



AGENDA

**EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS
REGULAR MEETING
8101 Bay Ave. CALIFORNIA CITY**

Our mission is to expend financial resources to help residents of the District satisfy their healthcare needs.

January 4th, 2022 5:00pm

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/84184782455?pwd=WEEd1cy9rcUQzbXBvZzVuK0RwOXRZQT09>

Meeting ID # 841 8478 2455

Passcode: 140177

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 +1 669 900 6833 US or email eastkernhealthcaredistrict@gmail.com

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. ROLL CALL

Determination of Quorum

Director R. Foley

Director R. Macedonio

Director L. Patrick

Director L. Peralta

Chair K Macedonio

4. APPROVAL OF AGENDA

Motion: _____ Seconded: _____

Action: _____

5. PUBLIC COMMENTS FOR AGENDA ITEMS

6. CONSENT CALENDAR:

CC1: APPROVAL OF MINUTES:

Special Meeting 11/16/2021, Special Meeting 11/29/2021, Regular Meeting 12/07/2021, Special Meeting 12/21/2021

CC2: RESOLUTION NO. 2022 – 0104 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 January 1, 2022 to January 31, 2022 pursuant to Brown Act Provisions.

CC3: FINANCIAL REPORTS

3A: WARRANTS, EFT, DEBIT CARD TRANSACTIONS, APPROVAL OF

CHECKS #___ TO #___

3B: RENTAL INCOME

3C: PROFIT AND LOSS REPORT

3D: BANK BALANCES

3E: DEPOSIT DETAIL

CC4: APPROVAL OF COMMUNITY COLLABORATION FUNDING APPLICATION FORM

Motion: _____ **Seconded:** _____

Action: _____

7. COMMITTEE REPORTS:

A. PRESIDENT'S COMMENTS

Letter of Interest Received from East Kern Historical Society

B. ADMINISTRATIVE UPDATES

1. Consolidation of Mission Bank Mojave Business Banking Center into Mission Bank Lancaster Business Banking Center and closing of the Mission Bank Mojave Business Banking Center

2. Notice of Dissolution of business between Digitech and ADT

C. FACILITIES REPORT - DIRECTOR R. MACEDONIO

8. PART TIME OFFICE MANAGER JOB INTERVIEW

9. PROFESSIONAL SERVICES AGREEMENTS

A. NICOLE SCHENK, TECH SUPPORT

Motion: _____ **Seconded:** _____

Action: _____

B. KIM WARD, BOARD SECRETARY/CLERK, COMPLIANCE OFFICER, RECORDS MANAGEMENT, ELECTIONS OFFICIAL

Motion: _____ **Seconded:** _____

Action: _____

10. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)

AGENCY DESIGNATED REPRESENTATIVE: ALEX LEMIEUX

UNREPRESENTED EMPLOYEE: MARGARET BARRAGAN

11. CONTINUING BUSINESS

DISCUSSION OF EKHCD MISSION AND VISION STATEMENT

Motion: _____ **Seconded:** _____

Action: _____

12. BOARD MEMBER UPDATES:

Director R. Foley

Director R. Macedonio

Director L. Patrick

Director L. Peralta

Chair K Macedonio

9. ADJOURNMENT

NEXT REGULAR MEETING: FEBRUARY 1, 2022 5:00 pm, 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)3732804 at least 48 hours prior to said meeting.”

Agenda posted 12/31/2021

RESOLUTION NO. 2022 – 0104

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 JANUARY 1, 2022 TO JANUARY 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 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 December 31, 2021, 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 4th day of JANUARY, 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 4th Day of JANUARY 2022.

WITNESS my hand and seal of said Board of Directors on this 4th Day of JANUARY 2022.

