

# EAST KERN HEALTH CARE DISTRICT

## Profit and Loss

July - September, 2023

	TOTAL
Income	
4030 Lease Income	16,460.91
<b>Total Income</b>	<b>\$16,460.91</b>
GROSS PROFIT	<b>\$16,460.91</b>
Expenses	
6155 Directors Fees	3,800.00
6160 Dues and Subscriptions	557.09
6165 Election Costs - Kern County	85.00
6170 Groundskeeper	2,160.00
6243 Modular Unit Rental	1,934.79
6270 Professional Fees	
6280 Legal Fees	6,822.00
6283 Prof Services Accounting	1,911.25
6289 Office Staff	6,244.00
<b>Total 6270 Professional Fees</b>	<b>14,977.25</b>
6300 Repairs & Maintenance	8,539.63
6310 R&M- North Loop Bldg	5,036.57
6311 Large Item Repairs & Maint-N.Loop	361.25
<b>Total 6310 R&amp;M- North Loop Bldg</b>	<b>5,397.82</b>
6319 Fire Damage	16,125.16
6320 R & M - Bay Ave Bldg	440.00
6330 Alarm Monitoring-Bay Ave Bldg	263.97
<b>Total 6300 Repairs &amp; Maintenance</b>	<b>30,766.58</b>
6350 Conference and Travel	40.61
6390 Utilities	
6395 Telephone	553.02
6400 Gas and Electric	6,116.96
6410 Water	1,086.24
6420 Trash	1,104.28
6440 Internet	1,761.73
<b>Total 6390 Utilities</b>	<b>10,622.23</b>
6500 Office Expenses	
6550 Office Supplies	172.70
<b>Total 6500 Office Expenses</b>	<b>172.70</b>
6560 Payroll Expenses	1,059.85
6690 Reconciliation Discrepancies	-80.00
<b>Total Expenses</b>	<b>\$66,096.10</b>
NET OPERATING INCOME	<b>\$ -49,635.19</b>
NET INCOME	<b>\$ -49,635.19</b>

7-A:1 Profit and Loss Statement

Actual Basis Tuesday, November 7, 2023 10:52 AM GMT-08:00

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# EAST KERN HEALTH CARE DISTRICT

## Balance Sheet

As of September 30, 2023

	TOTAL
1700 Lease Receivable	69,657.00
<b>Total Other Assets</b>	<b>\$81,457.00</b>
<b>TOTAL ASSETS</b>	<b>\$2,788,716.72</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
2050 Accrued Expenses	0.00
2110 Deferred Compensation	0.00
2125 Other Current Liabilities	0.00
2126 Accrued Payroll	0.00
2130 2130 Note Payable - Dalffe	0.00
2140 Lease Deposit	5,000.00
<b>Total Other Current Liabilities</b>	<b>\$5,000.00</b>
<b>Total Current Liabilities</b>	<b>\$5,000.00</b>
Long-Term Liabilities	
2160 DIR - Leases	62,689.00
<b>Total Long-Term Liabilities</b>	<b>\$62,689.00</b>
<b>Total Liabilities</b>	<b>\$67,689.00</b>
Equity	
2900 Retained Earnings	2,770,662.91
3000 Opening Bal Equity	0.00
Net Income	-49,635.19
<b>Total Equity</b>	<b>\$2,721,027.72</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,788,716.72</b>

