Tami stated that the pay period June 19-July 2 will be the last biweekly payroll. Pay dates will be on or before the 5<sup>th</sup> of every month. A schedule of pay dates was reviewed. Tami has been submitting the information required to build the payroll system. This should be done by the end of the month.

**New Business:**

**1. Contracts received for Immunizations, Ryan White, Women's Way, WIC:**

The Women's Way amount will be increased by \$6,970.00. Ryan White remains at \$10,000.00. The immunization grant will be decreased by \$292.00. WIC is increased by \$6,180.00 to purchase computers. A motion was made by Dean Entzminger to approve these contracts, second by Laurel Haroldson. Motion carried by unanimous vote.

**2. Tobacco Resolution—Smoke-free parks:**

Robin asked the Board to sign a resolution in support of tobacco-free parks. The city park board is planning to adopt a tobacco-free policy for all city parks. Darla Reed made a motion to sign the resolution, second by Cynthia Schaar. Motion carried by unanimous vote.

**3. Approval of Expenditures for March:**

Contracts that ended were Immunizations and Ryan White. Darla Reed made a motion to approve the expenditures, second by Cynthia Schaar. Roll call vote: Torrance, Reed, Schaar, Entzminger, Haroldson voted yes. Motion carried.

**4. Approval of Profit and Loss for March:**

A motion was made by Cynthia Schaar to approve the profit and loss, second by Laurel Haroldson. Motion carried by unanimous vote.

**5. Other:**

The funding for tobacco prevention will be moved to the Health Department budget. This will be in conference committee this week. Julie Hoeckle, who works part-time with the tobacco program, will assume other duties including chronic disease, CHP, compiling reports, EP, also will continue with WIC. Julie works 3 days per week. McKenzie Kiefer, intern, will be done in April. Beth Schwartz will work 80% in EP, Lakken Paulsrud will not work in EP, and Frank Balak will be 100% EP. The status of family planning is unknown at this time. Operating as a private clinic may be an option. Coralynn Dallmann is now working 3 days per week.

**6. Next meeting:**

Monday, May 15, 2017 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