Karen L. Macedonio, President

Rubi Foley, Board Secretary

DECEMBER

VENDOR	MEMO LINE	AMOUNT
Barragan Construction	21-022	1575.00
	21-024	2150.00
City of California City	101730.03 12/13/21 103347.01	87.28 604.08
City of California City Fire Department Grant	Ultrasound equipment - 4	11,518.52
Classic Lock & Key	12/18/21	95.01
Digitech	December	42.99
Frontier	11/28/21	130.58
High Desert News	65 installation	1000.00
LaMiya Patrick	Mileage, Bartz-Altadonna	24.08
Richard Macedonio	Mileage, Bartz-Altadonna	24.08
Mobile Modular	2218476 December	638.98
Olivarez Madruga Lemieux	17435 11/30/21	882.00
Reliable A/C	20570 12/13/21	660.00
Senior Citizen Assoc	December	250.00
Sharper Landscaping	6002 December	340.00
SCE	827592 12/0/21	622.09
So Cal Gas	36232 12/14/21 Bay Ave 99107 12/14/21 West Point	20.83 153.29
State Fund	9160588-2021	1122.76
Streamline	0006 December	50.00
Thugs to Bugs	12/3/21 0313 12/3/21 0314 12/3/21 0315 12.18/21 1020	45.00 70.00 60.00 85.00

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EAST KERN HEALTH CARE DISTRICT

Profit and Loss

July 1 - December 30, 2021

	TOTAL
Income	
4010 Property Tax Revenues	16,544.95
4015 Reimbursement	700.00
4030 Lease Income	36,196.82
4040 Interest Income	-18.72
4090 Other Revenue	694.93
Total Income	\$54,117.98
GROSS PROFIT	
	\$54,117.98
Expenses	
6155 Directors Fees	4,813.41
6160 Dues and Subscriptions	888.36
6170 Groundskeeper	2,240.00
6180 Insurance	687.42
6185 Liability Insurance	6,522.08
6190 Work Comp	486.06
Total 6180 Insurance	7,695.56
6240 Miscellaneous	3,558.75
6241 Donation- Senior Center Association	1,250.00
Total 6240 Miscellaneous	4,808.75
6243 Modular Unit Rental	3,833.88
6270 Professional Fees	105.00
6280 Legal Fees	4,410.00
6283 Prof Services Accounting	1,250.00
6285 Audit Expense	6,000.00
6286 Consulting-BHI	17,100.00
6287 Consulting -Miscellaneous Consultants	6,180.00
6289 Consulting-Linda Cook	4,673.93
Total 6270 Professional Fees	39,718.93
6281 Board Meeting Costs-Zoom Mtgs	59.96
6300 Repairs & Maintenance	2,700.00
6310 R&M- North Loop Bldg	8,730.00
6311 Large Item Repairs & Maint-N.Loop	150.00
Total 6310 R&M- North Loop Bldg	8,880.00
6320 R & M - Bay Ave Bldg	5,696.45
6330 Alarm Monitoring-Bay Ave Bldg	214.95
Total 6300 Repairs & Maintenance	17,491.40
6350 Conference and Travel	626.72
6380 Travel	978.19
6385 Confernece Fees	2,084.93
Total 6350 Conference and Travel	3,689.84

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EAST KERN HEALTH CARE DISTRICT

Profit and Loss

July 1 - December 30, 2021

	TOTAL
6390 Utilities	
6395 Telephone	637.64
6400 Gas and Electric	7,622.38
6410 Water	4,841.80
6420 Trash	2,579.55
Total 6390 Utilities	15,681.37
6500 Office Expenses	
6550 Office Supplies	566.85
Total 6500 Office Expenses	566.85
6555 Rent Expense	2,000.00
6560 Payroll Expenses	2,033.46
6561 Payroll EDD Taxes	206.82
6562 Payroll Federal Taxes	1,739.08
Total 6560 Payroll Expenses	3,979.36
Total Expenses	\$107,467.67
NET OPERATING INCOME	\$ -53,349.69
NET INCOME	\$ -53,349.69

CC3C-2

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EAST KERN HEALTH CARE DISTRICT
Balance Sheet
As of December 30, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1135 Mission Bank Checking	39,419.11
1140 Mision Bank Cancer Fund	28,954.45
1143 KC Fund #42160	0.00
1145 Cancer Fund CD	11,966.09
1150 Local Agency Fund	672,819.95
1151 LAIF FMV	55.78
1155 Bank of Sierra	254,021.51
Total Bank Accounts	<u>\$ 1,007,236.89</u>

