

TEHACHAPI VALLEY HEALTHCARE DISTRICT

**NOTICE OF A SPECIAL MEETING
STRATEGIC PLANNING COMMITTEE**

March 16, 2023

12:30 PM

116 W. E Street

Tehachapi, CA 93561

Public Access via Telephone: 1-347-566-2771, ID: 174101296#

Public Access and Board Access via Teams: [Click here to join the meeting](#)

AGENDA

I. Call to Order

II. Public Comments on Items Not on The Agenda

The public may comment on any item not on the agenda that is within the jurisdiction of the District. Time is limited to 3 minutes per speaker. 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. Minutes Approval

A. Approval of February 16, 2023, Strategic Planning Committee Minutes

IV. New Business

- A. District Borrowing Percentage
- B. Parking Lot

V. Old Business

- A. TVHD Emergency Action Plan Draft
- B. Strategic Plan Goals

VI. Reports

None

VII. Director Comments on Items Not on the Agenda

Adjournment

February Strategic Minutes

TEHACHAPI VALLEY HEALTHCARE DISTRICT
STRATEGIC PLANNING
MINUTES
February 16, 2023
12:30 pm

Board Members Present: Mike Nixon, Bill Steele

Staff Present: Peggy Mendiburu, CEO, Lisa Hughes, Business Manager

Guest Present: Christine Sherrill

Transcribed by: Peggy Mendiburu

Approval: _____ **Date:** _____
Mike Nixon, Chair

COMMITTEE ACTIONS AND DIRECTION SHOWN IN CAPS AND BOLD

- I. **CALL TO ORDER**
- II. **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**
None
- III. **APPROVAL OF MINUTES**
 - A. January 12, 2023, minutes approved. **MSA: Steele/Hughes**
- IV. **NEW BUSINESS**
 - A. None.
- V. **OLD BUSINESS**
 - A. TVHD Emergency Action Plan Draft - 2
 - 1. To add Red Cross, CHP, and name change for Tehachapi police chief to contact list. Add CAPK, and churches that would like to be involved. Need to add special districts. **Action: Lisa to contact churches to see if they would like to be listed on emergency contact list.**
 - B. 4 Creeks Building Plans
 - 1. Committee reviewed Plans A and B. Architect spoke with City Planning who recommended Plan B, which places building front on Curry Street. Parking on east side may cause future building issues if Plan B accepted. **Action: Peggy to notify architect to hold on going to next step on planning until a definitive plan is in place per Mike Nixon.**
 - 2. Christine Sherrill commented that plans do not include storage.
 - 3. Peggy inquired about budget. The last draft budget per Lisa Hughes was \$1.6M. Mike Nixon discussed loan options and revenue stream. **Action: Peggy to inquire with Counsel on percentage allowed for borrowing.**

C. Strategic Plan Goals

1. Reviewed goals. Need to revise and have a definitive plan. **Action: Peggy to bring draft goals to Board meeting per Nixon.**

VI. **REPORTS**

None

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

President Nixon welcomed Peggy Mendiburu to the District.

VIII. **Adjournment**

The meeting adjourned at 1:30pm.

Strategic Planning Goals

Tehachapi Valley Health District - Strategic Goals 2022 (draft goals – C. Sherrill)

Mission: To promote and improve the quality of life and healthcare services to our community.

1 Goal: Complete Phase One of Community Resource Center					
Objectives	Tasks/Activities	Timeline	Lead Responsible	Measure	Comments
Select Engineer for Design-Build	Research vendors	By _____, 2022	Caroline	List of vendors	On hold per Mike Nixon at 3/21/23 BOD mtg
	Draft RFP based on Board direction	By _____, 2022	Caroline and Scott	Drafted RFP	On hold per Mike Nixon at 3/21/23 BOD mtg
	Send RFT to selected vendors	By _____, 2022	Caroline	RFPs sent	On hold per Mike Nixon at 3/21/23 BOD mtg
	Review and select vendor		Board of Directors	Board committee review	On hold per Mike Nixon at 3/21/23 BOD mtg
Begin Design-Build Process	Meet with Architect/Designer	By _____, 2023	Board of Directors		On hold per Mike Nixon at 3/21/23 BOD mtg
Building completed	By _____				

2 Goal: Strategic Plan					
Objectives	Tasks/Activities	Timeline	Lead Responsible	Measure	Comments
Develop and maintain a detailed 1-3 and 5 year strategic plan	Drafted in coordination with the Board and reviewed quarterly	Drafted by ____. Quarterly review	Peggy, Strategic Planning Committee and BOD	Documented in committee minutes	From CEO job description

3 Goal:					
Objectives	Tasks/Activities	Timeline	Lead Responsible	Measure	Comments

4 Financial Goal(s)					
Objectives	Tasks/Activities	Timeline	Lead Responsible	Measure	
Based upon final Resource Center budget apply for funding	Research and submit application(s)	Apply within one month if determined needed	Finance Cte/Board	Committee minutes and/or application	Need base/draft budget
Apply for grant for solar charging station	Submit to DMV for \$50,000 grant by 2/25/2022	Grant funding July 2022 if TVHD selected	Caroline	Grant submitted and accepted.. Funds granted.	Completed. Hospital (Magellan) location. Peggy

4 Board Development					
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Objectives	Tasks/Activities	Timeline	Lead Responsible	Measure	
Ethics Training	Minimum 2 hours ethics training q 2 yrs	Completed every two years	Board Members and coordinated by Caroline	Certificate of completion by each board member	Should this also specify something like within 6 months for new members on the board? Peggy scheduled after BOD in April.

5 Staff Development

Objectives	Tasks/Activities	Timeline	Lead Responsible	Measure	
Ethics Training	Minimum 2 hours ethics training q 2 yrs	Completed every two years	Caroline	Certificate of completion by CEO	Calif. Special District Association recommends “supervisory employees” should complete – Peggy to participate during April training w/BOD
Sexual Harassment & Discrimination Prevention	Minimum 2 hours ethics training q 2 yrs??	Completed every two years	Peggy	Certificate of completion by CEO	Calif. Special District Association recommends “supervisory employees” should complete – Peggy to schedule for online.
“Board certification by a recognized professional organization, such as the American College of Healthcare			Peggy	Reviewed annually during evaluation and/or setting compensation	From CEO Job Description

Executives is strongly preferred.					
6 Community Needs Assessment (CNA) – Obtain community input regarding community needs					
Objectives	Tasks/Activities	Timeline	Lead Responsible	Measure	
Send or review CNA with various entities, i.e. from Kern Resource Directory or as talking to or meeting with community members	Send monthly to minimum five business or people to complete	Begin by _____ And continue until _____	Caroline	Community Outreach Committee to review list of entities CNA sent to and # responses	Peggy interviewed w/Tehachapi News to bring new light to CNA. Will meet with others in community for input.
Quarterly Review of CNA Responses	Community Outreach Community to analyze results and strategize how to improve	Begin quarterly review March 2022	Caroline	Quarterly Community Outreach Committee review discussion/action	