



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.

07/06/2021 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/89529465117>

Meeting ID: 895 2946 5117

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

Please indicate comments on the subject line.

If you have difficulty connecting to the teleconference line, please call 669-900-6833 or email eastkernhealthcaredistrict@gmail.com

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. ROLL CALL

Director Rubi Foley
Director Richard Macedonio
Director LaMiya Patrick
Director Lois Peralta
Chair Karen Macedonio

Staff Present: Alex Lemieux- Legal Counsel-by phone
David Aranda, BHI Consultant
Linda Cook, Consultant

4. APPROVAL OF AGENDA

Action Item:

Motion _____ Second _____

Action _____

5. COMMENTS BY THE BOARD PRESIDENT

6. PUBLIC PRESENTATIONS:

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. CONSULTING REPORT: SHAWN SPRAGUE

**8. CONSULTING REPORT: BHI MANAGEMENT CONSULTING
DAVID ARANDA**

9. CONSULTING REPORT: LINDA COOK, CONSULTANT

ACTION ITEMS: CONSENT CALENDAR

10. APPROVAL OF MINUTES AND REPORTS:

Action Item:

Approve Minutes from June 1, 2021 Regular Meeting, and June 9, 2021 Special Planning Meeting.

Motion _____ Second _____

Action _____

11. APPROVAL OF BILLS TO PAY FOR JUNE 2021:

Action Item:

Approve Warrants 3 EFT's, and check #'s 35702-35727 for a total amount \$28,162.97. (June) See attached Check Detail and Petty Cash Report (No Transactions).

12. APPROVAL OF PURCHASE OF COPIER BASED UPON FUNDS RECEIVED FROM SDLF TECHNOLOGY GRANT

Action Item:

Motion _____ Second _____

Action _____

13. APPROVAL OF FINANCIAL REPORTS: Profit and Loss report for May, Bank Balances with Interest Report and deposit Detail reports for May, 2021.

Action Item:

Motion _____ Second _____

Action _____

NEW BUSINESS:

14. DISCUSSION AND DIRECTION REGARDING THE CONTRACT BETWEEN LINDA COOK, CONSULTANT AND THE EAST KERN HEALTH CARE DISTRICT.

Action Item:

Motion _____ Second _____

Action Item:

Action _____

15. STAFFING: BOARD DISCUSSION AND POSSIBLE DECISION IN REGARD TO FUTURE STAFFING FOR EKHCD.

Action Item:

Motion _____ Second _____

Action _____

16. DISCUSSION AND DIRECTION REGARDING BHI CONTRACT.

Motion _____ Second _____

Action _____

17. INSURANCE: BOARD DISCUSSION AND DECISION REGARDING DISTRICT'S INSURANCE OPTIONS THAT HAVE BEEN OBTAINED.

Action Item:

Motion _____ Second _____

Action _____

18. CANCER FUND: BOARD DISCUSSION AND DIRECTION REGARDING RETAINING THE CANCER FUND PROGRAM AND THE DISTRICT MAKING OTHER DONATIONS.

Action Item:

Motion _____ Second _____

Action _____

19. DISCUSSION AND POSSIBLE DIRECTION REGARDING THE LETTER TO CALIFORNIA CITY COUNCIL REGARDING THE ASPEN MALL LIGHTING AND LANDSCAPE ASSESSMENT.

Action Item:

Motion _____ Second _____

Action _____

20. DISCUSSION REGARDING COLLABORATION WITH CAL CITY TO ACCESS CARES FUNDING

Action Item:

Motion _____ Second _____

Action _____

21. APPROVAL OF FISCAL YEAR 2022 BUDGET FOR EKHCD.

Action Item:

Motion _____ Second _____

Action _____

22. DISCUSSION AND DIRECTION REGARDING SHADE COVER FOR THE ADVENTIST HEALTH BUILDING.

Action Item:

Motion _____ Second _____

Action _____

23. DISCUSSION AND POSSIBLE APPROVAL TO SEND BOARD MEMBERS TO THE CSDA ANNUAL CONFERENCE.

Action Item:

Motion _____ Second _____

Action _____

24. DISCUSSION REGARDING I-PAD PURCHASE AND USE FOR DIRECTORS.

Action Item:

Motion _____ Second _____

Action _____

CLOSED SESSION:

**PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1)
– CONFERENCE WITH LEGAL COUNSEL – EXISTING
LITIGATION REGARDING THE FOLLOWING MATTER:
PURDUE PHARMA L.P. ET AL (U.S. BANKRUPTCY COURT
FOR SOUTHERN DISTRICT OF NEW YORK, CASE NO. 19-
23649**

FUTURE AGENDA ITEMS:

Director: Rubi Foley
Director: Richard Macedonio:
Director: LaMiya Patrick:
Director: Lois Peralta
Chair: Karen Macedonio:

DIRECTORS COMMENTS FOR NON-AGENDA ITEMS:

Director: Rubi Foley
Director: Richard Macedonio:
Director: LaMiya Patrick:
Director: Lois Peralta
Chair: Karen Macedonio:

STAFF COMMENTS:

Linda Cook:
David Aranda:
Alex Lemieux:

ADJOURNMENT

Motion _____ Second _____ Time _____

NEXT REGULAR MEETING: August 3, 2021 5:00 pm. 8101 Bay Ave California City, CA

“Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in this agendaized public meeting should be directed to the District’s office at (760) 373-2804 or Cell (661) 220-6100 at least 48 hours prior to said meeting.”
Agenda posted 05/24/2021

AGENDA SUPPORTING INFORMATION
ACTION ITEM

AGENDA # 7

Subject: Consulting Report- Shawn Sprague

Submitted by: David Aranda, BHI Consultant

Meeting Date: July 6, 2021

Background: Attached is correspondence in regard to the past month's listing that was provided to Mr. Sprague. To date I am not aware of those items being addressed. Hopefully, Mr. Sprague will provide an update in his verbal report.

Work with EKHCD

4 messages

David <daranda300@gmail.com>

Mon, Jun 7, 2021 at 3:31 PM

To: Shawn Sprague <shawnc159@gmail.com>

Cc: Karen Macedonio <directormacedonio@ekhcd.org>, East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Hi Shawn: Thanks for meeting with me today. First, as stated please feel free to send me your thoughts in regard to work with EKHCD. Second, as mentioned a check for your invoice for May will now be signed after the July 5th board meeting. Thirdly as we discussed I have provided a list of things that need being addressed. My understanding is you will look at the items and let me know if I need to contact a vendor to handle the problem or you handled it yourself. A. Hand the display cabinet on the outside of the Bay Street Building East side of the Door. B. The AC is not working in the small office in the Bay St. Building. C. The drinking fountain and the womens middle stall have water leaks at the Bay St. Building. D. You will give me a price for a small concrete pad at the entrance to the Adventist Modular. E. Hang the address at West Point. F. Check out the AC and lighting at the Bartz suite. G. Paint the curb red. Was the roofers name Thorpe? I will get back to you about a checksheet that may work for you. Thanks David.

David <daranda300@gmail.com>

Wed, Jun 16, 2021 at 11:21 AM

To: Shawn Sprague <shawnc159@gmail.com>

Cc: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Thanks Shawn. David.

From: Shawn Sprague [mailto:shawnc159@gmail.com]**Sent:** Wednesday, June 16, 2021 11:01 AM**To:** David <daranda300@gmail.com>**Subject:** Re: Work with EKHCD

Hi David Invoice for June.

Thanks

I'm still working on a different Agreement, or Resignation to present to the board at the next meeting.

Will keep you updated.

"Happy Trails"

Shawn

On Mon, Jun 7, 2021 at 3:31 PM David <daranda300@gmail.com> wrote:

Hi Shawn: Thanks for meeting with me today. First, as stated please feel free to send me your thoughts in regard to work with EKHCD. Second, as mentioned a check for your invoice for May will now be signed after the July 5th board meeting. Thirdly as we discussed I have provided a list of things that need being addressed. My understanding is you will look at the items and let me know if I need to contact a vendor to handle the problem or you handled it yourself. A. Hand the display cabinet on the outside of the Bay Street Building East side of the Door. B. The AC is not working in the small office in the Bay St. Building. C. The drinking fountain and the womens middle stall have water leaks at

the Bay St. Building. D. You will give me a price for a small concrete pad at the entrance to the Adventist Modular. E. Hang the address at West Point. F. Check out the AC and lighting at the Bartz suite. G. Paint the curb red. Was the roofers name Thorpe? I will get back to you about a checksheet that may work for you. Thanks David.

--

Shawn Sprague

Shawn Sprague Construction

Shawnco159@Gmail.com

760-559-3891 cell

661-822-1895

21282 Jeffery Rd.

Tehachapi, Ca. 93561

David <daranda300@gmail.com>

Mon, Jun 21, 2021 at 2:01 PM

To: Karen Macedonio <directormacedonio@ekhcd.org>, Richard Macedonio <directorrichardmacedonio@ekhcd.org>, lamiyampatrick@gmail.com, Ruby Foley <directorfoley@ekhcd.org>, lois@averaging.com

Cc: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

FYI. David.

From: Shawn Sprague [<mailto:shawnco159@gmail.com>]

Sent: Monday, June 21, 2021 1:56 PM

To: David <daranda300@gmail.com>

Subject: Re: Work with EKHCD

Howdy, have contacted Reliable Heating Air about Bay ave, and N loop.

They will get to as soon as they can.

They have been doing the district's

HVAC.

Concrete work, the temp stairs need to be removed before we can do it. Need to know exactly what they want.

Originally they were taking care of that part.

On Sat, Jun 19, 2021, 7:58 AM David <daranda300@gmail.com> wrote:

Hi Shawn: A few things to follow up on. If you wish to present a different agreement at the July 6th board meeting, I will need to know about it so I can place that on the agenda. Have you had a chance to work on any of the items I mentioned below? The a/c in the Bay St. office is not working and it is miserable trying to work in the office this time of year. Any chance of you looking at it on Monday morning, Linda will be in the office that morning? Thanks. David.

From: Shawn Sprague [mailto:shawnco159@gmail.com]
Sent: Wednesday, June 16, 2021 11:01 AM
To: David <daranda300@gmail.com>
Subject: Re: Work with EKHCD

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--
[Quoted text hidden]

david aranda <daranda300@gmail.com>
To: eastkernhealthcaredistrict@gmail.com

Mon, Jun 28, 2021 at 10:50 AM

From: David <daranda300@gmail.com>
Date: June 19, 2021 at 7:58:35 AM PDT
To: Shawn Sprague <shawnco159@gmail.com>
Subject: RE: Work with EKHCD

Fwd: Work with EKHCD

1 message

David Aranda <daranda300@gmail.com>
To: eastkernhealthcaredistrict@gmail.com

Mon, Jun 28, 2021 at 10:49 AM

Sent from my iPhone

Begin forwarded message:

From: David <daranda300@gmail.com>
Date: June 21, 2021 at 2:02:00 PM PDT
To: Shawn Sprague <shawnco159@gmail.com>
Subject: RE: Work with EKHCD

Hi Shawn: Thanks for the update. David.

From: Shawn Sprague [mailto:shawnco159@gmail.com]
Sent: Monday, June 21, 2021 1:56 PM
To: David <daranda300@gmail.com>
Subject: Re: Work with EKHCD

Howdy, have contacted Reliable Heating Air about Bay ave, and N loop.

They will get to as soon as they can.

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From: Shawn Sprague [mailto:shawnc0159@gmail.com]
Sent: Wednesday, June 16, 2021 11:01 AM
To: David <daranda300@gmail.com>
Subject: Re: Work with EKHCD

Hi David Invoice for June.

Thanks

I'm still working on a different Agreement, or Resignation to present to the board at the next meeting.

Will keep you updated.

"Happy Trails"

Shawn

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Shawn Sprague

Shawn Sprague Construction

Shawnc0159@Gmail.com

760-559-3891 cell

661-822-1895

21282 Jeffery Rd.

Tehachapi, Ca. 93561

Fwd: Work with EKHCD

1 message

david aranda <daranda300@gmail.com>
To: eastkernhealthcaredistrict@gmail.com

Mon, Jun 28, 2021 at 10:48 AM

Sent from my iPhone

Begin forwarded message:

From: David <daranda300@gmail.com>
Date: June 22, 2021 at 3:20:09 PM PDT
To: Shawn Sprague <shawnco159@gmail.com>
Subject: RE: Work with EKHCD

Shawn: Will you be able to give the board an update in regard to the punch list below on Tuesday July 6th at the board meeting? It would be greatly appreciated. Thanks David.

From: Shawn Sprague [mailto:shawnco159@gmail.com]
Sent: Wednesday, June 16, 2021 11:01 AM
To: David <daranda300@gmail.com>
Subject: Re: Work with EKHCD

Hi David Invoice for June.

Thanks

I'm still working on a different Agreement, or Resignation to present to the board at the next meeting.

Will keep you updated.

"Happy Trails"

Shawn

On Mon, Jun 7, 2021 at 3:31 PM David <daranda300@gmail.com> wrote:

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Paint the curb red. Was the roofers name Thorpe? I will get back to you about a checksheet that may work for you. Thanks David.

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Shawn Sprague

Shawn Sprague Construction

Shawnco159@Gmail.com

760-559-3891 cell

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21282 Jeffery Rd.

Tehachapi, Ca. 93561

Agenda Item # 8

East Kern Health Care District – Organizational Management (Report for June 2021)

Board of Directors
East Kern Health Care District
California City, CA 93505

June 25, 2021

From: David Aranda, Sr. Associate
BHI Management Consulting
(661) 300-1231

Subject: Report from BHI Management Consulting (BHI) regarding work for East Kern Health Care District (District) in June. The report describes activities resulting in effort hours for the district in the month. This report from BHI Management Consulting covers work from May 23, through June 23, 2021. Invoice #021-26 capture this work. 30 hrs. of Mr. Aranda's time. To the degree that circumstances present themselves, day-to-day, the work accomplished in June represents the priorities of the Board.

David Aranda performed the following tasks-

1. Prepared the Board Packet for the June 1, 2021 board meeting.
2. Spent time on the Utility issues with the N. Loop Buildings.
3. Coordinated a locksmith making repairs to the Drs. Office.
4. Attended the June 1, 2021 Board Meeting.
5. Attended to following up with the Board meeting and various items.
6. Met with the Board President.
7. Met with Tiffanie on various follow up items.
8. Had a phone conversation with former Director Heathman.
9. Prepared the Special Meeting Board Package.
10. Attended the Special Meeting with Brent Ives regarding the Mission Statement.
11. Coordinated with various individuals via phone regarding handling of a water leak at the N. Loop buildings which required water to be shut off.
12. Attended a zoom meeting regarding the 2021 financial audit.
13. Numerous e-mails and phone calls in regard to various district issues and needs.
14. A good amount of time was spent communicating with SDRMA and the District's Insurance Broker in obtaining quotes for various types of insurance the District is in need of.
15. Worked with SoCalREN in regard to Utility information.
16. Correspondence with Cassee Boone and Karen in regard to Gift Packages.

Pending Items and Projects:

1. Complete the Mission Statement for the District
2. Move to a discussion of what the East Kern Health Care District wishes to accomplish in serving its constituents.
3. Address Facilities and Maintenance issues
4. Address the Bay St. Building both in repairs, improvements and use.
5. Address Utility Issues at the N. Loop Address
6. Continue with the SoCalREN work.
7. Grants, both obtaining them and determining how the District can use them.
8. Updates to Administrative Handbook
9. Develop a full policy and procedure handbook for employees
10. Collaboration with other Governmental Agencies, i.e. California City, other Health Care District etc.
11. After the July Board meeting possibly moving forward with obtaining donations and utilizing donations for the residents within the District.
12. Board discussion in regard to lease agreements and upgrades.
13. Training long term staff

EKHCD Report #5

Accomplishments:

The following things have been accomplished:

- The audit for 2020, working together with the auditors, is now complete.
- Currently working with auditors on 2021 YE audit. Doing scanning of invoices & backup to send to them.
- Met with Digitech to repair alarm. Was able to establish connection with the Camera's while he was here; Obtained a quote for getting the others working.
- Time spent on preparation of Board Packets, Agenda's, Minutes and ASI's for meetings.
- Time spent on daily postings, mail pick up, deposits to bank, ACH and check payments.
- Bank reconciliations and invoicing tenants for rent.
- Time spent on various office tasks, typing memos, labels, emails, and scanning, etc.
- Download recordings, updates to website, track directors training, and put on website.
- Assist David with phone calls to North Loop Tenants regarding water leak, as well as updates.
- Completed payroll documentation for Moats, Hebebrand to do payroll, and dropped it all off at their place of business. Things are in place to begin a process on July 1, 2021.
- Implemented our new software- Adobe Acrobat, with numbering pages in board packets and tabulating them.
- Established a shared calendar in google. (Hopefully you were all able to view).

(For more specific details, refer to timecard)

AGENDA SUPPORTING INFORMATION
ACTION ITEM

AGENDA # 10

Subject: Approval of minutes and reports

Submitted by: David Aranda, BHI Consultant

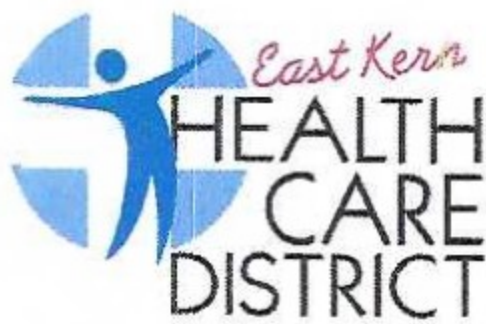
Meeting Date: July 6, 2021

Background: There were two meetings in June. The minutes for each are attached for approval.

Recommendation:

Approve the June 1, 2021- Regular Meeting Minutes.

Approve the June 9, 2021- Special Meeting Minutes.



Regular Meeting Minutes
06/01/2021

MINUTES

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.

06/01/2021 5:07PM

Special Notice

Teleconference Accessibility

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<https://us02web.zoom.us/j/9571124702>

Meeting ID: 957 112 4702

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Please indicate comments on the subject line.

If you have difficulty connecting to the teleconference line, please call 669-900-6833 or email eastkernhealthcaredistrict@gmail.com

1. **Pledge of Allegence** – Lead by Alex Lemieux, legal counsel

2. **Call to Order:** By President Karen Macedonio at 5:07 pm

3. **Roll Call:**

Director Rubi Foley, Present

Director Richard Macedonio, Present

Director LaMiya Patrick, Present

Director Lois Peralta, Present

Chair Karen Macedonio, Present

Staff Present: Alex Lemieux- Legal Counsel;

David Aranda, BHI Consultant; Linda Cook, Consultant;

Paul Kaymark, CPA; Shawn Sprague, Consultant

4. **Approval of Agenda:** Motion by Director Patrick, Second by Director R. Macedonio
APPROVED: 5 Ayes
 Director Rubi Foley, Aye
 Director Richard Macedonio, Aye
 Director LaMiya Patrick, Aye
 Director Lois Peralta, Aye
 Chair Karen Macedonio, Aye

5. **Comments by the Board President:** Approval to move Chair comments to the end of each section, no objections.

