



REGULAR MEETING AGENDA  
EAST KERN HEALTH CARE DISTRICT  
BOARD OF DIRECTORS

5 p.m. Tuesday, October 1, 2024

(Hybrid Meeting) 9300 N Loop Blvd, California City,  
CA 93505

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

A QUORUM OF THE BOARD WILL BE PRESENT IN PERSON  
PLEASE CLICK THE [LINK](#) BELOW TO JOIN THE MEETING:

<https://us02web.zoom.us/j/84300235893?pwd=kFVkWuBuVgvTGbeFrQSIU43iAiiHCb.1>

OR TELEPHONE: US: +1 669 900 6833

WEBINAR ID: 843 0023 5893

PASSCODE: 146301

1. PLEDGE OF ALLEGIANCE/INVOCATION
2. ROLL CALL AND CALL TO ORDER
3. APPROVAL OF AGENDA

Board members can amend the agenda before or after someone makes a motion to adopt the agenda. To do this, any board member can motion to add emergency items, delete items, or change things around. Once someone motions to amend the agenda, the board takes a vote, and the majority rules. The meeting will proceed according to the approved agenda.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Action: \_\_\_\_\_

#### 4. PUBLIC COMMENTS

Members of the public are welcome to address the Board on any matter NOT on the agenda and over which the Board has authority. If you wish to speak, please state your name for the record and limit your comments to five (5) minutes.

#### 5. COMMUNITY ANNOUNCEMENTS

A. REACH TreeVitalize Meeting 10/2/24 at 5 p.m.

#### 6. STAFF REPORTS

A, Socorro Chavez  
B. General Counsel Alex Lemieux

#### 7. STRATEGIC PARTNERSHIPS

A. Mable Davis Senior Center  
B. Kern County Public Health

#### 8. CONSENT CALENDAR

All items on the Consent Calendar are considered routine, non-controversial, and will be approved by one (1) motion if no member of the Board, Staff, or Public wishes to comment or ask questions. Public comment to be limited to five (5) minutes. Roll Call vote is required.

##### A. APPROVAL OF MINUTES

1. Regular Meeting: September 17, 2024

##### B. APPROVE WARRANTS

1. Vendor Payment Approval  
2. Debit Card Transmissions

##### C. FINANCIAL REPORTS – AS OF SEPTEMBER 30, 2024

1. Investment Reports: CLASS

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Action: \_\_\_\_\_

#### 9. CONTINUED BUSINESS

##### A. FACILITY REPORTS

1. 9278 North Loop Boulevard Property  
2. 9300, 9350 North Loop Boulevard Property  
3. 8101 Bay Ave. Property

B. DISCUSSION OF REGIONAL GOVERNMENT SERVICES (RGS)

1. Grant Writers

C. CHNA PROCESS UPDATES

D. LAFCO ANNEXATION PROCESS UPDATES

10. NEW BUSINESS

A. APPROVAL OF RGS PROPOSAL TO PRODUCE SHORT VIDEO FOR EKHCD

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Action: \_\_\_\_\_

B. APPROVAL OF CONTRACT FOR ADMINISTRATIVE ASSISTANT SOCORRO CHAVEZ

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Action: \_\_\_\_\_

C. APPROVAL OF EKHCD REGISTRATION, MEAL AND LODGING AT CSDA CLERK & BOARD SECRETARY CONFERENCE IN SAN DIEGO FROM 10/21 TO 10/23

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Action: \_\_\_\_\_

D. AMEND THE PRIOR BOARD DECISION TO PURCHASE A NEW PRINTER/SCANNER AT A COST OF UP TO \$1000 TO UP TO \$2000

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Action: \_\_\_\_\_

9. CLOSED SESSION

CS1: Conference with Real Property Negotiator ((§ 54956.8)  
Property: 9278 N Loop Blvd., California City  
California City Agency Negotiator: Alex Lemieux

Negotiating Parties: Cajon Medical  
Under Negotiation: Price and Terms of Payment (Lease Agreements)

