

**CENTRAL VALLEY HEALTH DISTRICT  
BOARD MEETING MINUTES**

**March 15, 2021**

The CVHD Board met at noon on Monday, 2020 in the conference room at Central Valley Health District. Robin Iszler, Unit Administrator, called the meeting to order.

**MEMBERS PRESENT:**

Charlie Johs    Laurel Haroldson    Heidi Larson    Denny Ova  
Cynthia Schaar    Darla Reed    Dr. Torrance

**MEMBERS ABSENT: None**

**OTHERS PRESENT:**

Robin Iszler, Tami Dillman, Marcie Bata, Beth Schwartz, Kim Lee, medical student of Dr. Torrance

**INSERVICE:**

None

**MINUTES OF THE PREVIOUS MEETING:**

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

**HEALTH OFFICER REPORT:**

No report.

**Old Business:**

1. **Environmental Health:** Robin reported the Septic Bill was passed by the House in the ND Legislature and will be heard by the Senate this week Thursday, Central Valley Health inspects over 400 facilities which is more than the State Health Department inspections numbers. Marcie is extremely busy.
2. **Covid 19 Updates: Vaccines:** We surpassed 5000 doses of Covid vaccine being given from December through the end of last week. Wishek Hospital is assisting with giving vaccines to Logan County residents and we continue to work with Sanford Clinic in administering vaccines. We are anticipating have Johnson and Johnson vaccine by the end of the month. Robin is able to request doses of Johnson and Johnson and will request 300-500 doses although this is not necessarily the number we would receive. The majority of our vaccine is Moderna and small amounts of Pfizer have been received. We will start to vaccinate those ages 16-18 with Pfizer vaccine this week. Pharmacies are continuing to vaccinate as well. **Testing:** We continue to offer covid testing Mondays, Wednesdays and Fridays from 11 a.m. to noon at the Civic Center. The ND National Guard continues to assist us with testing. We plan to continue testing as is.
3. **Other:** none at this time.

**New Business:**

1. **Employee Leave change in status:** a staff nurse experienced some medical conditions and due to this was moved to a temporary status on March 8. A letter was provided by the employee on March 12

regarding the medical conditions. The employee has run out of leave time and Robin recommends leaving her on temporary status until more information is known as to if and what conditions she would return under.

2. **Hiring Staff:** Discussion was held on how to proceed with the nursing position with 3 options available. The first was to do nothing and wait and see and continue with reduced services, the second was to employee temporary staffing with nurses from the Department of Health and/or a temp nursing service. The State Health nurses are available currently at no cost to us and it is felt the approximate cost for a temp nurse would be \$50.00-\$100.00 per hour. The third option is to advertise for an open nursing position. After discussion Charlie Johs made a motion to advertise the open nursing position and use temporary nursing help as needed through the Department of Health and other outside nurses who are currently assisting us, motion seconded by Denny Ova. Roll call vote: Haroldson, Schaar, Reed, Ova, Johs, Torrance and Larson voted aye. Motion carried.
3. **Employee Benefits- Cost of Living and cell phone reimbursement: Cost of Living:** Board reviewed the salary schedule today. Robin is requesting a cost of living increase to the base salary to keep salary levels comparable with other agencies. The budgets are always prepared with a 3% cost of living adjustment included. The last cost of living increase was 3% in 2020. Cynthia Schaar made a motion to approve a 3% cost of living adjustment to start July 1, 2021 with the changes being seen on the August pay for employees. Denny Ova and Heidi Larson seconded the motion. Roll call vote: Larson, Johs, Ova, Reed, Schaar, Haroldson and Torrance voted aye. Motion carried. Cell phone reimbursement: There are currently employees who take on call 24/7 for Emergency Preparedness along with other work related activities who receive reimbursement in amount of \$75.00 per month for their personal cell phones. The current cost for those employees is \$5400.00 per year. Robin is requesting cell phone reimbursement for an additional 11 staff at \$40.00 per month as staff are using cell phones to attend meetings, call with State Health Department, etc. This cost would be \$5280.00 per year and would be based on program allowance/grants and reviewed annually. If cell phone reimbursement is being done the employees personal cell phone is subject to open record laws. Darla Reed made a motion to approve cell phone reimbursement at \$40.00 per month, seconded by Charlie Johs. Roll call vote: Reed, Ova, Schaar, Larson, Johs, Torrance and Haroldson voted aye. Motion carried.
4. **Environmental Health Position:** Robin reported she and Marcie have conducted a few virtual interviews for the position. Work continues on filling the position.
5. **Vehicle Upgrade:** Robin has requested trading in the Red Equinox as it not has 60,000 miles. She has checked with Don Wilhelm and current trade in value for the Equinox is around \$10,000.00 which would leave a difference of \$14,000.00-16,000.00 to pay. Robin will also check with Stoudts on a trade in. Charlie Johs made a motion to upgrade the Red Equinox, seconded by Cynthia Schaar. Roll call vote: Torrance, Larson, Ova, Johs, Reed, Haroldson and Schaar voted aye. Motion carried.
6. **Approval of Expenditures February:** Expenditures were reviewed and Denny Ova made a motion to approve expenditures, seconded by Laurel Haroldson. Roll call vote: Ova, Johs, Torrance, Larson, Haroldson, Schaar and Reed voted aye. Motion carried.
7. **Approval Profit and Loss Statements February:** Statements were reviewed and a motion was made by Cynthia Schaar to approve the Profit and loss statements, seconded by Laurel Haroldson. Motion carried by unanimous vote.
8. **Other: Pledge of Assets review:** Board reviewed the Pledge of Assets today. Property Tax revenue starts to come in each year in February/March. There are 2 accounts at US Bank. Checking account balance is around 1.4 million and savings account balance is \$514,000.00 plus. FDIC provides coverage of \$250,000.00 for each account and we are required to have 110% collateral in the amount of \$1.5 million. Total pledge of assets for US Bank as of 03/12/2021 is \$1,601,435.91. There is also a savings account located at First Community Credit Union with a current balance of \$495,861.70, 110% collateral amount is \$270,447.87 and total Pledge of Assets is \$374,314.34. There is also FDIC coverage

of \$250,000.00 on this account. **Employee and Agency Policies**: Robin reported she would like to hire an outside attorney or consulting firm to review and update the Employee and Agency policies. Heidi Larson made a motion to approve hiring another agency to review the Employee and Agency policies, seconded by Darla Reed. Roll call vote: Haroldson, Reed, Johs, Larson, Schaar, Ova and Torrance voted aye. Motion carried.

Next Board meeting is April 19, 2021.

Meeting adjourned as there was no further business.

Respectfully submitted,

James Torrance, MD  
Health Officer