

## CENTRAL VALLEY HEALTH DISTRICT

### BOARD MEETING MINUTES

The CVHD Board met at noon on Monday, May 20<sup>th</sup>, 2024 in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

#### **MEMBERS PRESENT:**

Rob Lech                      Heidi Larson                      Dr. Torrance  
Sandy Rivinius              Jerry Bergquist

**MEMBERS ABSENT:** Cindy Schaar, Charlie Johs

#### **OTHERS PRESENT:**

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

#### **INSERVICE:**

Kara Falk recognized Cynthia Schaar for her years of services on the CVHD Board of Health since 2006 (18 years). Cindy will be presented with an award thanking her for her time on the Board.

#### **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.

#### **HEALTH OFFICER REPORT:**

No meeting this month. Next meeting is in July.

#### **FINANCE COMMITTEE REPORT:**

Discussed 2025 Stutsman County Budget.

#### **Old Business:**

1. Environmental Health (second reading of Rules Aquatic, Rule 1, Body Art, Rule 3, Food Facilities, Rule 4, and Tanning Facilities, Rule 5). Marcie provided information regarding the changes in the Rules. Jerry Berquist made a motion to approve, seconded by Rob Lech. Motion carried by unanimous vote.
2. Compensation and Benefits Task Force: Riley provided a document showing the requests made by the task force and what the finance committee recommended be changed. Motion to approve changing the sick leave maximum balance from 720 hours to 1,000 hours and to make the changes as presented to the longevity increase schedule by Heidi Larson, second by Rob Lech. Motion carried by unanimous vote. Motion to approve \$1,000 bonuses to each staff person based on FTE % through the PHIG grant funds by Heidi Larson, second Rob Lech. Motion carried by unanimous vote.

#### **New Business:**

1. Program Review and Approval: Family Planning and Ryan White Contracts for 2024-2025 were presented. Motion to approve contracts by Jerry Bergquist, second Heidi Larson. Motion carried by unanimous vote.
2. First Reading of Rules: First reading of Environmental Health Rules 1.1-1.3, 2.1.1, 2.1.2, 2.5.1, 2.5.2,

- 3.1-3.3, 4.1-4.2.1, 5.1-5.2.1, 6.2-6.2.1. Motion to accept first reading made by Heidi Larson, second Jerry Bergquist. Motion carried by unanimous vote.
3. American Heart Association, HeartCorp: Kara requested approval to sign the contract presented. Motion to approve by Heidi Larson, second Jerry Bergquist. Motion carried by unanimous vote.
  4. Resignation of Board Member: Cynthia Schaar has submitted her resignation, and the Stutsman County Commission will open the position. The board would like to thank Cynthia for her dedication and service to CVHD.
  5. 2025 Budget: Riley presented the 2025 Stutsman County Budget with a 3% COLA included for all staff, and a 1% increase request as well to the Stutsman County Commission for the mill levy. Total request is about \$611,000 for the mill levy. The finance committee has reviewed and recommended approval. Motion to approve as presented by Rob Lech, second Jerry Bergquist. Motion carried by unanimous vote.
  6. Approval Expenditures – April 2024: Motion to approve Heidi Larson, second Rob Lech. Motion carried by unanimous vote.
  7. Approval of Profit and Loss: Motion to approve Heidi Larson, second Rob Lech. Motion carried by unanimous vote.
  8. Next meeting June 17, 2024.

Meeting adjourned at 12:51 p.m. as there was no further business.

Respectfully submitted,

James Torrance, MD  
Health Officer