

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

Date: September 19, 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. Special Board of Directors Meeting, 8/3/2022 | Tab 1 |
| 2. Special Board of Directors Meeting, 8/9/22 | Tab 2 |
| 3. Board of Directors Meeting, 8/16/22 | Tab 3 |
| 4. Receive and File, Finance Committee, 8/10/22 | Tab 4 |
| 5. Receive and File, Strategic Planning Committee, 7/14/22 | Tab 5 |

V. OLD BUSINESS

- | | |
|---------------------------------------|-------|
| A. Community Garden at 115 W E Street | Tab 6 |
| B. Project at 115 W E Street | |

VI. NEW BUSINESS

None

VII. REPORTS

- | | |
|---|-------|
| A. Adventist Health Tehachapi Valley Update – Edward Martin | |
| B. CEO Report | Tab 7 |

VIII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

IX. 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.

Tab 1

Special Board Meeting Minutes

8/3/2022

TEHACHAPI VALLEY HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES

August 3, 2022

Adventist Health Medical Center
Executive Board Room
1100 Magellan Drive
Tehachapi, CA 93561
1:00 pm

TEAMS call in (audio only)

833-230-0123 Conference ID 463 313 699#

Board Present: Christine Sherrill, William Steele, Duane Moats, Carl Gehricke
Staff Present: Caroline Wasielewski, CEO; Lisa Hughes, Business Manager
Guests: Edward Martin, Peggy Mendiburu, Nick Buettner, Claudia Elliott

I. CALL TO ORDER

Director Gehricke called the meeting to order at 1:10 pm

II. BLUE ZONE PRESENTATION

Nick Buettner presented the Blue Zone program to the Board. He introduced himself as an explorer and part of the study group that discovered these few places in the world called "Blue Zones." The term refers to geographic areas in which people have low rates of chronic disease and live longer than anywhere else. Adventist Health acquired Blue Zone program in 2020. This program looks at the behaviors and lifestyle of the inhabitants of the 'Blue Zones' and has been able to help neighborhoods and cities increase the health and wellness of their communities through longevity lessons and wellness initiatives. Mr. Buettner went through some case studies and examples of the programs at work. If Tehachapi were interested, there would need to be an initial study done to find out what areas would be best to tackle and an assessment done to fine baseline numbers for the study. Board members expressed interest. This will be presented to additional community stakeholders, as there needs to be community buy in for the program to work. There are costs associated with the study and the full implementation of the program. The Board thanked Mr. Buettner for the presentation. This will be discussed further at a Community Outreach Committee meeting.

VI. ADJOURNMENT
Meeting adjourned at 2:28 pm

Respectfully,

Christine Sherrill
Secretary

DRAFT

Tab 2

Special Board Meeting Minutes

8/9/2022

TEHACHAPI VALLEY HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES

August 9, 2022

116 W E Street

Tehachapi, CA 93561

Conf Call - 351-888-6527

11 AM CLOSED SESSION

11:45 AM OPEN SESSION

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

Scott Nave, Legal Counsel; Caroline Wasielewski, CEO.

I. CALL TO ORDER

Director Nixon called the meeting to order at 11:02 AM and went directly into closed session.

II. CLOSED SESSION REPORT

Scott Nave reported that the Board discussed real property negotiations with Adventist Health. No other issues were discussed.

III. OPEN SESSION

IV. NEW BUSINESS

A. A Resolution Ordering an Election Concerning a Proposed 30- Year Lease with Adventist Health Systems

Legal counsel Scott Nave presented the Resolution on the agenda and explained the appraisal, lease, ballot measure and analysis. The Board members discussed, and Director Steele made a motion to approve the Resolution which approves all items and approves the ballot measure will be included in the November elections. Director Sherrill seconded the motion. A roll call vote was taken, and the resolution passed.

MSA; STEELE/SHERRILL; ROLL CALL 5-0; APPROVED

VI. ADJOURNMENT
Meeting adjourned at 11:49 AM

Respectfully,

Christine Sherrill
Secretary

DRAFT

Tab 3

Board Meeting Minutes

8/16/2022

TEHACHAPI VALLEY HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING

MINUTES

116 W E Street

Tehachapi, CA 93561

August 16, 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

Edward Martin thanked the Board of Directors for approving the resolution that will ensure there will be a ballot measure in the upcoming election that will be approved so that a new Outpatient Pavilion can begin construction. This will allow Adventist to increase access to healthcare for the community, especially in the areas of behavioral health and dental care.

