

**CENTRAL VALLEY HEALTH DISTRICT  
BOARD MEETING MINUTES**

**May 21, 2018**

The CVHD Board met at noon on Monday, May 21, 2018 in the conference room at Central Valley Health District. Cynthia Schaar, Vice Chairperson, called the meeting to order.

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:** Dr. Torrance

**OTHERS PRESENT:**

Robin Iszler      Tami Dillman      Marcie Bata      Loren Schroeder

**INSERVICE:**

None

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Denny Ova made a motion to approve the minutes as read, seconded by Dean Entzminger. 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:**

Dr. Torrance met with the nursing staff at a recent meeting.

**Old Business:**

**1. Stutsman Logan 2019 Budget final approval**

The 2019 Budget was reviewed. Robin has presented to both Stutsman and Logan County Commissions. Due to changes in State Law, the dates for budget submission to the county have been moved up to June. The total budget proposed for Stutsman County: Revenue 1,228,145 and Expense 1,344,799 deficit spending if needed would be provided through carryover funding. Logan County: Revenue \$108,334 and Expense \$137,792 deficit spending would also come from carryover funding. Logan County Revenue has not been updated with a number from Brenda Fischer county auditor. The Board will have one more look at the 2019 Stutsman and Logan County budgets in June. Dean Entzminger made a motion to approve the Stutsman Logan 2019 Budget, second by Laurel Haroldson. Roll call vote: Denny Ova, Laurel Haroldson, Dean Entzminger, Darla Reed all voted yes, motion carried.

**New Business:**

**1. Environmental Health:**

- a. Survey and followup letter. Robin reported the results of the survey sent out to On-site sewer installers. Based on comments and results of the survey Robin completed a frequently asked questions sheet and sent that out to installers. The survey was mostly positive with some areas of improvement noted.
- b. Gackle: There was a trash complaint on Birch Street regarding garbage on the curb/street. City Council member Loren Schroeder was present during the discussion. The home with the garbage issue is currently being rented and the renter is not current on payment for city garbage/water/sewer fees. The

renter is taking their garbage to a neighbor and leaving it on the curbside as well as leaving garbage at the curbside of their residence. The City has stopped picking up the garbage due to nonpayment of monthly utilities fees. Water has been shut off and turned back on at the residence however the City has ceased garbage collection. Additionally there is other junk accumulated by the home within the property yard like tires. Cynthia Schaar made a motion to send a letters to the property owner and tenant and to send another letter to the Gackle City Council. The City letter will direct the City of Gackle to clean up the garbage that is located on/near Birch Street and assess any costs back to the property owner. The letter to the property owner and tenant on Birch Street will address cleanup of the junk such as tires that is on the property and give them 30 days to respond to clean up. If the owner/tenants do not proceed with clean up, the Board will direct the City of Gackle to clean up the properties in the future. Motion was seconded by Dean Entzminger. Roll call vote: Heidi Larson, Cynthia Schaar, Laurel Haroldson, Denny Ova, Darla Reed all voted yes, motion carried.

c. Other items: Letters to be sent in Logan County: Certified letters will be sent to 6391 26<sup>th</sup> Ave SE Kintyre (Gross), purchased permit and installed without following requirements, needs soil analyzed, no response; 6381 Hwy 3 Napoleon (Wald), inspection failed, no repairs, no response. Stutsman County: 9041 Hwy 46 SE Montpelier (Titan Homes), purchased permit, not returned, no response. Denny Ova made a motion to send the above three certified letters, second by Laurel Haroldson. Motion Carried. Regarding Certified letters previously sent, now will send Sheriff's letters: 8291 28<sup>th</sup> St SE Jamestown (Carlson), inspection failed, system was to be repaired in 2017, no response; 8145 36<sup>th</sup> St SE Jamestown (Zeisler), hold tank pump receipts/agreement, did not pick up certified letter. Cynthia Schaar made a motion to send the above two Sheriff's letters, second by Dean Entzminger

d. Central Valley Health District Regulation #2 – proposed Changes to the On-site Sewage Treatment Systems. Marcie reported that the On-Site Wastewater Technical Review Board has been meeting to help provide more uniform regulation of the local On-Site Sewage Regulations. Marcie shared a summary sheet of the Technical Review Board, membership, and duties. In order to facilitate statewide adoption of a uniform sewer code, a few changes were suggested by the Technical Review Board to Regulation #2. Adoption of Regulation #2 will be made at the next CVHD board of health meeting in June. The changes have been reviewed by installers and EH practitioners who are part of the Technical Review Board. Summary of changes are attached to these minutes.

