

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

**Date: May 17, 2022
Place: Tehachapi Valley Healthcare District Office
116 W E Street
Tehachapi, CA 93561
Time: 10:00 AM
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 4/19/22 | Tab 1 |
| 2. Receive and File, Community Outreach Committee, 4/13/22 | Tab 2 |
| 3. Receive and File, Finance Committee, 4/13/22 | Tab 3 |
| 4. Receive and File, Strategic Planning Committee, 4/14/22 | Tab 4 |

V. OLD BUSINESS

VI. NEW BUSINESS

- | | |
|------------------------|-------|
| A. Strategic Plan FY23 | Tab 5 |
|------------------------|-------|

VII. REPORTS

- | | |
|---|-------|
| A. Community Outreach Committee Update- W. Steele | |
| B. CEO Report | Tab 6 |
| C. Adventist Health Tehachapi Valley Update | |

VIII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

IX. CLOSED SESSION

A. LEASE NEGOTIATIONS

- Property: 1100 Magellan Dr., Tehachapi, CA
- Negotiator: CEO, Legal Counsel
- Parties: TVHD, Adventist Health
- Under negotiation: term, rent

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.

Tab 1
BOD Minutes 4/19/22

TEHACHAPI VALLEY HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
116 W E Street
Tehachapi, CA 93561
April 19, 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 3/15/22
2. Receive and File, Community Outreach Committee, 3/8/22
3. Receive and File, Finance Committee, 3/9/22
4. Receive and File, Strategic Planning Committee, 3/10/22

Consent Agenda Approval

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

V. OLD BUSINESS

None

VI. NEW BUISNESS

A. Approval of Adventist Medical Office Building Project

The Board reviewed the Consent to Tenant Improvement document in Tab 5. Director Nixon wants to add that Adventist Health cover the cost of any appraisal needed and TVHD would cover the cost of any election associated with the lease agreement/amendment related to this Medical

Office Building. Directors Sherrill and Gehricke would like the Adventist to cover the cost of both election and appraisal. Director Steele commented he agreed with that, and Director Moats commented it was a negotiable item. Director Sherrill made a motion to add #6 to the document that states Adventist Health will cover the cost of any required appraisal and election. Director Steele seconded it. There was a roll call vote.

Nixon, Steele, Moats, Gehricke, Sherrill - All Ayes

Motion passed. MSA; SHERRILL, GEHRICKE; 5-0 APPROVED

B. Approval of FY23 Operational Budget

The proposed operation budget for Fiscal Year 2023 was reviewed by the Board. Director Steele made a motion to approve with the revision that Trustee training be doubled from \$2500 to \$5000. Director Sherrill seconded the motion. Roll call vote taken:

Nixon, Steele, Sherrill, Moats, Gehricke all AYES Motion Passed

MSA; STEELE/SHERRILL; 5-0 APPROVED

C. Disposal of Financial Records and Documents Pas Retention Period

Scott Nave explained that more information was needed for this disposal to be approved. The Resolution needs more detail and explanation for each record being disposed of. Business manager Lisa Hughes explained she is using a retention manual to decide what is next to be disposed. Mr. Nave proposed that this resolution be considered subject to final approved and review by legal counsel. A motion was entered by Director Gehricke that disposal would take place when more detail and explanation was gathered and is subject to final review by Mr. Nave. Director Moats seconded the motion. Roll Call vote: Nixon, Gehricke, Moats, Sherrill, Steele - AYES

Motion passed. MSA; GEHRICKE/MOATS; 5-0; APPROVED

VI. **REPORTS**

A. Community Outreach Committee Update

Director Steele reported on the last committee meeting. Adventist Health conducted a virtual tour of their mobile clinic and how it would be valuable to have one dedicated to Tehachapi and East Kern County.

B. CEO Report

Ms. Wasielewski reviewed the financial handout for March 2022. After a total monthly revenue of \$48,503.35 and \$40,306.97 in total expenses, the month showed a net income of \$8,816.38. Ms. Wasielewski also reviewed the 12-month rolling cash report. There were no additional questions or comments. CEO Wasielewski updated the Board on all activities since the last meeting. The report was included in the Board packet.

C. Adventist Health Tehachapi Valley Update

Edward Martin reported on staff openings at Adventist Health Tehachapi and they are working on filing them with the best candidates. Mr. Martin also thanked the Board for supporting Adventist on the opening of the Imaging Pavilion. HE also reported the beginnings of a Patient Advisory Council to ensure a exemplary Tehachapi patient experience. On the item of the Medical office building, Mr. Nave suggested to Mr. Martin that the Adventist Health attorneys call him.

