

**CENTRAL VALLEY HEALTH DISTRICT  
BOARD MEETING MINUTES**

**December 18, 2017**

The CVHD Board met at noon on Monday, December 18, 2017 in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

**MEMBERS PRESENT:**

Dean Entzminger    Heidi Larson    Denny Ova    Darla Reed    Dr. Torrance

**MEMBERS ABSENT:**

Laurel Haroldson    Cynthia Schaar

**OTHERS PRESENT:**

Robin Iszler    Tami Dillman    Marcie Bata    Dianna Pollert    Marcia Bollingberg  
Linda Mohn, Schauer and Associates    Nicole Meland, Stutsman County Interim Auditor

**INSERVICE:**

Linda Mohn from Schauer and Associates reviewed the 2017 financial audit.

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the previous meeting were reviewed. A correction was made to the Approval of Expenditures as follows: Contracts ending in September: WIC, Chronic Disease, SACCHO/Gaining Ground/EH Cross-Jurisdictional, Regional Network. The amount expended was the contract amount for these grants. Dean Entzminger made a motion to approve the minutes as amended, seconded by Darla Reed. Motion carried by unanimous vote.

**NARRATIVES:**

The Narrative reports were reviewed and no additions or corrections were needed. Denny Ova made a motion to approve the narrative report, seconded by Darla Reed. Roll call vote: Dean Entzminger, Darla Reed, Heidi Larson, Denny Ova, Dr. Torrance all voted yes. Motion carried.

**HEALTH OFFICER REPORT:**

No report.

**Old Business:**

1. **Environmental Health:**

- a. Regarding excessive garbage piled up at a residence, the issue was previously referred to the city, however the residence is out of city limits so it is not a city issue. Robin spoke to Chad Kaiser, Stutsman County Sheriff, who stated they had also received complaints about this residence. Recently however the property owner has passed away. Attempts will now be made to contact the family of the owner regarding cleanup of the residence. Robin will contact the funeral home to try to get a name and address of a relative of the deceased homeowner.
- b. Excavation Services has been on probation in 2017 due to repeatedly closing systems prior to final inspection and installation violations. They recently did some work in Custer County and again closed the system early. It was required that one of their employees must attend the septic installer training. Marcie now is recommending that all of their employees who work on septic systems attend the septic installer training. At this time our policy does not require the training but it is recommended. The Board recommended sending a letter to Excavation Services stating that since they have been on probation and continue to have violations, the Board recommends that all of their employees attend the septic system training. Failure to attend this training will result in their license being held for 2018.

**2. Employee Benefits:**

Information was reviewed regarding the salary scale and cost of living increases. A motion was made by Dr. Torrance to give a 1% cost of living increase, second by Heidi Larson. Robin stated that a salary survey could be done with other health departments. After discussion, an amended motion was made by Darla Reed to give employees a 1.5% cost of living increase effective in the March paycheck, second by Denny Ova. Roll call vote: Dean Entzminger, Darla Reed, Heidi Larson, Denny Ova, Dr. Torrance all voted yes. Motion carried.

**New Business:**

**1. Community Health Assessment:**

The CHP assessment for Stutsman County 2018 timeline was reviewed. This is done every 3 years in conjunction with Jamestown Regional Medical Center. The community health assessment process kicks off on January 11 with the survey beginning February 8. The goal is to have 400 surveys completed. On March 8 and April 12 there will be meetings to review results. On May 10 there will be a meeting to develop goals and strategies.

2. **Approval of Audit Report:** Denny Ova made a motion to approve the results of the 2017 audit presented today by Schauer and Associates, second by Darla Reed. Roll call vote: Dean Entzminger, Darla Reed, Heidi Larson, Denny Ova, Dr. Torrance all voted yes. Motion carried.

**3. Grants that are due: HIV, Hep C, TB and BCBS Recess Grant:**

Robin is in the process of submitting these grant applications. The BCBS Recess Grant application will be for Gackle this year for Frisbee golf in the park.

**4. Approval of Expenditures – November:**

No grants ended in November. A motion was made by Dean Entzminger, second by Denny Ova to approve the expenditures for November. Roll call vote: Dean Entzminger, Darla Reed, Heidi Larson, Denny Ova, Dr. Torrance all voted yes. Motion carried

**5. Approval of Profit and Loss – November:**

Darla Reed made a motion to approve the profit and loss for November, second by Heidi Larson. Motion carried by unanimous vote.

**6. Next Meeting – February 26, 2018**

**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