



AGENDA

EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS

REGULAR MEETING

8101 Bay Ave. CALIFORNIA CITY

*Serving all members of our community with integrity and vision
to build health and well-being.*

MAY 3, 2022 5:00 pm, via Zoom only

Special Notice

Teleconference Accessibility

Pursuant to Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 outbreak and as a precaution to protect both staff, our constituents, and elected officials, the East Kern Health Care District will hold its board meeting via teleconference or the most rapid means of communication at the time. The public may participate in the teleconference by clicking on the link below:

<https://us02web.zoom.us/j/83321588463?pwd=N09vWDJacTJ1dkYvWjJPK3RLYm42Zz09>

Meeting ID: 833 2158 8463

Passcode: 731696

If you wish to access the meeting by telephone, please dial one of the numbers below, enter the meeting ID, and then press # (pound)

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 669 900 6833 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

Public comments may be made through teleconference when prompted by the President during the public comment period. Public comments may also be provided by emailing eastkernhealthcaredistrict@gmail.com in advance of or during the meeting.

Please indicate "PUBLIC COMMENTS" in the subject line.

If you have difficulty connecting to the teleconference line, please call (213) 640-9355 or email eastkernhealthcaredistrict@gmail.com

1.PLEDGE OF ALLEGIANCE

2.INVOCATION

3.CALL TO ORDER

4.ROLL CALL

DIRECTORS

- Director R. Foley
- Director R. Macedonio
- Director L. Patrick
- Director L. Peralta
- Chair K Macedonio

Determination of Quorum

STAFF

- Penny Farris - Special Projects
- Alex Lemieux - Attorney
- Nicole Schenk - Technical Support

5. APPROVAL OF AGENDA

Motion _____ **Seconded** _____

Action _____

6. PUBLIC COMMENTS

This portion of the meeting is reserved for persons desiring to address the Board on any matter not on this agenda and over which the Board has jurisdiction. Please be advised that the Brown Act prohibits action on items that are not listed on the agenda. The board may set such items for consideration at some future Board meeting.

7. PUBLIC PRESENTATION

Lisa Stephens, Director of East Kern Cerro Coso Community College, will present an overview of what the college offers, and will discuss new courses they would like to offer.

CONSENT CALENDAR

CC1: APPROVE WARRANTS:

Debit card transactions and Vendor Checks

Page 7

Total: \$1,516.84

CC2: APPROVAL OF MINUTES AND REPORTS:

A) Approve Special Meeting Minutes from 04/19/2022

Pages 8-11

CC3: APPROVAL OF FINANCIAL REPORTS

A) Profit and Loss Report - MARCH 2022

B) Bank Balances, MARCH 2022

- a. Bank of the Sierra – checking**
- b. Mission Bank – checking**
- c. Mission Bank – Cancer Fund Savings**
- d. Mission Bank – Cancer Fund CD**

C) Interest Report - MARCH 2022

D) Deposit Detail - APRIL 2022

E) Rent Revenue - MAY 2022

\$5,486.97

Page 12

CC4: RESOLUTION NO. 2022 - 0503

Pages 13-14

A Resolution of the Board of Directors of the East Kern Health Care District pro-claiming a local emergency, ratifying the Proclamation of a State of Emergency by N-25-20, Dated March 12, 2020, and N-29-20, Dated March 17, 2020, and N-35-20 authorizing Remote Teleconference Meetings of the Legislative Bodies of the East Kern Health Care District for the period of May 1, 2022 to May 31, 2022, pursuant to Brown Act Provisions.