6. **Public Presentations:** No public presentations were made.

7. **Presentation of the 2020 Fiscal Year Audit by Nigro & Nigro and approval to receive and file the Audit.**
 Tabled until June 9, 2021, Special Meeting @ 5 pm

8. **Consulting Report by Shawn Sprague and (15) Discussion and direction regarding Contract with Shawn Sprague –** This item was asked to be combined with agenda item 15, and no objections were made; Various Discussions regarding tasks necessary, and tasks performed by Mr. Sprague; Directors and Mr. Sprague have agreed to try to mend the lack of communication, and move forward with the current contract with Shawn Sprague.

9. **Consulting report by David Aranda, BHI Consulting:** See written report submitted.

10. **Consulting report by Linda Cook, Consultant:** See written report submitted.

11. **Approval of Minutes from May 4, 2021 Regular Meeting, and May 19, 2021 Special Planning Meeting.**
 Motion by Director R. Macedonio, Seconded by Director Foley
APPROVED: 5 Ayes
 Director Rubi Foley, Aye
 Director Richard Macedonio, Aye
 Director LaMiya Patrick, Aye
 Director Lois Peralta, Aye
 Chair Karen Macedonio, Aye

12. **Approve Warrants 2 EFT's, and check #'s 35687-35701 for a total amount \$14,433.13. (May) See attached Check Detail and Petty Cash Report (No Transactions).**
 Motion by Director R. Macedonio, Second by Director Patrick

APPROVED: 5 Ayes

Director Rubi Foley, Aye
Director Richard Macedonio, Aye
Director LaMiya Patrick, Aye
Director Lois Peralta, Aye
Chair Karen Macedonio, Aye

13. Approval of Financial Reports: Profit and Loss report for April, Bank Balances with Interest Report and deposit Detail reports for April, 2021.

Motion by Director Patrick, Second Director R. Macedonio

APPROVED: 5 Ayes

Director Rubi Foley, Aye
Director Richard Macedonio, Aye
Director LaMiya Patrick, Aye
Director Lois Peralta, Aye
Chair Karen Macedonio, Aye

14. Discussion and direction regarding Workers Compensation Insurance, Property Liability Insurance and Errors and Omission Insurance for EKHCD: Presentation of progress by David Aranda.

15. Discussion and Direction regarding contract with Shawn Sprague: (This agenda item was moved and combined with agenda item #8 at the meeting).

16. Discussion and direction regarding contract with Sharper Landscape: (This agenda item was changed to an action item at the beginning of the meeting). Motion to discontinue service with Sharper Landscape:

Motion by Director Patrick, Second by Director R. Macedonio

APPROVED: 5 Ayes

Director Rubi Foley, Aye
Director Richard Macedonio, Aye
Director LaMiya Patrick, Aye
Director Lois Peralta, Aye
Chair Karen Macedonio, Aye

17. Discussion and direction regarding tree removal and tree trimming along with the installation of a 24" box tree at a cost not to exceed \$7,000.00. (This agenda item was changed to an action item at the beginning of the meeting). Motion to approve the \$3,300.00 portion of the work for now, but delay the work until it cools down a bit, so as not to remove so much shade during the hot season:

Motion by Director R. Macedonio, Second by Director Foley

APPROVED: 5 Ayes

Director Rubi Foley, Aye
Director Richard Macedonio, Aye
Director LaMiya Patrick, Aye
Director Lois Peralta, Aye

Chair Karen Macedonio, Aye

18. Discussion and approval of an addendum to article 5, compensation, benefits and expenses from the East Kern Health Care District's Administrative Code in regard to Director Compensation.

Tabled until the July 6, 2021 Regular Board Meeting.

19. Discussion and approval for the 2022 Fiscal Year Budget, which includes a discussion about capital expenses for the Fiscal Year 2022.

Tabled for another Special Meeting. Meeting date not specified.

20. Closed Session: Pending Litigation: (Closed Session was cancelled).

FUTURE AGENDA ITEMS:

Director: Rubi Foley – Suggests photos to be taken before and after projects.

Chair: Karen Macedonio:

Director: Richard Macedonio – Suggests hybrid meeting at Bay Avenue in the future.

Director: LaMiya Patrick – Suggests Juneteenth cookout, and encourages everyone to attend.

Director: Lois Peralta

DIRECTORS COMMENTS FOR NON-AGENDA ITEMS:

Director: Rubi Foley

Chair: Karen Macedonio:

Director: Richard Macedonio:

Director: LaMiya Patrick:

Director: Lois Peralta

STAFF COMMENTS:

Linda Cook:

David Aranda:

Alex Lemieux: Comments regarding flexibility in the Sprague Contract, page 105 of board packet, paragraph 3.

ADJOURNMENT

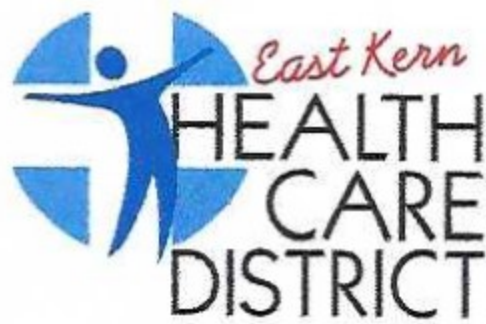
Motion by Director R. Macedonio, Second by Director Foley: Time 7:57 pm

NEXT REGULAR MEETING: July 6, 2021 5:00 pm. 8101 Bay Ave California City, CA

SIGNED:

Karen Macedonio, President/Director

LaMiya Patrick, Vice President/Director



MINUTES

EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS

SPECIAL MEETING

8101 Bay Ave. CALIFORNIA CITY

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

06/09/2021 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/9571124702>

Meeting ID: 957 112 4702

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

Please indicate comments on the subject line.

If you have difficulty connecting to the teleconference line, please call 669-900-6833 or email eastkernhealthcaredistrict@gmail.com

- 1. Pledge of Allegence – Led by Richard Macedonio**
- 2. Call to Order: By President Karen Macedonio at 5:05 pm**
- 3. Roll Call**
4. Director Rubi Foley, Present
Director Richard Macedonio, Present
Director LaMiya Patrick, Present
Director Lois Peralta, Present
Chair Karen Macedonio, Present

Staff Present: Alex Lemieux- Legal Counsel, Present

David Aranda, BHI Consultant, Present
Brent Ives, BHI Consultant, Present

5. Approval of Agenda: Motion by Director Patrick, Second by Director R. Macedonio

Approved: 5 Ayes

Director Rubi Foley, Aye
Director Richard Macedonio, Aye
Director LaMiya Patrick, Aye
Director Lois Peralta, Aye
Chair Karen Macedonio, Aye

Comments by the Board President:

- 1) Today: Water Leak at North Loop Buildings
- 2) Cassie Boone – Gift Baskets for others who have Medical Challenges.
- 3) Research on Cancer Fund, Scholarship Fund, Senior Center & Appropriations Limits

ACTION ITEMS: OLD BUSINESS

6. Presentation of the 2020 Fiscal Year Audit by Nigro & Nigro, and Approval to Receive and File the Audit.

Motion by Director Patrick, Second by Director R. Macedonio

Approved: 5 Ayes

Director Rubi Foley, Aye
Director Richard Macedonio, Aye
Director LaMiya Patrick, Aye
Director Lois Peralta, Aye
Chair Karen Macedonio, Aye

- 7. The Board is engaged in Planning for its long-term future as a strategic plan:** This workshop will be part of a number of workshops to clarify the Board of Director thinking on the District's Mission-Vision and actions needed in strategic support. This is the second such workshop. The topic for this increment is to continue in their long-term planning effort to build on their progress on Mission statement work, from their first workshop on this subject in May. This workshop will focus on 5-year vision statement for the District. Each Board member will be offered to provide input into this process, as well as the public. This workshop is planned to last one hour and will be facilitated by Brent Ives of BHI Management Consulting.

8. PUBLIC PRESENTATIONS:

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.

FUTURE AGENDA ITEMS:

Dir. R. Foley: List Staff Development
Dir. K. Macedonio: Future Special Meeting June 17, 2021 @ 5 pm
Dir. R. Macedonio:
Dir. L. Patrick:
Dir. L. Peralta

DIRECTORS COMMENTS FOR NON-AGENDA ITEMS:

Dir. R. Foley - None
Dir. K. Macedonio: None
Dir. R. Macedonio: None
Dir. L. Patrick: Local Business
Dir. L. Peralta: None

STAFF COMMENTS:

David Aranda:
Alex Lemieux:

ADJOURNMENT

Motion by Director Richard Macedonio, Second by Director Patrick: Time 7:13 pm

NEXT REGULAR MEETING: July 6, 2021 5:00 pm. 8101 Bay Ave California City, CA

“Pursuant to Government Code Section 54954.2(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](tel:7603732804) or Cell [\(661\) 220-6100](tel:6612206100) at least 48 hours prior to said meeting.”

Agenda posted 04/30/2021

AGENDA SUPPORTING INFORMATION
ACTION ITEM

AGENDA # 11

Subject: Approval of Bills to pay for June: Approve 2 EFT's, and
Checks # 35702-35727 for a total of \$28,162.97

See attached check detail and petty cash report.

Submitted by: David Aranda, BHI Consultant

Meeting Date: July 6, 2021

Background:

Recommendation:

Approve the EFT's and Check total of \$28,162.97 for
payment.

EAST KERN HEALTH CARE DISTRICT
Check Detail
June 2021

Date	Transaction Type	Num	Name	Clr	Amount
1135 Mission Bank Checking					
06/07/2021	ACH		Tmobile ACH300001970167		-43.85
06/09/2021	ACH		SCE ACH300003351890 8000222683, 8001112753, 8001112989, 8001658860, 8001959862		-1,168.73
06/14/2021	Check	35702	Steve O Plumbing		-850.00
06/14/2021	ACH		Waste Management Corporate Services, Inc. ACH300001970166		-515.91
06/30/2021	Check	35703	Digitech, Invoice 12929, 12960		-367.99
06/30/2021	Check	35704	Frontier		-130.78
06/30/2021	Check	35705	David Aranda (Reimbursement)		-56.13
06/30/2021	Check	35706	Thugs to Bugs Pest Control Co. Inc.		-170.00
06/30/2021	Check	35707	Nigro & Nigro (Fiscal Year 2020 Audit)		-10,500.00
06/30/2021	Check	35708	Olivarez Madruga Lemieuz O'neill LLP		-882.00
06/30/2021	Check	35709	Karen Macedonio (May Meetings)		-200.00
06/30/2021	Check	35710	Richard Macedonio (May Meetings)		-600.00
06/30/2021	Check	35711	LaMiya Patrick (May Meetings)		-700.00
06/30/2021	Check	35712	Lois Peralta (May Meetings)		-200.00
06/30/2021	Check	35713	Rubi Foley (May Meetings)		-500.00
06/30/2021	Check	35714	Shawn Sprague (June Consulting)		-350.00
06/30/2021	Check	35715	Mobile Modular		-638.98
06/30/2021	Check	35716	Witts - Invoice 101631		-27.24
06/30/2021	Check	35717	Senior Citizen Association of California City		-250.00
06/30/2021	Check	35718	Employment Development Department		-541.26
06/30/2021	Check	35719	BHI Management Consulting (June Consulting)		-4,385.10
06/30/2021	Check	35720	Linda Cook (June Consulting)		-2,995.00
06/30/2021	Check	35721	Shawn Sprague		-350.00
06/30/2021	Check	35722	Sharper Landscaping Services, Inc		-440.00
06/30/2021	Check	35723	Rubi Foley (June Meetings)		-300.00
06/30/2021	Check	35724	Richard Macedonio (June Meetings)		-200.00
06/30/2021	Check	35725	Lois Peralta (June Meetings)		-400.00
06/30/2021	Check	35726	LaMiya Patrick (June Meetings)		-200.00
06/30/2021	Check	35727	Karen Macedonio (June Meetings)		-200.00
					-\$28,162.97



**East Kern Health Care
District**

Petty Cash Log

For 03/30/2021 through 05/31/2021

Balance \$98.59

Date	Receipt No.	Description	Amount Deposited	Amount Withdrawn	Charged to	Received by	Approved by
3/30/2021		Balance Forward	\$98.59				
4/30/2021		No petty cash used in April					
5/31/2021		No petty cash used in May					
Total			0	\$98.59	\$0.00		

BALANCE:	\$98.59
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REIMBURSEMENT CK \$0.00

Subject: Approval of purchase of copier based upon funds of up to \$3,000.00 received from SDLF technology grant.

Submitted by: David Aranda, BHI Consultant

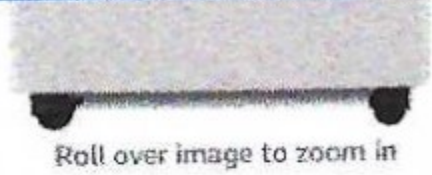
Meeting Date: July 6, 2021

Background: The Special District Leadership Foundation was offering Technology Grants as noted on their attached application form.

David put in an application for the Grant for a copier/scanner, because the District's existing copier/scanner is not able to properly/timely/efficiently produce board packages or any other documents requiring scanning and/or printing.

Recommendation:

Approve the purchase of new copier.



High speed printing at 150mm/s - Barcode Printer for Shipping Compatible with UPS...
★★★★★ 45
\$139.99 prime

Alfheim Bluetooth Thermal Label Printer 4"x6"...
★★★★☆ 253
\$125.80 prime

Customers who viewed this item also viewed

Page 1 of 12

- 

Ricoh Aficio MP 5054 A3 Monochrome Laser Multifunction Copier - 50ppm, Copy, Print, Scan, Auto Duplex, Network, 4 Trays, Stand and Comes with Pre...
\$2,950.00
- 

Renewed Ricoh Aficio MP C5503 Color Multifunction Copier - A3, 55 ppm, Copy, Print, Scan, SPDF, 2 Trays with Stand (Renewed)
\$2,950.00
- 

Ricoh Aficio MP C4503 Color Multifunction Copier- A3, 45 ppm, Copy, Print, Scan, 2 Trays and Stand (Renewed)
★★★★☆ 2
\$2,400.00
- 

Ricoh Aficio MP C3004 A3 Color Laser Multifunction Printer (Renewed)
\$2,900.00
- 

Ricoh Aficio MP C3003 A3 Color Laser Multifunction Copier - 30ppm, Copy, Fax, Print, Scan, Auto Duplex, Network, 4 Trays, Stand and Comes with Pre...
\$2,400.00

Sponsored products related to this item

Page 1 of 22

2021 Special District Technology Grants

The Special District Leadership Foundation has created and funded a Technology Grant for 2021. The Technology Grant is open to districts with operating budgets of \$1 million or less and will reimburse districts for up to \$3,000 related to expenditures outlined in the grant focus areas. There is a total of \$35,000 in Technology Grant Funds available. Applicants do not need to be members of CSDA to apply and receive funds. The initial 2021 Technology Grant availability will close on June 15, 2021 or when all funds have been awarded, whichever comes first.

Name *

First

Last

Title *

District *

General Manager *

First

Last

Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Email *

If you are not the District General Manager, is the District General Manager aware of your grant application? *

Yes

No

Details / Qualifications

Districts submit an application and grant proposal (no more than 5 pages) and include the following at minimum:

Scope of project, work, and/or purchase

*Submitted
4-13-21*

Detail on the project, work, and/or purchase and how it assists the district in the areas of public engagement and/or transparency

Detail on the district's need for a grant to accomplish the project, work, and/or purchase

Is your district annual operating budget under \$1 million? *

Yes

No

Scope of project. Work, and/or purchase:

Detail on the project, work, and/or purchase and how it assists the district in the areas of public engagement and/or transparency: *

Detail on the district's need for a grant to accomplish the project, work, and/or purchase: *

Project, work, and/or purchase relates to the following Technology Grant Focus Areas (must check at least one, check all that apply):

- Hardware such as laptops and tablets, digital cameras, microphones, drones
- Staff training specific to technology and/or cybersecurity, technology platforms etc.
- Software including billing and accounting software
- Consulting related to cybersecurity and technology
- GIS (geographic information systems)
- Electronic File Storage – including video
- Technology tools for public engagement
- Electronic signature platform i.e. DocuSign
- Electronic meeting resources and equipment

AGENDA SUPPORTING INFORMATION
ACTION ITEM

AGENDA # 13

Subject: APPROVAL OF FINANCIAL REPORTS: Profit and Loss report for May, Bank Balances with Interest Report and deposit Detail reports for May, 2021.
Reports are attached.

Submitted by: David Aranda, BHI Consultant

Meeting Date: July 6, 2021

Recommendation:

Please receive and file reports.

