

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

**January 18, 2021  
Tehachapi CA 93561  
Open Session- 5:00 pm  
116 W E Street  
Tehachapi, CA 93561  
Conference Call in # - 1-351-888-6527**

**I. CALL TO ORDER**

**II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

This portion of the meeting is reserved for persons desiring to address the Committee on any matter not on the agenda over which the District has jurisdiction. You may state your name and address for the record. Time is limited to 3 minutes per speaker. The Committee can take no action on your presentation, but can seek clarification to points made in your presentation or comments. Additionally, members can ask staff for factual information, refer the item to staff and/or calendar the item on a future agenda. Any person desiring to speak on an agenda item will be given an opportunity to do so prior to the Committee taking action on the item.

**III. 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 Special Meeting, 12/14/21 | TAB 1 |
| 2. Board of Directors Special Meeting, 12/27/21 | TAB 2 |
| 3. Community Outreach, 12/7/21                  | TAB 3 |
| 4. Finance Committee, 12/8/2021                 | TAB 4 |
| 5. Strategic Planning Committee, 12/8/21        | TAB 5 |

**IV. NEW BUSINESS**

- |                                |       |
|--------------------------------|-------|
| A. Board of Director Elections | TAB 6 |
| B. Board Committee Assignments | TAB 7 |
| C. 2022 Board Goals            | TAB 8 |
| D. 2022 Staff Goals            | TAB 9 |

V. **OLD BUSINESS**

A. 115 West E Street Project

1. Design Build Process

2. RFP for Engineering Services

TAB 10

VI. **REPORTS**

A. Finance Report

B. CEO Report

C. Community Outreach Report

D. Strategic Planning Report

E. Adventist Health Tehachapi Valley

TAB 11

TAB 12

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

VIII. **ADJOURNMENT**

TEHACHAPI VALLEY HEALTHCARE DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES  
116 W E Street  
Tehachapi, CA 93561  
December 14, 2021  
Conference Call # 351-888-6527  
10:00 am

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

**Staff Present:** Caroline Wasielewski, CEO; Scott Nave, Legal Counsel

**Guests:** Emilio Flores, CFW

**I. CALL TO ORDER**

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

**II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

None

**III. CONSENT AGENDA**

Approval of Minutes

1. Board of Directors Special Meeting, 11/2/21
  2. Board of Directors Special Meeting, 11/9/21
  3. Community Outreach Meeting, 11/9/21
- MSA; SHERRILL/STEELE; 5-0; APPROVED**

**IV. NEW BUSINESS**

**A. Summary of Bond Refunding Presentation**

Emilio Flores from CFW announced to the Board that the refunding of the \$545 million bonds with Capital one was successful. The transaction closed on December 7, 2021 and created \$7.6 million in tax savings which works out to about \$350,000 in annual savings until 2043. These are federally taxable bonds and can be converted to tax exempt bonds in November 2023. Mr. Flores explained the overall savings structure and that it is equally distributed over time. The next steps are to prepare for conversations from taxable to tax exempt beginning in June 2023. This is not obligatory but will allow taxpayers to realize greater savings. CFW will be inContact with TVHD as the date approaches. There will be an

article in the Tehachapi newspaper explaining the refunding of bonds.

B. Authorization of Change Form for the Transfer of Funds for California State Treasurer's Office Local Agency Investment Fund (LAIF)

CEO Wasielewski informed the board that the LAIF investment account has not been updated for some time. She proposed that the Board approve the updating of the Transfer Forms in order that the current administration can complete funds transfers as necessary. Action taken would be to remove previous CEO Suksi and CFO Beedle and add CEO Wasielewski. The Board was asked to approve. C. Gehricke motioned to accept; C. Sherrill seconded.

Approved

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

C. Bank of the Sierra account signers change

CEO Wasielewski informed the Board that the Bank of Sierra accounts needed to have authorized signers updated. Ms. Wasielewski requested that CFO Beedle be removed, and Director Carl Gehricke be added. D. Moats motioned to accept; C. Sherrill seconded. Approved.

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

V. **OLD BUSINESS**

A. **115 West E Street Project**

1. Demo Update

Ms. Wasielewski reported on the final status of the demo of old hospital at 115 W E St.