Thursday, Dec 30, 2021 02:11:48 PM GMT-8 - Accrual Basis

CC3-D

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EKHCD COMMUNITY COLLABORATION FUNDING

Promoting health and well-being; making our community better by helping take ideas further. Providing funds to help local entities develop community-driven ideas to make a difference within the EKHCD sphere of influence so that our common goal of improving the quality of life for individuals, families, neighborhoods, and communities can be reached.

INSTRUCTIONS FOR APPLICANT

Prepare a proposal letter, no longer than three typed pages. Include the following information:

Applicant Organization Description

Summary of mission and objectives, contact name, phone number, address, email address.

Project Description

Amount requested, project history, number and demographics of people served, expected results, marketing and promotional plans, term of activity, additional information if applicable.

Volunteerism

Describe any opportunity for volunteer involvement that might be associated with the project

Tax-Exempt or Government Status Letter

Provide W-9, Request for Taxpayer Identification Number and Certification.
Schools or units of government – submit request on official letterhead.

Additional information, helpful, but not required

Budget

Current list of community partnerships, collaborations and/or donors.

Submit all materials:

Via mail:

East Kern Health Care District

P O Box 2546

California City, CA 93504

Via email:

eastkernhealthcaredistrict@gmail.com

By appointment:

760-373-2804

November 30, 2021

East Kern Health Care District
8051 Bay Avenue
California City CA, 93505

This is a proposal for the use of 1/3 part of the Health District Building for a Museum for East Kern Historical Society. We have been collecting historical data for over 40 years. The Society was incorporated in 1978. The first museum burned down after 2 years on 2/4/81.

We have been looking for a building to teach the history of our area for many years. We teach the history to the schools, have activities at the City Park such as Tortoise Days, Heritage Days, Peddlers Faire, and a fantastic Mother's Day Luncheon for the city. We don't have a lot of fundraisers but we are active in any thing that will promote California City.

We would like to show some of our artifacts at your next meeting and discuss a possible proposal for space.

Thank you for your time!

Sincerely, Pat Gorden *Pat Gorden*
President EKHS
PO Box 2305 CC 93504
760-373-4536

Kathy Page Secretary/Treasurer *KPage*

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December 27, 2021

EAST KERN HEALTH CARE DISTRICT
PO BOX 2546
CALIF CITY CA 93504-0546

Dear Customer,

Mission Bank is committed to safe and sound banking practices. We routinely engage in strategic planning to assess the viability of all our locations and our ability to provide the best overall customer service experience. As a result of this process, Mission Bank has determined that it is prudent for us to consolidate and merge our Mojave Business Banking Center into our Lancaster Business Banking Center. Accordingly, the Mojave Business Banking Center located at 15773 K Street, Mojave, CA 93501 will close, pending regulatory approval, on or about April 1, 2022.

Our Lancaster Business Banking Center is located at 43830 20th Street West, Lancaster, CA 93534, about 25 miles from our Mojave office. This office is large enough to accommodate all our Lancaster and Mojave customers. Additionally, our Business Bankers are still able to service Mojave business customers from their offices when requested to do so. There will be no interruption in service, and you'll continue to have access to your accounts as you do today. We offer several banking products which allow you to complete most of your non-cash banking services from your own office, including remote deposit capture, mobile remote deposit capture, direct deposit, telephone banking, online banking and cash management services.

A 'frequently asked questions' document is enclosed to answer many common questions. For a complete review of all Mission Bank products and services, or for information on our additional Business Banking Centers and ATMs, please visit us at www.missionbank.com. If you have any questions about your account relationship, please feel free to call the Mojave Business Banking Center at (661) 824-2200.

We look forward to serving your banking needs for years to come.

