



AGENDA

EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS

SPECIAL MEETING

8101 BAY AVE CALIFORNIA CITY

Our mission is to expand the financial resources to help residents of the district satisfy their healthcare needs.

12/21/2021 5:00pm (HYBRID)

SEE PAGE 2 FOR ZOOM INFORMATION

Page 1

Join Zoom Meeting

<https://us02web.zoom.us/j/89079125218?pwd=ZXd3YVBWdko0Yk9GcTZ0bVW5c3pUQT09>

Meeting ID: 890 7912 5218

Passcode: 593989

One tap mobile

+16699006833,,89079125218#,,,,*593989# US (San Jose)

+12532158782,,89079125218#,,,,*593989# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 890 7912 5218

Passcode: 593989

Find your local number: <https://us02web.zoom.us/j/89079125218?pwd=ZXd3YVBWdko0Yk9GcTZ0bVW5c3pUQT09>

Page 2

PLEDGE OF ALLIEGIANCE

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENTS

CONSENT CALENDAR:

Pages
4-6
7-9
10-13

CC1: Grants received

A. CSDA Technology Grant- \$3000 ✓

B. State of California COVID-19 Grant-\$17,875 ✓

CC2: Grants Awarded- City OF California City fire department

CC3: Review Professional Services Discussions/ Contracts

14-15/16 A. Nicole Schenk-Technology and Computer Support ✓

B. Eva Hebebrand- Financial Service support

C. Board Secretary/ Clerk -- Meetings, Record Management, Compliance, Elections

- pending
pending

17-19 **CC4: Amend High Desert Technology Contract to include Speakers** ✗

20-22 **CC5: Employment Contract- Penny Farris** ✓

DISCUSSION ITEMS - Continued Business

DI 1: Technology/Computer/Internet Access

- update
Spectrum
Microsoft license
Hard-drive/
backup
Laptops

23 **DI2: Vision and Mission Statement** ✓

BOARD MEMBER UPDATES:

Director R. Foley

Director R. Macedonio- Facilities update

Director L. Patrick

Director L. Peralta

Chair K Macedonio- Board Secretary/ Clerk Training report

ADJOURNMENT

2/

NEXT REGULAR MEETING: January 4, 2022 5:00 pm 8101 Bay ave. California City, Ca (HYBRID)

"Pursuant to Government code section 54954.2(a), any request for a disability-related modifications or accommodation, including auxiliary aids or services, that is sought in order to participate in this agendized public meeting should be directed to the District's office at (760)3732804 at least 48 hours prior to said meeting." Agenda posted 12/17/2021

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CSDA Technology grant



Karen Macedonio <directormacedonio@ekhcd.org>

Fwd: SDLF Grant

Karen Macedonio <directormacedonio@ekhcd.org>
To: Amber Phelen <amberp@csda.net>

Wed, Dec 8, 2021 at 4:26 PM

Hi Amber,

EKHCD has determined that it is best if we use the \$3000 CSDA technology grant to begin the process of creating a digital conference/community room. The attached invoice for \$3558.75 from High Desert News is for the hardware that we are going to start with. I have included a copy of the invoice and the District check in payment. I hope this meets the requirements for proof of use of funds.

If you need anything else, please let me know.


Thank you so much! And if you have another grant for 2022, please be sure to let us know. This project keeps growing every time we have a Board discussion about the potential possibilities <:)

We would appreciate it if you would give us an approximate window of when to expect the reimbursement funds so that we can mark our accounting documents accordingly and not "forget" <:)

Regards,

Karen Macedonio, President
East Kern Health Care District

Quoted text hidden

 **2021 - 1208 - CSDA technology grant.pdf**
401K

cc 1-A

1/3

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CSDA Technology grant



Karen Macedonio <directormacedonio@ekhcd.org>

Fwd: SDLF Grant

Amber Phelen <amberp@csda.net>
To: Karen Macedonio <directormacedonio@ekhcd.org>

Thu, Dec 9, 2021 at 9:15 AM

Hi Karen,

Can you confirm the address this should be mailed to.

