

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

FEBRUARY 26, 2018

The CVHD Board met at noon on Monday, February 26, 2018 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
Rachel Dewey, dietetic intern student

INSERVICE: Robin gave a presentation regarding the Community Health Partnership community survey process and the results of the Stutsman County Community Health profile data, which compares Stutsman County health statistics with the state of North Dakota. Robin provided an update on the Community Health improvement planning process.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and two corrections were needed. The audit was for 2017, not 2016. The 1.5% salary increase for employees will be included in the paychecks for February. Dean Entzminger made a motion to approve the minutes as corrected, second 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, second by Dean Entzminger. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

No report.

Old Business:

1. Environmental Health

- a. There are three holding tanks (two in Jamestown, one in Cleveland) that do not have proof of pumping contracts. Numerous letters have been sent by Marcie with no response. A certified letter could be sent by the Board to draw attention to this matter.
 - b. There are two OSTs permits in Logan County that have had no response stating what was built.
 - c. One property owner in Jamestown has a failed septic system and has not responded to letters sent.
 - d. There was a failed OSTs inspection in Napoleon. Marcie is requesting that the Board send certified letters to the seven property owners as listed above (a-d). A motion was made by Darla Reed, second by Denny Ova, to send certified letters to these seven property owners. Motion carried by unanimous vote.
2. A holding tank was installed by Weigel (licensed) with no permit. The installer stated he did not realize a permit was needed for a holding tank only. The information submitted meets requirements. The Board could approve the system and issue the permit after the fact. A motion was made by Dean Entzminger, second by Denny Ova, to approve this system and charge the \$100 holding tank permit fee. Motion carried by unanimous vote.

3. A resident hooked into a septic system that was not permitted and did not meet standards. The Board sent a certified letter requesting that an installer be contacted, and the resident stated they would get an installer, but they did not. Due to no response, this could be sent to the State's Attorney. Darla Reed made a motion to send a letter stating that if the information is not received within 30 days with installers name and date of installation, the matter will be referred to the State's Attorney, second by Dean Entzminger. Motion carried by unanimous vote.
4. Regarding Jamestown 3450 property outside of town where trash is piled up and the owner has passed away, Robin has tried to contact family members and Social Services without success. The Board could send a letter to the county requesting that the county clean up the property. Robin will speak to county officials and this matter will be tabled until the next Board meeting.

New Business:

1. Environmental Health:

a. The following Environmental Health policies were updated. Marcie summarized the changes. The policy numbers that were updated are: 503, 504a, 505, 506, 507, 508a, 508b, 508c, 510, 511, 512, 513a, 513b, 514a, 514b, 516a, 516b, 517, 518a, 519, 520. New policies: 504b, 508d, 508e, 508f, 513c, 518b, 518c, 522. Rescinded policies: 501, 502, 509. A motion was made by Denny Ova, second by Dean Entzminger to accept the revised policies, new policies and rescind policies 501, 502, 509. Motion carried by unanimous vote.

Discussion was held regarding a penalty for systems that were installed without a permit. A motion was made by Darla Reed, second by Denny Ova to approve a \$50 penalty fee for systems installed without prior permit purchase. Roll call vote: Ova, Reed, Torrance, Larson, Entzminger all voted yes. Motion carried.

b. Several years of past septic permits were scanned into the Stutsman County system and attached to the property deed, through 2016. The county now requests a fee of \$25 for scanning and attaching the septic permits. Robin stated that the permits are now tracked more closely so they may not need to be scanned in the future. The property owner could ask for the permit to be attached and they would pay the \$25 fee.

c. Environmental Health has received several complaints regarding camps. The kitchens in camps are not regulated. Ward County licenses camps and performs inspections. Marcie will check with Ward County and report back to the Board regarding camp licensing and inspection.

2. Grants: Tobacco, Family Planning, EPR

The tobacco grant application is due the amount CVHD can submit for is \$115,394. The Family Planning grant will be about the same this year as last year – we are waiting on more direction from the State Health Department. The workplan for family planning may be changing slightly. EPR contract amount may be slightly less because there was a \$50,000 loss to the state. The loss will be shared between the State program and the Local programs with the local program loss will be divided among the counties and we are currently in discussion regarding that loss. Contracts were received for TB (\$775) and HIV/Hep C (\$7,000).

3. Engagement letter for Schauer and Associates

The letter for the next audit was received with a fee of \$16,700 which is a \$500 increase from 2017. A motion was made by Dean Entzminger to accept this letter, second by Darla Reed. Heidi Larson declared a conflict of interest as she has a family member who works with Schauer and Associates, and she did not vote. Motion carried by unanimous vote.

4. **National Leadership Academy for the Public's Health (NLAPH) and the CDC Intern program**
Internship programs are available through CDC. Robin has applied for an intern to work in Environmental Health for 2 years the health department would be responsible for training costs associated with the intern but CDC would fund the salary costs of the intern. These interns are people have never worked in public health. The State Health Department has had a CDC intern in the past. The NLAPH is a program the communities can apply for that allow for partnerships to form and develop leadership activities within the community. Tami applied with her team members of Trisha Jungles of JRMC, Amy Walters of TRAC, and Tonya Perkins of Edgewood. They will work on TRAC scholarship sustainability, connecting walking trails and a community bike fleet in Jamestown, increasing engagement of Health Partnership group, and other funding opportunities that the city of Jamestown could do for sidewalks. This opportunity is only one of 8 teams across the country!
5. **Review of Pledged Collateral**
Tami reviewed the pledged collateral at First Community Credit Union and US Bank.
6. **Approval of Expenditures – December 2017 and January 2018:**
A motion was made by Heidi Larson, second by Dean Entzminger to approve the expenditures for December and January. Roll call vote: Dean Entzminger, Darla Reed, Heidi Larson, Denny Ova, Dr. Torrance all voted yes. Motion carried
7. **Approval of Profit and Loss – December 2017 and January 2018:**
Three grants ended in December: Safe Sleep, Stutsman County main, Logan County main. Denny Ova made a motion to approve the profit and loss for December and January, second by Darla Reed. Motion carried by unanimous vote.
8. **Next Meeting** – March 19, 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