Sincerely,

A.J. Antongiovanni
President and CEO
Mission Bank

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FREQUENTLY ASKED QUESTIONS

QUESTIONS RELATED TO THE MOJAVE BUSINESS BANKING CENTER CLOSING

1. Why is the Mojave Business Banking Center closing?

Mission Bank is committed to safe and sound banking practices. We routinely engage in strategic planning to assess the viability of all of our locations and our ability to provide the best overall customer service experience. As a result of this process, Mission Bank has determined that it is prudent for us to close our Mojave location and consolidate its operations into our Lancaster office located at 43830 20th Street West, Lancaster, CA 93534.

2. When is the Mojave Business Banking Center closing?

At close of business on Friday, April 01, 2022.

3. Where will my accounts be domiciled when the Mojave Business Banking Center closes?

Your accounts will be housed at our Lancaster Business Banking Center located at 43830 20th Street West, Lancaster, CA 93534. All cash intensive banking needs can be handled via Cash Vault Services at the Lancaster Business Banking Center. All other banking services that are offered at the Mojave Business Banking Center are available via remote and mobile banking at any of our Business Banking Center locations, including the Lancaster Business Banking Center. Mission Bank has 7 locations throughout the Antelope Valley, Central Valley, San Luis Obispo, Stockton and Ventura areas. For a list of locations and ATMs please visit our website at www.missionbank.com.

4. Will I receive the same services at the other Business Banking Centers as I did at the Mojave Business Banking Center?

All cash intensive banking needs can be handled via our Cash Vault Services at our Lancaster Business Banking Center located at 43830 20th Street West, Lancaster, CA 93534. All other banking services that are offered at the Mojave Business Banking Center are available online or at any of our Business Banking Center locations, including the Lancaster Business Banking Center.

5. Where can I find the hours of operation or locations for Mission Bank's other Business Banking Centers?

The hours of operation and list of locations can be found at www.missionbank.com

6. Will my account number(s) change?

No, your account number(s) will not change. You may continue to use your existing account(s) without interruption.

7. Do I need to order new checks?

No, since your account number(s) will not change, there is no need to order new checks.

8. Will my debit card still work?

Yes, your debit card will remain unchanged and will continue to work without interruption.

9. What happens to my Safe Deposit Box?

If you are a Safe Deposit Box customer, you will be sent a separate letter explaining the process for closing and removing the contents of your Safe Deposit Box. There are a limited number of Safe Deposit Boxes available for rent at the Lancaster Business Banking Center.

10. How far away are the other Business Banking Centers?

Our Lancaster Business Banking Center is located less than 30 miles from the Mojave Business Banking Center. Additionally, we offer a number of products and services, such as: remote deposit capture, mobile remote deposit capture, direct deposit, telephone banking, online banking and cash management services, to accommodate your business banking needs from your own office. Visit www.missionbank.com or the Mojave Business Banking Center before April 01, 2022 for more information.

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DIGITECH

42263 50th Street West #422
Quartz Hill, CA 93536

December 1, 2021

East Kern Health Care Districk
P.O. BOX 2546
California City, CA 93504

Account number: U793854377

Re: Notice of Dissolution of business between Digitech and ADT

Dear Valued customer:

As you are aware, Digitech has been providing your alarm monitoring services as a third- party for ADT. Please be advised that due to the dissolution of the business relationship between Digitech and ADT, ADT will no longer be able to provide these monitoring services.

Your alarm monitoring services with ADT is set for cancelation on 01/06/2022.

The continuation of your monitoring services is important to DigiTech; therefore \ you need to contact us (661-722-3344) to determine if you would prefer to continue your monitoring services with Digitech and American Two Way which is a month-to-month service and no yearly contract. We can transfer your account to our local monitoring service American Two Way.

If you would like to continue monitoring services with from ADT, please call 1-855-780-1575, for Safe Streets or ADT directly at 1-866-744-7635.