Amber Phelen
Program Assistant

Special District Leadership Foundation

www.SDLF.org

916-442-7887

[Quoted text hidden]

CCI-A

2/3

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CSDA Technology grant

Karen Macedonio <directormacedonio@ekhcd.org>

Fwd: SDLF Grant

Karen Macedonio <directormacedonio@ekhcd.org>
To: Amber Phelen <amberp@csda.net>

Thu, Dec 9, 2021 at 1:51 PM

Hi,

Payee should be :
East Kern Health Care District

Mail to:
East Kern Health Care District
P O Box 2546
California City, CA 93504

Thank you,

Karen

Karen Macedonio
Change Consultant
760-338-3231

[Quoted text hidden]

CCI-A

3/3

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12/17/21, 1:38 PM

CA COVID Relief grant
Gmail - EKHCD Award for \$100M COVID Relief Program



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

EKHCD Award for \$100M COVID Relief Program

3 messages

Cole Karr <colek@csda.net>

Thu, Dec 16, 2021 at 5:11 PM

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

Good afternoon, Linda!

I am excited to share with you that the California Department of Finance has announced the awards for the \$100 million COVID-19 Fiscal Relief for Special Districts program, and the **East Kern Health Care District will receive \$17,875!**

DOF transferred these funds to county treasurers on December 15. Counties have 30 days to allocate pre-determined amounts to awardees. You should anticipate this payment no later than January 15, 2022.

A year and a half of special districts' advocacy on both the state and federal state levels got us to this point. I encourage you and your district to consider the tools below to thank your state legislator(s) for supporting this long-awaited source of districts' relief and recovery, and to highlight in a press release what this fund means to your district.

Toolkit of links:

- [3 Sample Social Media Posts](#)
- [Template Thank You Letter \(can also be used as an email\)](#)
- [Template District Press Release](#)
- [Guidelines for Submitting Letters to the Editor](#)
- [Click here to Find Your State Legislators](#)

Please let me know if you have any questions or concerns. Congratulations!

Thank you,

Cole

Cole Karr

Public Affairs Field Coordinator

Federal Advocacy Coordinator

(417) 861-7418

colek@csda.net

California Special Districts Association

1/3

1

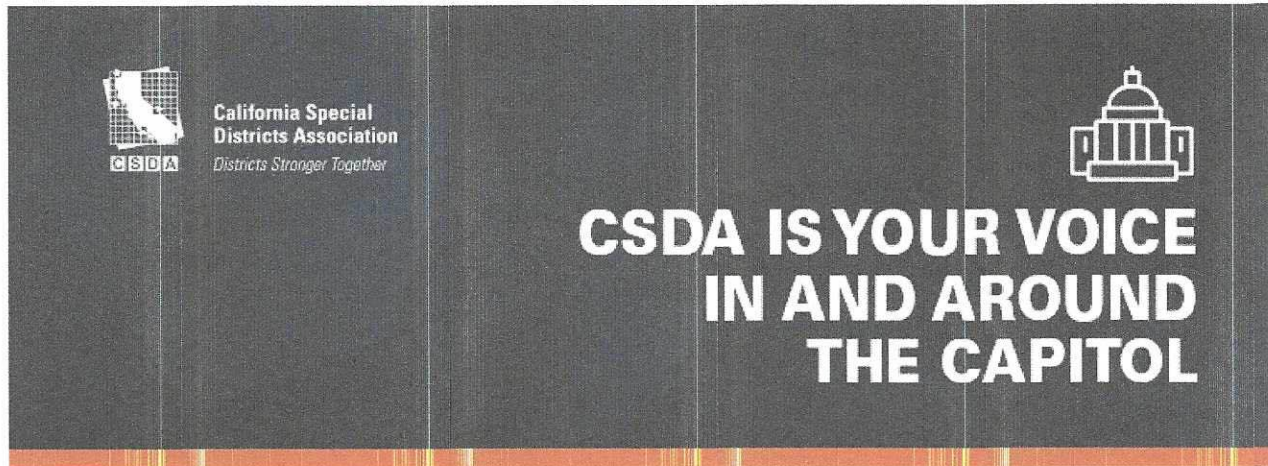
CC-1-B-1

Congratulations! You Were Funded: Awardees Announced for \$100 M Special District COVID-19 Relief Fund