East Kern Health Care District Account Balances

Checking Account Balances as of May 31, 2021

Account Name:	Account Balance	Interest Rate
Mission Bank Checking #3904	\$133,354.24	N/A
Bank of Sierra #6398	\$221,754.76	N/A
Total:	\$355,109.00	

Cancer Fund Account Balances as of May 31, 2021

Account Name:	Account Balance	Interest Rate
Mission Bank Cancer Fund Checking #252	\$28,954.45	N/A
Cancer Fund CD #2810	\$11,956.07	0.20%
Total:	\$40,910.52	

LAIF Account Balances as of May 31, 2021

Account Name:	Account Balance	Interest Rate
Local Agency Investment Fund	\$672,271.06	As of 7/15/2020 1.47%
Total:	\$672,271.06	

Grand Total of Account Balances per bank as of May 31, 2021

Bank Name:		
Mission Bank Grand Total:	\$174,264.76	
Bank of Sierra Grand Total:	\$221,754.76	
Local Agency Investment Fund:	\$672,271.06	
Total:	\$1,068,290.58	

Grand Total of Accounts as of May 31, 2021

Grand Total:	\$1,068,290.58	
---------------------	-----------------------	--

EAST KERN HEALTH CARE DISTRICT

Balance Sheet
As of May 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1135 Mission Bank Checking	133,354.24
1140 Mision Bank Cancer Fund	28,954.45
1143 KC Fund #42160	0.00
1145 Cancer Fund CD	11,956.07
1150 Local Agency Fund	672,271.06
1151 LAIF FMV	3,032.16
1155 Bank of Sierra	221,754.76
1156 Mission Bank MM3	0.00
Total Bank Accounts	\$1,071,322.74
Accounts Receivable	
1200 Accounts Receivable	13,150.00
1201 Taxes Receivable - Kern County	0.00
1290 1290 Allowance for Doubtful Accounts	0.00
Total Accounts Receivable	\$13,150.00
Other Current Assets	
1400 Interest Receivable	0.00
1498 Prepaid Expenses	685.54
1499 Undeposited Funds	0.00
Uncategorized Asset	0.00
Total Other Current Assets	\$685.54
Total Current Assets	\$1,085,158.28
Fixed Assets	
1500 Land	178,205.00
1510 Buildings	1,310,740.00
1511 New Flooring-9300 North Loop	17,500.00
Total 1510 Buildings	1,328,240.00
1513 Modular Building-N. Loop (Adventist Health)	16,537.59
1520 Furniture & Equipment	0.00
1530 Improvements	250,251.00
1550 Accumulated Depreciation	-682,174.00
Total Fixed Assets	\$1,091,059.59
TOTAL ASSETS	\$2,176,217.87

EAST KERN HEALTH CARE DISTRICT

Balance Sheet
As of May 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	-2,453.47
Total Accounts Payable	\$-2,453.47
Other Current Liabilities	
2050 Accrued Expenses	-235.44
2110 Deferred Compensation	0.00
2125 Other Current Liabilities	12,500.00
2130 2130 Note Payable - Dalffe	0.00
2140 Lease Deposit	5,000.00
Total Other Current Liabilities	\$17,264.56
Total Current Liabilities	\$14,811.09
Total Liabilities	\$14,811.09
Equity	
2900 Retained Earnings	2,090,360.17
3000 Opening Bal Equity	0.00
Net Income	71,046.61
Total Equity	\$2,161,406.78
TOTAL LIABILITIES AND EQUITY	\$2,176,217.87

EAST KERN HEALTH CARE DISTRICT

Profit and Loss

May 2021

	TOTAL
Income	
4010 Property Tax Revenues	1,417.33
4015 Reimbursement	175.00
4030 Lease Income	7,974.47
Total Income	\$9,566.80
GROSS PROFIT	\$9,566.80
Expenses	
6155 Directors Fees	2,200.00
6170 Groundskeeper	540.00
6180 Insurance	687.42
6240 Miscellaneous	
6241 Donation- Senior Center Association	250.00
Total 6240 Miscellaneous	250.00
6243 Modular Unit Rental	638.98
6270 Professional Fees	
6280 Legal Fees	882.00
6282 Consulting-Shawn Sprague	350.00
6286 Consulting-BHI	4,300.00
6289 Consulting-Linda Cook	3,730.00
Total 6270 Professional Fees	9,262.00
6300 Repairs & Maintenance	
6310 R&M- North Loop Bldg	222.00
6330 Alarm Monitoring-Bay Ave Bldg	367.99
Total 6300 Repairs & Maintenance	589.99
6350 Conference and Travel	
6380 Travel	108.64
6383 Online Training/Webinars	350.00
Total 6350 Conference and Travel	458.64
6390 Utilities	
6340 Telephone	130.78
6400 Gas and Electric	757.97
6410 Water	896.32
6420 Trash	515.91
Total 6390 Utilities	2,300.98
6500 Office Expenses	
6550 Office Supplies	369.62
Total 6500 Office Expenses	369.62
6560 Payroll Expenses	
6561 Payroll EDD Taxes	34.66
6562 Payroll Federal Taxes	149.54
Total 6560 Payroll Expenses	184.20
Total Expenses	\$17,481.83
NET OPERATING INCOME	\$ -7,915.03
NET INCOME	\$ -7,915.03

36

MISSION BANK
 PO Box 317
 Bakersfield CA 93302-0317
 1 (888) 965-7783



2819185

EAST KERN HEALTH CARE DISTRICT
 PO BOX 2546
 CALIFORNIA CITY CA 93504

Date	5/28/21	Page	1
Account Number	XXXXXXXXXX3904	Enclosures	20

*Reconciled
 6-9-21 LC*

CHECKING ACCOUNTS

BUSINESS CHECKING
 Account Number XXXXXXXXXXX3904
 Previous Balance 162,666.43
 2 Deposits/Credits 1,417.77
 26 Checks/Debits 15,054.80
 Monthly Service Fee .00
 Interest Paid .00
 Ending Balance 149,029.40

Number of Enclosures 20
 Statement Dates 5/03/21 thru 5/31/21
 Days in the statement period 29
 Average Ledger 152,346.34
 Average Collected 152,346.34

Deposits and Credits

Date	Description	Amount
5/10	PAYMENT GOOGLE PPD F770493581 21/05/10 TRACE #-091000013038531	.44
5/17	ACCTS PAY COUNTY OF KERN PPD 2956000925 21/05/17 TRACE #-091000014629648	1,417.33

Withdrawals and Electronic Debits

Date	Description	Amount
5/10	PAYMENT GOOGLE WEB F770493581 21/05/10 US003B4B5M TRACE #-091000013042455	.44-
5/14	TAX PAYROLL 1943345425 21/05/14 TRACE #-111000022564413	9.74-
5/14	TAX PAYROLL 1943345425 21/05/14 TRACE #-111000022564414	24.92-
5/17	PAID SCGC SO CAL GAS WEB 1992052494 21/05/17 0490139910 TRACE #-122000490512465	38.75-
5/17	USATAXPYMT IRS 3387702000 21/05/17	149.54-





9666177

Date 5/28/21

Page 1

East Kern Health Care District
 P O Box 2546
 California City CA 93504

*Reconciled
 5/28/21 LC*

Checking Account

The Bank's Funds Availability Policy does not apply to deposits of checks or drafts drawn on financial institutions located outside the U.S. These items cannot be processed the same as checks or drafts drawn on U.S. financial institutions. Generally, the availability of funds for deposits of foreign checks or drafts will be delayed for the time it takes us to collect the funds from the financial institutions upon which they are drawn.

Public Demand		Number of Enclosures	0
Account Number	XXXXXX6398	Statement Dates	5/03/21 thru 5/31/21
Previous Balance	217,192.79	Days in the statement period	29
3 Deposits/Credits	4,561.97	Average Ledger	219,754.45
Checks/Debits	.00	Average Collected	219,617.83
Service Charge	.00		
Interest Paid	.00		
Ending Balance	221,754.76		

05870001290101000

Deposits and Credits

Date	Description	Amount
5/10	Business Deposit	1,736.97
5/17	Business Deposit	1,925.00
5/24	Business Deposit	900.00

Daily Balance Information

Date	Balance	Date	Balance
5/03	217,192.79	5/17	220,854.76
5/10	218,929.76	5/24	221,754.76

Keep Climbing

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

June 02, 2021

LAIF Home
PMIA Average Monthly
Yields

EAST KERN HEALTH CARE DISTRICT

ADMINISTRATOR
P.O. BOX 2546
CALIFORNIA CITY, CA 93504

Tran Type Definitions

Account Number: 20-15-002

May 2021 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	672,271.06
Total Withdrawal:	0.00	Ending Balance:	672,271.06

MISSION BANK
 PO Box 317
 Bakersfield CA 93302-0317
 1 (888) 965-7783



2819182

EAST KERN HEALTH CARE DISTRICT
 CANCER ASSISTANCE FUND
 PO BOX 2546
 CALIFORNIA CITY CA 93504

Date 5/28/21	Page 1
Account Number XXXXXXXXX2526	
Enclosures	

*Reconciled
 6/10/21 LC*

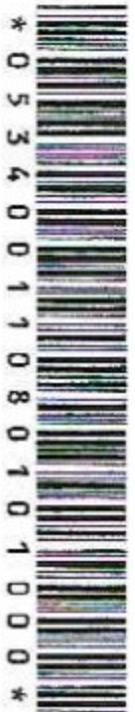
CHECKING ACCOUNTS*

BUSINESS CHECKING		Number of Enclosures	0
Account Number	XXXXXXXXXX2526	Statement Dates	5/03/21 thru 5/31/21
Previous Balance	28,954.45	Days in the statement period	29
Deposits/Credits	.00	Average Ledger	28,954.45
Checks/Debits	.00	Average Collected	28,954.45
Monthly Service Fee	.00		
Interest Paid	.00		
Ending Balance	28,954.45		

Daily Balance Information

Date	Balance
5/03	28,954.45

If you have been paying multiple overdraft fees we offer products to help you avoid unnecessary fees. Come in or call your Business Banking Center at 1-888-965-7783 to discuss your options. Report any discrepancies on your statement immediately.



AGENDA SUPPORTING INFORMATION
ACTION ITEM

AGENDA # 14

Subject: Discussion and direction regarding the contract between Linda Cook, Consultant and The East Kern Health Care District.

Submitted by: David Aranda, BHI Consultant

Meeting Date: July 6, 2021

Background: With the resignation of the General Manager for EKHCD, David Aranda, BHI Consultant recommended that Linda Cook be contracted to work with EKHCD.

Linda has done a great job in getting the accounts in order, establishing financial documents each month for the board to view, organizing the agenda packets and the zoom meetings, and placing files in order. She has also worked with the auditors in seeing that the fiscal year 2020 audit was completed and is currently working with the auditors for fiscal year 2021.

Linda had a short-term contract with the district which was extended for the period ending with the July 6, 2021, board meeting.

The Board President had a conversation with Linda and will share her thoughts with the Board in extending the contract or making other adjustments regarding retaining Linda Cook.

Recommendation:

The Board needs to act regarding retaining Linda Cook.

Agreement between Linda Cook, Consultant and East Kern Health Care District

Thank you for the opportunity to assist here at East Kern Health Care District.

Effective April 4, 2021, Linda Cook was hired (Via Agenda Item F, April 4, 2021 Regular Meeting) as a consultant to assist with the duties listed below for EKHCD. The rate of pay will be \$40.00 per hour and the agreement will expire/or renew at the July 6, 2021 Regular Board Meeting. Either party may cancel the agreement with a two-week notice. At the end of the 90 days, or prior to, the directors and Linda Cook may come to a mutual understanding regarding part time employment with the District.

Linda Cook will at her discretion determine work necessary at the District office, as opposed to work that can be accomplished at home.

Duties will include, but may not be limited to:

- Check the mail, and process for payments for accounts payable.
- Check phone messages and follow up in a timely manner.
- Accept payments from tenants and properly deposit those payments, and properly log those payments.
- Process Agenda's and Board Packets and establish Zoom meetings, as needed.
- Handle tenant concerns.
- Work with BHI regarding Budgets, Monthly Accounting Reports for the board, and financial transactions in accordance with governmental regulations.
- Take direction from the board on BHI regarding developing job descriptions, policies, procedures and developing a website.

Karen Macedonio, Board President

Date

Linda Cook, Consultant

Becoming an employee for insurance reasons

4 messages

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Sat, Jun 26, 2021 at 12:43 PM

To: Karen Macedonio <directormacedonio@ekhcd.org>, David <daranda300@gmail.com>

Karen & David;

Because I know this is a factor for insurance reasons, I would be willing to consider becoming a PT employee, under the following conditions.

1. My wages remain the same.
2. My work flexibility remains the same. I do not want this to interfere with my other job.
3. We continue to work toward hiring someone to do the in-office work as far as board meetings, and property management.
4. We continue to work toward me being more off-site, and only coming in 1 day per month, doing accounting functions only.
5. A contract would be in place regarding these terms.

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Cell: 661 220-6100
Fax 760-373-1054
PO Box 2546
California City CA 93504

Karen Macedonio <directormacedonio@ekhcd.org>

Sat, Jun 26, 2021 at 1:06 PM

To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Cc: David <daranda300@gmail.com>

Thank you, Linda. This makes it easier to talk to the board about the insurance decisions.

I think this is what you and I touched on as an option but did not clarify.

Does this mean you are okay at the current rate per hour either as consultant or employee?

Alex had said he would write a contract if we transitioned you.

And can you write out a list of "accounting functions" so we have greater clarity?

Thank you,

Karen

Karen Macedonio
Change Consultant
760-338-3231

On Jun 26, 2021, at 12:43 PM, East Kern Health Care District <eastkernhealthcaredistrict@gmail.com> wrote:

[Quoted text hidden]

David <daranda300@gmail.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Sat, Jun 26, 2021 at 1:36 PM

Thanks Linda. I think what you outlined is good for EKHCD and fair to you. See you Monday. David.

[Quoted text hidden]

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: David <daranda300@gmail.com>

Sat, Jun 26, 2021 at 2:15 PM

ok

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Cell: 661 220-6100
Fax 760-373-1054
PO Box 2546
California City CA 93504

[Quoted text hidden]

Subject: Discussion and direction regarding staffing the East Kern Health Care District.

Submitted by: David Aranda, BHI Consultant

Meeting Date: July 6, 2021

Background: When BHI and EKHCD entered into the consulting agreement the “plan” was for David Aranda to assist Tiffanie in growing and expanding as the General Manager for EKHCD. The other part of the plan was for Brent Ives and David Aranda to assist the Board in their responsibilities.

Upon approval of the contract, on March 2, 2021, the General Manager resigned, and two directors resigned.

The current “organizational structure” consists of five board members, two of which have very recently been appointed, David Aranda with BHI handling most General Manager activities, Linda Cook handling the finances for the district and all administrative duties and Eva with Moats handling payroll. Shawn Sprague has a consulting contract to provide support for property repairs/maintenance needs.

The purpose of this agenda item is for the board to have a discussion and hopefully point in a direction for long term staffing for the district.

You will find below questions with my consulting comments that will hopefully assist the board in moving forward with staffing.

1. Is the Board satisfied with Linda Cooks work? Linda has made it clear that she does not desire to make regular trips to California City, and she would rather not be handling the day-to-day administrative duties, but she is willing to continue handling the finances for the district. Does the board wish to pursue this course with Linda Cook?
2. What do the Directors feel is a reasonable amount of time an administrator should spend in the district office? If the board agrees to have Linda Cook providing the financial records for the district this would narrow down the job description for an administrator in the office. Linda and David would be involved in training a new hire for the administrative duties and it would my recommendation that the job title and description be Administrative Manager. Should this person prove their value and worth to the District the Title and jobdescription could be changed to General Manager. What qualities and abilities would the Board be looking for in this position? My recommendation would be an individual willing to work 20-30 hours per week in the office. The person would be from California City, have good communication skills, good writing skills and it would be nice if they had the ability to understand

and accomplish public relations skills regarding writing articles for newspapers, speaking to various agencies in Kern County, the State and possibly the Federal Government. Would this person also handle the calls and needs of our tenants? I would say for now the answer would be yes, but as this person develops their skills and understands the district better, and the district grows regarding public outreach, additional tenants for the Bay St. building there may be a need to separate the duty of property manager.

3. What does the Board want to establish as a pay scale for this position? I would suggest in the \$20.00 - \$30.00 per hour range. It appears that Tiffanie would have grossed about \$30,000 for the year. The budget has been changed to reflect this addition.
4. How does the board wish to pursue this position? Does the board wish for BHI to develop the job description, accept resumes, and interview the initial candidates or would the Board like to establish an Ad Hoc Committee to accomplish this?

Recommendation:

These are the thoughts that come to my mind for the purpose of this agenda item. I am sure all Board Members look forward to a good discussion and hopefully some resolution in looking for someone that can provide the district with the help it needs.

David

From: Brent Ives <brent@bhiconsulting.com>
Sent: Monday, June 21, 2021 2:45 PM
To: David
Subject: Re: staffing

Yes David - the additions I would ask,

1. How much will Linda cost the District only to do the Financials?
2. Does the admin. Manager have any express auto money with decisions or \$\$\$?
3. The width of the search should most likely expand to within the District boundaries.
4. When can he or she say no to a unilateral request? This must be clear upfront.
5. Does the Board desire corr-over time with BJHIO?, If so, how much? Recommend a month.
6. It will either cost more or focus our service time now available to "find and place" the administrator.
7. Other than what's stated, what tasks does the Board expect to close out with BHI? How many hours each month and how many more months presuming and extension?

Thanks

Brent Ives
BHI Management Consulting

On Jun 21, 2021, at 4:47 AM, David <daranda300@gmail.com> wrote:

Brent: Did you want to weigh in on this agenda item? Thanks David.
<AGENDA SUPPORTING July.doc>

EAST KERN HEALTH CARE DISTRICT

Job Description: **GENERAL MANAGER**

- PART TIME, 20-25 HOURS PER WEEK
- JOB SUMMARY:
 - Management of administrative and financial tasks for a public agency, under direction of the Board of Directors.
- APPLICANT WILL HAVE:
 - 3 years experience as manager, within the last three years or equivalent experience
 - Excellent English communication and writing skills
 - Experience with QuickBooks within last five years.
- Responsibilities include:
 - Board Relations:
 - Attend Board meetings with current reports
 - Clear communication with Board of Directors
 - Completion of tasks as directed by the Board
 - Adherence to District Administrative Code
 - Schedule necessary agenda items and Special Meeting items
 - Independent thinking, representing the goals of the Board
 - Public Relations:
 - Point of contact for District
 - Maintain office hours
 - Represent District to the public
 - Deal with inquires and complaints
 - Attend meetings or conferences as deemed necessary by the Board of Directors
 - Financial tasks:
 - Keep accurate records of all financial transactions
 - Pay bills and prepare all payments
 - Deposit District funds

- Stay in compliance with accounting standards required of the District
- Works to ensure quality recording of income and expenses, and other financial recordings
- Preparation of financial reports for Board review
- Work with Finance Committee on tasks
- Ability to work with independent auditors annually
- Prepare 1099's
- Consult with accounting professional services to maintain accuracy in records and bookkeeping
- File reports with County and State agencies as required
- Management/Administrative tasks:
 - Preparation of minutes and agendas for monthly meetings
 - Maintain a backup of all computerized records
 - Ability to professionally deal with the public, including representing the District in various negotiations
 - Prepare Protocols, Policies and Procedures, and Resolutions for various tasks as needed
 - Prepare all reports in compliance with State and County regulations (Elections, Financial reports and other required reports)
 - Timely collection of various documents from Director's in compliance with State and County regulations (Form 700 and trainings)
 - Comply with all governmental agencies including: Kern County, State of California, and Federal IRS.
 - Coordinate tasks and provide support and backup for other staff members
 - Comply with Public Records Requests
 - Maintain Administrative Code

- Bring significant tenant problems to the Board
- Work with contractors, suppliers, and others in relation to repairs or construction on District properties
- Explore opportunities to improve District properties or provide additional services to the community
-
- Management/Administrative tasks:
 - Ability to professionally deal with the public, including representing the District in various negotiations
 - Answer telephones
 - Write letters, maintain correspondence file
 - Prepare documents needed for Public Works projects
 - Maintain records storage system
 - Coordinate tasks with other staff members
 - Work with General Manager to ensure projects are completed and reported to Directors
- Other Skills:
 - Highly skilled in computer operations: including Microsoft office applications
 - Skilled in use of copiers, scanners and fax machines.
 - Excellent organizational skills, document management and record keeping skills.
 - Ability to attend conferences or webinars by (California Special District Association) to broaden understanding of needs of this public agency.
 - Ability to perform tasks of a small office, including: filing, meeting with contractors outside of usual hours if needed, shopping for needed items for office/District function, and occasional light cleaning tasks.

