

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

Date: June 18, 2024

Place: Tehachapi Valley Healthcare District Office

116 W F Street

Tehachapi, CA 93561

Time: 10:00am

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AGENDA

CALL TO ORDER

I. FLAG SALUTE

II. 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.

III. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

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.

Approval of Minutes

- | | |
|---|-------|
| 1. BOD Meeting Minutes 05/21/24 | Tab 1 |
| 2. Receive and File, Finance Committee Minutes 05/15/24 | Tab 2 |

V. OLD BUSINESS

A. None

VI. NEW BUSINESS

- | | |
|---|-------|
| A. Resolution Calling for Consolidation with the 2024 Election | Tab 3 |
| B. Resolution of Destruction of Records: | Tab 4 |
| 1. Accounts Payable Checks for FY2014, 2015, 2016 | |

2. Accounts Payable register, Invoice Logs, and Journals for FY2014, 2015, 2016
3. Finance Reconciliations for FY 2014, 2015, 2016
4. Finance Journals for FY 2014, 2015, 2016

C. Committee Appointments

Tab 5

VII. REPORTS

- A. Adventist Health Tehachapi Valley Update (Jenny Lavers/Bre Patterson)
- B. TVHD CEO Report

Tab 6

VIII. ADJOURNMENT

<u>NOTICE TO THE PUBLIC</u>
<u>PUBLIC COMMENT PERIOD FOR REGULAR MEETINGS</u> 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.
<u>COPIES OF PUBLIC RECORDS</u> 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.
<u>COMPLIANCE WITH ADA</u> 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
MINUTES OF THE BOARD OF DIRECTORS MEETING
May 21, 2024, 10:00am
116 West F Street, Tehachapi, CA 93561**

I. CALL TO ORDER

President Nixon called the meeting to order at 10:00am.

Directors Present: Lydia Chaney, Mike Nixon, Carl Gehricke

Directors Absent:

Others Present: Peggy Mendiburu, CEO; Scott Nave, Legal Counsel; Lisa Hughes, Business Mgr; Pat Doody, The Loop; Jenny Lavers, Adventist Health; BreAnne Patterson, Adventist Health; Christine Sherrill; Duane Shellcross

II. FLAG SALUTE

President Nixon led the flag salute.

III. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

Mike Nixon commented on his disappointment that QuickBooks was supposed to be utilized six months ago for financials and it still hasn't happened. **Action: Peggy commented that finance reporting via QuickBooks will occur in June 2024.**

IV. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

No comments.

V. CONSENT AGENDA

A. Approval of Minutes

1. Board Meeting minutes April 16, 2024
2. Receive and File Finance Committee Minutes April 10, 2024
4. Receive and File Strategic Planning minutes April 11, 2024

Consent agenda items approved. MSA: Steele/Chaney; 5-0

V. OLD BUSINESS

A. None.

VI. NEW BUSINESS

A. Movies in the Park Sponsorship

CEO Mendiburu brought forward a request from Tehachapi Valley Parks and Recreation for sponsorship of Movies in the Park in the amount of \$5000. Directors discussed that these type of events are usually sponsored by corporate entities. **Board approved sponsorship of \$1,000; MSA: Gehricke/Chaney; 3-0**

B. Appointments to Fill Two Board Vacancies

- President Nixon commented on a possible conflict with candidate BreAnne Patterson due to her employment at Adventist Health. Per Counsel Nave, it would be similar to Director Gehricke recusing himself due to his property and former board members Drs' Horowitz and Olsen, who provided physician services for the District.

- CEO Mendiburu asked if there is interest in running for the entirety of each vacancy. Counsel Nave commented that Director Moats term is for two years to 2026 with Director Steele's term is for four years to 2028.
- Christine Sherrill: Has served on the Board in the past and worked for the District for many years. Her goal, if chosen, is to keep the District financially viable to survive for the next sixty-five plus years. She is interested in pursuing the community center if the debt is not too deep.
- Duane Shellcross: This board is losing two people that helped the District for decades. I respect this board, and it may take time to get me up to speed, but I am willing. There are two very good candidates here.
- BreAnne Patterson: I am interested in this Board as I want to connect resources that are already available and bring new resources and grants that focus on rural health. I was formally a nurse when the District ran the hospital and care about the community we live in. I want to bring education and health care to this community.
 - Director Gehricke has concerns that Bre may have to recuse herself quite a bit.
 - Director Nixon asked if she could be loyal to this Board. BreAnne answered that her loyalty lies with my patients and the best quality care. I would abstain if there was a conflict. Counsel Nave added that the relationship is landlord/tenant relationship, which is contractual and Bre's financial interest is indirect.
- Duane Shellcross withdrew and commented on how the other candidates have a good perspective and experience regarding the District. Thank you for the opportunity.