CC5: SECRETARY OF STATE ANNUAL COMPENSATION REPORT

Page 15

APPROVAL OF CONSENT CALENDAR

Motion _____ Seconded _____

Action _____

DISTRICT UPDATES

PRESIDENT'S COMMENTS

STAFF UPDATES

Penny Farris - Special Projects

Nicole Schenk - Tech Support
Website Updates

FACILITIES REPORT - R. MACEDONIO

CONTINUING BUSINESS

CB1: FIRE UPDATE

Motion _____ **Seconded** _____

Action _____

CB2: SDLF WEBSITE COMPLIANCE REVIEW

Page 16

Motion _____ **Seconded** _____

Action _____

CB2-A: DIRECTOR AND STAFF BIOS

Motion _____ **Seconded** _____

Action _____

CB2-B: EKHCD HISTORY TIMELINE

Motion _____ **Seconded** _____

Action _____

NEW BUSINESS

NB1: COMMUNITY FUNDING REQUEST
California City Parks and Recreation Department

Pages 17-20

Motion _____ **Seconded** _____

Action _____

NB2: EMPLOYEE INTERVIEW

Jessica Brooks

CLOSED SESSION

Conference with labor negotiators (GOVERNMENT CODE SECTION 54957.6)

Agency designated representative: ALEX LEMIEUX

Unrepresented employee: Jessica Brooks

NB2 (CONTINUED): RETURN FROM CLOSED SESSION

Motion _____ Seconded _____

Action _____

FUTURE AGENDA ITEMS

REVIEW PENDING AGENDA ITEMS

CALL FOR FUTURE AGENDA ITEMS

- Director R. Foley
- Director R. Macedonio
- Director L. Patrick
- Director L. Peralta
- Chair K. Macedonio

AB 1234: DIRECTOR COMMENTS

- Director R. Foley
- Director R. Macedonio
- Director L. Patrick
- Director L. Peralta
- Chair K. Macedonio

ADJOURNMENT

Motion _____ Seconded _____

Action _____

Next Regular Meeting: 06/07/22

8101 Bay Ave. California City, CA (HYBRID)

“Pursuant to Government code section 54954.2(a), any request for a disability-related modifications or accommodation, including auxiliary aids or services, that is sought in order to participate in this agendized public meeting should be directed to the District’s office at (760) 373 - 2804 at least 48 hours prior to said meeting.”

Date Agenda posted: 04/30/2022 Time posted: 3:45 pm

Agenda posted by: Karen Macedonio, President

DATE: May 3, 2022

VENDOR PAYMENT LIST

VENDOR	MEMO LINE	AMOUNT
City of California City - Water		
California Special Districts Association		
Digitech	14290, April 1, 2022	\$42.99
Olivarez Madruga Lemieux O'Neill		
Schenk, Nicole	004, March 2022	\$1,410.00
Southern California Gas Co	117 812 8969 6, 8100 Aspen Mall, April 18, 2022	\$52.35
Waste Management		
		2 CHECKS, TOTAL \$1,505.34
DEBIT CARD		
Amazon	3 pack basic staplers, 114-9035608-4795469	\$11.50
		TOTAL DEBIT CARD \$11.50
AUTOMATIC DEBITS		
T-Mobile		
Zoom		



SUMMARY OF PROCEEDINGS
BOARD OF DIRECTORS - EAST KERN HEALTH CARE DISTRICT
8101 Bay Ave. CALIFORNIA CITY
Special Meeting Minutes
April 19, 2022 5:00pm

NOTE: The vote is displayed in bold below each item. For example, Macedonio - Patrick denotes Director Macedonio made the motion and Director Parick seconded the motion.

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER : 5:01 pm

3. ROLL CALL

Directors Present: R. Macedonio, L. Peralta, K. Macedonio

Directors Absent: R. Foley, L. Patrick

L. Patrick arrived 5:23 PM

STAFF PRESENT

Margaret Barragan - Office Manager

Penny Farris - Special Projects

Alex Lemieux - Attorney

Nicole Schenk - Tech Support

PUBLIC PRESENT

None

4. APPROVAL OF AGENDA

3, 0

2 Absent

L. Peralta - R. Macedonio

Roll Call Vote:

Yes: R. Macedonio, L. Peralta, K. Macedonio

Absent: R. Foley, L. Patrick

5. PUBLIC COMMENT FOR AGENDA ITEMS

None

6. APPROVAL OF CONSENT CALENDAR

6A-a total \$52.29
6A-b total \$11,913.33
Total approved: \$ 11,965.42

3, 0
2 Absent

R. Macedonio - L. Peralta

Roll Call Vote:

Yes: R. Macedonio, L. Peralta, K. Macedonio

Absent: R. Foley, L. Patrick

7. DISTRICT UPDATES

7A. PRESIDENT'S COMMENTS

Gave comments re: Fire Chief update, Level Up program, Employment ad for office staff, SDLF checklist-gave direction to staff for status report. Professional services for building repair-engineer and architect possibly needed for electrical and framing design.

