

CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
July 20, 2015

The CVHU Board met at noon on Monday, July 20, 2015 at the conference room at Central Valley Health District. Darla Reed, Vice Chairperson, called the meeting to order.

MEMBERS PRESENT: Dean Entzminger Darla Reed Laurel Haroldson Cynthia Schaar
Heidi Larson

MEMBERS ABSENT: Dennis Ova Dr. Jystad Dr. Anderson Dr. Torrance

OTHERS PRESENT: Robin Iszler Coralynn Dallmann Marcie Bata

INSERVICE-none

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, seconded by Dean Entzminger. 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 Cynthia Schaar. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

Dr. Jystad was absent so no Health Officer Report was given.

Old Business:

1. Environmental Health

- a. **Policy on Retention:** Marcie would like to update the policy on record retention as we will be going to electronic records. The previous policy stated paper records would be saved for 7 years but electronic records purge off after 5 years. The State Health Department is setting their policy at 5 years. Cynthia Schaar made a motion to change the Environmental Health Record Retention policy to 5 years, seconded by Laurel Haroldson. Motion carried by unanimous vote.
- b. **Other:** Marcie reported Gary Fink has a failed septic system. There have been complaints about the property. We had worked last fall with Gary and he had chosen an installer. A County Commissioner called the office with complaints from others. The installer has not been able to set a date with Mr. Fink as he has been avoiding contacting the installer. Letters and phone call attempts have been made to Mr. Fink reminding him of the requirements. This situation as it has been an issue for at least 5 years. The Board made the decision to turn this over to the States Attorney and a certified letter will be sent to Mr. Fink informing him that it is being turned over. Marcie also reported a situation in Logan County where a request is being made to place a cabin up on an existing property lot. The previous owners did not have a septic permit for install years ago. It was stated there is a tank in place but Marcie has not been able to determine the status of a drain field based on information we have received has and feels if a drain field exists it does not meet code. Board discussed the issue and a decision was made to send an email listing their options. Marcie also reported a septic system was installed on south side of Jamestown by Scherbenske that was not permitted. It is a licensed daycare and it is not a sufficient size. The board decided to send out a letter that the system does not meet the requirements. Discussion was held regarding variance policy and a cost for requesting the variance. We are working on contacting a Mr. Suko on a septic system issue that was discussed at an earlier Board meeting and letter will be sent to the property owner and Mr. Suko stating it will be turned over to States Attorney if action is not taken.

2. Update on Nursing Position:

Sara Moser started and is doing well in nursing position.

3. Other:

None at this time.

New Business

1. Review of all budgets and grants 2015-contract listing:

Board reviewed all budgets and grants for 2015. Finance Committee met last Thursday and reviewed all budget and grant information. Heidi Larson made a motion to approve the budgets and grants as outlined below, seconded by Dean Entzminger. Roll call vote: Entzminger, Larson, Schaar, Haroldson and Reed voted aye. Motion carried.

- a. **Family Planning:** Robin shared the Family Planning budget that begins July 1-2015 to June 30, 2016. We received a total grant of \$70,457 from Title X and \$5,000 for the suicide prevention activities. Total Budget is \$297,753. Previous federal award Title X was \$60,429 and \$5,000 for suicide prevention funds.
- b. **Title III contract-revised amount:** Robin explained the Title III program to the committee. The Department of Human service Aging Services recently sent out a notice that additional funding is available. For several years the funding has been at \$52,000. The grant ran for a calendar year, but this past year was extended for 18 months to switch the fiscal date to July 1 to June 30. Central Valley shares these funds with the counties of LaMoure, McIntosh, Sargent and Stutsman. Funding is based on service units provided at a \$6.00 per service unit cost for the federal dollars. We recently received notice that \$78,000 was available to our counties. To capture this funding we will need to increase number of service units. Robin did speak to Aging Services and there is no penalty if we do not capture all of the \$78,000. Robin also asked them to increase the per service unit cost in the next grant cycle from the \$6.00 Robin and Marcia are working with the counties in our region to increase services to capture the additional funding.
- c. **MCH Extension:** there is no change in MCH funding at the current time and the grant has been extended to December 30, 2015 however, we have spent out the funds that we currently are allocated; we have heard that we may get some additional funding to carry us to December 2015. The State is looking at revising the way the funding is allocated for the future and CVHD will be looking at how we can change to meet the new guidelines for the funding.
- d. **Water Supply and Water Pollution:** for of these programs are used by environmental health to help pay for the activities associated with water protection. The amounts that we know are Water Supply \$8,442 for this grant period and Water Supply we have not received a new contract.
- e. **Women's Way:** The new amount for Women's Way is \$64,985 as compared to \$57,284 previously. The State Director has been doing a great job at trying to put funds back at the local level. This year we were able to capture most of the funds allotted to CVHD in the 2014-2015 contracts. Tonya Drenth is the assistant to Robin for the WW program and does a fantastic job. With changes in insurance coverage due to ACA, the program has seen a decline in the number of women eligible or seeking services. We continue to outreach for these women.
- f. **SANE** – we are currently waiting to hear back on the STOP grant funds that were applied for. We believe we will receive \$6,000 for the on call nursing stipend we pay for the SANE nurses. Deb Fischer is employed 10% as the coordinator and we also receive United Way funds and other donations to the program. The total budget needed is \$27,768. Last year we received \$7,530. Discussion was held on how Central Valley is working with JRMC and Safe Shelter for SANE.