EAST KERN HEALTH CARE DISTRICT
Job Description: **PROPERTY MANAGER**

- PART TIME, 15-20 HOURS PER WEEK
- JOB SUMMARY:
 - Management of administrative tasks for District properties under direction of the Board of Directors.
- APPLICANT WILL HAVE:
 - 2 years' experience in property management, or equivalent experience
 - Excellent English communication and writing skills
- Responsibilities include:
 - Board Relations:
 - Attend Board meetings with current staff reports
 - Work with General Manager to schedule necessary agenda items and Special Meeting items
 - Clear communication with Board of Directors
 - Completion of tasks as directed by the Board
 - Adherence to District Administrative Code
 - Independent thinking, representing the goals of the Board and our tenants
 - Public Relations:
 - Point of contact for Districts tenants
 - Maintain office hours for tenants to request services
 - Represent District to tenants
 - Deal with inquires and complaints about District property
 - Tenant Relations:
 - Negotiate rents and or leases with direction by Board or General Manager
 - Work with General Manager to collect rents
 - Address all tenant problems in a timely manner
 - Handle all emergency repairs within 24 hours

- Other skills:
 - Highly skilled in computer operations: including Microsoft office applications and QuickBooks.
 - Skilled in use of copiers, scanners and fax machines.
 - Excellent organizational skills, document management and record keeping skills.
 - Ability to attend conferences or webinars by (California Special District Association) to broaden understanding of needs of this public agency.
 - Ability to perform tasks of a small office, including: filing, meeting with contractors or public persons, shopping for needed items for office/District function, and occasional light cleaning tasks.

Subject: Discussion and direction regarding BHI Contract.

Submitted by: David Aranda, BHI Consultant

Meeting Date: July 6, 2021

Background: Attached is the contract between BHI and the EKHCD. At the time the contract involved six months of work that would accomplish David Aranda assisting Tiffanie as the General Manger and Brent Ives, David Aranda working with the Board of Directors in regard to the Mission of EKHCD, projects for EKHCD, projects for EKHCD and policies for the EKHCD.

The day after the Board Meeting things changed, the General Manager resigned and the Board had two directors resign. With that said, BHI has taken on a large role, with David Aranda handling the GM duties. Fortunately, David Aranda with Board approval has Linda Cook handling the financial duties and administrative duties of the district.

The board understood that David's hours increased from 20 hours per month to 30 hours per month the past few months.

The contract is to run through August, six months at a cost of \$18,600.00. Through June, the district has paid BHI \$16,000.00 in consulting fees. Thus for the contract to continue through August would result in an

additional estimated expense of \$8,600.00 thus resulting in a total of six month's work being \$24,600.00.

The board needs to discuss how EKHCD wishes to proceed. The questions that need answering:

1. Documents the district wishes to proceed with the contract through August understanding the overall costs will be greater than the original contract?
2. Based on agenda items already discussed, such as Linda Cook & Staffing, does the board wish to extend or modify any portions of the contract at this time?

Recommendation:

Board discussion and direction will be beneficial for BHI's status with EKHCD.

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

Board of Directors
East Kern Health Care District
8101 Bay Street
California City, CA 93505

February 13, 2021

Subject: Proposal for District

Dear Madam Board President,

BHI Management Consulting has been asked by the Board of Directors of the East Kern Health Care District to assist with an assessment of charter, administrative, organizational, and governance related gaps, then proceed with working with the Board to prioritize and address agreed needs. This proposal provides general detail regarding scope of work, deliverables, costs and expenses related for the project. References and a short bio of each Consultant is also included. This proposal recommends David Aranda to lead this effort with support and approach strategy from Brent Ives, Principal of BHI.

Scope of Work - The scope of tasks for this project could include, but is not limited to, establishing a clear basis and documentation for District charter, administrative and Board related practices and policies, financial and property related identification and documentation, Board of Director scope of authority and direction and more.

Deliverables – the overall set of deliverables is difficult to fully anticipate at this time. The first month of the assignment will act as a preliminary assessment of the broad set of items underlined above.

Assuming the notice to proceed is received at the March 2021 Board of Directors meeting, the Board will receive a report from BHI at the April Board meeting outlining findings and clarity of approach for the next month of activities. The Board of Directors will receive a written report at each regular Board meeting during the term of engagement outlining the findings for the prior month and the approach for the next month of activities. After the first two months of the engagement, if there are any issues that cannot be resolved through discussion, the Board has the option to cancel the remainder of the contract with a majority vote.

The Board is also provided the opportunity to discontinue the work at each month thereafter for a minimum of two months. It is expected that overall deliverables will be solid District charter basis, stronger administrative practices and procedures, and overall Mission and direction for future activities.

Proposed costs - The proposal is for Mr. Aranda to devote 20 hrs./mo. and Mr. Ives at 6 hrs./mo. at a fixed effort (fee) price of \$3100/mo. Expenses for travel to/from the District would also be charged with the monthly costs estimated to include mileage and food expenses from Tehachapi, CA to California City, CA at \$250/mo. for up to five trips to California City. This proposal is for 6 months of effort for a total of \$18,600.00, plus expenses. Mr. Aranda will coordinate all site visits to the District with the District General Manager.

Consultants-

Mr. David Aranda - David has been a General Manager of Special Districts in California for over 23 years along with brings 15 years in executive management in the private sector. He is a known subject matter expert in local agency governance for California Special Districts, teaching thousands in good board work across California. David most recently managed a community services district in Kern County. David has taught the class in Governance Foundations for the California Special Districts Association for nearly 20- years. Like Brent, he has taught hundreds of Board members and executive staff in the subject of organizational health, good governance and best practices. He offers his experience and background through BHI to a wide variety of clients in the State. David will assist in assessment and remedial activities, and training. He will be a point contact for follow-up for with District and provide service to the District throughout the project.

Mr. Brent Ives, Principal of BHI Management Consulting, will also provide assessment of findings and recommendations in partnership with Mr. Aranda for this project. He is an experienced organizational consultant having worked with hundreds of Boards' for Districts all over California. He has assisted public agencies through BHI Management Consulting for 20 years.

Brent served as a City Council member for the City of Tracy, California since 1992 and past directly elected Mayor of Tracy until expiration of his term in 2014. He was also a Board Member for the consolidated South County Fire Protection District in San Joaquin County/Tracy, CA. He was on the Board of the Altamont Commuter Express (ACE) commute train authority and also served as a Board member on the San Joaquin County Council of Governments. This experience and knowledge helps BHI to bring broad and valuable public agency perspective to the process of evaluating the overall foundation and future.

Brent can be reached at (209)740-6779, or brent@bhiconsulting.com

References and Similar projects -

- **Mr. Ed Gordon**, Stallion Springs CSD, (818) 288-0365
- **Chief Brian Helmick**, East Contra Costa Fire Protection District, (925) 584-8468
- **Mr. Neil McCormick**, Executive Director of CSDA, (916) 553-4904
- **Mr. Dan DeMoss**, Executive Director, CRWA, (916) 442-7887

We are confident that this information adequately presents the qualifications and approach necessary to fulfill your requirements to assist the Board and District. Please feel free to call or email me with any questions or need for clarification. Your signature below and/or a purchase order or other formal notice to proceed will allow the project to begin.

Firm:

Approved:

Brent H. Ives 2/12/2021

Brent H. Ives, Principal
BHI Management Consulting

Approved District signature
East Kern Health Care District

Subject: Discussion and direction regarding insurance coverage for the East Kern Health Care District.

Submitted by: David Aranda, BHI Consultant

Meeting Date: July 6, 2021

Background: Upon investigation of insurance coverage, I determined that the district had Property and Liability coverage with Nationwide. The district had workers compensation insurance with State Fund and the District had no coverage regarding Errors and Omissions for the Directors of the District.

In working with both the Current Broker that has been handling the district's insurance over the past few years and in communicating with Special Districts Risk Management Authority (the broker wanted a fee to work with SDRMA because SDRMA does not pay commissions to brokers) I have the following information for the Board:

1. Property/Liability Insurance and Errors and Omissions Insurance:
 - SDRMA: \$14,197.05
 - Nationwide and Indian Harbor \$11,689.00

Please note that Nationwide would not quote E&O so the broker, after much effort and contacting several carriers was able to obtain one quote from Indian Harbor.

It should be noted that the SDRMA insurance package contains better coverage regarding deductibles and overall coverage.

For full disclosure, please note that I am a Director on the SDRMA Board. My experience over the years has shown that SDRMA will go the extra mile in covering member agencies as opposed to commercial carriers that will many times attempt to get out of covering their client.

SDRMA provides a process to gain discounts over each year by following certain guidelines and attending certain education programs. SDRMA members will sometimes receive additional discounts when attending CSDA sponsored programs. The district would also have several resources available to them from SDRMA for policy documents and overall advice.

The Nationwide Insurance renewal is due July 19, 2021. Should the Board wish to bind with SDRMA there will need to be a special meeting prior to the July 19, 2021 date so that various documents can be filled out and returned to SDRMA for approval to join the risk pool.

Regardless of which direction the Board wishes to go in binding insurance coverage for July 2021 through June 2022 it is my recommendation that Errors and Omission Insurance be purchased. E&O Insurance protects each Director and the District from valid or invalid claims an individual may file, or an organization may file against the district and against individual Directors.

2. Workers Compensation Insurance:

- SDRMA: \$1,045.00 for one year
- State Fund: \$5,000.00 per year estimated.

I have not been able to speak to State Fund directly as of 6/20/21. I am hoping that the Broker has given my name so that I might have a conversation with them in

regard to our coverage. The \$5,000 appears to be historically what the district has paid. Workers Compensation Insurance is required by State law and covers employees regarding on-the-job accidents, and it covers Directors. It appears that for some reason State Fund will be charging the district for fiscal year 2021, based on information they are now requesting, and Eva and Linda are working on providing.

SDRMA requires that the district have at least one part time employee to bind coverage. Based on our discussion at this Board Meeting I assume that will not be a problem. Should the Board wish to bind with SDRMA there will need to be a special meeting to approve documents that SDRMA provides.

When a new member binds coverage with SDRMA that member is committing to be in the insurance pool for three years. After those three years, a 90-day notice is needed to opt out.

I have provided some information attached to this ASI, but insurance coverage is complicated, and I will be happy to attempt to answer any questions prior to the board meeting so that a good decision can be reached at the Board meeting.

Recommendation:

The Board will need to make motions and vote regarding giving clear direction as to what vendor they wish to bind coverage for 2022 fiscal year regarding Workers Compensation, Property/Liability and Errors and Omissions Insurance.

Subject: Updated information regarding insurance for East Kern Health Care District.

Submitted by: David Aranda, BHI Consultant

Meeting Date: July 6, 2021

Background: After writing the initial agenda supporting information, I was able to spend more time in discussions with our broker and State Fund regarding the insurance needs of the district.

I will first outline below what additional information I have found out and then I will provide a summary and recommendation based on that information.

Additional Info: The Nationwide Insurance, over the past few years included "contents" for the North Loop building. This makes no sense, so I asked the broker to have Nationwide provide an updated quote for property and liability insurance without coverage for contents (that is the responsibility of the tenants for each of the buildings). The removal of contents will decrease the premium by \$1,677.00 per year.

I have spent a good amount of time, first trying to reach State Fund, the agency that covers the district's workers compensation, and second in attempting to understand our current coverage and determine future coverage.

There has been a total lack of communication between the district, the broker, and State Fund regarding our coverage. First, the directors listed for the district are no longer with the district. Second, the district does NOT have workers compensation coverage for each of the directors. Third, the coverage the district does have was based on payroll for an

individual supervising the North Loop buildings as a manager and payroll for an individual maintaining those buildings.

Here are the facts:

1. The Nationwide Insurance policy for property and liability would renew July 19, 2021. The accurate quote for that renewal for property and liability would be \$7,012.00 for the year.
2. Because Nationwide would not quote for Errors and Omissions for the district (along with four other entities) the broker did find a company called Indian Valley which quoted \$3,000.00 for the year.
3. Special District Risk Management Authority's quote for Property Liability and Errors and Omissions is \$14,197.00.

Comments about Property, Liability and Errors and Omissions:

- Should the board decide to bind with SDRMA, instead of Nationwide and Indian Valley, the district would be spending \$4,000.00 more for the year. Some things to consider regarding this are:
 - First, some money can be discounted with SDRMA by utilizing SDRMA's credit incentive plan and obtaining some discounts on the premium.
 - Second, training available through SDRMA at no charge would reduce overall training costs.
 - Third, the coverage by SDRMA is better and proven to be reliable in case the district does have a claim.
- 4. It appears that after much discussion, State Fund's annual premium will be \$1,100.00. This should cover the wages for a part time employee and the Board of Directors.

5. The SDRMA's quote for this is \$1,045.00 for the year.

Comments about workers compensation insurance:

- I have had no confidence in State Fund at all. I have had an overall bad experience in dealing with them and am uncomfortable with the fact that they have names of the board members from previous years. It appears that they never checked with us regarding current employees, their classification, and current directors, or if they wanted coverage or not. (It is possible some of these issues could rest with the broker, but based on my attempts to contact State Fund, they seem very scattered).

SDRMA will require a part time employee at minimum to bind coverage, but I am confident of their coverage, quick response, and ability to work directly with a manager, or the board.

It should be noted that State Fund is stating that the district may have to pay a short rate of \$500.00, because the coverage year for worker's compensation through State Fund is June 10, 2021, through June 10, 2022. The board needs to consider this additional expense.

The gathering of information for insurance coverage for the district has been time consuming tedious and frustrating, but I believe whichever direction the board wishes to go, the district will have the proper coverage.



500 / Prop ?
2500 / Ded.

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 • F 916.231.4111
Maximizing Protection. Minimizing Risk. • www.sdrma.org

June 10, 2021

Mr. David Aranda
Consultant
East Kern Health Care District
Post Office Box 2546
California City, California 93504

Dear Mr. Aranda,

Thank you for the opportunity to provide East Kern Health Care District with this 2021-22 Property/Liability and Workers' Compensation Program quotation. Established in 1986, the Special District Risk Management Authority has a proven reputation for competitive rates, actuarially based fiscal management, and sound underwriting practices. Our goal is to serve as an extension of your agency's staff and provide the best value through proactive loss prevention, effective claims cost containment and enhanced member services. Our partnerships with California Special District Association (CSDA), the CSDA Finance Corporation, and the Special District Leadership Foundation provide our members access to valuable services, resources, education and training opportunities.

Valid for sixty (60) days from the date of this letter, the following quotation represents twelve (12) months of coverage and is subject to verification and final underwriting review. Coverage bound mid-year will be prorated based on effective dates. East Kern Health Care District's quotation is as follows:

PROPERTY/LIABILITY PROGRAM QUOTATION	
Coverage Limits: <u>\$2.5 Million</u> - July 1, 2021 through June 30, 2022*	\$14,197.05
Includes a 5% Multi-Program Discount, based on net package contribution**	
WORKERS' COMPENSATION PROGRAM QUOTATION	
Coverage: July 1, 2021 through June 30, 2022*	\$1,045.00
Total Estimated Payroll: \$65,000	
Includes a 5% Multi-Program Discount, based on an experience modification of 100%**	

GL - prop \$ 500
E/O - \$
d/bb 1.5 mil
no aggregate

**Please refer to the attached list for detailed coverage limits and deductibles.
**Must participate in both programs in order to receive discount. If only one quotation is accepted, the discount will be removed.*



Please review the following requirements and conditions:

- Adoption of a Resolution by the Agency Board of Directors approving the form and authorizing the Execution of the Sixth Amended Joint Powers Agreement and agreeing to membership in the SDRMA Property/Liability and Workers' Compensation Programs for an initial 3-program year commitment.
- Execution and delivery of the Sixth Amended Joint Powers Agreement of the Special District Risk Management Authority.
- Completion of the Alliant Crime Policy application.
- The Adoption of the Resolution and Approval of the State Application for a Certificate to Self-Insure by Agency.
- The Completion of the State Application for a Certificate to Self-Insure by the Agency.
- Approval by SDRMA's Board of Directors of Agency's membership in the Property/Liability and Workers' Compensation programs. (In the event the Agency requires coverage prior to approval by SDRMA's Board of Directors, the SDRMA underwriters are authorized to issue a 60-day conditional binder).
- Initial three-program year member enrollment required. Upon meeting the initial three-program year commitment, a member may withdraw by submitting a 90-day (April 1) intent to withdraw letter before the annual renewal.
- Maintaining annual Membership in California Special Districts Association is required and separate from this quotation.
- Special District Risk Management Authority's Credit Incentive Program (CIP) awards up to 15% off the annual contribution for completion of approved risk management and training programs. Members can reduce future contributions each year by earning CIP points or not experiencing any paid claims.

Upon receipt of all membership documents, SDRMA will issue the policy and forward pro-rated invoices for the annualized Property/Liability and Workers' Compensation Program contributions.

We look forward to East Kern Health District's participation in the SDRMA Property/Liability and Workers' Compensation Programs. Should you have any questions, or if we can provide any additional information, please do not hesitate to contact us at 800.537.7790. All necessary membership documents will be sent to you upon notification of your agency's decision to proceed with membership in the programs.

Sincerely,
Special District Risk Management Authority

A handwritten signature in cursive script, appearing to read "Ellen Mirabal Doughty".

Ellen Mirabal Doughty, ARM
Chief Member Services Officer

Workers' Compensation Program Proposal



Program Year 2021-22

East Kern Health Care District
 PO Box 2546
 California City California, 93504

Proposal Date: 06/10/2021
 Proposal Number: 202122-1
 Member Number: 8034

Class Code	Classification Description	Reported Payroll	Manual Rate per \$100	Annual Contribution
8742-D	Paid Governing Body Members	\$25,000	\$0.63	\$157.50
8810	Clerical/Office Employees	\$40,000	\$0.58	\$232.00
Totals		\$65,000		\$389.50

** Indicates per capita rate class code

Total Estimated Annual Contribution Based on Manual Rates	\$389.50
Contribution as Adjusted by the Experience Modification Factor of 100%*	1,100.00
Less: *0% Credit Incentive Program Discount	0.00
Estimated Annual Adjusted Contribution	<u>\$1,100.00</u>
Less: 5% Multi-Program Discount	-55.00
Net Estimated Annual Contribution Amount	<u>\$1,045.00</u>
Total Estimated Annual Contribution Amount	\$1,045.00

* The Minimum Gross Contribution for the 2021-22 Program Year is \$1,100.00. Earned discounts may be applied to this amount.