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Balance Sheet

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Part B  $\frac{2}{10}$

# EAST KERN HEALTH CARE DISTRICT

## Balance Sheet

As of September 30, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1135 Mission Bank Checking	345,934.68
1140 Mision Bank Cancer Fund	29,154.45
1143 KC Fund #42160	0.00
1145 Cancer Fund CD	11,978.32
1150 Local Agency Fund	669,028.99
1151 LAIF FMV	0.00
1155 Bank of Sierra	672,319.28
1156 Mission Bank MM3	0.00
<b>Total Bank Accounts</b>	<b>\$1,728,415.72</b>
Accounts Receivable	
1200 Accounts Receivable	4,650.00
1201 Taxes Receivable - Kern County	0.00
1290 1290 Allowance for Doubtful Accounts	0.00
<b>Total Accounts Receivable</b>	<b>\$4,650.00</b>
Other Current Assets	
1299 Other Receivable	0.00
1400 Interest Receivable	92.00
1495 Prepaid Unit	2,500.00
1498 Prepaid Expenses	0.00
1499 Undeposited Funds	0.00
Inventory Asset	0.00
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$2,592.00</b>
<b>Total Current Assets</b>	<b>\$1,735,657.72</b>
Fixed Assets	
1500 Land	178,205.00
1510 Buildings	1,310,740.00
1520 Furniture & Equipment	0.00
1530 Improvements	250,251.00
1531 New Flooring-9300 North Loop	17,500.00
<b>Total 1530 Improvements</b>	<b>267,751.00</b>
1550 Accumulated Depreciation	-785,094.00
<b>Total Fixed Assets</b>	<b>\$971,602.00</b>
Other Assets	
1600 Other non current assets WIP	
1601 Other non current assets WIP 9278 N Loop	2,000.00
1603 Other non current assets WIP 9350 N Loop	9,800.00
<b>Total 1600 Other non current assets WIP</b>	<b>11,800.00</b>

7-A2 Balance Sheet

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Part B  $\frac{3}{10}$

**EAST KERN HEALTH CARE DISTRICT**  
**Check Detail**  
 September 2023

	Date	Transaction Type	Num	Name	Memo/Description	Amount
Bank Checking	09/05/2023	Expense		Annual The Grantsmanship Center	Annual membership, Director K Macedonio, with discount	299.00
	09/05/2023	Expense		Google	Account 904, on or after Sept 5, 2023	60.00
						<u>359.00</u>

	Date	Transaction Type	Num	Name	Memo/Description	Amount
Sierra	09/05/2023	Bill Payment (Check)	40214	Aleshire & Wynder, LLP	2023-July General Retainer, \$1236.00 General/Retainer Excess \$2010.00	3,246.00
	09/05/2023	Bill Payment (Check)	40215	City of California City water	2023 - 0714 to 0813 101730.03, 8101 Bay Ave, \$72.88 103347.01, 9300 N Loop, \$290.16	363.04
	09/05/2023	Bill Payment (Check)	40216	Crossbolt Electric	2023 - 0628, #307, On completion of work	1,400.00
	09/05/2023	Bill Payment (Check)	40217	Digitech	2023 -0801to 0831, 16577	42.99
	09/05/2023	Bill Payment (Check)	40218	Joselito M Lacson, Designer	#2316, \$1375.00 2023 - 0803, #2317, \$625.00 2023-0829, #2318, \$5750.16 2319 \$500.00	8,250.16
	09/05/2023	Bill Payment (Check)	40219	LOST CITY JUNK REMOVAL	2023 - 0901, 9300 N Loop // Inv. 1- Miscellaneous, \$200.00/Inv. 2 - Old X-Ray pieces, \$600.00	800.00
	09/05/2023	Bill Payment (Check)	40220	Luciano Miranda	2023 - August Bay Ave \$275.00, N Loop \$500.00	775.00
	09/05/2023	Bill Payment (Check)	40221	Mobile Modular	2023 - 0822 to 0920, Adventist Mobile unit, 9350 N Loop, 2457793	644.93
	09/05/2023	Bill Payment (Check)	40222	Reliable Air Cond.&Heating	2023 - 0815, 9278 N Loop (Str) refrigerant and filters	361.25
	09/05/2023	Bill Payment (Check)	40223	SCE	2023 - 8000222683/800112753/8001112989	1,916.57
	09/05/2023	Bill Payment (Check)	40224	SoCalGas	049 013 9910 7, 9300 N Loop \$19.46//157 960 3623 2, 8051 Bay Ave \$ 34	19.80
	09/05/2023	Bill Payment (Check)	40225	TurningWest, Inc	Plans & Bids	7,875.00
	09/05/2023	Bill Payment (Check)	40226	Waste Management Corporate Services, Inc.	2023 - 0801 to 0831, 3911253-4808-9	372.05
	09/19/2023	Bill Payment (Check)	40227	Aleshire & Wynder, LLP	Aleshire & Wynder, LLP 2023 - August, #79880	2,376.00
	09/19/2023	Bill Payment (Check)	40228	D. David Hebebrand	#22-1474	1,911.25
	09/19/2023	Bill Payment (Check)	40229	Digitech	September 1 to 30, #16728,	177.99
	09/19/2023	Bill Payment (Check)	40230	Frontier	2023 - 0828 to 0927, 760-373-2804-102413-5, 184.69	184.69
	09/19/2023	Bill Payment (Check)	40231	Golden Hills IT	2023 - 0908, #1875 Consultation and Basic Repairs	424.50
	09/19/2023	Bill Payment (Check)	40232	Martha's Cleaning Service	2023 - 0915 - 9300 N Loop Vacant Areas, strip floor and freshen walls	350.00
	09/19/2023	Bill Payment (Check)	40233	Mojave Desert News	#56927 #56922	138.09
	09/19/2023	Bill Payment (Check)	40234	SCE	8000222683, 8001112753, 8001112989,	1,949.09
	09/19/2023	Bill Payment (Check)	40235	SoCalGas	#04901399107, 15796036232	21.41
	09/19/2023	Bill Payment (Check)	40236	Golden Hills IT	Consultation	7,315.13
						<u>40,914.94</u>

