



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