1 message

Neil McCormick <neilm@csda.net>
Reply-To: alyssas@csda.net
To: eastkernhealthcaredistrict@gmail.com

Thu, Dec 16, 2021 at 5:25 PM



\$100 Million Special District Relief Fund Dispersments

You are receiving this email because your application for the \$100 million COVID-19 Independent Special District Relief Fund was funded. Congratulations!

- **List of Awardees:** A list of awardees is available on the [CSDA COVID-19 Take Action page](#).
- **Timing:** The State Controllers Office made allocations to County-Auditor Controllers December 15, 2021. Counties have 30 days to disperse funds to the special district recipients.
- **Questions:** For questions regarding allocations, email SDrelief@dof.ca.gov

Thank Your Legislator – Toolkit

California Special Districts Association (CSDA) has compiled a **toolkit of templates** and guidelines for you to use to thank your Legislators. Following a year of hard work and requests on the Legislature and Administration to support special districts by providing funding relief, this is a great way to give thanks and continue to bolster your relationships with your elected representatives.

The toolkit includes the following downloadable resources:

- 3 Sample Social Media Posts
- Template Thank You Letter (can also be used as an email)
- Template District Press Release
- Guidelines for Submitting Letters to the Editor

CC-1-B-2

2/3

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- [Click here to Find Your State Legislators](#)

As you may know, the CSDA secured these funds statewide for independent districts like yours. Our advocacy efforts included:

- Building a statewide coalition of over 750 signatories.
- Conducting over 100 meetings with State Legislators and their staff.
- Holding more than 60 meetings with Administration officials, State Department of Finance (DoF), committee staff, and Legislative leadership.
- Bringing forward over 200 special district officials to tell their stories following a prep session with CSDA.

This would not be possible without the support of districts like yours through membership and your willingness to engage in our advocacy efforts on your behalf. We thank you for your efforts on this most important funding campaign and are thrilled that your district has now not been left without access to relief.



California Special Districts Association
1112 I Street, Suite 200, Sacramento CA, 95814
877.924.2732 | www.csdanet

[Manage Email Preferences/Unsubscribe](#)

Powered by [Higher Logic](#)

CC-1-B-3

3/3

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Karen Macedonio <directormacedonio@ekhcd.org>

EKHCD "community collaboration" funding <:)

jkosick@calcityfire.us <jkosick@calcityfire.us>
To: Karen Macedonio <directormacedonio@ekhcd.org>

Thu, Dec 16, 2021 at 3:35 PM

Good afternoon,

I wanted to again thank the Eastern Kern Health Care District for the funding to purchase the Ultrasounds. It will be a great step up in health care for the City. Do you have any thoughts on where and when we can take some photographs for media recognition? Or would you prefer to wait until we have the devices in hand? And would you like me to do a public presentation at Council or omit it due to your required recusal? I would probably want to wait until after the first of the year to do a lot of social media stuff since it will most likely get buried with holiday posts. Let me know your thoughts? And thank you again so much for all the help.

[Quoted text hidden]

CC2 - 1

1/10/21

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Cal City Council Meeting 12/14/21
CC 8

CITY COUNCIL

DATE: December 14, 2021
TO: Mayor and City Council
FROM: Jeremy Kosick, Fire Chief
SUBJECT: Grant award acceptance and expenditure of grant funds

The East Kern Health Care District awarded the California City Fire Department grant funding to purchase four field ultrasound devices for emergency medical use by fire department paramedics. The grant was applied for on December 1st, 2021, and awarded on December 7th, 2021 in the amount of \$11,518.52.

