

**CENTRAL VALLEY HEALTH DISTRICT  
BOARD MEETING MINUTES**

**August 20, 2018**

The CVHD Board met at noon on Monday, August 20, 2018 in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

**MEMBERS PRESENT:**

Dean Entzminger      Laurel Haroldson      Denny Ova  
Cynthia Schaar      Darla Reed      Dr. Torrance

**MEMBERS ABSENT:** Heidi Larson

**OTHERS PRESENT:**

Robin Iszler    Tami Dillman              Marcie Bata              Beth Schwartz              Marcia Bollingberg

Beth Dooley    Lee Cook    Dean Hafner

**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 Darla Reed. 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 Dean Entzminger. Motion carried by unanimous vote.

**HEALTH OFFICER REPORT:**

Dr. Torrance reported he met with nursing staff. Discussion was held on how to coordinate activities with the State Hospital and upcoming immunizations.

**Old Business:**

**1. Environmental Health-**

- a. Dean Hafner-contractor: Dean Hafner, Beth Dooley and Lee Cook were present from Excavation Services to discuss concerns with their septic installer license being revoked. Excavation Services expressed concern that they had contacted Central Valley Environmental Health Division regarding an inspection in Valley City. Excavation Services stated they had staff on site, according to their company time sheets, until 5:30 p.m. on the day the inspection was to take place and Central Valley Staff members had not come to do the visit. Due to impending heavy rain the holding tank was covered before it had been inspected. Lakken Paulsrud was to do that inspection and she was not available during the meeting today. Additional concerns were raised regarding how long it was taking for return phone calls from Central Valley Health, licensure certification timelines and continuing education requirements. Excavation Services stated their intent is not to ignore the rules and regulations but feel they are being penalized for miscommunication. Dean also stated he has an issue with the Septic system at his personal home and feels it has been a battle to get assistance for correcting the issue. **Continued on page 2.**

**Environmental Health continued:**

He stated he has gone so far as to contact the State Health Department and left 6 messages with no return calls. Marcie Bata provided clarification on the issues expressed by Excavation Services. Marcie stated they do require 48 notification of any systems being installed for an opportunity for inspection and the installers do not have to wait until they are onsite to do the notification. If the installer knows the system will be completed on Thursday they can call on Monday and let Central Valley Environmental Health staff know this. Every system will not be able to be inspected. Marcie stated as far as Dean's personal septic system issue that Central Valley cannot provide the design and an engineer needs to be contacted for the design of the system. Once the engineer has the design Central Valley can review it. Marcie clarified that it is known that weather does play a role and if the office is contacted and told the weather will cause issues the system is be able to be covered as long as pictures are taken of the system prior to cover up and sent to Central Valley. Due to the original probationary status Excavation Services needed to send some staff members to Septic System training. A training was set to be attended in Minnesota but Excavation Services staff missed the training. Marcie stated there is an online 8 hour training available that would meet the requirement. Excavation Services expressed concern that they were not told of this option sooner. Beth Dooley stated there was a misunderstanding on her part on what the online training involved so they were unaware of this option. Dean Hafner requested the Board to consider reinstating their license immediately and their staff would complete the required online training within 30 days. Denny Ova made a motion to reinstate a probationary license for Excavation Services immediately at a fee of \$125.00 and with the stipulation that Excavation Services employees will complete the required 8 hour online training by noon on September 4, 2018, seconded by Dean Entzminger. Roll call vote: Torrance, Reed, Haroldson, Schaar, Entzminger and Ova voted aye. Motion carried by unanimous roll call vote.

**2. Other:**

None at this time.

**New Business:**

**1. Approval of Contracts/Grants:**

Several new contracts/grants started on July 1, 2018. Family Planning total contract is \$94,049.00. Additional funds of \$15,930.00 were received to last until October 1, 2018 when another new contract will start. Suicide Prevention was received at \$3000.00 and we had received \$5,000.00 previous. Title III remained the same at \$78,000.00. There was no change to the Water Supply contract. Water Pollution was received at \$1250.00 for inspections as needed. Women's Way total contract amount was \$67,560.00 which is up slightly but we have taken on Women's Way for Barnes County as well. WIC was received for a total amount of \$93,000.00 and this is up slightly as number of clients seen has increased. Tobacco remained the same as before. Immunization Contract had additional funds of \$9201.00 for a total contract amount of \$220,728.00. Tuberculosis and Hepatitis C/HIV programs are down slightly and are based on number of clients seen. Ryan White increased slightly and is based on client load. Emergency Preparedness and Response remained the same as previous. There are county dollars in the amount of \$5189.00 for staff training and fit testing for respirators. State Aid dollars are for 2 years and will depend on the next Legislative session. Regional Network has total amount of \$10,000.00. Chronic Disease has ended but Robin has applied for \$40,000.00 in new funding. BCBS grant for Gackle in amount of \$2500.00 was used for purchase of equipment for Frisbee Gold and Substance Abuse was received in the amount of \$11,000.00. The previous Substance Abuse contract was for 13 months and the new contract is for 12 months. Dean Entzminger made a motion to approve the Contracts/Grants as outlined above, seconded by Darla Reed. Roll Call Vote: Entzminger, Schaar, Ova, Reed, Haroldson, and Torrance voted aye. Motion carried by unanimous roll call vote.

