

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

**Date: August 16, 2022**

**Place: Tehachapi Valley Healthcare District Office**

**116 W E Street**

**Tehachapi, CA 93561**

**Time: 10:00 AM**

Teleconference available ~ 351-888-6527

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**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 7/19/22

Tab 1

2. Receive and File, Finance Committee, 7/13/22

Tab 2

**V. OLD BUSINESS**

A. None

**VI. NEW BUSINESS**

A. Community Garden at 115 W E Street

**VII. REPORTS**

A. Adventist Health Tehachapi Valley Update – Edward Martin

B. CEO Report

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

**IX. ADJOURNMENT**

# Tab 1

Board Of Directors Meeting Minutes

7/19/22

TEHACHAPI VALLEY HEALTHCARE DISTRICT  
BOARD OF DIRECTORS MEETING

**MINUTES**

116 W E Street  
Tehachapi, CA 93561

July 19, 2022

Conference Call # 351-888-6527

10:00am

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

**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**

**IV. CONSENT AGENDA**

A. Approval of Minutes

1. Board of Directors Meeting 6/21/22
2. Receive and File, Community Outreach Committee, 6/14/22
3. Receive and File, Finance Committee, 6/15/22

Consent Agenda Approval

**MSA: GEHRICK/SHERILL; 5-0; APPROVED**

**V. OLD BUSINESS**

None

**VI. NEW BUISNESS**

A. Policy 300.71 Paid Time Off (PTO) and Extended Sick Leave (ESL)

CEO Wasielewski presented current policy to the Board. The version on file has omitted Thanksgiving. Ms. Wasielewski would like approval to make sure it is listed. Additionally, Ms. Wasielewski asked if TVHD would like Juneteenth to be observed as it was named a federal holiday. The Board did not take any action and the item was tabled.

B. Proposal for Engineering Services

Before the item was discussed, Director C. Gehricke disqualified himself from the discussion and any decision. Legal Counsel Nave explained the bidding process and how the current bid from 4 Creeks fits into the Board's previous decision to follow through with a design build project for the proposed Community Resource Center. Mr. Nave and CEO Wasielewski will schedule a call with 4 Creeks and if the response is in accordance with what the district asked for in the bid, Mr. Nave requested authorization to move forward with 4 Creeks to come up create a design and space plan in development with an RFP. The Board asked about the budget and determined all projects must have a bit of flexibility. The Board asked that there be a cost estimate from 4 Creeks. Director Wm. Steele made a motion to accept the bid from 4 Creeks and authorize Mr. Nave to work with Director Nixon and CEO Wasielewski to finalize a contract with the group for a design and space plan and Design Build RFP. Second from Director C. Sherrill.

**MSA; STEELE/SHERRILL; 4-0; 1 ABSTAIN; APPROVED**

C. Proposal for Grading of 115 W E Street

The Board reviewed two bids for grading and dirt moving services for the property at 115 W E Street. The bids were from Mr. Backhoe and Hanzel Enterprises. The Board accepted the lowest responsible bid from Hanzel Enterprises. Director C. Gehricke disqualified himself from this discussion.

**MSA; SHERRILL/STEELE; 4-0; 1 ABSTAIN; APPROVED**

D. Resolution 22-02- Authorize the Destruction of Certain Records

The resolution described records that will be permanently destroyed as they are past their retention period.

**MSA; GEHRICKE/MOATS; 5-0; APPROVED**

E. Resolution 22-03- Authorization of Remote Meetings During State of Emergency

Legal Counsel Nave explained the Brown Act is suspended due to State of Emergency. This resolution allows directors to attend remotely to promote social distancing.

**MSA; STEELE/SHERRILL; 5-0; APPROVED**

VII. **REPORTS**

A. **Adventist Health Tehachapi Valley Update**

Edward Martin, president of Operations of Adventist Tehachapi Medical Center, reported that a Tesla Mega Pack will be delivered and installed at the hospital. It will increase capacity for energy storage and cut down on electricity bill. A *director asked if it would be tied into the solar system. No, this is a battery system.* Mr. Martin announced that the contract with Anthem Blue Cross will be

extended to August 1, 2022. The current contract is not sustainable and needs to be renegotiated. Blue Cross is offering Adventist lower rates. If the contract expires, all Anthem Blue Cross patients in this area would be considered out of network if they were to be seen at Adventist. Finally, Mr. Martin expressed his excitement about the Blue Zones program and how it can elevate the overall health of the community.

**B. Community Outreach Update – Wm. Steele**

Director Steele reported the recent Community Outreach meeting was successful. The Committee discussed Blue Zones and the opportunity to partner with the Tehachapi Humanitarian Group to set up a community garden. Director Steele would like the Board to consider donating to the group, the piece of land that is next to the PT building. The group would then be able to set up a garden.