10. REPORT OUT OF CLOSED SESSION
11. PRESIDENTS COMMENTS
  - A. Form Ad Hoc Committee with staff and counsel to review Admin Code
12. DIRECTORS COMMENTS – AB 1234
  - A. East Kern Economic Alliance Meeting (9/19/24)
  - B. Mable Davis Senior Center Board Meeting (9/25/24)
13. FUTURE AGENDA ITEMS
  - B. Logic Model
  - C. Review Administrative Code
  - D. Surplus Land Act
14. ADJOURNMENT

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Action: \_\_\_\_\_

Next Regular Meeting: Tuesday, October 15, 2024, at 5 p.m.

In person 9300 N Loop Blvd., California City, CA 93505 (and via Zoom)

“Pursuant to Government Code section 54952(a), any request for a disability-related modification 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”

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

**Regular Meeting of September 17, 2024, 5 p.m.**

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

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

<b>Video Time Code</b>	<b>Item</b>	<b>Action</b>
<b>0:20</b>	<b>1. Pledge of Allegiance</b>	L. Peralta
<b>1:40</b>	<b>2. Roll Call and Call to Order</b>	Present were: L. Peralta, K. Macedonio, and L. Patrick, and the meeting was called to order by Chair Macedonio at 5:10 p.m.
<b>1:56</b>	<b>3. Approval of Agenda</b>	The agenda was approved with the following changes: Item 7C was pulled for future updates and review.  <b>Motion: Approve Agenda</b> <b>L Patrick: L. Peralta</b> Motion Carried, 3-0
<b>3:11</b>	<b>4. Public Comment</b>	None.
<b>3:33 pp 5-8 of packet</b>	<b>5. Community Announcements</b>	Chair Macedonio had two community announcements including details about the TreeVitalize Grant and the Senior Living article, which will be featured in the Mojave Desert News along with a 2x10 banner ad on Wednesday, September 18th.
<b>4:55 pp 9-13 of packet</b>	<b>6. Consent Calendar:</b> <b>A. Minutes of 09/10/24</b>	<b>A. No comments.</b>
<b>5:37 pp 14-15 of packet</b>	<b>B. Approve Warrants</b>	<b>B. Chair Macedonio</b> reported one addition to the list: a bill for Crossbolt Electric. There was a power failure in the lobby at Bartz-Altadona, where Crossbolt Electric resolved the issue by cleaning a circuit breaker. The total amount for the vendor warrants is now \$6,445.07. Additionally, there is an ongoing issue with a \$429 check written to Spectrum, as only part of the payment was applied. The remaining portion is still unaccounted for; they are working with the bank to verify the transaction.
<b>8:55 pp 16-24 of</b>	<b>C. Financial Reports – As of August 31, 2024</b> <b>1. Balance Sheet</b>	<b>C. Eva</b> reported \$41,553.56 in the Cancer Fund and Cancer Fund CD. The district has about \$1 million in its checking account, and the rest of the balance sheet showed no significant changes. Accounts payable include an unused portion of a contract being

