

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

November 16, 2020

The CVHD Board met at noon on Monday, November 16 2020 virtually at Central Valley Health District due to the Coronavirus Pandemic. Dr. Torrance, Chairperson, called the meeting to order. Dr. Torrance and Denny Ova were in person others were on the Lifesize Video Conference.

MEMBERS PRESENT:

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

MEMBERS ABSENT: None

OTHERS PRESENT:

Robin Iszler, Tami Dillman, Marcie Bata, Kim Lee

INSERVICE:

Audit Report – Linda Moen from Schauer and Associates: No significant findings were reported during the audit report. There is the one continued deficiency related to CVHD using Schauer and Associates to complete both the financial statements and the Audit. With no other options for CVHD this deficiency was addressed per an action plan as part of the submitted documentation stating that we did not have another option locally with our limited resources to address this.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed. Corrections were made to the August 2020 Board Minutes to reflect adding the approvals of profit and loss statements. Denny Ova moved to approve the correction seconded by Darla Reed. October minutes were approved with the corrections of two typos. Cyndy Schaar moved to approve and Darla Reed Seconded. Motion carried.

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 Denny Ova. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

No report.

Old Business:

1. Environmental Health:

Marcie reported she has been working to notify establishments on the new COVID mitigation measures per the Governors announcement and state health officers orders. Marcie has also been sending out license renewals.

2. COVID-19 Update:

Robin reported on COVID activities. Covid testing - we continue to test Tuesdays and Fridays. We have received the new Binax Now rapid test cards and are awaiting instructions for use from the State Health department. We have 4 nurses, 2 secretaries and 1 other staff person currently impacted by COVID and are working remotely or not working while the fulfill their quarantine or isolation requirements. We have 2 staff working from home. We have cut back on services to meet the needs of COVID. We are anticipating vaccine in the next few weeks and discussed the details of vaccine delivery. CVHD continues to monitor workloads and limit interactions with the public to protect both staff and clients.

New Business:

1. **COVID additional funds:** We have received an additional \$250,000 in funding for COVID activities. Darla Reed made a motion seconded by Cynthia Schaar to approve the additional funding. Roll call vote: Reed, Schaar, Haroldson, Ova, Larson, Entzminger and Torrance voted aye. Motion carried.
2. **Truck:** Motion was made by Heidi Larson and seconded by Darla Reed to approve purchase of a truck at \$50,000 or less to pull the trailer and for use by CVHD. Motion Carried
3. **WIC Funding:** Robin reported the WIC funding for 2020 to 2021 will be \$130,280. Motion Made by Denny Ova and Seconded by Laurel Haroldson to approve the WIC funding. Motion Carried by roll call vote.
4. **Regional Network funding:** Motion made by Denny Ova and Seconded by Heidi Larson to approve the contract for the regional network funding. This funding will be divided up among the regional partners which are local PH agencies from LaMoure, McIntosh, Barnes, Wells, Foster, Dickey and Stutsman Logan Counties. Motion Carried by Roll call vote.
5. **Approval of Expenditures:** The Expenditures were reviewed and a motion was made by Cynthia Schaar to approve expenditures, seconded by Laurel Haroldson. Roll call vote motion carried.
6. **Approval of Profit and Loss:** The P & L were reviewed by the board and a motion was made by Denny Ova to approve Seconded by Darla Reed. Motion Carried.
7. **Other: Payment of unused Annual Leave:** Robin and Tami informed the board that payments will be made to those staff unable to take annual leave due to the current pandemic situation. There are several staff with large amounts of unused leave and those staff will be paid out leave December 1, 2020.
8. **100.00 cash withdrawal form CVHD checking account.** Tami reported that \$100.00 cash withdrawal was made out of CVHD checking account. When Tami investigated this transaction it was found that the money was given to Dr. Torrance who also banks at US Bank – this was a mistake made by the bank. The bank sent Dr. Torrance a letter to contact the US Bank to put this money back in CVHD account. Tami had questioned the bank as to why they would make this mistake and the bank has now added additional protections on CVHD bank account that any time a cash withdrawal is made that a call is made to Robin Iszler for approval to Robin's cell phone. Dr. Torrance will call the US bank and have them correct this mistake to his personal account.
9. The next Board Meetings will be December 21.

Meeting adjourned as there was no further business.

Respectfully submitted,

James Torrance, MD
Health Officer