



Regular Meeting Agenda  
04/06/2021

## 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.*

04/06/2021 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/83560756408>

Meeting ID: 835 6075 6408

Public comments may be made through teleconference when prompted by the President during the public comment period. Public comments may also be provided by emailing [eastkernhealthcaredistrict@gmail.com](mailto:eastkernhealthcaredistrict@gmail.com) in advance of or during the meeting. Please indicate "PUBLIC COMMENTS" in the subject line.

If you have difficulty connecting to the teleconference line, please call +1 669 900 6833 US or email [eastkernhealthcaredistrict@gmail.com](mailto:eastkernhealthcaredistrict@gmail.com)

#### PLEDGE OF ALLEGIANCE

#### CALL TO ORDER

#### ROLL CALL

Director K. Macedonio  
Director R. Macedonio  
Director L. Patrick

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

**APPROVAL OF AGENDA**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**ACTION ITEMS: NEW BUSINESS**

**A. Interview, discussion, and appointment of one individual, Rubi Foley, to fill one vacancy for Director, East Kern Health Care District with term to end 2022.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**B. Approval of Resolution 2021-04-01 A Resolution of the Board of Directors of East Kern Health Care District in gratitude for faithful service of Tiffanie Breen.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**C. Approval of Resolution 2021-04-02 A Resolution of the Board of Directors of East Kern Health Care District in gratitude for faithful service of Tawny Sparks.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**D. Approval of Resolution 2021-04-03 A Resolution of the Board of Directors of East Kern Health Care District in gratitude for faithful service of Shirley Heathman.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**OATH OF OFFICE: Rubi Foley**

**ROLL CALL**

- Director K. Macedonio
- Director R. Macedonio
- Director L. Patrick
- Director R. Foley

**PUBLIC COMMENTS RELATED TO ITEMS ON AGENDA:**

**SPRAGUE STATUS REPORT:**

**CONSENT CALENDAR:**

**Approve Warrants 4 EFT, 3 debit card transactions, and check #'s 35614-35666 for a total amount \$15,521.70. 4 Voided Checks #35511, 35641, 35651, & 35652. See attached Check Detail.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**APPROVAL OF MINUTES AND REPORTS:**

**A. Approve Minutes from March 02, 2021 Regular Meeting, March 10, 2021 Special Meeting, and March 17, 2021 Special Meeting.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**B. Approval of Financial Reports - Profit and Loss report February 2021, Bank Balances with Interest Report, and Deposit Detail.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**PRESENTATIONS ON AGENDA ITEMS:**

**ACTION ITEMS: NEW BUSINESS:**

**E. Presentation and discussion of BHI Management Consulting Report.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**F. Presentation of Report from Linda Cook; Discussion and possible action regarding a future consultant agreement or employee contract.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**G. Discussion and approval of district cell phone purchase, in conjunction with changing providers for internet service.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**H. Discussion and approval of financial information that includes, bank statements, petty cash, and debit card transactions.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**I. Discussion and possible action in regard the American Rescue Plan Act.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**J. Discussion and approval for the District to contract with an auditor for fiscal years 2020, 2021 and 2022.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**K. Discussion and approval for the District to obtain a debit and/or credit card for the District.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**L. Discussion and direction in regard to JPA's that East Kern Health Care District has been involved with.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**M. Discussion and possible action for updating District website to include greater community engagement, possible new website provider.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**N. Discussion and approval to meet legal requirements that all Director stipends will be paid as employees. Directors to receive W2's moving forward.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Action \_\_\_\_\_

**GENERAL MANAGER REPORT:**

1. All directors need to complete Ethics training and Sexual Harassment training ASAP.

**FUTURE AGENDA ITEMS:**

Dir. K. Macedonio:  
Dir. R. Macedonio:  
Dir. L. Patrick:  
Dir. R. Foley

**DIRECTORS COMMENTS FOR NON-AGENDA ITEMS:**

Dir. K. Macedonio:  
Dir. R. Macedonio:  
Dir. L. Patrick:  
Dir. R. Foley

**PUBLIC COMMENTS FOR NON-AGENDA ITEMS:**

**STAFF COMMENTS:**

Linda Cook:  
David Aranda:  
Alex Lemieux:

**ADJOURNMENT**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Time \_\_\_\_\_

**NEXT REGULAR MEETING:** May 04, 2021 5:00pm. 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](tel:7603732804) at least 24 hours prior to said meeting.” Agenda posted 04/01/2021

AGENDA SUPPORTING INFORMATION

AGENDA ITEM: A

Subject: Interview, discussion and appointment of one individual to the Board of Directors for East Kern Health Care District.

Submitted by: David Aranda, Consultant BHI

Meeting Date: April 6, 2021

Background: The East Kern Health Care District is Governed by a Board of Five individuals who are normally elected to the position for four-year terms.

Due to the resignations of Director Tawny Sparks and Shirley Heathman, the existing three directors, as per the elections code, may appoint two vacant seats.

After consulting with Kern County Board of Elections, a notice was posted and advertised for the two vacant positions. Two individuals had submitted the letters to be considered for the appointments.

One of those individuals has withdrawn her letter. Please see the attached paperwork from both individuals.

Recommendation: The Board should review the information as submitted and if the Board finds the information submitted meets the qualifications to serve on the East Kern Health Care District Board they should by motion, second and vote appoint the one individual applying for the position. Please note that the District consultants will continue to advertise for the one vacant position.



**Rubi Foley CCMS Clerk/Secretary 1**  
**8847 Aspen Avenue California City CA**  
**(661) 754-3322**  
**Rubifoley@mojave.k12.ca.us**

**To whom it may concern,**

**I am writing to you to express my interest in serving on the board of directors for East Kern Health Care District. I am the current Secretary 1 at California City Middle School and have a desire to serve our community, especially our children. I was the Athletic Director for a few years and have goals in mind for our athletes and returning school age children concerning the basic needs medically. I have a far outreach in the community and all neighborhoods within city limits, I also work with a non-profit working to meet the needs for the demographically challenged or as I would call them "family". I have little knowledge when it comes to Healthcare. I am however a goal orientated employee with a stable strong work ethic when it comes to helping those in my community. I am a fast learner, loyal, dedicated worker and love to work within groups or alone. You may reach me on my personal cell# listed above or may have quicker response from my email as I do work fulltime. I look forward to hopefully hearing from you soon.**

**Kindest Regards,**

**Rubi Foley**





**Application for Board of Directors Vacancy**

Name	Rubi Foley
Address	Residence: 8847 Aspen Avenue California City C.A. 93505  Mailing: SAME
Telephone Please provide at least one	Home: Work: (661) 754-3322   Cell: SAME
Email	rubifoley@mojave.k12.ca.us
Educational Background	High School Graduate, some technical school training.
Employment Background	Mojave Unified School District Secretary 2 2018- present Bookkeeping and inventory (voluntary)
Civic Involvement	Girl Scouts Leader 2 years R.P.U. P.T.O. 3 years School Site Council 2 years R.P.U. CCMS School Site Council 2 years CCMS School Site Safety Plan 1 year CCMS PBIS Team TIER 1-3 2 years Athletic Director CCMS 1 year Parent Teacher Aide 3+ R.P.U.



Past experience beneficial in serving on the Board of Directors of the East Kern Health Care District

Assisted Health Aide at current job, Athletic Director for Middle School .

Why do you wish to serve?	I want to address the needs or wants of our underserved population. I have a very good relationship with a lot of people in our community. I want to be able to bridge the gap between neighborhoods and schools.
Are you committed to attending Board meetings and other District functions?	Absolutely, as long as it does not interfere with my regular work schedule.
Have you attended any meetings of the Board of the East Kern Health Care District?	No I have not.
Do you presently hold a position that might conflict with your duties on the Board of the East Kern Health Care District?	Not that I am aware of.
Additional Comments	I have a sole desire to serve our community and our children in our community.

Certifications:

↓ I hereby certify that I am a registered voter in the State of California, residing in the East Kern Health Care District service boundaries, who is at least 18 years of age, and that I am not imprisoned or on parole for the conviction of a felony.

↓ I hereby certify under penalty of perjury under the laws of the State of California that the information on this application is true and correct. I understand that this is a public document and by assuming this responsibility my background and/or qualifications, including financial interests, could become public knowledge.

Name: (printed) Rubi Foley \_\_\_\_\_

Signature: Rubi Foley \_\_\_\_\_

Date: 03/30/2021 \_\_\_\_\_

RETURN FORM TO: General Manager, East Kern Health Care District, PO Box 2546 California City, CA 93504 or email to [admin@ekhcd.org](mailto:admin@ekhcd.org). Call 760-373-2804 with any questions.



Tiffanie Breen <admin@ekhcd.org>

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## EKHCD Application Letter.

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**Rebecca Furubotten-Green** <rebeccafurubottengreen@yahoo.com>  
Reply-To: Rebecca Furubotten-Green <rebeccafurubottengreen@yahoo.com>  
To: "admin@ekhcd.org" <admin@ekhcd.org>

Thu, Mar 25, 2021 at 10:29 AM

Too Whom it may concern .

My name is Rebecca Green. I have been a resident of California City since may of 2011.  
I have been a caregiver since 1997 . I retired from that in 2014 to full time care for my Granddaughter who is now 10.

I am not a politician. I'm just a citizen who cares about the general health and well being of Adults , youth and Children.

I believe California City has so much potential for more comprehensive and complete health care. Mental, Physical and all around.

We need more young adult, teen , preteen support. Especially now in our Covid world.  
So many young people who need counseling don't get it because of locality and income.

It would be nice to see some programs here in our city.

A lot of good things have come from simple ideas and determination.

If considered,

I have a lot of simple ideas and the determination to put forward those ideas and talk to those who can get it done.

Rebecca Green.

Sent from Yahoo Mail on Android



Tiffanie Breen <admin@ekhcd.org>

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## EKHCD Application Letter.

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**Rebecca Furubotten-Green** <rebeccafurubottengreen@yahoo.com>  
Reply-To: Rebecca Furubotten-Green <rebeccafurubottengreen@yahoo.com>  
To: Tiffanie Breen <admin@ekhcd.org>

Tue, Mar 30, 2021 at 3:40 PM

Hello..

Thank you for the consideration, but it is with regret that I am going to have to pause my interest as of now due to an unexpected overwhelming family crisis that will take 100% of my attention at this time.

Sincerely

Rebecca Green

Sent from Yahoo Mail on Android

[Quoted text hidden]

AGENDA SUPPORTING INFORMATION

AGENDA ITEM: B

Subject: Approval of Resolution 2021-04-01, a resolution expressing appreciation for Tiffanie Breen's service as a director for Kern Health Care District.

Submitted by: David Aranda, Consultant BHI

Meeting Date: April 6, 2021

Background: Ms. Breen served the East Kern Health Care District for many years. This Resolution will memorialize her service and allow the board of directors to thank her for her service.

Recommendation: Approve Resolution 2021-04-01



**RESOLUTION NO. 2021-04-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF EAST KERN HEALTH CARE DISTRICT IN GRATITUDE FOR FAITHFUL SERVICE OF TIFFANIE BREEN**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EAST KERN HEALTH CARE DISTRICT as follows:**

We gratefully acknowledge General Manager, Tiffanie Breen for her 4 1/2 years of dedication to the health of the community of California City and the area we serve.

In her 4 1/2 years as the General Manager, she served the Community by overseeing building and remodeling projects to enhance the District's provision of health care. She handled virtually all the responsibilities for keeping the office running smoothly for EKHCD. Her involvement with the Cancer Walk was her favorite.

We have greatly benefited from Tiffanie's willingness to learn and work with others. The District and the community of California City will continue to benefit from all your endeavors.

**PASSED AND ADOPTED** by the Board of Directors of the East Kern Health Care District this 6<sup>th</sup> day of April, 2021.

AYES:  
NOES:  
ABSENT:

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Karen Macedonio, President

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Linda Cook, Attest

AGENDA SUPPORTING INFORMATION

AGENDA ITEM: C

**Subject:** Approval of Resolution 2021-04-02, a resolution expressing appreciation for Tawny Sparks service as a director for Kern Health Care District.

**Submitted by:** David Aranda, Consultant BHI

**Meeting Date:** April 6, 2021

**Background:** Ms. Sparks served the East Kern Health Care District for many years. This Resolution will memorialize her service and allow the board of directors to thank her for her service.

**Recommendation:** Approve Resolution 2021-04-02



**RESOLUTION NO. 2021-04-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF EAST KERN HEALTH CARE DISTRICT IN GRATITUDE FOR FAITHFUL SERVICE OF TAWNEY SPARKS**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EAST KERN HEALTH CARE DISTRICT as follows:**

We gratefully acknowledge Director Tawney Sparks for her 7 years of dedication to the health of the community of California City and the area we serve.

Over her 7 years on the Board Ms. Sparks served in the positions of leadership on the Board, especially as Secretary Treasurer, and her service on the finance committee. She also participated in numerous Cancer Fund Awareness Walks.

We have greatly benefited from Ms. Spark's years of service. The District and the community of California City will continue to benefit from all your endeavors.

**PASSED AND ADOPTED** by the Board of Directors of the East Kern Health Care District this 6<sup>th</sup> day of April, 2021.

AYES:  
NOES:  
ABSENT:

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Karen Macedonio, President

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Linda Cook, Attest



AGENDA SUPPORTING INFORMATION

AGENDA ITEM: D

**Subject:** Approval of Resolution 2021-04-03, a resolution expressing appreciation for Shirley Heathman's service as a director for Kern Health Care District.

**Submitted by:** David Aranda, Consultant BHI

**Meeting Date:** April 6, 2021

**Background:** Ms. Heathman served the East Kern Health Care District for many years. This Resolution will memorialize her service and allow the board of directors to thank her for her service.

**Recommendation:** Approve Resolution 2021-04-03



**RESOLUTION NO. 2021-04-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF EAST KERN HEALTH CARE DISTRICT IN GRATITUDE FOR FAITHFUL SERVICE OF SHIRLEY HEATHMAN**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EAST KERN HEALTH CARE DISTRICT as follows:**

We gratefully acknowledge Director Shirley Heathman for her 20 years of dedication to the health of the community of California City and the area we serve.

Over her 20 years on the Board, Ms. Heathman served in the position of leadership on the Board, as President. She oversaw building and remodeling projects to enhance the District's provision of health care, including serving on numerous committees, including local health fairs, as a delegated representative of the District to other health authorities and participated in numerous Cancer Fund Awareness Walks.

We have greatly benefited from Ms. Heathman's years of service. The District and the community of California City will continue to benefit from all your endeavors.

**PASSED AND ADOPTED** by the Board of Directors of the East Kern Health Care District this 6<sup>th</sup> day of April, 2021.

AYES:  
NOES:  
ABSENT:

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Karen Macedonio, President

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Linda Cook, Attest

## AGENDA SUPPORTING INFORMATION

**Subject:** Swearing in of one new director to East Kern Health Care District.

**Submitted by:** David Aranda, Consultant for BHI

**Meeting Date:** April 6, 2021

**Background:** The previous agenda item properly outlined the process in appointing two directors to East Kern Health Care District. This agenda item will allow those two individuals to immediately be seated on the board for the remainder of the meeting.

Secretary Richard Macedonio will use the attached Oath of Office to virtually swear each individual in. Linda Cook will then be responsible for seeing that the actual paperwork is properly filled in, signed, and submitted to Kern County Elections Department.