IV. CONSENT AGENDA

A. Approval of Minutes

1. Board of Directors Meeting 7/19/22
2. Receive and File, Finance Committee, 7/13/22

Consent Agenda Approval

MSA: STEELE/SHERRILL; 5-0; APPROVED

V. OLD BUSINESS

None

VI. NEW BUISNESS

A. Community Garden at 115 W E Street.

Director Steele addressed the Board about the possibility of partnering with the Tehachapi Humanitarian Relief group and releasing some property west of the PT building to be used for community gardens. It would increase the footprint for this group and would fit into the mission of TVHD. Legal counsel Nave spoke to the Board about the need for the district to have insurance and for the non-profit group to have insurance as well. He advised that a license agreement be signed between the two entities, and for a 2–3-year term. Director Steele stated the growing would probably not begin until spring. The board asked CEO Wasielewski to speak with the group, find out more details and make sure needed insurance is in place. Mr. Nave and Ms. Wasielewski will work on a license agreement and bring it back to the board for approval.

VII. REPORTS

A. Adventist Health Tehachapi Valley Update

Edward Martin, president of Operations of Adventist Tehachapi Medical Center, reported that Adventist and Anthem Blue Cross have negotiated a new agreement. This agreement will be for all Adventist hospitals. Mr. Martin also thanked the board again for the ballot measure. A question arose about what can be said around the election and the ballot measure. Mr. Nave advised that Adventist Health has no restrictions for advocating for the measure. Public agency officials, which are the TVHD Board and CEO cannot use district resources to talk people into voting for the measure. They must be factual, impartial and not persuasive. TVHD representatives can state that approval of the ballot measure will not cost taxpayers any additional money. Mr. Nave asked that he review any new releases or newspaper articles before they are printed.

B. CEO Report

CEO Wasielewski reviewed the report from the Board packet. The financial update involved the first month of the fiscal year. All insurance policies for the year are paid in full. The new FY23 budget is in effect. The administrative update covered the upcoming blood donation event, and a community outreach meeting to be held with Salvation Army and other local groups. Two incumbent directors have filed their re-election paperwork with Kern County. The financial audit for FY22 has begun. Lisa Hughes, business manager, is communicating with Rick Jackson.

Board of Director Travel

None

VIII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

Director Steele asked if he needed clearance to talk about the ballot measure at the upcoming CSDA conference, he does not.

IX. ADJOURNMENT

Meeting adjourned at 10:26 AM

Respectfully,

Christine Sherrill
Secretary

DRAFT

Tab 4

Finance Meeting Minutes

8/10/2022

TEHACHAPI VALLEY HEALTHCARE DISTRICT
FINANCE COMMITTEE MINUTES

August 10, 2022

116 W E Street

Tehachapi, CA 93561

12:30 PM

Board Members Present: Duane Moats, Lisa Hughes

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

July 13, 2022, MINUTES Approved by Committee

IV. REPORTS

A. Finance Reports July 2022

CEO Wasielewski reported on cash flow, checks written and expenses for the month of July. The check register was higher than usual at \$49,102.54, due to 4 annual insurance payments. July cash in was \$7,763.60 with total expenses at \$59,061.84. There were 3 payroll periods in the month as well. Net income was (51,298.24). July is the first month of the new fiscal year. Bank account balances were reviewed. Rick Jackson is starting the audit process for FY22.

B. American Express

CEO Wasielewski reviewed and had back up for all AMEX purchases for the month of July.

V. OLD BUSINESS
None

VI. NEW BUSINESS
None

VII. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA

VIII. ADJOURNMENT
Meeting was adjourned at 12:45PM

DRAFT

Tab 5

Strategic Planning Meeting Minutes

8/10/2022

TEHACHAPI VALLEY HEALTHCARE DISTRICT
STRATEGIC PLANNING
MINUTES
June 16, 2022
12:30 pm

Board Members Present: Christine Sherrill, Mike Nixon

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

Guest Present: None

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. May 12, 2022
APPROVED by committee; SHERRILL/WASIELEWSKI

IV. OLD BUSINESS

A. Strategic Plan FY23

Committee reviewed the final version of FY 23 Strategic Plan. This plan will be distributed at full board meeting for approval. They committee also reviewed the goal sheet for the end of FY22. Goals will be updated for the next fiscal year.

B. Community Emergency Plans

The committee reviewed emergency plans for Tehachapi Police Department and Bear Valley. CEO Wasielewski would like to find out how TVHD fits into the already created plans for Tehachapi. Some analysis needs to be done to find potential gaps and see if the healthcare district can fill the gaps. The committee would like to find an emergency preparedness specialist that can come and do a presentation for the committee. After review of the plans, the committee would like to draft a preliminary responsibility chart that lists different phases and levels of emergencies, and then align the best community resource to each phase. The healthcare district can act as a resource manager.

V. **NEW BUSINESS**

A. 115 W E Street

1. Grading Proposals

There is one proposal done and another company is submitting in the next week. The current estimate includes the land being construction ready, with compacted material of about 2-3 inches. The stone should come from Rosamond which will help defray expensive transportation costs.

2. Engineer Search

CEO Wasielewski and legal counsel Nave are re-writing the RFP to send out to find an engineer to assist with devoting and wiring the Design Build RFP.