Special District Risk Management Authority

Proposed Lines of Coverage for Program Year 2021-22

East Kern Health Care District



Line of Coverage	Item Count	Total Insured Value (TIV)	Deductible	Limit
Property	4	\$4,068,000		
Property			\$1,000	\$800,000,000
Boiler & Machinery			\$1,000	\$100,000,000
Flood (excluding A and V)			\$500,000	\$800,000,000
Flood (A and V)			\$500,000	\$800,000,000
Pollution			\$150,000	\$2,000,000
Cyber			\$50,000	\$2,000,000
Catastrophic Loss			\$500,000	\$800,000,000
General Liability				
Bodily Injury			\$0	\$2,500,000
Property Damage			\$500	\$2,500,000
Public Officials Personal			\$500	\$500,000
Employment Benefits			\$0	\$2,500,000
Employee/Public Officials E & O			\$0	\$2,500,000
Employment Practices Liability			\$0	\$2,500,000
Employee/Public Officials Dishonesty (Crime)			\$0	\$1,000,000
Auto Liability (includes non-owned auto)				
Auto Bodily Injury			\$0	\$2,500,000
Auto Property Damage			\$1,000	\$2,500,000
Non-Owned Auto Bodily Injury			\$0	\$2,500,000
Non-Owned Auto Property Damage			\$1,000	\$2,500,000
Uninsured Motorist			\$0	\$1,000,000
Workers' Compensation	2			
Employers Liability			\$0	\$5,000,000
Workers' Compensation			\$0	Statutory

* Special Deductibles/Limits



ALLIED COM-PAK SUMMARY

PRINTED 05/21/2021

1100 LOCUST ST DEPT 1100
DES MOINES, IA 50391-2000

Number: ACP 7810664427 Effective from 07/19/2021 to 07/19/2022

Named Insured: EAST KERN HEALTH CARE DISTRICT

Mailing Address: PO BOX 2546
CALIFORNIA CITY, CA 93504-2546

Agency Name: I W V INSURANCE AGENCY LLC 84 02130-003 47

Agency Address: RIDGECREST CA 93556-0097 (760)446-3544

Producer: DARYL GEORGE SILBERBERG JR

Division	Program	Total Premium
A	PREMIER BUSINESSOWNERS - OFFICE (AMCO)	<u>\$8,689.00</u>

Not a bill. Your bill is sent separately.
AI

Estimated Total Premium: \$ 8,689.00

This Com-Pak is a portfolio of individual policies which serves to combine various insurance coverages written under a group of separate contracts of insurance.

PAKSUM 01 08

E55412

LH8L

2021140

INSURED COPY

ACP 7810664427

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**NOTICE OF TERRORISM INSURANCE COVERAGE
NOTICE – DISCLOSURE OF PREMIUM**

(This disclosure notice does not provide coverage, and it does not replace any provisions of your policy. You should read your policy for complete information on the coverages you are provided. If there is any conflict between the policy and this notice, the provisions of the policy shall prevail.)

Coverage for acts of terrorism is included in your policy. You are hereby notified that the Terrorism Risk Insurance Act, as amended in 2019, defines an act of terrorism in Section 102(1) of the Act: The term “act of terrorism” means any act or acts that are certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act, as amended. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 80% beginning on January 1, 2020, of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage.

The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers’ liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your annual premium that is attributable to coverage for acts of terrorism is \$0, and does not include any charges for that portion of losses covered by the United States Government under the Act.

In an effort to help our members prevent and reduce claims, SDRMA provides Complimentary MemberPlus Services.™ These are just a few of the types of MemberPlus Services™ provided to our members:

- Personalized Online Member Resources – MemberPlus Online™ Portal
- State-of-the-Art Online Safety/Compliance Training – TargetSolutions™
- Employment Law Legal Hotline
- Telephone Triage – Company Nurse (Workers' Compensation members only)
- Discounts For CSDA Training Including Webinars
- Training Workshops (Safety, Loss Prevention)
- Safety, Claims Handling & Risk Reduction Training
- On-site Loss Control Visits & Risk Analysis
- Comprehensive Safety & Risk Management Multimedia Library
- Contribution-Reduction Credit Incentive Program (CIP)
- Occupational Safety & Health Program
- Loss Prevention Allowance Fund
- Hazard Identification Survey
- Claims Policy/Procedure Manual
- Monthly Review of Claims Loss Reports
- Ergonomic Evaluations of Work Areas
- Contract Review & Transfer of Risk Analysis
- Special Events Liability Assistance*

* Additional fees may apply

Property/Liability Package Program

Special District Risk Management Authority (SDRMA) offers a straightforward, uncomplicated program for special districts and other public agencies. Coverage documents are broad form manuscript policies written on an “occurrence form” to ensure the highest level of coverage and maximum protection of assets for governmental entities providing municipal services. Established in 1986, this program has a proven reputation for stable, competitive rates, actuarially based fiscal management, and sound underwriting practices. For member agencies that participate in both the SDRMA Property/Liability and Workers’ Compensation Programs, we offer multi-program discounts.

COVERAGE

- General Liability Minimum Limits of \$2.5 Million Per Occurrence (Higher limits available upon request)
- Property Limits \$800,000,000 Per Occurrence
- Ancillary coverages are offered on a member-by-member basis
- SDRMA maintains a Self-Insured Retention that is periodically adjusted based on market conditions

CLAIMS MANAGEMENT PROGRAM

SDRMA recognizes that claims management is a critical component and serves as the strength of our risk management program. Under the supervision of Chief Risk Officer, property and liability claims are processed, managed and adjusted “in-house”. Our primary objective is to positively impact the overall cost of property and liability coverages, as well as provide employees and employers fair and equitable claims management and resolution. SDRMA uses state-of-the-art claims management software to provide an accurate up-to-date status of each claim, loss run reports and financial information. Moreover, SDRMA’s role is not to be adversarial, but to create a partnership with its members.

LOSS CONTROL AND PREVENTION PROGRAM

SDRMA believes the key to a successful loss control and prevention program is quality, relevant education. Our members are provided with a variety of loss prevention programs, at no additional cost, including an online certified safety training program, free webinars and training seminars, on-site educational programs (upon request).

MEMBERPLUS SERVICES

Members participate in a complimentary safety management program including:

- Personalized On-line Member Resources – MemberPlus Online™
- State-of-the-Art On-line Safety Training – Vector Solutions™
- Loss Prevention Fund for Reimbursement of Approved Safety Equipment/Training up to \$1,000 per year
- Employment Law Legal Hotline

- On-Site Loss Control Visits and Risk Analysis
- Training Workshops/Webinars (safety, loss prevention, claims handling)
- Contribution-Reduction Credit Incentive Program (CIP)
- Occupational Safety & Health Program
- Safety & Claims Policy Manual
- Monthly Review of Claims Loss Reports
- Ergonomic Evaluations of Work Areas
- Contract Review for Coverage and Indemnification Language
- Access to Employer Pull Notice Program

RISK MANAGEMENT SERVICES

Property and liability coverage protection is just one component of SDRMA's overall risk management program. Our risk management program includes risk assessment, risk analysis, risk protection (insurance coverage) and loss control. Asset protection for Agency exposures, assisting in preventing future losses, educating Agency staff, and providing the Agency with access to a risk manager are all elements of the overall risk management program.

ELIGIBILITY REQUIREMENTS

SDRMA's eligibility requirements provide that member agencies:

- Must be a public agency formed under the California Government Code
- Execute the SDRMA Joint Powers Agreement
- Commit to an initial three program year member enrollment (thereafter coverage may be renewed annually)
- Maintain annual membership in California Special Districts Association (CSDA)

Property/Liability Package Coverage Description

GENERAL LIABILITY

Coverage for Third Party claims and losses arising from members operational exposures for Bodily Injury, Property Damage. Coverage provided for such exposures as: Recreational Activities; Premises Liability; Operational Breaches. Coverage included for Boards, employees and volunteers. Failure to supply and dam failure liability available by endorsement. There are no general liability policy sub-limits. Limit: minimum \$2,500,000 per occurrence. Deductible: None; \$500 (property damage only) per occurrence. *Inverse Condemnation shared limit \$1,000,000.

AUTO LIABILITY

Auto liability coverage protects members from lawsuits for bodily injury and property damages to the public arising out of ownership, maintenance or use of a covered vehicle. Coverage includes: owned vehicles, non-owned and hired vehicles and uninsured motorists. Limit: minimum \$2,500,000 per occurrence. Deductible: None (bodily injury); \$1,000 (property damage) per occurrence.

AUTO PHYSICAL DAMAGE

Auto physical damage (comprehensive and collision) provides protection for damage or loss to a member's owned vehicle. Comprehensive coverage includes: fire, theft, vandalism, windstorm, hail, flood, glass breakage, damage caused by riot or civil commotion and damage from hitting or being hit by birds and animals. Collision coverage provides coverage for repair or replacement for like kind, type and condition based on actual cash value. Valuation: Actual Cash Value (ACV) or agreed upon value. Deductible: Member selectable \$250 comprehensive/\$500 collision or \$500 comprehensive/\$1,000 collision per occurrence.

PUBLIC OFFICIALS PERSONAL LIABILITY (OUTSIDE COURSE AND SCOPE)

This highly specialized, unique coverage protects elected/appointed officials from claims and settlements arising outside the course and scope of their duties. Coverage includes: invasion of privacy, libel, slander, defamation of character, discrimination, false arrest and malicious prosecution. Limit: \$500,000 per official per year; annual aggregate. Deductible: \$500 per claim.

EMPLOYMENT PRACTICES LIABILITY

Employment practices liability provides coverage for claims and losses arising from "wrongful" employment practices. Coverage includes: wrongful termination, harassment, hostile work environment and discrimination. Limit: minimum \$2,500,000 per occurrence. Deductible: None.

EMPLOYEE BENEFITS LIABILITY

Employee benefits liability coverage for claims and settlements resulting from the negligent administration of employee benefit plans. Limit: minimum \$2,500,000 per occurrence. Deductible: None.

EMPLOYEE AND PUBLIC OFFICIALS DISHONESTY

Employee and Public Officials Dishonesty is coverage protection for member losses resulting from fraudulent or dishonest acts committed by employees, volunteers or board members. Coverage includes: larceny, theft, embezzlement, forgery and wrongful misappropriation. Limit: \$1,000,000. Deductible: None.

EMPLOYEE AND PUBLIC OFFICIALS ERRORS AND OMISSIONS

Public officials and employee's errors and omissions coverage for "wrongful acts", alleged or actual negligence, errors or omissions, breach of duty, misfeasance, and malfeasance, nonfeasance and defamation. Limit: minimum \$2,500,000 per occurrence. Deductible: None.

PROPERTY COVERAGE (INCLUDING FLOOD AND MOBILE/CONTRACTORS EQUIPMENT)

Property coverage provided for the replacement cost value of reported building and contents. Additional extensions provided for accounts receivable, builders' risk, business interruption, commandeered property, cost of construction, debris removal, electronic data processing, extra expense, fine arts (appraised value), flood coverage (annual aggregate), terrorism, pollution clean-up (related to property loss), personal property of others and valuable papers. Property Coverage Valuation: replacement cost (without depreciation). Mobile/Contractors Equipment Valuation: actual cash value. Limit: \$800,000,000, no annual aggregate. Deductible: \$1,000 per occurrence.

CYBER COVERAGE (AVAILABLE ONLY IF PROPERTY OR MOBILE/CONTRACTORS EQUIPMENT IS SCHEDULED)

Cyber coverage includes information security & privacy liability, privacy notification costs, regulatory defense and penalties, website media content liability and system damage and restoration (business interruption from hacking or virus). Members have a limit of \$2,000,000 per member per occurrence, an annual aggregate of \$2,000,000 per member. Deductible: \$50,000 per occurrence. *Some sub-limits and deductibles may vary depending on circumstances of claim.

BOILER AND MACHINERY

Boiler and machinery coverage is provided for the "sudden and accidental" breakdown of mechanical and electrical machinery. Coverage includes: expediting expenses, business income, extra expense, spoilage, water damage, ammonia contamination, hazardous substances, error in description and newly acquired property. Limit: \$100,000,000 repair/replacement. Deductible: Varies based on KW/KVA/AMPS, per occurrence.

ANCILLARY COVERAGES

Ancillary coverages are available on a member-by-member basis (such as: earthquake).

CREDIT INCENTIVE PROGRAM

Members are able to reduce their auto and general liability net premiums through Special District Risk Management Authority Property/Liability Credit Incentive Program. Credit incentives up to 15% of the auto and general liability net contribution can be earned for completion of approved program criteria guidelines.

This information is provided as a general description only and is not intended to supersede specific policy documents. In the event of a conflict in language, the policy(ies) will be the controlling document.

CONTACT INFORMATION:

ELLEN DOUGHTY

Chief Member Services Officer
Special District Risk
Management Authority
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WENDY TUCKER

Member Services Manager
Special District Risk Management
Authority
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Fax: 916.231.4111
Email: wtucker@sdrma.org

Workers' Compensation Program

Special District Risk Management Authority (SDRMA) offers a workers' compensation program for special districts and other public agencies. Established in 1982, this program has a proven reputation for stable, competitive rates, actuarially based fiscal management and sound underwriting practices. Moreover, responsive claims management and cost containment, combined with tailored safety and loss prevention, provides members with a full-service workers' compensation program. For member agencies that participate in both the SDRMA Workers' Compensation and Property/Liability Programs, we offer multi-program discounts and also reward workers' compensation members through longevity distributions.

COVERAGE

- Statutory Workers' Compensation Limits
- \$5 Million Employer's Liability
- Zero Member Deductible
- SDRMA maintains a Self-Insured Retention that is periodically adjusted based on market conditions

CLAIMS MANAGEMENT PROGRAM

Our primary objective is to prevent employee injuries and positively impact the overall cost of workers' compensation coverage, as well as provide employees and employers fair and equitable claims management and resolution. Under the supervision of Special District Risk Management Authority Chief Risk Officer, we utilize the third-party administrator expertise of Sedgwick providing our members with efficient claims management.

SDRMA takes a very proactive approach to claims management. We believe claims management and handling are critical components of risk management and are the strength of our program. Our philosophy and established practice is to work with and on behalf of our members to satisfactorily resolve claims, not only within the self-insured retention level, but also with the excess insurance carrier.

LOSS CONTROL AND PREVENTION PROGRAM

We provide our members with a claims procedure manual and training sessions to assist with preliminary claims processing. Our claims management team evaluates reported claims to determine coverage and liability, and if needed, coverage counsel reviews claims. All claims activity is closely communicated and discussed with our members. SDRMA and Sedgwick use state-of-the-art claims management software to provide accurate up-to-date claims information, including loss run reports and payment activity.

Workers' Compensation Program

MEMBERPLUS SERVICES

Members participate in a complimentary safety management program including:

- Personalized On-line Member Resources – MemberPlus Online™
- State-of-the-Art On-line Safety Training – Vector Solutions™
- Telephone Based Nurse Triage Program – Company Nurse
- Loss Prevention Fund for Reimbursement of Safety Equipment up to \$1,000 per year
- On-Site Loss Control Visits and Risk Analysis
- Training Workshops (safety, loss prevention, claims handling)
- Comprehensive Safety & Risk Management Multimedia Library
- Contribution-Reduction Credit Incentive Program (CIP)
- Occupational Safety & Health Program
- Safety & Claims Policy Manual
- Monthly Review of Claims Loss Reports
- Monthly Safety Management Meeting Materials
- Ergonomic Evaluations of Work Areas

CREDIT INCENTIVE PROGRAM

Members are able to reduce their workers' compensation premiums through Special District Risk Management Authority Workers' Compensation Credit Incentive Program. Credit incentives up to 15% of the workers' compensation annual contribution amount can be earned for completion of approved program criteria guidelines.

PAYROLL AUDITS

At this time payroll audits are not required. They may however, be performed periodically by random selection of an account. However, all accounts are required to annually submit copies of their Employment Development Department quarterly payroll tax report (form DE-9) for the fiscal year ending June 30. SDRMA requires an annual payroll reconciliation process be done by the member in late July.

ELIGIBILITY REQUIREMENTS

SDRMA's eligibility requirements provide that member agencies:

- Must be a public agency formed under the California Government Code
- Execute the SDRMA Joint Powers Agreement
- Commit to an initial three program year member enrollment (thereafter coverage may be renewed annually)
- Have at least one paid employee on staff
- Maintain annual membership in California Special Districts Association (CSDA)

CONTRIBUTION AND PAYMENT TERMS

SDRMA's workers' compensation program policy period for all accounts is July 1 through June 30. Invoices are billed annually based on estimated payroll provided by the member each year.

CONTACT INFORMATION:

Ellen Doughty

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Special District Risk
Management Authority
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Wendy Tucker

Member Services Manager
Special District Risk Management
Authority
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Sacramento, California 95814
Toll-free: 800.537.7790
Direct: 916.231.4141
Fax: 916.231.4111
Email: wtucker@sdrma.org

Property/Liability Program



CLAIMS TRACK (3 POINTS MAXIMUM)

For a participating member agency not having any "paid" **and/or** "filed" claims for one year as well as having a 10-year Loss Ratio 1.0 or less (excluding CAT claims).

1 point

No Documentation Required - Will be confirmed by SDRMA.

For a participating member agency not having any "paid" **and/or** "filed" claims for three years as well as having a 10-year Loss Ratio 1.0 or less (excluding CAT claims).

2 points

No Documentation Required - Will be confirmed by SDRMA.

The following bonus points are in addition to the 15 CIP point limit:

CLAIMS BONUS TRACK (3 POINTS MAXIMUM)

For a participating member agency not having any "paid" **and/or** "filed" claims for five years as well as having a 10-year Loss Ratio 1.0 or less (excluding CAT claims).

3 points

No Documentation Required - Will be confirmed by SDRMA.

CONTACT INFORMATION

For questions regarding point credits or the Credit Incentive Program, please contact SDRMA Chief Risk Officer Debbie Yokota at dyokota@sdrma.org or call the SDRMA office at 800.537.7790.

Also, visit our website at www.sdrma.org, click on MemberPlus Services and then click on Vector Solutions (formerly TargetSolutions) Program to view information about the program Online Certified Safety Training Program Courses available to all members including:

Over 800 member safety-training courses in English and Spanish

- Courses that meet State and Federal government regulations for required contact hours for certified water and wastewater operators
- Courses endorsed by the National Fire Protection Association (NFPA)
- Courses that are recognized and accepted by the California Water Environmental Association (CWEA) and the California Department of Health Services (DHS)
- OSHA approved training courses – 40 new courses
- Professional Development Courses in Leadership, Management, Computer Skills, Customer Service, Finance, Health and Wellness
- Online Driver Training and Compliance Program
- Emergency Vehicle Operator
- Law Enforcement, Online Police Training
- Human Resources

2021-22 Credit Incentive Program Criteria

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability coverage through the Credit Incentive Program.