**Recommendation:** As noted above.

**Oath of Office East Kern Healthcare District**

**East Kern Health Care District for the office of Director**

**I, Rubi Foley, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear faith and allegiance to the Constitution of the United States and the Constitution of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.**

**And I do further swear (or affirm) that I do not advocate, nor am I a member of any party or organization, political or otherwise, that now advocates the overthrow of the government of the United States or of the State of California by force or violence or other unlawful means; that within the five years immediately preceding the taking of this oath (or affirmation) I have not been a member of any party or organization, political or otherwise, that advocated the overthrow of the Government of the United States or of the State of California by force or violence or other unlawful means except as follows: No Exceptions. (If no affiliations, write in the words "No Exceptions")**

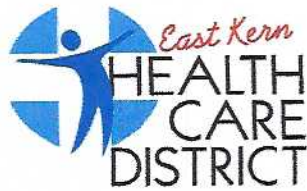
**Name: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**This 6<sup>th</sup> day of April 2021**

\_\_\_\_\_

**Subscribed and sworn before me**



Regular Meeting  
3/02/2021

**MINUTES  
REGULAR MEETING  
EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS  
3/02/2021  
8101 Bay Ave. CALIFORNIA CITY**

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

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<https://us02web.zoom.us/j/86450659345>

Meeting ID # 864 5065 9345

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If you have difficulty connecting to the teleconference line, please call +1 6699006833 US or email [eastkernhealthcaredistrict@gmail.com](mailto:eastkernhealthcaredistrict@gmail.com)

**PLEDGE OF ALLEGIANCE:**

**CALL TO ORDER:** By President K. Macedonio at 5:01PM

**ROLL CALL**

Directors present:

Heathman, Shirley

Macedonio, Karen

Macedonio, Richard

Patrick, LaMiya left meeting at 6:18pm

Sparks, Tawney-resigned 2/28/2021

Staff present:

Lemieux, Alex- Legal Counsel-by phone

Breen, Tiffanie- General Manager

Public present: David Aranda of BHI Management Consulting

**APPROVAL OF AGENDA:**

**Approval of agenda**

Motion by Dir. R. Macedonio Second by Dir. L. Patrick

**APPROVED 4 Ayes**

Dir. S. Heathman: Aye

Dir. K. Macedonio: Aye

Dir. R. Macedonio: Aye

Dir. L. Patrick: Aye

**PUBLIC COMMENTS RELATED TO ITEMS LISTED ON AGENDA: None**

**SPRAGUE STATUS REPORTS: Given by General Manager**

**N. Loop buildings-** Electrical repairs completed at 9300 North Loop Ste. C, Spoke with City about separating water meters, does not look like water meter can completely separated. Shawn feels best option is to add a sub-meters at Adventist Health Building and Dr. Sri's office. Each sub-meter would cost approximately \$5,861.00.

**Bay Ave. building-** Shawn has a roofer coming to identify needed repairs to send out RFP

**CONSENT CALENDAR:**

**Approve Warrants 4 EFT, 6 debit cards transactions, 1 wire transfer, and checks #'s 35614-35640 for a total amount of \$66,376.81. One voided check #35615. See**

**Attached Check Detail**

Motion by Dir. S. Heathman Second by Dir. L. Patrick

**APPROVED 4 Ayes**

Dir. S. Heathman: Aye

Dir. K. Macedonio: Aye

Dir. R. Macedonio: Aye

Dir. L. Patrick: Aye

**APPROVAL OF MINUTES AND REPORTS:**

- 1. Approve Minutes from February 02, 2021 Regular Meeting, February 17, 2021 Finance Committee Meeting, and February 18, 2021 Special Meeting.**

Motion by Dir. S. Heathman Second by Dir. R. Macedonio

**APPROVED 4 Ayes**

Dir. S. Heathman: Aye

Dir. K. Macedonio: Aye

Dir. R. Macedonio: Aye

Dir. L. Patrick: Aye

**2. Approval of Financial Reports - Profit and Loss Statement for January 2021, Bank Balances with Interest Report, and Deposit Detail.**

Motion by Dir. R. Macedonio Second by Dir. S. Heathman

**APPROVED 4 Ayes**

Dir. S. Heathman: Aye

Dir. K. Macedonio: Aye

Dir. R. Macedonio: Aye

Dir. L. Patrick: Aye

**PRESENTATIONS ON AGENDA ITEMS: None**

**ACTION ITEMS: NEW BUSINESS**

**A. Approve Policy and Procedure Payments for Director's Training and Meetings.**

Motion by Dir. S. Heathman Second by Dir. L. Patrick

**Tabled to next Regular Meeting.**

**B. Review and determine the meetings for which Directors shall be compensated. Per Admin Code, Title 2, Chapter 1, Article 5, 2-1.501.**

**Tabled to next Regular Meeting.**

**C. Approve proposal from BHI Management Consulting. Not to exceed \$18,600.00 plus expenses for 6-month engagement.**

Motion by Dir. R. Macedonio Second by Dir. L. Patrick

**APPROVED 4 Ayes**

Dir. S. Heathman: Aye

Dir. K. Macedonio: Aye

Dir. R. Macedonio: Aye

Dir. L. Patrick: Aye

**D. Approve purchase of wireless device for General Manager at the recommendation of the Finance Committee. Not to exceed one time purchase of \$1,000.00 and not to exceed monthly expense of \$100.00.**

Motion by Dir. S. Heathman Second by Dir. L. Patrick

**MOTION FAILED TO PASS 1 Aye 4 No's**

Dir. S. Heathman: Aye

Dir. K. Macedonio: No

Dir. R. Macedonio: No

Dir. L. Patrick: No

**E. Approve Director's option to receive monthly packet PDF version only.**

Motion by Dir. S. Heathman Second by Dir. R. Macedonio

**APPROVED** 4 Ayes

Dir. S. Heathman: Aye

Dir. K. Macedonio: Aye

Dir. R. Macedonio: Aye

Dir. L. Patrick: Aye

**COMMITTEE REPORTS:**

**Standing Committees- Finance Committee:** Met as Minutes show and reviewed two months of documents.

**Ad Hoc Committees-**

**District Mission, Growth, Public Transparency Committee:** Dir. R. Macedonio held meeting on 2/24/2021. Goal is to determine what are the District's needs and what does community engagement look like. Determine who will run social media outlets and create more community involvement.

**Submission of Agenda Items, Timing and Communication:** Dir. S. Heathman will attend virtual workshop in March and report at April meeting.

**Needs of District for future engagement with BHI Management Consulting:** Dir. S. Heathman and Dir. K. Macedonio.

**GENERAL MANAGER REPORT:**

1. Discuss possibility of hybrid meetings. Action Item on April's agenda.
2. All directors need to complete Ethics training and Sexual Harassment training ASAP.
3. Form 700's are due to General Manager no later than March 19, 2021. Please complete form, print, sign and turn in document with original signature to GM.  
Here is the link <http://www.fppc.ca.gov/Form700.html>
4. Making progress with accountant, will soon be working on merging budget into QuickBooks.
5. Director Sparks resignation letter.  
Ad Hoc Committee with GM and Dir. S. Heathman formed to handle posting of Board vacancy.

**NON-ACTION ITEMS:**

**A. 8101 BAY AVE BUILDING USE:** Community Cleanup- Storing 35 unused Sharps Containers and Cal City Police Dept. storing 10 cots for disaster preparedness for the community.

**BOARD OF DIRECTORS DISCUSSION ITEMS:** None

**FUTURE AGENDA ITEMS:**

Dir. S. Heathman: Hiring/Advertising for Property Manager



**DIRECTORS COMMENTS FOR NON-AGENDA ITEMS:**

Dir. K. Macedonio: Zach Scrivner helped bring Covid vaccines to our area, Cal City Fire Dept and Bartz-Altadonna to host mega vaccine event March 6, 2021. Zach Scrivner will attend Cal City Chamber Breakfast Brew. Grateful for Board Support.

**PUBLIC COMMENTS FOR NON-AGENDA ITEMS:** None

**STAFF COMMENTS:** None

**ADJOURNMENT**

**Motion** by Dir. S. Heathman Second by Dir. R. Macedonio Time: 7:45pm

**APPROVED** 4 Ayes

D. S. Heathman: Aye

D. K. Macedonio: Aye

D. R. Macedonio: Aye

D. L. Patrick: Aye

**NEXT REGULAR MEETING:** April 06, 2021 at 5:00pm. 8101 Bay Ave. California City, CA

SIGNED:

\_\_\_\_\_  
Karen Macedonio, President/Director

\_\_\_\_\_  
Richard Macedonio, Secretary/Treasurer/  
Director

SEAL:



Special Meeting  
3/10/2021

**MINUTES  
SPECIAL MEETING  
EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS  
3/10/2021**

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If you have difficulty connecting to the teleconference line, please call +1 669 900 6833 US or email [eastkernhealthcaredistrict@gmail.com](mailto:eastkernhealthcaredistrict@gmail.com)

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER:** By President Karen Macedonio at 3:02pm

**ROLL CALL**

Director's present:

Macedonio, Karen  
Macedonio, Richard  
Patrick, LaMiya

Staff present:

Lemieux, Alex- Legal Counsel-by phone  
Breen, Tiffanie- General Manager - ABSENT

Public present: Carolinda Fleming, David Aranda with BHI Management Consulting

**APPROVAL OF AGENDA**

**Approval of agenda as amended**

Motion by Dir. L. Patrick Second by Dir. R. Macedonio

**APPROVED** 3 Ayes

Dir. K. Macedonio: Aye

Dir. R. Macedonio: Aye

Dir. L. Patrick: Aye

**ACCEPTANCE OF RESIGNATIONS**

Director Tawney Sparks resigned February 28, 2021.

Director Shirley Heathman resigned March 5, 2021.

General Manager Tiffanie Breen resigned March 4, 2021

**ELECTION OF OFFICERS**

**Secretary:** Richard Macedonio

Motion to nominate Richard Macedonio by Dir. L. Patrick

Second by Dir. K. Macedonio

**APPROVED** 3 Ayes

Dir. K. Macedonio: Aye

Dir. R. Macedonio: Aye

Dir. L. Patrick: Aye

**REPORT FROM BHI MANAGEMENT CONSULTING:** David Aranda will have a formal report for the Board soon with suggestions on what to cover over the next few months and someone to fill in the General Manager vacancy. Suggests meeting next week to review.

**PUBLIC COMMENTS RELATED TO ITEMS LISTED ON AGENDA:** Carolinda Fleming asks how vacant Board seats are filled. President K. Macedonio explained how vacancy must be posted, reviewing letters of intent, and Board selecting replacements.

**ACTION ITEMS: NEW BUSINESS**

**A. Discuss and approve hiring of new General Manager/Board Clerk/Property Manager.**

Discussion with BHI Management Consulting, No Action Taken

**BOARD OF DIRECTORS DISCUSSION ITEMS:** Posting and advertising of two open director seats. Vacancy notice was posted at District office, California City- City Hall, and ad will run in Mojave Desert News March 11 and March 18. County Elections offices have been notified, Need to fill vacant seats within 60 days.

**DIRECTORS COMMENTS FOR NON-AGENDA ITEMS:**

Dir. K. Macedonio: Work on Annual Calendar.

Dir. R. Macedonio: Need access to office building and District owned items such as laptop.

**PUBLIC COMMENTS FOR NON-AGENDA ITEMS:** None

**STAFF COMMENTS:** Alex Lemieux: The Board is in a situation where the Administrative Code and law guide the Board on how to proceed. These decisions should be made by the Board of Directors, the suggestions David Aranda have made seem reasonable.

**ADJOURNMENT**

Motion by Dir. R. Macedonio Second by Dir. K. Macedonio Time: 3:52pm

APPROVED 2 Ayes

Dir. K. Macedonio: Aye

Dir. R. Macedonio: Aye

Dir. L. Patrick: Left meeting at 3:45pm

**NEXT REGULAR MEETING:** April 06, 2021 at 5:00pm. 8101 Bay Ave. California City, CA

SIGNED:

\_\_\_\_\_  
Karen Macedonio, President/Director

\_\_\_\_\_  
Richard Macedonio, Secretary/Treasurer/Director

SEAL:



Special Meeting  
3/17/2021

**MINUTES  
SPECIAL MEETING  
EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS  
3/17/2021**

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

**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/89794185748>  
Meeting ID# 897 9418 5748

Public comments may be made through teleconference when prompted by the President during the public comment period. Public comments may also be provided by emailing [eastkernhealthcaredistrict@gmail.com](mailto:eastkernhealthcaredistrict@gmail.com) in advance of or during the meeting. Please indicate "PUBLIC COMMENTS" in the subject line.

If you have difficulty connecting to the teleconference line, please call +1 669 900 6833 US or email [eastkernhealthcaredistrict@gmail.com](mailto:eastkernhealthcaredistrict@gmail.com)

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER:** By President Karen Macedonio at 9:35am

**ROLL CALL**

Director's present:

Macedonio, Karen  
Macedonio, Richard  
Patrick, LaMiya

Staff present:

Lemieux, Alex- Legal Counsel-by phone  
Breen, Tiffanie- General Manager

Public present: Linda Cook, David Aranda with BHI Management Consulting

**APPROVAL OF AGENDA**

**Approval of agenda as amended**

Motion by Dir. L. Patrick Second by Dir. R. Macedonio

**APPROVED 3 Ayes**

Dir. K. Macedonio: Aye

Dir. R. Macedonio: Aye

Dir. L. Patrick: Aye

**PUBLIC COMMENTS RELATED TO ITEMS LISTED ON AGENDA:** None

**ACTION ITEMS: NEW BUSINESS**

**A. Discussion of the March 12, 2021 BHI Management Consulting Report. See attached report.**

Discussion with BHI Management Consulting, No Action Taken

**B. Discuss and possible approval to contract with Linda Cook, consultant for Administrative Services.**

Motion by Dir. L. Patrick Second by Dir. R. Macedonio

**APPROVED 3 Ayes**

Dir. K. Macedonio: Aye

Dir. R. Macedonio: Aye

Dir. L. Patrick: Aye

**DIRECTORS COMMENTS FOR NON-AGENDA ITEMS:**

Dir. K. Macedonio: Website discussion. Look at possible interactive community engagement, not just a website.

Dir. R. Macedonio: Would like details of transition.

Dir. L. Patrick: Visibility of day-to-day office transactions for Board review.

**PUBLIC COMMENTS FOR NON-AGENDA ITEMS:** None

**CLOSED SESSION:** Not Held

1. Conference with labor negotiator (Government Code Section 54957.6)

Board Representative: Board President Karen Macedonio

Unrepresented employee: Linda Cook

**STAFF COMMENTS:** Alex Lemieux: it was not necessary to go into Closed Session. I will work with Linda on a long-term contract. District needs a better format for hybrid meetings.

