

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
NOVEMBER 20, 2017**

The CVHD Board met at noon on Monday, November 20, 2017 at the conference room at Central Valley Health District. Cynthia Schaar, Vice Chairperson, called the meeting to order.

MEMBERS PRESENT: Dean Entzminger Laurel Haroldson (by phone) Heidi Larson
Cynthia Schaar Darla Reed Dr. James Torrance

MEMBERS ABSENT: Denny Ova

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

INSERVICE: None.

MINUTES OF THE PREVIOUS MEETING:

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

NARRATIVES:

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

HEALTH OFFICER REPORT: No report. Dr. Torrance is now the Health Officer.

Old Business:

1. Environmental Health:

- a. Regarding the accumulation of trash at a residence in Jamestown, a letter was sent and no response was received. The letter stated that if there was no response, the matter would be referred to the State's Attorney. Discussion was held regarding consulting the City of Jamestown Health and Safety Committee through Tom Blackmore, City Building Inspector. A motion was made by Cynthia Schaar to consult the City of Jamestown Health and Safety Committee, and if there is still no action taken by the property owner, the matter will be referred to the State's Attorney, second by Darla Reed. Motion carried by unanimous vote.
 - b. The Medina septic system issue has been resolved.
 - c. The issues regarding the abandoned Pingree elevator will be dealt with soon and this will be checked in December.
 - d. The Spiritwood Lake Inn installed a new system to replace the failed system.
 - e. Fees and Policies: Marcie Bata requested several new fees for EH services effective January 1, 2018:
 - Septic system Plan Review and Preoperational Inspection: A \$100.00 fee was requested for inspection of septic systems, plus \$60.00 for every additional hour over 2 hours. A motion was made to approve this fee by Darla Reed, second by Heidi Larson. Motion carried by unanimous vote.
 - Change of Ownership: A new inspection is done with each change of ownership. A \$95.00 fee was discussed. Cynthia Schaar made a motion to approve this fee, second by Dean Entzminger. Voice vote: Heidi Larson voted no, Dean Entzminger voted yes, Darla Reed voted yes, Cynthia Schaar voted yes, Laurel Haroldson voted yes, Dr. Torrance voted yes. Motion carried.
- Reinspection fee: The first reinspection will be half of the facility's license fee, and every following reinspection will be charged the full license price. A motion was made by Laurel Page

Haroldson to implement this fee, second by Cynthia Schaar. Roll call vote: Dean Entzminger,

Laurel Haroldson, Darla Reed, Cynthia Schaar, Dr. Torrance all voted yes. Motion carried.

- Aquatic and Body Art facilities: Monthly samples are required but are not always submitted on time. A \$50.00 per water body fee was requested for not sending in the required monthly samples. A motion was made by Cynthia Schaar, second by Darla Reed to approve this fee. Roll call vote: Dean Entzminger, Laurel Haroldson, Darla Reed, Cynthia Schaar, Dr. Torrance all voted yes. Motion carried.
- Septic permits: Some contractors do not send in the permits in a timely manner. A \$50.00 fee was discussed for failure to turn in septic permits by November 30 of the current year. A motion was made by Darla Reed to approve this fee, second by Cynthia Schaar. Roll call vote: Dean Entzminger, Laurel Haroldson, Darla Reed, Cynthia Schaar, Dr. Torrance all voted yes. Motion carried.
- Heidi Larson suggested that letters be sent to facilities and installers explaining the new fees.

Dr. Torrance brought to the Board's attention that there is legislation going forward regarding the Jamestown Reservoir allowing cabin owners to buy the land their cabins are on. He was at a meeting where septic systems were discussed. The systems will need to be brought into compliance with the change of ownership, or a variance will need to be applied for. They will not be grandfathered in. Robin will be sending a letter relaying this information.

2. **Health Officer/FP Medical Director:**

Dr. Mandy Sorlie declined the Family Planning Medical Director position. An application was received from Dr. Rachel Wanzek. Dr. Torrance is the new Health Officer. Dr. Wanzek's resume was reviewed. There is no financial compensation for this position. A motion was made by Heidi Larson to approve Dr. Rachel Wanzek as the Family Planning Medical Director, second by Dean Entzminger. Motion carried by unanimous vote.