Credit incentives of up to 15 points can be earned based on an Agency's participation in meeting the following program guidelines. One CIP point is equal to a 1% discount on the Agency's Property/Liability Program for the Auto and General Liability net contributions invoice only. Participating members may choose among various options to complete during the CIP period (April 1 – March 31) to reach the maximum points allowable within each track.

The maximum total points a member can receive is 15 points (not including bonus points) and points earned before March 31, 2022 will be applied to the 2022-23 Program Year. Options allowing a member to earn points for both Property/Liability and Workers' Compensation are designated with ***(Credit will be applied to both programs)***. Points are currently awarded as follows:

LOSS PREVENTION TRACK (8 POINTS MAXIMUM)

For staff accredited with the SDRMA General Safety Specialist Certificate or Supervisor Safety Specialist Certificate. This certificate program is a way for the Agency's staff to demonstrate their dedication to safety and loss prevention. The General Safety Specialist certificate requires the Agency employee complete and pass four OSHA certified general training courses and to receive the Supervisor Safety Specialist certificate, complete and pass two supervisory safety courses in addition to the four OSHA certified general training courses. Certificates are valid for 2 years. (Credits earned for first year only)

2 points maximum

No Documentation Required - Will be confirmed by SDRMA.

(Credit will be applied to both programs)

For each full-day attendance by the Agency's safety officer, designated individual, or employee(s) at an SDRMA Safety/Claims Education Day. (First attendee earns 2 points, second attendee earns 1 point)

3 Points maximum

No Documentation Required - Will be confirmed by SDRMA.

(Credit will be applied to both programs)

For management staff or governing body member attending an approved Legal Seminar relating to Employment Practices or Human Resource issues. (Each attendee earns 1 point)

2 Points maximum

Documentation Required – Course syllabus and certificate of completion.

For staff participation in SDRMA's online safety training program – Vector Solutions (formerly TargetSolutions) Safety Programs. 25% of member employees (FT, PT and volunteer firefighters) must each successfully complete a minimum of four individual e-training modules.

3 points maximum

No Documentation Required - Will be confirmed by SDRMA.

Property/Liability Program



For staff participation in defensive driving course for members with scheduled vehicles – all drivers must participate.

2 points maximum

Documentation Required – Course syllabus and certificate of completion of drivers must be submitted to SDRMA for credit.

For members who utilize positive pay on bank accounts for checks, ACH's, and wires.

2 points maximum

Documentation Required – Submit bank documentation annually to SDRMA.

ADMINISTRATION TRACK (2 POINTS MAXIMUM)

For management staff accredited with the Certified Special District Manager (CSDM) designation by the Special District Leadership Foundation (SDLF). This certification program is a way for special district administrators to affirm – to their customers, to their board of directors, and to themselves – that they are competent and experienced in their profession. Requirements for this certification include management experience, continuing education, community service, and ultimately an exam. (Credits earned for first year only)

2 points maximum

No Documentation Required - Will be confirmed by SDLF.

(Credit will be applied to both programs)

For each full-session attendance by the Agency's management staff in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops and/or the Special District Leadership Academy (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA.

(Credit will be applied to both programs)

GOVERNANCE TRACK – GOVERNING BODY RELATED (2 POINTS MAXIMUM)

For Agency accredited with District of Distinction designation by the Special District Leadership Foundation (SDLF). This accreditation program enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply to SDLF for designation as a "District of Distinction" by submitting financial audits, policies and procedures and proof of Governance and Ethics training received by directors and executive staff. (Credits earned for first year only)

2 points maximum

No Documentation Required - Will be confirmed by SDLF.

(Credit will be applied to both programs)

For each full-session attendance by a member of the Agency's governing body in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops (SDRMA approved), Board Leadership Training, Special District Leadership Academy and/or Special District Leadership Foundation (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA training attendance sheet.

(Credit will be applied to both programs)

Subject: CANCER FUND: Discussion and direction regarding retaining the Cancer Fund program and the district making other donations.

Submitted by: David Aranda, BHI Consultant

Meeting Date: July 6, 2021

Background: It appears that since around 2004, the district established a Cancer Assistance Fund. My understanding is that the fund works in the following manner:

- Donations from individuals and companies are accepted by the district and the Board of Directors chooses to supplement that money by moving property tax money into the Cancer Fund.
- In addition, money has been received via fund raisers. That money sits in a designated account and individuals can apply for a portion of those funds when they fill out an application, which was reviewed by a committee and approved by the board.
- Money was used for travel expenses in direct relation to cancer treatment.

I have attached a few documents:

- Cancer Assistance Fund Policy and Procedures and minutes providing examples of board approval both in moving property tax money toward the Cancer Fund and board approval regarding providing funds to individuals for cancer assistance.
- I also have attached some documentation regarding work production OMLO did in 2019.

In addition to the cancer fund, the district donates each month to the Senior Center (formerly known as “meals on wheels”). Over the years, the district made donations to the Little League, as well. From speaking to both Tiffanie and Shirley, the attorneys that have represented the district have had varying opinions about the legality of providing such donations. Donations to Little League were stopped by legal counsel a few years ago. The monthly donation to the Senior Center continues in the amount of \$250.00 per month. The Cancer Fund is still functioning, but COVID had put a stop to activity surrounding the cancer fund, including, donations, fundraisers and individuals asking for assistance.

I spoke to former director, Shirley Heathman in length about the Cancer Fund, and she was going to check with some others involved with the Cancer Fund, as well as other directors desiring to see this project continue under the Health Care District.

Shirley understands the concern that has been raised and says that concern has been brought up numerous times over the years. Shirley is not interested in continuing an involvement in the Cancer Fund and feels that if the fund were to be shut down, the proper thing to do would be to track who, if anyone made donations to the fund, and offer their money back.

Alex, district Legal Counsel will have his thoughts regarding what the district is doing, but the Auditor, Paul Kaymark has a big concern about the district providing money to individuals that includes property tax money the district has received. As your consultant, I have many concerns.

- 1) Currently the Board of Directors has no errors and omissions insurance, so any questionable action on the part of an individual director or the board, will not be covered by insurance, and thus either the district or the individual would be financially responsible.
- 2) I have been taught by several attorneys that use of property tax money for private individuals, in any form, is a gift of public funds and is illegal.
- 3) I would question the district's authority as a health care district, to use funds in the current manner they are being distributed. This is not a question of the district having the ability to accept donations. (Companies and individuals that make such donations should be told to check

with their tax person on the tax implications).
What is at question is the ability for a
governmental entity to use property tax money
for donations to both entities and individuals.

Recommendation:

I will be happy to answer any questions, but this
decision rests on the responsibility of legal counsel and
the board of directors.

EAST KERN HEALTH CARE DISTRICT

**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.
- 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.

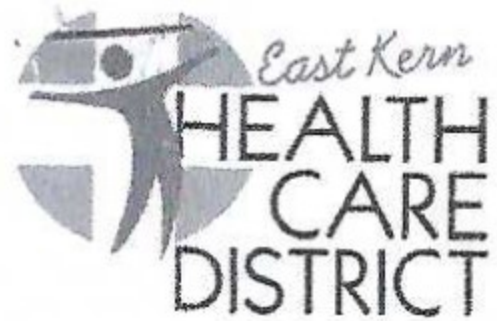
E. BOARD OVERSIGHT

-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.

EAST KERN HEALTH CARE DISTRICT

CANCER ASSISTANCE FUND
POLICY AND PROCEDURES

- PURPOSE: To establish a distinct account to be managed 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 funds will be primarily distributed to residents who are receiving cancer treatment.
- Donations made to the Fund are voluntary, may be from individuals, vendors, businesses, as well as from the general fund of the District.
 - All monies will be tracked by the District staff and reported to the Board of Directors with other banking reports at least quarterly.
 - Fund raising will be coordinated with a committee made of community members as well as up to two Directors.
 - Expenses for fund raising will be at the discretion of the fund raising committee, and must be approved by the participating Directors on the committee prior to incurring expenses.
 - Fund distribution will be allocated by a Community Advisory Board of the Cancer Assistance Fund.
 - Members of the Community Advisory Board will be approved by the Board of Directors.
 - Applications for Cancer Fund Assistance will be developed by the Community Advisory Board.
 - Applications completed and returned will be treated as confidential records by the District Staff and the Community Advisory Board.
 - 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.
 - The Fund is not an insurance provider for medical care.
 - 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.
 - Receipts for expenses already incurred are requested, if possible, or dates of appointments.
 - Applicants may apply more than once if they require prolonged care.
 - 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.



Regular Meeting
7/02/2019

**MINUTES
REGULAR MEETING
EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS
7/02/2019**

8101 Bay Ave. CALIFORNIA CITY
*Our mission is to expend financial resources to help
residents of the District satisfy their healthcare needs.*

CALL TO ORDER: By President Shirley Heathman at 5:00PM

PLEDGE OF ALLEGIANCE

ROLL CALL

Directors present:

Bentley, Connie
Heathman, Shirley
Macedonio, Karen
Smith, Robert
Sparks, Tawney

Staff present:

Serpa, Manuel Legal Counsel-by phone
Breen, Tiffanie- General Manager

Public present:

Sprague, Shawn

APPROVAL OF AGENDA

Approval of agenda.

Motion by Dir. T. Sparks Second by Dir. K. Macedonio

APPROVED 5 Ayes

SPRAGUE STATUS REPORTS:

N. Loop buildings- Shawn working on paint, and tile selections for Suite A and B remodel. Bids will be broken into two separate bids for paint and flooring.

Bay Ave. building- Everything is good at Bay building.

CLOSED SESSION- 5:09pm Conference with Legal Counsel:

1. Conference with Real Property Negotiators pursuant to Government Code Section 54956.8;
Property: 9300 North Loop Blvd Suites A & B; District Negotiator: District Manager;
Negotiating Party: Bartz Altadonna Community Health Center; Under Negotiation: Price
and Terms of Payment.
2. Conference with Real Property Negotiators pursuant to Government Code Section 54956.8;
Property: 9300 North Loop Blvd Suites A & B; District Negotiator: District Manager;
Negotiating Party: Adventist Health; Under Negotiation: Price and Terms of Payment.

3. Conference with Legal Counsel: Pursuant to Government Code §54957(b); Evaluation of performance of General Manager

RETURN FROM CLOSED SESSION: 5:24pm - Board meet in closed session as listed on agenda. Items 1 and 2 Directors provided instruction to negotiator. Item 3 No reportable action was taken.

INFORMATION/ADMINISTRATION REPORT:

1. Sexual Harassment training is required. On demand webinar is available from the CSDA
2. Planned absence July 11, 2019.
3. Taking webinar in July for website compliance.
4. Plan dedication for Dr. Sri- Install plaque before dedication

PUBLIC COMMENTS RELATED TO ITEMS LISTED ON AGENDA: None

CONSENT CALENDAR:

Approve Warrants 3 EFT's, checks # 35220-35236 for a total amount of \$8,557.31 as per listing. No voided checks. See Attached Check Detail
Motion by Dir. R. Smith Second by Dir. C. Bentley
APPROVED 5 Ayes

APPROVE ITEMS:

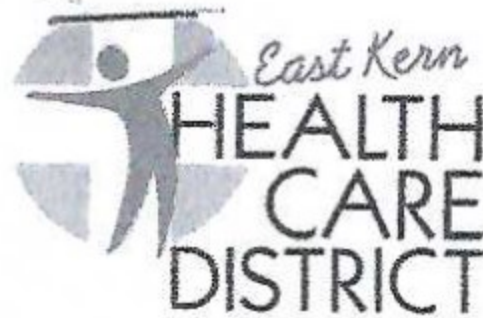
1. Approve minutes from June 04, 2019 Regular Meeting.
Motion by Dir. T. Sparks Second by Dir. K. Macedonio
APPROVED 5 Ayes
Statement of Activity Report May 2019.
Motion by Dir. R. Smith Second by Dir. C. Bentley
APPROVED 5 Ayes

NEW BUSINESS ITEM:

- A. Approve donation of \$5,000.00 to Cancer Fund.
Motion by Dir. T. Sparks Second by Dir. K. Macedonio
APPROVED 5 Ayes

- B. Approve funding of \$500.00 to Cancer Bentley for supplies for the 2019 Cancer Walk.
Motion by Dir. T. Sparks Second by Dir. K. Macedonio
APPROVED 5 Ayes

- C. Approve renewal of lease agreement with Adventist Health for property at 9350 North Loop Blvd.
Motion by Dir. T. Sparks Second by Dir. C. Bentley
APPROVED 5 Ayes



Regular Meeting
10/01/2019

**MINUTES
REGULAR MEETING
EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS
10/01/2019
8101 Bay Ave. CALIFORNIA CITY**
*Our mission is to expend financial resources to help
residents of the District satisfy their healthcare needs.*

CALL TO ORDER: By President Shirley Heathman at 5:00PM

PLEDGE OF ALLEGIANCE

ROLL CALL

Directors present:

Bentley, Connie
Heathman, Shirley
Macedonio, Karen
Smith, Robert
Sparks, Tawney

Staff present:

Serpa, Manuel Legal Counsel-by phone
Breen, Tiffanie- General Manager

Public present:

None

APPROVAL OF AGENDA

Approval of agenda

Motion by Dir. T. Sparks Second by Dir. C. Bentley

APPROVED 5 Ayes

SPRAGUE STATUS REPORTS:

N. Loop buildings- Had 3 participants attend job walk for paint, only one for flooring. Representative for Kern County Compliance was also in attendance.

Bay Ave. building- work on replacing ceiling tiles

CLOSED SESSION- 5:02pm Conference with Legal Counsel:

1. Conference with Real Property Negotiators pursuant to Government Code Section 54956.8;
Property: 9300 North Loop Blvd Suites B & C; District Negotiator: District Manager;
Negotiating Party: Adventist Health; Under Negotiation: Price and Terms of Payment.

2. Conference with Real Property Negotiators pursuant to Government Code Section 54956.8; Property: 9300 North Loop Blvd Suites B & C; District Negotiator: District Manager; Negotiating Party: Bartz Altadonna Community Health Center; Under Negotiation: Price and Terms of Payment.

RETURN FROM CLOSED SESSION: 5:17pm - Board meet in closed session and discussed items as listed on agenda. Provided instructions to negotiator. No reportable actions were taken.

GENERAL MANAGER REPORT:

1. Dr. Sri building dedication will be held on Tuesday October 15, 2019 at 10am. Directors may send General Manager list of suggested list of invites
2. Draft of annual calendar

PUBLIC COMMENTS RELATED TO ITEMS LISTED ON AGENDA: None

CONSENT CALENDAR:

Approve Warrants 1 EFT's, No debit cards transactions and checks # 35274-35291 for a total amount of \$8,057.94 as per listing. No voided checks.

See Attached Check Detail

Motion by Dir. R. Smith Second by Dir. C. Bentley

APPROVED 5 Ayes

APPROVE ITEMS:

1. **Approve minutes from September 03, 2019 Regular Meeting as amended.**

Motion by Dir. R. Smith Second by Dir. T. Sparks

APPROVED 5 Ayes

Statement of Activity Report August 2019.

Motion by Dir. K. Macedonio Second by Dir. C. Bentley

APPROVED 5 Ayes

NEW BUSINESS ITEM:

- A. **Approve Resolution #2019-10-01 adopting new Administrative Code.**

Motion by Dir. R. Smith Second by Dir. C. Bentley

APPROVED 5 Ayes

- B. **Approve funding for cancer assistance fund applicant number 2019-09-03 for \$750.00 as approved by the Community Advisory Board.**

Motion by Dir. T. Sparks Second by Dir. C. Bentley

APPROVED 5 Ayes

ATTORNEYS AT LAW



OLIVAREZ MADRUGA LEMIEUX O'NEILL, LLP

A LIMITED LIABILITY PARTNERSHIP

WWW.OMLOLAW.COM

500 SOUTH GRAND AVENUE ■ 12TH FLOOR ■ LOS ANGELES, CA 90071

PHONE 213.744.0099 ■ FAX 213.744.0093

CONFIDENTIAL MEMORANDUM

ATTORNEY-CLIENT PRIVILEGED / ATTORNEY WORK PRODUCT

To: Tiffanie Breen

From: Chelsea M. Scharf

Date: November 26, 2019

Subject: Gifts of Public Funds Analysis

Summary

We have been asked to determine whether it is permissible for the District to make donations to the Senior Center Association of California City, for senior nutrition. We have also been asked to outline the legal framework in California surrounding the issue of "gifts of public funds."

Generally, a public agency may not make a gift of public funds. An appropriation benefitting a private party constitutes an unconstitutional gift of public funds if the District receives no adequate consideration in exchange for the expenditure, or if the expenditure does not fulfill a public purpose. Thus, the prohibition against gifts of public funds does not preclude expenditures and disbursements for "public purposes."

The expenditure to the Senior Center Association appears to be made for a public purpose of the District. However, per the outline below, a determination should be made on a case-by-

case basis as to whether a proposed donation meets the public purpose exception to the constitutional bar against gifts of public funds.

Analysis

1. Prohibition Against Gifts of Public Funds

Generally, a public agency may not make a gift of public funds. (Cal. Const. art XVI, § 6.) An appropriation benefitting a private party constitutes an unconstitutional gift of public funds if the District receives no adequate consideration in exchange for the expenditure, or if the expenditure does not fulfill a public purpose. (*Allen v. Hussey* (1950) 10 Cal.2d 457, 473; *County of Alameda v. Janssen* (1940) 16 Cal.2d 276, 281.)

2. Public Purpose Exception

This prohibition against gifts of public funds does not preclude expenditures and disbursements for "public purposes," even if a private person incidentally benefits. (*Redevelopment Agency of San Pablo v. Shepard* (1977) 75 Cal.3d 453, 457.) The determination of a public purpose lies with the legislative body. The concept is liberally construed, and the legislative action is upheld unless it is totally arbitrary. (*Mannheim v. Superior Court* (1970) 3 Cal.3d 678, 691.)

The public benefit served by disbursements of public funds must be within the public purpose of the agency making the disbursement. (*Golden Gate Bridge & Highway Dist. v. Leuhring* (1970) 4 Cal.3d 204, 208.)

a. District Purposes Set Forth in the Local Health Care District Law

The District's purposes, as reflected in the powers the Board may exercise, are set forth in its governing law, the Local Health Care District Law. (See Health and Safety Code, Sections 32121-32140). Some of the powers enumerated in the Local Health Care District Law relevant to this analysis are as follows:

(j) To establish, maintain, and operate, or provide assistance in the operation of, one or more health facilities or health services, including, but not limited to, outpatient programs, services, and facilities; retirement programs, services, and facilities; chemical dependency programs, services, and facilities; or other health care programs, services, and facilities and activities at any location within or without the district for the benefit of the district and the people served by the district.