Thank you
Christopher Thompson: Digitech:
Office: 661-722-3344
Cell: 661- 816-9408

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DIGITECH

42263 50th Street West #422
Quartz Hill, CA 93536

December 1, 2021

East Kern Health Care Districk
8101 Bay Avenue
California City, CA 93505

Account number: U793854377

Re: Notice of Dissolution of business between Digitech and ADT

Dear Valued customer:

As you are aware, Digitech has been providing your alarm monitoring services as a third- party for ADT. Please be advised that due to the dissolution of the business relationship between Digitech and ADT, ADT will no longer be able to provide these monitoring services.

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If you would like to continue monitoring services with from ADT, please call 1-855-780-1575, for Safe Streets or ADT directly at 1-866-744-7635.

Thank you

Christopher Thompson: Digitech:

Office: 661-722-3344

Cell: 661- 816-9408

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INDEPENDENT CONTRACTOR AGREEMENT

This agreement is entered into between East Kern Health Care District and Nicole Schenk, Consultant.

1. Subject to terms and conditions of this Agreement, East Kern Health Care District hereby engages Consultant as an independent contractor to perform the services set forth herein, and Consultant hereby accepts such engagement, as detailed in this Agreement.

2. Duties, Terms of Engagement, Provisions for Payment:

Duties: To provide consulting, document and media handling, and tech support services to East Kern Health Care District. Other services may be available, and will be discussed as the individual needs for such other services might arise.

Term of Engagement: Contract terms and rates effective 1 year from signing date

Compensation: Rate for Consultant's time is \$ 40.00 per hour, or fixed fee for specific projects, as agreed upon at time of need. Time is billed in 15 minute increments, with no minimum, with a preferred 4 hour maximum on any single day. When possible, projects/tasks may receive a time requirement estimate upon request.

Provisions for Payment: Consultant will invoice East Kern Health Care District monthly for hours worked during the preceding month. Payment will be made within 15 days. If alternate terms are needed by East Kern Health Care District, they will be discussed and agreed upon if such a need arises.

3. Expenses: East Kern Health Care District will reimburse Consultant for approved expenses that are incurred in connection with the performance of the duties assigned (example: enrollment in trainings or purchase of supplies that are necessary for providing services specific to East Kern Health Care District's operations), provided that authorization for such reimbursement has been made before the expense is incurred. Consultant will cover all other expenses necessary to provide services.

4. Confidentiality: Consultant acknowledges that during the engagement, Consultant will have access to and become acquainted with various information, records, and specifications owned or licensed by East Kern Health Care District and/or used by East Kern Health Care District in connection with its operations. Consultant agrees that she will not disclose any of the aforesaid, directly or indirectly, or use any of them in any matter, either during the term of the Agreement or at any time hereafter, except as required in the course of this engagement with East Kern Health Care District. All files, records, documents, specifications, information, media files, and other similar items relating to the business of East Kern Health Care District and/or its employees, clients, or citizens, whether prepared by Consultant or otherwise coming into Consultant's possession, shall remain the exclusive property of East Kern Health Care District. Consultant will not retain any copies of the foregoing without East Kern Health Care District's directing Consultant to do so.

5. Conflicts of Interest: Consultant is free to enter into agreements with any third party. Consultant is expressly free to perform services for other parties while performing services for East Kern Health Care District.

6. Termination: East Kern Health Care District or Consultant may terminate this Agreement at will, at any time, upon immediate notice, however, Consultant will make every earnest effort to give as much notice as possible if Consultant must terminate this Agreement for any reason.

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7. Taxes and Benefits: East Kern Health Care District will not be responsible for withholding taxes with respect to Consultant's compensation, or otherwise for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, or unemployment insurance benefits of any kind.

8. Modification of Agreement: No amendment, change, or modification of this Agreement will be valid unless in writing signed by the parties hereto.

9. Availability: At this time, Consultant typically has time commitments on (some) Thursday mornings, from 8:30am to approximately 1:00pm. Consultant will notify East Kern Health Care District let them know which Thursdays these are in advance. On any other given weekday, Consultant can typically be available from 8:00am to 8:00pm as long as advance notice as explained below is given.

