

**CENTRAL VALLEY HEALTH DISTRICT  
BOARD MEETING MINUTES**

**April 15, 2024**

The CVHD Board met at noon on Monday, April 15, 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
Rob Lech	Jerry Bergquist	Sandy Rivinius

**MEMBERS ABSENT:** Cynthia Schaar

**OTHERS PRESENT:**

Kara Falk, 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. 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. Rob Lech made a motion to approve the narrative report, seconded by Jerry Bergquist. Motion carried by unanimous vote.

**HEALTH OFFICER REPORT:**

No report.

**FINANCE COMMITTEE REPORT:**

Riley also reported on the PHIG grant that ends in 2027. The Administrative team met and discussed their areas and roles. They also discussed ideas on how to spend the funds including adding a sink and cabinet to the conference room, opening the current patient area up to the back area and some money towards employees.

**Old Business:**

1. **Environmental Health-Marcie-Second reading of fees:** A second reading of Environmental Health fees was done today. Heidi Larson made a motion to approve the second reading of the Environmental Health fees, seconded by Jerry Bergquist. Roll call vote: Johs, Rivinius, Berquist, Lech, Larson and Torrance voted aye-motion carried.
2. **Compensation and Benefits Task Force:** Riley reported that the Compensation and Benefits Committee will meet on April 23 at 2:30 p.m. A report was given to the Board on the information that will be brought to the Committee meeting. Additional requests were received from Staff and the Finance Committee reviewed those as well. The Board is appreciative of the work Kara and Riley have done on Compensation and Benefits and feels this is a project to be reviewed on a regular basis. More information will be given at the next Board meeting.

**New Business:**

1. **Program Review and Contract Approvals:** We received \$13,088.00 in Opioid Settlement funds. This funding will be used for evidence-based education in the schools.
  - A. **BCBS Foundation Grant \$10,000.00:** This grant will be used for Mobile Medical Unit activities. A step and railings were purchased. Heidi Larson made a motion to approve the BCBS Foundation Grant, seconded by Rob Lech. Roll call vote: Torrance, Larson, Lech, Bergquist, Rivinius and Johs voted aye. Motion carried.
2. **Approval for resignation and hiring of Environmental Health Specialist:** Tricia Mead Shirley put in for resignation from her Environment Health Specialist position effective May 2. Requirements for the position were discussed. Heidi Larson made a motion to approve the resignation of the position and approval to hire for the open position, seconded by Jerry Berquist. Motion carried by unanimous vote.
3. **HeartCorp Staff:** Kara reported Central Valley Health was approached about an opportunity to have a staff person, fully funded by the American Heart Association programs, to be housed at our facility. We would have no cost or revenue from the project. The person would be staffed here and supervised and would work on heart health related education within the community. CVHD would only be responsible for office space and assisting their employee with potential work within the community. This is a 10 ½-11-month position. Once a MOU is received it will be brought to the Board for approval.
4. **Policy and Rules:** Heidi Larson made a motion to approve A and B, seconded by Rob Lech. Motion carried by unanimous vote. Rob Lech made a motion to approve C, D, E and F, seconded by Heidi Larson. Motion carried by unanimous vote.
  - A. **Nursing Services, Policy #406-Client Records:** A draft for updated client records policies were developed and given to the Board. We removed the name of the Electronic Medical Record vendor to simply state Electronic Medical Record and the term Power School will be changed to Student Information System.
  - B. **Family Planning Policy 25 and 26:** 2 previously existing policies were put down in writing related to residency requirements and Accessibility.
  - C. **Aquatic Facilities, Rule 1:** First reading of the rule was held today. The only change to the policy was to reflect Rule and not regulation.
  - D. **Body Art Facilities, Rule 3:** First reading of the rule was held today. Adoption by reference.
  - E. **Food Facilities, Rule 4:** First reading of the rule was held today. Adoption by reference.
  - F. **Tanning Facilities, Rule 5:** First reading of the rule was held today. Adoption by reference.
5. **Approval of Expenditures-March 2024:** Riley reported a furnace needed to be replaced at a cost of \$6000.00. Rob Lech made a motion to accept the expense for the furnace, seconded by Charlie Johs. Sandy Rivinius made a motion to approve the March Expenditures, seconded by Charlie Johs. Roll call vote: Bergquist, Lech, Larson, Torrance, Johs and Rivinius voted aye. Motion carried.
6. **Approval of Profit and Loss-March 2024:** Riley reported the Family Planning grant ended March 31, 2024. Some carryover funding was needed. We are awaiting the new notice of Grant yet. Ryan White also ended March 31 and there was a gain of \$3000.00 from administration fees. The new grant award was received in the amount of \$30,000.00. Heidi Larson made a motion to approve the March Profit and Loss, seconded by Charlie Johs. Motion carried by unanimous vote.
7. **Next Meeting May 20, 2024**

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

Respectfully submitted,

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James Torrance, MD  
Health Officer

