

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

October 21, 2024

The CVHD Board met at noon on Monday, in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order at 12:17 p.m.

MEMBERS PRESENT: Dr. Torrance Rob Lech Heidi Larson Dr. Huber(via Teams call)

MEMBERS ABSENT: Charlie Johs Jerry Berquist Sandy Rivinius

OTHERS PRESENT: Kara Falk, Riley Akervik, Kim Lee, Shannon Klatt, Beth Schwartz, Emily Anderson

INSERVICE:

None

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Heidi Larson made a motion to approve the minutes as read, seconded by Rob Lech . Motion carried by unanimous vote.

NARRATIVES (Informational):

The Narrative reports were reviewed and no additions or corrections were needed. Emily Ash was hired in the RN position and will start next week. The HeartCorp employee has started and is setting up community blood pressure events.

HEALTH OFFICER REPORT (Informational):

Dr. Torrance will meet with the nurses next week.

FINANCE COMMITTEE REPORT (Informational):

The Finance Committee has not met since the prior Board meeting. Riley reported that Unison Bank had given a quote for a Money Market account at 3.5% interest rate. Riley spoke with Dacotah Bank and they were able to move us from a Federal Money Market account to a Business Money Market account at 3.75% interest rate.

Old Business:

1. No Old Business.

New Business:

1. **Program Review and Contract Approvals:** The following contracts were received for 2024-2025. WIC at \$140,000.00; NDDOT Car Seat safety at \$19,500.00 and Regional Network at \$20,000.00. A State Opioid Response contract was received at \$141,000.00 through 2027. Rob Lech made a motion to approve the contracts as outlined above, seconded by Heidi Larson. Role call vote: Torrance, Larson, Lech and Huber voted aye. Motion carried.
2. **Resignation and hiring of Finance Director:** Riley Akervik resigned his position as Finance Director as of November 1, 2024. Riley will meet with the Finance Committee on reports prior to leaving. Rob Lech made a motion to approve the resignation, seconded by Heidi Larson. Motion carried. Riley was thanked for the great job done. Discussion was held regarding the hiring policy and the policy will be reviewed for clarification. Seven total applications were received and four candidates were qualified. Interviews will be held tonight, tomorrow and Thursday. The position will be hired at grade 22. Heidi Larson made a motion to approve the opening for the position with the Executive Director to determine the best candidate, seconded by Rob Lech. Roll call vote: Larson, Lech, Huber and Torrance voted aye.

Motion carried. Riley reported he would be willing to work as a consultant to assist the new hire. There is a document that needs to be reviewed by a qualified individual for the audit. This would require about 20 hours of work. Discussion ensued with Heidi Larson making a motion to approve Riley Akervik as a consultant for 40 hours total through November 18, 2024. Rob Lech seconded the Motion. The rate will be \$50.00 an hour with no additional benefits. If additional time is needed it will be brought to the Board. Role call vote: Lech, Huber, Torrance and Larson voted aye. Motion carried.

3. **Family Planning policies:** Kara reported several policies needed revisions after our Federal Family Planning site visit. The policies are Quality Assurance and Improvement, Reporting Child Abuse, Child Molestation, Sexual Abuse, Rape, or Incest, Accommodating Patients with Language, Hearing, and Other Disabilities, Policy for Ensuring a Meaningful Client Experience at Family Planning Appointments, Project Management and Administration and Project Services and Clients. Abby Nelson, Family Planning Director, sent the policies to the State for review. Heidi Larson made a motion to approve the Family Planning policies seconded by Rob Lech. Motion carried by unanimous vote.
4. **Approval of Expenditures-September 2024:** We have started spending the local opioid settlement dollars on a mental health app for first responders/law enforcement. The Flooring project has been completed and paid at \$2000.00 less than originally budgeted. Rob Lech made a motion to approve the Expenditures, seconded by Heidi Larson. Role call vote: Huber, Torrance, Lech and Larson voted aye. Motion carried.
5. **Approval of Profit and Loss-September 2024:** Riley reported he is now tracking the Local and County Opioid settlement dollars separately in the reports. Funding is being used for drug use prevention activities in schools. We can send 2 individuals to do training. Expenses and Revenue have been completed for the Breast-Feeding Coalition event and revenue was generated at \$18,968.72. This funding will be used to purchase additional Breast-Feeding pods. Rob Lech made a motion to approve the Profit and Loss statements, seconded by Heidi Larson. Motion carried by unanimous vote.
6. **Next Meeting:** November 18, 2024, at noon. Please let us know in advance if you are unable to attend as the Audit report is scheduled to be given.

Meeting adjourned at 12:55 p.m. as there was no further business.

Respectfully submitted,

James Torrance, MD
Health Officer