

**CENTRAL VALLEY HEALTH DISTRICT  
BOARD MEETING MINUTES**

**2019**

The CVHD Board met at noon on Monday, 2019 in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

**MEMBERS PRESENT:**

Dean Entzminger      Laurel Haroldson  
Cynthia Schaar      Darla Reed              Dr. Torrance

**MEMBERS ABSENT:** Heidi Larson              Denny Ova

**OTHERS PRESENT:**

Robin Iszler    Tami Dillman    Marcie Bata    Marcia Bollingberg    Gaylord Hibl

**INSERVICE:**

None

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Dean Entzminger 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 the nurses and discussed clients and nursing challenges and successes.

**Old Business:**

1. Environmental Health
  - a. Property at 543 47<sup>th</sup> St NW Jamestown. Mr. Hibl, property owner was present for the discussion. The property was sold listing the home as four bedrooms due to a room in the basement that was added off a family room which has a door, closet and window. The current septic system was sized and permitted for a three-bedroom home and now does not meet the ordinance due to the fourth bedrooms. Mr. Hibl submitted photo documentation stating the room listed as a bedroom is not a bedroom but an office/craft room. Discussion was held. Motion was made by Dean Entzminger that a letter be drafted to Mr. Hibl stating that the Board of Health is advising that an update or renovation of the basement bedroom is necessary to classify the house as a three bedroom. Once the renovation is completed the existing septic system would be sufficiently sized for the home. Seconded by Cyndy Schaar. Motion carried by unanimous vote.
  - b. Other properties.
    - i. Marcie stated that there has not been a response on two properties: Van Eaton and Haas. Motion made by Cyndy Scharr to submit these properties as noncompliant septic systems to the States Attorney. Seconded by Darla Reed. Motion Carried.
    - ii. Gross property – Marcie discussed the complaint from the neighbor about the Rodney

Gross home pumping sewage on top of the ground that flows to the neighbor's yard. Jeannie Gross had responded they plan to do work on their septic system to bring it to compliance, but CVHD has not heard any more about this property. Motion was made by Cyndy Schaar to follow up with a certified letter requesting further information from the Gross's regarding plans to bring the system into compliance. Seconded by Laurel Haroldson. Motion Carried.

2. Bill pay options: Tami Dillman shared research she completed on options to outsource bill paying due to staffing changes in the future in the finance department. Two outside vendors were contacted Eide Bailly and Business Support Services. Each brings unique features to bill paying. Eide Bailly costs 6,300 to 9,300 per year and Business Support Services costs \$13,800. The current cost of staffing for bill paying is roughly \$19,440 with staff benefits. Motion was made by Cyndy Schaar to approve Eide Bailly for providing bill paying services at Central Valley Health. Seconded by Dean Entzminger. Motion approved by unanimous roll call vote

**New Business:**

1. Funding Opportunities. Robin reported that there are several funding opportunities (mini-grants) she is working on applying for. Family Planning \$61,624, SOR \$110,000 and Community Grant \$6,000. These grants are due week. Robin will update the board if grants are received.
2. Contracts received Robin shared the current listing of grants contracts received recently include: Cancer Grant: \$8,875, Pediatric Immunizations \$15,000. Water Supply \$7,500, Regional Network 24,000 and 10,000. Motion was made by Cyndy Schaar to approve funding contracts for these programs Seconded by Darla Reed. Motion carried by unanimous roll call vote.
3. Approval of Expenditures – motion made by Laurel Haroldson to approve monthly expenditures seconded by Cyndy Schaar. Motion carried by unanimous roll call vote.
4. Approval of Profit and Loss – motion made by Cyndy Schaar to approve monthly P & L seconded by Darla Reed. Motion carried by unanimous roll call vote.
5. Next meeting is October 21, 2019

Meeting adjourned as there was no further business.

Respectfully submitted,

James Torrance, MD  
Health Officer