East Kern Health Care District

Cancer Fund – Policies and Procedures

1. Purpose and Statutory Alignment

The East Kern Health Care District (EKHCD) Cancer Fund is established to provide limited financial assistance to eligible residents of the District who have a verified cancer diagnosis requiring active or planned treatment and who demonstrate financial hardship. This program is intended to advance the District's public health mission consistent with the California Health and Safety Code governing local health care districts, including section 32121, subdivisions (j), (k), and (m), by reducing documented financial barriers to cancer care. Assistance must serve this public purpose and shall not constitute an unlawful gift of public funds under article XVI, section 6 of the California Constitution. The Cancer Fund is supplemental in nature and does not replace insurance coverage, governmental benefits, or other financial assistance programs.

2. Scope

These policies and procedures govern all aspects of the Cancer Fund, including solicitation and acceptance of donations, eligibility determination, approval and disbursement of assistance, internal controls, confidentiality, appeals, reporting, and audit oversight.

3. Legal Authority and Governance

3.1 **Governing Authority**

The Cancer Fund operates under the authority of the EKHCD Board of Directors (Board), pursuant to Health and Safety Code sections 32121 and 32139 and District bylaws. The Fund is a District program, not a separate legal entity. Applicable law controls; these policies control over the Cancer Fund By-Laws, and a Board resolution may alter these policies only by expressly amending them.

3.2 **Board Oversight**

The Board retains full fiduciary and policy oversight of the Cancer Fund, including approval of these policies, annual funding limits, and material program changes. Each fiscal year, the Board shall adopt an assistance distribution plan stating the available appropriation, application period, financial-need standards, award limits, allocation priorities, and delegated approval limits. The plan and these policies shall be posted on the District's website as required by Health and Safety Code section 32139.

3.3 **Delegation of Administration**

The Board may delegate day-to-day administration to the District Administrator or a designated District employee through Board resolution. A formally established Cancer Fund Committee shall be advisory only. Neither the Committee nor individual Directors may independently approve assistance, make exceptions to eligibility standards, promise funding, or disburse Fund monies.

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4. Definitions

- **Applicant**: An individual who submits a completed application requesting assistance from the Cancer Fund.
- **Assistance**: Financial support approved pursuant to these policies for covered cancer-related expenses.
- **Cancer Fund Committee**: An advisory committee established by Board resolution to assist with program policy, community outreach, fundraising recommendations, and review of aggregat

program results, without authority to review identifiable applicant files or recommend or approve individual awards.

- **Eligible Resident**: An individual whose primary residence is within the geographic boundaries of EKHCD.
- **Financial Hardship**: A documented inability to pay eligible cancer-related expenses after consideration of household income, household size, reasonable basic living expenses, available financial resources, and unreimbursed treatment costs under objective standards approved by the Board. Available resources means resources reasonably accessible to the applicant, rather than hypothetical or inaccessible funds.

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5. Funding Sources and Fiscal Controls

5.1 **Funding Sources**

- Public and private donations
- Grants approved by the Board
- Fundraising activities authorized by the Board
- Budgetary allocations approved by the Board

5.2 **Segregation of Funds**

Cancer Fund monies shall be maintained in a segregated account and used exclusively for Cancer Fund purposes. A separately identified fund or restricted subaccount within District accounts may satisfy this requirement if receipts, expenses, encumbrances, and donor restrictions remain separately traceable. No Director, committee member, or volunteer may maintain a separate account for District Cancer Fund monies.

5.3 **Prohibited Use**

Funds shall not be used for political activities, unrelated operational expenses, or any purpose inconsistent with District authority. Reasonable Cancer Fund administration and authorized fundraising expenses may be paid only when directly related to the program, documented, included in the approved budget, and consistent with

accepted donor restrictions. Assistance allocations may not be diverted to these expenses without Board authorization.[11.1]

5.4 Donation Acceptance and Restrictions

Donations and sponsorships shall be accepted only by persons authorized under District policy and recorded promptly. Any accepted restriction must be lawful, consistent with this program, and separately tracked. Donations earmarked for a named individual or conditioned on preferential treatment of an applicant shall not be accepted. Material conditions or proposed changes to accepted restrictions shall be referred to the Board and District legal counsel before acceptance or action.

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6. Eligibility Requirements

An applicant must meet all of the following criteria:

1. Residency within EKHCD boundaries at the time of application ., established through reasonable documentation. Applicants without a fixed address may provide other reliable evidence that they reside within the District.
2. Verification from a licensed treating health care provider of a cancer diagnosis requiring active or planned treatment. Only information reasonably necessary to verify eligibility and the requested expense shall be required.
3. Demonstrated financial hardship supported by current documentation of household income, household size, reasonable living expenses, available resources, and eligible cancer-related costs, evaluated under the Board-approved financial-need standards. Acceptable documentation may include tax returns, wage or benefit statements, bills, or a signed explanation of unavailable documentation supplemented by reasonable verification..
4. Disclosure of other available financial resources and insurance coverage.
5. Submission of a complete application with required narrowly tailored authorizations for eligibility and payment verification. A parent, guardian, or other legally authorized representative may apply on behalf of an eligible resident; assistance limits apply to the resident receiving cancer care.Eligibility determinations shall be made without discrimination and consistent with applicable civil rights laws.