<p><b>packet</b></p>	<p>2. Profit and Loss Statement 3. Check Disbursements 4. Payroll Summary 5. Investment Reports</p>	<p>tracked. The profit and loss statement highlighted \$9,600 in tax revenue received so far, with more expected. Notable expenses include repairs and consultant contracts. There was a net income loss of \$45,000 for August, but tax revenue is expected to offset this in the coming months.</p> <p>There was also a detailed discussion about investments. The board had previously decided to move funds to CLASS (California Local Agency Security System) due to its higher yield than LAIF (Local Agency Investment Fund). By moving \$1 million to CLASS, the district could earn around \$4,700 in interest over the past 30 days and potentially \$5,000 monthly. Since construction projects have been delayed, the district does not need immediate access to these funds, which can be transferred quickly if required.</p> <p>The board reaffirmed its prior decision to proceed with the transfer, with plans to maintain three to six months' worth of operating capital in checking accounts. Further steps will involve gathering signatures and completing the necessary procedures, which will likely be ready by the next meeting. The board aims to maximize interest earnings while keeping enough liquidity for operations.</p> <p><b>Motion: Approve Consent Calendar.</b> <b>L Patrick: L Peralta.</b> Motion Carried, 3-0.</p>
<p><b>21:40</b> <b>pp 25-</b> <b>27</b> <b>of</b> <b>packet</b></p> <p><b>25:32</b></p>	<p><b>7. Continued Business</b> <b>A. Facility Reports</b> 1. 9278 North Loop Boulevard Property 2. 9300, 9350 North Loop Boulevard Property 3. 8101 Bay Ave. Property</p> <p><b>B. Grant Policies and Procedures Status</b> 1. Cancer Assistance Fund</p>	<p><b>A.</b> Chair Macedonio discussed replacing the third air conditioning unit at the 9300 building. There are three units: one was replaced about seven years ago, another was recently replaced due to an emergency, and the third is 50 years old. Estimates from their regular maintenance company indicate that replacing the third five-ton unit would cost \$12,500, including the permit, duct test, crane service, and parts and labor (excluding any attic duct repairs). They also discussed adding a one-ton mini-split unit to the office to control heating and cooling more efficiently.</p> <p><b>Motion: Approve Replacements Totaling \$17,900.</b> <b>L Patrick: L Peralta.</b> Motion Carried, 3-0.</p> <p><b>B.</b> The board reviewed the draft of the Cancer Assistance Fund policies and procedures. There was a recommendation to eliminate the community advisory board if there are no active community members interested, and instead, appoint a standing committee of two directors. This would still comply with the Brown Act, allowing the board to operate while funds remain frozen until a decision is made. The board agreed that Counsel Alex Lemieux would draft new policies and procedures, with input from Eva (the auditor and CPA), to ensure compliance, as any funds distributed must follow proper fundraising procedures.</p> <p>It was noted that the Cancer Fund is held in a restricted account, separate from the district's general operating funds, as indicated</p>

<p><b>31:44</b></p>	<p><b>C. Legislative Outreach</b></p> <p><b>D. Discussion of Regional Government Services (RGS) Contract Activities</b></p> <ol style="list-style-type: none"> <li>1. District Newsletter</li> <li>2. Facebook/Social Media Accounts</li> </ol>	<p>in the audit. There was also a mention of exploring the possibility of involving the Ridgecrest Regional Foundation in the future, but that is a long-term consideration. The next step is for Counsel Alex Lemieux to draft the necessary documents for fundraising and distribution.</p> <p>This item and reports were information-only; no votes were taken.</p> <p><b>C. Pulled</b></p> <p><b>D.</b> The board discussed outreach efforts as part of the RGS contract, focusing on social media and newsletter options. They are waiting for RGS staff to help regain access to the district's Facebook account, which is necessary for their outreach plans. RGS staff is also working on a district newsletter proposal, suggesting a one-page format with English on one side and Spanish on the other, estimated to cost \$1,000 per issue. The board debated whether they were ready to implement the newsletter and decided to focus on social media and the website for now rather than proceeding with the newsletter.</p> <p>They discussed further developing their presence on platforms like Instagram and LinkedIn and agreed to prioritize social media engagement. Additionally, a suggestion to produce short video segments highlighting the district's history and ongoing projects was made, with potential costs between \$4,000 and \$5,000. The board agreed to bring back a video proposal for further consideration in October.</p> <p>This item and reports were information-only; no votes were taken.</p>
<p><b>38:18 pp 28-29 of packet</b></p>	<p><b>E. Community Health Needs Assessment (CHNA) Update – Discussion of Poverty Level</b></p>	<p><b>E.</b> Chair Macedonio reviewed the importance of understanding financial levels in the community, particularly regarding the federal poverty line, as it impacts healthcare access. The assessment highlights that financial struggles can lead to delayed healthcare, fewer providers, and transportation challenges. The upcoming community health needs assessment survey will ask personal questions to gather specific data, which will allow for targeted interventions. The survey questions will be presented at the next meeting in early October, with a follow-up in the second meeting of October.</p> <p>This item and reports were information-only; no votes were taken.</p>
<p><b>40:33</b></p>	<p><b>F. Future Grantwriting for Staff</b></p>	<p>This item and reports were information-only; no votes were taken.</p> <p><b>F.</b> Chair Macedonio discussed the need to bring in new funds through grants and highlighted the importance of hiring individuals with a proven track record in grant writing. They noted that RGS (Regional Government Services) has grant writers available and agreed to inquire about potential support from RGS. The conversation discussed the upcoming election and whether new</p>

