

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

**Date: March 15, 2022**

**Place: Tehachapi Valley Healthcare District Office**

**116 W E Street**

**Tehachapi, CA 93561**

**Time: 10:00 AM**

Teleconference available ~ 351-888-6527

**\*\*Ethics training to be held for 1 hour after meeting adjournment. \*\***

---

**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 2/15/22                      | Tab 1 |
| 2. Receive and File, Community Outreach Committee, 2/8/22  | Tab 2 |
| 3. Receive and File, Finance Committee, 2/9/22             | Tab 3 |
| 4. Receive and File, Strategic Planning Committee, 2/10/22 | Tab 4 |

**V. OLD BUSINESS**

- |                         |       |
|-------------------------|-------|
| A. Strategic Goals 2022 | Tab 5 |
|-------------------------|-------|

**VI. NEW BUSINESS**

None

**VII. REPORTS**

- A. CEO Report
- B. Adventist Health Tehachapi Valley Update
  - 1. **Medical Office Building Approval**

Tab 6

**VIII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

**IX. ADJOURNMENT**

<b><u>NOTICE TO THE PUBLIC</u></b>
<b><u>PUBLIC COMMENT PERIOD FOR REGULAR MEETINGS</u></b> 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.
<b><u>COPIES OF PUBLIC RECORDS</u></b> 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.
<b><u>COMPLIANCE WITH ADA</u></b> 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  
February 15, 2022  
Conference Call # 351-888-6527  
10:00am

**Board Present:** Mike Nixon, Christine Sherrill, William Steele, Duane Moats, Carl Gehricke

**Staff Present:** Caroline Wasielewski, CEO; Lisa Hughes, Business Manager; Scott Nave, Legal Counsel

**I. CALL TO ORDER**

Chair Mike Nixon called the meeting to order at 10:00 am

**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 1/18/22
2. Receive and File, Community Outreach Committee, 1/11/22
3. Receive and File, Finance Committee, 1/12/22
4. Receive and File, Strategic Planning Committee, 1/13/22

Consent Agenda Approval

MSA: STEELE/SHERRILL; 5-0; APPROVED

**V. OLD BUSINESS**

A. Board Goals

The Board reviewed the list of goals for 2022. Regarding the Ethics training, Scott Nave notified the Board that they need 2 hours of training by December 2023. Mr. Nave suggested to have ethics training after the next Board meeting,

B. Staff Goals

The Board reviewed the list of Staff Goals and CEO Wasielewski updated each one. Required training will be completed. Lisa Hughes is in the process of obtaining her notary license. CEO Wasielewski is attending a virtual compliance seminar at the beginning of April and filing paperwork to join the ACHE. The staff will update the Employee Handbook and required policies. Scott Nave offered his assistance with the updates.

VI. NEW BUISNESS

A. DMV Grant Information and Resolution

CEO Wasielewski informed the Board that she is working on a DMV Grant to install Electric Vehicle chargers. The grant paperwork was available for the Board to read and a Resolution directing Ms. Wasielewski to apply on behalf of the Healthcare District was drafted. Director Gehricke made a motion to approve the resolution and direct Ms. Wasielewski to apply for the grant. Director Steele seconded the motion. The Board voted and was passed unanimously.

MSA; GEHRICKE/STEELE; 5-0; APPROVED

B. ACHD and CSDA Membership

CEO Wasielewski went over with the Board the benefit and cost differences between the California Special Districts Association and the Association of California Healthcare Districts. She advised the Board that it would be useful to belong either one. The CSDA has a closer local access. Additionally, the Board would still have ability to use ACHD resources, but at a cost. Director Gehricke motioned to join the CSDA, it was seconded by director Sherrill. The cost for CSDA would be \$3154 and ACHD would be \$8111 annually. The board voted, minus Director Steele who abstained due to being a former board member of ACHD, and motion passed.

MSA; GEHRICKE/SHERRILL; 4-0; APPROVED

C. Form 700

CEO Wasielewski reminded the Board that their Form 700's are due by April. Each board member had a draft copy in their binder and were asked to review, make any changes, and return to Ms. Wasielewski.

VI. REPORTS

A. Finance Report

Ms. Wasielewski reviewed the financial handout for January 2022. After a total monthly revenue of \$18,420.79 and \$25,659.87 in total expenses, the month showed a net income of -\$7,239.08. Director Nixon asked to have a 12-month rolling view of the cash flow. Ms. Wasielewski will create. There were no additional questions or comments.