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7. Covered and Non-Covered Expenses

7.1 Covered Expenses

Subject to funding availability and approval, and only to the extent the expense is reasonable, necessary for cancer care, documented, and not paid by insurance, another program, or another source::

- Cancer-related medical bills, including otherwise unreimbursed copayments and deductibles
- Prescribed medications related to cancer treatment
- Transportation and lodging necessary for treatment access, including an accompanying caregiver when the treating provider documents that accompaniment is necessary
- Medically necessary supplies ordered by a licensed provider

7.2 Non-Covered Expenses

- Expenses unrelated to cancer care; routine household rent, utilities, food, or other general living expenses; and replacement of lost wages or income. This exclusion does not bar treatment-related lodging allowed under Section 7.1.

- Expenses already paid by insurance, another assistance program, or another source; amounts exceeding the approved expense or applicable award limit; and reimbursements lacking the prior approval required by Section 11.

- Unrestricted cash assistance, loans, cash-equivalent gift cards, gifts, political contributions, and expenses not otherwise eligible under Section 7.1.

- Grants to organizations, sponsorships of charitable events, and funding of foundations or other government agencies. Any such assistance requires a separately authorized District program. Payment to a qualifying provider or vendor for an approved applicant expense is permitted and is not an organizational grant. District Cancer Walk expenses remain governed by Section 5.3.

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8. Assistance Limits

- The Board shall establish maximum assistance limits by resolution and authorize an annual program appropriation. No new award shall be approved until the Board has established the applicable financial-need standards, award limits, and delegated approval limits..
- Assistance shall be limited by the Board-approved maximum per applicant per calendar year and any additional limit , per treatme episode, or per calendar year. Multiple applications or payments

may not be used to circumvent an applicable limit. Awards may not exceed the documented eligible unmet expense or unencumbered funds available for assistance.

- Approval of assistance creates no entitlement to future funding.

8.1 Allocation Priorities and Multiple Recipients

The program shall distribute assistance among eligible residents under the annual plan, with priority to documented imminent interruption of necessary cancer care, followed by the greatest financial hardship and barriers to treatment access, including those affecting underserved residents and communities. Equally situated applications shall be ranked by the date completed. If available funds are insufficient, staff may reduce an award or maintain a waiting list under these priorities. A single recipient may receive assistance when only one applicant qualifies or these priorities and available funds support one award; the same limits apply, and no exception may be made solely to favor that recipient.

8.2 Prior Recipients

Prior recipients may apply again for additional eligible, unreimbursed expenses upon updated verification of residency, treatment, and financial need. Prior receipt creates neither an entitlement nor a disqualification. All awards count toward applicable limits, and duplicate payment for the same expense is prohibited.

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9. Application and Administrative Procedures

9.1 **Application Submission**

Applicants must submit a District-approved application form with all required supporting documentation. The form shall identify the eligible expenses, other assistance sources, required disclosures, verification authorizations, and appeal process. Before payment, the applicant or legally authorized representative shall sign an acknowledgment of the approved uses, documentation duties, prohibition on duplicate payment, and obligation to return improperly retained assistance. The District shall provide reasonable application assistance and accommodations as required by law.[

9.2 **Incomplete Applications**

Applications lacking required information shall be deemed incomplete and will not be considered for an award until completed. 9.3 **Verification Rights**

EKHCD reserves the right to verify all submitted information and request additional documentation reasonably necessary to determine eligibility or authorize payment. Medical information shall be obtained only through a lawful authorization or other lawful basis, and full medical records shall not be requested when a provider certification or limited documentation is sufficient.

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10. Review, Approval, and Workflow

10.1 **Initial Review**

Administrative staff shall conduct an initial eligibility and completeness review , apply the published financial-need standards and allocation priorities, and document the unmet eligible expense and available funding.

10.2 Cancer Fund **Committee Review**

The Cancer Fund Committee, if establishedmay review program policies, outreach, fundraising proposals, and aggregate program results. Individual applications and identifiable medical or financial records shall be reviewed only by authorized District staff or persons authorized by law with a legitimate administrative role. The Committee shall not review individual applications or recommend particular awards.

10.3 **Final Approval Authority**

Final approval authority shall rest with the District Administrator, or a designated, non-conflicted District employee within Board-approved criteria and limits, or with the Board when required by resolution or funding thresholds. No decisionmaker may waive eligibility requirements or award limits for a particular applicant. Matters requiring Board actio shall be considered at a duly noticed public meeting unless a specific

statutory closed-session authorization applies; these policies do not create such an authorization. Public materials shall protect information exempt from disclosure while satisfying applicable public reporting duties.

10.4 **Documentation**

All decisions shall be documented in writing and retained in accordance with record retention requirements.