Board approved Christine Sherrill for Moats vacancy (2 yrs if runs) and BreAnne Patterson for Steele's vacancy (4 years if runs); MSA: Chaney/Gehricke; 3-0

VII. REPORTS

A. Adventist Health Tehachapi Valley Update (Jenny Lavers/Bre Patterson)

- Bre invited the District Board and staff to the five year celebration of opening the hospital to be held June 5, 2024.
- Jenny reported that Adventist has agreed to pay the other half of the overage with bond counsel, which equals \$35K.
- Specialty access continues to grow in Adventist's Tehachapi clinics with a breast surgeon, oncology, endocrinology, GI, and orthopedics.

B. TVHD Report (Peggy Mendiburu)

- CEO Mendiburu reported April finances total in was \$425K with \$39K in expenses leaving a balance of \$385,764. YTD revenue is \$M with expenses YTD \$330,000.
- Getting estimates on West Valley for paint and flooring. Waiting on sign change estimate.
- Getting estimates for the Guild insulation replacement in the shed.
- Built garden beds for community garden on May 11, 2024 and planted a pumpkin patch. Thank you to the Village, donors, and other volunteers. The public is welcome to attend the monthly planning meeting at 11:00am the last Sunday of the month.

VIII. CLOSED SESSION

None

X. CLOSED SESSION REPORT

None

XI. ADJOURNMENT

President Nixon adjourned the meeting at 11:00am

Lydia Chaney, Secretary
June 18, 2024

TEHACHAPI VALLEY HEALTHCARE DISTRICT
FINANCE COMMITTEE MINUTES

June 12, 2024
116 W E Street
Tehachapi, CA 93561
12:30 PM

Board Members Present: Carl Gericke, Lydia Chaney

Staff Present: Peggy Mendiburu, CEO, Lisa Hughes, Business Manager, and Ryan Dalmas,
Taxhachapi

Transcribed by: Lisa Hughes

Approval: _____ Date: _____

I. CALL TO ORDER

Director Lydia Chaney called the Finance Committee Meeting to order at 12:30pm

II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

None

III. APPROVAL OF MINUTES

May 15, 2024 minutes approved. **MSA: Gericke/Chaney**

IV. REPORTS

A. Finance Reports

1. Committee reviewed finance report for May 2024.

B. American Express

Committee reviewed American Express for May 2024. CEO, Mendiburu suggested looking into Valley Strong's Credit Card, AE fees have gone up.

C. Petty Cash

Reviewed May 2024 petty cash with no comments.

V. OLD BUSINESS

A. 20111 W. Valley Blvd.

CEO working with Lindsey on New Front Sign and Cameras for around the building. Getting quotes for paint, flooring.

B. Taxhachapi, CPA

Ryan Dalmas, is working with TVHD staff, suggest next years audit be done by someone other than our Prior. It is good practice for audits to be done ever 5-7 years with fresh new set of eyes. Can be same company just different auditor within the firm.

VI. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA

None.

VII. **ADJOURNMENT**
Meeting adjourned at 1:15pm

RESOLUTION NO.

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF TEHACHAPI VALLEY HEALTHCARE DISTRICT
CALLING FOR THE CONSOLIDATION WITH THE
2024 GENERAL ELECTION**

Whereas, an election shall be conducted for Tehachapi Valley Healthcare District pursuant to the Uniform District Election Law commencing with Section 10500 of the Elections Code on November 5, 2024, for the purpose of electing three members of the Board Directors; and,

Whereas, the Board of Directors wishes the Election Division of the Office of the County Clerk to conduct said election; and,

Whereas, pursuant to Section 10403 and 10418 et. Seq. of the Election Code, said election may be consolidated with the statewide election to be held on the same day; and,

Whereas, the Board of Directors desires that this District's General Election be consolidated with any other elections that may be held on the same date and involving the same territory; and,

Now, Therefore, Be It Resolved by the Tehachapi Valley Healthcare District Board of Directors that the General District election of this District is to be held on November 5, 2024, and consolidated with any other elections held on the same date and involving all or a portion of the territory of the District pursuant to Section 10400 et. Seq. of the Elections Code; and,

Be It Further Resolved that, pursuant to Election Code Section 10002, the District shall reimburse the County in full for the services performed upon presentation of a bill from the County to the District.