RECOMMENDATION:

Staff recommends acceptance of the grant funding and to authorize the Fire Department to purchase the ultrasound units.

FISCAL IMPACT:

The cost of the ultrasound items is \$11,518.52. This expense is not budgeted in the approved 2021-2022 budget and would require an amendment of the budget. The item cost would be expended from line item 19-4222-741 "Purchase of Equipment". The receipt of the grant funds will be posted to line item 19-3691 "Miscellaneous Revenue".

ENVIRONMENTAL IMPACT:

None




Attachments:

Ultrasound quote

Vote to accept award
4 - yes 1 - recusal
O'Laughlin
Lessenevitch
Creighton
Kulitkoff
Macedonio
1/3

CC2-2

11

-  Secure SSL connection
-  Guaranteed Safe Checkout
-  30-day money back guarantee

Checkout

Personal information

Edit

Jeremy Kosick
 jkosick@calcityfire.us

1. Shipping information

Edit

Jeremy Kosick
 20890 Hacienda Blvd
 CALIFORNIA CITY, CA 93505, US
 1 (760) 373-4841

2. Payment Information



Credit or debit card



Buy with monthly payments
 as low as \$320/mo with [affirm](#) (javascript:void(0))

Looking for additional payment options?
[Get electronic quote](#)

3. Terms and conditions

Your order

4	Butterfly iQ+: Lightning® (Human)	\$9,596.00
	Remove	

	Device warranty	Included
	Info	

1 Year Warranty (Included)

151

12/8/2021 12:18 PM

CC2-3

2/3

12

	Pro Team membership	\$1,200.00
	<input type="text" value="1 Year membership"/>	
4	Butterfly Hard Case Remove	Free
<hr/>		
	Subtotal	\$10,796.00
	Shipping	\$25.00
	Est. delivery	Dec 14th
	Tax	\$697.52
	Referral Code	
	<hr/>	
	Total	\$11,518.52

As low as \$320/mo with affirm.
[Learn more \(javascript:void\(0\)\)](#)

CC2-4

3/3

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INDEPENDENT CONTRACTOR AGREEMENT

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

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

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

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

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

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

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

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

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

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

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

CC3-A-1

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

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

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

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

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

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

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

(Digital Signature)

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

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

Date:

CC3 - A - 2

(Digital Signature)

**Nicole Schenk, Independent Contractor,
Consultant**

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

Date:

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East Kern Health Care District 2021

December 2021

Date	Time start	Time end	Project	Total Project Time	Running Total-Month	Notes
12/15/21	3:00pm	4:00pm	Website uploads, locating files, troubleshooting	1	1	Troubleshooting zoom, video search, zoom video search, upload from zoom to replace audio files, look to see if streamline is limiting files due to size (doesn't look like it)
12/16/21	4:15pm	5:45	Zoom password confirmation, tour of Asana	1.5	2.5	Troubleshooting zoom & google sign in, word doc seah for template sample
12/17/21	12:00pm	12:15pm	Upload to Streamline-Nov 2 Reg Board Meeting	0.25	2.75	Upload video from last meeting to Streamline, replace audio-only file
12/17/21	12:15pm	12:45pm	Upload to Streamline-November 16 Special Board Meeting	0.5	3.25	Replace audio files from other meetings on Streamline with available video files
12/17/21	12:45pm	1:00pm	Upload to Streamline-November 29 Special Board Meeting	0.25	4	Replace audio files from other meetings on Streamline with available video files
12/17/21	1:00	1:15	investigating video settings and how Streamline has been set up for videos	0.25	4.25	explained an option (in Asana) for videos to be on-demand and immediately watchable instead of having to be downloaded.
12/17/21	4:00	5:00	Asana walkaround and instal etc	1	5.25	Guide how to work Asana on laptop, and install app on district phone
12/21/21	4:45		Visit Board meeting	N/A	N/A	introduce myself to the Board
			Word Template(s) for Agenda			Needed for regular and special meetings (not sure if they will be different-must ask). Karen is working on some design ideas.