**ADJOURNMENT**

Motion by Dir. R. Macedonio Second by Dir. L. Patrick Time: 10:31am

APPROVED 3 Ayes

Dir. K. Macedonio: Aye

Dir. R. Macedonio: Aye

Dir. L. Patrick: Aye

**NEXT REGULAR MEETING: April 06, 2021 at 5:00pm. 8101 Bay Ave. California City, CA**

SIGNED:

Karen Macedonio, President/Director

Richard Macedonio, Secretary/Treasurer/Director

SEAL:

# EAST KERN HEALTH CARE DISTRICT

Check Detail  
March 3 - April 6, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1135	Mission Bank Checking					
03/04/2021	Bill Payment (Check)	DC 0613	CSDA	SDLF Module 2, 3, & 4 for Richard Macedonio		-525.00
						-525.00
03/08/2021	Bill Payment (Check)	DC 0613	Intuit Quickbooks	Quickbooks Online annual fee March 2021- March 2022		-645.00
						-645.00
03/09/2021	Bill Payment (Check)	DC 0613	CSDA	SDLF Module 2 for LaMiyá Patrick		-175.00
						-175.00
03/15/2021	Bill Payment (Check)	EFT	Tiffanie Breen	Payroll 2/25/2021-3/10/2021		-
						1,147.07
						1,147.07
03/17/2021	Bill Payment (Check)	EFT	SCE	EFT paid 3/17/2021		-683.34
						-683.34
03/22/2021	Bill Payment (Check)	EFT	SCE	EFT paid 3/31/2021		-619.59
						-619.59
03/30/2021	Bill Payment (Check)	EFT	Tiffanie Breen	Payroll 3/11/2021-3/24/2021		-901.59
						-901.59
03/31/2021	Check	35641	void			0.00
						0.00
03/31/2021	Bill Payment (Check)	35642	Employment Development Department	EDD 2020-Quarter 1-Tiffanie Breen		-336.78
						-336.78
03/31/2021	Bill Payment (Check)	35643	Employment Development Department	EDD-2020-Quarter 2-Tiffanie Breen		-91.78
						-91.78
03/31/2021	Bill Payment (Check)	35644	Employment Development Department	EDD-2020-Quarter 3-Tiffanie Breen		-86.66
						-86.66
03/31/2021	Bill Payment (Check)	35645	Employment Development Department	EDD-2020-Quarter 4-Tiffanie Breen		-117.50
						-117.50
04/06/2021	Bill Payment (Check)	35646	Bartz-Altadonna Community Health Center	Breakfast for Covid vaccine event on March 6, 2021		-103.87
						-103.87
04/06/2021	Bill Payment (Check)	35647	BHI Management Consulting	March 2021 Management Consulting Services and Expenses		-
						3,245.32
						3,245.32
04/06/2021	Bill Payment (Check)	35648	City of California City	Acct#13347.01 \$652.886 and acct# 101730.03 \$90.16		-743.04
						-743.04



# EAST KERN HEALTH CARE DISTRICT

Check Detail  
March 3 - April 6, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/06/2021	Bill Payment (Check)	35649	Digitech	Invoice # 12578 monthly alarm system- Mar 2021		-42.99
						-42.99
04/06/2021	Bill Payment (Check)	35650	Frontier	760-373-2804		-246.82
						-246.82
04/06/2021	Check	35651	void			0.00
						0.00
04/06/2021	Check	35652	void			0.00
						0.00
04/06/2021	Bill Payment (Check)	35653	Karen Macedonio	March 2021 regular & 2 special meetings, 1 CSDA training		-400.00
						-400.00
04/06/2021	Bill Payment (Check)	35654	LaMiya Patrick	March 2021 regular & 2 special meetings, 1 CSDA training, Ad Hoc meeting		-500.00
						-500.00
04/06/2021	Bill Payment (Check)	35655	Linda Cook	Consulting Admin Services March 17-27, 2021		-740.00
						-740.00
04/06/2021	Bill Payment (Check)	35656	Mobile Modular	Modular Unit rent for 4/4/21-5/4/21		-638.98
						-638.98
04/06/2021	Bill Payment (Check)	35657	Mojave Desert News	Invoice# 54400 Display Ad		-108.00
						-108.00
04/06/2021	Bill Payment (Check)	35658	Olivarez Madruga Lemieux O'neill LLP	March 2021 Retainer fee		-882.00
						-882.00
04/06/2021	Bill Payment (Check)	35659	Richard Macedonio	March 2021 regular & 2 special meetings, 1 CSDA training		-500.00
						-500.00
04/06/2021	Bill Payment (Check)	35660	Senior Citizen Association of California City	Senior Nutrition March 2021		-250.00
						-250.00
04/06/2021	Bill Payment (Check)	35661	Sharper Landscaping Services, Inc	Monthly Maintenance-April 2021		-540.00
						-540.00
04/06/2021	Bill Payment (Check)	35662	Shawn Sprague	Contract Labor for March 2021		-350.00
						-350.00
04/06/2021	Bill Payment (Check)	35664	SoCalGas	March 2021 acct# 04901399107		-232.58
						-232.58
04/06/2021	Bill Payment (Check)	35663	SoCalGas	March 2021 acct# 15796036232		-47.60

# EAST KERN HEALTH CARE DISTRICT

Check Detail  
March 3 - April 6, 2021

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR AMOUNT
				-47.60
04/06/2021	Bill Payment (Check)	35665 Tiffanie Breen	Mileage from January-March 2021	-105.28
				-105.28
04/06/2021	Bill Payment (Check)	35666 Waste Management of Antelope Valley	Cust. ID # 11-36667-23001 Monthly service March 2021	-515.91
				-515.91

**\$ 15,521.70**

525.00 +  
 645.00 +  
 175.00 +  
 1,147.07 +  
 651.34 +  
 519.59 +  
 901.59 +  
 136.78 +  
 91.76 +  
 9.16 +  
 117.50 +  
 103.87 +  
 3,245.32 +  
 743.04 +  
 42.09 +  
 346.82 +  
 400.00 +  
 600.00 +  
 740.00 +  
 638.98 +  
 108.00 +  
 482.00 +  
 500.00 +  
 250.00 +  
 640.00 +  
 350.00 +  
 632.68 +  
 47.60 +  
 105.28 +  
 515.91 +  
 1,521.70 \*

# EAST KERN HEALTH CARE DISTRICT

## Deposit Detail

March 2021

DATE	TRANSACTION TYPE	NUM	CUSTOMER	VENDOR	MEMO/DESCRIPTION	CLR	AMOUNT
1135 Mission Bank Checking							
03/19/2021	Payment	V011565408	Kern Cty Taxes				1,305.42
			Kern Cty Taxes				-1,305.42
1155 Bank of Sierra							
03/02/2021	Payment	ck#20036140	Adventist Health				998.00
			Adventist Health				-998.00
03/02/2021	Payment	ck#20036140	Adventist Health- Modular Unit				738.97
			Adventist Health- Modular Unit				-738.97
03/10/2021	Payment	ck#2237	T.Rifenberg				150.00
			T.Rifenberg				-150.00
03/10/2021	Payment	ck#41399	Westpoint Physical Therapy				900.00
			Westpoint Physical Therapy				-900.00
03/22/2021	Payment	ck#9807	T.J. Sri, M.D.				1,600.00
			T.J. Sri, M.D.				-1,600.00

# EAST KERN HEALTH CARE DISTRICT

## Profit and Loss

February 2021

	TOTAL
Revenue	
4010 Tax Receipts	2,637.33
4030 Lease Income	3,648.00
Transfer	50,000.00
<b>Total Revenue</b>	<b>\$56,285.33</b>
<b>GROSS PROFIT</b>	<b>\$56,285.33</b>
Expenditures	
6120 Bank Service Charges	35.00
6155 Directors Fees	1,100.00
6170 Groundskeeper	540.00
6240 Miscellaneous	
6241 Donation- Senior Center Association	250.00
<b>Total 6240 Miscellaneous</b>	<b>250.00</b>
6270 Professional Fees	
6280 Legal Fees	882.00
6281 Administration	14.99
6282 Consulting	5,000.00
<b>Total 6270 Professional Fees</b>	<b>5,896.99</b>
6300 Repairs & Maintenance	
6310 Buildings	23,693.98
6330 Equipment	42.99
<b>Total 6300 Repairs &amp; Maintenance</b>	<b>23,736.97</b>
6350 Conference and Travel	525.00
6386 Tax, Transfer	54,957.78
6390 Utilities	
6340 Telephone	240.23
6400 Gas and Electric	501.04
6410 Water	463.84
6420 Trash	515.91
<b>Total 6390 Utilities</b>	<b>1,721.02</b>
6500 Office Expenses	
6550 Office Supplies	345.02
<b>Total 6500 Office Expenses</b>	<b>345.02</b>
6560 Payroll Expenses	3,967.16
<b>Total Expenditures</b>	<b>\$93,074.94</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -36,789.61</b>
Other Expenditures	
7010 Cancer Fund Awards	2,300.00
<b>Total Other Expenditures</b>	<b>\$2,300.00</b>
<b>NET OTHER REVENUE</b>	<b>\$ -2,300.00</b>
<b>NET REVENUE</b>	<b>\$ -39,089.61</b>

## East Kern Health Care District Account Balances

### Checking Account Balances as of February 28, 2021

<b>Account Name:</b>	<b>Account Balance:</b>	<b>Interest Rate:</b>
Mission Bank Checking	\$142,359.98	N/A
Bank of Sierra	\$205,462.97	N/A
<b>Total:</b>	<b>\$347,822.95</b>	

### Cancer Fund Account Balances as of February 28, 2021

<b>Account Name:</b>	<b>Account Balance:</b>	<b>Interest Rate:</b>	<b>Interest deposit:</b>
Mission Bank Cancer Fund Checking	\$28,954.45	N/A	
Cancer Fund CD #2810	\$11,948.14	.45%	Reported annually November 2020
<b>Total:</b>	<b>\$40,902.59</b>		

### LAIF Account Balances as of February 28, 2021

<b>Account Name:</b>	<b>Account Balance:</b>	<b>Interest Rate:</b>	<b>Interest deposit:</b>
Local Agency Investment Fund	\$671,570.75	As of 3/31/2020 0.63%	
<b>Total:</b>	<b>\$671,570.75</b>		

### Grand Total of Account Balances per bank as of February 28, 2021

<b>Bank Name:</b>	
Mission Bank Grand Total:	\$183,262.57
Bank of Sierra Grand Total:	\$205,462.97
Local Agency Investment Fund:	\$671,570.75

### Grand Total of Accounts as of February 28, 2021

<b>Grand Total:</b>	<b>\$1,060,296.29</b>
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AGENDA SUPPORTING INFORMATION

AGENDA ITEM: E

- Subject: Presentation and discussion regarding the BHI Consulting Report.
- Submitted by: David Aranda, Consultant for BHI
- Meeting Date: April 6, 2021
- Background: The Board of Directors for East Kern Health Care District entered into an agreement with BHI. The agreement included the need for BHI to present a report to the Board that would verify the work being done and allow the Board to move forward with various goals and objectives in better supporting the community that is served by East Kern Health Care District.
- Recommendation: David Aranda will be available to answer questions and make additional comments as needed.

## **BHI MANAGEMENT CONSULTING**

"Organizational Efficiency for Public Agencies"

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

March 29, 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 late March. The report provided by us on March 12, along with work herein in Section 1 outlines activities resulting in effort hours for the District in the month of March. Invoice #021-13 encompasses this work.

### Section 1: Activities

1. Attended the Special meeting of the EKHCD in which Linda Cook was interviewed and I presented my report dated March 12, 2021.
2. Continued to communicate and work with Linda Cook as she worked with Tiffanie and gained an understanding of the District.
3. Coordinated and took the lead in a meeting on Friday March 26, 2021 between Eva Hebebrand, MBA, Linda Cook and Tiffanie Breen. A review of the services that were performed by Ms. Hebebrand in conjunction with the agreement between Moats & Hebebrand and East Kern Health Care District took place.
4. Made contact with a former director of Tehachapi Valley Healthcare District in regard to JPA's between TVHCD and EKHCD.
5. Made contact with Mr. Bob Smith, former director for EKHCD. Mr. Smith explained the reason behind the two JPA's and stated he still believes in the EKHCD as a viable entity for the community of Eastern Kern but that he was "burned out".
6. Wrote a public records request to Tehachapi Valley Healthcare District in regard to documents relating to the JPA's of Quad Healthcare Consortium JPA and Southeast Kern Health Collaborative JPA.
7. Obtained documents from TVHCD in regard to the JPA's and these documents will be presented at the April 6<sup>th</sup> board of directors meeting for EKHCD.
8. Contacted LAFCO in Kern County and confirmed that there were no documents in their files in regard to the JPA's and also had Kern County LAFCO confirm with San Bernardino LAFCO if they had any documents in regard to EKHCD. They did not.
9. Left a message to MS. Tawny Sparks. There has been no reply back from her.
10. Spent more time in the office looking at invoices, resolutions etc.

11. Obtained information in regard to the American Recovery Act. I have documents I will share with the board to see if there is the ability to utilize some of the funding that will be submitted to States for possible distribution to Special Districts. CSDA confirms that money from the ACT will be distributed to States, Counties and Cities and CSDA is encouraging Special Districts to attempt to obtain funding from the STATE not Cities or Counties.
12. Work with various individuals in regard to preparing the April 6<sup>th</sup> board of directors meeting for EKHCD.

Please feel free to contact me with any questions or thoughts about this report.



AGENDA SUPPORTING INFORMATION

AGENDA ITEM: F

**Subject:** Presentation of Report from Linda Cook; Discussion and possible action regarding a future consultant agreement or employee contract.

**Submitted by:** Linda Cook, Consultant

**Meeting Date:** April 6, 2021

**Background:** At a special meeting of the Board of Directors for East Kern Health Care District the Board approved a short-term contract with Linda Cook, focusing on understanding the many facets of the day-to-day operations for EKHCD.

This agenda item will hopefully make Linda's status with the District long term. Attached are documents of the existing agreement with Linda and previous agreements with Tiffanie.

**Recommendation:** Please note that it appears EKHCD may have had a prior contract with CALPERS. Based on this assumption, I am requesting that I be made a contract consultant for the next 90-120 days. I cannot be an employee because I am a retired CALPERS employee.

For the next 90-120 days, I am willing to perform all the duties for the District, but the District will need to find someone that can be trained to perform the day-to-day functions of property management, etc. I can continue to handle all financial responsibilities and after 90-120 days continue to be the District's consultant for finances.

# EKHCD Report

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## Accomplishments:

The following things have been accomplished:

- ✓ Verified current signers on the accounts – Karen was essential in helping with this.
- ✓ Added my cell phone to QuickBooks login verification, and Email verification. (more to come)
- ✓ Reviewed all current leases and rental agreements for terms, amount due, beginning and end dates, options, etc.
- ✓ Created spreadsheets for each tenant, showing key items reviewed at the top, and current rent payment status below.
- ✓ Discovered all tenants pay their own utilities, except one tenant sharing the office building here. (Are the utilities split between each complex? - need to be sure.)
- ✓ Cleaned up the Chart of Accounts; Matched accounts to the Budget line items with account numbers.
- ✓ Met with Eva (Accountant) – Discussed her role in all this. I have questions regarding going forward with their services. I feel more could have been done by them.
- ✓ Worked with Tiffanie to go over general office procedures; what has been done; what needs to be done; where the post office box is located and number; how to set the alarm; where the properties are located; where records are located; shared the QB Online file, so I could view it.
- ✓ Tiffany shared passwords, etc necessary to office functions.
- ✓ Provided emails and a memo to the board president, following the first day spent with Tiffanie. It is attached.

