

TEHACHAPI VALLEY HEALTHCARE DISTRICT

FINANCE COMMITTEE MEETING

AGENDA

August 11, 2021

12:30 PM

Teleconference Meeting

Phone 661-750-4797

Tehachapi Valley Healthcare District Office

116 W E Street, Tehachapi CA 93561

**I. CALL TO ORDER**

**II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

This portion of the meeting is reserved for persons desiring to address the Committee on any matter not on the agenda over which the District has jurisdiction. You may state your name and address for the record. Time is limited to 3 minutes per speaker. The Committee can take no action on your presentation but can seek clarification to points made in your presentation or comments. Additionally, members can ask staff for factual information, refer the item to staff and/or calendar the item on a future agenda. Any person desiring to speak on an agenda item will be given an opportunity to do so prior to the Committee taking action on the item.

**III. APPROVAL OF MINUTES**

- A. Approval of May 12, 2021 Finance Committee Minutes Tab 1

**IV. REPORTS**

- A. Finance Reports July 2021
1. July 2021 Cash Flow (Wasielewski) Tab 2
  2. July 2021 Check Register Tab 3
  3. July 2021 Current Bank Balance Statements (Wasielewski) Tab 4

**V. OLD BUSINESS**

Update on 115 W E Street building

**VI. NEW BUSINESS**

- A. FY21 Audit Process

**VII. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA**

**VIII. ADJOURNMENT**

TEHACHAPI VALLEY HEALTHCARE DISTRICT

FINANCE COMMITTEE MINUTES

MAY 12, 2021

VIA TELECONFERENCE

661-750-4797

12:30 PM

116 W E STREET, TEHACHAPI, CA 93561

Board Members Present: Duane Moats, Sam Conklin

Staff Present: Chet Beedle, CFO; Lisa Hughes, Business Manager; Caroline Wasielewski, CEO

Recorded and transcribed by: Caroline Wasielewski, CEO

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEE ACTIONS AND DIRECTIONS SHOWN IN CAPS AND BOLD

I. CALL TO ORDER

Duane Moats called the Finance Committee Meeting to order at 12:30 PM

II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

None

III. APPROVAL OF MINUTES

April 15, 2021, minutes

**MSA; MOATS/CONKLIN; APPROVED**

IV. REPORTS

1. AH/TEHACHAPI COLLECTIONS AND WITHHOLDS DUE REPORT

CFO Beedle reviewed the report and informed committee the amount TVHD owes Adventist Health is now zero. Mr. Beedle explained again how the IGT program works with the statistics from Adventist Medical Center and advised that TVHD make sure the funds are used for Medi-Cal health and wellness.

2. FEBRUARY 2021 CASH FLOW (BEEDLE)

Mr. Beedle explained the report is from Bank of Sierra activities only. He reviewed each line, and all were close to budget expectations. He mentioned there was a transfer from Property Tax account to General Checking. Ms. Wasielewski will research a possible adjustment of -\$545.

3. FEBRUARY 2021 UNAUDITED FINANCIAL STATEMENT (BEEDLE)

CFO Beedle reviewed the report in the packet. On the liabilities statement he noted that the bond balance is at \$49,496,692. On the statement of revenue and expense the \$2500 other revenue was the JLL payment for rent on 101 W E St. Contract labor amount included the website charges. Operating expenses for February 2021 were \$178,648 vs. a budget expectation of \$219,664. On the YTD statement there was an actual Total Net Surplus of \$1,340,804 vs. budget of \$1,602,522.

4. FEBRUARY 2021 CHECK REGISTER

The committee reviewed the check register for February 2021.

5. February 2021 Bank Balance Statement (Beedle)

CFO Beedle reviewed Bank of Sierra bank account. The balance is kept constantly at or above \$1million.

V. OLD BUSINESS  
None

VI. NEW BUSINESS

1. FY2022 PROPOSED BUDGET

CFO Beedle presented the proposed budget for FY22. It is based on February actuals and FY20 and FY21 numbers. One adjustment will be made to include 101 W E rental income of  $\$2500 \times 12 = \$30000$ . A motion was entered by Director Moats to approve and forward to the full board for approval. Director Conklin seconded.