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11. Payment and Disbursement Procedures

- Payments shall be made directly to medical providers or vendors whenever feasible.=., against an itemized bill or other documentation identifying the approved expense and payee. Staff shall verify the expense has not already been paid by another source.
- Reimbursements to applicants require itemized receipts or equivalent documentation, proof of payment, and written prior approval of the expense. Electronic copies may be accepted subject to reasonable verification.
- Cash payments, unrestricted advances, and cash-equivalent gift cards to applicants are prohibited.
- Award approval and payment release shall be performed by different authorized persons, and account reconciliation shall receive independent review. All payments shall follow District purchasing, check-signing, and financial-control requirements. Applicants shall promptly report later payment of the same expense by another source; refunds and duplicate or misapplied payments shall be addressed under Section 15.1.

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12. Appeals Procedure

12.1 **Right to Appeal**

An applicant may appeal a denial or assistance amount determination within fifteen (15) calendar days after the District sends written notice stating the reasons and appeal instructions. A reasonable extension i

be granted for documented good cause. Review of later suspension, termination, or repayment determinations shall follow the same appeal procedure..

12.2 **Appeal Submission**

Appeals must be submitted in writing and include supporting justification or new information.

12.3 **Appeal Review**

Appeals shall be reviewed by the District Manager or Board designee not involved in the original determination and without a disqualifying conflict. If the Administrator participated in the original determination, the appeal shall be assigned to another qualified, nonconflicted reviewer designated under the Board's delegation resolution. Individual Directors shall not decide appeals independently. Any appeal requiring Board action shall comply with Section 10.3.

12.4 **Final Decision**

The appeal decision shall be final for purposes of the District's administrative process and communicated in writing with reasons within thirty (30) calendar days after receipt of a complete appeal, unless additional information is reasonably required and the applicant receives written notice of the extension. The reviewer shall apply the same eligibility criteria and limits as the original decisionmaker; an appeal does not authorize an exception or an award without available funding. Nothing in this section limits rights otherwise provided by law.

13. Confidentiality and Privacy

Applicant medical information and personal financial information shall be protected to the extent required or permitted by applicable law, including Government Code section 7927.700 and applicable medical-privacy laws. Access is limited to authorized personnel with a legitimate business purpose. Records shall be stored securely, and information requests shall be referred to the District's designated public-records officer. Applicants shall be advised that the District is subject to public-records and recipient-reporting requirements and cannot promise absolute confidentiality. Public reports shall use aggregate or de-

identified information where lawful; any legally required identification of an assistance recipient shall be reviewed by District legal counsel before disclosure. These policies do not create a disclosure exemption or a closed-session authorization.[

14. Conflict of Interest

All Board members, Committee members, officers, and staff shall comply with District conflict-of-interest policies and applicable state law. Individuals with a disqualifying conflict shall disclose the conflict and refrain from reviewing, recommending, approving, influencing, or disbursing the affected award as required by law. No individual may process or decide their own application or an application of a household member. Applicants shall disclose relationships with District officials or staff and with proposed payees that may affect an award. Potential conflicts shall be referred to District legal counsel before action; recusal alone does not permit a transaction prohibited by Government Code section 1090.

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15. Recordkeeping, Reporting, and Audit

- Complete and accurate records shall be maintained for all Cancer Fund activities.
- Annual summary reports shall be presented to the Board.
- The Cancer Fund is subject to internal control review and independent audit as part of the District's financial statements.

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16. Policy Review and Amendments

These policies shall be reviewed no less than biennially and may be amended only by formal action of the Board.

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17. Board Resolution and Adoption

These Cancer Fund Policies and Procedures are adopted by resolution of the East Kern Health Care District Board of Directors and shall remain in effect until amended or repealed by subsequent Board action.

Adopted By Board Resolution No.:

Adoption Date:

Effective Date:

Last Reviewed:

BY-LAWS
EAST KERN HEALTH CARE DISTRICT
Cancer Fund / Cancer Walk Program

Policy- and Administrative-Code-Aligned Document

ARTICLE I – ESTABLISHMENT, NAME & AUTHORITY

The East Kern Health Care District Cancer Fund, including the Cancer Walk, is established as a District-sponsored program operating under the authority of the East Kern Health Care District Board of Directors. The program is not a separate legal entity and exists solely pursuant to Board action and applicable law.

ARTICLE II – PURPOSE & POLICY ALIGNMENT

The purpose of the Cancer Fund is to support cancer-related assistance and services for District residents in strict accordance with the East Kern Health Care District Cancer Fund Policy. In the event of any inconsistency, applicable law shall control, followed by the Policy and any Board resolution shall expressly amending the Policy, and then these By-Laws.

ARTICLE III – GOVERNANCE & OVERSIGHT

The Board of Directors retains full authority, oversight, and fiduciary responsibility over all Cancer Fund activities. Any advisory committee established shall serve in an advisory capacity only and shall not exercise independent authority. Administration and initial individual assistance determinations shall be performed by the Cancer Fund Committee, District Manager or an authorized, nonconflicted staff designee within the Policy and Board-approved limits. Appeals shall follow the Policy. The Cancer Fund Committee shall not approve awards, disburse funds, enter contracts, or maintain accounts independently of the District.

ARTICLE IV – CANCER FUND COMMITTEE

If established by the Board, the Cancer Fund Committee, or other advisory committee, may assist with community outreach program policy recommendations, and fundraising recommendations. Members are appointed and removed at the discretion of the Board and are subject to all District ethics and conflict-of-interest requirements. The Board resolution action establishing the Cancer Fund Committee shall specify its membership, duties, and reporting responsibilities. The committee shall not review identifiable applicant files or recommend awards to particular applicants.