I feel that the time spent with Tiffanie has allowed me to understand the day-to-day operations of the District, the rental properties, processing of payables, office files and equipment, etc. The question was asked, can we make things better? Absolutely! I believe we are already moving in the right direction, and will continue to improve the accounting methods, the website, as well as streamlining the operations here at EKHCD. As far as my comfort level with this project, I have been in instances where I had to go back a year and re-create the books. I feel confident we can accomplish what we need to do, one way or another. As I said, I would like the auditor's input on some of those issues.

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## QuickBooks Online Findings:

There have been several issues with the QuickBooks Online Accounting System which I have observed over the last several days.

1. The EKHCD was set up as a Non-Profit, form 990 Organization. While EKHCD is a Special District, under California, it would not be a form 990 reporting organization, such as a 501c3.
2. Due to the fact EKHCD manages property, this was a critical mistake, because it does not even show an option to create an invoice for rent bills, they are listed as "pledges", which is completely inaccurate.
3. I believe there is software out there more suitable to the rental side of the accounting system, this would be a much greater help in dealing with lease deadline, and all those things we need to keep track of regarding rental properties.
4. There are also several large Journal Entries hanging out there from long ago making the A/R look funky. In QB Online, if the right workflow is not followed, it leaves behind a mess in the A/R. There is an example on the spreadsheet provided to David. Unfortunately, these journal entries were done several years ago, and fixing that workflow now, would almost be impossible. I believe starting fresh on some new software would give us a "clean slate" opportunity beginning July 1, 2021, if this is acceptable to the new auditor the board chooses.
5. For the time being, I have cleaned up the Chart of Accounts, and matched accounts with the Budget accounts, by creating "sub accounts". The Budget, with added account numbers has been presented to David, along with the original, showing the budget numbers have not changed. I have just restructured it, along with adding the account numbers. There needs to be additional work on the chart of accounts, but when you try to do something, and it gives you a warning, each of those must be researched, and resolved first. With that said, this is still being worked on for more cleanup.
6. I have been doing the same type of clean-up, when possible with the A/R. Currently, most of the bank accounts are accurate, except for the closed account left with a negative balance that Eva was doing a Journal Entry to clear up. I have, at this time, not seen her list of Journal Entries.

My recommendations, I will continue to clean up QB Online to use thru the end of the year, then migrate over to something more suitable for the Rental Business, with recommendations from the new Auditor.

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## Office Staffing Recommendations:

1. I believe a major part of the bookkeeping duties for EKHCD could be managed from my home. One of the concerns would be telephone calls, which, provided the board agrees to move forward toward a cell phone number, a tenant could easily reach someone outside of the office. Also, a cell phone could easily be transferred, from one employee to the next, without use of a personal phone. The email for the office could also be routed thru that phone. I think as a Governmental entity, this would be highly advisable. No one wants all their personal information to be accessed via a public records request. As far as when you are in the office, most desktop phones have Bluetooth capabilities, so the cell phone would act just like an office phone, when someone is in the office.
2. For the next 3 months (at least), I would like to continue to work with David Aranda, he would assume the acting General Manager duties, and I would handle the bookkeeping, tenants, zoom meeting setup and board packet preparation. David would be the Board of Director initial contact, during this time, I would take my assignments via David Aranda. I would like to remain at the same pay rate, and if the board prefers to have me as an "employee" vs "contracted", that would be acceptable. My hours would have to remain flexible, as I do have other obligations, as well.

My recommendations are for the Board of Directors to approve a new contract for Internet Service, and a Cell phone not to exceed the current cost of Internet and Phone to the current provider.

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**INTEROFFICE MEMORANDUM**

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**TO:** EKHCD BOARD PRESIDENT KAREN MACEDONIO

**FROM:** LINDA COOK

**SUBJECT:** SUMMARY OF TIME WITH TIFFANIE & OBSERVATIONS

**DATE:** 3/18/21

**CC:** DAVID ARANDA

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I wanted to share some immediate observations and concerns with things right away, so you are kept up to date with what is going on. At the meeting with Tiffanie on Wednesday, March 17, 2021, I obtained the following information, and questions. I noted an "old" Tax ID that was used, and a "new Tax ID" obtained. I also noted a "new" State Tax ID. I do not know the story behind why we need a new Tax ID, but my understanding for the State ID, was they couldn't locate it. I worked with Tiffanie from about 12:00 until 2:30. I spent about an hour on research at home and this memo on March 17<sup>th</sup> and March 18<sup>th</sup>.

1. There was some discussion with both Tiffanie and David regarding the office internet and phone bill. I currently see no use for the landline telephone in the office. I believe it should be replaced with a cell phone that could be used outside of the office when necessary. Problem: when trying to login QuickBooks from my home, it had to send a code to Tiffanie's cell phone to confirm identity. The alternative was to send the code to the office email, which also tried to confirm identity to Tiffanie's cell phone. We need an office telephone to be used for this purpose ASAP. We would be able to store all of the necessary contact information for rentals and rental vendors in one place for the active person "on call". I was told Tiffanie submitted two proposals, that were not accepted. I am purposing Spectrum Mobile and Internet. The prices shown online are Spectrum Unlimited Data Plan for \$45 monthly, and an iPhone SE \$14 per month. The Internet shows \$49.99, when bundled. That is a total of \$108.99 plus taxes per month, which would be less than what I believe we are paying for internet and office phone currently. These numbers would have to be verified with a live person, and I realize this would have to be brought to the Board.
2. Going over things with Tiffanie, I viewed large journal entries in the Accounts Receivable Account. These journal entries, apparently from the Accountant, may correct an ending picture, however, without the correct workflow of applying the payments to the invoices, these accounts will never look correct, and this will always be a problem with keeping their rental accounts accurate. I would propose we run them through this process, then do a journal entry to taken them out of the income for 2019 (year apparently chosen to do all this) and offset retained earnings. The problem with this is, I need correct information to do all this, or if the accountant has that information, great. Otherwise, I will need to go through the bank statements for the years indicated by Tiffanie (2008-2009) and identify the accounts that did not get their invoices credited. If we do not have

copies of the checks deposited, we may be able to contact the bank for old scanned info, I'm not sure, but it may be worth checking into.

3. I observed a lot of "pledges" created... I need to look at this closer, but again, was having trouble getting on the QuickBooks from home because of verification settings. The rents posted monthly should be invoices, and then show the payments applied. If these are being prepared as pledges, that needs to change. The Kern County Income from Taxes can be considered a pledge, then payment applied, but not the rents. We also need to have a better tracking on changes to the leases, such as rent increased, etc. QuickBooks is a good accounting program, but a software designated to rentals may be better equipped to handle the needs for rentals going forward. There is a popular one people are using along side QuickBooks, called Landlord Studio, this has automated features, like automatic rent reminders, etc. This may be a good option to take a look at.
4. Tiffanie indicated that currently only the Board President can sign checks, and there is not a debit card available for emergency items as before. She indicated to me that all the necessary paperwork has been completed and sent to the banks to put the other 2 directors on the accounts, but because she is not a signer, they will not talk to her about whether this has been completed or not. This really needs to be addressed. Most District's require 2 signers, I am not sure if it is that way with EKHCD or not. But being able to pay the bills is imperative. If we need to meet together at the banks on Monday, we can make that happen. I do not know if we have online access to bank statements, but that would be especially helpful if we could do that at that time as well.
5. Tiffanie indicated rents are going into the bank automatically now. We still need documentation for that kept for tracking. We will need to make sure we are getting that documentation.
6. I also need to verify the documentation for other deposits. Are we keeping copies of all checks deposited with a copy of each deposit slip.
7. Accounts Payable, are we keeping copies of the check written with the bill? I only viewed bills, did not see any check copies, but need to verify this. If an audit was done correctly, they would need all this.
8. As for the filing going forward, I would like to separate files into Accounts Payable, Accounts Receivable (Rents, etc) and Correspondence and Legal Files. Keeping them separated, it will make things easier to locate what you need.
9. I have not been able to see how Agenda's and Resolutions are organized. I know you would like to start getting them scanned, so we can move forward with that too.
10. There is still a lot of work to research and accomplish. I did review the notes from the meeting with the Accountant. It was very hard to understand what was being said, but I look forward to the April meeting.

DRAFT AGREEMENT BETWEEN LINDA COOK, CONSULTANT  
AND EAST KERN HEALTH CARE DISTRICT.

EFFECTIVE (DATE) LINDA COOK WILL BE HIRED AS A CONSULTANT TO PERFORM THE DUTIES LISTED BELOW FOR THE EKHCD. HER RATE OF PAY WILL BE \$40/HR. THE LENGTH OF THIS AGREEMENT IS FOR NO MORE THAN 90 DAYS BUT MAY BE CANCELLED BY EITHER PARTY WITH A TWO WEEK NOTICE.

AT THE END OF THE 90 DAYS OR PRIOR TO THE BOARD OF DIRECTORS FOR EKHCD AND LINDA COOK MAY COME TO A MUTUAL UNDERSTANDING IN REGARD TO PART TIME EMPLOYMENT WITH THE DISTRICT.

LINDA COOK WILL, AT HER DESCREATION, DETERMINE WORK THAT IS NEEDED TO BE ACCOMPLISHED AT THE DISTRICT OFFICE AS OPPOSED TO WORK THAT CAN BE ACCOMPLISHED FROM HOME.

RESPONSIBILITIES THAT LINDA COOK WILL TAKE ON:

1. CHECK MAIL/PROCESS FOR PAYMENT A/P
2. CHECK PHONE MESSAGES AND FOLLOW UP IN A TIMELY MANNER.
3. ACCEPT PAYMENTS FROM TENANTS AND PROPERLY DEPOSIT THOSE PAYMENTS AND PROPERLY LOG PAYMENTS.
4. PROCESS AGENDAS AND BOARD PACKETS AND ESTABLISH ZOOM MEETINGS AS NEEDED.
5. HANDLE TENANT CONCERNS AND PROBLEMS
6. WORK WITH BHI IN REGARD TO BUDGETS, MONTHLY ACCOUNTING REPORTS FOR THE BOARD AND FINANCIAL TRANSACTIONS IN ACCORDANCE WITH THE GOVERNMENT REGULATIONS.
7. TAKE DIRECTION FROM THE BOARD ON BHI RECOMMENDATIONS IN REGARD TO DEVELOPING JOB DESCRIPTIONS, POLICIES, PROCEDURES AND DEVELOPING A WEB SITE.

*up to  
20 hrs  
week*

Current contract on monthly basis  
no new contract in July 2020

## EMPLOYMENT AGREEMENT

This Employment Agreement is made by and between **East Kern Healthcare District** ("District") and **Tiffanie Breen** ("Breen") in Kern County as of July 1, 2019.

### 1. Purpose.

The District desires to employ Breen as the General Manager of the District. This Agreement states the terms for the employment of Breen.

### 2. Duties.

Breen shall serve as General Manager at the will of the District and perform those duties prescribed in the Health and Safety Code (Health and Safety Code § 32000, *et seq.*), the District's Administrative Code, as amended from time-to-time, and as directed by the District's Board of Directors ("Board"). Duties and performance will be evaluated annually.

### 3. Independent Contractor.

Breen's service as General Manager is as an independent contractor and not an employee of the District.

### 4. Term and Termination.

(a) This Agreement will become effective on July 1, 2019. Breen's employment is at-will. District may terminate this Agreement at any time upon thirty (30) days' notice to Breen.

### 5. Compensation.

(a) Beginning July 1, 2019, the District shall pay Breen an hourly salary of \$25.20 to be paid monthly. Compensation will be evaluated annually.

### 6. General Business Expenses.

(a) From time to time, and as authorized by the Board, District shall pay for professional dues and subscriptions of Breen necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for Breen's continued professional participation, growth, and advancement, and for the good of the District.

(b) From time to time, and as authorized by the Board, District shall pay for travel and subsistence expenses of Breen for professional and official travel, meetings, and occasions to adequately continue the professional development of Breen and to pursue necessary official functions for the District, including, but not limited to such other national, regional, state, and local governmental groups and committees in which Breen serves as a member.



**7. Resignation.**

Breen shall provide a minimum of thirty days' notice of resignation unless the parties agree otherwise.

**8. Outside Activities.**

Breen is free to engage in employment activities outside the District provided that such arrangements not interfere or conflict with responsibilities under this Agreement as subject to the District's Administrative Code.

**9. Conflict of Interest.**

Breen represents and warrants to District that She presently has no interest, and represents that She will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or interfere in any way with performance of her services under this Agreement.

**10. Indemnification.** Subject to, in accordance with, and to the extent provided by the California Tort Claims Act [Government Code Section 810 et seq.] District will indemnify, defend, and hold Breen harmless from and against any action, demand, suit, monetary judgment or other legal or administrative proceeding, and any liability, injury, loss or other damages, arising out of any act or omission occurring during Breen' tenure as General Manager.

**11. Integration.** This Agreement is intended to be the final, complete, and exclusive statement of the terms of Breen' employment by District. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner to the employment of Breen, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of District, now or in the future, apply to Breen and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

**12. Amendments.** This Agreement may not be amended except in a written document signed by Breen, approved by the Board of Directors, and signed by District's designee.

**13. Waiver.** Failure to exercise any right under this Agreement shall not constitute a waiver of such right.

**14. Assignment.** Breen shall not assign any rights or obligations under this Agreement. District may, upon prior written permission from Breen, assign its rights and obligations hereunder.

**15. Severability.** If a court or arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.

**16. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California.

**17. Interpretation.** This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit or against the party responsible for any particular language in this Agreement. Captions are used for reference purposes only and should be ignored in the interpretation of the Agreement. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the Parties to this Agreement and by no other means. Each party waives their future right to claim, contest, or assert that this Agreement was modified, cancelled superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

**18. Acknowledgment.** Breen acknowledges that she has had the opportunity to consult legal counsel in regard to this Agreement, that she has read and understands this Agreement, that she is fully aware of its legal effect, and that she has entered into it freely and voluntarily and based on her own judgment and not on any representations or promises other than those contained in this Agreement.

**19. Notices.** All notices, requests, demands and other communications under this Agreement shall be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to District at the address below, and or at the last known address maintained in Breen's personnel file. Breen agrees to notify District in writing of any change in her address during her employment with District. Notice of change of address shall be effective only when accomplished in accordance with this Section.


**DISTRICT's Notice Address:**

**East Kern Healthcare District**  
PO Box 2546  
California City, CA 93504  
Attn: Board of Directors

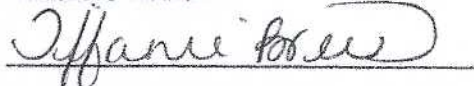
**General Manager's Address:** Deliver to last updated address in file with DISTRICT

IN WITNESS WHEREOF, District has caused this Agreement to be signed and executed on its behalf by its President and duly attested to by its Secretary, and Breen has signed and executed this Agreement, as of the date first indicated above.

**East Kern Healthcare District**

  
\_\_\_\_\_  
President, Board of Directors

**Tiffanie Breen**

  
\_\_\_\_\_

Attest by:

  
\_\_\_\_\_  
Secretary

**EMPLOYMENT AGREEMENT  
For the Position of  
GENERAL MANAGER**

This Employment Agreement ("Agreement") is made and entered into this 2<sup>nd</sup> day of February, 2021, by and between the EAST KERN HEALTH CARE DISTRICT ("DISTRICT"), and TIFFANIE BREEN ("EMPLOYEE"), on the following terms and conditions:

**RECITALS**

**A.** DISTRICT desires to employ the services of EMPLOYEE as General Manager of DISTRICT, as provided for by the California Local Health Care District Law and East Kern Health Care District Administrative Code, in consideration of and subject to the terms, conditions, and benefits set forth in this Agreement.

