

Summary of Proceedings - Minutes
EAST KERN HEALTH CARE DISTRICT
BOARD OF DIRECTORS

Regular Meeting of January 7, 2025, 5 p.m.

MISSION STATEMENT: "Building health, well-being, and resiliency."

(Note: Motions are identified by maker's name in bold **First: Second**)

Video Time Code	Item	Action
	1. Pledge of Allegiance	L. Peralta
	2. Roll Call and Call to Order	Present were S. Royten, J. Rojas, L. Peralta, and K. Macedonio. Chair Macedonio called the meeting to order at 5:00 p.m. L. Patrick arrived at 5:04 p.m.
	3. Approval of Agenda	<p>The agenda was approved with the following changes: Addition of an emergency item for a letter of support for a \$10,000 SAREP grant due January 14.</p> <p>Motion: Approve Emergency Item S Royten: J. Rojas Motion Carried, 5-0</p> <p>The agenda was approved with the following changes: Item 9c was pulled,</p> <p>Motion: Approve Agenda J. Rojas: S Royten Motion Carried, 5-0</p>
	4. Presentation	Pam Griffin from BART Community Health Center presented their services, including primary care, OB-GYN, and mental health. She discussed the challenges of recruiting medical professionals to rural areas and the importance of federal funding for their operations.
	5. Public Comments	None.
	6. Community Announcements	Various updates.
	7. Financial Statements (Unaudited) A. Balance Sheet B. Check Detail C. Profit and Loss Quarterly Statements (October, November, December 2024) D. Investment Reports	A. - F. Financial statements and budget reviews highlighted a \$147,000 loss due to upfront insurance payments and a \$70,000 estimated annual rent. The Board discussed the need for transparency in payroll and financial processes and the importance of adhering to administrative codes and policies. The meeting discussed various administrative and operational issues. It was confirmed that all employees, including board members, accrue sick time, which is paid out as wages if not used by the

	<p>E. Payroll F. Quarterly Budget-to-Actual Report</p>	<p>end of the year. The Board reviewed the employee handbook, which the Board formally adopted. Discussions included the modular building payment, the need for grant money for capital improvements, and Digitech (alarm company) and Luciano Miranda (maintenance) roles. The Board covered the approval of the vendor payment list, emphasizing the need for board review and approval of check details. The Board discussed transitioning from a debit card to a credit card for Amazon purchases to reduce fraud risk. The Board also addressed the classification and cost discrepancies in contracts, the need for better website management, and the availability of staff for administrative tasks.</p> <p>Motion: Approve the Check Detail. L Patrick: S Royten. Motion Carried, 5-0.</p>
	<p>8. Emergency Item</p>	<p>Director Royten introduced an emergency item regarding a partnership with the University of California for a sustainable agriculture grant. She explained the grant's goals, including supporting food sovereignty and expanding access to healthy, sustainable food in Eastern Kern County.</p> <p>Motion: Approve letter of support on East Kern Healthcare District letterhead for this health and wellness opportunity. J Rojas: L Patrick. Motion Carried, 4-0 with Director Royten abstaining.</p>
	<p>9. Consent Calendar: A. Approval of Minutes 1. Regular Meeting: December 17, 2024</p> <p>B. Approve Warrants 1. Vendor Payment List 2. ACH Payments 3. Debit Card Transactions 4. Credit Card Transactions</p>	<p>A. Chair Macedonio reviewed some minor edits in the minutes for reference. Director Rojas expressed concerns about their name being included in the subject line of the closed session relating to litigation in the agenda. General Counsel Alex Lemieux explained the legal requirements for identifying active cases during closed sessions. They discussed using case numbers instead of names to address this concern in future agendas.</p> <p>B. Chair Macedonio provided updates on warrants, including Crossbow Electric, a one-time ACH transfer for the designer, the annual bill for Regional Government Services, and a new debit card used for meeting expenses; the process for monthly billing is being finalized.</p> <p>Motion: Approve Warrants and Minutes. L Patrick: L Peralta. Motion Carried, 5-0.</p>
	<p>10. Continued Business A. Facility Reports 1. 9278 North Loop Property 2. 9300 North Loop Property 3. 9350 North Loop Property</p>	<p>A. Chair Macedonio provided updates on facility reports, including the installation of water heaters and the progress of the RFP for roofing projects. The board discussed the importance of maintaining accurate records and ensuring compliance with city permits.</p>

	<p>4. North Loop Property Boundary and Topographical Surveys 5. 8101 Bay Avenue Property</p> <p>B. Staff Reports 1.Smartsheet 2.Meeting Calendar</p> <p>C. Pulled</p>	<p>B. Chair Macedonio discussed using Smart Sheets for staff reporting and highlighted the benefits of detailed project tracking. The board agrees to review the staff reports regularly to ensure transparency and accountability. Director Royten emphasized the importance of having detailed records and reports to support the board's decision-making process.</p>
	<p>11. New Business</p> <p>A. Approval of the Election of Board Officers: President, Vice-President, Secretary/Treasurer</p> <p>B. Approval of the Ad Hoc Committee Recommendation for Board Clerk/Secretary. (Committee Members, K Macedonio, L Patrick)</p>	<p>A. Chair Macedonio called for nominations for board officers, with all Directors making nominations for president, vice president, secretary, and treasurer. The board discussed the qualifications and responsibilities of each officer position, emphasizing the need for availability and commitment. Counsel provided guidance on the voting process, suggesting a roll-call vote for each position to ensure clarity and transparency. The board voted on each officer position, with Macedonio being re-elected as President (4-1), Patrick as Vice President (3-2), Royten as Treasurer (4-1), and Appointee as Secretary. The board discussed the importance of having a clear and effective leadership structure to support the district's goals and objectives.</p> <p>B. Chair Macedonio shared a posting for a board clerk on the website and in the office window and received five responses. After interviewing two qualified candidates, one with 15 years of experience and current work in another special district was recommended. This candidate proposed a professional services agreement at \$50 per hour to manage remote meetings, prepare minutes, and handle administrative tasks.</p>
	<p>12. Presidents Comments Appointment of Ad Hoc Committees</p> <p>A. Purpose: Align new Director perspectives to EKHCD Mission Statement: Building health, well-being, and resilience, B. New Directors: will head a committee for their priorities and may ask one other Board Member to join their committee.</p>	<p>Chair Macedonio assigned ad hoc committees to Directors Roja and Royten, focusing on health, well-being, and resiliency, with a particular emphasis on food insecurity. The board discussed the importance of aligning the ad hoc committees with the district's strategic plan and ensuring transparency and accountability. Chair Macedonio emphasized the need for each board member to identify potential conflicts of interest and work collaboratively to support the district's goals. The board agrees to present their ad hoc committee plans at the next meeting, ensuring all members are aligned and working towards common objectives. Director highlighted the importance of having a strategic plan and clear goals to guide the board's decision-making and ensure the district's long-term success.</p>

	1. Jessica Rojas (see attached from I Love Cal City Candidate Interviews) 2. Shauna Royten (see attached from I Love Cal City Candidate Interviews)	
	8. Directors' Comments AB 1234	Unknown
	9. Future Agenda Items A. Logic Model B. Surplus Land Act C. Ad Hoc Committee Administrative Code D. Hiring Grant Writers E. Cancer Walk/Fund	Unknown
	15. Adjournment	Motion: Adjourn at 8:XX p.m.

DRAFT