7B. STAFF UPDATES

Margaret Barragan - Office Manager

None

Penny Farris - Special Projects

Gave update re: EKHCD history, Employment Applicant, Cerro Coso Community College programs

Nicole Schenk - Tech Support

Gave update re: Director bios, website updates

8. FACILITIES REPORT - Director R. Macedonio

Gave comments re: Arborists coming in early May, Fire damage, Serv-Pro cleanup, further environmental testing

9. CONTINUING BUSINESS

9A: WEBSITE REVIEW

Director Bio information requested to be in compliance with requirements of website according to SDLF District of Distinction standards.

Further requests for bio information will be sent.

10. NEW BUSINESS

10A: FIRE DAMAGE

K. Macedonio and R. Macedonio gave various updates re: the fire that occurred at the Bay Ave building, carpet damage, flooring repair or replacement, building repair, and associated professional services.

10B: TERMINATION OF MONTH-TO-MONTH TENANT LEASE 8101 BAY AVE

Motion to terminate month to month tenant Lease Agreement for office space at 8101 Bay Ave, identified as a Lease Agreement between East Kern Health Care District and Tim Riffenberg, dated August 13, 2013.

3, 1

1 Absent

R. Macedonio - L. Peralta

Roll Call Vote:

Yes: R. Macedonio, L. Peralta, K. Macedonio

No: L. Patrick

Absent: R. Foley

11 CALL FOR FUTURE AGENDA ITEMS

Director R. Foley

None (Absent)

Director R. Macedonio

None

Director L. Patrick

None

Director L. Peralta

Item: Lupus Walk update to be added to to Agenda for May 3 meeting.

Chair K. Macedonio

Fire update, N. Loop construction, plumbing issue.

12. BOARD MEMBER UPDATES:

Director R. Foley
None (Absent)

Director R. Macedonio
Gave update re: Arborist, Bay Ave, West Point building damage

Director L. Patrick
None

Director L. Peralta
Gave comments re: Fire Ace, sprinkler reset and repairs

Chair K. Macedonio
Gave update re: Community Center-possibly partnering with EKHCD, classes for mental and physical health, digital mapping of 9300 N. Loop building, ongoing plumbing issue at West Point.

13. ADJOURNMENT

4,0
1 Absent

R. Macedonio - L. Peralta

Roll Call Vote:

Yes: R. Macedonio, L. Patrick, L. Peralta, K. Macedonio

Absent: R. Foley

Meeting Adjourned at 6:22 pm

Minutes adopted on: _____ / _____ / _____

Secretary's Signature: _____

President's Signature: _____

EAST KERN HEALTH CARE DISTRICT

Sales by Customer Detail

May 2022 Rental detail.

May 1, 2022

DATE	TRANSACTION TYPE	NUM	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT	BALANCE
05/01/2022	Invoice	2016-1099	Rent due	2022 May Rent	1.00	998.00	998.00	998.00
Total for Adventist Health							\$998.00	
05/01/2022	Invoice	2016-1098	Rent due	2022 May Rent		738.97	738.97	738.97
Total for Adventist Health- Modular Unit							\$738.97	
05/01/2022	Invoice	2016-1102	Rent due	2022 May Rent	1.00	1,250.00	1,250.00	1,250.00
Total for Bartz Altadonna Community Health Center							\$1,250.00	
05/01/2022	Invoice	2016-1100	Rent due	2022 May Rent	1.00	1,600.00	1,600.00	1,600.00
Total for T.J. Sri, M.D.							\$1,600.00	
05/01/2022	Invoice	2016-1101	Rent due	2022 May Rent	1.00	900.00	900.00	900.00
Total for Westpoint Physical Therapy							\$900.00	
TOTAL							\$5,486.97	

