

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

Date: August 17, 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 7/20/21 | Tab 1 |
| 2. Receive and File, Community Outreach Committee, 7/13/21 | Tab 2 |
| 3. Receive and File, Strategic Planning Committee, 7/15/21 | Tab 3 |

V. OLD BUSINESS

- | | |
|--|-------|
| A. Adventist Health – Tenant Improvement Medical Office Building | Tab 4 |
|--|-------|

VI. NEW BUSINESS

- | | |
|--|-------|
| A. Resolution of Acknowledgement for Dr. Sam Conklin | Tab 5 |
|--|-------|

VII. REPORTS

- | | |
|-------------------|-------|
| A. Finance Report | Tab 6 |
| B. CEO Report | Tab 7 |

Posted 8/13/21.
By: C. Wasielewski

VIII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

IX. CLOSED SESSION

A. Personnel Evaluation: CEO

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.

Posted 8/13/21.
By: C. Wasielewski

TEHACHAPI VALLEY HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
116 W E Street
Tehachapi, CA 93561
July 20, 2021

4:30pm

Board Present: Mike Nixon, Christine Sherrill, William Steele

Staff Present: Caroline Wasielewski, CEO; 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, 6/15/21
2. Receive and File, Strategic Planning, 6/10/21
3. Community Outreach Committee, 6/8/21

Consent Agenda Approval

MSA: STEELE/SHERRILL; 3-0; 2 ABSENT; APPROVED

V. OLD BUSINESS

None

IV. NEW BUSINESS

A. Resolution Declaring Generator Surplus Property

Chair Mike Nixon and CEO Wasielewski reported that considering the age and condition of the generator, it is not wise to spend the money to repair it, and to have it hauled away would be at least \$2000. Mr. Nixon suggested the Board let a private part take it away at no cost and try to repair. It would then be a suitable backup for new buildings. If it cannot be restored, the Board will be notified, and it can be made surplus equipment at that time and discarded.

B. CEO Compensation (to be heard after closed session)

VI. **REPORTS**

A. Finance Report (Wasielewski)

CEO Wasielewski reported to the Board about the current cash flow. She went over the report in the packet. There were no questions.

B. CEO Report

Ms. Wasielewski reviewed the CEO report in the board packet. The report included participation in National Night out on August 3, 2021, the new TVHD website, PC Refresh, and a grant opportunity from PG&E. Christine Sherrill will work with Ms. Wasielewski on the application. There were no questions from the Board.

Board of Director Travel

None

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

Director Steele commented that he felt the Community Outreach Committee was doing great things and is a good meeting.

VIII. **CLOSED SESSION**

IX. **CLOSED SESSION REPORT**

X. **ADJOURNMENT**

Meeting adjourned at 5:10pm

Respectfully,

Christine Sherrill
Secretary

*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
July 15, 2021
Teleconference
661-750-4797
12:30 pm

Board Members Present: Christine Sherrill, Mike Nixon

Staff Present: 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 June 10, 2021, Minutes- approved
MSA; Sherrill/Wasielewski; APPROVED
- IV. **OLD BUSINESS**
 - A. Demo of 115 W E Street - Update
Ms. Wasielewski informed the committee that demolition will most likely be in September 2021 due to scheduling backups at SCE.
 - B. Mountain Pathways
No new 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

A. Affiliation Agreement

Adventist Health is planning on building a Medical Office Building at 1100 Magellan Drive, site of the new hospital. As per the Affiliation Agreement, AH must request TVHD Board approval for any projects over \$100k. The committee advised to put this item on the general board agenda.

B. Generator Removal

The committee discussed and agreed the dysfunctional diesel generator should be removed before demolition of 115 W E Street building and refurbished for emergency use. It will go before full board.

C. Requests for Planning and Engineering Services

The Committee discussed the schedule for planning the new building, after demolition. TVHD will need architectural, planning and engineering services. Director Nixon proposed that the next meeting on August 12th be spend drawing up plans for what the new TVHD community center will look like.

D. Quote for PC Refresh

The 4 computers and 1 laptop used by TVHD are now 5 years old and the warranty will expire. Diamond IT sent a quote to refresh and renew all equipment. The committee reviewed and it will be discussed at the next Board meeting.

E. CalOES Action Items

CEO Wasielewski will have a Request for Quotes for a portable generator ready for next month meeting. Director Sherrill suggested the committee plan to incorporate a cooling area in the new building for times of excessive heat. Director Nixon suggested getting a quote for a modern standby generator that could be used in the new center for charging station for medical equipment and possible emergency shelter in times no power.

F. Top 3 Focus Items for FY22

Ms. Wasielewski suggested making the top 3 district focus areas standing items/reports beginning with August the Strategic Planning Meeting. The items will be: 115 W E Street, CalOES Grant, Emergency Preparedness.