- g. **WIC** – the WIC grant runs from October to September and recently we received the funding amount from the State WIC program. The amount did decrease to \$88,580. Last year it was \$94,170 which included some additional funds for travel to training. Robin is working to make changes in staffing to balance the budget. CVHD budget will absorb any staff that is removed from WIC budget. Anita Berland and Julie Hoeckle are the main staff in the WIC budget along with Robin and Beth Schwartz and a little for finance staff.
- h. **Tobacco:** Robin reviewed the 3 tobacco funding sources: Tobacco Measure 3 (policy grant) \$208,773, Tobacco State Aid \$39,268 and Tobacco Baby and Me (this is State Health Department Funding) \$9,295. Robin has worked with staff to determine the budgets and any requests for the funding based on our needs. We do partner with the Measure 3 funds with McIntosh and LaMoure counties.
- i. **Immunizations:** We received \$9,641 for our work with immunizations this is a slight decrease from the last grant period (\$9,893).
- j. **TB** - we received \$900.00 for our work with TB monitoring activities.
- k. **HIV and Hepatitis C** – we have an open contract that allows us to bill for activities and testing for HIV and Hep C. We have written this grant to do regional work with our neighboring counties. The money goes back to the Family Planning budget as the staff in that program does the work/testing and screening activities.
- l. **West Nile** – \$3,000 is available for West Nile activities. This will end in July 2015. Environmental Health staff charge out time to this program when they do West Nile activities.
- m. **Ryan White** – is our program for HIV positive individuals and helps to pay for their medical needs when they request assistance. Karena Goehner works with this program and it also pays some of her staff time.
- n. **Public Health Emergency Preparedness:** we have 2 budgets for PHEP one is for the regional staff and one for CVHD staff for preparedness activities. Totals are PHEP Regional Staff - \$191,988 (same as last year) and \$5,026 (decrease of \$25). Regional Budget includes staff time of \$166,732 and supplies at \$25,256 we are currently working on the budget so some changes may occur in the funding categories. The \$5,026 is used for cell phone cost for staff and staff salaries for emergency preparedness trainings for all other staff at CVHD.
- o. **State Aid Contract:** this is State general funding which did increase this year. Total \$193,194. Funding supports various CVHD activities and staffing.
- p. **Prevention Grant** – is used to support our work on School Wellness Policy. Total \$23,000 we may need to turn back some of the funding that was allocated for training as it has not been used. Grant ends in September 2015. There may some small funding left over from training that did not occur.
- q. **Gaining Ground** – funding to support our work with accreditation readiness in amount of \$5,563.
- r. **2016 CVHD Budget-levy changes:** Robin is currently working on these budgets. Discussed mil levy caps and changes by legislature this past session. Over all with all the increases and decreases in federal funding sources, our overall outlook for the CVHD is about a \$37,865 decrease in funding. We will continue to search for funding sources and have made changes in the number of staff as staff retires.
- s. **Cancer Grant** – currently we are working on a cancer grant as a regional approach – total funding available is \$7,000 amount to CVHD would be minimal.

2. Fee Schedule:

Robin reviewed the current fee schedule for CVHD nursing services and for Environmental Health services with both Finance Committee and Board. There are a few changes recommended for the nursing services: Increase Blood Sugar charge to \$10.00, Ear irrigation to \$40.00, Hemoglobin to \$10.00 and Urinalysis to \$20.00. Heidi Larson made a motion to approve the changes to Health Services fee schedule effective immediately, seconded by Cynthia Schaar. Roll call vote: Larson, Schaar, Haroldson, Reed and Entzminger voted aye. Motion carried. Marcie has recommended going from a per seat fee to a risk based inspection fee schedule for Environmental Health. Committee thought that the fees seemed reasonable and wanted more discussion about fees at the full board meeting. Board discussed Risk Based Inspection Fee and reviewed what other Environmental Health Departments are charging for inspections. The fees for Environmental Health would not take effect until January 1, 2016. Letters and fee schedules will be sent to establishments this fall.

3. Staffing Changes:

Kali Lutt has resigned her position as of Friday, July 20, 2015. She is now fostering her sister's children and needed to resign the position to care for children. Her position was 60% in Emergency Preparedness and 40% under Central Valley. Kali did quite a bit of IT work and computer program work. Robin reported we are covering her duties with current staff but will look at hiring an assistant at lower pay grade. We are looking into the future as more staff will look to retire. Robin has inquired into outside IT help from CSI, City of Jamestown and Stutsman County.

4. Approval of Expenditures-May and June:

Finance Committee reviewed May and June Expenditures and recommended full Board approval. Heidi Larson made a motion to approve the May and June expenditures, seconded by Cynthia Schaar. Motion carried.

5. Approval of Profit and Loss-May and June:

Finance Committee reviewed and recommended full Board approval. Cynthia Schaar made a motion to approve the May and June Profit and Loss, seconded by Heidi Larson. Motion carried.

6. Other:

- a. Next meeting Monday, August 17, 2015

COMITTEE REPORTS:

- a. Personnel Committee: No further report.
- b. Finance Committee: No further report.
- c. Program Committee: No further report.

Meeting adjourned as there was no further business.

Respectfully submitted,

Dr. Philip Jystad, MD
Health Officer
Beth Schwartz, Secretary