		<p>directors might have grant writing experience. Additionally, they discussed grant writers' compensation, noting that they must be paid upfront or by salary, as they cannot be paid out of grant funds themselves. The board will bring back information on grant writing options by October 1st for further discussion.</p> <p>This item and reports were information-only; no votes were taken.</p>
<p><b>47:50</b> <b>pp 30</b> <b>of</b> <b>packet</b></p>	<p><b>8. New Business</b> <b>A. Approval of Draft Employee Handbook Questions and Answers</b></p>	<p><b>A.</b> Chair Macedonio reported the ad hoc committee, consisting of Director Patrick and Director Peralta, worked with the attorney to reduce the 65-page employee handbook to just three pages. The manual covers key areas such as introduction, employment conduct, compensation, benefits, health, safety, security, workplace guidelines, employment separation, and miscellaneous items. Eleven remaining questions were addressed and incorporated into the draft. A final edit will be done to ensure everything is in order, and then the handbook will be printed for distribution to new employees.</p> <p><b>Motion: Approval of Draft Employee Handbook Questions and Answers</b> <b>L Peralta: L Patrick.</b> Motion Carried, 3-0</p>
<p><b>50:03</b> <b>pp 31-</b> <b>25</b> <b>of</b> <b>packet</b></p>	<p><b>B. Review of Receipt and Change Orders For 9300-9350 North Loop Boulevard</b></p>	<p><b>B.</b> Chair Macedonio reported the project has resulted in a new walkway and the elimination of a trip hazard. The original bid was \$69,000, and several change orders were reviewed. Change Order 1 (\$125) was for fixing an underground leak. Change Order 2 (\$3,960) covered removing the trip hazard. Change Order 3 resulted in a \$650 deduction due to a job deficiency that required a structural engineer. Change Order 4, totaling \$353, is for an encroachment fee and permit fee required by California City for pipe installation. Additionally, a proposal to paint the fascia around the building to improve its appearance was negotiated down to \$2,410 (Change Order 5).</p> <p><b>Motion: Review of Receipt and Change Orders For 9300-9350 North Loop Boulevard</b> <b>L Peralta: L Patrick.</b> Motion Carried, 3-0</p>
<p><b>54:40</b></p>	<p><b>9. Closed Session</b></p>	<p>The Board moved into Closed Session for discussion of those items enumerated on the agenda cover.</p>
<p><b>56:26</b></p>	<p><b>10. Report Out of Closed Session</b></p>	<p>Upon return to Open Session, General Counsel Alex Lemieux stated, "The board met in a Closed Session on three items with real property negotiator pursuant to Government Code Section 54956.8. For CS1, the property on 9278 North Loop Boulevard with Cajon Medical Group, under negotiation price in terms of payment. The board took no reportable action on this item. For CS2 we didn't do, so there's no reportable action there. CS3 as public employee appointed pursuant to Government Code section, 54957(b)(1), title, administrative assistant. The board voted in closed session three to zero to authorize to extend an offer of employment to Socorro Chavez. The terms are \$23 an hour, with</p>