**MSA; MOATS/CONKLIN; APPROVED**

VII. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA  
None

VIII. ADJOURNMENT  
THE MEETING WAS ADJOURNED AT 1:30 PM

| <b>Cash Flow</b>                         | General Checking/Payroll |
|--|--------------------------|
|  | <b>July-21</b>           |
| <b>Balance Forward</b>                   | \$60,586.67              |
| <b>Cash In</b>                           |                          |
| Rent Payments (101 W E St)               | \$2,500.00               |
| Refund on Utilities                      | \$0.00                   |
| Blue Shield Payment                      | \$0.00                   |
| Patient Payments                         | \$350.83                 |
| CalOES Grant                             | \$0.00                   |
| DHCS Pmt                                 | \$0.00                   |
| Refund Payments                          | \$368.33                 |
| Unclaimed Property Pmt                   | \$0.00                   |
| HP Sears Collections                     | \$625.09                 |
| Property Taxes                           | \$0.00                   |
| Interest                                 | \$60.68                  |
| Wire Transfer IGT Program                |                          |
| <b>Total Cash in</b>                     | \$3,904.93               |
| Transfers In from BOS accounts           | \$79,100.95              |
| Transfer to IGT/Grants                   | \$0.00                   |
| <b>Total Cash in including transfers</b> | \$83,005.88              |
|  | \$143,592.55             |
| <b>Cash Out</b>                          |                          |
| <b>Expenses</b>                          |                          |
| Valic Expenses                           | \$776.28                 |
| Payroll Ins                              | \$0.00                   |
| Payroll                                  | \$21,149.11              |
| PTO Payout                               | \$0.00                   |
| healthland                               | \$2,809.78               |
| Edison                                   | \$212.75                 |
| Gas                                      | \$9.37                   |
| Mitel - phone and fax                    | \$456.54                 |
| Water and Garbage                        | \$475.97                 |
| Copier Lease                             | \$580.42                 |
| Postal machine Lease                     | \$194.75                 |
| Tehachapi Plumbing                       | \$0.00                   |
| Housekeeping service                     | \$180.00                 |
| Storage Unit (6 month)                   | \$750.00                 |

|  |                       |
|--|-----------------------|
| Landscaping Service                        | \$0.00                |
| Pest Control                               | \$80.00               |
| Spectrum                                   | \$0.00                |
| ATT (115)                                  | \$0.00                |
| Matson - (115)                             | \$0.00                |
| Matson - (101)                             | \$35.00               |
| Website service                            | \$0.00                |
| Shred It                                   | \$341.56              |
| Diamond                                    | \$4,956.96            |
| Legal - Scott                              | \$0.00                |
| RFP- DEMO Advertisement                    | \$0.00                |
| CEQA Filing Fee                            | \$0.00                |
| UHC  | \$1,476.30            |
| Humana                                     | \$545.14              |
| Alliant Insurance                          | \$28,391.92           |
| Aflac                                      | \$39.12               |
| BETA Insurance                             | \$25,434.19           |
| CFW - BONDS                                | \$0.00                |
| Rent payment 116 W E                       | \$500.00              |
| Witts - supplies                           | \$98.66               |
| AMEX                                       | \$72.53               |
| Patient Refund                             | \$50.00               |
| Donation Community Outreach                | \$0.00                |
| Board Stipend                              | \$200.00              |
| CFO Stipend                                | \$500.00              |
| Petty Cash replenish                       | \$15.00               |
| ODF  |                       |
| Account Fee                                | \$50.00               |
| Wire Fee                                   | \$0.00                |
|  |                       |
| <b>Total Expenses out</b>                  | <b>\$90,381.35</b>    |
|  |                       |
| Transfer to Wells Fargo                    | \$0.00                |
| Wire Transer to LAIF                       | \$0.00                |
|  |                       |
| <b>Total Cash out including sweep/wire</b> | <b>\$90,381.35</b>    |
|  |                       |
| <b>Ending Cash (General/payroll)</b>       | <b>\$54,026.85</b>    |
|  |                       |
| Other Checking accounts                    | \$1,694,864.80        |
|  |                       |
| <b>Total Cash BOS</b>                      | <b>\$1,748,891.65</b> |
|  |                       |