RESOLUTION NO. 2022 - 0503

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EAST KERN HEALTH CARE DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY N-25-20, DATED MARCH 12, 2020, AND N-29-20, DATED MARCH 17, 2020, AND N-35-20 AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE EAST KERN HEALTH CARE DISTRICT FOR THE PERIOD OF MAY 1, 2022 TO MAY 31, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the EAST KERN HEALTH CARE DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of EAST KERN HEALTH CARE DISTRICT's legislative bodies are open and public, as required by the Ralph M. Brown Act, (CA Gov. Code 54950-54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code Section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 53953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code Section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present eminent risk to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, proclaiming the existence of COVID-19, increases in Kern County and the State of California; and

WHEREAS, meeting in person would present eminent risk to health and safety of attendees; and

WHEREAS, the Board of Directors does hereby find that as COVID-19 cases are on the rise in Kern County has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of EAST KERN HEALTH CARE DISTRICT shall conduct their meetings without compliance without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953, as authorized by subdivision (e) of Section 54953, and that such legislative body shall comply with the requirements to provide the public with access to the meeting as prescribed in paragraph (2) of subdivision (e) of Section 54953; and

WHEREAS, the District continues to social distance via Zoom meetings, and other means of social distancing, nevertheless allowing unlimited Zoom access to meetings to the public.

SO NOW, THEREFORE, THE BOARD OF DIRECTORS OF EAST KERN HEALTH CARE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth are true and correct and are incorporated into the Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District and meeting in person would expose individuals to possible exposure of COVID-19 transmissions.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of November 1, 2021

Section 4. Remote Teleconference Meetings. The Board President, Karen Macedonio and legislative bodies of EAST KERN HEALTH CARE DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings with the Government Code Section 54953 (e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of May 31, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code Section 54953 (e)(3) to extend the time during which the legislative bodies of EAST KERN HEALTH CARE DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of Section 54953.

PASSED AND ADOPTED by the Board of Directors of EAST KERN HEALTH CARE DISTRICT, this 3rd day of May, 2022, by the following vote:

AYES:

NOS:

ABSENT:

ABSTAIN:

I HEREBY CERTIFY that the foregoing Resolution is the Resolution of said District as duly passed and adopted by said BOARD OF DIRECTORS on this 3rd Day of May 2022.

WITNESS my hand and seal of said Board of Directors on this 3rd Day of May 2022.

Karen L. Macedonio, President

Rubi Foley, Board Secretary

State Controller's Office - Local Government Programs and Services Division
Special Districts - Government Compensation Report - Calendar Year 2021

[Refer to the 2021 GCC Reporting Instructions for more details](#)

Entity Name	Kern - East Kern Health Care District	
Human Resources Web Page		
Employees Hold more than One Position?	No	(Enter 'Yes' or 'No')
Do the amounts in the Defined Benefit Plan column include payment toward the pension unfunded liability?	No	(Enter 'Yes' or 'No')

Preparer Name	Eva Hebebrand
Phone Number	661.822.1750
E-mail Address	eva@tehachapicpa.com

Preparer Contact Information

-----Employer Contribution:-----"

--- Total Wages Subject to Medicare (Box 5 of W-2): ---

Line #	Elected Position Enter 'Y'	Department	Classification	Multiple Positions Footnote	Annual Salary Minimum	Annual Salary Maximum	Annual Regular Pay	Overtime Pay	Lump Sum Pay	Other Pay	Applicable Defined Benefit Pension Formula	Retirement Plan: Employees' Share Paid by Employer	Deferred Compensation /Defined Contribution Plan	Health, Dental, Vision
1.	Y	Administration	Board Member				3,800	0	0	0	0	0	0	0
2.	Y	Administration	Board Member				4,100	0	0	0	0	0	0	0
3.	Y	Administration	Board Member				2,100	0	0	0	0	0	0	0
4.	Y	Administration	Board Member				3,700	0	0	0	0	0	0	0
5.	Y	Administration	Board Member				1,900	0	0	0	0	0	0	0
6.	Y	Administration	Board Member				600	0	0	0	0	0	0	0
7.		Administration	Administration Office Manager				2,214	0	0	0	0	0	0	0
8.		Administration	Administration Office Manager				19,792	0	0	0	0	0	0	0
9.		Administration	Administration Office Manager				7,699	0	0	0	0	0	0	0