10. Notice: Consultant requests at least 24 hour notice (if possible) for deadlines for any incoming tasks not expected to exceed 2 hours, and at least 48 hours notice for deadlines for all incoming tasks expected to exceed 2 hours, but not expected to exceed 4 hours.

11. Urgent issues: Notice of urgent issues can be communicated via text to (213) 640-9355, and may be able to be accommodated, depending on the circumstances of the situation at hand. If such an issue includes the need for travel to the home office of Consultant in order to provide services, travel time shall be included in the total time for tasks/services performed for that specific issue, which will be discussed and agreed upon before services for the issue are performed.

12. Engagement of Consultant Prior to Agreement: Duties performed by Consultant prior to the signing of this Agreement were carried out under the terms of the preliminary proposal sent to Karen Macedonio on 12/10/21, which named the hourly rate of \$40.00 USD per hour, billed in 15 minute increments, among other terms elaborated on in this document, and was provided in order to begin work on priority tasks. Consultant indicated that a more formal contract would be prepared if the rates and terms sounded reasonable. Karen Macedonio requested a formal contract, so it is implied that the rates as detailed on the preliminary proposal, which are the same as detail above were reasonable, and work began on 12/15/21 under those proposed terms.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year written below.

(Digital Signature)

**Karen Macedonio, President
East Kern Health Care Board of Directors**

**East Kern Health Care District
8101 Bay Avenue
California City, CA 93505**

Date:

9A-2

(Digital Signature)

**Nicole Schenk, Independent Contractor,
Consultant**

**3507 W Greentree Circle
Unit G
Anaheim, CA 92804**

Date:

20 12



Karen Macedonio <directormacedonio@ekhcd.org>

January 4th Board Meeting

Kimberly Ward <kimyward@gmail.com>
To: directormacedonio@ekhcd.org

Mon, Dec 20, 2021 at 3:32 PM

Hi Karen,


It was nice talking with you today. I am happy to help get you through January 2022. I charge \$75/hour. Each meeting prep will likely be 2-4 hours. I have attached my resume for your reference.

Need:

- Nicole's contact info. for website posting
- Next agenda action items w/ any backup materials created (if any)
- Last resolution regarding remote meeting authorization
- Any existing job descriptions (GM/Clerk?)
- Copy of last audit report/budget
- Anything else you think you need me to know

Thank you,

Kim Ward
760-881-5490

 Resume - Kim.pdf
88K

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KIM WARD

CONTACT

- ✉ kimyard@gmail.com
- ☎ 760.881.5490
- 🏠 11791 Monument Dr.
Rancho Cucamonga, CA 91730
- 🌐 kim-ward-6a2026125/

EDUCATION

Master of Legal Studies - In Progress
Pepperdine Law School

Bachelor of Arts - 2013
Oregon State University

Associate in Arts - 2003
Chaffey Community College

COMPUTER SKILLS

- Microsoft Office Suite
 - Tyler Incode
- Canva Design Software
 - Adobe Suite
 - Web Developer
 - Mail Chimp
 - Facebook
 - Instagram
 - Twitter
 - Snapchat

CERTIFICATIONS

- Notary Public
- Policy & Procedure Writing
- Board Clerk Foundations
 - AB1234 & AB1825
 - CPR

ASSOCIATIONS

- Association of San Bernardino
County Special Districts
- California Special Districts
Association
 - Inland Empire Public
Management Association
 - American Water Works
Association

ABOUT

Kim is a versatile manager that is very knowledgeable in the administrative operations of a public agency with an emphasis in board operations and Human Resources. She is a hardworking, loyal, and dedicated public servant with a firm commitment to excellence. She can work independently, exercise sound judgement, and develop efficient processes.