**C. CEO Report**

CEO Wasielewski went over the CEO Report in the Board packet beginning with the financial portion. For the month of June, total cash in was \$66,668.46 and total expenses came in at \$33,182.54. Looking at the 12-month numbers, total cash for FY22 is \$1,188,567.21 and total expenses at \$507,262.86. The Administrative review included district activities for the month. There were no questions from the Board.

**Board of Director Travel**

None

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

Director Steele announced that he is selling his house. He will remain in Tehachapi and will complete his term until 2024. He will be attending the CSDA conference with CEO Wasielewski August 22-25. Director Steele announced she will not file papers to run for re-election to the Board. Director Gehricke announced he is considering leasing or selling his business and store.

**IX. CLOSED SESSION**

The Board went into closed session at 11:06 AM

**A. LEASE NEGOTIATIONS**

Property: 1100 Magellan Dr., Tehachapi, CA

Negotiator: CEO, Legal Counsel

Parties: TVHD, Adventist Health  
Under Negotiation: term, rent

**X. CLOSED SESSION REPORT**

Board discussed lease negotiations. No other items were discussed, and no action was taken. The Board went back into open session at 11:21 AM

**XI. ADJOURNMENT**

Meeting adjourned at 11:22AM

Respectfully,

Christine Sherrill  
Secretary

# Tab 2

Finance Committee Meeting Minutes

7/13/22

TEHACHAPI VALLEY HEALTHCARE DISTRICT  
FINANCE COMMITTEE MINUTES

July 13, 2022

116 W E Street

Tehachapi, CA 93561

12:30 PM

Board Members Present: Duane Moats, Carl Gehricke

Staff Present: 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  
June 15, 2022, MINUTES GEHRICKE/MOATS Approved by Committee
- IV. REPORTS
  - A. Finance Reports June 2022  
CEO Wasielewski reported on cash flow, checks written and expenses for the month of June. The 12-month report was reviewed as well. The month of June reported income of \$63,374.42 and expenses of \$33,182.54. The net income for the month is \$33,485.92. The bank account balances for June are healthy. CEO Wasielewski will transfer \$150,000 from Property Tax Account to payroll for the remainder of the year. The check run for the month was reviewed. There were no additional questions or discussion.
  - B. American Express  
CEO Wasielewski reviewed and had back up for all AMEX purchases for the month of June.



V. OLD BUSINESS  
None

VI. NEW BUSINESS  
None

VII. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA

VIII. ADJOURNMENT  
Meeting was adjourned at 12:52PM

DRAFT

# Tab 3

## CEO Report



Jul-22

Kern County		\$4,672.11
Interest		\$45.50
Rent for 101 W E St.		\$2,500.00
HP Sears Collections		\$75.00
Past Contract payment		\$112.00
Private Pay Payments		\$221.40
Emp benefit reimbursement		\$137.59
Total Cash in		\$7,763.60
Operating Expenses		\$49,102.54
Payroll :3x		
Wages		\$8,977.14
Taxes/Fees		\$982.16
Total Payroll expense		\$9,959.30
TOTAL Expenses		\$59,061.84
Net Income		(\$51,298.24)

FY2023

	July	August	September	October	November	December	January	February
<b>Cash In</b>	\$7,763.60							
<b>Operating Expenses</b>	\$49,102.54							
<b>Payroll &amp; Expenses</b>								
Wages	\$8,977.14							
W/H, Taxes, Billing	\$982.16							
<b>Total Expenses</b>	\$59,061.84							
<b>Net Income</b>	<b>-\$51,298.24</b>							

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## CEO Report

August 16, 2022

### District Finance Update

July is the first month of the new fiscal year. The total cash in was \$7,763.60. Total expenses were \$59,061.84. Approximately \$40,000 was for annual insurance policy payments. There was also a third pay period in the month of July, as it occurs twice a year.

Looking at the 12- month report, the FY23 Budget numbers are in the last column of the sheet. Everything will start to even out as the year progresses.

### District Administration Update

- TVHD will be one of the sponsors for the Houchin Blood Bank event at TMC church, on September 7, 2022.
- Two of the incumbent directors have filed for re-election and the ballot measure has been submitted to Kern County for addition to the November ballot.
- FY22 Audit has begun. Business Manager and CEO collection and sending information to the auditor.
- Lisa Hughes meeting with Salvation Army in August to plan fall community events.
- Director Wm. Steele and CEO Wasielewski are attending the California Special District Association annual conference Aug 22-25.
- CEO Wasielewski will be speaking at Rotary Club Meeting on 9/8