ARTICLE V – MEETINGS & TRANSPARENCY

All advisory committee meetings shall comply with the Ralph M. Brown Act, including public notice, agenda posting, and public participation requirements.

ARTICLE VI – FUNDRAISING ACTIVITIES

Fundraising activities, including the annual Cancer Walk, are conducted on behalf of the District and require prior approval under the District's budget and delegated-authority rules.. All donations and sponsorships become public funds upon receipt and are subject to District fiscal controls and restrictions,, ., including lawful donor restrictions accepted by the District. Donors and sponsors may not select individual assistance recipients or receive preferential treatment in assistance decisions. Volunteers and committee members may not bind the District or incur expenses without prior authorization.

ARTICLE VII – FINANCIAL MANAGEMENT

Cancer Fund monies shall be deposited, accounted for, and expended by the District consistent with Board-approved budgets, delegated authority, and the Cancer Assistance Fund Policies and Procedures. No funds may be disbursed without proper authorization. Donations, fundraising receipts, expenses, awards, and any restricted balances shall be separately identifiable in District accounting records and subject to reconciliation, reporting, and audit. Fundraising and administrative expenses may be charged to the Fund only as expressly permitted by the Policy and approved budget.

ARTICLE VIII – DISTRIBUTION OF FUNDS

Eligibility, allowable expenses, documentation requirements, and methods of assistance are governed exclusively by the Cancer Assistance Fund Policies and Procedures. Assistance shall not constitute an entitlement -to an award or future funding. Each award must advance the documented public purpose of improving access to cancer care for eligible District residents; any private benefit must be incidental to that public purpose, and no award may constitute an unlawful gift of public funds.

ARTICLE IX – CONFLICTS OF INTEREST

All Board members, advisory committee members, and staff shall comply with applicable conflict-of-interest laws and District disclosure requirements. Any individual with a disqualifying conflict shall disclose the conflict and recuse from participation . as required by law and the Policy. Recusal does not authorize a transaction otherwise prohibited by Government Code section 1090.

ARTICLE X – AMENDMENTS

These By-Laws may be amended only by resolution of the Board of Directors at a duly noticed public meeting.

ARTICLE XI – TERMINATION

Upon termination of the Cancer Fund, remaining monies shall continue to be used solely for cancer-related public health purposes consistent with Board direction and District policy., subject to lawful donor restrictions, outstanding authorized obligations, and applicable law. Restricted donations may not be redirected merely by Board action; any modification or return shall comply with the governing gift terms and applicable law.[

Adopted by the East Kern Health Care District Board of Directors on _____

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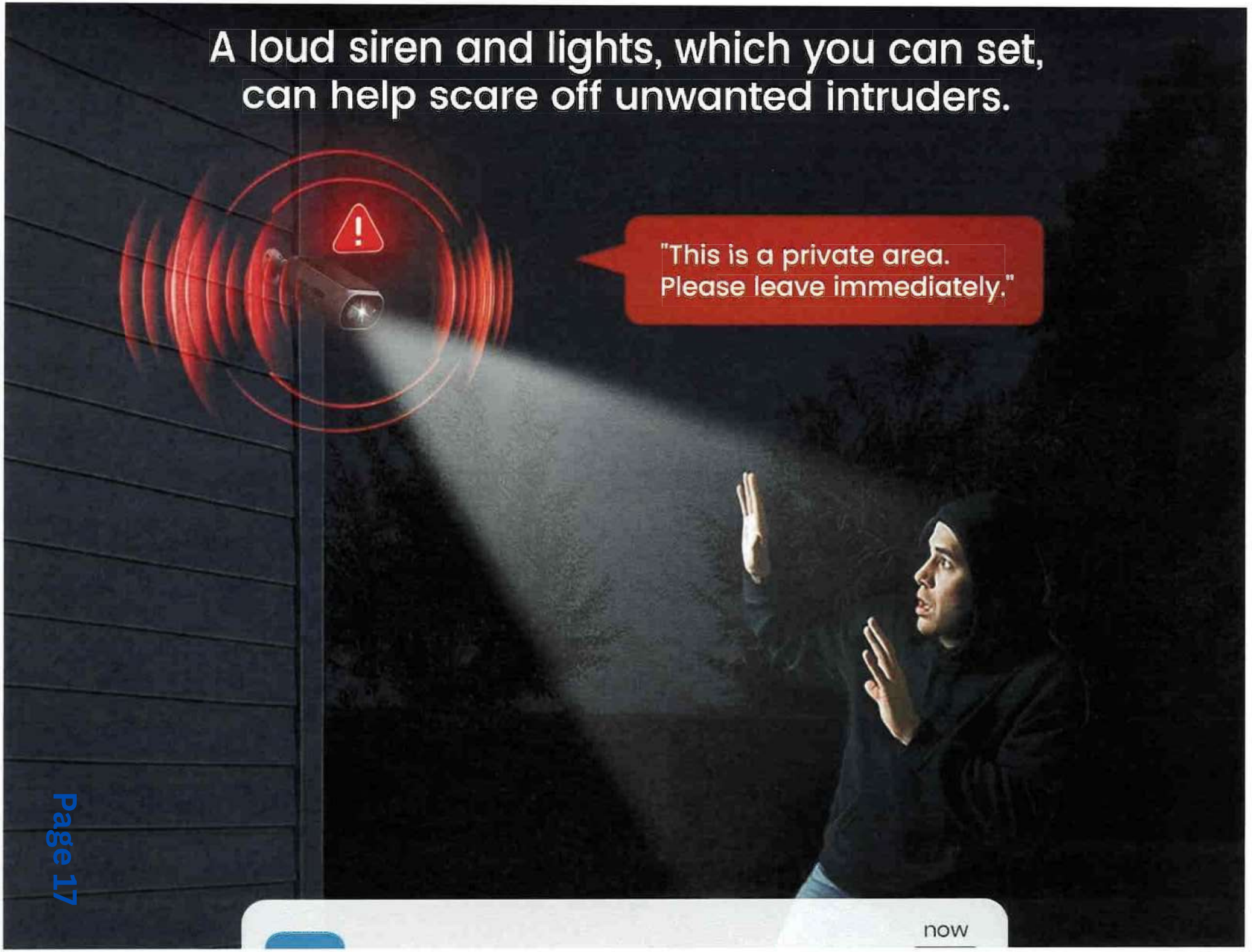
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AGENDA ITEM II (C) PAGES 15-21


