

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

July 15, 2024

The CVHD Board met at noon on Monday, July 15, 2024, in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT: Dr. Torrance Jerry Bergquist Heidi Larson Bri Huber

MEMBERS ABSENT: Sandy Rivinius Rob Lech Charlie Johs

OTHERS PRESENT:

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

INSERVICE:

Dr. Bri Huber, a new Board member, was introduced at the meeting today. She is filling the professional role on the Board.

MINUTES OF THE PREVIOUS MEETING:

No meeting was held in June 2024. 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 Heidi Larson. Motion carried by unanimous vote.

NARRATIVES(Informational):

The Narrative reports were reviewed and no additions or corrections were needed.

HEALTH OFFICER REPORT:

No report. Dr. Torrance will meet with nurses at the end of July.

FINANCE COMMITTEE REPORT:

The Finance Committee met and reviewed the NDPERS Compensation Plan and Investment information. They also met regarding items in New Business item number 3.

Old Business:

1. None

New Business:

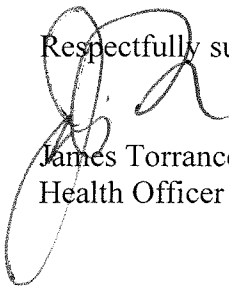
- 1. Program Review and Contract approval:** Heidi Larson made a motion to add Item I, seconded by Jerry Bergquist. The following contracts were reviewed as follows: PHEP Workforce Extension, \$41,250; Title III, \$170,000; HIV/HEPC Prevention, \$7,600; Immunization Cooperative, \$68,157; PHEP All Hazards Allocation, \$6,906; Women's Way, \$103,831; Tobacco Prevention and Control Program, \$110,551 and PHEP Statewide Response Team, \$200,690. An additional contract was received in the amount of \$ 20,000 for boosting school immunization rates. There were slight decreases to Women's Way and Tobacco. The Tobacco staff person will be moving some of her time into Opioid Prevention activities. Heidi Larson made a motion to approve the contract reviews, seconded by Bri Huber. Roll call vote: Larson, Bergquist, Torrance and Huber voted aye. Motion carried.
- 2. Environmental Health Specialist hired:** Trevor Theurer was hired and started July 1 at grade 18 step 3. He can move to a step 20 once additional requirements are met.
- 3. Finance Committee Recommendations:** Riley gave an overview of Finance Committee meeting. The

Finance Committee recommended a CD investment plan to allow for necessary cash flow to be on hand. The recommendation was to allow Kara and Riley to invest in a CD up to the amount of \$750,000.00 at the Financial Institution of their choosing for no longer than 7 months. Heidi Larson disclosed she has a family member who works at Bank Forward but not in the Finance Department. Jerry Berquist made a motion to approve the CD investment plan, seconded by Dr. Torrance. Roll call vote: Berquist, Huber, Torrance and Larson voted aye. Motion carried. The Finance Committee also recommended a 10- year building plan. Recommendation was to move \$250,000.00 to Financial Institution in Logan County to also support their businesses. Rent money received from programs would be used to supplement funding in this account. Heidi Larson made a motion to approve the Building Plan, seconded by Bri Huber. Roll call vote: Torrance, Huber, Berquist and Larson voted aye. Motion carried.

4. **Expenditures-May and June 2024:** Expenditures were reviewed. Jerry Bergquist made a motion to approve, seconded by Bri Huber. Roll call vote: Larson, Torrance, Huber and Bergquist voted aye. Motion carried.
5. **Approval of Profit and Loss May and June 2024:** Several programs ended June 30 and started again July 1. Heidi Larson made a motion to approve, seconded by Jerry Bergquist. Motion carried by unanimous vote.
6. **Other:** The Board was updated on upcoming community events Central Valley will be participating in. An email will go out with an invite for Board members to attend an Arts in the Park event we are sponsoring.

The meeting was adjourned at 12:50 p.m. as there was no further business.

Respectfully submitted,



James Torrance, MD
Health Officer