

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

June 21, 2021

The CVHD Board met at noon on Monday, June 21, 2021 in the conference room at Central Valley Health District. Darla Reed, Vice Chairperson, called the meeting to order. Robin reported that the number sent out for the call in for the meeting today was wrong and discovered earlier in the morning – Robin sent out the corrected number to all board members and others requesting it. The website was also updated with the correct agenda.

MEMBERS PRESENT:

Charlie Johs Denny Ova Dr. Torrance
Cynthia Schaar Darla Reed

MEMBERS ABSENT: Laurel Haroldson Heidi Larson

OTHERS PRESENT:

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

INSERVICE:

None

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Cynthia Schaar made a motion to approve the minutes as read, seconded by Denny Ova. Motion carried by unanimous vote.

NARRATIVES:

The Narrative reports were reviewed and no additions or corrections were needed. Denny Ova made a motion to approve the narrative report, seconded by Charlie Johs. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

No report given today. Dr. Torrance will be meeting with nursing staff in September.

Old Business:

1. **Environmental Health Update:** Marcie has been orientating Gage to his position in Environmental Health and Gage did some training with Environmental Health staff from Lake Region Public Health.
2. **COVID 19 Updates:** things have slowed down with testing and vaccinations. The Guard will be done assisting at the end of June and the Department of Health will be taking over testing with their temporary employees. The Department of Health has also started some pop up COVID vaccinations clinics at various locations throughout the State. 51% of Stutsman County residents have received at least one dose of COVID 19 vaccine.
3. **Policy Updates:** Final revisions to our policies based on recommendations from consultants were sent out. There are no major changes. Most changes were in wordage and location within the policies. A policy regarding Medical Marijuana was added to reflect that our facility receives federal funding and as Medical Marijuana is illegal federally staff may not use Medical Marijuana. Cynthia Schaar made a motion to approval the final policy revisions, seconded by Darla Reed. Motion carried.
4. **Other:** Building updates – Robin reported that the new doors were installed between the lab and the

front the lab and the staff hallway – the new doors open with an automatic opener and look very professional. Also all new door push bars and strikes were installed on the 7 outside doors. This also has made a huge difference in the doors functioning properly.

5. **Maternity Leave:** Motion was made by Denny Ova and Seconded by Charlie Johs to approve the staff maternity leave for Shannon Klatt. Shannon will return in September following 12 weeks per policy and will begin working part-time at home this summer. Motion Carried.

New Business:

1. **2022 Budget:** Robin reviewed current budget projections for 2022 for Stutsman and Logan. Final Board approval of the budgets will be done at the July 2021 meeting. **Logan:** She is still awaiting word on the Logan County Mill Levy amount. There was a slight increase in salaries with Gage Wherley, Marcie Bata, Robin Iszler, Tami Dillman and Kim Lee in at 10% time, 2 nurses in at 20% time and Beth Schwartz in at 5% time. The budget is currently overspent by \$14,619.00 but this will change once final Mill Levy amount is known. Stutsman: Robin did ask for 4 mils which is estimated at \$523,920 which is about \$61,030 more. Other increases in revenue include City of Jamestown at \$61,515. No increases in client fees was projected due to the unknowns from last year with COVID activities. There was a decrease in salary of \$104,000.00 due to new COVID funding dollars being used for salaries for Robin, Tami, Kim, Shannon, and nurses. Currently the budget is showing an excess in revenue of \$36,422. The final budget approval is scheduled for the July meeting as staff continue to work on the 2022 budget. Budgets were prepared with Cost of Living at 3%.
2. **Additional Funding-COVID, Immunizations and Health Equity:** We received a contract of \$436,000.00 for COVID and Health Equity Activities. Tami and Robin are working through the process of what all is involved with the funding. \$311,000 was for immunizations and \$125,000 will be used toward health equity.
3. **Women’s Way Contract 2021-2022:** A contract was received in the amount of \$180,970.00. There was an increase of \$54,720.00 received with \$42,535.00 for State Media projects and \$25,000.00 for local media projects. Staffing stays the same with Robin and Tonya.
4. **PHEP Statewide Response Team extension to 12-31-2021:** The current contract was extended until December 31, 2021, with remaining balance of \$48,478.00. The remainder is to be used for one-time purchases.
5. **PHEP All Hazards Contract 2021-2022:** A contract was received for county allocation in the amount of \$6,906.00. The Regional contract allocation is for \$200,690.00 and will run concurrent with the PHEP contract extension from July 1, 2021, to December 31, 2021.
6. **Tobacco Measure 3** – revised total for the Tobacco grant was received today the contract is listed at \$106,410. CVHD is eligible for \$109,928 with \$3,518 which will be submitted by the State on behalf of CVHD to the Statewide Media Contract.

A motion was made by Charlie Johs to approve the additional funding and contracts as outlined above, seconded by Cynthia Schaar. Roll call vote: Schaar, Reed, Torrance, Ova and Johs voted aye. Motion carried.

7. **Approval of Expenditures May 2021:** Expenditures were reviewed, and Darla Reed made a motion to approve, seconded by Denny Ova. Roll call vote: Torrance, Ova, Johs, Reed and Schaar voted aye. Motion carried.
8. **Approval of Profit and Loss May 2021:** The Profit and Loss statement was reviewed. Income of \$74094.10 was received for the generator project. A motion to approve was made by Cynthia Schaar, seconded by Denny Ova. Motion carried.
9. **Other:**
Staffing Schedule Review: Robin requested a review of the Staffing Schedule. The two front desk staff are currently at a grade 9 and Robin is requesting an increase to a grade 10 or 11 due to the amount of

work they are doing and the current market. This would take effect starting with July 1, 2021, hours and would be reflected in the August paycheck. Cynthia Schaar made a motion to approve Tonya Drenth and Lynn Walden being moved to grade 11 seconded by Darla Reed. Roll call vote: Schaar, Reed, Torrance, Johs and Ova voted aye. Motion carried. Robin also recommended changing the job titles in the schedule from LPN to Staff Nurse 1 and Staff Nurse 2. Denny Ova made a motion to eliminate the LPN nurse and that a nurse would be classified as Staff Nurse 1 and Staff Nurse 2 seconded by Cynthia Schaar. Motion carried. Robin also recommended changing from Partnership for Success Coordinator to Health Promotion Coordinator. Cynthia Schaar made a motion to approve changing Partnership for Success Coordinator to Health Promotion Coordinator, seconded by Darla Reed. Motion carried.

Jamestown Reservoir: There has been some land at the Reservoir being sold to cabin owners so the process for septic systems was briefly discussed.

Voided Check/check issued: Tami reported a check was voided in the amount of \$1,391.03 for Scotts Electric due to duplicate invoicing and a check was issued in the amount of \$91.33. Denny Ova made a motion to approve the voided and issued checks, seconded by Charlie Johs. Roll call vote: Torrance, Ova, Johs, Reed and Schaar voted aye. Motion carried.

Website – Robin reported that the Website went down. Robin is working with the Network center out of Fargo to provide and manage our website. This company has been around for a long time and manages other Public Health websites and JRMC. They have been very good to work with and helping to restore the site.

Annual Site Visits: Robin reported that the State Family Planning programs and WIC programs have been here for site visits as part of their normal process that was not done in 2020 due to COVID.

10. **Next Board meeting is July 19, 2021.**

Meeting adjourned as there was no further business.

Respectfully submitted,

James Torrance, MD
Health Officer