

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

September 18, 2023

The CVHD Board met at noon on Monday, September 18, 2023, in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT:

Jerry Bergquist Dr.Torrance Cynthia Schaar Sandy Rivinius

MEMBERS ABSENT: Rob Lech Heidi Larson Charlie Johs

OTHERS PRESENT:

Kara Falk(via phone), Riley Akervik, Shannon Klatt, 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. 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. Jerry Bergquist made a motion to approve the narrative report, seconded by Sandy Rivinius. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

Dr. Torrance met with the nurses in July. They discussed vaccine updates, clients, and other topics.

FINANCE COMMITTEE REPORT:

The Finance Committee met last week regarding the possible change in Health Insurance provider.

Old Business:

1. **Environmental Health-Marcie:** Marcie reported they finished aquatic inspections and did education on the new aquatic code. This week is Septic Smart week focusing on maintenance of septic systems. The installers were informed of the new fee to be assessed for systems installed prior to a variance request and feedback was in favor of the additional fee. The outlying counties are also looking to begin assessing the fee.

New Business:

1. **Program Review and Contract Approvals:**
 - A. **Program reviews:** Family Planning numbers remain stable. Women’s Way has started a few new activities and a Workforce Development grant was received for funding for the UJ Student Health clinic for one year. We are hoping it is self-sustainable after one year.
 - B. **Contracts:**
 - i. **State Aid:** the new State Aid contract for 2023-2025 was received last month in the amount of \$298,949.00 which is an increase from 2021-2023. Cynthia Schaar made a motion to approve the State Aid contract, seconded by Sandy Rivinius. Roll call vote: Torrance, Rivinius, Bergquist and Schaar voted aye. Motion carried.

2. **Approval of Expenditures-July/August 2023:** Expenses were reviewed and Sandy Rivinius made a motion to approve the Expenditures, seconded by Jerry Bergquist. Roll call vote: Schaar, Bergquist, Rivinius and Torrance voted aye. Motion carried.
3. **Approval of Profit and Loss-July/August 2023:** Riley reported the programs are going well. Several grants will end in June 2024. Jerry Bergquist made a motion to approve the Profit and Loss statements, seconded by Sandy Rivinius. Motion carried by unanimous vote.
4. **Additional credit care for Ryan White:** Riley reported the Ryan White has several expenses each month as clients bring in their medical and gas bills for reimbursement. Use of the current credit cards is causing these cards to max out quickly. Riley is asking for an additional card with a credit limit of \$10,000.00 to be used for Ryan White reimbursements. There are no additional costs for the card. Cynthia Schaar made a motion to approve the request for an additional card, seconded by Sandy Rivinius. Motion carried by unanimous vote.
5. **NDPHIT proposal:** Finance Committee met regarding a proposal from NDPHIT for health insurance coverage. NDPHIT is a trust in conjunction with Blue Cross Blue Shield. Comparing the NDPHIT plan to Sanford is very similar in deductibles and copays. The largest difference is in the out-of-pocket maximum amount. Riley was unable to get data on the number of staff who met out of pocket. Switching to NDPHIT would save \$46,000.00 in insurance premium cost and the Finance Committee recommended making the switch. Staff can utilize Sanford, Essentia or Medallus for Health Care and are not locked into a provider group. There is an agreement with Medallus for staff with no copay. If we are unhappy with NDPHIT we can move back to NDPERS. The cost for dental and vision insurance was considerably higher with NDPHIT so these plans will remain with NDPERS. Stutsman County currently uses the NDPHIT for their health insurance. Jerry reported NDPHIT is very open to working with the county to decrease costs by customizing plans. There would be a down payment due in December for NDPHIT so there would be payments to both NDPHIT and NDPERS due in December. Jerry Bergquist made a motion to move from NDPERS to NDPHIT for health insurance coverage effective January 1, 2024, seconded by Cynthia Schaar. Roll call vote: Rivinius, Schaar, Bergquist and Torrance voted aye. Motion carried.
6. **Septic:**
 - A. **325 Glenwood Ave Spiritwood Lake:** Marcie reported a septic system was installed with no notice. Our policy requires 48-hour notice. A permit for an installed system was received in December 2021 and inspected in 2022. At the time of inspection, it was found that the system did not meet the code. Marcie met with the installer and had additional conversations and no plan was received for how to bring the system into compliance. The property owner contacted CVHD in May 2023 but no additional contact has taken place. Marcie is requesting to send a letter to the property owner stating the system does not meet regulation and a plan of action needs to be sent to Central Valley within 30 days or it may be turned over to the States Attorney for further action. Jerry Bergquist made a motion to approve sending the certified letter, seconded by Cynthia Schaar. Motion carried by unanimous vote.
 - B. **8289 28 St SE-Jamestown:** Marcie reported a hold tank was installed last Wednesday. The property originally had 2 homes and 2 septic systems. Building 1 has a septic system that is no longer functioning. Building 2 was torn down but the septic system was permitted and remained in place. The property owner wanted to install a new tank and hook into the building 2's remaining septic system. However, building 2's soil treatment area was undersized according to the current regulation and the installer noted issues with the depth of system as well as issues with materials in the system. It was determined it would not meet regulation to hook building 1 into the building 2's septic system. CVHD informed the installer and the property owner the new tank would need to be hooked into a new soil treatment area. The installer contacted CVHD and stated they had installed a septic tank. However, the property owner would not install a new soil treatment area. The installer had made the septic tank a hold tank and walked away from the

project. Marcie is requesting to send a letter to the property owner stating the system does not meet regulation and a plan of action needs to be sent to Central Valley within 30 days or it may be turned over to the States Attorney for further action. Jerry Bergquist made a motion to approve sending the certified letter, seconded by Sandy Rivinius. Motion carried by unanimous vote.

7. **Other:**

- A. Riley reported it went very well having the intern and was especially helpful with audit work. Riley will let UJ know we are open to having an intern again in the future.
- B. Kara reported we purchased a used ambulance on a bid process for \$3500.00. This unit will be used to provide mobile services such as immunizations and sports physicals. It is a 1994 model with 100,000 miles but if maintained can go to 300,000 miles. We are working on storage for the winter months.

8. **Next meeting:** October 16, 2023, at 12 p.m.

The meeting was adjourned at 12:41 p.m. as there was no further business.

Respectfully submitted,

James Torrance, MD
Health Officer