

**TEHACHAPI VALLEY HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING**

Date: July 20, 2021
Place: Tehachapi Valley Healthcare District Office
116 W E Street
Tehachapi, CA 93561
Time: 4:30 p.m.
Teleconference available ~ 351-888-6527

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE

III. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

This time is reserved for persons to address the Board of Directors on matters not on the agenda over which the District has jurisdiction. Time is limited to 3 minutes per speaker. The Board of Directors can take no action on your presentation. Any person desiring to speak on an item on the agenda will be given an opportunity to do so prior to the Board of Directors acting on the item.

IV. CONSENT AGENDA

The following items are considered routine and non-controversial by District Staff and may be approved by one motion. If a member of the Board or audience wishes to comment or ask questions on an item, it will be moved to New Business or Reports.

A. Approval of Minutes

- | | |
|--|-------|
| 1. Board of Directors Meeting 6/15/21 | Tab 1 |
| 2. Receive and File, Community Outreach Committee, 6/8/21 | Tab 2 |
| 3. Receive and File, Strategic Planning Committee, 6/10/21 | Tab 3 |

V. OLD BUSINESS

- A. None

VI. NEW BUSINESS

- | | |
|--|-------|
| A. Resolution Declaring Generator Surplus Property | Tab 4 |
| B. CEO Compensation (to be heard after closed session) | |

VII. REPORTS

- | | |
|-------------------|-------|
| A. Finance Report | Tab 5 |
| B. CEO Report | Tab 6 |

VIII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

IX. CLOSED SESSION

A. Personnel Evaluation: CEO

B. Real Property Negotiations: TVHD/Adventist Health, 1100 Magellan Drive, medical office building lease

X. ADJOURNMENT

NOTICE TO THE PUBLIC

PUBLIC COMMENT PERIOD FOR REGULAR MEETINGS

Members of the public may comment on any item on the agenda before the Board takes action on it. The public may also comment on items of interest to the public that is within the subject matter jurisdiction of the Board; provided, however, the Board may not take action on any item not appearing on the agenda unless the action is otherwise authorized by law. Any person addressing the Board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak.

COPIES OF PUBLIC RECORDS

All writings, materials, and information provided to the Board for their consideration relating to any open session agenda item of the meeting are available for public inspection and copying during regular business hours at the Administration Office of the District at 116 W E St., Tehachapi, California.

COMPLIANCE WITH ADA

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (Cal. Gov't Cod. § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting, should contact the Executive Office during regular business hours by phone at 661-750-4848, or in person at the District's Administrative Office at 116 W E St., Tehachapi, California.

TEHACHAPI VALLEY HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES

116 W E Street
Tehachapi, CA 93561
June 15, 2021

4:30pm

Board Present: Mike Nixon, Sam Conklin, Christine Sherrill, William Steele,
Duane Moats- via phone conference

Staff Present: Caroline Wasielewski, CEO; Chet Beedle, CFO via
teleconference; Scott Nave, Legal Counsel

I. CALL TO ORDER

Chair Mike Nixon called the meeting to order at 4:30 pm.

II. FLAG SALUTE

III. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

None

IV. CONSENT AGENDA

A. Approval of Minutes

1. Board of Directors Meeting, 5/18/21
2. Receive and File, Strategic Planning, 5/13/21
3. Community Outreach Committee, 5/11/21

Consent Agenda Approval

MSA: STEELE/SHERRILL; ROLL CALL 5-0; APPROVED

V. OLD BUSINESS

None

IV. NEW BUSINESS

A. Community Health Needs Assessment

Members of the Community Outreach Committee distributed copies of the survey. Director Sherrill recommended using the Kern County Resource Center for assistance in distribution. The Board went over various questions and fine-tuned the assessment. Ms. Wasielewski will take all revisions and create a final draft for use by the community.

VI. REPORTS

A. Chief Financial Officer Report (Wasielewski)

CFO Beedle was not available for the meeting, so CEO Wasielewski filled in and covered the financials. She began with a handout showing cash flow for March and April of 2021. There were no questions from the Board. The financial reports were in the Board packet and reviewed by the Directors. Ms. Wasielewski asked for questions. Director Moats asked for clarification on the decrease in accumulated depreciation and Ms. Wasielewski will review with CFO Beedle. He also pointed out some format issues and asked that the ratios at the end of the report be deleted as they are not relevant any longer.

B. CEO Report

Ms. Wasielewski reviewed the CEO report in the board packet. Highlights included the completion of asbestos remediation at the old hospital building. The next step in the demo process is to have the electric and gas meters removed and the utilities to be cut off in the alley. The gas has been scheduled and the SCE should be setting up an appointment next week. Ms. Wasielewski announced that Mountain Pathways is still interested in leasing space from TVHD for their adult day care programs. Ms. Wasielewski asked for discussion on a partnership opportunity with the Tehachapi Police for Trunk or Treat. The Board discussed if money would be donated as part of the sponsorship. Ms. Wasielewski will get more information for the next Board Meeting.

