

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

April 17, 2023

The CVHD Board met at noon on Monday, April 17, 2023, in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT:

Charlie Johs	Heidi Larson	Dr.Torrance	Rob Lech
Cynthia Schaar	Sandy Rivinius	Jerry Bergquist	

MEMBERS ABSENT: none.

OTHERS PRESENT: Kara Falk, Riley Akervik, Kim Lee, Marcie Bata, Shannon Klatt, Beth Schwartz

INSERVICE:

None

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Charlie Johs made a motion to approve the minutes as read, seconded by Cynthia Schaar. 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 Rob Lech. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

Dr. Torrance met with nursing staff to discuss resuming normal services after Covid, mental health and patient concerns.

Old Business:

- 1. Environmental Health:** Bata reported they are finishing up licensure for Septic Installers for 2022-2023.
- 2. By-law changes-second reading:** A copy of the By-laws was distributed with changes recommended at first reading. Minor changes were made such as removing specific Century Code information. Jerry Bergquist made a motion to accept the By-law changes, seconded by Charlie Johs. Motion carried by unanimous vote.

New Business:

- 1. Program Review and Contract approvals:** The below information was reviewed by the Board today. Rob Lech made a motion to approve the below contracts as outlined, seconded by Sandy Rivinius. Roll call vote: Bergquist, Torrance, Rivinius, Lech, Schaar and Johs voted aye. Motion carried.
 - A. WSI Grant:** This was a 75/25 match grant received in the amount of \$5000.00. Grant funding went towards ergonomic assessment of all employee work areas along with recommendations for some ergonomic equipment.
 - B. PHEP BP4 Extension:** A contract extension was received through December 31, 2023, to spend down total contract amount of \$200,690.00.
 - C. Family Planning:** Family Planning contract was decreased to total amount of \$55,266.00. The new contract started in April.

D. **Ryan White:**

- i. **2023-2024:** A contract was received in the amount of \$27,000.00 for HIV case management.
- ii. **Additional \$5000.00:** An additional \$5000.00 contract was received based on high reimbursement in the last contract period.

E. **Men's Health:** A one-time grant contract was received in the amount of \$10,000.00. This will be used for enhancement of activities relating to Men's Health. A survey of needs was sent out to community partners.

2. **Approval of Expenditures March 2023:** March expenditures were reviewed today. Cynthia Schaar made a motion to approve the Expenditures, seconded by Rob Lech. Roll call vote: Lech, Schaar, Johs, Bergquist, Torrance, Rivinius voted aye. Motion carried.
3. **Approval of Profit and Loss March 2023:** Family Planning has seen a decrease in total number of clients served but there was an increase in amount of private insurance reimbursement. Family Planning is offering some evening clinics and will be offering services at the University of Jamestown starting next fall. Charlie Johs made a motion to approve the March Profit and Loss, seconded by Jerry Bergquist. Motion carried by unanimous vote.
4. **Employee Satisfaction Surveys:** A survey was sent out regarding employee satisfaction. Nineteen employees responded. Discussion was held and Dr. Torrance appointed a committee comprised of Rob Lech, Heidi Larson, and Jerry Bergquist to review salary information and other suggestions and concerns from employees.
5. **Intern Position:** A junior accounting student from the University of Jamestown approached the office about a possible internship in our Finance Department. This student could assist with audit work, financial statement prep work, payroll, and inventory. He is interested in doing his hours this summer or fall. Akervik would prefer summer as there is more of a workload during that time. Discussion was held regarding total hours and compensation. Akervik will check into whether this position is eligible for a JSDC match grant and if position would need to be advertised. Rob Lech made a motion to approve the intern position at up to 20 hours maximum per week and compensation as determined by CVHD administration from \$10.00-\$15.00 per hour. Motion was seconded by Jerry Berquist. Roll call vote: Torrance, Bergquist, Lech, Rivinius, Larson, Johs and Schaar voted aye. Motion carried.
6. **Legislature Updates:** Legislative updates relating to Septic Bills/Environmental Health, Cigar Bar, NDPERS Pension, Vaccine, Primary Seat Belts and Speed Limits were discussed.
7. **Other:** The Annual Report was presented to Logan County Commission. Kara sent out a meeting link for a meeting this week for Public Health related information. The roof was inspected and is in good condition. Some staff will be moving to space across the alley in the next month.
8. **Next meeting:** May 22, 2023, at 12 p.m. at Central Valley Health.
9. **Adjourn:** Jerry Berquist made a motion to adjourn the meeting, seconded by Cynthia Schaar. The meeting was adjourned at 12:47p.m. as there was no further business.

Respectfully submitted,



James Torrance, MD
Health Officer