003 - A - 3 time tracker sample

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ITEMS	OPTION C	OPTION A	OPTION B
Logitech Group Expansion	\$1500.00 ✓	\$1500.00 ✓	\$1500.00 ✓
Group 15m Extended Cable (@\$250.00 each)	\$250.00 (1) ✓	\$500.00 (2) ✓	\$250.00 (1) ✓
Samsung UHD SmartTV	\$550.00 (55") (1) ✓	\$550.00 (55") (1) ✓ \$650.00 (70") (1) ✓ (TOTAL \$1,200.00)	\$1,100.00 (55") (2) ✓
HDMI Accessories (Cable, Wall Splitter, Signal Splitter)	\$220.00 ✓	\$220.00 ✓	\$220.00 ✓
TV Wall Mount Bracket	\$60.00 (1) ✓	\$120.00 (2) ✓	\$120.00 (2) ✓
Pyle Amp 200 watt			\$200.00 (1) ✓
Proreck Wireless Mic System			\$290.00 (1) ✓
Desktop Mic Stand			\$180.00 (6) ✓
Labor to Install	\$825.00 ✓	\$1,000.00 ✓	\$1,000.00 ✓
CA Tax	\$343.14 ✓	\$470.42 ✓	\$504.07 ✓
GRAND TOTAL	\$3,738.14 3748.14	\$5,010.82 5010.42	\$5,544.07 5364.07

Pyle Ceiling Speakers

+ \$180

\$ 5544.07

Individual Optical Cables

Interconnectivity

Flooring

Tables

Chairs

Fabricing of

17

INVOICE

High Desert News

Anthony Cheval

Tax ID: 46-5461869

anthony@highdesertnews.org



Invoice No#: 0064

Invoice Date: Dec 19, 2021

Due Date: Dec 19, 2021

\$197.10

AMOUNT DUE

BILL TO

East Kern Health Care District
Karen Macedonio
8101 Bay Ave, California City, CA 93505, UNITED STATES
directormacedonio@ekhcd.org
Phone: +1 213-445-5875

SHIP TO

East Kern Health Care District
Karen Macedonio
8101 Bay Ave, California City, CA 93505, UNITED STATES

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	Pyle Ceiling Speakers Pyle Ceiling Speakers PDIC5	1	\$180.00	\$180.00
		Subtotal		\$180.00
		Shipping		\$0.00
		Tax L.A. (9.5%)		\$17.10
		TOTAL		\$197.10 USD

Paid by Mission Bank debit #15214
12/19/21 KLM
receipt on page 2
1/2

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CC4 - 2



INVOICE

High Desert News

Anthony Cheval

Tax ID: 46-5461869

anthony@highdesertnews.org

Invoice No#: 0064
Invoice Date: Dec 19, 2021
Due Date: Dec 19, 2021

PAID

\$0.00

AMOUNT DUE

BILL TO

East Kern Health Care District
Karen Macedonio
8101 Bay Ave, California City, CA 93505, UNITED STATES
directormacedonio@ekhcd.org
Phone: +1 213-445-5875

SHIP TO

East Kern Health Care District
Karen Macedonio
8101 Bay Ave, California City, CA 93505, UNITED STATES

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	Pyle Ceiling Speakers Pyle Ceiling Speakers PDICS	1	\$180.00	\$180.00
Subtotal				\$180.00
Shipping				\$0.00
Tax L.A. (9.5%)				\$17.10
TOTAL				\$197.10 USD
Amount paid				\$197.10
AMOUNT DUE				\$0.00 USD

2/2

004 - 3

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EMPLOYMENT AGREEMENT

As of December 21, 2021, **East Kern Health Care District**, hereinafter "District," and **Penny Farris**, hereinafter "Employee," agree as follows:

1. Purpose and Scope.

This Agreement establishes the terms of employment for the District to employ Penny Farris for project-based part-time employment, specifically, implementing an electronic content management system, records organization, digital access and retention schedule (the "Project"). Employee desires to accept employment as set forth herein.

