

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
January 12, 2026**

The Central Valley Health District Board of Health met at noon on January 12, 2026, in the conference room at Central Valley Health District. Dr. Torrance called the meeting to order at 12:05 p.m.

MEMBERS PRESENT: Bryan Batsch, Dr. Brianne Huber, Sandy Rivinius, Heidi Larson.

MEMBERS ABSENT: Dr. James Torrance, Levi Taylor, Robert Lech.

OTHERS PRESENT: Kara Falk, Marcie Bata, Sadie Barnick, Kim Lee, Carli Pickard, Shannon Klatt (virtual).

INSERVICE: None.

APPROVAL OF MEETING MINUTES: Minutes were reviewed and no additions or corrections were needed. Motion to approve by Larson seconded by Huber. Motion carried.

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

HEALTH OFFICER REPORT: None.

FINANCE COMMITTEE REPORT: Met last week. Motion to approve by Larson, seconded by Dr. Huber. Motion carried.

OLD BUSINESS:

1. **3143 Lakeview Drive:** Installer provided permit to Environmental Health after attempts to contact owner regarding needed signature and septic tank. Environmental Health Department sent letter to property owner. No response from property owner. Standard procedure is to send a certified letter. Larson made a motion to approve sending the letter, seconded by Batsch.

NEW BUSINESS:

1. **Audit Draft:** Correctional actions to be implemented are as follows: documentation of approved pay rate changes, prorating PTO to appropriate cost centers, (+2 more corrections/deficiencies listed per Barnick) Management discussion and analyses: deficiency of \$9,000 of last fiscal year (deficient spending consists of 2-line items that will occur every year, other items were miscellaneous overlaps that have been corrected). No motion to approve needed at this time. *Annual Board approval of charges was not noted as a deficiency in this audit and has been in effect since last year*
2. **Policy 8.1:** Currently Administrator has discretion to make exceptions as felt warranted regarding leave. Kara asked that the following authority be explicitly laid out in annual leave policy. Motion to approve policy as listed in 8.1 by Batsch, seconded by Dr. Huber. Motion carried unanimously.

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES
January 12, 2026**

3. **Flooring Project Approval:** Due to change in office space the phases of flooring project have been rearranged. Seeking approval for the contract cost, \$32,223.69. Motion to approve by Larson, seconded by Batsch. Roll call vote: Larson, Batsch, Huber, Rivinius. Motion carried.
4. **Program Review and Contract Approvals:** CVHD did not receive the NHTSA grant. Falk plans to apply for the BCBS Innovation Grant again as CVHD received positive feedback on the project application last year. No further changes to programs or contracts currently.
1. **Approval of Expenditures – December 2025:** Specials assessments sitting at about \$8,000 – if we wanted to levy equal amounts into the next year we can (it would save 4% a year in special assessment interest) CD allocation and checking on rates (for a longer term) Kara and Sadie will get rates before next meeting. Motion to approve expenditures for November by Larson, seconded by Batsch. Roll call vote: Larson, Batsch, Ravilious, Huber. Motion carried.
2. **Approval of Profit and Loss – December 2025:** Motion to approve profit and loss for November by Larson, seconded by Batsch. Roll call vote: Larson, Batsch, Ravilious, Huber. Motion carried.
3. **Next Meeting:** February 9th, 2026 at noon in the Central Valley Health District Conference Room.

Meeting adjourned at 12:49 p.m. as there was no further business.

Respectfully submitted,
James Torrance, MD
Health Officer