Board of Director Travel

None

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

VIII. ADJOURNMENT
Meeting adjourned at 10:38 am

Respectfully,

Christine Sherrill
Secretary

Tab 2
Community Outreach Minutes
4/13/22

Tehachapi Valley Healthcare District
Community Outreach Committee Meeting
Minutes
April 14, 2022
116 W E Street, Tehachapi, CA
9:30 AM

I. CALL TO ORDER

Director Steele called to order the regular meeting of the Community Outreach Committee at 9:30AM on April 14th, 2022, in the TVHD Office.

II. ROLL CALL

Directors William Steele, Christine Sherrill; Lisa Hughes, Business Manager and Caroline Wasielewski, CEO; Josh Pierce and Amanda Danlovich from Adventist Health, were all present.

III. APPROVAL OF MINUTES

The March 8, 2022, meeting minutes from were approved, unanimously, by the committee.

IV. NEW BUSINESS

A. Adventist Health Mobile Unit Presentation

Josh Pierce, Adventist Health, guided a visual presentation for the committee that toured the outside and inside of a mobile clinical unit that is currently used in Kern County. It is licensed the same as a brick and mortar clinic. The unit will be in Tehachapi starting in May. There are three treatment rooms, additionally telemedicine capabilities. Mr. Pierce spoke about the various services offered and emphasized the increase in people that could be seen when used in concert with the current community clinics. This type of mobile clinic increases access to care for healthcare district residents. Additionally, Access to Care is an uncovered need in our community, according to the current Community Health Needs Assessment that was just conducted by Adventist Health. The unit supports mental health, health literacy which feed right into Adventist Health Integration Program. There is currently no mobile unit dedicated exclusively to Tehachapi and East Kern County. Mr. Pierce invited the Committee to see it in person when it arrives in Tehachapi in May.

B. CHNA Information

Ms. Wasielewski participated in a feedback session with other community-based organizations regarding the results of a Community Health Needs Assessment conducted by Adventist Health. The areas of concern for Tehachapi are Access to Care, Mental Health, and Health Risk Behaviors. There is a group of local influencers that are committed to working together to fill the needs in our community in these three areas. More meetings will take place as the year progresses.

V. OLD BUSINESS

A. Outreach Updates

Ms. Wasielewski went over the goal sheet for the committee. The Healthcare District will be partnering with City of Tehachapi and TVRPD to sponsor the Houchin Blood Bank to collect donations in May. Director Steele is working on a CPR script for videos to be posted on the TVHD website.

VI. BOARD COMMENTS NOT APPEARING ON THE AGENDA

VII. ADJOURNMENT

Director Steele adjourned the meeting at 10:48 AM

Minutes approved by: _____

William Steele

Tab 3
Finance Minutes
4/13/22

TEHACHAPI VALLEY HEALTHCARE DISTRICT

FINANCE COMMITTEE MINUTES

April 13, 2022

116 W E Street

Tehachapi, CA 93561

12:30 PM

Board Members Present: Duane Moats, 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

Director 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

March 9, 2022, MINUTES Approved by Committee

IV. REPORTS

A. FINANCE REPORTS MARCH 2022

CEO Wasielewski reported on cash flow, checks written and expenses for the month of March. The 12-month report was reviewed as well. The month of March reported income of \$48,503 and expenses of \$29,773.20. The bank account balances for March are healthy. The committee asked Ms. Wasielewski to transfer \$1,000,000 from Bank of Sierra to the LAIF account.

B. PETTY CASH REPORT

Ms. Wasielewski reported on March petty cash expenses. All receipts were accounted for.

C. AMERICAN EXPRESS

Ms. Wasielewski reported and showed receipts for all American Express purchases for March.

D. OLD BUSINESS

FY2023 Budget Review – The budget for FY2023 was distributed to the committee with the changes and edits from last month. The committee reviewed and a motion to approve and forward to the general board meeting was entered by D. Moats and seconded by C. Gehricke. The motion was approved by the committee and will be on the full board meeting agenda for April.

MSA; MOATS/GEHRICKE; APPROVED

E. NEW BUSINESS

None

F. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA

None

G. ADJOURNMENT

The meeting was adjourned at 12:59 PM

Tab 4
Strategic Planning Minutes
4/14/22

TEHACHAPI VALLEY HEALTHCARE DISTRICT
STRATEGIC PLANNING
MINUTES
April 14, 2022
12:30 pm

Board Members Present: Christine Sherrill, Mike Nixon

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

Guest Present: Jay Schlosser, City of Tehachapi

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. March 10, 2022

APPROVED by committee; SHERRILL/WASIELEWSKI

IV. OLD BUSINESS

A. Strategic Plan FY23

CEO Wasielewski distributed a draft of SWOT analysis and goals to accomplish for FY23. Committee and staff will review, complete and return for May meeting. Focusing on key actions for each goal.