(m) To establish, maintain, and operate, or provide assistance in the operation of, free clinics, diagnostic and testing centers, health education programs, wellness and

I received the memo. I apologize but I am a bit confused. Initially the donation request I sent over was for California City Little League. When you responded that donating to a private organization was not something our District could/should do I asked about the other donations we make or have made in general. The memo is geared only towards the donation made to the Senior Center Association. I am confused about donating in general. So we can donate if the donation falls under the explanations listed on the memo? and rather the donation meets the criteria listed under letter *m* on the memo is determined by the board of directors?

Thank you,

Tiffanie Breen
East Kern Health Care District
District Manager
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

[Quoted text hidden]

Chelsea Scharf <cscharf@omlowlaw.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Tue, Nov 26, 2019 at 3:14 PM

Hello Tiffanie,

That's no problem. As provided in the memo, we recommend that a fact-specific analysis and determination be made on a case-by-case basis regarding whether a specific donation is permissible under the law.

The law provides that the prohibition against illegal "gifts of public funds" does not prevent expenditures for "public purposes." The memo identifies certain public purposes of the District (i.e. Sections (j) and (m) of Health and Safety Code Section 32121.) For example, per Code Section 32121(j), donations made by the District to establish, maintain, and operate (or provide assistance in the operation of) health care programs, services, and facilities for the benefit of people served by the District are for the "public purpose" of the District, and are likely permissible.

There are other, more specific "purposes" of the District set forth in its governing Act, in addition to those identified in the memo. Accordingly, a fact-specific analysis needs to be made as to whether a donation constitutes a "public purpose" of the District, and is thus permissible. I hope this helps.

[Quoted text hidden]

LOS ANGELES, CA 90071

TEL: 213.744.0099 • FAX: 213.744.0093

www.omlowlaw.com

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[Quoted text hidden]

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: Chelsea Scharf <cscharf@omlowlaw.com>

Fri, Nov 22, 2019 at 11:58 AM

Hi Chelsea,

Thank you for your response. Would this matter apply to the donation the currently makes to the Senior Center Association of California City for senior nutrition? The district has been making a donation for at least 5 years of \$250 a month. I recall when Mr. Silander was the attorney he said something along the lines of donations could be made for anything that promotes health care and healthy lifestyles. I believe that was taken into consideration when the board made the decision to support the senior community and a few other donations they've made in the community. I think having clarity on this subject would be helpful in the future.

Thank you,

Tiffanie

[Quoted text hidden]

--

Tiffanie Breen
District Manager

[Quoted text hidden]

Chelsea Scharf <cscharf@omlowlaw.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>


Tue, Nov 26, 2019 at 10:42 AM

Hello Tiffanie,

Thanks for your email. In response to the below, please see the attached memo, which concerns your questions pertaining to donations made by the District.

Please feel free to call with any questions or if you would like to discuss.

[Quoted text hidden]

 **Gifts of Public Funds Memo.pdf**
54K

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: Chelsea Scharf <cscharf@omlowlaw.com>

Tue, Nov 26, 2019 at

98

Hi Chelsea,

Donations

6 messages


East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: Chelsea Scharf <cscharf@omlowlaw.com>

Thu, Nov 21, 2019 at 1:22 PM

Hi Chelsea,

Would this type of donation be something the District could do?

Tiffanie Breen
East Kern Health Care District
District Manager
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

 **CCLL donation form.pdf**
447K

Chelsea Scharf <cscharf@omlowlaw.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Fri, Nov 22, 2019 at 11:25 AM

Hello Tiffanie,

We recommend that the District refrain from making such a donation to Cal City Little League, as a court could find that it would constitute an impermissible gift of public funds.

Generally, a public agency may not make a gift of public funds. (Cal. Const. art XVI, § 6.) An appropriation benefitting a private party constitutes an unconstitutional gift of public funds if the District receives no adequate consideration in exchange for the expenditure, or if the expenditure does not fulfill a public purpose. (*Allen v. Hussey* (1950) 10 Cal.2d 457, 473; *County of Alameda v. Janssen* (1940) 16 Cal.2d 276, 281; *Golden Gate Bridge & Highway Dist. v. Luehring* (1970) 4 Cal.3d 204, 208; the public benefit served by disbursement of public funds must be within the public purpose of agency making disbursement.)

The District's purposes, as reflected in the powers the District Board may exercise, are set forth in its governing law, the Local Health Care District Law. (See Health and Safety Code § 32000 et seq.) It does not appear that the proposed donation will be used for a public purpose of the District, as set forth in the Health Care District Law.

Please do not hesitate to call with any questions.

Best,

Chelsea M. Scharf

prevention programs, rehabilitation, aftercare, and any other health care services provider, groups, and organizations that are necessary for the maintenance of good physical and mental health in the communities served by the district.

(Health and Safety Code § 32121.)

The donation to the Senior Center Association of California City for senior nutrition appears to fall within the above criteria. A determination should be made on a case-by-case basis regarding whether a particular donation falls under the public purpose exception to the general prohibition against the gift of public funds, as set forth above.

Subject: Approval to send a letter to California City, City Council regarding having a past due invoices written off for the Landscape and Lighting District Assessment.

Submitted by: David Aranda, BHI Consultant

Meeting Date: July 6, 2021

Background: When the Aspen Mall was put in place, there was a lighting and landscape district assessment approved that would apply to the parcel owners within the boundaries of the mall. Some were exempt for various reasons. Because the district does not have the Bay Street building on the property tax list with the Kern County Controller, (Governmental Agencies are exempt from property tax within their jurisdiction) the district over the past number of years was receiving a hard copy invoice from the City of California City billing for the assessment. These invoices have been ignored for several years and the fact that California City was not maintaining the Bay Street side of the Aspen Mall added fuel to the fire in ignoring the invoices.

To clean up and resolve the entire issue, I have the following comments:

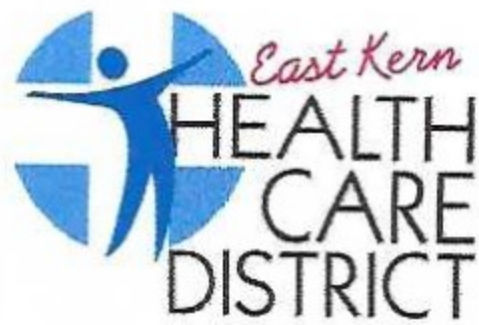
- 1) I spoke with the City Council about the district's concerns, and my concerns regarding the overall accounting of the assessment and the use of funds from the assessment on the Bay Street side of the

mall. I also explained to the City Council that the district was expending its own funds to properly care for the landscaping around the district building on Bay Street, both for safety reasons, and aesthetic reasons.

- 2) A meeting took place with the City Manager and Public Works Director, to discuss the issue of the assessment monies not appearing to be utilized on any work on the Bay Street side of the Aspen Mall.
- 3) I observed around the time of the meeting some work taking place in cleaning up the landscaping on Bay Street.
- 4) The attached draft letter would hopefully resolve the assessment invoices on way or another, so that the district and California City are current with the assessment. The thought being that the district should start paying the assessment with the beginning of the fiscal year 2022.

Recommendation:

I am asking for the board to approve the attached letter to be sent to the City Council for consideration.



July 7, 2021

Mayor and City Council
California City
Address

RE: East Kern Health Care District Assessments

Dear Mayor _____ and City Council;

On behalf of the East Kern Health Care District, I am requesting that the Council consider forgiving the past due invoices that have been submitted to East Kern Health Care District by California City for the lighting and landscaping district assessment.

I have met with the City Manager, and Public Works Director, and it appears that the issue of using some funds from the assessment to care for the Bay Avenue side of the Aspen Mall is being addressed. For the past few years, the East Kern Health Care District has been paying for a landscaping company to come to the district building on Bay Avenue, to care for the landscape and maintenance of our area, both for safety reasons, and an attempt to maintain a good appearance.

In looking at the East Kern Health Care District files, it appears that for the past few years California City "invoiced" the district for assessment charges each year but neither entity paid attention to those invoices. I am attempting to clean up the past. Based on the East Kern Health Care District paying for landscaping services, and not receiving any type of assistance from the funds from the lighting and landscaping district assessment, my request is for the City to forgive the charges. (I am not even sure that the city has these invoices in their accounts receivable books). The district would then begin paying the lighting and landscaping assessment for tax year 2021/2022.

Thank you for your consideration in this matter. I am available to answer any question both prior to the City Council meeting, or at the City Council meeting.

Sincerely,

David Aranda
Consultant
East Kern Health Care District

East Kern Health Care District
PO Box 2546
California City, CA 93504
760-373-2804
eastkernhealthcaredistrict@gmail.com
ekhcd.org

AGENDA SUPPORTING INFORMATION
ACTION ITEM

AGENDA # 20

Subject: Discussion regarding collaboration with Cal City to access "Cares Funding".

Submitted by: David Aranda, BHI Consultant

Requested by: Karen Macedonio, Board President

Meeting Date: July 6, 2021

Background: The Board President requested that this be placed on the agenda. She was still gathering information about this item as the board packet was being put together. She will present verbally her findings and information.



Subject: Approval of the fiscal year 2022 budget for the East Kern Health Care District

Submitted by: David Aranda, BHI Consultant

Meeting Date: July 6, 2021

Background: The district as required by State law, needs to have an annual budget approved for each fiscal year.

A budget is not something cast in concrete, but rather a “map” regarding potential income and expenses for the district over the course of the fiscal year. I emphasize this point because the district consultants and board are still gaining a grasp of items that need to be accomplished regarding improvements and repairs at the N. Loop buildings and we are still grappling with the use for the 12,000 sq. ft. Bay Street building.

With that said, attached is a proposed budget that makes several assumptions, for example, payroll expenses will eventually kick in with the hiring of a staff person. Consulting with BHI may disappear and consulting with Linda should be reduced, but the timetable is tricky to determine when this may take place. The dollar amounts are my best guestimate.

Regarding expenses, I have updated the budget based upon quotes for insurance and knowledge now regarding needed repairs at the N. Loop buildings and

costs for utilities. As we all know, the utility dollar amount can be reduced if we can come up with a process to charge all tenants the utility costs as was agreed in their respective lease agreements.

You will note that I placed \$50,000 in capital expenses which should cover the Adventist Health Improvements and a few other things. The bottom line for the budget would have the district placing \$12,800 in reserves.

Recommendation:

Approve the fiscal year 2022 budget for East Kern Health Care District.

EAST KERN HEALTH CARE DISTRICT

Budget vs Actual

	ACTUAL 2020/2021	BUDGET
	Actual Amounts Thru 6/25/21	Budget Amounts
Revenue:		
		Annual
4010 Property Tax Revenues	\$183,190.69	\$200,000.00
4015 Reimbursements	\$1,952.19	\$0.00
4030 Lease Income	\$75,887.23	\$70,000.00
4040 Interest	\$2,999.84	\$3,000.00
Total Revenue:	\$264,029.95	\$273,000.00
Expenses:		
		Annual
Payroll Expenses:		
6560 Payroll Expense/Taxes	\$9,747.55	\$5,000.00
6284 Professional Fees: District Secretary	\$15,941.79	\$40,000.00
6286 Professional Fees:Consulting-BHI	\$16,557.65	\$18,000.00
6289 Prof Fees:Consulting-Linda Cook	\$10,610.00	\$20,000.00
6282 Prof Fees:Consult-Shawn Sprague	\$4,200.00	\$4,200.00
6283 Prof Fees:Prof Services Accounting	\$5,250.00	\$1,500.00
6285 Audit Expense	\$10,500.00	\$11,000.00
6155 Directors Fees	\$13,200.00	\$18,000.00
	\$86,006.99	\$117,700.00
6160 Dues and Subscriptions	\$216.00	\$1,000.00
6280 Professional Fees:Legal Fees	\$11,466.00	\$11,000.00
6170 Groundskeeper	\$6,540.00	\$4,000.00
6190 Insurance:Work Comp	-\$4,474.95	\$3,000.00
6180 Insurance (Prop/Liab)	\$8,250.00	\$15,000.00
6350 Conference and Travel	\$1,765.00	\$5,000.00
6300 Repairs & Maintenance Bay Ave		\$2,000.00
6310 R & M- North Loop Bldg	\$8,644.42	\$13,000.00
	\$32,406.47	\$54,000.00
Utilities:		
6400 Utilities: Gas Bay Ave	\$12,122.73	\$3,000.00
6400 Utilities: Electric Bay Ave	"	\$6,000.00
6410 Utilities:Water Bay Ave	\$10,795.96	\$8,000.00
6340 Utilities:Telephone	\$3,104.98	\$2,100.00
6420 Utilities:Trash	\$6,180.23	\$6,500.00
6243 Modular Unit Rental	\$5,111.84	\$8,400.00
6330 R & M Alarm Monitoring-Bay Ave	\$3,909.35	\$1,500.00
6550 Office Expenses:Office Supplies	\$4,912.83	\$3,000.00
	\$46,137.92	\$38,500.00
Total Expenses:	\$164,551.38	\$210,200.00
Net Profit	\$99,478.57	\$62,800.00
Capital Expense Items:	\$35,094.94	\$50,000.00
Reserves	\$64,383.63	\$12,800.00

Subject: Approval to purchase a shade cover for Adventist Health.

Submitted by: David Aranda, BHI Consultant

Meeting Date: July 6, 2021

Background: The Adventist Health lease agreement with East Kern Health Care District stated that the district would provide a shade over area outside the Adventist Health waiting room.

I am recommending that the district purchase from Amazon, a sun villa 10' offset umbrella to place on the front area of the Adventist Health Office. I am recommending this simple low-cost form of shade for two reasons:

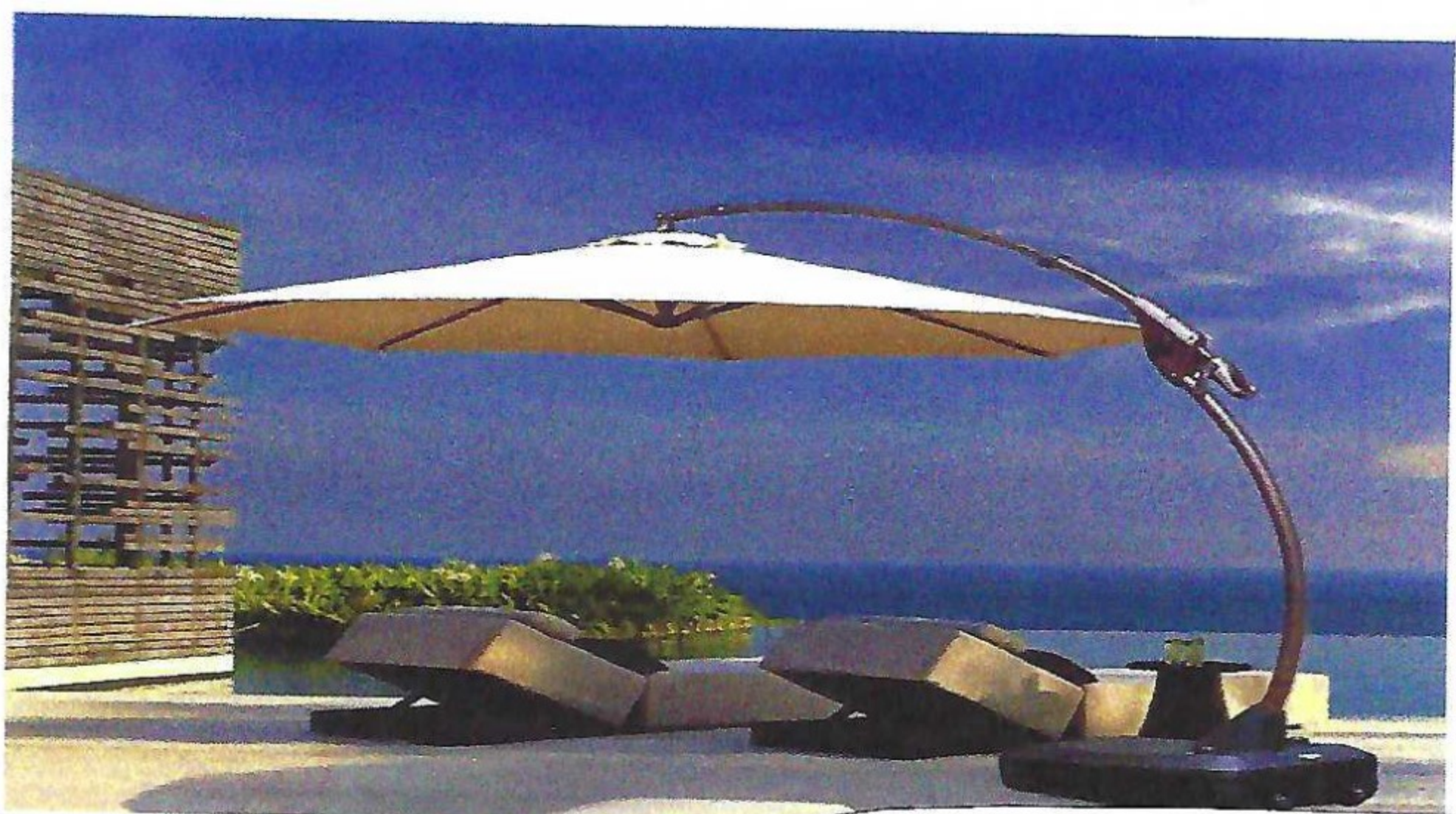
- 1) We should have something in place now because the heat is upon us for 2021.
- 2) This unit is simple enough that it can be taken down during winters and high winds.

Should the shade area be utilized heavily, the district could move forward with a more permanent shade cover.

You can view several shade coverings on Amazon, and then enter the Sun Villa name.

Recommendation:

The Board authorize the purchase of the Sun Villa Cover at a price not to exceed \$500.00.



Product Description

Grand Patio Deluxe NAPOLI Curvy Aluminum Offset Umbrella, Patio Cantilever Umbrella with Base

\$399.99

FREE delivery: July 15 - 16

Deliver to Ebanks - Portland 97239

In stock soon.
Order it now.

442 ratings | 45 answered questions

Grand Patio NAPOLI Offset Umbrella

Price: \$399.99

 Save an extra \$25.00 when you apply this coupon.

Enjoy your deluxe lifestyle!

Grand Patio NAPOLI offset patio umbrella will add years of comfort and style to your outdoor living area.

The entire patio offset umbrella frame is constructed of rust-free aluminum, from the sturdy aluminum pole to the 8 umbrella ribs. The canopy is also designed to last - it is made from water and fade resistant polyester fabric that is UV protected and double-coated with polyurethane for added durability.

