

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

July 17, 2023

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

MEMBERS PRESENT:

Dr. Torrance Heidi Larson-via phone Rob Lech Jerry Bergquist

MEMBERS ABSENT: Cynthia Schaar Sandy Rivinius Charlie Johs

OTHERS PRESENT:

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

INSERVICE:

None

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Rob Lech 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 Jerry Bergquist. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

No report. Dr. Torrance will meet with nurses July 26, 2023.

FINANCE COMMITTEE REPORT:

No report today. Finance Committee will meet in August.

Old Business:

1. **Environmental Health-Marcie:** Marcie reported back from request last meeting to gather information on variance fees charged at other Health Departments in ND. The charges vary statewide. Discussion was held regarding the need for an additional variance fee or penalty to encourage the installers to follow the current regulations. Installers have been submitting for installation variance after installation has already been completed, rather than prior to installation. Dr.Torrance made a motion to approve a Post Installation Variance Penalty of \$2000.00 which is in addition to the variance fee of \$450.00. Larson, Lech, Bergquist and Torrance voted aye. Motion carried by roll call vote. Installers will be notified of the fee.
2. **Policies:**
 - Holiday Leave and Annual Leave Policy changes were made to reflect the previous Board votes to implement floating holidays and increase the annual leave carryover to 15 days.
 - a. Holiday Leave: Floating holidays added to the current policy. Staff will have input on identified options. The final decision is at the discretion of the Executive Director. Jerry Bergquist made a motion to approve the holiday leave policy revision, seconded by Rob Lech. Motion carried.
 - b. Annual Leave Policy: Changes were made in number of carry over days. The policy manual has

been updated. Rob Lech made a motion to approve the annual leave revisions, seconded by Jerry Bergquist. Motion carried.

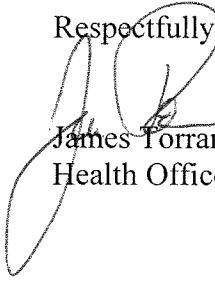
- c. Finance Policies: Riley reported he updated language in the Finance Policies but no additional changes were made. Jerry Bergquist made a motion to approve the Finance Policies revisions, seconded by Rob Lech. Motion carried.

New Business:

1. **Board Assignments 2023-2024:** Heidi Larson made a recommendation to leave Board assignments as they were for 2022-2023 and with Finance Committee of Jerry Bergquist, Rob Lech, and Heidi Larson. Rob Lech made a motion to stop nominations and approve Board assignments to remain the same as 2022-2023, seconded by Jerry Bergquist. Motion carried.
2. **Program Review and contract approval:** Title III contract has been received in the amount of \$170,000.00 which is \$20,000.00 higher than previous. Funding is split between Stutsman/Logan, LaMoure, McIntosh and Sargent counties. WIC has been received in amount of \$135,000.00 and Water Pollution was received in same amount as previous. Jerry Bergquist made a motion to approve contracts, seconded by Rob Lech. Torrance, Berquist, Lech and Larson voted aye. Motion carried by roll call vote.
3. **Approval of Expenditure-June 2023:** Riley reported there was an additional expense of more than \$10,000.00 requiring Board approval. Women's Way had an additional expense of \$36,000.00 for PEAC advertising. Rob Lech made a motion to approve the PEAC advertising expense, seconded by Dr. Torrance. Lech, Torrance, Larson and Berquist voted aye. Motion carried by roll call vote. The remainder of the Expenditures were reviewed and Jerry Bergquist made a motion to approve, seconded by Rob Lech. Motion carried.
4. **Approval of Profit and Loss-June 2023:** The Audit will be taking place in August with Audit Report coming late fall. Rob Lech made a motion to approve the Profit and Loss, seconded by Jerry Bergquist. Motion carried.
5. **Bank Account Updates:** Riley met with Dacotah Bank regarding our checking account. We currently have over \$8,000.00 more in interest over last year. Riley reported the Dacotah Bank recommended opening a Money Market account. There are higher fees with the account but also higher interest rates. It is projected to be an additional \$1,000.00 a month in interest depending on account balance. Money can be moved out of the account as long as a \$10,000.00 balance remains. Riley would also like to open 2 credit cards through Dacotah Bank and close out the US Bank credit cards. Discussion was held and Jerry Berquist made a motion to approve opening a Money Market account and opening 2 credit card accounts along with closing credit card accounts at US Bank, seconded by Dr. Torrance. Larson, Torrance, Lech, and Bergquist voted aye. Motion carried by roll call vote.
6. **Next Meeting: August 21, 2023 at 12 p.m.**
7. **Other:**
 - Kids Safety Day went well with approximately 230 kids attending.
 - Kara will meet with University of Jamestown to confirm day we will provide services on campus and will meet with faculty and students on marketing projects.
 - We registered for booths at the Community Block party.
 - Sports Physical Blitz Day on July 31st is full. An additional day has been scheduled.
 - Staff are moving into spot next door.
 - Running of the Pink raised just over \$50,000.00. Funds will be split with JRMC.

Meeting adjourned at 12:45 p.m. as there was no further business.

Respectfully submitted,



James Torrance, MD
Health Officer