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 1:18 pm

Tab 4

No document available

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS OF
TEHACHAPI VALLEY HEALTHCARE DISTRICT
EXPRESSING APPRECIATION TO DR. SAM CONKLIN
FOR HIS DEDICATION AND COMMITMENT
TO THE COMMUNITY

WHEREAS, Sam Conklin, M.D., has served as a member of the Board of Directors of the Tehachapi Valley Healthcare District for _____ years; and

WHEREAS, Dr. Conklin has served the community for ____ years as a beloved physician and in various other capacities over the years;

WHEREAS, Dr. Conklin was instrumental in the planning, design, and construction of the District's new hospital; and

WHEREAS, the District wishes to express appreciation to Dr. Conklin for his many years of distinguished service;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TEHACHAPI VALLEY HEALTHCARE DISTRICT THAT Sam Conklin, M.D., is hereby honored and thanked for his many years of outstanding service on behalf of his community, for his untiring efforts while serving the community as a member of the Board of Directors, and for his many thoughtful contributions to the District.

BE IT FURTHER RESOLVED that a certified copy of this resolution be presented to Dr. Conklin by the Secretary along with an appropriate statement of the Board's heartfelt appreciation.

PASSED, APPROVED AND ADOPTED on August 17, 2021.

Michael Nixon, President

ATTEST

William J. B. Steele

Christine Sherrill, Secretary

Duane Moats

Cash Flow	
	General Checking/Payroll
	July-21
Balance Forward	\$60,586.67
Cash In	
Rent Payments (101 W E St)	\$2,500.00
Refund on Utilities	\$0.00
Blue Shield Payment	\$0.00
Patient Payments	\$350.83
CalOES Grant	\$0.00
DHCS Pmt	\$0.00
Refund Payments	\$368.33
Unclaimed Property Pmt	\$0.00
HP Sears Collections	\$625.09
Property Taxes	\$0.00
Interest	\$60.68
Wire Transfer IGT Program	
Total Cash in	\$3,904.93
Transfers In from BOS accounts	\$79,100.95
Transfer to IGT/Grants	\$0.00
Total Cash in including transfers	\$83,005.88
	\$143,592.55
Cash Out	
Expenses	
Valic Expenses	\$776.28
Payroll Ins	\$0.00
Payroll	\$21,149.11
PTO Payout	\$0.00
healthland	\$2,809.78
Edison	\$212.75
Gas	\$9.37
Mitel - phone and fax	\$456.54
Water and Garbage	\$475.97
Copier Lease	\$580.42
Postal machine Lease	\$194.75
Tehachapi Plumbing	\$0.00
Housekeeping service	\$180.00
Storage Unit (6 month)	\$750.00

Landscaping Service	\$0.00
Pest Control	\$80.00
Spectrum	\$0.00
ATT (115)	\$0.00
Matson - (115)	\$0.00
Matson - (101)	\$35.00
Website service	\$0.00
Shred It	\$341.56
Diamond	\$4,956.96
Legal - Scott	\$0.00
RFP- DEMO Advertisement	\$0.00
CEQA Filing Fee	\$0.00
UHC	\$1,476.30
Humana	\$545.14
Alliant Insurance	\$28,391.92
Aflac	\$39.12
BETA Insurance	\$25,434.19
CFW - BONDS	\$0.00
Rent payment 116 W E	\$500.00
Witts - supplies	\$98.66
AMEX	\$72.53
Patient Refund	\$50.00
Donation Community Outreach	\$0.00
Board Stipend	\$200.00
CFO Stipend	\$500.00
Petty Cash replenish	\$15.00
ODF	
Account Fee	\$50.00
Wire Fee	\$0.00
Total Expenses out	\$90,381.35
Transfer to Wells Fargo	\$0.00
Wire Transer to LAIF	\$0.00
Total Cash out including sweep/wire	\$90,381.35
Ending Cash (General/payroll)	\$54,026.85
Other Checking accounts	\$1,694,864.80
Total Cash BOS	\$1,748,891.65



Tehachapi Valley Healthcare District

Quality healthcare. Right here. Right now.

CEO Report

8/13/2021

- TVHD participated in National Night Out. Our table displayed information on Emergency Preparedness, PSPS events, and announced our new website. We had people sign 'thank you' cards for Tehachapi Police Department and the Kern County Fire Department.
- In order to comply with the recently awarded CalOES grant, I am sending out an RPF to acquire a portable generator to use during any PSPS events.
- The demolition of 115 W E Street will most likely be in September due to longer than anticipated SCE backlogs for meter removal.
- A Notice of Termination has been filed with the California Water Board for the construction project at 1100 Magellan Drive.
- Lisa Hughes has been working directly with our auditor to complete the FY21 financial audit.
- Christine Sherrill is working with CW on a PG&E grant for \$100,000 that would be used to increase the adaptive capacity of Tehachapi in the face of impending climate hazards with a focus on members of the disadvantaged members of our healthcare district.
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