SDLF Checklist - Website Requirements	Complete	Not Complete
Maintain a district website with the following items Required. (provide direct website links for each item) - Required items available to the public: Names of board members and their full terms of office to include start and end date		X
Name of general manager and key staff along with contact information		X
Election/appointment procedure and deadlines		X
Board meeting schedule		X
(Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a)(1) and Government Code Section 54956 (a))	X	
District's mission statement		X
Description of district's services/functions and service area		X
Authorizing statute/Enabling Act (Principle Act or Special Act)		X
Current District budget	X	
Most recent financial audit	X	
Archive of Board meeting minutes for at least the last 6 months		X
Link to State Controller's webpages for district's reported board member and staff compensation (Government Code Section 53908) Link to State Controller's webpages for district's reported Financial Transaction Report (Government Code Section 53891 (a)) Reimbursement and Compensation Policy	X	
Home page link to agendas/board packets (Government Code Section 54957.5)		X
SB 272 compliance-enterprise catalogs (Government Code Section 6270.5)	X	
Machine readable/searchable agendas	X	
Additional items – website also must include at least 4 of the following items:		
Board member ethics training certificates		X
Board member pictures	X	
Board member biographies		X
Board member email addresses	X	
Last (3) years of audits	X	
Financial Reserves Policy		X
Online/downloadable public records act request form	X	
Audio or video recordings of board meetings	X	
Map of district boundaries/service area	X	
Link to California Special Districts Association mapping program	X	
Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site) Link to www.districtsmakethedifference.org site or a general description of what a special district is		X
Link most recently filed to FPPC forms		X

CENTRAL PARK

kids Summer camp

For
Ages 4-12

Fun & Creative
Outdoor Activities



June 14th -
August 5th
at Central Park
from 9:00am - 04:00pm

Activities:

- Swimming
- Arts & Craft
- Fun Games
- Music & Dance
- Sports
- Science
- Outdoor Adventure
- Weekly Themes

Contact us
today!



For more information:

californiacityparksandrec@gmail.com

760-373-3530

Summer Camp Syllabus & Schedule

Week 1- Amazing Earth

Monday – Tour Community Garden

Tuesday – Plant seeds

Wednesday- Recycling /composting

Thursday – Nature Scavenger Hunt

Friday – Self responsibility for our planet

Week 2 – Run, Jump and Play

Monday – Basketball

Tuesday – Soccer

Wednesday – Volleyball

Thursday – Tennis

Friday – Field day activities

Week 3 – Under the Sea

Monday – No camp – 4th of July

Tuesday – Ocean Animals

Wednesday - Undersea zones

Thursday – Cleaning up our oceans

Friday – Sand art and movie Free Willy, or Finding Nemo

Week 4 - Outdoor Adventure

Monday – Hiking

Tuesday – Fishing

Wednesday -Picnic

Thursday – Rock Painting

Friday – Camp out

Week 5 – Space and aeronautic Week

Monday- Paper airplanes building and distant flight competition

Tuesday – assembly with talk by someone from Mojave Space port (or space themed movie)

Wednesday – Planets

Thursday – Constellations

Friday – Rocket launch

Week 6 – Art and Craft Week (Partnering with the art commission)

Monday- art project #1

Tuesday – music/ dance

Wednesday – art project #2

Thursday – spoken word/ acting (skits)

Friday – Talent show (visual and performing arts)

Week 7 - Lego Week

Monday- Wind races

Tuesday –Marble mazes

Wednesday – Buildings

Thursday – Boat races

Friday – creativity challenge

Week 8 – Science Week / final week

Monday- raincloud in a jar project

Tuesday –Elephant toothpaste

Wednesday – mentos/coke experiment

Thursday – Disappearing eggshell experiment

Friday –family barbecue. Kids show parents their best and favorite parts of summer camp

Tentative Schedule

9:00-9:45 – arrival/ AM centers

9:45-10:30- Outdoor Activity

10:30-11:15 Art / music time

11:15-12:00 Theme Activity

12:00-12:45 Lunch – free play

12:45 -1:30 Quiet time

1:30-2:15 – Indoor games

2:15-3:00 Theme activity

3:00- 3:45 – Swimming

3:45-4:00 – Clean up / go home

Jessica Brooks

16193 H St. # B102

Mojave, Ca 93501

(619)547-4652

Jessicabrooks143@gmail.com

OBJECTIVE

Seeking a position as a team member to utilize my exceptional customer service skills in order to maximize customer satisfaction.