7-~~17~~ A3 - Check Register

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

**OCTOBER 25, 2023, 5 p.m. (Hybrid Meeting)**

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

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

Agenda Posted:

Date – October 24, 2023

Electronic posting 10:45 a.m.

Physical postings prior to 5 p.m.

<b>Video Time Code</b>	<b>Item</b>	<b>Action</b>
0:13	<b>2. Roll Call – quorum present</b>	3 Present – R Macedonio, L Peralta, K Macedonio 1 Absent – L Patrick
0:45	<b>3. Call to Order</b>	Meeting called to order by K Macedonio at 5:01 p.m.
	<b>4. Approval of Agenda – 3 Yes, 1 Absent</b>	<b>Motion:</b> Approve agenda with CC1 pulled to bring back 11/7/2023 <b>R Macedonio: L Peralta</b> 3 Yes – R Macedonio, L Peralta, K Macedonio 1 Absent – L Patrick
	<b>5. Public Comment</b>	None
	<b>6. Community Announcements</b>	Provided by Mojave Desert news
	<b>7. Consent Calendar - Minutes</b>	Pulled during Approval of Agenda
	<b>8. Continued Business: CB1 – Board Vacancy</b>	<b>Motion:</b> Decision to take effect 11/4/2023. Motion to fill Board Vacancy at next General Election to be held in November 2024. <b>R Macedonio : L Peralta</b> 3 Yes – R Macedonio, L Peralta, K Macedonio 1 Absent – L Patrick

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	<b>8. CB2 – Discussion and Candidate Interview for District Manager</b>	Candidates Interviewed: Mary Walker; Jessica Rojas
	<b>9. Closed Session</b>	<p>Report out: Alex Lemieux, District Counsel</p> <p>The Board of Directors met in closed session for one item, CS1, pursuant to Government Code Section 54957 Public Employee Appointment. The title of the perspective employment position is District Manager.</p> <p>The Board took the following action.</p> <p>The Board voted by three to zero to instruct counsel to make an offer of employment to Mary Walker for the position of District Manager and to draft and negotiate an offer of employment in contract for consideration by the Board for its next Regular Meeting of November 7. And such offer of employment and contract will be for a one-month trial period for the position at the end of which the Board would consider whether to create a more permanent position.</p> <p>This concludes attorney's closed session report.</p>
	<b>10. President's Comments</b>	Comments about expansion of District and LAFCo annexation process for Ridgecrest Regional Hospital
	<b>11. Future Agenda Items</b>	1) 30-Day Employment Contract for Mary Walker
	<b>12. AB1234 – Director comments</b>	None
	<b>Adjournment</b>	<p><b>Motion</b> to Adjourn at 6:17 p.m.  <b>R Macedonio : L Peralta</b>  3 Yes – R Macedonio, L Peralta, K Macedonio  1 Absent – L Patrick</p>