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EAST KERN HEALTH CARE DISTRICT

DISTRICT MANAGER PERFORMANCE EVALUATION

Employee: _____

Position: District Manager

Review Period: _____

Evaluation Date: _____

Evaluator(s): _____

PERFORMANCE RATING SCALE

3 - Exceeds Expectations
Consistently exceeds performance standards and requirements.

2 - Meets Expectations
Consistently performs duties and responsibilities satisfactorily.

1 - Needs Improvement
Performance requires improvement to meet position expectations.

LEADERSHIP & ADMINISTRATION

Evaluation Criteria

□ Provides effective leadership and direction to District operations

□ Implements Board policies, directives, and goals

□ Demonstrates professional judgment and decision-making

□ Maintains effective working relationships with Board members, staff, tenants, vendors, and community stakeholders

□ Successfully manages day-to-day District operations

Rating: _____

Comments:

FINANCIAL MANAGEMENT

Evaluation Criteria

□ Develops and administers District budgets

□ Demonstrates fiscal responsibility and stewardship

□ Provides accurate and timely financial reporting

□ Oversees vendor contracts and procurements

□ Protects District assets and resources

□ Identifies cost-saving opportunities and efficiencies

Rating: _____

Comments:

PROJECT MANAGEMENT & CAPITAL IMPROVEMENTS

EAST KERN HEALTH CARE DISTRICT

DISTRICT MANAGER PERFORMANCE EVALUATION

Evaluation Criteria

- ☐ Plans and manages District projects
- ☐ Monitors project schedules and budgets
- ☐ Oversees contractors, consultants, and vendors
- ☐ Coordinates construction and facility improvement projects
- ☐ Manages change orders and project documentation
- ☐ Delivers projects according to District goals

Rating: _____

Comments:

PROPERTY & FACILITIES MANAGEMENT

Evaluation Criteria

- ☐ Oversees District facilities and properties
- ☐ Coordinates maintenance and repairs
- ☐ Monitors grounds maintenance and facility appearance
- ☐ Administers lease agreements and tenant relations
- ☐ Maintains ADA compliance and accessibility initiatives

□ Effectively manages vendor performance

Rating: _____

Comments:

HUMAN RESOURCES MANAGEMENT

Evaluation Criteria

□ Recruitment and hiring activities

□ Employee onboarding and orientation

□ Performance management and evaluations

□ Employee relations and conflict resolution

□ Policy implementation and enforcement

□ Personnel records and confidentiality management

□ Employee development and training coordination

Rating: _____

Comments:

SAFETY & RISK MANAGEMENT

EAST KERN HEALTH CARE DISTRICT

DISTRICT MANAGER PERFORMANCE EVALUATION

Evaluation Criteria

□ Implements and maintains safety programs

□ Conducts safety oversight and inspections

□ Promotes workplace safety awareness

□ Oversees risk management efforts

□ Coordinates emergency preparedness activities

□ Addresses safety concerns promptly and effectively

Rating: _____

Comments:

COMPLIANCE & GOVERNANCE

Evaluation Criteria

□ Ensures compliance with regulations and policies

□ Supports Brown Act and public agency compliance

□ Develops and implements Standard Operating Procedures

□ Maintains appropriate records and documentation

□ Assists with audits and compliance reviews

□ Develops and updates District policies

EAST KERN HEALTH CARE DISTRICT

DISTRICT MANAGER PERFORMANCE EVALUATION

Rating: _____

Comments:

BOARD SUPPORT & COMMUNICATION

Evaluation Criteria

- ☐ Prepares Board agendas and meeting packets
- ☐ Produces timely and accurate staff reports
- ☐ Communicates effectively with Board members
- ☐ Responds promptly to Board requests
- ☐ Maintains positive stakeholder relationships
- ☐ Supports Board goals and initiatives

Rating: _____

Comments:

STRATEGIC PLANNING & COMMUNITY DEVELOPMENT

Evaluation Criteria

EAST KERN HEALTH CARE DISTRICT

DISTRICT MANAGER PERFORMANCE EVALUATION

□ Advances District strategic goals

□ Identifies grant and funding opportunities

□ Develops community partnerships

□ Promotes District mission and vision

□ Supports long-term planning initiatives

□ Implements organizational improvement strategies

Rating: _____

Comments:

ACCOMPLISHMENTS DURING REVIEW PERIOD

Governance, Board Support, and Administration

☐ Successfully developed and implemented a comprehensive Board Member Onboarding Program.