A. CEO Report

CEO Wasielewski updated the Board on all activities since the last meeting.

B. Adventist Health Tehachapi Valley

Edward Martin addressed the Board and discussed updates with the new hospital. Adventist is hoping to go forward with the construction of a medical office building that would cost approximately \$7-8 million dollars and benefit the community. He proposed to extend the lease of the hospital out to 30 years again, which would include the \$7-8 million. At the suggestion of buying the hospital from TVHD, Mr. Martin responded that it is not an option at this time. Director Gehricke commented that an election would need to be conducted.

Board of Director Travel

None

VII. **BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**  
None

VIII. **ADJOURNMENT**  
Meeting adjourned at 10:35 am

Respectfully,

Christine Sherrill  
Secretary

Tehachapi Valley Healthcare District  
Community Outreach Committee  
Meeting Minutes  
February 8, 2022  
116 W E Street, Tehachapi, CA  
12: 00 pm

**I. CALL TO ORDER**

Director Sherrill called to order the regular meeting of the Community Outreach Committee at 12:00 pm on 2/8/22 at TVHD Office.

**II. ROLL CALL**

Director Christine Sherrill was present. Staff members Caroline Wasielewski and Lisa Hughes were present.

**III. APPROVAL OF MINUTES**

The committee approved the minutes from January 11, 2022.

**IV. NEW BUSINESS**

A. None

**V. OLD BUSINESS**

**A. Wellness cards/calls program**

Ms. Wasielewski did not have any new information to report as there was no new interest from the senior center.

**B. CPR Video**

Director Steele was out of town and will begin planning with Lisa Hughes on his return. In the meantime, TVHD can post CPR safety videos that are already made.

**C. Educational Videos**

After some research and discussion Ms. Wasielewski reported that TVHD does not need to make education videos at this time. There are so many videos on YouTube already, perhaps posting some to the TVHD website would be a better use of time.

TVHD should focus energy on disaster planning, emergency preparedness and community sustainability.

D. Adventist Health Update

Amanda Danlovich and Lexi Garrett from Adventist Health Tehachapi to the committee. Ms. Garrett spoke about a Health Integration Program that offers Registered dietitian Services, Behavioral Health Therapy and Substance Abuse Counseling. There are handouts available. Ms. Danlovich spoke about ongoing Covid testing in Tehachapi at the Monroe High School gym. She also reported that Josh Pierce will be scheduling a tour of the mobile clinic.

**VI. ADJOURNMENT**

The meeting was adjourned at 12:41 pm

Minutes approved by: \_\_\_\_\_

William Steele

TEHACHAPI VALLEY HEALTHCARE DISTRICT

FINANCE COMMITTEE MINUTES

FEBRUARY 9, 2022

116 W E STREET

TEHACHAPI, CA 93561

12:30 PM

BOARD MEMBERS PRESENT: CARL GEHRICKE

STAFF PRESENT: 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  
Carl Gehricke 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  
JANUARY 12, 2022, MINUTES APPROVED BY COMMITTEE
- IV. REPORTS
  - A. JANUARY 2022  
CEO Wasielewski reported on cash flow, checks written and expenses for the month of January. Everything was in order and there were no additional questions.
  - B. Petty Cash Report  
Ms. Wasielewski reported on the petty cash expenses
  - C. American Express  
Ms. Wasielewski reported and showed receipts for all American Express purchases for January.

D. NEW BUSINESS

NONE

E. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA

None

F. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 12:37 PM

TEHACHAPI VALLEY HEALTHCARE DISTRICT  
STRATEGIC PLANNING  
**MINUTES**  
**February 10, 2022**  
**12:30 pm**

**Board Members Present:** Christine Sherrill, Mike Nixon

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

**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**

**II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**  
None

**III. APPROVAL OF MINUTES**

A. January 13, 2022

**APPROVED by committee, NIXON/SHERRILL**

**IV. OLD BUSINESS**

A. None

**V. NEW BUSINESS**

A. Terry Delamater

Mr. Delamater, a local businessman and owner of Sculpt 365, addressed the committee about his ideas to design and help implement a mountain modern, energy efficient office building. His buildings are unique in that it is made from insulated concrete forms. The advantages of this are that it is soundproof and fire resistant. Items and components may cost more up front, but it will pay itself off quickly due to lower maintenance and utilities costs. Mr. Delamater also pitched the idea of an aquatic center in Tehachapi. He would need TVHD to build it for \$6 million and he would operate it. He has asked other entities, and no one has shown any interest. The committee informed him it is not part of the TVHD plan now.