KEY QUALIFICATIONS

Friendly Demeanor Attentiveness

Neat Appearance Customer Service

Handling Cash and Credit Card Transactions Fast Learner

PROFESSIONAL EXPERIENCE

Legacy Temp Agency/ Mission Bank - Mojave, Ca

Bank Teller / Customer Service Representative / February 2022 - April 2022

Provided exceptional customer service, performed monetary transactions, assisted customers with money transfers, filing, answering phones, performed data entry for customer information, assisted customers with a warm and professional attitude.

Stoken Donuts - Mojave, Ca

Cashier | July 2018 - December 2021

Provided excellent customer service, cash and credit card management, prepped and cooked food and cleaned.

Chevron - Mojave, Ca

Cashier | January 2018 - October 2018

Provided excellent customer service, performed cash and credit card transactions, stocked merchandise, and kept work place safe and clean.

Grandstand Pizza - El Cajon, Ca

Team Member/Pizza Delivery Driver | Dec 2014 - Dec 2017

Kept vehicle clean and ready for each delivery Helped in store operations Greeted Customers with a smile Performed cleaning duties Delivered customer orders Received payments Took phone orders Followed driving security policies Handled customer problems professionally

Del Taco - San Diego, Ca

Team Member/Cashier | Jan 2014 - Sept 2014

Mathematical aptitude Resolution-Oriented Approachable Cheerful and energetic Dedicated team player Positive outlook
Excellent time management Reliable and dependable

Service Master Clean - San Diego, Ca

Janitor/Housekeeper | Jan 2012 - Oct 2013

Performed all kinds of basic cleaning tasks Refill dispensers Sweep and mop floors and dust furniture Restock items Empty Waste receptacles Vacuum offices and lobbies

EDUCATION

High School Diploma - Central Kitsap High | 2002



LEGACY
STAFFING SOLUTIONS

2623 F St Suite K, Bakersfield, CA 93301
Phone: (661) 447-4112
Mobile: (661) 447-7923
m.almendares@legacystaffingsol.com

April 1, 2022

EMPLOYEE RECOMMENDATION LETTER

To Whom It May Concern:

Jessica Brooks has been my employee for several months now. We are a staffing agency that has employed her to work for Mission Bank at Mojave and Lancaster locations. Unfortunately, due to unforeseeable reasons, the bank was bought by another bank, and temporary employees will no longer be needed at these locations.

Jessica has excellent interpersonal and communication skills that have allowed her to develop productive working relationships with our clients and staff. She has the analytical skills to diagnose problems and devise viable solutions. Her ability to remain unflustered during frenzied periods proves her ability to work well under pressure.

Jessica also has great empathy, and a very understanding heart. She understood that we at Legacy Staffing would have never let her go if there was a position available for her near her location. She is an honest employee that wants to provide great service for any industry that she is in because that is just who she is as a person. She would be a great asset to any organization.

I recommend her for employment without reservation. Please let me know if you need further information.

Marianne Almendares

President

Legacy Staffing Solutions, Inc.

EKHCD PENDING AGENDA ITEMS TO REVIEW	
1	MISSION STATEMENT DEVELOPMENT
2	REVIEW POLICY AND PROCEDURES FOR EMERGENCY TENANT ISSUES
3	LUPUS AWARENESS WALK
4	BRIDGE FOR HOPE
5	TURNING WEST
6	PURCHASE OF OFFICE EQUIPMENT
	2 DESKTOP COMPUTERS
	FIREPROOF FILE CABINET
	COMB BINDING MACHINE AND SUPPLIES
7	PURCHASE OF STEP & REPEAT BACKDROP - FROM THE LOG INN
8	DEVELOPMENT OF IT RECOVERY PLAN
9	COMMUNITY ENGAGEMENT - SOCIAL MEDIA - FACEBOOK