

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
JUNE 2017

The CVHD Board met at noon on Monday, June 19, 2017 at the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT: Dean Entzminger Laurel Haroldson Heidi Larson Denny Ova
 Cynthia Schaar Darla Reed Dr. Torrance

MEMBERS ABSENT: Dr. Jystad

OTHERS PRESENT: Robin Iszler Tami Dillman Marcie Bata Dianna Pollert Marcia Bollingberg

INSERVICE: Robin reviewed the CVHD Agency Strategic Plan and Community Health Assessment plan for 2017-2020.

MINUTES OF THE PREVIOUS MEETING:

A motion was made by Dean Entzminger and seconded by Denny Ova to approve the following corrections to the April 2017 Board of Health meeting minutes:

The Women's Way amount will be increased by \$6,000. The immunization grant will be decreased by \$292.00 for a total of \$11,527. WIC is increased by \$7,050 to purchase computers. Motion carried by unanimous vote.

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

HEALTH OFFICER REPORT: No report.

Old Business:

1. Environmental Health Updates:

a. Quality Dirt Works received 2 septic permits in 2016 and the permits have not been turned in. The systems have been installed but they were not approved. Paperwork was not submitted on completion. A motion was made by Darla Reed to send a letter to Quality Dirt Works from the Board stating that the permits need to be returned in 30 days, or this issue may be referred to the State's Attorney, second by Denny Ova. Motion carried by unanimous vote.

b. A septic inspection was requested for a property owner, Michael Stoltz, who was looking to add on a business with food and lodging. Based on the information received regarding the septic system, the system would not be up to code to even serve the home. The food and lodging business has stalled for now. The septic system was installed during permitting years, but was never permitted. One letter has been sent to the property owner stating that the septic system is not in compliance. The system was self-installed. A motion was made by Laurel Haroldson to send a second letter stating that it has come to our attention that from the information we received, the system does not meet the requirements and may be a health danger to yourself, your family, and the general public. Our recommendation would be to bring the system into compliance as soon as possible. Please contact our office to review this process. Second by Dean Entzminger. Motion carried by unanimous vote.

2. Staff Benefits:

The cost of health insurance has gone up by 9.7% which equals approximately \$27,000 per year. A 3% cost of living increase is always budgeted for. Robin's recommendation is that the 3% cost of living

increases be tabled until January 2018. Cynthia Schaar made a motion to wait until January to make a decision on the cost of living increases, second by Heidi Larson. Roll call vote: Entzminger, Haroldson, Larson, Ova, Schaar, Reed, Torrance all voted yes, motion carried.

New Business:

1. **Accreditation/reaccreditation:**

Central Valley Health achieved accreditation in 2015 for 5 years. The fee structure for reaccreditation has been increased. The cost was set at \$12,720 for the first 5 years with yearly payments. In 2018 the cost is going to be increased to \$5600 per year versus \$2385 now. Tami and Robin will be going to an accreditation conference in July. More information may be available at that time. No action was taken at this time, but a decision will need to be made regarding the cost versus benefits of continuing to pay for accreditation.

2. **Contracts received for WIC, EPR, Tobacco, Public Water, and Title III:**

Robin presented a handout regarding the Tobacco budget for a total of \$115,455. After the closing of the Center for Tobacco, the state requested a 3-month budget to start with. No motion was needed. Public water supply funding is \$6,030 for a 2-year contract. This pays for Marcie to inspect wells. Central Valley is required to pay \$2,010. Heidi made a motion to approve the Public Water Supply contract, second by Darla Reed. Roll call vote: Entzminger, Haroldson, Larson, Ova, Schaar, Reed, Torrance all voted yes, motion carried. Next the Title III contract was reviewed with no changes. Cynthia Schaar made a motion to accept the Title III contract, second by Denny Ova. Roll call vote: Entzminger, Haroldson, Larson, Ova, Schaar, Reed, Torrance all voted yes, motion carried.

3. **Fee Schedule:**

A handout was presented of Central Valley Health District fees that could be increased (RN services, ear irrigations, fluoride treatment, vaccines including pneumonia, Hib, Pentacel, Prevnar 13, Rotateq, Td, Varicella, Zostavax and Gardasil 9. Heidi Larson made a motion to accept the fee increases, second by Cynthia Schaar. Roll call vote: Entzminger, Haroldson, Larson, Ova, Schaar, Reed, Torrance all voted yes, motion carried.

4. **Cost Averages for CVHD expenses:**

Robin presented a handout summarizing expenses for the last 5 years. The expenses have been very level over this time period. Information only, no action necessary.

5. **2018 Stutsman/Logan Budget draft:**

The preliminary budget was presented. No action needed at this time. The budget will be brought to the Board at the August meeting.

6. **Front Door:**

The front door has not been functioning well and needs to be adjusted frequently. The cost of a new door from House of Glass in Aberdeen is \$5,868. The back door also needs some repair. It was the consensus of the Board that another estimate should be obtained before proceeding with door replacement. Heidi brought up security issues that could be addressed with the new door.

7. **Policy Updates:**

The employee policy manual needs to be updated to reflect the change to 12-month pay periods. Darla made a motion to approve updating the manual to 12-month pay periods, second by Laurel Haroldson. Roll call vote: Entzminger, Haroldson, Larson, Ova, Schaar, Reed, Torrance all voted yes, motion carried.

8. **Approval of Expenditures for May:**

Cynthia made a motion to approve the May Expenditures, second by Dean Entzminger. Roll call vote: Entzminger, Haroldson, Larson, Ova, Schaar, Reed, Torrance all voted yes, motion carried.

9. **Approval of Profit and Loss for May:**

No grants ended in May. Laurel Haroldson made a motion to approve the May Profit and Loss, second by Heidi Larson. Motion carried by unanimous vote.

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