B. Strategic Plan/ Goals

Director Sherrill reviewed a goal sheet and tracker she created. The committee agreed it is useful and Ms. Wasielewski will format it for the staff and CEO goals. Ms. Wasielewski reported that the RFP for Engineering Services has been mailed and received. The due date for proposals is not until March.

Director Sherrill brought a DMV Grant Proposal to the attention of the committee. The grant would award funds to be used to install Electric Vehicle Chargers. These chargers would be part of the proposed Community Resource Center footprint. Ms. Wasielewski will complete the grant application.

VI. **REPORTS**

None

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

None

VIII. **Adjournment**

The meeting adjourned at 1:15pm

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	
<b>Select Engineer for Design-Build</b>	Research vendors	By 3/10/2022	Caroline	List of vendors		
	Draft RFP based on Board direction	By 1/31/2022	Caroline and Scott	Drafted RFP		
	Send RFP to selected vendors	By 3/11/2022	Caroline	RFPs sent		
	Review and select vendor	4/7/2022	Board of Directors	Board committee review		
<b>Begin Design-Build Process</b>	Meet with Contractor	By 4/14/22	Board of Directors			
<b>Building completed</b>	<b>By 12/31/2022</b>					

<b>2 Goals: Strategic Planning Committee</b>					
<b>Objectives</b>	<b>Tasks/Activities</b>	<b>Timeline</b>	<b>Lead Responsible</b>	<b>Measure</b>	<b>Comments</b>
<b>Develop and maintain a detailed 1-3 and 5 year strategic plan</b>	Drafted in coordination with the Board and reviewed quarterly	<b>1-3 year strategic plan</b> drafted by 4/19/22. Quarterly review <b>5-year plan</b> drafted by 12/31/2022	CEO, Strategic Planning Committee and BOD	Documented in committee minutes	From CEO job description

<b>3 Goals: Community Outreach Committee</b>					
<b>Objectives</b>	<b>Tasks/Activities</b>	<b>Timeline</b>	<b>Lead Responsible</b>	<b>Measure</b>	<b>Comments</b>
Community Health Needs Assessment - obtain community input regarding community needs	Send monthly to minimum five business or people to complete.	Begin by 3/17/22 and continue until 12/1/2022	CEO	Community Outreach committee to review list of entities CHNA sent to and # of responses	
Quarterly Review of CHNA responses	Committee to analyze results and strategize how to improve	Begin quarterly review March 2022	CEO	Committee discussion/action	
Submit article to paper about CHNA	Write article	April 2022	CEO	published	

Make CPR available to community on website and in person	Create a video to be uploaded to website.	Begin March 2022 to be completed by June 2022	Board Director and staff	Available on website	
Update website to show emergency preparedness/disaster planning information	Upload videos and articles	Begin March 2022	CEO	Available on website	
Write an article for paper regarding 2015 mudslide	Research and write	To be completed by April 2022	CEO	Published in paper	
National Night Out	Decide on theme, create display, and participate in community event	August 2, 2022	CEO, Staff	Participation	
Create an Emergency Disaster Plan for TVHD	Research community plans, identify key players, expected results	By August 2022	CEO, Staff and Board of Directors.	Documentation	

4 Goals: Finance Committee				
Objectives	Tasks/Activities	Timeline	Lead Responsible	Measure
<b>Based upon final Resource Center budget</b>	Research and submit application(s)	Apply within one month if	CEO, Finance CMTE and BOD	Committee minutes and/or application

<b>apply for funding</b>		determined needed				
<b>Apply for grant for solar charging station</b>	Submit to DMV for \$50,000 grant by 2/25/2022	Grant submitted 2/25/2022 Grant funding July 2022 if TVHD selected	CEO	Grant submitted and accepted. Funds granted.		
<b>Extend AH Hospital Lease by 5 years</b>	Obtain new appraisal of hospital	By 7/31/2022	AH to obtain minimum one appraisal at cost of \$5,000-\$10,000	Documentation		
	Draft amendment to current lease	By 8/1/2022	TVHD attorney with input from CEO and TVHD Board and approved by AH	Documentation		
	Submit and pay for ballot measure initiative for general election	By 8/12/2022	AH to submit and pay for ballot measure. Approximated cost \$45,000-\$50,000	Initiative place on general election ballot and measure passes		
<b>4 Board Development</b>						
<b>Objectives</b>	<b>Tasks/Activities</b>	<b>Timeline</b>	<b>Lead Responsible</b>	<b>Measure</b>		
<b>Ethics Training</b>	Minimum 2 hours ethics training q 2 yrs	Completed every two years	Board Members and coordinated by CEO	Certificate of completion by	1 hour to be completed on 3/15/22 and 2 <sup>nd</sup> hour to be completed by 3/3/2023	