2. Community Center Ideas

The Board briefly discussed the future community resource center. The conversation was halted to move to conversation regarding a Request for Proposals.

3. RFP for Architectural and Engineering Services

The board discussed getting an architect or engineer first. Legal counsel Scott Nave spoke about the advantages of doing a design build for the new center, which would combine the design and build processes in one project. Board chair Mike Nixon stated that there needs to be drawing and design first. This would make is necessary for architectural services initially and then bids can go out for engineering services. The board discussed and C. Gehricke made a motion to have C.

Wasielewski and S. Nave work on an RFP, for architectural services, for the next meeting. The motion was seconded by C.

Sherrill. It was voted on and approved.  
MSA; GEHRICK/SHERRILL; 5-0; APPROVED

**VI. REPORTS**

**A. Finance Report**

CEO Wasielewski discussed the report in the meeting packet. She reported on the financial health of the district for the months of October 2021 and December 2021. There were no questions.

**B. CEO Report**

CEO Wasielewski commented that all items for the CEO report were covered in previous items on the agenda. No additional questions were asked.

**C. Community Outreach Report**

Director Steele reported on the recent Community Outreach meeting. The committee was introduced to Josh Pierce's assistant, Amanda. They reported on upcoming Adventist Health events and planned for future needs.

**D. Strategic Planning Report**

Committee member Mike Nixon reported that the committee recommended that an architect be brought on to work on the Community Resource Center project. An RFP will be drafted for review at the next full board meeting.

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

D. Moats asked Ms. Wasielewski to make sure an article about the bond refunding was submitted to the newspaper. C. Gehricke commented that Dr. Horowitz's family practice was converting to an Adventist Health physician practice as of December 1.

**VIII. CLOSED SESSION**

A. Real Property Negotiations: Water Rights Purchase Agreement  
Open session ended at 10:43 AM and the Board went into Closed Session.

**IX. CLOSED SESSION REPORT**

The Board discussed water rights negotiations. No action was taken, and no other items were discussed.

**X. ADJOURNMENT**

Meeting adjourned at 11:04 am

Respectfully,

Christine Sherrill  
Secretary

DRAFT

**Tehachapi Valley Healthcare District  
SPECIAL Board Meeting Minutes  
December 27, 2021  
116 W E Street  
Tehachapi, CA 93561**

10:15 am

**I. CALL TO ORDER**

Mike Nixon called to order a special meeting of Tehachapi Valley Healthcare District at 10:15 am on December 27, 2021 at 116 W E Street, Tehachapi, CA.

**II. CLOSED SESSION**

A. Real Property Negotiations

The Board went into closed session at 10:15am. In attendance were directors: Mike Nixon, William Steele, Duane Moats, Christine Sherrill and Carl Gehricke.

**III. OPEN SESSION**

**IV. CLOSED SESSION REPORT**

The board discussed real property negotiations regarding water rights in closed session. No other items were discussed.

**V. ADJOURNMENT**

Mike Nixon adjourned the meeting at 10:30 am.

Minutes submitted by: Caroline Wasielewski

Minutes approved by: \_\_\_\_\_

Christine Sherrill, Secretary

Tehachapi Valley Healthcare District  
Community Outreach Committee  
Meeting Minutes  
December 7, 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 12:04 pm on 12/7/21 at TVHD Office.

**II. ROLL CALL**

Directors William Steele and Christine Sherrill were present. Staff member Caroline Wasielewski was present.

**III. APPROVAL OF MINUTES**

The committee tabled the minutes from November 9, 2021.

**IV. NEW BUSINESS**

**A. Introduction to Amanda Danlovich, Community Outreach Coordinator for Adventist Health Tehachapi**

Ms. Danlovich introduced herself and gave a history of her past and present role with Adventist Health. She currently reports to Josh Pierce, Director of Community Integration. She has been directly involved in the Covid- 19 vaccine and testing campaign for Adventist Health Tehachapi Valley. Josh Pierce continued to inform the committee about a vaccine clinic on December 18<sup>th</sup> and bi-weekly Covid testing that is taking place in the old Monroe Hight School.

**V. OLD BUSINESS**

**A. Recommendation for Community Resource Center and Services**

The Committee will make a recommendation to the full Board that an RFP should be drafted for the planning and building of new Community Center.



