

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

February 27, 2023

The CVHD Board met at noon on Monday, February 27, 2023, in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT:

Jerry Bergquist Heidi Larson Dr. Torrance
Cynthia Schaar

MEMBERS ABSENT: Rob Lech Sandy Rivinius Charlie Johs

PRESENT VIA PHONE:

OTHERS PRESENT:

Kara Falk, Riley Akervik, Kim Lee, Beth Schwartz, Marcie Bata (via phone)

INSERVICE:

New Board Member-Jerry Berquist Stutsman County Commissioner: Jerry was introduced to the Board today.

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 Jerry Bergquist. Motion carried by unanimous vote.

NARRATIVES:

The Narrative reports were reviewed and no additions or corrections were needed. Cynthia Schaar made a motion to approve the narrative report, seconded by Jerry Bergquist. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

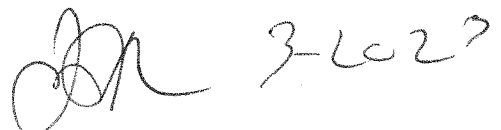
No report—did not meet. Dr. Torrance will meet with nursing staff at the end of March.

Old Business:

1. **Environmental Health-Marcie:** Bata reported final notices have been sent out to facilities that have not paid their 2023 licensure fees. If they have not heard back from facilities by March 1, 2023 the facility will be considered closed and need to reapply for licensure.
2. **Other:** None currently.

New Business:

1. **Program Review and Contract Approvals:** Programs were reviewed and Akervik asked for contract approval for the TB program. The contract is for staff time, supplies and testing performed. This is reimbursed quarterly. Heidi Larson made a motion to approve the TB contract, seconded by Cynthia Schaar. Role call vote: Torrance, Larson, Bergquist, Schaar voted aye. Motion carried.
2. **Policy Manual Updates:** A copy of a proposed Parental Leave Policy was distributed and discussed at the meeting today. Other facilities policies were reviewed to assist with development of our policy. Previously no maternity leave or Parental Leave policy has been in place. Heidi Larson made a motion to send a copy of the Parental Leave Policy to our attorney for review as written, seconded by Jerry Bergquist. Motion carried.

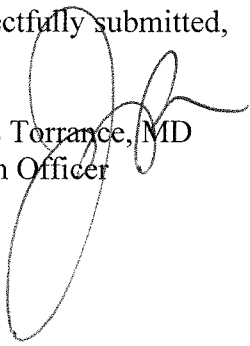

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3. **Aquatic Facility Application-Gladstone Inn & Suites:** In September 2022, the Board voted to revoke the Aquatic Facility license for the Gladstone Inn & Suites due to failure to meet requirements for licensure. Gladstone Inn & Suites has submitted an application to reopen along with a copy of their policies and procedures to ensure compliance with regulations. There is concern with the current enclosure system which currently consists of a fence with 4 walk through areas has ropes and signage as gates indicating the pool and spa are closed. Bata will provide information to Gladstone Inn & Suites with the board's decision. Cynthia Schaar made a motion to approve moving forward with the application and provided updated barrier measures to be implemented, seconded by Heidi Larson. Motion carried by unanimous vote.
3. **Committees:** During review of policies, it was noted the Board by-laws indicate four standing committees: Executive, Personnel, Program Development, and Finance. Finance Committee used to meet prior to each Board meeting but the meetings were scaled back due to improved software and available reports. The Program Development Committee and Personnel Committee have been meeting rarely as issues have been brought to the full Board for discussion or Ad Hoc committees formed for such things as employee hiring. A policy for changing the current by-laws for the Personnel and Program Development Committees to be changed from Standing Committees will be developed and brought to the full Board for first reading.
4. **Approval of Expenditures-December 2022 and January 2023:** Expenditures for December and January were reviewed today. A new vehicle was purchased from Lloyd's Motors as a previous Equinox was due to be replaced, which had been previously approved in the budget. Heidi Larson made a motion to approved the December and January expenditures, seconded by Cynthia Schaar. Role call vote: Schaar, Larson, Torrance and Bergquist voted aye. Motion carried.
5. **Approval of Profit and Loss-December 2022 and January 2023:** Profit and Loss statements for December and January were reviewed. Cynthia Schaar made a motion to approve, seconded by Heidi Larson. Motion carried by unanimous vote.
6. **2022 Finance Report:** Akervik distributed a copy of a report outlining the 2022 Revenue, Expenditures, Program updates and future opportunities. A suggestion was made to add employee compensation information to further reports.
7. **Legislative Updates: Environmental Health:** Bata reported on several bills relating to environmental health that are in the 2023 Legislative session. 1358 – A bill to add Public Health Representative to the Department of Environmental Quality Advisory Board. 1358 passed in the House and will be heard in the Senate. Two bills relating to on-site sewage treatment were introduced. 2253 -A bill relating to septic installer licensure and local public health role in septic system permitting and inspection was brought forth by Septic Installers. 2253 was amended adding public health representation to the board. The bill passed in the Senate and will be heard in the House. 2256 -A bill to adjust the membership of the current governor appointed on-site committee: 4 septic installers, 4 environmental health practitioners, and 1 Department of Environmental Quality member; was brought forth by local public health. 2256 did not pass. **Immunization bills:** the bills of greatest concern did not pass. Statement of support for Smoke Free ND: a copy of a statement of Support to keep the Smoke Free ND bill in place was distributed to Board members today for review. This statement was reviewed and Cynthia Schaar made a motion to sign the statement of support, seconded by Dr. Torrance. Motion carried by unanimous vote. **Primary Seat Belt:** this bill is still in session.
8. **Other:** Falk reported CVHD will start offering services at the University of Jamestown, starting date is undetermined, and Family Planning and Women's Way will be doing extended hours the first and third Wednesday evenings until 8 p.m. Staff that are full time and scheduled to work extended hours, will flex the extra hours worked.
9. **Next Meeting:** March 20, 2023 at 12 p.m.

Meeting adjourned at 1:10 p.m. as there was no further business.

Respectfully submitted,

James Torrance, MD
Health Officer



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