

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

March 20, 2023

The CVHD Board met at noon on Monday, March 20, 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
Sandy Rivinius Rob Lech

MEMBERS ABSENT: Cynthia Schaar Charlie Johs

PRESENT VIA PHONE:

OTHERS PRESENT:

Kara Falk, Riley Akervik, Kim Lee, Beth Schwartz, Marcie Bata, Denny Ova

INSERVICE:

Shannon Klatt presented an overview of the 2022 Annual Report. The Annual Report information will be presented to the Jamestown City Council, Stutsman and Logan County Commissions and Jamestown Public School Board.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed, and no corrections or additions were needed. Sandy Rivinius 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. Rob Lech made a motion to approve the narrative report, seconded by Sandy Rivinius. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

No report. Dr. Torrance will meet with the nurses on March 29, 2023, at 11:30 a.m.

Old Business:

1. **Environmental Health-Marcie:** Bata reported they have finished up food service licenses for 2023. Two businesses were notified that their licensure has expired and been pulled but neither facility is operating. If the facility wants to reopen, they need to reapply for licensure. They are now working on Septic Installer Licensure and continuing with Legislative session work.
2. **Parental Leave Policy:** A draft copy of the parental leave policy along with the leave request form were sent to an attorney for review. She made some recommendations to change verbiage, but no major changes were recommended or required. Heidi Larson made a motion to approve the Parental Leave policy, seconded by Sandy Rivinius. Roll call vote: Lech, Berquist, Torrance, Rivinius and Larson voted aye. Motion carried. Board recommended reviewing the policy again in 6-12 month to assess for any changes.
3. **By-law changes-Standing Committees:** A first reading of changes in By-laws was completed. Changes included renaming the title of Unit Administrator to Executive Director, removing specific Century Code information, and minor edits. The renaming of the Unit Administrator to Executive Director is

consistent with the titles in same positions throughout state. It also is better reflection of role since CVHD is no longer a single Unit. Heidi Larson made a motion to approve the first reading with the suggested changes, seconded by Jerry Berquist. Motion carried by unanimous vote.

4. **Other:** None.

New Business:

1. **Program Review and Contract Approvals:** Riley reported we are waiting on a few grant proposals to arrive and Ryan White year end is coming up.
2. **Policy Manual Updates-Administrative Policy:** A section was added to the Administrative Policies manual to explain the Administrative Team responsible for the policy development and implementation. Discussion was held regarding this and a concern was brought forward that it would be best to not list a specific employee position in the event the job Title would change or the person holding the title would not benefit from being on the team. Kara will continue to work on this policy and bring it back to the Board at a later date.
3. **Approval of Expenditures-February 2023:** The Expenditures were reviewed and Jerry Bergquist made a motion to approve the expenditures, seconded by Heidi Larson. Roll call vote: Torrance, Rivinius, Larson, Lech and Berquist voted aye. Motion carried.
4. **Approval of Profit and Loss-February 2023:** Profit and Loss was reviewed. Riley will change the verbiage to make the report clearer. Rob Lech made a motion to approve the Profit and Loss statements, seconded by Heidi Larson. Motion carried.
5. **Legislative Updates:** A bill related to the Cigar Bar passed the Senate with changes and is currently in the House. Several immunization bills are still in committee.
6. **Other:** The 2024 budget request has been received from the city of Jamestown. County requests should be received shortly.
7. **Next Meeting:** April 17, 2023, at 12 p.m.

Meeting adjourned at 12:50 p.m. as there was no further business.

Respectfully submitted,



James Torrance, MD
Health Officer