**B.** EMPLOYEE desires to accept employment as General Manager in consideration of and subject to the terms, conditions, and benefits set forth in this Agreement.

**OPERATIVE PROVISIONS**

In consideration of the promises and covenants contained herein, the Parties agree as follows:

**1. Position, Duties and Term.**

**1.1 Position.** EMPLOYEE accepts employment with DISTRICT as its General Manager and shall perform all functions, duties and services set forth in Section I .4 of this Agreement.

**1.2 Period of Employment/Commencement Date.** EMPLOYEE'S employment with DISTRICT shall be "at-will". EMPLOYEE'S employment shall be subject to this Agreement. EMPLOYEE has served as General Manager since December 2014. This Agreement will supersede any existing contract between EMPLOYEE and DISTRICT. Upon approval of this Agreement, EMPLOYEE will be deemed to have commenced the performance of her duties as the General Manager under the present Agreement retroactively on January 1, 2021 ("Commencement Date"). This Agreement continues until terminated by either party.

**1.3 At-Will.** EMPLOYEE acknowledges that she is an at-will employee of DISTRICT who shall serve at the pleasure of DISTRICT'S Board of Directors at all times during the period of her service hereunder. Nothing in this Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the Board of Directors to terminate her employment. Nothing contained in this Agreement shall in any way prevent, limit or otherwise interfere with the right of DISTRICT to terminate the services of EMPLOYEE as provided in Section 3 of this Agreement. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with DISTRICT, subject only to the provisions set forth in Section 3 of this Agreement.

**1.4 Duties.** EMPLOYEE shall serve as the General Manager and shall be vested with the powers, duties and responsibilities set forth in Local Health Care District Law and East Kern

Health Care District Administrative Code, as may be amended from time to time, the terms of which are incorporated herein by reference. EMPLOYEE shall have the primary responsibility for managing the day-to-day operations of DISTRICT. EMPLOYEE shall work closely with the Board of Directors in developing DISTRICT strategic plans, policies, goals and objectives. EMPLOYEE shall provide service at the direction and under the supervision of the Board of Directors. It is the intent of the Parties that the General Manager shall keep the Board of Directors fully apprised of all significant ongoing operations of DISTRICT. Toward that end, EMPLOYEE shall report directly to the Board of Directors and will periodically, or as may be otherwise specifically requested by the Board of Directors, provide status reports to the Board of Directors on her activities and those of DISTRICT. It is the intent of the Board of Directors for the General Manager to function as the chief executive officer of the DISTRICT's organization. Without additional compensation, EMPLOYEE shall provide such other services as are customary and appropriate to the position of General Manager, with such additional services assigned from time to time by the Board of Directors as may be consistent with Local Health Care District Law and East Kern Health Care District Administrative Code. EMPLOYEE shall devote her best efforts and full-time attention to the performance of these duties.

**1.5 Part-Time Employment.** EMPLOYEE shall work part-time as General Manager of the DISTRICT and may engage in other activities not conflicting with the full performance of the duties of General Manager.

## **2. Compensation.**

### **2.1 Salary.**

(a) DISTRICT shall pay EMPLOYEE the sum of \$26.78 per hour to be paid in two installments per month.

(b) DISTRICT may authorize additional compensation or benefits, including a performance bonus, in the sole discretion of the Board of Directors.

**2.2 Performance Evaluation.** At any time, but at least annually, the parties shall meet in closed session to review and evaluate the performance of EMPLOYEE, to give guidance concerning performance, and to establish goals against which EMPLOYEE's future performance shall be judged.

## **3. Termination.**

**3.1 By DISTRICT not for cause.** EMPLOYEE may be terminated from employment without cause with 30 days' prior written notice. EMPLOYEE may respond to the notice of termination. If EMPLOYEE is terminated by the Board without cause, DISTRICT shall pay EMPLOYEE a severance payment equal to two (2) months of salary if termination occurs before the second anniversary of this Agreement, four (4) months of salary after the second anniversary but before the third anniversary, and six (6) months of salary after the third anniversary.

**3.2 By EMPLOYEE not for cause.** EMPLOYEE shall provide the DISTRICT with at least thirty (30) days' prior written notice of her inability to continue to perform the duties of the General Manager. If EMPLOYEE is unable to perform the duties of General Manager due to permanent disability, she shall provide as much advance notice as feasible.

**3.3 By DISTRICT for Cause.** DISTRICT may immediately terminate this Agreement at any time by providing EMPLOYEE written notice of her termination for cause. No severance shall be paid in the event EMPLOYEE's employment is terminated for cause. For purposes of this Agreement, cause for termination shall include, but not be limited to, the following: theft or attempted theft; material dishonesty; willful or persistent material breach of duties; engaging in unlawful discrimination or harassment of employees or any third party while on DISTRICT premises or time; conviction of a felony; engaging in conduct tending to bring embarrassment or disrepute to DISTRICT and unauthorized absences. EMPLOYEE expressly waives any rights provided for the General Manager or Administrative Personnel under the Local Health Care District Law, East Kern Health Care District Administrative Code or under State or Federal law to any form of pre or post-termination hearing, appeal, or other administrative process pertaining to termination, except when EMPLOYEE has a California or federal constitutional right to a name clearing hearing.

**3.4 Termination Obligation.** EMPLOYEE agrees that all property, including without limitation, all equipment, tangible, documents, records, notes, contracts, and computer-generated materials furnished to or prepared by her incident to his employment belongs to DISTRICT and shall be returned promptly to DISTRICT upon termination of EMPLOYEE's employment. EMPLOYEE's obligations under this subsection shall survive the termination of his employment and the expiration of this Agreement.

**4. General Provisions.**

**4.1 Other Terms and Conditions.** District may, from time-to-time, establish additional terms and conditions of employment, provided such terms and conditions are consistent with the provisions of this Agreement and any applicable law.

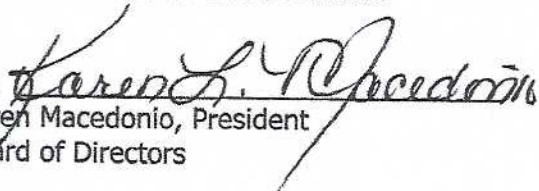
**4.2 Notices.** Any notices required by this Agreement shall be sent by first class U. S. mail with postage prepaid to the parties as follows:

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

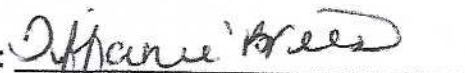
To Employee:  
Tiffanie Breen  
PO Box 2546  
California City, CA 93504

**4.3 Entire Agreement.** This Agreement contains the entire agreement of the parties. No promise, representation, warranty, or covenant not included in this Agreement has been or may be relied upon by any party.

APPROVED:  
**East Kern Health Care District**

By:   
Karen Macedonio, President  
Board of Directors

APPROVED:  
**Tiffanie Breen**

By:   
Tiffanie Breen, General Manager

ATTEST:

By: *Shirley Heathman*  
Shirley Heathman, Secretary

(Seal)

APPROVED AS TO FORM:

By: *Alex Lemieux*  
Alex Lemieux, District Counsel

AGENDA SUPPORTING INFORMATION

AGENDA ITEM: G

Subject: Approval to purchase a cell phone for the East Kern Health Care District and change providers in regard to internet service.

Submitted by: Linda Cook, Consultant

Meeting Date: April 6, 2021

Background: The District has a dedicated cell phone for the District. This would allow staff to handle need of calls on an immediate basis without having to use their personal cell phone.

Attached is more information regarding the cost for a cell phone and the cost of a change in internet service. The reason for the recommendation for a change in internet service is to possibly lower the cost, and or improving the connection service.

Recommendation: Approval of a cell phone, and begin the research with Spectrum to see if they will even provide the internet service.

Received  
12/7/2020

PAID  
1/5/2021

**Account Summary**

<b>New Charges Due Date</b>	12/22/20
Billing Date	11/28/20
Account Number	760-373-2804-102413-5
PIN	0114
Previous Balance	494.60
Payments Received Thru 11/13/20	-247.11
Thank you for your payment!	
Balance Forward	247.49
New Charges	247.54
<b>Total Amount Due</b>	<b>\$495.03</b>

Frontier Anywhere  
Web Conferencing offers  
digital meeting solutions

- ✓ Available 24/7 to upload and display presentations
- ✓ Video integration with web cameras
- ✓ See list of attendees and grant 'control' to participants

**Call 1.855.821.2731 to order.**

System Requirements: Audio. A touch tone telephone is required for Audio service. System Requirements: Internet Speed: An internet connection of High Speed DSL or faster. System Requirements: Web Moderator. Internet Explorer 5.5 with Java script and session cookies enabled. 800 MHz or equivalent computer with 96 MB of RAM. For application sharing 128 MB of RAM is required and requirements increase slightly depending on the number of participants. Windows 2000/XP/Vista. Internet connection minimum 56 Kbps for application sharing, 128 kbps for broadcasting video

**Manage Your Account**

**To Pay Your Bill**

- Online: Frontier.com
- By mail
- MyFrontier® App
- 1800.801.6652
- In person: Frontier.com/walkinpay for locations

**To Contact Us**

- Chat: Frontier.com
- Online: Frontier.com/helpcenter
- 1800.921.8102
- 1800.921.8103
- Español
- Tech support: Frontier.com/helpcenter
- For the hearing impaired TTY: 1.877.462.6606

1,6



P.O. Box 709, South Windsor, CT 06074-9998

AB 01 005722 96603 B 23 B



EAST KERN HEALTHCARE DISTRICT  
PO BOX 2546  
CALIF CITY, CA 93504-0546

**PAYMENT STUB**

**Total Amount Due \$495.03**

New Charges Due Date 12/22/20  
Account Number 760-373-2804-102413-5

Please do not send correspondence with your payment. Make checks payable to Frontier.

**Amount Enclosed \$**

To change your billing address, call 1-800-921-8102

FRONTIER  
PO BOX 740407  
CINCINNATI OH 45274-0407



525046760373280410241300000247490000495035



**CURRENT BILLING SUMMARY**

Local Service from 11/28/20 to 12/27/20

Qty Description	760/373-2804.0	Charge
<b>Basic Charges</b>		
Additional Line Basic		24.00
Frontier Solutions for Business - 2 Year Term		81.00
2 Acc Rec Chrg Multi-Ln Bus		8.56
2 Federal Subscriber Line Charge		15.00
Other Charges-Detailed Below		-7.00
Federal Excise Tax		.72
Federal USF Recovery Charge		6.38
FCA Long Distance - Federal USF Surcharge		1.90
CASF-High Cost Fund Surcharge B		.46
Teleconnect Fund Surcharge		.63
Universal Lifeline Telephone Service Surcharge		3.89
Deaf & Disabled Fund Surcharge		.41
CA State High Cost Fund Surcharge - A		.30
CA St Public Utilities Commission Fee		.47
2 CA State 911 Surcharge		.60
<b>Total Basic Charges</b>		<b>137.32</b>
<b>Non Basic Charges</b>		
High Speed Inet - 7.1/768		99.99
Frontier Roadwork Recovery Fee		1.50
2 Federal Primary Carrier Multi Line Charge		8.62
Other Charges-Detailed Below		5.99
Partial Month Charges-Detailed Below		-16.00
Federal Excise Tax		.05
FCA Long Distance - Federal USF Surcharge		2.34
CASF-High Cost Fund Surcharge B		.01
Teleconnect Fund Surcharge		.01
Universal Lifeline Telephone Service Surcharge		.07
Deaf & Disabled Fund Surcharge		.01
CA State High Cost Fund Surcharge - A		.01
CA St Public Utilities Commission Fee		.01
<b>Total Non Basic Charges</b>		<b>102.61</b>
<b>Toll/Other</b>		
Carrier Cost Recovery Surcharge		5.99
FCA Long Distance - Federal USF Surcharge		1.62
<b>Total Toll/Other</b>		<b>7.61</b>

**TOTAL 247.54**

**\*\* ACCOUNT ACTIVITY \*\***

Qty Description	Order Number	Effective Dates	
1 Late Payment Fee		11/28	9.00
Solutions Bundle Discount	AUTOCH	11/28	-16.00
1 Business High Speed Internet Fee	AUTOCH	11/28	5.99
760/373-2804		<b>Subtotal</b>	<b>-1.01</b>
<b>Partial Month Charges</b>			
HSI Discount 99 MO			-16.00
760/373-2804		<b>Subtotal</b>	<b>-16.00</b>
		<b>Subtotal</b>	<b>-17.01</b>

**Detail of Frontier Charges**

Toll charged to 760/373-2804

**Detail of Frontier Com of America Charges**

Toll charged to 760/373-2804

**CUSTOMER TALK**

If your bill reflects that you owe a Balance Forward, you must make a payment immediately in order to avoid collection activities. You must pay a minimum of \$315.07 by your due date to avoid disconnection of your local service. All other charges should be paid by your due date to keep your account current.

# Spectrum phone

## Apple iPhone 11

This phone would cost \$25.00 per month, plus a monthly mobile data plan:

\$45 unlimited which would total \$70/mo.

\$14 per month for a 1 Gig plan, which with 1 Gig would total \$39 per month

As for the Internet: Our building does not yet have the wiring for Spectrum: Spectrum would need to do a survey to see if the quote to do this is under \$8000.00, if it is, they install for \$99, and we would pay the monthly wifi fees of \$121.98, for 600x35 wifi speed, which is far better than what we have.



