

**CENTRAL VALLEY HEALTH DISTRICT  
BOARD MEETING MINUTES**

**November 17, 2025**

The CVHD Board met at noon on Monday, November 17, 2025, in the conference room at Central Valley Health District. Dr. Torrance called the meeting to order at 12 p.m.

**MEMBERS PRESENT:** Dr. Torrance Rob Lech Heidi Larson Dr. Huber Brian Batsch

**MEMBERS ABSENT:** Sandy Rivinius Levi Taylor

**OTHERS PRESENT:** Kara Falk, Sadie Barnick, Kim Lee, Shannon Klatt(via Teams), Marcie Bata, Beth Schwartz

**INSERVICE:** None

**MINUTES OF THE PREVIOUS MEETING:** Minutes were reviewed and no additions or corrections were needed. Rob Lech made a motion to approve the minutes, seconded by Dr. Huber. Motion carried.

**PUBLIC COMMENT:** None at this time.

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

**HEALTH OFFICER REPORT:** Dr. Torrance met with nursing staff and discussed flu/Covid shots, school nursing and client updates.

**FINANCE COMMITTEE REPORT:** Will meet in January.

**ADMINISTRATIVE UPDATES:** No new updates at this time.

**Old Business:**

1. **Employee Task Force:** Kara reported she has staff to represent each area to meet with Board Members on information and concerns. Heidi Larson and Rob Lech volunteered as Board representation and Dr. Huber also stated she would be willing to volunteer as well.
2. **Salary Caps:** Sadie passed out a copy of a proposed Salary Cap policy. Finance Committee had discussed this topic when Riley Akervik was Finance Manager. Discussion was held and it was recommended to have different wording as to range versus cap. Finance Committee will meet and research and make recommendations to the Board at a later date.

**New Business:**

1. **Program Review and Contract Approvals:** 2 contracts were received in the following amounts: HIV \$8400.00 and WIC \$151,000.00. There will be additional WIC funding coming yet as we will provide WIC services in the Oakes area as well. Brian Batsch made a motion to approve the contracts as outlined above, seconded by Rob Lech. Roll call vote: Batsch, Huber, Torrance, Larson and Lech voted aye. Motion carried.
2. **Approval of Expenditures:** We have been receiving reimbursement from insurance for shots given. Brian Batsch made a motion to approve Expenditures, seconded by Rob Lech. Roll call vote: Lech, Larson, Torrance, Huber and Batsch voted aye. Motion carried.

3. **Approval of Profit and Loss:** The Audit report will be done at either the December or January Board meetings. Profit and Loss was reviewed. Dr. Huber made a motion to approve, seconded by Brian Batsch. Motion carried.
4. **Other:** We are looking at moving staff back into the current building from the leased area next door. Flooring will be updated in the back prior to staff moving there. Discussion was also held on potential grant opportunities.
5. **Next Meeting:** December 15, 2025 at noon at Central Valley Health.

Meeting adjourned at 12:40 p.m. as there was no further business.

Respectfully submitted,

James Torrance, MD  
Health Officer