B. Outreach Opportunities

Ms. Wasielewski reported that Recreation and Parks District is interested in leasing space from TVHD to put into place an after school program for teens.

**VI. ADJOURNMENT**

The meeting was adjourned at 12:41 pm

Minutes approved by: \_\_\_\_\_

William Steele

DRAFT

TEHACHAPI VALLEY HEALTHCARE DISTRICT  
FINANCE COMMITTEE MINUTES

DECEMBER 08, 2021

VIA TELECONFERENCE

661-750-4797

12:30 PM

116 W E STREET, TEHACHAPI, CA 93561

BOARD MEMBERS PRESENT: DUANE MOATS

STAFF PRESENT: LISA HUGHES, BUSINESS MANAGER; CAROLINE WASIELEWSKI, CEO

RECORDED AND TRANSCRIBED BY: CAROLINE WASIELEWSKI, CEO

APPROVAL:  DATE: 1-12-2022

COMMITTEE ACTIONS AND DIRECTIONS SHOWN IN CAPS AND BOLD

- I. CALL TO ORDER  
Duane 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  
NONE
  
- IV. REPORTS
  - 1. OCTOBER 2021  
CEO Wasielewski reported on cash flow, checks written and expenses for the month of October.
  
  - 2. NOVEMBER 2021  
Ms. Wasielewski reported on cash flow, checks written and expenses for the month of November.
  
- V. OLD BUSINESS  
DHCS Contribution Update  
Ms. Wasielewski spoke to the committee about the next year of IGT program. She will do some research and determine eligibility.

VI. NEW BUSINESS

NONE

VII. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA

Director Moats asked about the generators that were purchased with the CalOES grant. He wanted to know if there were adaptors needed or if the generators will accept all power plugs from buildings or other equipment. He also wanted information on what kind of fuel the generators used. Ms. Wasielewski will contact the generator sales person and have information at the next meeting.

VIII. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 1:00 PM

TEHACHAPI VALLEY HEALTHCARE DISTRICT  
STRATEGIC PLANNING  
MINUTES  
December 8, 2021  
10:30 pm

**Board Members Present:** Christine Sherrill, Mike Nixon

**Staff Present:** Caroline Wasielewski, CEO

**Transcribed by:** Recorded and Transcribed by Caroline Wasielewski, CEO

**Approval:**  **Date:** Jan 13, 2022  
**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**  
None
- IV. **OLD BUSINESS**
  - A. Demo of 115 W E Street – Update  
CEO Wasielewski informed the committee about the demo project. All is finished and there is one item that is keeping the permit open. There is sidewalk damage that was caused by IDR. They are currently working with a local contractor to get it repaired. Once it is done, the city will inspect, approve, and close the demo permit. Ms. Wasielewski also reported that the perimeter fence will be taken down, and a new fence will be between the property and the conference room, garage, and other outbuildings. She will find out if there is a permit needed to keep a fence in that area. She will also find out about cutting down the trees in the middle of the property.
  - B. Ideas for Community Center  
Ms. Wasielewski reported that Mountain Pathways is still interested in leasing about 5000 share feet from TVHD. Tehachapi Valley Recreation and Parks Department is also interested in using some room in a proposed new Community Center. They would like to

operate some after school programs for teens. The committee discussed building residential units on a second floor. It must be discussed if that fits within the mission of the healthcare district. Ms. Wasielewski reminded the committee that the district is not in the business of property management. The other items that should be present in the center would be meeting rooms, a large auditorium, charging and cooling center, and covered parking carports with EV Chargers available.

C. RFP for Planning and Architectural Services

The committee will recommend to the full board that Ms. Wasielewski and Scott Nave work on drafting an RFP for Planning and/or Architectural services for the new community resource center that will be at 115 W E Street.