CORE COMPETENCIES

- Board Clerk Processes
- Elections Processes
- Policy Development
- Contract Management
- Property Management/Acquisition
- Internal Investigations
- Business Process Redesign
- Recruitment
- Benefits Program Management
- Workers Compensation Processes
- Risk Management Program Implementation
- Employee Development
- Benefits & Salary Reviews
- Employee Retention Program Development

EXPERIENCE

Phelan Piñon Hills CSD | 2013-Present

District Clerk/HR Manager: Prepares and presents materials to the Board of Directors, including staff reports and backup material. Attends all Board and committee meetings and keeps minutes. Provides presentations for the Board. Maintains Board and GM calendar. Coordinates Board and GM travel and conference/training registration. Coordinates District events. Serves as the District's elections secretary. Completes records requests. Manages standby and delinquency processes. Manages the District's social media and website. Obtained and maintains the District's Excellence in Transparency award. Assists with preparation of the District's budget. Prepares project briefs for the public and various state agencies. Serves as PIO, when assigned. Prepares, submits, and manages grants. Assists other departments with special projects. Manages all aspects of human resources, including recruitment, benefits administration, training and development, employee evaluations, disciplinary actions, risk management, and workers' compensation claims. Administers an award-winning safety program. Works to build a positive work environment and promote employee retention. Makes recommendations to the General Manager and other staff regarding creation/implementation of policies and procedures.

Solid Waste Program Manager: Developed and implemented commercial trash and recycling collection ordinances and fee schedule. Coordinates District cleanup events and community workshops. Attends county solid waste and HHW program meetings. Conducts public outreach, including school outreach program. Develops departmental budget. Developed a waste tire recycling program. Awarded two grants from CalRecycle.

Interim Water Conservation Program Coordinator: Developed initial programs and policies in response to the recent drought, including drafting a conservation ordinance and penalty resolution in cooperation with legal counsel. Coordinated conservation events, including a conservation fair and several event booths. Assisted AWAC with drought friendly plant display at High Desert Home Show. Developed a school outreach program. Provided talking points to customer service staff regarding the drought. Developed materials for inclusion in customer bills, website, social media accounts, and newsletter.

Independent Work

BHI Consulting Inc.: Prepared a variety of documents, including a recruitment brochure and evaluation templates.

Capital Development Strategies, LLP: Prepared a variety of documents, including promotional brochures and flyers.

RKS Strategies, Inc.: Prepared a variety of documents, including brochures, flyers, and legal forms. Provided HR advice. Created logos and websites for various clients. Edited a wide variety of documents.

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A Few Mission Statements from Health Care Districts in California

East Kern Health Care District

<https://www.ekhcd.org/our-mission>

Our mission is to expend financial resources to help residents of the District satisfy their healthcare needs.

West Side Health Care District

<https://www.wshcd.org/about-us>

The mission of the West Side Family Health Care is to provide the most efficient and convenient quality medical care to all patients. We will do this by utilizing 100% of our knowledge, skills and abilities to treat each patient. Every patient will be treated with respect and care at each level of contact within the clinic, as we provide quality medical care and the highest quality customer service.

West Side Health Care District will meet the goals of this mission by:

- Providing Health Care Services to the residents of the West Side Community and by enhancing, supporting, developing, and encouraging health care programs with agencies and other community groups.
- Being proactive in identifying the most pressing healthcare needs of the community and outlying areas while not replicating the efforts of others.
- Coordinate the healthcare resources, private and public, to achieve the goal of meeting priority healthcare needs.

Kingsburg Heath Care District

<https://www.kthd.org/mission>

"To contribute to the health and well-being of the District's residents."

Fallbrook Regional Health District

<https://www.fallbrookhealth.org/mission-vision-values>

Mission: The Fallbrook Regional Health District assists residents to lead healthy lives, supporting a greater life span and independence.

Vision: Fallbrook Regional Health District will offer and support services and programs that measurably improve physical and mental health, social engagement and increased life span and independence.

Values: The Fallbrook Regional Health District values dedication, efficiency, integrity, objectivity, prudence, respect, and transparency for all members of our community. Our efforts support our commitment to being an inclusive entity as we continually seek to strengthen our institution as a place for personal and social development.

El Camino Healthcare District

<https://www.elcaminohealthcaredistrict.org/>

We are dedicated to improving the health and well being of the people in our community. The El Camino Healthcare District (ECHD) was established by voter approval in 1956 to respond to the ever growing health care needs of the community.