

**CENTRAL VALLEY HEALTH DISTRICT  
BOARD MEETING MINUTES**

**January 22, 2024**

The CVHD Board met at noon on Monday, January 22, 2024 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  
Cynthia Schaar                Sandy Rivinius

**MEMBERS ABSENT:** Rob Lech

**OTHERS PRESENT:**

Kara Falk, 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. Charlie Johs made a motion to approve the minutes as read, seconded by Sandy Rivinius . Motion carried by unanimous vote.

**NARRATIVES:**

The Narrative reports were reviewed and no additions or corrections were needed. Sandy Rivinius made a motion to approve the narrative report, seconded by Charlie Johs. Motion carried by unanimous vote.

**HEALTH OFFICER REPORT:**

No report.

**FINANCE COMMITTEE REPORT:**

Heidi reported that Riley was looking into CD rates to move some funding into along with the option of a Sweep Account as well. Riley reviewed cash flow and other financial considerations with the Committee and they followed his recommendations. Heidi did disclose she has a family member who works at Bank Forward but they do not work on the Finance side.

**Old Business:**

1. **Environmental Health-325 Glenwood Ave:** Marcie brought forth a variance request for a property located at Spiritwood Lake. A copy of a timeline and the variance request was given to Board members. In 2019 a septic installer, Krebsbach contacted CVHD requesting information on the existing tank. A permit was not found for the system and the installer informed CVHD the tank did not meet the setback to Spiritwood Lake. Krebsbach provided a plan install a new system at the property that would meet the requirements. The homeowner contacted CVHD wanted to keep the existing tank and was told work was needed to the system to meet requirements. In 2021 the homeowner used a different installer who did not provide 48 hour notice prior to backfill. The new system included a new tank in the location of the previous tank The new installer has been notified that the new system did not meet code and reminded of the regulations and requirements. The homeowner was also notified and stated that back in 2019 Lakken approved the plan he had with the installer. Any variance to regulations requires Board approval

and there is no known documentation of any approvals being issued by either Lakken or the Board. The board discussed the regulations and all pertinent information. In the letter to the homeowner CVHD will ask if the homeowner has documentation that system was approved by CVHD staff. Dr. Torrance made a motion to approve the variance request with homeowner needing to pay the fees with stipulations that the tank will require inspection every 6 months until the tank is moved and meets code. Cynthia Schaar seconded the motion. Motion carried.

2. **Compensation and Benefits Task Force:** Kara reported that 7 staff members along with Jerry Berquist, Rob Lech and Heidi Larson will meet this Wednesday at 2:00. Riley has put a packet of information together with current compensation and suggested changes.
3. **Other:** none currently.

**New Business:**

1. **Program Review and Contract Approvals:** 4 new contracts were received. TB contract was received in amount of \$1050.00; HIV/Hep C in amount of \$3500.00; Farm to Table in amount of \$3050.00 and funding for Retail Flexible Funding model grant of \$5000.00. The Farm to Table funding is for 3 garden towers in classrooms at Jamestown Middle School, Medina School and Napoleon school. The Retail Flexible funding will be used for Environmental Health staff to attend some training. Cynthia Schaar made a motion to approve the contracts, seconded by Sandy Rivinius. Roll call vote: Bergquist, Torrance, Rivinius, Larson, Schaar and Johs voted aye. Motion carried.
2. **Approval of Expenditures**-October/November/December 2023: Expenditures were reviewed and Cynthia Schaar made a motion to approve, seconded by Heidi Larson. Roll call vote: Johs, Schaar, Larson, Rivinius, Torrance and Berquist voted aye. Motion carried.
3. **Approval of Profit and Loss November/December 2023:** Information was emailed to Board. Cynthia Schaar made a motion to approve Profit and Loss, seconded by Jerry Berquist. Motion carried.
4. **Other:** Kara reported the booth at the Ag Show for Men's Health Services went well and over 60 people were seen.
5. **Next Board meeting February 26<sup>th</sup> at noon.** Normal Board meeting date is a holiday.

The meeting was adjourned at 12:35 p.m. as there was no further business.

Respectfully submitted,

James Torrance, MD  
Health Officer