

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

June 18, 2018

The CVHD Board met at noon on Monday, June 18, 2018 at noon in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT:

Dean Entzminger Laurel Haroldson Heidi Larson
Cynthia Schaar Dr. Torrance

MEMBERS ABSENT: Denny Ova Darla Reed

OTHERS PRESENT:

Robin Iszler Tami Dillman Marcie Bata Dianna Pollert

INSERVICE: Community Health Assessment and Improvement Plan. Robin presented on the process for completion of the CHA and CHIP for Stutsman County. Much work has gone into the development of this document which is updated every 3 years. CVHD and Jamestown Regional Medical Center work together on the process which also includes the members of the Community Health Partnership coalition. A similar process is also conducted in Logan County with the Wishek Hospital. That process was done in 2017. The Stuntman's County report has been very helpful for writing grants as highlights community health issues and priorities. Robin reviewed some of the data and the priorities that were determined during the process over the past 6 months. Heidi Larson, board member has been in attendance during the process. The CHIP document will be available for the public through CVHD and JRMC's websites. The next Community Health Partnership meeting is Thursday, June 21 here at Central Valley at noon. Board members are invited to attend.

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. Dean Entzminger made a motion to approve the narrative report, seconded by Cynthia Schaar. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

Dr. Torrance met with the nursing staff last month to discuss their work with clients. He will meet with the nurses quarterly.

Old Business:

1. **Stutsman/Logan 2019 Final Budget:**

Robin presented the budget for final approval. The Stutsman county budget did not change from the previous meeting. For Logan County the mill levy was received for an increase of \$1000. This budget will go into effect in 2019. There is a lot of uncertainty due to the legislative session which could include cuts to State Aid, Tobacco and increases to health insurance. Dean Entzminger made a motion to approve the Stutsman/Logan 2019 Budget, second by Laurel Haroldson. Roll call vote: Dean Entzminger, Heidi Larson, Laurel Haroldson, Cynthia Schaar, Dr. Torrance all voted yes, motion carried.

2. **Vehicle upgrade:**

Test drives were done with a Ford Edge and a Chevy Equinox. A Chevy Equinox will be purchased from Wilhelm's. Prices are comparable.

3. **Second reading of EH Regulation #2:**

Changes were reviewed to CVHD Regulation #2 On-site Sewage Treatment Systems. These changes were brought by the On-site Wastewater Technical Review Board. Discussion was held regarding the change on Page 10 which allows LRDHU to keep the minimum size regulation at 1 acre rather than changing it to 40,000 square feet. Cynthia Schaar made a motion to accept all changes except CVHD will keep the regulation on page 10 at 1 acre, second by Dean Entzminger. Motion carried by unanimous vote.

New Business:

1. **Environmental Health**

- a. Noncompliant On-site Sewage Treatment System (OSTS) Installer: Excavation Services was put on probation in 2017 due to multiple regulation violations. Systems backfilled (covered) prior to 48 hour notification being completed and OSTs installed in violation of requirements were the reasons they were placed on probation. As part of the probation in 2017, they were required submit a design for approval prior to construction and were told that all of their systems must be inspected prior to backfill of the system. Custer Health did notify CHVD that Excavation Services installed a system in their jurisdiction and backfilled prior to approval in 2017. Excavation Services was required to send a staff member to OSTs installer training. In March 2018 training was held in Minot. Excavation Services sent administrative personnel to the training, Excavation Services was questioned about the role of the administrative personnel in septic installation, it was stated by them that this employee would be involved and on-site during installations. To date for the 2018 OSTs season, Excavation Services has had the following violations: one system found not in compliance (design of soil treatment area violated regulations) and another system was backfilled prior to the completion of 48 hour notification. On 6/5/2018 07:42 a.m., Excavation Services left a message regarding 48 notification for holding tank. That afternoon Environmental Health Division staff attempted to inspect the site, but the system had already been backfilled. When questioned about this, staff were told that Excavation Services made the decision to close, and did not provide any reasoning why they violated probation. Additional information: Both CVHD Environmental Health Division staff has had numerous discussions in person and through phone calls with Excavation Services regarding regulation overview, review designs, and questions. However, Excavation Services has continued to violate the regulation as evident by the recent actions in June. Discussion was held regarding revoking their license and requiring more training for all employees and other actions that could be taken. Cynthia Schaar made a motion to send a certified letter to Excavation Services stating that their license is revoked. The letter will include the process for reinstatement, as follows: all staff must complete training, resubmit application and license fee. Once these requirements are met, the license will be a probationary status for at least one year. Probation would require all systems must be submitted for design approval prior to installation, no system may be backfilled until inspected, and prior to 2019 licensure all employees would again be required to attend continuing education for OSTs. Second by Dean Entzminger. Motion carried by unanimous vote.
- b. Laurel Haroldson also recommended a letter to the editor explaining what Central Valley does and informing people that if they are building, they need to make sure the contractors are licensed. The banks will be provided with an updated list of approved installers.

- c. Property in Gackle: The property was cleaned up by the city and they removed 1200 pounds of garbage.
- d. Applications for Environmental Health position: There were 21 applicants for the position. Six interviews will be done this week.

2. Revised Family Planning Contract and Suicide Funding contract:

The Family Planning contract has been extended by \$18,223. Suicide prevention funding is \$3,000 for July 1-June 30. Laurel Haroldson made a motion to approve these contracts, second by Cynthia Schaar. Roll call vote: Dean Entzminger, Laurel Haroldson, Cynthia Schaar, Dr. Torrance all voted yes, motion carried.

3. Fee updated for Immunizations:

Some of the immunization fees will be increased based on BCBS reimbursement rates. A motion was made by Dean Entzminger to accept the immunization fee increases, second by Cynthia Schaar. Roll call vote: Dean Entzminger, Laurel Haroldson, Cynthia Schaar, Dr. Torrance all voted yes, motion carried.

4. Approval of Expenditures for May:

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

5. Approval of Profit and Loss for May:

Cynthia Schaar made a motion to approve the Profit and Loss for May, second by Laurel Haroldson. Motion carried by unanimous vote.

6. Other: CD renewal:

The interest from the CD was \$2785.26 and the CD was renewed for a balance of \$281,118.16.

Next meeting: There will not be a meeting in July. The next meeting will be Monday, August 20, 2018.

Meeting adjourned as there was no further business.

Respectfully submitted,

James Torrance, MD
Health Officer
Dianna Pollert, Secretary