New Business:

1. **Copier/fax machine:**

The current fax machine is failing. Central Business Systems has made a proposal to take the older copier machine in trade on a new copier/scanner/fax machine for \$12,000.00. The current maintenance contract is \$400.00 per month. With the new machine the maintenance cost per month will be less, which would be a savings of approximately \$2,200.00 per year. The new machine would also potentially replace the Fax-com program which would bring the savings to \$2,800.00 per year. The machine that is currently at the front desk would be moved to the back office area with a monthly maintenance fee of \$45.00. The money is in the budget as there was \$30,000 budgeted for equipment and only about \$1,500.00 has been spent. Heidi Larson made a motion to purchase the new copy/scan/fax machine for \$12,000.00 from Central Business Systems, second by Darla Reed. Roll call vote: Dean Entzminger, Laurel Haroldson, Darla Reed, Cynthia Schaar, Dr. Torrance all voted yes. Motion carried.

2. **Generator Grant:**

A Pre-Disaster Hazard Mitigation Generator grant had been applied for in May 2016 which was denied. There is an opportunity to apply for a generator grant again. The new generator would provide power to the entire building. The current generator only powers certain outlets. The Central Valley share would be 25% of the total cost. The CVHD amount would be \$24,698.00. Laurel Haroldson made a motion to

approve the generator grant application and adhere to all requirements if the grant is received, second by Cynthia Schaar. Motion carried by unanimous vote.

3. **Employee Benefits:**

Robin reviewed a salary schedule summary and discussed how the steps/raises are structured. A CVHD staff longevity graph was reviewed. Salary and benefits were discussed. Cost of living increases were discussed. No action was taken at this time. This will be further discussed at the February Board meeting.

4. **Policy for employee pay:**

Some wording was changed in the employee pay policy to reflect the use of the SAGE system as follows: Employees should enter time worked into SAGE time at least weekly to assure that all time is entered by the end of the month. If an employee makes a mistake to their monthly time sheet (i.e. missed hours, missed travel or miscellaneous reimbursements, entry of too many hours or any other type of mistake) they should notify their immediate supervisor or the finance director immediately. Depending on the circumstance, the correction may occur on the next month pay check. Darla Reed made a motion to approve the changes to the employee pay policy, second by Heidi Larson. Motion carried by unanimous vote.

5. **Flu shot update:**

We have given 2,800 flu shots, of which over 2,000 were given off-site.

6. **Update US Bank agreement:**

A Master Services Agreement needs to be on file at US Bank for government banking. This eliminates the signature card and allows deposits over \$10,000. There are 4 signers on the account, Dr. Torrance, Robin Iszler, Laurel Haroldson, Marcia Bollingberg. There is also a treasury management piece which is online. A motion was made by Heidi Larson to approve the US Bank agreement, second by Dean Entzminger. Motion carried by unanimous vote.

7. **Retirement:**

Julie Hoeckle is retiring December 1. She works 3 days a week with WIC and the Chronic Disease grant. Her position will not be replaced. A dietician will be needed for WIC. Robin will contact the dietician at Jamestown Regional Medical Center to see if she would be able to assist with the WIC program. The duties for the Chronic Disease grant will be divided among staff members. Chronic Disease is a one-time grant.

8. **Approval of Expenditures—September/October:**

Contracts ending in September: WIC ended with income of \$10,417.64. The Chronic Disease grant ended with income of \$3,742.04. SACCHO/Gaining Ground ended with income of \$5,780.61. Regional Network ended with income of \$183.58. A list of all current grants was reviewed. Cynthia Schaar made a motion to approve the expenditures for September/October, second by Darla Reed. Roll call vote: Dean Entzminger, Laurel Haroldson, Darla Reed, Cynthia Schaar, Dr. Torrance all voted yes.

9. **Approval of Profit and Loss—September/October:**

A motion was made by Cynthia Schaar to approve the Profit and Loss for September/October, second by Darla Reed. Motion carried by unanimous vote.

10. Next meeting: December 18, 2017

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,

James Torrance, MD
Health Officer
Dianna Pollert, Secretary