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

**Spectrum Business- Quote for internet and mobile @ 8101 Bay Ave California City CA 93505**

1 message

Webster, Jamie <Jamie.Webster@charter.com>

Mon, Mar 29, 2021 at 1:54 PM

To: "eastkernhealthcaredistrict@gmail.com" <eastkernhealthcaredistrict@gmail.com>

Hello Linda,

Please see our options below for internet and mobile 😊

**Internet with higher speed tier-**

600x35, WIFI

Monthly total- 121.98

Install fee- 99.00

↓ This is a bundle  
Price - Cell phone  
& Internet

\*add mobile with unlimited talk text and data for a total monthly of 166.98

\*Add mobile with our by the gig plan which includes unlimited talk, text and up to a gig of data @ 135.95

\*option to finance cellular device starting at 5.00 a month up to 50.00 a month for 24 months depending on the device

**Internet with higher lower tier-**

200x10, WIFI

Monthly total- 71.98

Install fee- 99.00

\*add mobile with unlimited talk text and data for a total monthly of 116.98

\*Add mobile with our by the gig plan which includes unlimited talk, text and up to a gig of data @85.98

*\*option to finance cellular device starting at 5.00 a month up to 50.00 a month for 24 months*

***For mobile-***

*Activation fee- 10.00*

*Credit card would be needed to make 1<sup>st</sup> month payment and activation fee upfront*

*We require SSN and DOB for the authorized contact*

*No contracts*

**Have a blessed day!**

---



**Jamie Webster | Business Sales Representative | 315-883-5159**

3179 Erie Blvd East, Suite 230 | Syracuse, NY 13214

Jamie.webster@Charter.com



The contents of this e-mail message and any attachments are intended solely for the addressee(s) and may contain confidential and/or legally privileged information. If you



## Mobility Summary

### Mobility Overview

- 1 Total Device
- 3.0 GB Total Data

### Total Cost

Plans	\$60.00/mo
Devices	\$15.00/mo
Discounts	-\$10.00/mo
<b>Total Monthly Cost</b>	<b>\$65.00/mo</b>
Devices	\$799.99
<b>Total One-Time Cost</b>	<b>\$799.99</b>

## Mobility Details

### Plans

Mobile Share Plus for Business | 3GB

#### Included

- Unlimited talk and text
- 3.0 GB total data
- Talk, text, and use plan data in Mexico, just like the U.S., with no roaming charges.\*

### Plan Charges

Base Plan Cost	\$40.00/mo
<i>Auto-Pay &amp; Paperless Bill Discount</i>	-\$10.00/mo
<b>Total Plan Charges</b>	<b>\$30.00/mo</b>

### Access Charges

1 x Smartphone with AT&T Installment Plan / EIP at \$20.00 each	\$20.00/mo
---	------------

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**Monthly Plan Cost** **\$50.00/mo**

### Devices (1)

iPhone 12 64GB with No Commitment (1)

### Monthly Cost

AT&T Protect Advantage for Business for 1 at \$15.00 each

\$15.00/mo

One-Time Cost

Base One-Time Cost at \$799.99 each

\$799.99

Device costs calculated for 1 / 1 devices

This information is provided to you 'as is' and for informational purposes only. The rate(s) quoted above are estimates of the monthly charges for the identified plans (which may include, subject to availability/eligibility, certain contractual discounts - see applicable business agreement for details) and are based on information provided by the customer. Actual savings, if any, and costs may vary. AT&T disclaims all warranties including, but not limited to, implied warranties of merchantability or fitness for a particular purpose. In no event shall AT&T be liable for any damages relating to the use or results of the calculator. Rates are for the identified plans only, and do not include additional devices, features or services. Rates may change and do not include taxes, fees, overage charges and surcharges. Activation fee, additional deposits and other restrictions may apply. Mobile Share plan unlimited talk and text for phones only.

Installment plans require qualifying credit & wireless service plan (voice & data for smartphones, data for tablets). Tax due at sale. If service cancelled, device balance is due.

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AT&T Mobility, 1055 Lenox Park Blvd., Atlanta, GA 30319-5309, United States of America.

Hi East Kern Health Care District, please review your quote.  
 If you have any questions regarding this quote, please feel free to contact me.  
 Caitlin | 4029108353 | caitlin.martensen@verizonwireless.com

Quote ID	5765824-Q-3406666
Store location	P862401
Creation date	02/24/2021
Expiration date	03/25/2021

### Quote details

Here is a summary of your quote for devices and service. The pricing quoted is based upon achieving and maintaining a minimum line attainment and signing a major account agreement with Verizon.

<b>8%</b> Service plans	<b>25%</b> Accessory	<b>5-99</b> Line attainment
----------------------------	-------------------------	--------------------------------

### Device & accessory summary

Devices	Quantity	Pricing Option	Special offer	Price per unit	Due today	Due monthly
Apple iPhone 12 64GB Black Black, 64 GB	1	Full Retail Price		799.99	\$799.99	\$0.00

### Plans & feature summary

Service	Quantity	Service contract	Special offer	Due today	Due monthly
<b>Business Unlimited Plus Smartphone</b> Save \$5 per line when a business sets up Auto payment and Paper free billing in MyBusiness.	1	Month to month		\$0.00	\$110.00
<b>\$25 Monthly Device Discount</b>	1	Month to month		\$0.00	-\$25
<b>Includes Mexico &amp; Canada with your domestic plan</b>	1	Month to month		\$0.00	\$0.00
<b>Business Mobile Secure Discount Marker</b>	1	Month to month		\$0.00	\$0.00
<b>CDMA-LESS ROAM TIER OVERRIDE</b>	1	Month to month		\$0.00	\$0.00
<b>5G Dynamic Spectrum Sharing</b>	1	Month to month		\$0.00	\$0.00
<b>5G Ultra Wideband Provisioning</b>	1	Month to month		\$0.00	\$0.00
<b>5G Ultra Wideband</b>	1	Month to month		\$0.00	\$0.00
<b>Unlimited Plan Indicator</b>	1	Month to month		\$0.00	\$0.00
Sub-total					\$0.00
Sales tax					\$0.00

Total due Today	Total due monthly
<b>\$857.99</b>	<b>\$85.00</b>

Hi East Kern Health Care District, please review your quote.

If you have any questions regarding this quote, please feel free to contact me.

Caitlin | 4029108353 | [caitlin.martensen@verizonwireless.com](mailto:caitlin.martensen@verizonwireless.com)

Quote ID	5765824-Q-3406666
Store location	P862401
Creation date	02/24/2021
Expiration date	03/25/2021

## Important Customer Information

Prices referenced in this document are for estimating purposes only. Actual prices will be based on current equipment, calling plan and feature charges available at the time of purchase and are subject to change without notice. MAA Activation/Upgrade fee up to \$40; restocking fee up to \$50. Either an offer recovery fee or up to \$650 early termination fee may apply. If applicable, your line's Offer Recovery Fee will be the sum of device discounts plus device credits you receive. Additional fees for usage and overages may apply. Offers & Coverage vary by service & equipment. See [VerizonWireless.com](http://VerizonWireless.com) for coverage map. Equipment and accessories are subject to availability while supplies last. Additional charges, taxes, fees, and surcharges apply. Device Trade In Quote values are an estimate and subject to change without notice. The current market trade value in this quote is the value of the device on the day the quote was submitted. If the device is eligible for trade-in, credit will either be based on the market value of the device(s) at the time of the order or the applicable promo order at the time the promo was created. Final device value is determined at time of inspection. Eligibility for Instant Trade-In credits is determined at the time of your order.



Hi East Kern Health Care District, please review your quote.

If you have any questions regarding this quote, please feel free to contact me.

Caitlin | 4029108353 | caitlin.martensen@verizonwireless.com

Quote ID	5765824-Q-3406666
Store location	P862401
Creation date	02/24/2021
Expiration date	03/25/2021

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## Highlights



### Apple iPhone 12 64GB Black

Meet the new iPhone 12. Superfast 5G.<sup>1,2</sup> A14 Bionic, the fastest chip in a smartphone. An edge-to-edge OLED display. Pro camera system for next-level low-light photography. It's a beautiful leap forward.

AGENDA SUPPORTING INFORMATION

AGENDA ITEM: H

Subject: Discussion and approval of financial information regarding the East Kern Health Care District as it relates to Bank Statements, Petty Cash Approval, Accounts Payables, and additional financial information as submitted.

Submitted by: Linda Cook, Consultant

Meeting Date: April 6, 2021

Background: Usually the Finance Committee would address these issues but due to only three board members serving for the month of March a committee could not be formed without making it a meeting of the Board. With that said, the entire board is being asked to review and approve the financial information as presented.

Recommendation: Approve the financial information at this time.



9309970

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

Date 2/26/21 Page 1

*Received*  
*3/8/2021 JB*  
*Re-mailed*  
*3/15/2021 JB*

Checking Account

Update for Zero Balance Closure

Zero Balance: If you initiate a transaction that brings your account to a zero balance for a period of 30 days, your account will automatically be closed. However, if a bank initiated entry brings your account to a zero balance, the account may close anytime between same day to 30 days.

Public Demand		Number of Enclosures	0
Account Number	XXXXXX6398	Statement Dates	2/01/21 thru 2/28/21
Previous Balance	202,812.97	Days in the statement period	28
3 Deposits/Credits	2,650.00	Average Ledger	203,209.39
Checks/Debits	.00	Average Collected	203,034.39
Service Charge	.00		
Interest Paid	.00		
Ending Balance	205,462.97		

\* 0 5 8 7 0 0 0 1 2 5 0 1 0 1 0 0 0 \*

Deposits and Credits

Date	Description	Amount
2/23	Business Deposit	150.00 ✓
2/23	Business Deposit	900.00 ✓
2/26	Business Deposit	1,600.00 ✓

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
2/01	202,812.97	2/23	203,862.97	2/26	205,462.97

Keep Climbing

California State Treasurer  
**Fiona Ma, CPA**



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

March 02, 2021

LAIF Home  
PMIA Average Monthly  
Yields

Received  
3/2/2021 MB

EAST KERN HEALTH CARE DISTRICT

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

Reconciled  
3/15/2021 MB

Tran Type Definitions

Account Number: 20-15-002

February 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
2/25/2021	2/24/2021	RD	1668319	N/A	SHIRLEY HEATHMAN	50,000.00 ✓

Account Summary

Total Deposit:	50,000.00	Beginning Balance:	621,570.75
Total Withdrawal:	0.00	Ending Balance:	671,570.75



2738088

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

Date 2/26/21	Page 1
Account Number XXXXXXXXX3904	
Enclosures	28

**received**  
3/8/2021 *JB*

Reconciled  
3/15/2021 *JB*

**CHECKING ACCOUNTS**

BUSINESS CHECKING		Number of Enclosures	28
Account Number	XXXXXXXXX3904	Statement Dates	2/01/21 thru 2/28/21
Previous Balance	224,044.67	Days in the statement period	28
3 Deposits/Credits	3,636.01	Average Ledger	201,045.50
41 Checks/Debits	85,320.70	Average Collected	201,045.50
Monthly Service Fee	.00		
Interest Paid	.00		
Ending Balance	142,359.98		

**Deposits and Credits**

Date	Description	Amount	
2/17	ACCTS PAY COUNTY OF KERN PPD 2956000925 21/02/17 TRACE #-091000016265688	2,637.33	✓
2/22	VERIFYBANK INTUIT 6943345425 21/02/22 TRACE #-111000020861819	.68	✓
2/22	DEPOSIT	998.00	✓

**Withdrawals and Electronic Debits**

Date	Description	Amount	
2/01	DBT CRD 1542 01/29/21 53324326 INTUIT *PAYROLL 888-537-7794 CA C#0613	62.87-	✓
2/12	DBT CRD 1041 02/11/21 73028269 AMZN Mktp US*K654U9WN3 Amzn.com/bill WA C#0613	10.92-	✓
2/12	POS DEB 1241 02/11/21 00000008 AMAZON.COM*8V7ME8LK3 AMAZON.COM SEATTLE WA C#0613	82.11-	✓
2/12	VERIFYBANK INTUIT 6943345425 21/02/12 TRACE #-111000027524382	.68-	✓
2/16	PAYROLL PAYROLL 4462800242 21/02/16	770.58-	✓



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

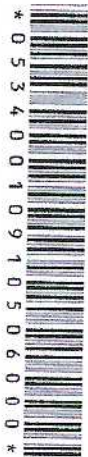
Date 2/26/21	Page 2
Account Number	XXXXXXXXXX3904
Enclosures	28

BUSINESS CHECKING

XXXXXXXXXX3904 (Continued)

withdrawals and Electronic Debits

Date	Description	Amount
2/16	TRACE #-111000026943403 PAYROLL PAYROLL 4462800242 21/02/16	1,019.28- ✓
2/16	TRACE #-111000026943404 PAYROLL PAYROLL 4462800242 21/02/16	1,239.99- ✓
2/17	TRACE #-111000026943405 DBT CRD 1457 02/16/21 26626443 WIX.COM PREMIUM-PLAN WWW.WIX.COM CA C#0613	132.00- ✓
2/18	DBT CRD 1313 02/16/21 64004672 CALIFORNIA SPECIAL DIS 916-442-7887 CA C#0613	350.00- ✓
2/25	WIRE TRANSFER FEE	35.00- ✓
2/25	WIRE TRANSFER DEBIT STATE OF CALIFORNIA-LAIF 026009593 01485-15800 555 CAPITOL MALL ST 1555 SACRAMENTO, CA 95814 BANK OF AMERICA SA CREDIT STATE OF CALIFORNIA LAI OUNT NUMBER 01485-15800 REF.EA RN HEALTH CARE DISTRICT LAIF A 0-15-002 CONF#1668319 20210225MMQFMPTI000018 20210225B6B7HU3R014241 02251445FT01	50,000.00- ✓
2/26	PAYROLL PAYROLL 4462800242 21/02/26	937.31- ✓
2/26	TRACE #-111000021837336 DBT CRD 1611 02/25/21 07190523 ZOOM.US 888-799-9666 WWW.ZOOM.US CA C#0613	14.99- ✓



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

Date 2/26/21	Page 3
Account Number	XXXXXXXXXX3904
Enclosures	28

BUSINESS CHECKING

XXXXXXXXXX3904 (Continued)

Checks in Serial Number Order

Date	Check No	Amount	Date	Check No	Amount
2/02	35576 ✓	42.99	2/23	35599 ✓	882.00
2/02	35578* ✓	300.00	2/09	35600 ✓	80.00
2/25	35580* ✓	882.00	2/05	35601 ✓	300.00
2/02	35581 ✓	100.00	2/16	35602 ✓	250.00
2/16	35583* ✓	250.00	2/18	35603 ✓	540.00
2/01	35584 ✓	540.00	2/12	35605* ✓	501.04
2/03	35585 ✓	350.00	2/09	35606 ✓	100.00
2/04	35592* ✓	100.00	2/12	35607 ✓	275.00
2/02	35593 ✓	100.00	2/08	35608 ✓	515.91
2/11	35594 ✓	42.99	2/11	35609 ✓	463.84
2/16	35595 ✓	240.23	2/16	35611* ✓	10,450.00
2/05	35596 ✓	500.00	2/16	35612 ✓	1,100.00
2/09	35597 ✓	200.00	2/16	35613 ✓	10,800.00
2/09	35598 ✓	638.98	2/09	35614 ✓	119.99

\* Denotes missing check numbers

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
2/01	223,441.80	2/09	219,993.93	2/22	195,111.28
2/02	222,898.81	2/11	219,487.10	2/23	194,229.28
2/03	222,548.81	2/12	218,617.35	2/25	143,312.28
2/04	222,448.81	2/16	192,497.27	2/26	142,359.98
2/05	221,648.81	2/17	195,002.60		
2/08	221,132.90	2/18	194,112.60		

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.

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



2738085

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

Date 2/26/21	Page 1
Account Number XXXXXXXXX2526	
Enclosures	2

**received**  
 3/8/2021 *AB*

**CHECKING ACCOUNTS**

BUSINESS CHECKING		Number of Enclosures	2
Account Number	XXXXXXXXXX2526	Statement Dates	2/01/21 thru 2/28/21
Previous Balance	31,254.45	Days in the statement period	28
Deposits/Credits	.00	Average Ledger	30,175.87
2 Checks/Debits	2,300.00	Average Collected	30,175.87
Monthly Service Fee	.00		
Interest Paid	.00		
Ending Balance	28,954.45		

**Checks in Serial Number Order**

Date	Check No	Amount	Date	Check No	Amount
2/25		800.00	2/11	128*	1,500.00

\* Denotes missing check numbers

**Daily Balance Information**

Date	Balance	Date	Balance
2/01	31,254.45	2/11	29,754.45
		2/25	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.