Board of Director Travel

None

VII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

None

VIII. ADJOURNMENT

Meeting adjourned at 4:57 pm

Respectfully,

Christine Sherrill

*Tehachapi Valley Healthcare District
Community Outreach Committee
Meeting Minutes
June 8, 2021
116 W E Street, Tehachapi, CA
12:00 pm*

I. Call to order

Director Steele called to order the regular meeting of the Community Outreach Committee at 12 noon on 6/8/2021 at TVHD Office.

II. Roll call

Directors William Steele and Christine Sherrill were present. Staff members Caroline Wasielewski and Lisa Hughes were present.

III. Approval of minutes from last meeting

The committee approved unanimously the minutes from May 11, 2021.

IV. Old Business

A. Community Health Needs Assessment (CHNA)

The committee created a draft version of a CHNA on Google Docs. The intention is to collect community responses and use to strategically fashion events and programs that will improve the health and well being of the community. Ms. Wasielewski will have it posted on the TVHD website and the committee discussed different ways of letting people know about it. It was mentioned that the Farmers Market could be a good place for distribution.

V. New business

A. Outreach Ideas

The Committee discussed different events that could be used as potential outreach opportunities for TVHD. Director Steele would like to offer CPR classes and healthy cooking classes.

VI. Reports

A. TVHD Cash Flow Report March/April 2021

Ms. Wasielewski presented the cash flow report that was in the packet. There were no questions or discussion.

Minutes approved by: _____

William Steele

DRAFT

TEHACHAPI VALLEY HEALTHCARE DISTRICT
STRATEGIC PLANNING COMMITTEE
MINUTES
June 10, 2021
Teleconference
661-750-4797
12:30 pm

Board Members Present: Christine Sherrill, Mike Nixon

Staff Present: Lisa Hughes, Business Manager
Caroline Wasielewski, CEO

Transcribed by: Recorded and Transcribed by Caroline Wasielewski, CEO

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

COMMITTEE ACTIONS AND DIRECTION SHOWN IN CAPS AND BOLD

- I. **CALL TO ORDER**
Mike Nixon called the Strategic Planning Committee meeting to order at 12:30 pm.
- II. **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**
None.
- III. **APPROVAL OF MINUTES**
A. Approval of May 13, 2021, Minutes- approved
MSA; Sherrill/Wasielewski; APPROVED
- IV. **OLD BUSINESS**
- A. Demo of 115 W E Street - Update
Ms. Wasielewski updated the committee on the demolition of 115 W Street. The asbestos abatement is coming along nicely. The last piece to complete before demolition is to have the utility meters removed.
- B. Lending Options
Ms. Wasielewski is attempting to get information on USDA loans that can be used for construction of a new TVHD Community Resource Center. She will contact the finance department at KVHD for information.
- C. Ideas and Possible Tenants
Mountain Pathways contacted the district office and communicated their interested in leasing space from TVHD. Director Sherrill suggested to find out if there are any grants available for programs that help adults with disabilities. The committee discussed the

possibility of have multipurpose areas that could be used by a variety of people or groups. They also inquired on the ownership of the gravel lot next to the Physical Therapy building.

V. NEW BUSINESS

None

VI. REPORTS

A. TVHD BUDGETED CASH FLOW PROJECTION

The committee reviewed the cash flow handout that was included in the meeting packet.

VII. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA

None

VIII. Adjournment

The meeting adjourned at 12:54 pm

RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
TEHACHAPI VALLEY HEALTHCARE DISTRICT
DECLARING CERTAIN PROPERTY SURPLUS TO
THE NEEDS OF THE DISTRICT AND AUTHORIZING
DISPOSITION OF THE PROPERTY**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TEHACHAPI VALLEY
HEALTHCARE DISTRICT** as follows:

1. Purpose.

This resolution declares certain property surplus to the needs of the District and authorizes the Chief Executive Officer to dispose of such property.

2. Disposition of Property.

The Board finds and declares:

(a) The Board of Directors hereby finds and declares the property identified in Exhibit 1 attached hereto, and incorporated herein by reference, (the "Surplus Property") to be surplus property and no longer suitable to the District's needs.

(b) The Chief Executive Officer is directed to dispose of the Surplus Property in a manner in the best interests of the District.

(c) The Chief Executive Officer is authorized to determine which offer to acquire the Surplus Property is in the best interests of the District.