☐ Successfully navigated governance matters while maintaining compliance with District policies and regulations.

☐ Successfully prepared, managed, and fulfilled Board-approved resolutions, directives, and assignments.

☐ Attended and actively participated in all Board meetings, committee meetings, trainings, conferences, educational courses, and professional development opportunities.

EAST KERN HEALTH CARE DISTRICT

DISTRICT MANAGER PERFORMANCE EVALUATION

Human Resources and Organizational Development

☐ Successfully developed and implemented a comprehensive Employee Handbook establishing personnel policies, procedures, and employment standards.

☐ Successfully retained employees beyond the ninety (90) day introductory period while promoting a positive and productive work environment.

☐ Successfully implemented employee development, performance management, and workplace communication initiatives.

Financial Management

☐ Successfully completed and coordinated budget reviews and financial oversight activities.

☐ Demonstrated responsible stewardship of District financial resources.

☐ Identified efficiencies and opportunities for cost savings.

Strategic Planning and Organizational Development

☐ Successfully engineered, developed, and initiated implementation of the District Strategic Plan.

☐ Successfully developed and initiated implementation of the District Organizational Implementation Plan.

☐ Developed measurable goals, objectives, and action items designed to improve District operations and long-term sustainability.

☐ Successfully brought grant development opportunities and funding strategies before the Board for consideration.

Project Management & Capital Improvements

☐ Successfully fulfilled all Project Manager duties and responsibilities.

☐ Successfully initiated ADA compliance and accessibility improvement projects.

EAST KERN HEALTH CARE DISTRICT

DISTRICT MANAGER PERFORMANCE EVALUATION

☐ Coordinated consultants, contractors, and stakeholders to advance District projects.

☐ Managed project schedules, reporting requirements, implementation activities, and budgets.

Property Management & Facilities Oversight

☐ Successfully maintained productive and professional tenant relationships.

☐ Successfully maintained positive relationships with vendors, contractors, consultants, and third-party partners.

☐ Successfully provided property management oversight of District facilities and infrastructure.

☐ Successfully monitored and coordinated grounds maintenance activities.

☐ Assisted with facility planning, maintenance scheduling, and capital improvement coordination.

Policy Development & Compliance

☐ Successfully developed, implemented, and maintained District policies and procedures.

☐ Created administrative practices, operational guidelines, and Standard Operating Procedures.

☐ Promoted accountability, efficiency, transparency, and regulatory compliance.

Safety & Risk Management

☐ Successfully developed and implemented workplace safety management programs.

☐ Established workplace safety procedures and risk reduction measures.

☐ Oversaw safety protocols, inspections, incident prevention efforts, and risk management initiatives.

Additional Achievements

☐ Successfully attended all Board meetings and required District functions.

EAST KERN HEALTH CARE DISTRICT

DISTRICT MANAGER PERFORMANCE EVALUATION

☐ Successfully completed professional trainings, workshops, and educational classes.

☐ Successfully maintained productive relationships with public agencies, community partners, and stakeholders.

☐ Demonstrated initiative, leadership, accountability, and commitment to District success.

AREAS FOR IMPROVEMENT

GOALS FOR NEXT REVIEW PERIOD

1.
2.
3.
4.
5.

OVERALL PERFORMANCE EVALUATION

☐ Exceeds Expectations

☐ Meets Expectations

☐ Needs Improvement

Overall Comments

EAST KERN HEALTH CARE DISTRICT

DISTRICT MANAGER PERFORMANCE EVALUATION

SIGNATURES

District Manager: _____ Date: _____

Board President: _____ Date: _____

Vice President: _____ Date: _____

Director: _____ Date: _____

Director: _____ Date: _____

Director: _____ Date: _____

Overall Performance Summary

During the evaluation period, the District Manager demonstrated a strong commitment to leadership, governance, financial stewardship, organizational development, employee management, strategic planning, property management, compliance, safety management, project oversight, and community engagement. Significant accomplishments included development of the Board Member Onboarding Program, creation of the Employee Handbook, successful employee retention efforts, implementation of the Strategic Plan and Organizational Implementation Plan, advancement of ADA projects, fulfillment of Project Manager responsibilities, policy development initiatives, workplace safety program creation, maintenance of strong tenant and vendor relationships, completion of budget reviews, fulfillment of Board resolutions, and oversight of District facilities and grounds maintenance. These accomplishments have contributed to strengthening District operations and advancing the mission of the East Kern Health Care District.