		five to 10 hours per week scheduled to be determined a starting date of September 18. Further details will be negotiated and presented to the board to ratify a longer form contract at a future meeting. This item will also be addressed in agenda item 11, and there will be an open session discussion on this item. The third item is CS4, conference with real property negotiator, pursuant to Government Code Section 54956.8; the property is 9300 North Loop, in California City, and the agency negotiator is Alex Lemieux. The negotiating partner is Bartz-Altadona Community Health Center, under negotiation price in terms of payment, the board provided direction to the agency negotiator, and no further reportable action was taken. This concludes Counsel's closed session report."
59:13	<b>11. Appointment of Administrative Assistant</b>	In an open session, the board discussed the appointment of Socorro Chavez as the administrative assistant. The offer included \$23 per hour for 5 to 10 hours per week, starting the next day, with the schedule to be determined. The employment is at-will, and a short-form contract will be negotiated, with further details to be ratified at the next meeting. Socorro Chavez accepted the offer, and the board proceeded to vote.  <b>Motion: Extend Employment Offer to Socorro Chavez</b> <b>L Patrick: L Peralta.</b> Motion Carried, 3-0
1:01:40	<b>12. President's Comments</b> <b>A. Recommended Training: Grant Funding 201 for Special Districts</b>	<b>11A.</b> Chair Macedonio noted that all three board members have completed training on the Brown Act, grant funding 101, and keeping up with CSDA. The recommendation for the next two weeks is to continue with grant funding 201. CSDA will also set up email access for further training. The board members are encouraged to keep pace with the training, and all certificates will be posted on the website to raise awareness and ensure everyone is aligned.
1:03:10	<b>13. Directors' Comments</b>	The board discussed placing an ad in the Mojave Desert News for the upcoming breast cancer issue on October 16. The ad will cost \$107 in color. The board clarified that the ad is not being funded by the Cancer Fund but is part of their advertising efforts.
1:04:33	<b>14. Future Agenda Items</b> <b>A. Logic Model</b>  <b>B. Review Administrative Code</b>  <b>13C. Surplus Land Act</b>	This item and reports were information-only; no votes were taken.
1:06:25	<b>Adjournment</b>	<b>Motion to Adjourn at 6:49 p.m.</b> <b>L Patrick: L Peralta</b> Motion Carried, 3-0

DATE: October 1, 2024

VENDOR PAYMENT LIST

Board approval \_\_\_\_\_

VENDOR	MEMO LINE	AMOUNT
Aleshire & Wynder	2024 – 0919, Inv 89776 General Retainer, \$1284.00 General Retainer Excess, \$2620.80	\$3904.80
Kellee Swindler, KMS Maintenance	Emergency clean and sanitize of rodent debris at 9300 N Loop, Front building.	\$900.00
Kern Economic Development Corporation (KEDC)	Annual membership	\$1000.00
Lacson, Joselito	2024 – 0919 – 9300 to 9350 N Loop, Inv 2426, \$3187.50 2024 – 0919 – N Loop, Boundary survey, Inv 2427, \$187.50 2024 – 0919, 8101 Bay Ave, Answer Insurance adjuster questions, Inv 2428, \$312.50	\$3687.50
Mobile Modular	2024 – 0915, Inv 2618217	\$ 855.33
Regional Government Services	2024 – 0831 Inv 17384, Transparent Gov, \$6415.26 Inv 17385, Outreach, 1669.60	\$ 8084.86
Southern California Edison	2024 – 0808 to 0908 9300 N Loop, 8000222683, \$1202.00 8100 Aspen Mall, 8001112753, \$123.79 8100 Aspen Mall, 8001112989, \$75.02	\$1405.38
Southern California Gas Co	2024 – 0809 to 0911, 049 013 9910 7 9300 N Loop	\$22.52
		<b>8 items, Total \$19860.39</b>

To be added if Board approves agenda item 10 – C

San Diego Marriott Mission Valley	CSDA Board Secretary/Clerk Conference Lodging	\$1319.77
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VENDOR	MEMO LINE	AMOUNT
California Special Districts Assn. (CSDA)	2024 Board Secretary/Clerk Conference, Oct 21 to 23.	\$660.00
		<b>1 item, Total \$660.00</b>