Check Register Report

Application Code: AP

User Login Name: lhughes

| Bank Code    | Check # | Check Date | Description                    | Status | Check Type | Amount    |
|--------------|---------|------------|--------------------------------|--------|------------|-----------|
| 1            | 141050  | 07/01/21   | ALLIANT INSURANCE SER IN       |        | M          | 1,916.63  |
| 1            | 141051  | 07/01/21   | ALLIANT INSURANCE SER IN       |        | M          | 26,475.29 |
| 1            | 141052  | 07/01/21   | BETA HEALTHCARE GROUP          |        | M          | 597.19    |
| 1            | 141053  | 07/01/21   | BETA HEALTHCARE GROUP          |        | M          | 1,864.00  |
| 1            | 141054  | 07/01/21   | BETA HEALTHCARE GROUP          |        | M          | 22,973.00 |
| 1            | 141055  | 07/01/21   | LUIS & CONSUELO RUIZ           |        | M          | 500.00    |
| 1            | 141056  | 07/01/21   | BEEDLE, CHET                   |        | M          | 500.00    |
| 1            | 141057  | 07/01/21   | UNITEDHEALTHCARE               |        | M          | 1,476.30  |
| 1            | 141058  | 07/01/21   | HUMANA INSURANCE CO.           |        | M          | 545.14    |
| 1            | 141059  | 07/01/21   | CITY OF TEHACHAPI              |        | M          | 475.97    |
| 1            | 141060  | 07/01/21   | DIAMOND TECHNOLOGIES, INC      |        | M          | 4,956.96  |
| 1            | 141061  | 07/01/21   | HEALTHLAND                     |        | M          | 1,404.89  |
| 1            | 141062  | 07/01/21   | ROBERTS, DEBRA C               |        | M          | 50.00     |
| 1            | 141063  | 07/02/21   | AFLAC                          |        | M          | 39.12     |
| 1            | 141064  | 07/08/21   | ALEX AND EMMA CLEANING SERVICE |        | C          | 180.00    |
| 1            | 141065  | 07/08/21   | MATSON ALARM CO INC            |        | C          | 35.00     |
| 1            | 141066  | 07/08/21   | PETTY CASH                     |        | C          | 15.00     |
| 1            | 141067  | 07/08/21   | PITNEY BOWES GLOBAL FINAN      |        | C          | 194.75    |
| 1            | 141068  | 07/08/21   | SHRED-IT USA LLC               |        | C          | 341.56    |
| 1            | 141069  | 07/08/21   | TEHACHAPI MINI-STORAGE         |        | C          | 750.00    |
| 1            | 141070  | 07/08/21   | TOSHIBA FINANCIAL SERVICES     |        | C          | 580.42    |
| 1            | 141071  | 07/15/21   | AMERICAN EXPRESS               |        | C          | 72.53     |
| 1            | 141072  | 07/15/21   | DELFIN TORIBIO                 |        | C          | 100.00    |
| 1            | 141073  | 07/15/21   | MITEL CLOUD SERVICES           |        | C          | 456.54    |
| 1            | 141074  | 07/15/21   | SOUTHERN CALIF EDISON          |        | C          | 212.75    |
| 1            | 141075  | 07/15/21   | WITT'S                         |        | C          | 98.66     |
| 1            | 141076  | 07/22/21   | DIAMOND TECHNOLOGIES, INC      |        | C          | 1,711.94  |
| 1            | 141077  | 07/22/21   | HEALTHLAND                     |        | C          | 1,404.89  |
| 1            | 141078  | 07/22/21   | JWT & ASSOCIATES, LLP          |        | C          | 3,150.00  |
| 1            | 141079  | 07/22/21   | NIXON, MIKE                    |        | C          | 200.00    |
| 1            | 141080  | 07/22/21   | POSTMASTER                     |        | C          | 72.60     |
| 1            | 141081  | 07/22/21   | SPECTRUM                       |        | C          | 368.90    |
| 1            | 141082  | 07/22/21   | STEELE, BILL                   |        | C          | 200.00    |
| 1            | 141083  | 07/29/21   | AFLAC                          |        | C          | 58.68     |
| 1            | 141084  | 07/29/21   | CITY OF TEHACHAPI              |        | C          | 459.02    |
| 1            | 141085  | 07/29/21   | GAS COMPANY                    |        | C          | 49.94     |
| 1            | 141086  | 07/29/21   | NAVE LAW OFFICE, PROFESSIONAL  |        | C          | 1,779.50  |
| 1            | 141087  | 07/29/21   | WITT'S                         |        | C          | 140.73    |
| Grand Total: |         |            |                                |        |            | 76,407.90 |

Total Number of Checks Printed: 38

Bank Code: From 1 To 1

Check No: From 116729 To 141095

Check Date: From 07/01/21 To 07/31/21

Check Type: All

Check Status: All



|                     |                       |
|---------------------|-----------------------|
| <b>Total Assets</b> | <b>\$1,758,775.16</b> |
| General Chk 8569    | \$49,927.40 >         |
| Sweep 8599          | \$44,119.56 >         |
| Payroll Acct 8577   | \$3,662.77 >          |
| Prop Tax Fund 5470  | \$1,270,664.02 >      |
| McareMcal Ovrp 2670 | \$6,224.66 >          |
| IGT Grants 6217     | \$337,198.78 >        |
| Funded Deprec 8670  | \$46,703.89 >         |
| EAC                 | \$274.08 >            |

- Unlinked asset
- Linked Account
- Excluded Linked Account

**ADD ASSET**

**VIEW LIABILITIES**

All data is updated

**VIEW NOW**