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## CANCER ASSISTANCE FUND POLICY AND PROCEDURES

**PURPOSE:** To establish guidelines for management of Cancer Assistance Fund monies by the District, including fund raising, fund distribution within the service area of the District and local area not covered by a Health or Hospital District. The fund was established in 2004 to be distributed to residents who are receiving cancer treatment.

### CANCER ASSISTANCE FUND (Fund)

#### POLICY:

##### A. FUND

A.1 Donations made to the Fund are voluntary, may be from individuals, vendors, businesses, as well as from the general fund of the District.

A.2 Funds will be held separately from the general funds of the District.

A.3 All monies will be tracked by the District staff and reported to the Board of Directors with other banking reports at least quarterly.

##### B. FUND RAISING

B.1 Fund raising will be coordinated with a committee made of community members as well as up to two Directors.

B.2 Expenses for fund raising will be at the discretion of the Fund Raising Committee, and must be approved by the participating Directors prior the Committee incurring expenses.

##### C. FUND DISTRIBUTION

C.1 Fund distribution will be allocated by a Community Advisory Board of the Cancer Assistance Fund.

C.2 Members of the Community Advisory Board will be approved by the Board of Directors.

##### D. APPLICATIONS FOR FUNDS

D.1 Applications for Cancer Fund Assistance will be developed by the Community Advisory Board.

D.2 Applications completed and returned will be treated as confidential records by the District Staff and the Community Advisory Board.

D.3 Any medical records received by the District Staff will be held in confidence, only summary information will be given to the Community Advisory Board to indicate the diagnosis, and duration, and expenses incurred by the applicant.

Item 10A: Policy adopted 5/1/2018

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D.4 The Fund is not an insurance provider for medical care.

D.5 The Fund is to assist with related expenses of care including but not limited to: gas mileage to and from care for cancer, child care to allow treatment, housing if temporary for out of area treatment, other transportation costs as deemed necessary by the Community Advisory Board.

-Applicant's receipts for expenses already incurred are requested, if possible, or dates of appointments.

-Applicants may apply more than once if they require prolonged care.

E. BOARD OVERSIGHT

-The Community Advisory Board will make recommendations of distribution of Funds to individuals. The Staff will present their recommendations to the Board of Directors for final approval, the name of the individuals will be protected as much as possible under state law, with a numbering system.

Item 10A: Policy adopted 5/1/2018

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Payroll processing for EKHCD



Notice: Individual time cards for payroll

As per EKHCD policy and Calif law, staff payroll is processed twice a month, closing on the 15th and the last day of the month. Director payroll is processed once a month and closes on the last day of the month.

Due to lack of time cards signed and turned in the payroll for 10/31 is incomplete and processing has been delayed -- potentially causing a liability for EKHCD.

The 10/31 payroll will be turned in Monday 11/6 - even if it is incomplete. And in the future all payroll will be processed in a timely manner, even if there is someone who has not turned in their time card. Failure to turn in a time card means the payroll processing for that individual will be delayed until the next scheduled date. A Resolution will be brought to the Board for approval to identify the responsibility of each employee and director to be accountable to turn in their payroll time cards.

Regards,

Karen Macedonio, President

President's Comments

Item <sup>12</sup> ~~#1~~: ~~Director's~~ President's Comments and Staff Direction

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