

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

September 16, 2024

The CVHD Board met at noon on Monday, September 16, 2024, in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT: Dr. Torrance Dr. Huber Rob Lech Sandy Rivinius Heidi Larson Jerry Bergquist

MEMBERS ABSENT: Charlie Johs

OTHERS PRESENT:

Kara Falk, Riley Akervik, Shannon Klatt, Marcie Bata, Kim Lee, Beth Schwartz, Emily Anderson(intern)

INSERVICE:

None

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed, and Jerry Bergquist made a motion to approve the minutes with corrections to motions, seconded by Rob Lech. Corrections were made after Board meeting today. Motion carried by unanimous vote.

NARRATIVES(Informational):

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

HEALTH OFFICER REPORT(Informational):

No report.

FINANCE COMMITTEE REPORT(Informational): Riley reported Finance Committee met September 3, 2024. Updates were given on Fiscal year including increased revenue and decreased cost. There was an increase in vaccine costs as new vaccines are now available. Salary caps were revisited, salary caps on current positions and decided to move forward with research and scenarios to be presented at the next meeting. Unison Bank has offered a money market account for us if we fully move over to them for 3.50%. The committee decided it would be best to discuss this with Dacotah Bank to see if they can compete. Riley contacted Dacotah Bank and they are able to compete.

Old Business:

1. **Environmental Health Second reading of rules: 10.1, 11.1, 12.1, 12.2, 14.1, 14.2, 6.3, 7.1—7.3, 8.1, 9.1, 9.1.2, 9.2:** Copies of the updated rules were sent to Board in advance of the meeting. Rob Lech made a motion to approve the second reading of the above mentioned rules, seconded by Jerry Bergquist. Motion carried by unanimous vote.

New Business:

1. **Program Review and Contract Approvals:**
 - A. **HIV/HEPC98/2024-5/2025) \$7600.00:** A contract was received in the amount of \$7600.00 for HIV and Hep C activities. Jerry Bergquist made a motion to approve the contract, seconded by Rob Lech. Roll call vote: Rivinius, Lech, Bergquist and Torrance voted aye. Motion carried.

2. **Resignation and hire of registered nurse:** Mike Cumber, RN, has resigned his position due to health issues. This is a 1.0 FTE position. Kara and Kim feel it is necessary to fill the position as 1.0 FTE and a job opening was posted. Rob Lech made a motion to approve the resignation with Mike Cumber eligible for rehire in the future, seconded by Jerry Bergquist. Sandy Rivinius made a motion to hire a RN at 1.0 FTE, seconded by Heidi Larson. Roll call vote: Larson, Bergquist, Lech, Rivinius and Torrance voted aye. Motion carried.
3. **Director of Health Promotion:** Kara made a request for a promotion for the Director of Health Promotion position from grade 20, step 7 at \$34.19 per hour to grade 22, step 4 at \$35.56 per hour. There is Financing for this change currently secured through 3 different grants. Discussion was held regarding steps and how they are based on total years of experience versus years in a particular role. The Board feels that Finance Committee should meet and look at a policy/procedure for salary changes and make a recommendation to Full Board for approval. Rob Lech made a motion to approve a change to the Director of Health Promotion to grade 22 step 4 effective October 1, 2024, with understanding that Finance Committee will review and determine the process of changes to salary. Motion seconded by Dr. Torrance. Roll call vote: Torrance, Huber, Rivinius, Lech, Bergquist and Larson voted aye. Motion carried.
4. **Hire of Family Nurse Practitioner:** Kara was approached by a current Nurse Practitioner looking for hours to keep her license current. This individual would be interested in helping cover Student Services at UJ. Abby Nelson will be going on maternity leave and it would be helpful to have another Nurse Practitioner available to help cover. This would be a prn position at \$50.00 per hour with no benefits offered. The Nurse Practitioner position is budgeted at 20 hours per week but those hours have never been met or exceeded. Heidi Larson made a motion to hire a prn Nurse Practitioner position at \$50.00 per hour with no benefits, seconded by Rob Lech. Roll call vote: Lech, Bergquist, Larson, Rivinius, Torrance and Huber voted aye. Motion carried.
5. **Approval of Expenditures-August 2024:** August Expenditures were reviewed. Flooring project will occur from September 27-October 4 with no interruptions to client services. Jerry Bergquist made a motion to approve, seconded by Dr. Huber. Roll call vote: Huber, Rivinius, Torrance, Lech, Bergquist and Larson voted aye. Motion carried.
6. **Approval of Profit and Loss-August 2024:** Riley reported the Profit and Loss is showing a significant loss which is very typical this time of year due to cost of purchasing vaccines for fall. Rob Lech made a motion to approve August Profit and Loss, seconded by Sandy Rivinius. Motion carried.
7. **Other:** Shannon reported the Statewide Breastfeeding conference was held and went very well. They are working on setting up a Breastfeeding POD at TRAC. Intern Emily Anderson was introduced to the Board. Block parties at UJ and VCSU went well. Flu and Covid shots are available.

Next Meeting: October 21, 2024 at noon

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

Respectfully submitted,


James Torrance, MD
Health Officer