

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
AUGUST 21, 2017

The CVHD Board met at noon on Monday, August 21, 2017 at noon in the conference room at Central Valley Health District. Darla Reed, Vice Chairperson, called the meeting to order.

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

MEMBERS ABSENT: Dr. Jystad Dr. Torrance

OTHERS PRESENT: Robin Iszler Tami Dillman Marcie Bata Dianna Pollert Marcia Bollingberg
 Dave Glatt, Kelly Nagel, Tim Wiedrich (State Health Department representatives)

INSERVICE: State Health Officer Mylynn Tufte spoke via IVN regarding the priorities of the State Health Department including Environmental Health, medical marijuana, tobacco cessation/prevention program, and opioid prevention/reduction. Dave Glatt, State Director of Environmental Health, spoke regarding EH issues including communication between state and local agencies, various programs and priorities.

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 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 Denny Ova. Motion carried by unanimous vote.

HEALTH OFFICER REPORT: No report.

Old Business:

1. **Environmental Health:** No old business.

2. **CVHD Stutsman and Logan County Budgets 2018—final approval:**

Stutsman county revenue is projected at \$1,157,635.00 and expenses at \$1,195,116 for a deficit of \$37,481. Logan County revenue is projected at \$107,834 and expenses at \$119,434 with an \$11,600 deficit. Equipment purchases are anticipated which include new servers and sterilization equipment these purchases are part of the budget for 2018 at \$45,000 for Stutsman and \$11,000 for Logan. Both budgets do contain a 3% cola for staff along with usual merit increases. A motion to approve the Stutsman and Logan County budgets for 2018 was made by Denny Ova, second by Cynthia Schaar. Roll call vote: Dean Entzminger, Laurel Haroldson, Denny Ova, Darla Reed, Heidi Larson, Cynthia Schaar all voted yes. Motion carried.

3. **Payroll Transition to Monthly—Update:**

Robin reported that the payroll transition from biweekly to monthly was completed in July and the payroll reports were reviewed by Finance Committee.

New Business:

1. **Immunization Study Results:**

A time study was done by NACCHO regarding administering flu shots (prefilled syringes versus multidose vials). The CVHD nurses were observed at three locations and the time required to give each

flu immunization was recorded. According to the survey results, refilled syringes took less time than the multidose vials. Favorable comments were made by the surveyors regarding the best practices of CVHD.

2. **Revised Accounting Policy:**

Robin reviewed changes to the financial policies to provide clarity during upcoming program audits. The Program Committee also reviewed the policy changes and provided comments. The finance committee recommended approval of the changes to the CVHD financial policy to the full board. Equipment purchases over \$10,000 need specific Board approval if it was not part of the budget approval. Items over \$150,000 will require a bidding process. Every effort will be made to find the best price for supplies, equipment and services. Federal grant programs - CVHD will review any purchasing policies that might be associated with program guidelines. A motion was made by Dean Entzminger to approve the changes to the CVHD financial policy, second by Heidi Larson. Motion carried by unanimous vote.

3. **Resignation of Health Officer:**

Dr. Jystad has submitted a letter of resignation due to the fact that he is moving to Fargo. A motion was made by Heidi to accept Dr. Jystad's resignation effective at the time that the Health Officer position is filled, second by Dean Entzminger. Motion carried by unanimous vote.

4. **WIC Budget 2017-2018:**

This year WIC will receive \$91,500 in federal revenue. This is a decrease in the revenue from last year which was \$101,810 (\$7,050 was computers and training which were one-time expenses). This funding decrease is partly due to decreases in client numbers to our agency. Robin has prepared the budget and is showing that about \$2,656 is still needed from Central Valley to balance the budget to help cover expenses. Robin did cut staff person Julie Hoeckle by 2% and made additional cuts to program expenses. The finance committee approved the WIC 2017-2018 budget and recommended monitoring expenses throughout the year and assist WIC as needed to cover local costs. A motion was made by Denny Ova, second by Cynthia Schaar, to approve the WIC budget for 2017-2018.

5. **Women's Way—change to contract amount:**

Robin reported she received notice that the contract for WW will need to be revised based on cuts from the CDC. Robin will bring this to the next board meeting once she has received the notice about the revised amount.

6. **CDM Grant 2017-2018:**

Robin prepared a budget and grant request to the State Health Department for funding from the Chronic Disease program at \$25,000. These funds will assist with community programs like the diabetes prevention program classes. Julie Hoeckle will be funded for coordination of the program and other community chronic disease activities. The finance committee recommended full board approval of the CDM grant funding. (Note email on 8/21/2017 grant award will be \$22,000). A motion was made by Cynthia Schaar to accept the CDM Grant funding, second by Laurel Haroldson. Roll call vote: Dean Entzminger, Laurel Haroldson, Denny Ova, Darla Reed, Heidi Larson, Cynthia Schaar all voted yes. Motion carried.

7. **Contracts Overview:**

A chart was reviewed showing all the programs by percentage of revenue and total revenue for 2017-2018 which is budgeted for \$2,296,867.00.

8. **CD Interest:**

The statement for the matured CD at First Community Credit Union noted \$381.90 interest which was applied to the renewal for 12 months (total balance per statement as reflected in financial report is

\$278,332.90). The CD rate is 1.00% and it will reach maturity May 30,2018. Denny Ova made a motion to accept the interest on this CD, second by Dean Entzminger. Roll call vote: Dean Entzminger, Laurel Haroldson, Denny Ova, Darla Reed, Heidi Larson, Cynthia Schaar all voted yes. Motion carried.

9. **Approval of Expenditures and Profit and Loss for June/July:**

Programs with contract periods ending June 30 included Family Planning, Title III, Tobacco State Aid & Measure 3, Women's Way & Resource Fund, MCH Children & Adolescents, Water Supply, Water Pollution, HAN, PHEP Regional Staff & All –Hazards. Contract periods ending in July were PFS and West Nile Virus. All contracts were expended for the contract amount except Women's Way which was \$71,805 per ND Department of Health requirements(\$150.00 less due to recruitment of Native American women). The fiscal year close was completed with the following fund balance entries were noted by the committee:

- a. Family Planning-\$55,845.73 (increase)
- b. PFS-\$6,808.26 (increase)
- c. Resource Fund-\$3,273.18 (increase)
- d. Stutsman-\$112,898.78 (increase)
- e. Diabetes-\$350 (increase)
- f. SART-\$-2,921.57 (decrease)
- g. Logan-\$6,364.81 (increase)
- h. Healthy Lifestyle-\$-10.00 (decrease)

See motion under #10.

10. **Fiscal Year audit:**

Tami reported that the field work was completed in July and the four standard audit adjustment entries were reviewed by Finance Committee and recommended approval to full board. A motion was made by Laurel Haroldson to approve the Expenditures and Profit and Loss for June/July and the Fiscal Year Audit, second by Cynthia Schaar. Roll call vote: Dean Entzminger, Laurel Haroldson, Denny Ova, Darla Reed, Heidi Larson, Cynthia Schaar all voted yes. Motion carried.

11. **Next Meeting:** September 18, 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