EAST KERN HEALTH CARE DISTRICT
RESOLUTION NO. 2026-5

A RESOLUTION ADOPTING A FORMAL CONFLICT RESOLUTION PROCEDURE FOR BOARD DIRECTORS CONSISTENT WITH THE BROWN ACT

WHEREAS, the East Kern Health Care District ("District") is a local public agency subject to the provisions of the Ralph M. Brown Act (California Government Code § 54950 et seq.), which requires that the actions and deliberations of public bodies be conducted openly and transparently; and

WHEREAS, the Board of Directors is committed to maintaining effective governance, collegiality, and public trust while ensuring compliance with all applicable open meeting laws; and

WHEREAS, personal conflicts between Board Directors may impede the orderly conduct of District business and should be addressed in a manner that promotes resolution while remaining consistent with Brown Act requirements; and

WHEREAS, the District desires to establish a structured process to address interpersonal conflicts without creating unlawful meetings, serial communications, or improper deliberations outside of duly noticed public meetings where required;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the East Kern Health Care District adopts the following:

1. Purpose and Compliance with Law

This procedure promotes the constructive resolution of interpersonal disputes between individual Directors. Informal discussions under this procedure shall be limited to personal communication and working relationships and shall not be used to discuss or resolve matters within the Board's subject matter jurisdiction, including District policy, personnel decisions, expenditures, pending Board matters, or proposed Board action concerning a Director's conduct. Questions concerning the appropriate scope or procedure may be referred to District legal counsel at any time.

Allegations of harassment, discrimination, retaliation, threats, unlawful conduct, or other matters requiring investigation or protective action shall be promptly referred through the appropriate District reporting process or to District legal counsel. Participation in this procedure shall not delay reporting, investigation, protective action, or compliance with any legal deadline.

The objective of this procedure is to:

Encourage constructive resolution of disputes
Preserve professional working relationships
Minimize unnecessary legal costs and escalation
Maintain the integrity and effectiveness of the Board

2. Good-Faith Informal Resolution

Directors shall make reasonable, good-faith efforts to resolve ordinary interpersonal disputes, including participation in a facilitated discussion when appropriate under this policy. The District Manager may facilitate the discussion if the Manager is not involved in the dispute and can act impartially.

If the Manager is involved in the dispute, has a conflict, or cannot reasonably act impartially, the matter shall be referred to District legal counsel for advice concerning an appropriate alternative process.

Nothing in this policy prohibits a Director or the District Manager from contacting District legal counsel concerning District legal issues at any time, or a Director from consulting independent counsel. District legal counsel represents the District and does not, solely by participating in this process, represent an individual Director. This policy does not independently authorize retention of additional counsel or reimbursement of a Director's personal legal expenses.

3. Brown Act Safeguards

Informal discussions shall involve only the Directors directly involved in the dispute, shall include no more than two Directors, and shall not include a majority of the Board.

This procedure does not establish a standing committee or delegate authority to investigate, adjudicate, or make collective recommendations concerning District business. Before arranging a discussion that may constitute a meeting of a legislative body, the District Manager shall obtain advice from District legal counsel concerning applicable Brown Act requirements.

Participants shall not discuss District business or seek commitments concerning votes, policies, personnel decisions, expenditures, or other Board action. If such matters arise, the facilitator shall stop that portion of the discussion and refer the matter for appropriate handling.

Directors, the District Manager, counsel, and any facilitator shall not use separate discussions, reports, emails, or other communications to relay Directors' comments or positions concerning District business in a manner that creates a prohibited serial meeting.

4. Documentation and Limited Scope

The District Manager may maintain a brief administrative record identifying the date, participants, general nature of the dispute, and whether further action is needed, subject to applicable confidentiality protections. Additional documentation shall be maintained when required for complaint handling, investigation, legal compliance, or preservation of evidence. Records shall be retained and disclosed in accordance with applicable law,

District records policies, and any litigation hold. This section does not authorize withholding or destroying otherwise required records.

5. Escalation to Legal Counsel

If informal resolution is unsuccessful, declined, or inappropriate, the matter may be referred directly to District legal counsel for advice concerning further action. Completion of an informal discussion or mediation is not a prerequisite to obtaining legal advice.

After consultation with District legal counsel, the Board may authorize an outside mediator at a properly noticed meeting. Approval shall identify the District purpose, scope of services, and maximum authorized expenditure. Any resulting agreement requiring District action, expenditure, or a change in policy shall remain subject to the approvals required by law and District policy.

6. Confidentiality

To the extent permitted by law, good-faith conflict resolution discussions shall remain confidential. Nothing in this section shall be interpreted to limit public access to information required to be disclosed under the Brown Act or other applicable laws. Participants shall respect applicable privacy and confidentiality requirements. This policy does not itself create an evidentiary privilege, a public-records exemption, or authority to conduct a closed session. Before a facilitated discussion begins, participants shall be informed of the applicable confidentiality limits.

7. Incorporation into Governance Policies

This resolution shall be incorporated into the District's Code of Conduct and governance policies and shall be interpreted in a manner consistent with all applicable laws, including the Brown Act.

Nothing in this policy requires a Director to compromise an independently held position on District business or agree to a particular outcome. This policy does not independently authorize censure, removal from office, restrictions on voting or participation, or financial

penalties. Any proposed Board response to a Director's conduct shall be separately evaluated for legal authority and applicable procedural requirements.