Adopted, Signed and Approved this 18th^t day of June 2024.

Mike Nixon, President

ATTEST:

Lydia Chaney, Secretary

[SEAL]

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF TEHACHAPI VALLEY HEALTHCARE DISTRICT
AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS**

Whereas, the District has adopted Board Policy 8.0, “District Records,” regarding the retention and destruction of records;

Whereas, after review of District files, certain records are eligible for destruction in accordance with Board Policy 8.0 and the California District Record Retention Law;

Whereas, these records are identified on Exhibit 1 attached hereto and incorporated herein by reference; and

Whereas, District’s legal counsel has reviewed Exhibit 1 and concurs such records are eligible for destruction;

Now, therefore, be it resolved by the Board of Directors that the records identified in Attachment 1 attached hereto are no longer required to be kept by law and their destruction is hereby authorized.

PASSED, APPROVED AND ADOPTED on June 18, 2024.

- Ayes:
- Noes:
- Abstain:
- Absent:

Michael Nixon, President

ATTEST:

Lydia Chaney, Secretary

Scott C. Nave, General Counsel

A. Resolution of Destruction of Records:

1. Accounts Payable Checks for FY2014, 2015, 2016
2. Accounts Payable register, Invoice Logs, and Journals for FY2014, 2015, 2016
3. Finance Reconciliations for FY 2014, 2015, 2016
4. Finance Journals for FY 2014, 2015, 2016

TVHD CEO REPORT
June 2024

District Finances May 2024

- See attached report.
- Our Valley Strong account was compromised. I will have you sign documents at the end of the meeting. There will be another round of signatures to add new board members at a later time.
- I am working on preliminary budget to present at July's finance meeting and final budget to the Board at July's meeting.
- Ryan has negotiated a lower price for this year's audit from \$22,000 last year to \$15,000

District Administration Update

- We are hosting Houchin Blood Bank Drive with the City of Tehachapi and Tehachapi Police Department on June 26, 2024 at the Tehachapi Vineyard Church from 10:00am to 4:00pm.
- We did not obtain the Community Garden Grant. I do want to thank Christine Sherrill for her assistance. We will apply for more grants in the future.
- Sponsored the first Movie in the Parks on June 13, 2024. Thank you to Lisa and The Village for coordinating the event.
- As one of the sponsors of Spring into Action, we will attend tonight's Tehachapi Parks and Recreation board meeting tonight at 5:30pm. Fit and Fun Under the Sun began June 17, 2024. They have changed the calendar with only two events for this year and will forgo winter competition.
- The District and the Village had a Father's day craft event last Saturday, June 15, 2024.



TEHACHAPI VALLEY HEALTHCARE DISTRICT

Profit and Loss
January - May, 2024

	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	TOTAL
Revenue						
5680-690 Rebates & Refunds		9,748.10	30.00			\$9,778.10
5700-230 Rental Income	5,000.00		2,500.00	4,354.80	1,250.00	\$13,104.80
5790-100 Bad Debt Recovery	195.00	155.00	95.00	205.00	145.00	\$795.00
Total Revenue	\$5,195.00	\$9,903.10	\$2,625.00	\$4,559.80	\$1,395.00	\$23,677.90
GROSS PROFIT	\$5,195.00	\$9,903.10	\$2,625.00	\$4,559.80	\$1,395.00	\$23,677.90
Expenditures						
8610-100 Dir/Mgr/Sup	12,479.65	12,395.53	20,005.47	12,781.69	13,185.16	\$70,847.50
8610-160 FICA	949.18	942.74	1,522.15	972.29	999.44	\$5,385.80
8610-175 Grp Health Ins	3,124.78	3,705.29	3,630.15	3,630.15	3,780.14	\$17,870.51
8610-190 Workers Compensation		81.69			-242.69	\$ -161.00
8610-210 Consulting	2,059.09	450.00		1,000.00	5,240.00	\$8,749.09
8610-215 Legal	2,782.50		6,667.50		2,850.00	\$12,300.00
8610-220 Audit		5,833.32	6,116.66	2,916.66	2,916.66	\$17,783.30
8610-250 Purchases	672.33	4,689.30	11,534.51	3,552.88	-1,907.19	\$18,541.83
8610-345 Office Supplies	242.06	85.60	305.87	640.72	12,240.76	\$13,515.01
8610-360 Minor Equip		96.92	96.92	96.92		\$290.76
8610-365 Non Med Supply		247.19	15.00	451.94	878.28	\$1,592.41
8610-375 Postage		91.35	168.08	30.45		\$289.88
8610-380 IT	6,193.65	9,016.94	1,990.02	16,059.99	-4,842.42	\$28,418.18
8610-386 Advertising					530.00	\$530.00
8610-390 Repairs & Maintenance	11,679.94	12,082.54	3,240.61	1,498.34	-21,517.38	\$6,984.05
8610-400 Security	53.45	53.45	159.35	52.95	92.95	\$412.15
8610-500 Outside Training		230.00				\$230.00
8610-601 Lease	567.15	511.75	511.75			\$1,590.65
8610-602 Rent	1,575.00	700.00	700.00	387.33	170.00	\$3,532.33



