

**CENTRAL VALLEY HEALTH DISTRICT  
BOARD MEETING MINUTES**

**July 19, 2021 - corrected**

The CVHD Board met at noon on Monday, July 19, 2021, in the conference room at Central Valley Health District. Darla Reed, Vice Chairperson, called the meeting to order.

**MEMBERS PRESENT:**

Charlie Johs    Laurel Haroldson    Heidi Larson    Darla Reed    Dr. Torrance

**MEMBERS ABSENT:** Denny Ova, Cynthia Schaar

**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 2 corrections were made to dollar amounts of contracts. The Emergency Preparedness extension was received in the final amount of \$47,764.45 and Women's Way was received with final amount of \$182,821.00. Heidi Larson made a motion to approve the minutes with corrections, seconded by Laurel Haroldson. Roll call vote: Torrance, Reed, Haroldson, Larson and Johs voted aye. Motion carried.

**NARRATIVES:**

The Narrative reports were reviewed, and no additions or corrections were needed. Heidi Larson suggested we change the narrative report on the agendas to reflect that they are informational only and no action needs to be taken on this item.

**HEALTH OFFICER REPORT:**

No report.

**Old Business:**

1. **Environmental Health:** The Department of Health, through Legislation, changed the date they assess late fees for Environmental Health license fees to January 1. Robin requested changing our policy to also assess the late fees on January 1 to be in line with the State Health Department as the reports are run through the state data base. In the past the late fee was assessed on February 1. This will now give facilities 60 days to pay their license fees before their license would be inactivated. Heidi Larson made a motion to assess late fees on January 1, seconded by Charlie Johs. Motion carried.
2. **COVID 19 Updates:** as of July 15, 2021, 10,237 doses of COVID 19 vaccine have been administered by Central Valley. We are working with Jamestown Public Schools to offer COVID vaccines at the Middle School and High School registration events in August. We continue to offer vaccines at our office as well as in Logan County. Testing is still being done 3 days per week at the Civic Center with assistance from the Department of Health. Robin has requested support through the Department of Health with testing through the month of August.
3. **Final Approval CVHD Budget 2022:** Due to COVID funding received Robin has been able to balance both the Stutsman and Logan budgets at this time. Budget information was sent to Board members. Stutsman total budget amount is \$1,248,270.10. Revenue amount is \$1, 248, 270.10. Salary and fringe total \$864,065.00 and other expenses total \$384,205.00. There were increases in expenses for increased cost of audit and for travel fees for staff to attend Conferences. Logan County had an increase in Mill Levy revenue. In expenses there were decreases in salary costs, equipment and subscriptions and an increase for audit cost. Total Logan budget amount is \$ 118,767.00. Revenue amount is \$118, 767.00 with expenses for salary and fringe at \$79,198.00 and operating expenses of \$39,569.00. Heidi Larson made a motion to approve the CVHD budgets for 2022 seconded by Darla Reed. Roll call vote: Johs, Larson, Haroldson, Reed and Torrance voted aye. Motion carried.

**New Business:**

1. **New Grant Contracts Received:** Several new contracts were received and are as follows: Health Alert

Network with in and out dollars so no specific dollar amount listed in contract; Immunizations \$9,539.00; Water Pollution \$1,250.00 federal share and \$1,667.00 match required; Title III \$95,192.00 with sub-contacts to McIntosh, LaMoure and Sargent counties; PHEP Regional \$200,690.00 and County Allocation \$6,906.00. Darla Reed made a motion to approve the new contracts received, seconded by Charlie Johs. Roll call vote: Larson, Johs, Torrance, Haroldson and Reed voted aye. Motion carried.

2. **Hiring staff for new grants:** Robin reported grants for Health Equity and Immunizations were received for a 2 year time frame. One of the activities listed in the grants is funding for temporary positions. Robin is requesting to hire 2 temporary staff. One person will be a half time Health Equity Coordinator. This position would involve attending meetings, communication activities and assisting with Substance Abuse activities. The other position would be a nursing related position to assist Robin and Kim. This person would also attend meetings and coordinate immunization clinics. Interns were discussed and would also be a possible option as they do usually have limited hours of availability. Heidi Larson made a motion to approve hiring new staff, seconded by Charlie Johs. Roll call vote: Torrance, Reed, Johs, Larson and Haroldson voted aye. Motion carried.
3. **Approval of Expenditures-June 2021:** Expenditures were reviewed, and Darla Reed made a motion to approve the expenditures for June, seconded by Laurel Haroldson. Roll call vote: Reed, Johs, Larson, Haroldson and Torrance voted aye. Motion carried.
4. **Approval of Profit and Loss-June:** Several contracts ended June 30. Tami reviewed information with the Board. Title III Total budget amount was \$153,141.00 and final amount was \$141,248.00 with net income of \$26,976.76. Tobacco budget amount was \$ 114,603.00. There was a decrease in salary expense as staff helped with COVID activities and tobacco was spent out. Women's Way total budget was \$126,250.00 with contract spent out. Women's Way Resource fund has a roll over fund budget. Total amount was \$11,585.95 with expenses of \$1,130.84. Net income to fund balance is \$7,742.55. Immunization total contract was \$9,539.00 with match required and was spent out. Water Supply funds for 9 non-community water inspections was received in the amount of \$3,822.76 with \$5,177.24 in net income to the fund balance. Water Pollution was spent out in amount of \$1,686.14. HAN contract is \$1,000.00 in each month for total of \$12,000.00. All Hazards contract amount was \$6,906.00 and was spent out. Tami reviewed the break down for COVID funding. The total CARES amount was \$940,215.26 Expenses of Salary totaled \$586,000.00 and fringe amount of \$251,000.00. There was income received from insurance companies being billed for the administration cost for COVID vaccinations. Heidi Larson made a motion to approve the June Profit and Loss, seconded by Laurel Haroldson. Roll call vote: Torrance, Haroldson, Reed, Larson and Johs voted aye. Motion carried.
5. **Other:** Tami reported a check needed to be reissued in the amount of \$208.00 to Cenex for a Ryan White client as Cenex did not receive the check. Heidi Larson made a request for Board members to again meet in person instead of virtually by September 2021.
6. **Other:** It was suggested that the Board of health go back to in person meetings in the future.
7. **Next Meeting:** August 16, 2021, at noon.

Meeting adjourned as there was no further business

Respectfully submitted,

  
James Torrance, MD  
Health Officer