(d) If no offers are received the Chief Executive Officer is authorized to dispose of the Surplus Property in a manner that is in the best interests of the District in accordance with law.

(e) The Chief Executive Officer shall report the results of the disposal of the property to the Board of Directors.

PASSED, APPROVED AND ADOPTED on _____.

President

ATTEST:

Secretary

(SEAL)



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One 268 bhp Caterpillar Model 3208
emergency use piston engine powering 200kW
electrical generator.

Cash Flow	General Checking/Payroll	General Checking/Payroll
	May-21	June-21
Balance Forward	\$18,988.30	\$32,672.77
Cash In		
Rent Payments (101 W E St)	\$2,500.00	\$2,500.00
Refund on Utilities	\$0.00	\$0.00
Blue Shield Payment	\$10.75	
Patient Payments	\$289.15	\$641.61
CalOES Grant		\$300,000.00
DHCS Pmt	\$0.00	\$0.00
Unclaimed Property Pmt	\$0.00	\$227.70
HP Sears Collections	\$1,030.15	\$986.36
Property Taxes	\$9,596.97	\$49,166.46
Interest	\$102.17	\$62.33
Wire Transfer IGT Program	\$2,817,015.42	\$0.00
Total Cash in	\$2,830,544.61	\$353,584.46
Transfers In from BOS accounts	\$41,510.45	\$99,413.06
Transfer to IGT/Grants	\$0.00	-\$300,000.00
Total Cash in including transfers	\$2,872,055.06	\$152,997.52
Cash Out		
Expenses		
Valic Expenses	\$674.27	\$690.09
Payroll Ins	\$75.00	
Payroll	\$15,836.18	\$16,557.76
PTO Payout	\$0.00	\$1,129.85
healthland	\$2,762.61	\$0.00
Edison	\$773.79	\$679.62
Gas	\$198.12	\$83.29
Mitel - phone and fax	\$228.33	\$228.33
Water and Garbage	\$732.34	\$760.34
Copier Lease	\$507.02	\$614.38
Postal machine Lease	\$90.00	\$92.68
Tehachapi Plumbing	\$0.00	\$0.00
Housekeeping service	\$180.00	\$180.00
Landscaping Service	\$100.00	\$100.00
Pest Control	\$160.00	\$55.00
Spectrum	\$0.00	\$0.00
ATT (115)	\$99.04	\$129.07
Matson - (115)	\$55.00	\$0.00
Matson - (101)	\$35.00	\$35.00
Website service	\$512.50	\$0.00

Shred It	\$515.21	\$344.08
Diamond	\$2,000.51	\$2,724.88
Legal - Scott	\$1,053.50	\$5,274.00
RFP- DEMO Advertisement	\$0.00	\$0.00
CEQA Filing Fee	\$0.00	\$0.00
UHC	\$1,476.30	\$1,476.30
Humana	\$544.54	\$545.14
Aflac	\$39.12	\$39.12
BETA Insurance	\$568.75	\$568.75
CFW - BONDS	\$0.00	\$0.00
Rent payment 116 W E	\$500.00	\$500.00
Witts - supplies	\$0.00	\$67.27
AMEX	\$266.65	\$177.99
Donation Community Outreach	\$0.00	\$0.00
Board Stipend	\$900.00	\$800.00
CFO Stipend	\$500.00	\$500.00
Petty Cash replenish	\$0.00	\$0.00
ODF		\$175.00
Account Fee	\$50.00	\$50.00
Wire Fee	\$27.50	\$0.00
Total Expenses out	\$31,461.28	\$34,577.94
TRANSFERS		
Wire Transer to LAIF	\$1,000,000.00	\$0.00
Transfer to Wells Fargo	\$1,817,015.42	
Total Cash out including sweep/wire	\$2,848,476.70	\$34,577.94
Ending Cash (General/payroll)	\$32,672.77	\$60,586.67
Other Checking accounts	\$1,487,021.74	\$1,781,067.57
Total Cash BOS	\$1,519,694.51	\$1,841,654.24



Tehachapi Valley Healthcare District

Quality healthcare. Right here. Right now.

CEO Report

July 20, 2021

- Participation in National Night Out – Tuesday August 3, 2021, 5:30pm -7:30pm
 - *Emergency preparedness
 - *Community Health Needs Assessment
- TVHD.ORG has a new website. Check it out. www.tvhd.org
- PC Replacement – current computers are reaching the end of warranty in September 2021. We need to replace.
- Working with BSK to officially terminate the outstanding construction permit with California Water Board.
- Possible PG&E grant opportunity – projects that build community resilience and capacity to withstand climate-related effects.
- Attended the monthly Greater Tehachapi Economic Development Council meeting and monthly Tehachapi Chamber of Commerce luncheon.