

**CENTRAL VALLEY HEALTH DISTRICT  
BOARD MEETING MINUTES**

**August 19, 2024**

The CVHD Board met at noon on Monday, August 19, 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	Dr. Huber
Rob Lech	Sandy Rivinius	Jerry Bergquist	

**MEMBERS ABSENT:**

**OTHERS PRESENT:**

Kara Falk, Riley Akervik, Marcie Bata, Beth Schwartz

**INSERVICE:**

None

**MINUTES OF THE PREVIOUS MEETING:**

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Dr. Huber made a motion to approve the minutes as read, seconded by Charlie Johs . Motion carried by unanimous vote.

**NARRATIVES:**

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

**HEALTH OFFICER REPORT:**

No report.

**Old Business:**

**1. Environmental Health**

- a. **Second reading of rules 1.1-1.3, 2.1.1-2.5.2, 3.1-3.3, 4.1-4.2.1, 5.1-5.2.1, 6.2-6.2.1:** A copy of the rules were sent out to Board members in advance. Environmental Health worked with the State Health Department and others. The only change was to the timeline for review from 14 days to 30 days. Rob Lech made a motion to approve the second reading of rules, seconded by Charlie Johs. Motion carried.
- b. **Jamestown 8289 28 St SE:** Marcie reported we have been in contact with the Stutman County States Attorney regarding this property. A certified letter had been sent to the homeowner but the States Attorney requested another certified letter be sent. This property had a failed drain field and the owner refused to replace the drain field. If the property owner does not comply, they may be turned over to the States Attorney for further investigation.
- c. **8089 24 St SE:** Marcie reported we have been in contact with the Stutman County States Attorney regarding this property. A certified letter had been sent to the homeowner but the States Attorney requested another certified letter be sent. We are awaiting an engineering design to be received.  
Jerry Berquist made a motion, seconded by Charlie Johs to send certified letters to the above property owners.

**New Business:**

1. **Program Review and Contract Approvals: Increasing Immunization Rate \$9,518.00 and Maternal Child Health Services Block Grant: \$17,500.00:** Board reviewed the information and Heidi Larson made a motion to approve the contracts, seconded by Sandy Rivinius. Motion carried.
2. **Environmental Health :**
  - A. **First 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:** A copy of the rules was sent to Board members in advance. Jerry Bergquist made a motion to approve the first reading of the above rules, seconded by Rob Lech. Motion carried.
3. **Engagement letter for audit:** Riley reported he received an Engagement letter from Brady Martz for the audit. The Engagement letter is very similar to what was received in the past from Schauer and Associates. The required documentation remains the same. Charlie Johs made a motion to approve the Engagement letter, seconded by Rob Lech. Motion carried.
4. **Director of Tobacco Prevention job description update:** Kara reported Nancy Neary had requested the job description for Direct of Tobacco Prevention be updated as there have been some changes at the federal level. Federally they no longer require a Peace Officer to conduct the Tobacco Compliance checks at retailers. A person can receive the necessary training to do the compliance checks. Rob Lech reported the School Resource Officer may be available to assist in compliance checks as well. Bri Huber made a motion to approve the update to job description, seconded by Heidi Larson. Motion carried.
5. **Internship position:** Kara reported we have an individual interested in the JSDC Internship project. This position does require some match. The person would be paid \$15.00 for 20 hours per week for a total of 15 weeks. The candidate has an undergrad in Public Health and is working towards her Masters. Heidi Larson made a motion to approve the Internship, seconded by Jerry Bergquist. Role call vote: Larson, Rivinius, Huber, Lech, Johs, Bergquist, and Torrance voted aye.
6. **Building Updates, flooring approval:** Riley presented information on the proposed flooring update in the building. The project was budgeted at \$75,000.00 but the bid for the project came in under budget at \$60,403.35. Charlie Johs made a motion to approve the flooring project with stipulation that a one year workmanship warranty be added, seconded by Jerry Bergquist. Role call vote: Torrance, Lech, Larson, Huber, Johs, Rivinius and Bergquist voted aye.
7. **Approval of Expenditures-July 2024;** Expenditures were reviewed. Rob Lech made a motion to approve the expenditures, seconded by Heidi Larson. Role call vote: Johs, Huber, Larson, Lech, Torrance, Bergquist and Rivinius voted aye.
8. **Approval of Profit and Loss-July 2024:** Covid dollars were added into the general fund and spent out. Bri Huber made a motion to approve Profit and Loss, seconded by Sandy Rivinius. Motion carried.
9. **Next meeting September 16, 2024 at noon**

Meeting adjourned at 12:41 p.m. as there was no further business.

Respectfully submitted,

James Torrance, MD  
Health Officer