**2. Environmental Health-other items:**

Marcie presented a list of properties requiring follow up to the Board. Work will continue regarding property a Verizon tower is on in Logan County. There are 5 certified letters that need to be sent for properties in Stutsman County that are missing information and no response has been received. The property owners have 30 days to respond or information can be turned over to the States Attorney. Denny Ova made a motion to send the certified letters, seconded by Darla Reed. Motion carried by unanimous vote. Marcie reported missing information on a property in Logan County was received from an installer and found to meet requirements. Cynthia Schaar made a motion to approve the permit, seconded by Denny Ova. Motion carried by unanimous vote. There is one property in Stutsman County where certified letters have been sent with no response from the homeowner. The Sheriff has served one of the certified letters. The next step is to send this to the States Attorney. Cynthia Schaar made a motion to send the information to the States Attorney, seconded by Dean Entzminger. Motion carried by unanimous vote. Additional discussion was held on soil issue for Dean Hafner and the next step is that Dean needs to contact an engineer to work on his design.

**3. FEMA grant for generator:**

We have been notified that the grant application we applied for along with the City and County is being reviewed again. The application was initially rejected. We would have to pay 25% of the cost which is approximately \$24,000.00 and we would have 3 years to pay this. Robin is in contact with the State to see if the current generator could be given to the Fire Department or Ambulance as neither have generators currently.

**4. Strategic Plan Review:**

Tabled until later date.

**5. WIC Staffing Update:**

We had one candidate who was interviewed but her husband lost his job and they are looking to move out of state. Another candidate from the LaMoure area was interested but needed more hours. There is a WIC staff person in LaMoure County who is looking to retire. Anita Berland will be looking to retire soon as well and it is best to have new staff in place for WIC prior to her retirement. Robin is working with LaMoure County and the State WIC office as to the possibility of hiring the candidate to work some days at Central Valley and some days in LaMoure County. Central Valley may need to put in some additional funds for health insurance for this candidate until next year.

**6. Approval of Expenditures-June/July:**

Expenditures were sent out to Board. Darla Reed made a motion to approve the expenditures, seconded by Laurel Haroldson. Roll call vote: Reed, Haroldson, Torrance, Entzminger, Schaar and Ova voted aye. Motion carried by unanimous roll call vote.

**7. Approval of Profit and Loss-June/July:**

Title III contract amount was \$78,000.00 with some match for next year which was removed. Total expenditures were \$92,040.80. There was \$43,969.00 was paid out to the counties for services units and we met the service unit goal. Measure 3 total contract \$115,455.00 which was spent out. Most expenses were under budgeted amounts. Women's Way contract amount was \$65,955.00 with match of just over \$11,000.00. Goals were met and expenditures were under at \$77,160.32 with even match. MCH School Nursing was \$38527.46 and Angie's time is tracked. Cancer Grant ended June 30, 2018 and state grant amount was \$7000.00 and this was spent out. Water Pollution contract was \$1250.00 with required match of \$417.00 and we matched in just over \$1000.00. HAN contract was \$12,000.00 and this contract is in and out. We receive a bill each month for \$1000.00 and use the contract to pay the bill. Emergency Preparedness ending expenditure amount was \$190,248.00 and total contract amount was \$197,748.00. The State had some supplies they wanted to purchase so it was easier to reduce amount we spent. There was a contract admin on this grant as it is allowed. All Hazards funding was \$5189.00 and this is used for cell phone reimbursement and staff training. Laurel Haroldson made a motion to accept the Profit and Loss, seconded by Cynthia Schaar. Motion carried by unanimous vote.

**8. Other:**

Tami reported the Auditors had been here to conduct the annual audit and it went well. Audit report to come later this year.

Josh Plecity has been working in Environmental Health since July 3 and is doing a good job. He does not have the required Science Credits to be at level of Marcie and Lakken but could take additional course work if he desires. He has been training on food service inspections and will be going out on his own this week. We have checked with the State to see if there are any other inspections we could take on for them.

**9. Next meeting Monday, September 17, 2018**

Meeting adjourned as there was no further business.

Respectfully submitted,

James Torrance, MD  
Health Officer  
Beth Schwartz, Acting Secretary