VI. **REPORTS**

None

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

Director Nixon spoke about the possibility of sponsoring a hole in the upcoming Police Foundation golf tournament. It will be on the full board agenda.

VIII. **Adjournment**

The meeting adjourned at 1:26 pm

Tab 6

Community Garden Information



101 East H Street, Tehachapi

The Village Tehachapi Community Garden

Social Media: @TheVillageCommunityGarden

Email: madeline.ruebush12@gmail.com

Phone: 310-927-9245

Hi! My name is Madeline and I've started a community garden with the Tehachapi Humanitarian Relief group.

We've started the garden in The Village Tehachapi's backyard, but still need lots of help to keep it going.

We also might be partnering with the Tehachapi Healthcare District to expand our garden into downtown, so keep watch for updates on that!



To contact the Tehachapi Humanitarian Relief Group, email us at tehachapihumanitarian@gmail.com or call at (661) 771-7202 .

What do we need?

Donations, volunteers, sponsors, resources.

Donations

Help us pay for materials or donate the supplies we need!

- manure
- untreated wood
- fall starter plants
- seeds
- untreated straw or leaves
- organic potting soil
- bird / hummingbird feeder
- native flowering plants to attract pollinators
- compost
- gardening tools and supplies
- materials for a drip irrigation system

Volunteers

We need two types of volunteers...

Members:

You will be put on a list of people that we can reach out to for help. You will be personally notified of when we have events and invited to celebratory events regarding the garden. You will also help with general upkeep of the garden. If you would like to make a commitment to the garden, become a member.

Regular Volunteers:

Regular volunteers hold no commitment to the garden and are able to volunteer anytime they hear of an event they can attend. You mainly just attend events and don't upkeep the garden regularly. If you cannot commit a lot of time to the garden, but would like to help when you have time, become a regular volunteer.

Sponsors

As a sponsor you would be giving a monthly or yearly contribution to the garden of over a certain amount. A sponsor can be a business, organization, or individual. The contribution could be volunteers or donations. As a sponsor you will be mentioned in a plaque in our garden. If you are interested, contact us.

Resources

We're looking for people to reach out to regarding gardening/biology expertise and beneficial partnerships/connections. If you are interested or have contact info for us, send us an email.

Tab 7

CEO Report

CEO Report

September 19, 2022

District Finance Update

For the Month of August, the total cash in was \$3029.00. Total expenses were \$40,306.97 which left the month at a -\$26,618.70 net income.

Looking at the 12- month report: After two months elapsed:

- Total cash in is at \$10,792.60
- Wages are right on budget at \$17,973.71.
- Total expenses of \$88,709.54

District Administration Update

- Ground leveling has begun at 115 W E Street
- Grounds cleanup took place on F street next to Physical Therapy building and in the old generator area.
- Spoke about TVHD Strategic Plan and Measure X at Rotary Meeting
- Volunteered at Houchin Blood Donation event on August 7th
- Collecting winter coats, gloves, beanies and will distribute to those in need, in partnership with Salvation Army.
- Met with Community Garden and Tehachapi Humanitarian Group representative
- Lisa Hughes attended meeting with local community groups. TVHD will be participating in various holiday events for the 4th quarter of calendar year.

The annual meeting of California Special District Association:

Keynote speakers

Shola Richards – “the Courage to Go Together: Three Questions to Change How You Work, Live and Lead”

Dr. Wendy Suzuki – Good Anxiety: Harnessing the Power of the Most Misunderstood Emotion

Attended sessions about strategic planning, proactive messaging, building goals and priorities, and steps to successful community support.

Amazing opportunities for networking and meeting vendors.

Aug-22

Kern County		\$0.00
Interest		\$45.50
Rent for 101 W E St.		\$2,500.00
HP Sears Collections		\$177.91
Past Contract payment		\$0.00
Private Pay Payments		\$168.00
Emp benefit reimbursement		\$137.59
Total Cash in		\$3,029.00
Operating Expenses		\$19,155.80
Payroll		
Wages		\$8,996.57
Taxes/Fees		\$1,495.33
Total Payroll expense		\$10,491.90
TOTAL Expenses		\$29,647.70
Net Income		(\$26,618.70)

FY23	July	August	September	October	November	December	January
Cash In	\$7,763.60	\$3,029.00					
Operating Expenses	\$49,102.54	\$19,155.80					
Payroll & Expenses							
Wages	\$8,977.14	\$8,996.57					
W/H, Taxes, Billing	\$982.16	\$1,495.33					
Total Expenses	\$59,061.84	\$29,647.70					
Net Income	-\$51,298.24	-\$26,618.70					

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	February	March	April	May	June	Total	FY23 Budget
Cash in						\$10,792.60	\$1,147,400
Operating Exp							
Payroll& Exp							
Wages						\$17,973.71	
W/H & Billing							
Total Expenses						\$88,709.54	\$554,320
Net Income						-\$77,916.94	