

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

May 17, 2021

The CVHD Board met at noon on Monday, May 17, 2021 in the conference room and virtual meeting on Lifesize at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT:

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| Dean Entzminger | Laurel Haroldson | Heidi Larson | Charlie Johs |
| Cynthia Schaar | Darla Reed | Dr. Torrance | |

MEMBERS ABSENT: Denny Ova

OTHERS PRESENT:

Robin Iszler, Kim Lee, Tami Dillman, Beth Schwartz, Marcie Bata, Erika Goff

INSERVICE: CVHD Annual Report: A copy of the annual report was sent to Board members prior to today's meeting. Robin went over highlights of the 2020 annual report. The majority of work done in 2020 was COVID related. Communications were very important during the past year and a timeline has been kept relating to COVID for historical purposes.

MINUTES OF THE PREVIOUS MEETING: The minutes of the previous meeting were reviewed. It was noticed that the recording of the approval of the Audit report was missed in the November 2020 Board minutes. Heidi Larson made a motion to correct the minutes to reflect the missing information and to then approve the minutes, seconded by Laurel Haroldson. Motion carried by unanimous vote.

NARRATIVES: The Narrative reports were reviewed and no additions or corrections were needed.

HEALTH OFFICER REPORT: No report. Kim will schedule a time for nursing staff to meet with Dr. Torrance in the near future.

Old Business:

1. **Environmental Health Update-update on meeting with City of Jamestown:** Robin and Marcie met with Tom Blackmore, Travis Dillman, Sarah Helleckson and another city employee regarding ways to incorporate septic systems on properties adjacent to city limits. Robin will be sending a letter to the City Council encouraging the city to consider adding adjacent properties just outside city limits to the city septic system as infrastructure funding allows. Marcie reported a shortage of supplies and increasing costs for septic systems happening currently.
2. **COVID updates:** We continue to provide both vaccinations and testing. In June testing will be moved to Tuesdays, Wednesdays and Thursdays in Jamestown and Mondays and Fridays in Valley City. The Guard continues to provide support. The Nursing staff person from the Guard will be going back to her regular job in June so Central Valley Nursing staff will assist with COVID testing. We do have access to nurses through the Department of Health to assist if needed. We are offering a COVID immunization clinic for those 12 years and older tomorrow.

3. **Approval of Staff Positions grade and Pay:** Gage Wherley has been hired for the Environmental Health Position at a recommended grade 18 step zero for \$23.52 per hour. If he takes and passes the certification exam he will be moved to grade 20 this usually takes several years. Motion was made by Laurel Haroldson and Seconded by Heidi Larson to approve. MOTION CARRIED by roll call vote. Maggie Remmick has been hired for the nursing position at recommended \$20.79 per hour which would increase to \$ 25.96 once she passes her nursing Boards to be a RN. She is currently a LPN. Laurel Haroldson made a motion to approve the above listed grades and pay, seconded by Heidi Larson. MOION CARRIED by roll call vote.
4. **Other:** none

New Business:

1. **CVHD 2022 budget discussion Stutsman and Logan:** Robin discussed preliminary budgets with the Board today. She has asked for funding from the city of Jamestown in the amount of \$61,515.00. She will be asking Stutsman County to increase mills from 3.6 to 4. We have been approved for 5 mills for quite some time but a statewide cap was put into place several years ago which has left us at level funding. Other funding sources, total shortfall and expenses were also discussed. Robin has kept the same mills in place for Logan County until she has further discussion with their auditor. Other income and expenses were discovered. Information will be brought for Board approval in August.
2. **Tobacco Budget 2021-2022:** The Tobacco budget has been completed at a total of \$109,228.00. To balance the budget Nancy Thoen's hours were decreased by 2 hours per week. She will work 3 days at 8 hours and one day at 6 hours. Darla Reed made a motion to approve the Tobacco budget, seconded by Cynthia Schaar and Heidi Larson. Reed, Larson, Torrance, Johs, Haroldson and Schaar voted aye. Motion carried.
3. **Family Planning program grant 2021-2022:** The Family Planning grant has been received in the amount of \$104779.00. Heidi Larson made a motion to approve the grant, seconded by Laurel Haroldson. Schaar, Haroldson, Reed, Johs, Larson and Torrance voted aye. Motion carried.
4. **Audit for 2021-Engagement of Schauer and Associates:** Robin brought a request to engage Schauer and Associates to provide services for the 2021 Fiscal Audit. Heidi Larson declared a conflict of interest and abstained from voting. Cynthia Schaar made a motion to approve Schauer and Associates for the Audit work, seconded by Laurel Haroldson. Johs, Torrance, Reed, Schaar and Haroldson voted aye. Motion carried.
5. **Policy Updates and Review:** Robin reported she had the Personnel and Administrative Policies sent to the Village Family Service Center and Kara Brinster, Attorney, for input and review. The majority of changes were in verbiage to update the policies. (see attached listing). Work continues on the Drug Free and Substance Abuse workplace policy as well as Medical Marijuana policy. Federal Law still considers Marijuana to be an illegal substance and if an entity receives federal funding employees are prohibited from Medical Marijuana use. Robin will add the language about Medical Marijuana to the policy and also provide a report on the summary of suggestions from Kara Brinster. . Cynthia Schaar made a motion to approve the Policy updates, seconded by Darla Reed. Motion carried by unanimous vote.
6. **Approval of Expenditures April 2021:** Heidi Larson made a motion to approve the April Expenditures, seconded by Laurel Haroldson. Reed, Larson, Torrance, Johs, Haroldson and Schaar voted aye. Motion carried.
7. **Approval of Profit and Loss April 2021:** Charlie Johs made a motion to approve April Profit and Loss, seconded by Cynthia Schaar. Motion carried by unanimous vote.
8. **Other:** Legal Services/Advice-Robin notified the Board she has retained Kara Brinster who was recommended by Cynthia Schaar for legal services and advice. Kara is the Foster County States Attorney. Additional funding: Robin reported additional funding will be available to Local Public Health for 2021-2023. There are 2 blocks of funding in the amounts of 10 million dollars, 15 million dollars and an additional block of funding for regional education cooperatives that may involve Local Public Health

for 19 million dollars. This item will be added to the June agenda for further discussion and consideration. Robin recommended looking at hiring an assistant as she is planning to retire in the near future.

Check Re-issue: Tami reported a check issued to Sargent County in the amount of \$2387.00 for Title III services has been misplaced at Sargent County. The check will be reissued.

9. Next Meetings: June 21, 2021 and July 19, 2021. The July meeting may be cancelled.

Meeting adjourned as there was no further business.

Respectfully submitted,

James Torrance, MD
Health Officer