2. Duties of the Employee.

The Employee will be responsible for completing the Project in three phases, as described in attachment "A."

3. Term.

This Agreement commences on the date first above written and continues until terminated by either party.

4. Salary

(a) District shall pay Employee according to the following schedule: \$20.00 per hour.

(b) Employee is expected to work part-time on the Project for 3-4 hours per day, 3-4 days per week (i.e., 9-16 hours per week).

5. Termination.

(a) This Agreement for Employment is made at-will. Employee may terminate or be terminated from employment with or without cause with 30 days' prior written notice. Employee may respond to the notice of termination.

(b) Employee shall provide the District with at least thirty (30) days' prior written notice of Employee's resignation or inability to continue to perform the duties of the Office Manager. If Employee is unable to perform the duties of Office Manager due to permanent disability, Employee shall provide as much advance notice as feasible.

6. 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.

8. 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:

_____, CA _____

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CC-5-1

9. 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

APPROVED:

By: _____
Karen Macedonio, President
Board of Directors

By: _____
Penny Farris

ATTEST:

By: _____
Richard Macedonio, Secretary

(Seal)

APPROVED AS TO FORM:

By: _____
Alex Lemieux, District Counsel

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/

EAST KERN HEALTH CARE DISTRICT

Proposed Project Based Part-time Employment: Implementing an Electronic Content Management System

Project: Records organization, digital access and retention schedule

Potential employee: Penny Farris, 3-4 hours per day, 3-4 days per week, rate TBD by Board

PHASE I – TRAINING AND PROJECT PLAN

- Complete CSDA Training (or equivalent): Implementing an Electronic Content Management System
- Create:
 - a) Draft of Project Plan,
 - b) select platform,
 - c) create file structure, and
 - d) plan scanning and training system.
- District recognizes that it may be necessary to hire consultant to help direct process
- Verify and complete all labeling of historical files belonging to EKHCD
- Create file index by year as immediate reference resource for District internal use

PHASE II – IMPLEMENTATION OF RECORDS RETENTION POLICIES

- Adjust Project Plan as needed
- Create Record Retention policies for Board Approval
- Make District files accessible as foundational materials, digital and useful in District work to impact the community we serve

PHASE III – ACTIVITIES AND IMPACT TO BENEFIT COMMUNITY THROUGH GRANTS, ETC.

Utilize files as historical records of District activity to tell our story to the community and increase the impact of our District

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CC5-3
~~182~~

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MISSION STATEMENT VS VISION STATEMENT

We need to know our goal. The first step in any successful and efficient organization is establishing a Mission and a Vision statement. No business can succeed without it. No organization can function effectively without it. To be successful we need to have focus.

EKHCD is here for a purpose. When we have purpose, we can deal with any challenges. Our purpose requires us to have a Mission and a Vision Statement. Our Vision Statement and our Mission Statement will help us to develop responsibility and accountability for our choices.

EKHCD needs:

- Vision
- Mission
- Objectives
- Goals
- Action Plans

All our skills, our emotions, our intelligence are part of the tools we need to accomplish our mission and reach our vision.

What is the Vision of EKHCD?

- Where do we see our future world because of our actions?
- Start small – we are looking for the hub.
- Collectively, from a perspective of health, what is our vision of what Cal City should look like?
- As we search for the hub who we are will start to become visible.
- When our vision is well formed and clear, others can see how they can support and contribute to our vision.
- There is a price required if we want to reach our vision – the price is commitment to the vision.
- Every step we take will create a ripple effect in our community.

What is the Mission of EKHCD?

Everything we do, every choice we make, must be directed toward and support our mission.

Requirements for a Mission Statement:

- Unique to EKHCD
- Short and focused
- It must be actionable
- Our Mission is always focused on the needs of the people we serve

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D1-2

1/1