TEHACHAPI VALLEY HEALTHCARE DISTRICT

Profit and Loss January - May, 2024

	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	TOTAL
8610-700 Utilities Electric		252.80	167.20	113.28	269.25	\$802.53
8610-705 Utilities Gas	328.22	307.26	523.68	930.19	98.20	\$2,187.55
8610-710 Utilities Water/Trash	158.10	169.10	474.95	208.96	304.15	\$1,315.26
8610-735 Phone	245.92		250.92			\$496.84
8610-805 Insurance - Other	657.83	6,405.39	3,593.39	3,593.39	3,593.39	\$17,843.39
8610-811 Fees	599.00	-36,846.76	795.00	587.33	137.69	\$ -34,727.74
8610-815 Dues & Subscriptions	100.00	100.00	175.00	100.00	324.38	\$799.38
8610-830 Other Direct Expense		51,226.71	8,147.20		-15,834.48	\$43,539.43
8610-835 TVHD Comm Outreach		938.89	1,004.59	35.71	1,030.61	\$3,009.80
8610-845 Other Indirect Expense	1,353.03	1,994.58	1,849.99	1,049.99	700.00	\$6,947.59
8610-900 Bank Fees	15.00		17.00	15.00	5.00	\$52.00
Total Expenditures	\$45,835.88	\$75,761.58	\$73,662.96	\$50,706.16	\$5,001.90	\$250,968.48
NET OPERATING REVENUE	\$ -40,640.88	\$ -65,858.48	\$ -71,037.96	\$ -46,146.36	\$ -3,606.90	\$ -227,290.58
Other Revenue						
9060-111 Interest Income	65,239.88	14,498.53	13,191.24	131,777.99	16,014.57	\$240,722.21
9160-069 Kern County Tax Rev Fund 42186		94,626.20	94,626.20	313,446.68	329,917.91	\$832,616.99
9160-070 Kern County GO Tax Revenue		672,156.24	336,078.12	336,078.12		\$1,344,312.48
9400-089 Non-Oper Revenue Other		150,000.00	75,000.00	75,000.00	75,000.00	\$375,000.00
Total Other Revenue	\$65,239.88	\$931,280.97	\$518,895.56	\$856,302.79	\$420,932.48	\$2,792,651.68
Other Expenditures						
8811-900 New Hospital Depreciation		259,108.38	259,108.38	214,374.50	214,374.50	\$946,965.76
8811-901 DEPRECIATION W. VALLEY BLVD				1,967.45	1,988.91	\$3,956.36
8811-903 Depreciation Guild Roof					553.12	\$553.12
8811-904 Depreciation Flooring - F Street					138.34	\$138.34
8811-905 Depreciation - Community Garden					64.17	\$64.17
8811-906 Depreciation - IT Equipment					326.94	\$326.94



TEHACHAPI VALLEY HEALTHCARE DISTRICT

Profit and Loss
January - May, 2024

	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	TOTAL
Prior Period Adjustments	22,034.51	5,123.83	156,370.22		11,928.05	\$195,456.61
Total Other Expenditures	\$22,034.51	\$264,232.21	\$415,478.60	\$216,341.95	\$229,374.03	\$1,147,461.30
NET OTHER REVENUE	\$43,205.37	\$667,048.76	\$103,416.96	\$639,960.84	\$191,558.45	\$1,645,190.38
NET REVENUE	\$2,564.49	\$601,190.28	\$32,379.00	\$593,814.48	\$187,951.55	\$1,417,899.80