

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

November 20, 2023

The CVHD Board met at noon on Monday, November 20, 2023 in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT:

Dr. Torrance Jerry Bergquist Cynthia Schaar Sandy Rivinius

MEMBERS ABSENT: Heidi Larson Rob Lech Charlie Johs

OTHERS PRESENT:

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

INSERVICE:

Audit Report – Linda Moen from Schauer and Associates gave a report on the 2023 audit. No significant findings were reported during the audit report.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Jerry Bergquist made a motion to approve the minutes as read, seconded by Sandy Rivinius. Motion carried by unanimous vote. Jerry Bergquist made a motion to approve the Finance Committee minutes for September and October, seconded by Cynthia Schaar. Motion carried.

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 Sandy Rivinius. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

No report. Dr. Torrance will meet with the nurses on November 29th at 11:30 a.m.

Old Business:

1. **Environmental Health:** Marcie reported certified letters board had sent to the following:
 - a. property owners at 325 Glenwood Ave Spiritwood Lake
 - b. property owner at 8289 28 St SE Jamestown
 - c. installer for on-site sewage treatment systems located at Jamestown -8183 24th St Buchanan ND & and 3042 83 ½ Ave Jamestown.

The letters were received a. and c. with no response back within 30 days. The certified letter for b. was lost in transit and had to be sent. The board reviewed the issues and Cynthia Schaar made a motion to send issues a. and c. issue to the States Attorney and a letter to the property owners for c. regarding non-compliance. Dr. Torrance seconded the motion. Motion carried unanimously.

2. **Other:** no other old business.

New Business:

1. **Program Review and Contract approvals:** Riley presented information on current program contracts. Sandy Rivinius made a motion to approve the contracts as outlined below, seconded by Cynthia Schaar. Roll call vote: Rivinius, Schaar, Bergquist and Torrance voted aye, Motion carried. Public Health Infrastructure grant in the amount of \$105,606.00. We are working on plans for the allocation of these funds. Public Health Workforce funding in the amount of \$41, 250.00. This funding

is being used to cover staff time and startup costs of the clinic at the University of Jamestown. Child Passenger Safety program in amount of \$30,000.00. We are working in partnership on a pilot project with the State and JRMC to provide car seats at the Family Birthplace. There is also some funding of additional car seat checks in the communities. Community Block in the amount of \$ 187,500.00 and State Opioid Response in amount of \$62,693.00. There have been no changes to funding.

2. **Approval of Expenditures-September/October 2023:** Jerry Berquist made a motion to approve the September Expenditures, seconded by Cynthia Schaar. Roll call vote: Torrance, Bergquist, Schaar and Rivinius voted aye. Motion carried. There was an oversight and the October expenditures were not sent out. These will be reviewed for approval at the December meeting.
3. **Approval of Profit and Loss-September/October 2023:** Jerry Berquist made a motion to approve the Profit and Loss statements, seconded by Dr. Torrance. Motion carried.
4. **Environmental Health:** Marcie reported on issues with installation of an on-site sewage treatment system (OSTS) located at 8100 28 St SE. The property owners contacted Central Valley Health District (CVHD) in 2022 regarding the installation of an OSTs for a shop. The property owner was looking to install their own OSTs which is allowed if they follow CVHD's requirements. The property owners contacted CVHD in fall of 2023 having already installed the OSTs. They did not follow the requirements required training, soil classification, design submission for approval or 48 hr notice. The property owners did have the soil classified and did replace the noncompliant septic tank with one that met the requirements. A septic installer was present while the second tank was installed but did not perform the work. The trenches was exposed to the elements prior to being covered so there are no guarantees of longevity of the system. **The Board was presented with the option of denying the entire system, approving only the tank, or approving the system with a \$250.00 failure to notify within 48 hours along with the fee for the septic permit.** Jerry Berquist made a motion to approve the system with fees assessed in the amount of \$250.00 for failure of notification and OSTs permit fees in amount of \$150.00, seconded by Cynthia Schaar. Motion carried.
5. **Compensation and Benefits Task Force:** Finance Committee met and recommended the Board form a Task Force of Board members and employees. The work would focus on needs and funding available related to compensation and benefits. The Task Force would meet and report back to the full Board with recommendations. Cynthia Schaar made a motion to form a Task Force with Kara Falk deciding on Task Force members, seconded by Jerry Berquist. Motion carried.
6. **Other:** none at this time.

The meeting was adjourned at 12:53 p.m. as there was no further business.

Respectfully submitted,

James Torrance, MD
Health Officer