

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

November 25, 2024

The CVHD Board met at noon on Monday, November 25, 2024, in the conference room at Central Valley Health District. Heidi Larson, Vice Chairperson, called the meeting to order.

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

MEMBERS ABSENT: Charlie Johs

OTHERS PRESENT: Kara Falk, Kim Lee, Marcie Bata, Shannon Klatt, Emily Holt, Beth Schwartz, Riley Akervik(via Teams)

INSERVICE: Fiscal Year 2024 Audit Report-Eric Fettig, Brady Martz and Associates by Brady, Martz and Associates: Representatives from Brady Martz and Associates were present on the Teams call today. They presented the 2024 Audit report. A copy of the report was given to Board members. Audit opinions were discussed and Central Valley received an unmodified audit opinion. This is the highest opinion that can be given. The Federal program used for the Audit was Emergency Preparedness. Findings of needed corrections were discussed which included no formal approval of employee pay rate, one invoice could not be located and on 3 out of 30 payroll expenditures tested leave time was not equitably allocated. The leave time was an error found in our timekeeping system and Eide Bailly was contacted and the issue was resolved. Overall net position was up from the prior 2023 Fiscal year. Revenue and expenditure both came in lower than budgeted. A management letter as issued. Any questions and concerns from the Board members were addressed. Changes recommended include- review and approval of journal entries along with journal entry descriptions; assure hire dates and gender in employee records match that of NDPERS; adoption of a formal procurement policy; approval of changes to patient fees, designating a depository of accounts and ensuring coverage of Bonding every 2 years. Heidi Larson made a motion to add Audit Review and Approval to new business, seconded by Jerry Bergquist. Motion carried.

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 Heidi Larson . Motion carried by unanimous vote.

NARRATIVES(Informational only):

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

HEALTH OFFICER REPORT(Informational only): Dr. Torrance met with the nurses October 30. Immunizations and mutual clients were discussed.

FINANCE COMMITTEE REPORT(Informational only): no report.

Old Business:

1. Environmental Health Update:
 - a. 8289 28 St SE Jamestown: Marcie reported there was no further communication from the property owner with Central Valley or an installer. Rob Lech made a motion to contact the Stutsman County States Attorney with how to proceed, seconded by Jerry Bergquist. Motion carried.

- b. 8183 24 St SE Buchanan: Marcie reported the installer and engineer had been in contact. We are awaiting the final stamped engineer design to proceed.
2. Hire and resignation of new Finance Director: Kara reported a new Finance Director had been hired but resigned the position after 2 days. There are a few people who would be a good fit that have shown interest. Heidi made a motion to accept the resignation and reopening the position of Finance Director, seconded by Rob Lech. Motion carried.
3. Continuation of Riley Akervik as consultant: Eide Bailly sent over a proposal for consultation services. They do require 30-day notice prior to termination of the contract. Work is done at either a monthly rate or a prn contract at an hourly rate. Rob Lech made a motion to sign a prn contract from December 1, 2024 through March 31, 2025, seconded by Dr. Huber. Roll call vote: Lech, Larson, Rivinius, Torrance, Huber and Bergquist voted aye. Motion carried.

New Business:

1. **Audit Report Fiscal Year 2024:** Riley went over the findings of the Audit Report with Board. Corrections have been made to issues found in the audit report. Riley recommended looking at fee schedules and Account Depository information on a yearly basis and recommended signing the Audit Engagement letter coming soon from Brady Martz. Heidi Larson made a motion to approve the 2024 Fiscal Year Audit, seconded by Sandy Rivinius. Roll call vote: Lech, Larson, Rivinius, Torrance, Huber and Bergquist voted aye. Motion carried.
2. **EH Rule 1.3 change:** Marcie requested a first reading to a rule change regarding Aquatic Facility Water Body Analysis. Facilities are to submit a water body bacteriology analysis by the 15th of each month to a certified lab. The rule would provide for a penalty and reinspection process if the samples are not sent in on time. Heidi Larson made a motion to approve the first reading of the proposed rule change, seconded by Jerry Bergquist. Motion carried.
3. **Program Review and Contract Approvals:** Kara reported that an effort for a Syringe Exchange program in Jamestown failed. They are looking at a Harm Reduction Clinic at the South Central Human Service Center which would offer testing, free sharps containers and sharps container disposal. New, unused syringes would not be offered. Data would be collected from this clinic to show evidence of effectiveness.
4. **Approval of Expenditures-October 2024 and Approval of Profit and Loss-October 2024:** Heidi Larson made a motion to approve the October Expenditures and Profit and Loss statements, seconded by Rob Lech. Roll call vote: Bergquist, Huber, Torrance, Rivinius, Larson and Lech voted aye. Motion carried.
5. **Next Meeting December 16, 2024, at noon**

Meeting adjourned at 1:12 p.m. as there was no further business.

Respectfully submitted,


James Torrance, MD
Health Officer