B. Engineer Update

C. Policies

V. NEW BUSINESS

A. Lot Sale

VI. REPORTS

None

VII. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA

None

VIII. **Adjournment**
The meeting adjourned at 1:00 pm

Tab 5
Strategic Plan for FY 2023

Tehachapi Valley Healthcare District

Strategic Plan FY2023

4/14/22

5/12/22 Rev

Mission Statement:

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

SWOT

Strengths

1. Tax revenue provides a dependable source of income
2. District 'partnership' opportunities to working with community groups and agencies is well received.
3. Ownership of prime downtown lot.

Weaknesses

1. District's small staff size limits our opportunity to thoroughly develop relationships with strategic partners such as other funders and program experts.
2. Tax revenue is only form of revenue

Opportunities

1. There continues to be significant unmet needs in our community

Threats

1. Unmet community healthcare needs will continue to outweigh our funding capacity.
2. Increase in business venues, competition for tenants

Goal 1 – Assure the prudent oversight and management of District assets.

1. Staff will prepare an annual income and expense budget for Board approval. Staff will provide income and expenses every month. Staff will not overspend expense budget unless approved by the Board. Budget will be listed on website.
2. District will contract for an annual audit and report findings to the Board. The audit will be listed on the website.
3. Staff will provide the Board with a copy of the monthly check register and provide detail when asked.
4. District CEO will review all invoices and approve before payments are made.

Goal 2 – To be a leader in bringing organizations together to support good ideas that benefit and educate our residents.

1. District representatives will play an active role in community collaboratives.
2. Attend GTEDC meetings.
3. Complete Community Resource Center

Goal 3 – Create and manage our own programs and services to complement what is offered by other community-based organization or to fill gaps if such services are not adequately offered.

1. Community Resource Center

Goal 4 – Communicate with District residents through a wide approach to communications including an active website, public presentations and periodic local news articles.

1. Email addresses will be gathered from residents so that reports and other communications can be sent electronically.
2. Staff will seek opportunities to make presentations to community groups
3. Staff will assure that our website is regularly updated and current.

Goal 5 – To be transparent and informative of District Activities

1. Conform to all guidelines outlined in the CSDA certification process
2. Review other websites to look for ideas that can be added.
3. Post minutes of our Board meetings to the website.

Tab 6
CEO Report

CEO Report

May 17, 2022

District Finance Update

For the month April, the total cash in was \$371,828.90, consisting mostly of a payment from Kern County. Total expenses were \$18,068.62 which left the month with a \$341,569.03 net income.

Looking at the 12- month report:

- Total cash in YTD is \$1,115,706.55.
- Total wages are expected to be under budget.
- YTD expenses are \$418,090.50 for 10 months. Total expenses should be under the budget expectation of \$1,398,366.

District Administration Update

- TVHD was one of the sponsors for the Houchin Blood Bank event on May 16, 2022.
- TVHD sponsored an American Flag from Memorial Day to Veterans Day. It is on Tehachapi Blvd near Railroad Park.
- Permanent No Trespassing signs have been installed at 115 W Street.

Apr-22

Kern County		\$367,543.95
Interest		\$76.95
Rent for 101 W E St.		\$2,500.00
HP Sears Collections		\$1,131.51
BETA refund		\$267.50
Private Pay Payments		\$163.12
Emp benefit reimbursement		\$145.87
Total Cash in		\$371,828.90
Operating Expenses		\$18,068.62
Payroll :		
Wages		\$10,580.82
Taxes/Fees		\$1,610.43
Total Payroll expense		\$12,191.25
TOTAL Expenses		\$30,259.87
Net Income		\$341,569.03

	July	August	September	October	November	December	January
Cash In	\$3,900.20	\$17,722.95	\$76,279.82	\$20,241.37	\$61,663.12	\$443,420.80	\$18,420.79
Operating Expenses	\$76,407.90	\$21,823.72	\$34,857.11	\$17,855.91	\$24,596.45	\$15,219.01	\$11,587.48
Payroll & Expenses							
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	\$2,084.72	\$1,405.64	\$1,405.64	\$1,417.49	\$1,529.42	\$5,269.64	\$1,455.45
Total Expenses	\$98,184.00	\$35,188.80	\$48,148.59	\$31,320.59	\$40,060.79	\$58,793.22	\$25,659.87
Net Income	-\$94,283.80	-\$17,465.85	\$28,131.23	-\$11,079.22	\$21,602.33	\$384,627.58	-\$7,239.08