The umbrella for pool base is included and has hidden wheels to make it easy to move around to your favorite spot. The base must be filled with either sand or water for stability and safe use.

The Napoli umbrella has a generous large canopy, which makes it perfect for use with a large seating or dining furniture set. This outdoor offset umbrella is not only stylish, but also easy to operate. It can easily be opened and closed with the crank mechanism, while the innovative position auto-lock system allows the angle of the umbrella to be adjusted up to 90 degrees.

For safety and to extend the life of your umbrella, outside umbrellas should not be left open overnight or in rain or high wind. Please note that the umbrella and base are packed and shipped separately.

About this item

UV protective, waterproof Polyester

Aluminum frame

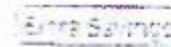
11 foot aluminum offset hanging umbrella with powder-coat frame finish.

Cantilever patio umbrella canopy is double-coated polyester that is heavy-duty, water-resistant, UV protected and fade-resistant. Canopy also includes air vent.

Easy to operate. Pool umbrella opens and closes with handle and crank lift operation mechanism. Innovative position auto-lock system allows you to adjust opening angle to any position.

Offset patio umbrella includes base with hidden wheels for easy movement. The base must be filled with 265 lbs. of sand and water for stability and safe use.


Details

 Promotion Available. 1 Applicable Promotion

Color: 11FT, Champagne



 \$249.99

 \$399.99



Fabric Type UV protective, waterproof Polyester

Size 11FT

Color 11FT, Champagne

Material Aluminum, Fabric

Brand Grand Patio

Pattern Solid

Frame Material Aluminum

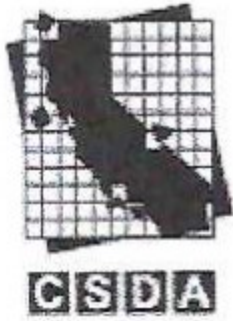


- Subject:** Discussion and possible direction regarding sending East Kern Health Care District Board members to the California Special District's Association Annual Conference.
- Submitted by:** David Aranda, BHI Consultant
- Meeting Date:** July 6, 2021
- Background:** This year the annual conference will be held in Monterey, California. The conference begins on August 31st and ends on September 2nd. I calculated the overall costs of the conference to be about \$2,000.00 per person.
- The conference is always full of various educational programs about Special Districts. For example, I found that there will be two breakout sessions regarding hybrid board meetings. The conference is also a great opportunity for networking with other districts and their leaders.
- I will be attending the conference, paid by SDRMA, so the board can determine the cost of attending for a director or director(s) as opposed to what I can bring back to the board.

Recommendation:

This is a board discussion and based on interest by specific board members, the board should determine if

they, or someone, will be attending. If so, reservations should be made ASAP.



California Special Districts Association

Districts Stronger Together

2021 Annual Conference & Exhibitor Showcase

The leadership conference for special districts.

The CSDA Annual Conference and Exhibitor Showcase is the one conference special district leaders can't afford to miss! It is the most densely packed educational and networking experience available to special districts.

Come together with other special district leaders from across the state to meet with industry suppliers, hear from the best in special district-specific topics with over 30 breakout session options, network with your peers, and more at the leadership conference for special districts.

For more information and conference schedule visit the [conference website](#).

\$625 Early / \$675 CSDA Member

\$940 Early / \$1015 Non-member

Early bird registration is available through Friday, July 30, 2021

WARNING!

You are only able to make room reservations at the CSDA rate at either of the Annual Conference hotels using the link

Sign In

Username

Password

Keep me signed in

SIGN IN

[Forgot username?](#) |

[Forgot password?](#)

provided to you after you register for the 2021 CSDA Annual Conference & Exhibitor Showcase. If you receive phone calls or emails from any other organization, DO NOT RESERVE YOUR ROOMS THROUGH THEM. CSDA has been made aware of fraudulent activities by an organization that is attempting to solicit hotel reservations and acquire credit card information from CSDA conference registrants.

HOTEL ROOM RESERVATIONS: The CSDA room rate at Monterey Marriott is \$214 and the Portola Hotel is \$219 plus tax, single or double occupancy. As of 06/17/21 the CSDA room block at the Portola Hotel is not available. You will receive a link to make your hotel reservation AFTER you have registered for the conference. The room reservation cut-off is August 9, 2021; however, space is limited and may sell out before this date.

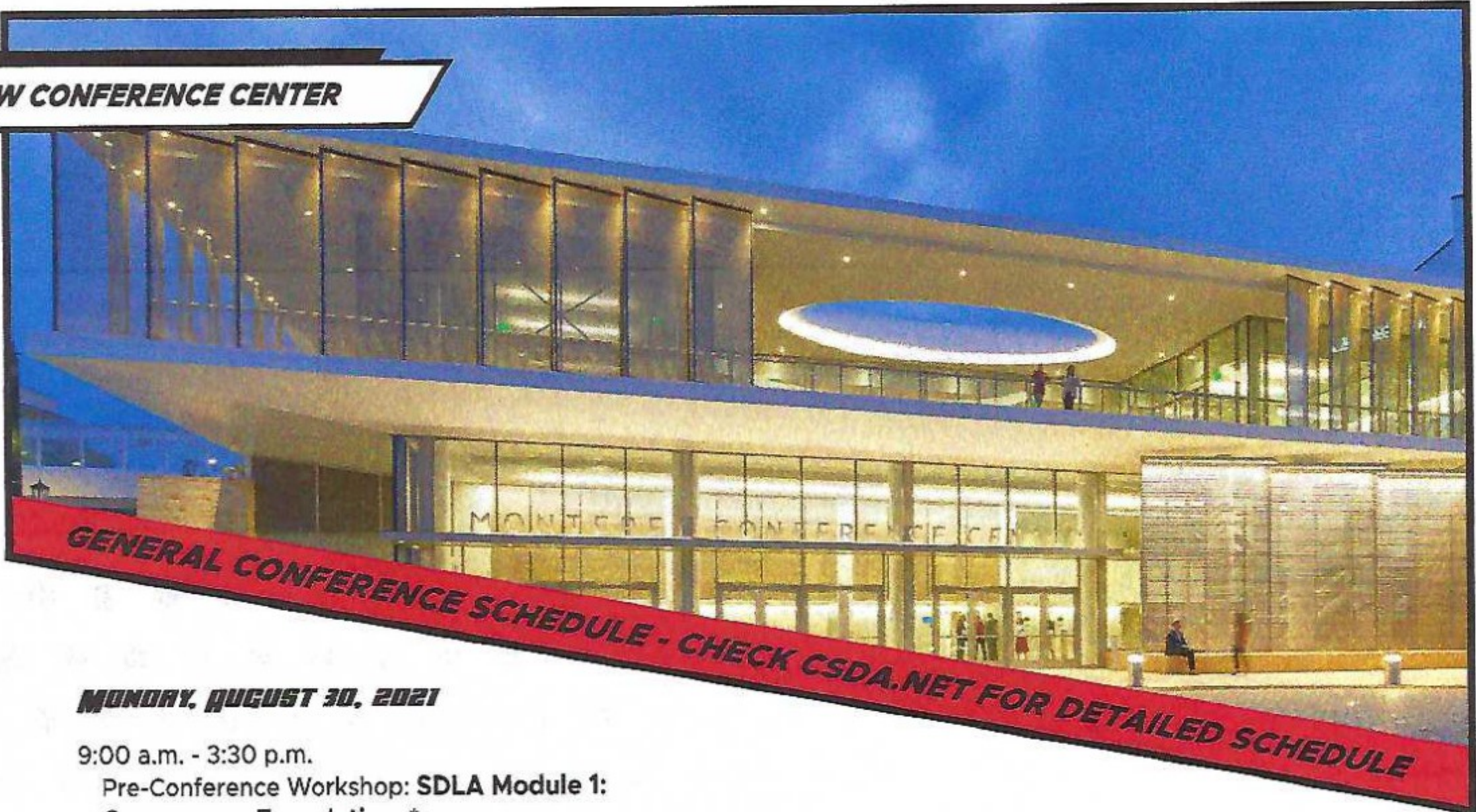
Cancellation Policy:

Cancellations must be in writing and received by CSDA no later than August 13, 2021. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 13, 2021.

Substitutions are acceptable and must be done in writing no than later August 20, 2021. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916-520-2465.

The 2021 Annual Conference & Exhibitor Showcase will comply with any current COVID-19 requirements.

NEW CONFERENCE CENTER



MONDAY, AUGUST 30, 2021

- 9:00 a.m. - 3:30 p.m.
Pre-Conference Workshop: **SDLA Module 1: Governance Foundations***
- Pre-Conference Workshop: **So, You Want to Be a General Manager?***
- 10:00 a.m.
SDLF Scramble for Scholarships Golf Tournament*
- 12:30 - 3:30 p.m.
Pre-Conference Workshop: **The Board and GM Working Together to Optimize the District***
- 1:30 - 3:30 p.m.
Certified Special District Manager (CSDM) Exam, Special District Leadership Foundation*
- 3:45 - 5:15 p.m.
Chapter Roundtable Discussion
- 5:15 - 7:30 p.m.
Conference Begins!
President's Reception with the Exhibitors

TUESDAY, AUGUST 31, 2021

- 7:30 - 8:30 a.m.
Continental Breakfast with the Exhibitors
- 8:45 - 10:45 a.m.
Opening General Session: Kevin Brown
- 11:00 a.m. - 12:00 p.m.
Breakout Sessions
- 12:15 - 1:30 p.m.
Lunch with the Exhibitors
- 1:45 - 3:00 p.m.
Breakout Sessions

TUESDAY CONT...

- 3:45 - 4:45 p.m.
Breakout Sessions
- 5:00 - 6:30 p.m.
Mix & Mingle in the Exhibit Hall

WEDNESDAY, SEPTEMBER 1, 2021

- 8:00 - 10:30 a.m.
SDRMA Full Plated Breakfast and Keynote Speaker: Jason Hewlett
- 10:45 a.m. - 12:00 p.m.
Breakout Sessions
- 12:15 - 1:45 p.m.
Legislative Update Luncheon
- 2:00 - 3:15 p.m.
Breakout Sessions
- 3:30 - 5:00 p.m.
Breakout Sessions
- 6:00 - 9:00 p.m.
SDLF Taste of the City

THURSDAY, SEPTEMBER 2, 2021

- 8:00 - 10:00 a.m.
CSDA Closing Breakfast

** = optional, advanced registration, additional fee*



2021 CSDA ANNUAL CONFERENCE ATTENDEE REGISTRATION FORM

CSDA

one form per attendee, please print

**PLEASE PRINT & INCLUDE
FORM WITH PAYMENT.**

Three Ways to Register:

1. REGISTER ONLINE by visiting the CSDA Annual Conference website at conference.csda.net.
2. REGISTER BY FAX your registration form to 916-520-2465. All faxed forms must include payment.
3. REGISTER BY MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Check made payable to: California Special Districts Association.

Not sure if you are a member?

Not sure if you are a member? Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cassandra Strawn at cassandras@csda.net or call toll-free 877-924-2732.

Full conference registration fee includes:

- » President's Reception with the Exhibitors Monday
- » Keynote Sessions
- » Continental Breakfast with the Exhibitors on Tuesday morning
- » Lunch with the Exhibitors on Tuesday
- » Mix and Mingle in the Exhibit Hall on Tuesday
- » SDRMA Full Plated Breakfast on Wednesday
- » Legislative Update Luncheon on Wednesday
- » All Breakout Sessions on Tuesday and Wednesday
- » Taste of the City Reception on Wednesday
- » Closing Breakfast on Thursday

Full conference GUEST registration includes all meal functions.

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member				
Special Needs (include dietary):				
Emergency Contact:				
Would you prefer to opt out of exhibitor or sponsor emails? <input type="checkbox"/> Yes <input type="checkbox"/> No				
CONFERENCE REGISTRATION FEES		EARLY BIRD (ON/BEFORE JULY 30, 2021)	REGULAR (AFTER JULY 30, 2021)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference		\$625.00	\$675.00	
<input type="checkbox"/> Non-member - Full Conference		\$940.00	\$1015.00	
<input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian		\$300.00	\$325.00	
<input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian		\$450.00	\$485.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.		\$350.00 each day	\$375.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.		\$510.00 each day	\$565.00 each day	
SEPARATE REGISTRATION FEES		CSDA MEMBER	NON-MEMBER	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Aug. 30		\$225.00	\$340.00	
<input type="checkbox"/> Pre-Conference Workshop: So You Want to be a General Manager? - Aug. 30		\$100.00	\$100.00	
<input type="checkbox"/> Pre-Conference Workshop: The Board and GM Working Together... - Aug. 30		\$150.00	\$225.00	
<input type="checkbox"/> SDFL Scramble for Scholarships Golf Tournament - Aug. 30		\$105.00 (includes lunch)		
<input type="checkbox"/> Taste of the City Reception (Guests only) - Aug. 30		\$ 65.00 CSDA Member Guest	\$ 98.00 Non-member Guest	
TOTAL				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:		Account Number:		
Expiration date:		Authorized Signature:		

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than Friday, August 13, 2021. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 13, 2021. Substitutions are acceptable and must be done in writing no later than August 20, 2021 at 5:00 p.m. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.

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AGENDA SUPPORTING INFORMATION
ACTION ITEM

AGENDA # 24

Subject: Discussion and possible approval to purchase IPAD's for the East Kern Health Care District Directors at a cost not to exceed \$3,000.00.

Submitted by: David Aranda, BHI Consultant

Meeting Date: July 6, 2021

Background: Director Foley requested that I look at the option of board members having an IPAD for board meetings and other district business.

I have experience with this concept because SDRMA, the insurance pool of which I am a director has issued IPAD's to each of the directors. Prior to COVID, SDRMA staff would send the board package electronically, usually over 200 pages, to all directors and the directors would be able to access the board package prior to the meeting and at the meeting via the IPAD.

During COVID I used the IPAD for access to SDRMA meetings via zoom and other related meetings, including, EKHCD and SSCSD, etc.

I obtained estimated prices from T-mobile, whom we purchased the district cell phone from, and from SDRMA's Chief Operating Officer. I say estimated prices because I am not sure what the board feels is important to have as features on the IPAD.

Keep in mind that there is also a monthly cost probably around \$150.00 per month to have the IPAD accessible via cell phone/WIFI.

Recommendation:

The board needs to discuss the value of the use for each director having an IPAD, the responsibility involved in caring for it and the one time, and monthly costs involved.

David

From: Paul Frydendal <PFrydendal@sdrma.org>
Sent: Monday, June 21, 2021 4:57 PM
To: David
Subject: iPads
Attachments: Document1.docx

David:

I can check with Gurj, but I just looked up prices. You are likely looking at the lower section of the attachment with the 12.9" with Wi-Fi, but if you want the cellular, that is another \$200/each.

So, you are likely looking at \$1,199 + \$200 = \$1,399 + tax + case + screen cover (but as it says at the bottom of the page, lower prices may be available via Apple's official Amazon Store).

The Verizon plan we have, most are \$10.47/month

We just purchased a Surface Laptop Go for our new Safety/Loss Control Manager so that she can log into our network and claims database remotely. This is something you cannot do with the iPads.

I hope this helps.

Paul

discussed earlier. Hurry back—these prices could change at any time!

Stay connected with us! You can check your account, make changes, or even pay your bill by downloading the [T-Mobile app](#).

Please remember that the prices in this email are **only estimates** and may not reflect taxes, fees, or other payments due at sale (like down payments or deposits). Pricing and availability of promos are not guaranteed and may depend on credit approval.

IN-STORE TOTAL

\$2650.24

This is an estimate of what you'll pay up front if you come back in to make your purchase and everything we discussed is still available, subject to credit and other terms. Credit approval, deposit, \$10 SIM card, and, in stores & on customer service calls, \$20 assisted or upgrade support charge may be required.

CURRENT MONTHLY TOTAL

\$0.00

NEW MONTHLY TOTAL

\$360.00

"Current Monthly Total" is based only on the figures you provided. "New Monthly Total" is only an estimate and doesn't include any taxes, fees, or credit-based pricing terms.

PLANS

\$390.00

150/mo

T-Mobile Unlimited Tablet TE : 6 MOBILE INTERNET LINES = \$360

This price includes a \$30 Discount using autopay

During congestion, customers using more than 50GB/month may notice reduced speeds; Essentials customers may notice speeds lower than other customers. Video typically streams on smartphone/tablet at DVD quality (480p). Tethering at max 3G speeds.

EQUIPMENT

\$2279.94

iPad 6th generation - Silver - 32GB = \$379.99

iPad 6th generation - Silver - 32GB = \$379.99

iPad 6th generation - Silver - 32GB = \$379.99

iPad 6th generation - Silver - 32GB = \$379.99

iPad 6th generation - Silver - 32GB = \$379.99

iPad 6th generation - Silver - 32GB = \$379.99

These amounts may reflect either monthly payment amounts or full retail price. Sales tax on full price is due at time of purchase. **If you cancel wireless service before receiving 24 bill credits, credits stop and**

remaining device balance at full price is due on both devices; contact us before canceling to instead make monthly balance payments.

SERVICES

\$0.00

Taxes and fees are extra. Services may be dependent on device compatibility and additional service charges.

HURRY!
YOU COULD SAVE UP TO
\$6.00
IN ESTIMATED TOTAL MONTHLY PAYMENTS

NOW COVERING 99%
OF AMERICANS

YOU ARE COVERED
210+
COUNTRIES & DESTINATIONS
w/ unlimited text & data
(Standard speeds approx. 128 Kbps)

At T-Mobile, we put our customers first with awesome benefits like T-Mobile Tuesdays, a dedicated Team of Experts, and unlimited talk, text, and data on our network. It's no wonder why almost 80 million people just like you have made us America's most loved wireless company. Because we'll never stop giving you the freedom to do what you want, when you want.

You can call me, email, or come back to see me anytime if you have questions! I'd be happy to follow up with you at 6613001231. Thanks for your business and everything you do.

Austin Monticelli

Austin.Monticelli1@T-Mobile.com

6617500300

Purchase Estimate Order Number 710106320192



Limited time offers; subject to change. Qual'g service req'd for most offers.

In-Store Total: This amount is an estimate that includes the total cost for any device or accessory that would be purchased in full, the down payment amount for any device that would be purchased on an installment plan, a \$10 SIM card for each applicable device, and an estimate of taxes that would apply if such purchase is made in the store that sent this estimate. Taxes may vary and you may need to pay additional fees, a \$20 per line assisted or upgrade support charge, additional down payments, or deposits depending on offer terms or credit.

David

From: Austin Monticelli <austin.monticelli@exclusivewireless.net>
Sent: Thursday, June 3, 2021 10:38 AM
To: daranda300@gmail.com
Subject: Ipad 6th generation picture