PETTY CASH

January 1, 2021- March 31, 2021

BEGINNING BALANCE: \$ 84.65

DATE	NAME	AMOUNT	TOTAL
<u>1/18/21</u>	<u>Office cleaning</u>	<u>\$ 25.-</u>	<u>59.65</u>
<u>1/31/21</u>	<u>postage</u>	<u>\$ 11.-</u>	<u>\$ 48.65</u>
<u>2/20/21</u>	<u>postage</u>	<u>\$ 11.-</u>	<u>\$ 37.65</u>
<u>3/8/21</u>	<u>stamps</u>	<u>\$ 33.-</u>	<u>\$ 4.65</u>
<u>3/22/21</u>	<u>Replenish Petty Cash</u>	<u>+ \$ 100.00</u>	<u>\$ 104.65</u>
<u>3/22/21</u>	<u>Building Key</u>	<u>\$ 3.84</u>	<u>\$ 100.79</u>
<u>3/30/21</u>	<u>Postage - Form 700's</u>	<u>\$ 2.20</u>	<u>\$ 98.59</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



pd - 2/27/21  
B



CALIFORNIA CITY  
21100 HACIENDA BLVD  
CALIFORNIA CITY, CA 93505-9998  
(800)275-8777

02/27/2021 10:04 AM

Product	Qty	Unit Price	Price
First-Class Mail® Large Envelope California City, CA 93505 Weight: 0 lb 6.50 oz Estimated Delivery Date Tue 03/02/2021	1		\$2.20
First-Class Mail® Large Envelope California City, CA 93505 Weight: 0 lb 6.40 oz Estimated Delivery Date Tue 03/02/2021	1		\$2.20
First-Class Mail® Large Envelope California City, CA 93505 Weight: 0 lb 6.40 oz Estimated Delivery Date Tue 03/02/2021	1		\$2.20
First-Class Mail® Large Envelope California City, CA 93505 Weight: 0 lb 6.40 oz Estimated Delivery Date Tue 03/02/2021	1		\$2.20
First-Class Mail® Large Envelope California City, CA 93505 Weight: 0 lb 6.40 oz Estimated Delivery Date Tue 03/02/2021	1		\$2.20
<b>Grand Total:</b>			<b>\$11.00</b>
<b>Cash</b>			<b>\$11.00</b>

pd. 1/30/2021  
B



CALIFORNIA CITY  
21100 HACIENDA BLVD  
CALIFORNIA CITY, CA 93505-9998  
(800)275-8777

01/30/2021 12:20 PM

Product	Qty	Unit Price	Price
First-Class Mail® Large Envelope California City, CA 93505 Weight: 0 lb 6.10 oz Estimated Delivery Date Tue 02/02/2021	1		\$2.20
First-Class Mail® Large Envelope California City, CA 93505 Weight: 0 lb 6.10 oz Estimated Delivery Date Tue 02/02/2021	1		\$2.20
First-Class Mail® Large Envelope California City, CA 93505 Weight: 0 lb 6.10 oz Estimated Delivery Date Tue 02/02/2021	1		\$2.20
First-Class Mail® Large Envelope California City, CA 93505 Weight: 0 lb 6.10 oz Estimated Delivery Date Tue 02/02/2021	1		\$2.20
First-Class Mail® Large Envelope California City, CA 93505 Weight: 0 lb 6.10 oz Estimated Delivery Date Tue 02/02/2021	1		\$2.20
<b>Grand Total:</b>			<b>\$11.00</b>
<b>Cash</b>			<b>\$11.00</b>

\*\*\*\*\*  
USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.  
\*\*\*\*\*

\*\*\*\*\*

pd 3/18/21  
23



CALIFORNIA CITY  
21100 HACIENDA BLVD  
CALIFORNIA CITY, CA 95055-9998  
(800)275-8777

03/08/2021 02:42 PM

Product	Qty	Unit Price	Price
US Flag Bklt/20	3	\$11.00	\$33.00
<b>Grand Total:</b>			<b>\$33.00</b>
<b>Cash</b>			<b>\$33.00</b>

\*\*\*\*\*  
USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.  
\*\*\*\*\*

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Sign up for FREE @  
[www.informedelivery.com](http://www.informedelivery.com)

Earn rewards on your business account purchases of Priority Mail labels with the USPS Loyalty program by using Click and Ship. Visit [www.usps.com/smallbizloyalty](http://www.usps.com/smallbizloyalty) for more info.

All sales final on stamps and postage. Refunds for guaranteed services only. Thank you for your business.

Tell us about your experience. Go to: <https://postalexperience.com/Pos> or scan this code with your mobile device,



or call 1-800-410-7420.

UFN: 055047-0502  
Receipt #: 840-59130142-3-2904553-1  
Clerk: 12

Safeguard Line USA SFL 00211114

SF9001-1

TO REORDER, CALL YOUR LOCAL SAFEGUARD DISTRIBUTOR AT 961-932-2993

CSST320010000

V185F000700

D10869 SLKX02 08/31/2020 17:44:13Z PG

Mission Bank Check! Replenish Petty Cash

100.00

EAST KERN HEALTH CARE DISTRICT

Date 03/02/2021

Type Bill

Cash

Reference

Check Amount

Original Amount 100.00

Balance Due 100.00

Payment 100.00

35621

pd. 3/30/21  
B

pd. 3/27/21  
B



CALIFORNIA CITY  
21100 HACIENDA BLVD  
CALIFORNIA CITY, CA 93505-9998  
(800)275-8777

Ace City Hardware  
7594 California City Blvd  
California City, Ca 93505  
760-373-1116

03/30/2021 03:53 PM

Transaction#: F526818  
Associate: KG  
Date: 03/22/2021 Time: 12:52:57 PM

Product Qty Unit Price

First-Class Mail® 1 \$2.20

Large Envelope  
Bakersfield, CA 93301  
Weight: 0 lb 6.10 oz  
Estimated Delivery Date  
Fri 04/02/2021

Grand Total: \$2.20

Cash \$20.00  
Change -\$17.80

\*\*\*\*\*  
USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.  
\*\*\*\*\*

Preview your Mail  
Track your Packages  
Sign up for FREE @  
<https://informeddelivery.usps.com>

Earn rewards on your business account purchases of Priority Mail labels with the USPS Loyalty program by using Click and Ship. Visit [www.usps.com/smallbizloyalty](http://www.usps.com/smallbizloyalty) for more info.

All sales final on stamps and postage. Refunds for guaranteed services only. Thank you for your business.

Tell us about your experience. Go to: <https://postalexperience.com/Pos> or scan this code with your mobile device.



or call 1-800-410-7420.

\*\*\* SALE \*\*\*

Bill To:  
Our Valued Customer

SINGLE CUT KEYS

1.00 EACH @ \$3.99 T \$3.99

Subtotal: \$3.99  
10.% Discount -\$0.40  
7.25% - State Tax: \$0.27  
TOTAL: \$3.86

CASH: \$4.00  
CHANGE: \$0.14

Thank You!  
NO RETURNS OR REFUNDS W/OUT RECEIPT  
All Electronics Sales Are Final

UFN: 055047-0502  
Receipt #: 840-59130142-2-3469216-2  
Clerk: 5

Mission Bank Debit Card Tracking Report

January 1, 2021- March 31, 2021

DATE	NAME	AMOUNT	Card #
1/4/2021	Amazon membership	\$74.00	0613
1/18/2021	Amazon	\$172.24	0613
1/20/2021	Amazon	\$29.90	0613
1/25/2021	Zoom	\$14.99	0613
1/28/2021	Intuit QB <sup>1099</sup> filing	\$102.87	0613
2/11/2021	Amazon	\$82.11	0613
2/11/2021	Amazon	\$10.92	0613
2/16/2021	Wix.com	\$132.00	0613
2/17/2021	CSDA	\$350.00	0613
2/25/2021	CSDA	\$175.00	0613
2/26/2021	Zoom	\$14.99	0613
3/4/2021	CSDA	\$525.00	0613
3/8/2021	QB	\$645.00	0613
3/9/2021	CSDA	\$175.00	0613



Amazon Services LCC  
410 Terry Ave North  
Seattle WA 98109-5210 USA

received  
1/19/2021 JB

Receipt number: 4265771766273  
Purchase Order (PO) number: PO Box 2546

PAID  
1/14/2021  
DC0013 JB

Billing date:  
December 31, 2020

Billed to:  
East Kern Health Care District  
PO BOX 2546  
CA, 93504-0546 CALIFORNIA CITY  
US

Payment method:  
Visa ending in 0613

Item	Amount
Business Prime membership fee: Duo — up to 1 users	\$69.00
Tax:	\$5.00
Total:	\$74.00



Details for Order #111-8006924-4448228

*Paid Dec 06/13 11/9/2021*

Order Placed: January 18, 2021

Amazon.com order number: 111-8006924-4448228

Order Total: \$172.24

**Not Yet Shipped**

**Items Ordered**

**Price**

1 of: AmazonBasics 1/3-Cut Tab, Assorted Positions File Folders, Letter Size, Manila - Pack of 100 Sold by: Amazon (seller profile) Business Price Condition: New	\$9.99
2 of: Amazon Basics Hanging Organizer File Folders - Letter Size, Green - Pack of 25 Sold by: Amazon (seller profile) Business Price Condition: New	\$9.70
2 of: Samsill 200 Clear Heavyweight Sheet Protectors, Reinforced 3 Hole Design Plastic Page Protectors, Archival Safe, Top Load for 8.5 x 11 Inch Sheets, Box of 200 Sold by: Integrity Resources Inc (seller profile)   Product question? (Ask Seller.) Business Price Condition: New	\$16.99
1 of: Scotch Magic Tape, 12 Rolls, Numerous Applications, Invisible, Engineered for Repairing, 3/4 x 1000 Inches, Boxed (810K12) Sold by: Amazon (seller profile) Business Price Condition: New	\$17.68
1 of: Brother Printer LC30173PK High Yield XL 3 Pack Ink Cartridges- 1 Ea: Cyan/Magenta/Yellow Ink Sold by: Amazon (seller profile) Business Price Condition: New	\$36.57
1 of: Brother Printer LC30172PK High Yield XL Black Ink Cartridge-2 Pack Sold by: Amazon.com Condition: New	\$42.99

**Shipping Address:**

Tiffanie Breen  
9635 LEWIS AVE  
CALIFORNIA CITY, CA 93505-6203  
United States

**Shipping Speed:**

One-Day Shipping

**Payment information**

**Payment Method:**

Visa | Last digits: 0613

Item(s) Subtotal: \$160.61  
Shipping & Handling: \$0.00







PAID  
1/20/21

Paid  
DC 0213

Details for Order #111-1315183-9501832

Order Placed: January 20, 2021  
Amazon.com order number: 111-1315183-9501832  
Order Total: \$29.90

**Not Yet Shipped**

Items Ordered	Price
1 of: 1InTheOffice Envelope Moistener "2 Pack" Sold by: Tee Cottons ( <a href="#">seller profile</a> ) Business Price Condition: New	\$7.89
1 of: Amazon Basics #9 Double Window Security Tinted Envelopes, White, 500 ct Sold by: Amazon ( <a href="#">seller profile</a> ) Business Price Condition: New	\$19.99

**Shipping Address:**  
Tiffanie Breen  
9635 LEWIS AVE  
CALIFORNIA CITY, CA 93505-6203  
United States

**Shipping Speed:**  
Amazon Day Delivery

**Payment information**

<b>Payment Method:</b> Visa   Last digits: 0613	Item(s) Subtotal: \$27.88
	Shipping & Handling: \$0.00
	-----
<b>Billing address</b> Shirley Heathman PO BOX 2546 CALIFORNIA CITY, CA 93504-0546 United States	Total before tax: \$27.88
	Estimated Tax: \$2.02
	<b>Grand Total: \$29.90</b>

To view the status of your order, return to [Order Summary](#).



INVOICE

Zoom Video Communications Inc.  
55 Almaden Blvd, 6<sup>th</sup> Floor  
San Jose, CA 95113  
billing@zoom.us

Invoice Date: 01/25/2021  
Invoice #: INV65004095  
Payment Terms: Due Upon Receipt  
Due Date: 01/25/2021  
Account Number: 114276325  
Currency: USD  
Account Information: East Kern Health Care District  
PO Box 2546,  
California City, California 93504  
United States

Received  
1/25/2021

pd JB  
DCDLB3

Remittance Details should be sent to:  
Finance@zoom.us

eastkernhealthcaredistrict@gmail.com

Purchase Order Number:

Tax Exempt Certificate ID:

Zoom W-9

**CHARGE DETAILS**

Charge Description	Service Period	Subtotal	Tax	TOTAL
Charge Name: Standard Pro Monthly Quantity: 1 Unit Price: \$14.99	01/25/2021-02/24/2021	\$14.99	\$0.00	\$14.99

**INVOICE TOTALS**

Subtotal:	\$14.99
Total (Including Tax):	\$14.99
Invoice Balance:	\$0.00

**TAX DETAILS**

Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
			Total Tax	\$0.00

**TRANSACTIONS**

Invoice Total **\$14.99**



received  
1/28/2021

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

# Credit Card Activity Report for EAST KERN HEALTH CARE DISTRICT from Intuit 1099 E-File Service

1 message

Thu, Jan 28, 2021 at 3:42 PM

Intuit 1099 Support Team <noreply@intuit.com>  
Reply-To: noreply@intuit.com  
To: eastkernhealthcaredistrict@gmail.com

PAID  
1/28/2021  
000013

Dear Tiffanie Breen:

The following is a summary of Intuit 1099 E-File Service activity for your Visa Card account (number ending ....0613):

Date: 01/28/2021  
Description: 1099+Service+Fee+for+15+new+forms+for+EAST+KERN+HEALTH+CARE+DISTRICT  
Amount: \$62.87

Thank you for choosing Intuit 1099 E-File Service. We appreciate the opportunity to serve you.

Sincerely,

The Intuit 1099 E-File Service Support Team

IMPORTANT NOTICE: This notification is being sent to inform you of a critical matter concerning your current service, software or billing. Please note that if you previously opted out of receiving marketing materials from Intuit, you may continue to receive notifications similar to this communication. If you have any questions or comments about this email, please call us at (866) 729-2925. DO NOT REPLY to this email, this inbox is not monitored for replies.

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If you receive an email message that appears to come from Intuit but that you suspect is a phishing email, please forward it immediately to [spoofer@intuit.com](mailto:spoofer@intuit.com).

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Visit Legal (<http://www.intuit.com/legal/>) to find out more.

Intuit, Inc., Customer Communications 2800 E. Commerce Center Place, Tucson, AZ 85706.