V. **NEW BUSINESS**

None

VI. **REPORTS**

None

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

None

VIII. **Adjournment**

The meeting adjourned at 11:12 am

## Tab 6

# Board of Director Elections

President

Vice-President

Treasurer

Secretary

## Tab 7

# Board Committee Assignments

Community Outreach

Finance

Strategic Planning

## Tab 8

### 2022 Board Goals

- Jan-Dec
- to be reviewed quarterly



## Tab 9

# 2022 Staff Goals

Jan- Dec

Reviewed quarterly

### Outreach

Senior Compassion Campaign

CPR Program

Video Education Series

### Administration

Policy updates – compliance

Integrated into QuickBooks

### HR/Training

Notary

Annual Compliance Seminar

Review Employee Handbook

Facilities

Clear and prepare 115 W E

Storage for generators

Repair/handyman for maintenance at 116 W E St

## Tab 10

- **Design Build Process**
- **RFP for Engineering Services**

Tab 11

# Finance Report

December 2021

Dec-21

County of Kern		\$105,540.71
County of Kern		\$334,792.88
Interest		\$66.81
Rent for 101 W E St.		\$2,500.00
HP Sears Collections		\$356.25
Private Pay Payments		\$164.15

Total		\$443,420.80
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Operating Expenses \$15,219.01

Payroll \*\* \$43,574.21

TOTAL Expenses \$58,793.22

Net Income \$384,627.58

**\$23,136.13 is CB PTO Payout\*\***

Check Register Report

Application Code: AP

User Login Name: cwasiolewski

Bank Code	Check #	Check Date	Description	Status	Check Type	Amount
1	141224	12/01/21	BETA HEALTHCARE GROUP		C	597.19
1	141225	12/01/21	GAS COMPANY		C	187.46
1	141226	12/01/21	HUMANA INSURANCE CO.		C	545.14
1	141227	12/01/21	LUIS & CONSUELO RUIZ		C	500.00
1	141228	12/01/21	SOUTHERN CALIF EDISON		C	113.93
1	141229	12/01/21	STREAMLINE		C	100.00
1	141230	12/01/21	TOSHIBA FINANCIAL SERVICES		C	507.02
1	141231	12/01/21	UNITEDHEALTHCARE		C	1,476.30
1	141232	12/07/21	STOCKDALE AIRE		M	347.00
1	141233	12/09/21	DELFIN TORIBIO		C	180.00
1	141234	12/09/21	MITEL CLOUD SERVICES		C	231.78
1	141235	12/09/21	NAVE LAW OFFICE, PROFESSIONAL		C	2,962.00
1	141236	12/09/21	PETTY CASH		C	80.00
1	141237	12/09/21	WITT'S		C	81.05
1	141238	12/16/21	AMERICAN EXPRESS		C	284.17
1	141239	12/16/21	CITY OF TEHACHAPI		C	139.41
1	141240	12/16/21	DIAMOND TECHNOLOGIES, INC		C	2,208.33
1	141241	12/16/21	GEHRICKE, CARL		C	100.00
1	141242	12/16/21	MOATS, DUANE R.		C	200.00
1	141243	12/16/21	NIXON, MIKE		C	200.00
1	141244	12/16/21	POSTMASTER		C	71.45
1	141245	12/16/21	STEELE, BILL		C	200.00
1	141246	12/23/21	ADVANCED DATA STORAGE, INC.		C	37.03
1	141247	12/23/21	ALEX AND EMMA CLEANING SERVICE	V	C	360.00
1	141247	12/23/21	ALEX AND EMMA CLEANING SERVICE	V	C	-360.00
1	141248	12/23/21	CHARTER COMMUNITCATIONS HOLDIN		C	122.97
1	141249	12/23/21	HEALTHLAND		C	1,404.89
1	141250	12/23/21	ALEX AND EMMA CLEANING SERVICE		M	360.00
1	141251	12/30/21	ADVANCED DATA STORAGE, INC.		C	37.03
1	141252	12/30/21	AFLAC		C	58.68
1	141253	12/30/21	GAS COMPANY		C	230.15
1	141254	12/30/21	GEHRICKE, CARL		C	100.00
1	141255	12/30/21	MOATS, DUANE R.		C	100.00
1	141256	12/30/21	NIXON, MIKE		C	100.00
1	141257	12/30/21	STEELE, BILL		C	100.00
1	141258	12/30/21	TOSHIBA FINANCIAL SERVICES		C	613.85
1	141259	12/30/21	WITT'S		C	142.18
2	2270	12/09/21	WELLS FARGO BANK		M	500.00
Grand Total:						15,219.01

Total Number of Checks Printed: 38

Bank Code: From 1 To 2

Check No: From 1000 To 141268

Check Date: From 12/01/21 To 12/31/21

Check Type: All

Check Status: All

Tab 12

# CEO Report

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