						each board member	
<b>5 Staff Development</b>							
<b>Objectives</b>	<b>Tasks/Activities</b>	<b>Timeline</b>	<b>Lead Responsible</b>	<b>Measure</b>			
<b>Ethics Training</b>	Minimum 2 hours ethics training q 2 yrs	Completed every two years	CEO	Certificate of completion by CEO	Calif. Special District Association recommends “supervisory employees” should complete		
<b>Sexual Harassment &amp; Discrimination Prevention</b>	Minimum 2 hours ethics training q 2 yrs??	Completed every two years	CEO	Certificate of completion by CEO	Calif. Special District Association recommends “supervisory employees” should complete		
<b>“Board certification by a recognized professional organization, such as the American College of Healthcare Executives is strongly preferred and will be considered in setting compensation”</b>	Complete Application	First quarter of 2022	CEO	Reviewed annually during evaluation and/or setting compensation	From CEO Job Description		

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	
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	

CEO Report

March 15, 2022

#### District Finance Update

For the month of February, the total cash in was \$53,545.25, consisting mostly of a \$50,000 contractual payment from Kern Health Systems. Total expenses were \$40,417.67 with left the month at a \$13,127.58 net income.

Looking at the 12-month report, total cash in is at \$695,194.30, with the district expecting approximately \$950,000.

Total wages are at \$94,253.45 for 8 months elapsed versus a budget of \$193,752 for the entire year, expected to come in under budget.

Total expenses are at \$377,773.53 so far for fiscal year 2022. Seeing there are only 4 more months, we are expected to finish absolutely under the budget of \$1,398,366.

The Finance Committee is working on a FY23 budget and has a draft copy. The formal budget will be presented to the Board in April.

#### District Administration Update

The water rights permanent transfer paperwork was delivered to the Water District.

The Form 700's are updated and ready for each Board members review and signature.

I am completing a first draft of a District Strategic Plan. It will be presented to the Strategic Planning Committee next month.

We had to resubmit the proposals for Design Build Contractors as the first batch of mailings returned with no interest. I found more specialized firms and made sure they were on the registered with the California Public Works website.

The demo permit for 115 W E Street is officially closed. The temporary fence is down. A clean up company has been scheduled to pick up debris left over on the site, and to clean up the parking lot. We will also be installing a fence around the remaining buildings on the property.

Thank you,

Caroline Wasielewski

CEO | TVHD

Feb-22

KHS		\$50,557.53
Interest		\$67.69
Rent for 101 W E St.		\$2,500.00
HP Sears Collections		\$205.87
Private Pay Payments		\$214.16

Total Cash in		\$53,545.25
---------------	--	-------------

Operating Expenses **\$26,260.69**

Payroll :

Wages \$9,114.21

W/H,Taxes \$4,542.66

Fees \$500.11

**Total Payroll expense \$14,156.98**

TOTAL Expenses \$40,417.67

**Net Income \$13,127.58**

	July	August	September	October	November	December	January
<b>Cash In</b>	\$3,900.20	\$17,722.95	\$76,279.82	\$20,241.37	\$61,663.12	\$443,420.80	\$18,420.79
<b>Operating Expenses</b>	\$76,407.90	\$21,823.72	\$34,857.11	\$17,855.91	\$24,596.45	\$15,219.01	\$11,587.48
<b>Payroll &amp; Expenses</b>							
Wages	\$14,344.17	\$8,646.99	\$8,607.12	\$8,701.04	\$10,162.46	\$25,570.56	\$9,106.90
W/H, Taxes, Billing	\$7,431.82	\$4,718.09	\$4,684.36	\$4,763.64	\$5,301.88	\$18,003.65	\$4,965.49
<b>Total Expenses</b>	\$98,184.00	\$35,188.80	\$48,148.59	\$31,320.59	\$40,060.79	\$58,793.22	\$25,659.87
<b>Net Income</b>	-\$94,283.69	-\$17,465.85	\$28,131.23	-\$11,079.22	\$21,602.33	\$384,627.58	-\$7,239.08

-  
-  
-