**Joselito Lacson – Project Manager**

40532 Polo Ct.  
Palmdale, CA 93551

September 29, 2024

Karen Macedonia  
East Kern Health Care District  
P.O. Box 2546  
California City, CA 93504

RE: Existing Clay and Concrete tile roofs for N Loop buildings  
9278, 9300 & 9350 N Loop Ave., California City, CA 93505

Attn Karen,

As requested by EKHCD, Joselito Lacson reached out to several roofing companies for a preliminary site visit to evaluate the existing conditions of all the building roofs located at the N Loop property. Among several roofing companies, Western Pacific Roofing Corporation, located in Palmdale CA, visited the site on September 26, 2024, to do a preliminary site inspection of all the existing roofs with the following recommendations.

- **9278 N Loop Bldg. (Cajon Medical Center)** - The existing roof is composed of a clay tile roof that was built around mid-1970's. Site inspection determined that the existing roof underlayment material has completely deteriorated due to weather conditions and length of time. All broken and loose clay tiles shall also be removed and replaced.
  - **Recommendations:**
    1. Remove existing clay tile roof in order to remove and replace entire roof underlayment.
    2. Replace all deteriorated flashings in order to secure a seal-tight roof.
    3. Replace broken tile with new clay tile roof. Clay tile roof type is still available but exact color might not be available anymore. Contractor shall try to match new tile color to existing tiles.
- **9300 N Loop Bldg. (Westpoint and Bartz-Altadonna Medical Centers)** - The existing roof is composed of a clay tile sloped roof and flat roof areas where the building HVAC equipment is located. This building was built in 1973. Site inspection determined that the existing roof underlayment material has completely deteriorated due to weather conditions and length of time. All broken

and loose clay tiles shall also be removed and replace. The flat roof area which is composed of a rolled roof material has also deteriorated due to weather conditions. Flashing conditions around mansard roof and HVAC units have also deteriorated.

- **Recommendations:**

4. Remove existing clay tile roof in order to remove and replace entire roof underlayment.
5. Replace all deteriorated flashings in order to secure a seal-tight roof.
6. Replace broken tile with new clay tile roof. Clay tile roof type is still available but exact color might not be available anymore. Contractor shall try to match new tile color to existing tiles.
7. Remove and replace complete flat roof with a new cool roofing membrane product to be determined with roofing company.
8. Replace all flashing around mansard roof and HVAC units.

- **9350 N Loop Bldg. (Adventist Medical Center) -** The existing roof is composed of a concrete tile roof that was built around mid-1980's. Site inspection determined that the existing roof underlayment material will also need to be replaced. The condition of the underlayment has not deteriorated completely in comparison to the other buildings. The existing concrete tiles will be difficult to acquire due to manufacturer's not producing this type of roof tile anymore. Recently completed covered porch roof shall remain in place with minor work to be redone when EKHCD decides to proceed with roof repair.

- **Recommendations:**

9. Remove existing concrete tile roof in order to remove and replace entire roof underlayment for main building only.
10. Replace all deteriorated flashings in order to secure a seal-tight roof.
11. First option would be to try and match the same concrete roof tile if product can be found. Joselito Lacson will coordinate this with Meister construction to see where they were able to locate tiles used for the covered porch. Second option if no concrete tile can no longer be acquired would be to install a clay tile roof similar to the other buildings or a light-weight concrete tile roof. If this option will be used, a structural engineer will have to analyze the existing building structure to see if weight of new roofing material will exceed capacity of existing building structure.

Let me know if anyone has any concerns regarding the items noted above. You can reach me on my cell on (661) 361-0818.

Thank you.

Sincerely,



Joselito Lacson  
Consultant Project Manager  
East Kern Health Care District

Emailed Copy to: Alex Lemieux, Aleshire & Wynder, LLP