## **2. WIC Part-time Staff:**

Discussion was held regarding hiring a nutritionist for 20 hours per week. Currently CVHD has been contracting with JRMC for a Dietitian to fill in for WIC one day a month after the retirement of the previous WIC part-time staff person. CVHD feels it need to hire someone for less than 20 hours a week to help meet the staffing needs in WIC. Robin will be advertising for the WIC part-time position over the next month. This position will not qualify for benefits and will be roughly 16 hours per week. This position will be at a Grade 20 Step 0.

## **3. Vehicle Update:**

Car – 2014 Chevy Equinox – 61873 miles. Average about 15,468 a year.

Cost for new Equinox - \$29,989 – trade in value of current car \$13,500 difference \$16,489.

2015 Equinox – 36346 miles currently – 12115 per year – 2 years yet until we reach 60,000.

Consideration: Trade in the 2014 Equinox now and keep driving the 2015 Equinox for next 2 years (2020) reevaluate at that time. New Equinox would have about 30,000 miles in 2020. Heidi Larson mad a motion to approve the purchase of a 2018 Equinox, second by Cynthia Schaar. Motion carried by unanimous vote.

## **4. New Staff needed for EH Division:**

Additional Environmental Health employee - Temporary employee

This position would work with restaurant inspections. This would free up Marcie and Lakken for sewers and other complaint work. This position would require a science degree in order to so the function as an EHP in North Dakota.

1. EHP II – Certified Professional Food Safety – Grade 16 – 20.28 per hour
  2. EHP III – 4 year degree (science) Grade 18 - \$22.39
- (Both positions possibly would be eligible for STEM loan repayment).

Cost:

1. Grade 16 – 20.28 per hour = \$43,990 year. FICA/SS/Pension \$9,128
2. Grade 18 - \$22.39 per hour = \$48,568 year. FICA/SS/Pension \$10,039

Cynthia Schaar made a motion to open the position at grade 18, second by Heidi Larson. Motion carried by unanimous vote.

**5. Reissue check #50551:**

A refund of \$210.00 needs to be given to Johnny B's Brickhouse. Denny Ova made a motion to reissue check #50551, second by Cynthia Schaar. Motion carried by unanimous vote.

**6. Revision to CVHD Accounting Policy:**

A revision was made to the Accounting Policy regarding the cost of the meal for Board members. A motion was made by Cynthia Schaar to approve this revision, second by Dean Entzminger. Motion carried by unanimous vote.

**7. CD Update:**

Tami shared information from local banks regarding CD rates and terms. Denny Ova made a motion to approve the CD renewal at First Community Credit Union, second by Dean Entzminger. Roll call vote: Denny Ova, Laurel Haroldson, Cynthia Schaar, Heidi Larson, Dean Entzminger, Darla Reed all voted yes. Motion carried.

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

Dean Entzminger made a motion to approve the expenditures for April, second by Cynthia Schaar. Motion carried by unanimous vote.

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

Denny Ova made a motion to approve the profit and loss for April, second by Laurel Haroldson. Motion carried by unanimous vote.

**10. PHEP:**

Contracts were received for Regional Staff \$193,871, HAN, All Hazards \$5,189. A motion was made by Cynthia Schaar to approve these contracts, second by Laurel Haroldson. Roll call vote: Denny Ova, Laurel Haroldson, Cynthia Schaar, Heidi Larson, Dean Entzminger, Darla Reed all voted yes. Motion carried.

**11. Next Meeting: Monday, June 18, 2018.**

Meeting adjourned as there was no further business.

Respectfully submitted,  
James Torrance, MD  
Health Officer  
Dianna Pollert, Secretary