Details for Order #113-4740194-6378653

PAID  
2/11/2021 JB  
DC 0613

Order Placed: February 11, 2021  
PO number : 2546  
Amazon.com order number: 113-4740194-6378653  
Order Total: \$82.11

**Not Yet Shipped**

**Items Ordered**

**Price**

1 Of: #10 Security Tinted Self-Seal Envelopes - No Window - EnveGuard, Size 4-1/8 X 9-1/2 Inches - White - 24 LB - 100 Count (34100) Sold by: Quality Business Products (seller profile) Business Price Condition: New	\$7.99
1 Of: Brother Printer LC30172PK High Yield XL Black Ink Cartridge-2 Pack Sold by: Amazon.com Condition: New	\$42.99
1 Of: Uni-Ball Jetstream 101 Ball Point Pens, Bold Point, Blue Ink, 12 Pack Sold by: Amazon.com Condition: New	\$12.80
1 Of: Uni-Ball 1768011 Jetstream 101 Ball Point Pens, Bold Point, Black Ink, 12-Count Sold by: Amazon.com Condition: New	\$12.77

**Shipping Address:**

Tiffanie Breen  
9635 LEWIS AVE  
CALIFORNIA CITY, CA 93505-6203  
United States

**Shipping Speed:**

One-Day Shipping

**Payment information**

**Payment Method:**

Visa | Last digits: 0613

**Billing address**

Shirley Heathman  
PO BOX 2546  
CALIFORNIA CITY, CA 93504-0546  
United States

Item(s) Subtotal:	\$76.55
Shipping & Handling:	\$0.00
-----	
Total before tax:	\$76.55
Estimated Tax:	\$5.56
-----	
<b>Grand Total:</b>	<b>\$82.11</b>

To view the status of your order, return to [Order Summary](#) .



Details for Order #113-7696738-0849843

PAID  
2/11/2021  
DC 0613

Order Placed: February 11, 2021  
PO number : 2546  
Amazon.com order number: 113-7696738-0849843  
Order Total: \$10.92

**Not Yet Shipped**

Items Ordered	Price
1 of: Uni-Ball Jetstream 101 Ball Point Pens, Bold Point, Red Ink, 12 Count Sold by: The Mega Deals ( <a href="#">seller profile</a> ) Condition: New	\$10.18

**Shipping Address:**  
Tiffanie Breen  
9635 LEWIS AVE  
CALIFORNIA CITY, CA 93505-6203  
United States

**Shipping Speed:**  
Standard Shipping

**Payment information**

<b>Payment Method:</b> Visa   Last digits: 0613	Item(s) Subtotal: \$10.18
	Shipping & Handling: \$0.00
<b>Billing address</b> Shirley Heathman PO BOX 2546 CALIFORNIA CITY, CA 93504-0546 United States	Total before tax: \$10.18
	Estimated Tax: \$0.74
	<b>Grand Total: \$10.92</b>

To view the status of your order, return to [Order Summary](#) .

received  
1/18/2021 B

PAID  
2/16/2021

0C06013  
B

Payment Details

Premium Plan: Combo

Site: mysite

Next Payment: Feb 16, 2021 / \$132.00 (1)

Subscription Period: Yearly Cycle

\* Additional taxes may apply.

OR

CSDA Order Confirmation

<info@csda.net>  
To: Tiffanie Breen <admin@ekhcd.org>

Tue, Feb 16, 1:13 PM



**California Special Districts Association**  
*Districts Stronger Together*

PAID  
2/16/2021 B  
DC0613

Dear Tiffanie,

Thank you for your order! We are glad to be a resource for you and your agency.

Below are the details of your order. Please retain this email for your records.

**Order Number:** 90093  
**Order Date:** Feb 16, 2021 1:10 PM  
**Bill To:** Tiffanie Breen  
**Order Total:** 350.00  
**Payment Method:** Visa \*\*\*\*\*0613  
**Name on Card:** Shirley Heathman

Item	Price	Qty	Total
Virtual Workshop: Budget Preparations for Special Districts - Karen Macedonio <i>When:</i> Mar 16, 2021 1:00 PM - Mar 17, 2021 4:00 PM <i>Registration option:</i> Feb 3, 2021 - Virtual Workshop: Budget Preparations for Special Districts	175.00	1	175.00
Virtual Workshop: Budget Preparations for Special Districts - Richard Macedonio <i>When:</i> Mar 16, 2021 1:00 PM - Mar 17, 2021 4:00 PM <i>Registration option:</i> Feb 3, 2021 - Virtual Workshop: Budget Preparations for Special Districts	175.00	1	175.00
	<b>Item Total</b>		350.00
	<b>Shipping</b>		0.00
	<b>Handling</b>		0.00
	<b>Item Grand Total</b>		350.00
	<b>Transaction Grand Total</b>		350.00

CSDA Anti-Discrimination and Harassment Policy

Thank you again for your support!

**CSDA Order Confirmation**

1 message

info@csda.net <info@csda.net>  
To: Tiffanie Breen <admin@ekhcd.org>

Fri, Feb 26, 2021 at 8:29 PM



**California Special  
Districts Association**  
*Districts Stronger Together*

PAID  
2/26/2021  
PCover 13  
AB

Received  
2/26/2021  
AB

Dear Tiffanie,

Thank you for your order! We are glad to be a resource for you and your agency.

Below are the details of your order. Please retain this email for your records.

**Order Number:** 90520  
**Order Date:** Feb 26, 2021 8:28 PM  
**Bill To:** Tiffanie Breen  
**Order Total:** 175.00  
**Payment Method:** Visa \*\*\*\*\*0613  
**Name on Card:** Shirley Heathman

transferred  
to Div.  
Patrick  
3/8/2021  
B

Item	Price	Qty	Total
Virtual Workshop: Budget Preparations for Special Districts - Tiffanie Breen When: Mar 16, 2021 1:00 PM - Mar 17, 2021 4:00 PM Registration option: Feb 3, 2021 - Virtual Workshop: Budget Preparations for Special Districts	175.00	1	175.00
<b>Item Total</b>			175.00
<b>Shipping</b>			0.00
<b>Handling</b>			0.00
<b>Item Grand Total</b>			175.00
<b>Transaction Grand Total</b>			175.00

CSDA Anti-Discrimination and Harassment Policy

Thank you again for your support!





INVOICE

Zoom Video Communications Inc.  
55 Almaden Blvd, 6<sup>th</sup> Floor  
San Jose, CA 95113  
billing@zoom.us

Invoice Date: 02/25/2021  
Invoice #: INV70688483  
Payment Terms: Due Upon Receipt  
Due Date: 02/25/2021  
Account Number: 114276325  
Currency: USD  
Account Information: East Kern Health Care District  
PO Box 2546,  
California City, California 93504  
United States

*Received*  
*2/25/2021*

**PAID**  
*2/25/2021*  
*OCOWIB*

Remittance Details should be sent to:  
Finance@zoom.us

eastkernhealthcaredistrict@gmail.com

Purchase Order Number:

Tax Exempt Certificate ID:

Zoom W-9

CHARGE DETAILS				
Charge Description	Service Period	Subtotal	Tax	TOTAL
Charge Name: Standard Pro Monthly Quantity: 1 Unit Price: \$14.99	02/25/2021-03/24/2021	\$14.99	\$0.00	\$14.99

INVOICE TOTALS	
Subtotal:	\$14.99
Total (Including Tax):	\$14.99
Invoice Balance:	\$14.99

TAX DETAILS				
Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
			Total Tax	\$0.00

### CSDA Order Confirmation

1 message

info@cstda.net <info@cstda.net>  
To: Tiffanie Breen <admin@ekhcd.org>

Thu, Mar 4, 2021 at 12:25 PM



**California Special  
Districts Association**  
*Districts Stronger Together*

**PAID**  
3/4/2021 B

Dear Tiffanie,

Thank you for your order! We are glad to be a resource for you and your agency.

Below are the details of your order. Please retain this email for your records.

**Order Number:** 90663  
**Order Date:** Mar 4, 2021 12:21 PM  
**Bill To:** Tiffanie Breen  
**Order Total:** 525.00  
**Payment Method:** Visa \*\*\*\*\*0613  
**Name on Card:** Shirley Heathman

Item	Price	Qty	Total
Virtual Workshop: SDLA Module 2: Setting Direction - Richard Macedonio <i>When:</i> Apr 12, 2021 9:00 AM - Apr 13, 2021 12:00 PM <i>Registration option:</i> Apr 12, 2021 - Virtual Workshop: SDLA Module 2: Setting Direction	175.00	1	175.00
Virtual Workshop: SDLA Module 3 - Board's Role in Finance - Richard Macedonio <i>When:</i> May 12, 2021 9:00 AM - May 13, 2021 12:00 PM <i>Registration option:</i> May 12, 2021 - SDLA Module 3 - Board's Role in Finance	175.00	1	175.00
Virtual Workshop: Module 4: Board's Role in HR - Richard Macedonio <i>When:</i> May 26, 2021 9:00 AM - May 27, 2021 12:00 PM <i>Registration option:</i> May 26, 2021 - SDLA Module 4: Board's Role in HR	175.00	1	175.00

<b>Item Total</b>	525.00
<b>Shipping</b>	0.00
<b>Handling</b>	0.00
<b>Item Grand Total</b>	525.00
<b>Transaction Grand Total</b>	525.00



received  
3/8/2021 JB

# Invoice

Intuit Inc.  
2800 E. Commerce Center Place  
Tucson, AZ 85706

**Invoice number:** 1000189257299  
**Total:** \$645.00  
**Date:** Mar 8, 2021  
**Payment method:** VISA ending 0613

### Bill to

Tiffanie Breen  
East Kern Health Care District  
PO Box 2546  
California City, CA 93504-0546  
US  
Address may be standardized for tax purposes  
**Company ID:** 123145839219717

PAID  
3/8/2021 JB

060613

### Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	\$645.00	\$645.00
Sales tax - Exempt:			\$0.00
<b>Total invoice:</b>			<b>\$645.00</b>

### Tax reporting information

<b>Period for annual subscription fees:</b>	Mar 8, 2021 - Mar 8, 2022
<b>Total without tax:</b>	\$645.00
<b>Total tax:</b>	\$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).

PAID  
3/9/2021 13

**CSDA Order Confirmation**

OC 0613

1 message

info@csla.net <info@csla.net>  
To: Tiffanie Breen <admin@ekhcd.org>

Tue, Mar 9, 2021 at 6:33 PM



**California Special  
Districts Association**

*Districts Stronger Together*

Dear Tiffanie,

Thank you for your order! We are glad to be a resource for you and your agency.

Below are the details of your order. Please retain this email for your records.

**Order Number:** 90787

**Order Date:** Mar 9, 2021 6:33 PM

**Bill To:** Tiffanie Breen

**Order Total:** 175.00

**Payment Method:** Visa \*\*\*\*\*0613

**Name on Card:** Shirley Heathman

Item	Price	Qty	Total
Virtual Workshop: SDLA Module 2: Setting Direction - LaMiya Patrick <i>When:</i> Apr 12, 2021 9:00 AM - Apr 13, 2021 12:00 PM <i>Registration option:</i> Apr 12, 2021 - Virtual Workshop: SDLA Module 2: Setting Direction	175.00	1	175.00
	<b>Item Total</b>		175.00
	<b>Shipping</b>		0.00
	<b>Handling</b>		0.00
	<b>Item Grand Total</b>		175.00
	<b>Transaction Grand Total</b>		175.00

CSDA Anti-Discrimination and Harassment Policy

Thank you again for your support!

AGENDA SUPPORTING INFORMATION

AGENDA ITEM: I

Subject; Discussion and possible action regarding the American Rescue Plan Act.

Submitted by: David Aranda, Consultant BHI

Meeting Date: April 6, 2021

Background: The American Rescue Plan Act is providing money to States, Counties and Cities not Special Districts. CSDA is working hard at attempting to have the State of California set aside money for Special Districts. I have attached a good amount of information regarding CSDA's information from the American Recovery Act.

Recommendation: The Board should have a discussion and provide direction in regard to attempting to work with CSDA and obtain money from the State of California.

AGENDA SUPPORTING INFORMATION

AGENDA ITEM: J

- Subject:** Discussion and approval for the East Kern Health Care District to enter into an agreement with an auditing firm to perform the audit, as required by law for fiscal years 2020, 2021 and 2022.
- Submitted by:** David Aranda, Consultant BHI
- Meeting Date:** April 6, 2020
- Background:** The auditor the District had contracted with declined to perform the 2020 audit and thus it was imperative for the District to find another auditing firm.
- Tiffanie sent many requests and we have attached three proposals. The information each of the firms received revolved around the last audit performed and some general information about the current process the District uses in accounting methods.
- Quotes:** Stern Kory Sreden & Morgan...\$11,000 - \$12,000 + \$1,200  
Brown Armstrong... \$11,500 1<sup>st</sup> year, \$10,500 2<sup>nd</sup> year  
Nigro & Nigro..(pg 15)...\$10,500 year, Includes State Controllers Report
- Recommendation:** The Board will decide upon which firm to contract with. All three bids are competitive, and my personal recommendation would be to approve a contract with Nigro & Nigro. I have experience with Paul Kaymark. He will do an excellent job for the District and he is easy to understand when he presents the audit to the Board. He is also willing to answer questions and make recommendations that will be of assistance to the Board and the District.

AGENDA SUPPORTING INFORMATION

AGENDA ITEM: K

Subject: Discussion and possible approval to obtain a credit card for the District.

Submitted by: David Aranda, Consultant BHI

Meeting Date: April 6, 2022

Background: The District had a debit card in a former board members name. That card has been destroyed and it is a better practice to use a credit card for governmental agencies.

I contacted Mission Bank and they have an application available to apply for a credit card, but it would be through a third party.

CSDA works with Umpqua Bank in issuing credit cards. Attached is information regarding that card. I have had experience with other agencies using this card and it has worked out very well for the agency, especially with the rebate program.

Recommendation: Approve applying for a CSDA Commercial Card for District business as needed.

AGENDA SUPPORTING INFORMATION

AGENDA ITEM: L

**SUBJECT:** Discussion and direction regarding the existing JPA's that East Kern Health Care District is part of.

**Submitted by:** David Aranda, Consultant BHI

**Meeting Date:** April 6, 2021

**Background:** It was brought to the attention of David Aranda, Consultant for BHI that there were existing JPA's between East Kern Health Care District and Tehachapi Valley Healthcare District but there was very little paperwork found in the East Kern Health Care District files.

David Aranda reached out to the Tehachapi Valley Healthcare District office with no success and spoke to a former Director from Tehachapi Valley Healthcare who was on the JPA. He remembered little. David also spoke to Bob Smith of East Kern Health Care District who was very helpful in explaining the JPA's.

Essentially the JPA's were formed to assist in obtaining loans for the hospital in Tehachapi and to assist all of Eastern Kern County in regard to attempting to help citizens with healthcare.

I then submitted a Public Records request to Tehachapi Valley Healthcare District, and I received the information that is contained in the file marked "M".

**Recommendation:** The Board should discuss their thoughts on these and then possibly attempt to meet with Tehachapi Valley Healthcare to see if the JPA's should be restarted or disbanded.



AGENDA SUPPORTING INFORMATION

AGENDA ITEM: M

Subject; Discussion and possible approval to enter into an agreement with Streamline in regard to Web site support.

Submitted by: David Aranda, Consultant BHI

Meeting Date: April 6, 2021

Background: Attached is a quote from Streamline. There is no contract, you can terminate the \$50 per month charge at any time. I have found Streamline to be very helpful in keeping a Districts website current, up-to-date and legally correct.

Recommendation: Agree to use Streamline for Web site services with a review in six months of the value of their service.

AGENDA SUPPORTING INFORMATION

AGENDA ITEM: N

Subject; Discussion and possible approval to have Linda Cook process payroll checks for the Directors on a monthly basis as part of her financial responsibilities.

Submitted by: David Aranda, Consultant BHI

Meeting Date: April 6, 2021

Background: As required by the IRS stipends paid to the Directors shall be processed as payroll and W-2's should be issued.

Recommendation: Direct Linda Cook to process payroll checks for the directors on a monthly basis.