PASSED AND ADOPTED on _____, 20___.

SIGNATURES

_____ **Director**

_____ **Director**

_____ **Director**

_____ **Director**

_____ **Director**

_____ **District Legal Counsel**

Mobile Modular Management Corporation
11450 Mission Blvd Mira Loma CA 91752
Ph (951) 360-5100 Fax (951) 360-6622
www.MobileModularRents.com

Contract Addendum
Date: 8/14/2026

Customer : East Kern Health Care District
Billing Address: PO BOX 2546
City/State/Zip: California City, Ca 93504

Attn: Rubi Rizo
Phone : 760-373-2804
Fax:
E-mail: eastkernhealthcaredistrict@gmail.com

Project Name :
Site Address : 9300 North Loop Blvd
City/State/Zip: California City, Ca 93505

This will serve as an addendum to the contract agreement enetred into betw **East Kern Health Care District** (Lessee) and MOBILE MODULAR MANAGEMENT CORPORATION (Lessor). To extend the lease of these existing relocatables under the lease rates and return fees listed below.
ALL OTHER TERMS AND CONDITIONS TO REMAIN THE SAME.
Please sign and return an acknowledgement copy to our office as soon as possible. Thank you.
Renewal Information

Contract No.	Building ID	Item Description	Addendum Start Date	Addendum Stop Date	Term	Monthly Rent Rate
220036238	35601	Office, 12x60 HCD	9/5/2026	8/30/2027	12	$ 841.38
220036238	35601	PPE	9/5/2026	8/30/2027	12	$ 57.26

898.64
new monthly
12 month lease

Any edits to this contract addendum will void entire addendum.

- Rental rates do not include any applicable taxes or Personal Property Expense (PPE).
- Return delivery and preparing equipment for return will be quoted at time of return.
- The contract agreement defines a month as 30 day calendar days, bill frequency for this contract is monthly.

Additional Contract Addendum Notes:

Mobile Modular Management Corporation

Printed Name

Title

Signature

Date

East Kern Health Care District

Printed Name

Title

Signature

Date

Please call (951) 360-5163 with any questions or comments and ask for Maira Munoz
Thank you for contacting Mobile Modular.
**Note: Contract addendum valid only when executed, offer expires 30 days from addendum date if not executed.

$ 972.78 current Bill
+ 81.62
1054.40

AGENDA ITEM II (F)
PAGES 38-39

mobile modular
5700 Las Positas Road
Livermore CA 94551

17744 1 MB 0.707 E0266X I0335 D15406362682 S2 P11132732 0001:0001

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

10/01/2026

Re: Rental Rate Change

Dear Valued Customer:

We hope your modular building solution is serving your needs well. We are writing to let you know about an upcoming change to your account. Effective on your next invoice, your monthly lease rate will increase as detailed in the table below and remain in effect for the next 12 months.

Why?

The economy as we know it is continually changing and we have seen significant increases in materials for our buildings and labor costs. We are also continually working to improve upon our products and services to ensure Mobile Modular remains the most reliable, innovative, and forward-thinking partner our customers have come to expect over the past 40 years.

We continue to invest in new equipment, the teams that service our customers on a daily basis, and the development of new products and service offerings.

We are here to assist with any questions, suggestions or concerns you may have. Please do not hesitate to reach out to us at (951) 360-5130. We appreciate all inquiries, as well as any feedback you may wish to share with us.

Thank you for your continued business.

Contract Number	Your PO Reference	Project Name	Site Address	Building I.D.	Product Type	Rental Price Increase	New Monthly Personal Property Expense Per Contract
220036238			9300 North Loop Boulevard California City CA 93505	35601	Office, 12x60 HCD (Item1615W)	$81.62	$81.00

Sincerely,

Ryan Swindell
Sales Manager

0001:0001

INSTRUCTIONAL BULLETIN

IB No.	**007**
Project:	EKHCD – N Loop Site Improvement
Job Number:	2026.100
Send to:	Medallion Contracting Inc.
Date:	Oct. 1, 2026
Reference	A2.01

As per East Kern Health Care District request, provide a cost for (4) new 2" diameter galvanize steel post with footing for the accessible parking signs. Locations of new post shall be located as discussed with Medallion.

ACTION TO BE TAKEN:

1.	☒	A price change request is made for the listed items. Do not proceed with the work until written approval is received.
2.	☐	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	☐	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated.

Joselito Lacson

MEDALLION
CONTRACTING, INC.
PH# 661-949-3205 FAX# 661-949-3235
CONTRACTORS LICENSE #567084

Designer: Joselito Lacson
OWNER: East Kern Health Care Dist.

PCO: 5
DATE: 10/5/2026
JOB #: 26-018

DESCRIPTION: Per IB #7 provide and install (4) sign posts

PROJECT: 9278,9300,9350 N Loop Dr.

LABOR		
LABOR BURDEN		
EQUIPMENT		
MATERIALS		
CLEAN UP	1 man 4 hrs	$ 410.88
SUBTOTAL G.C.		$ 410.88
MARK-UP	10%	$ 41.09
G.C. SUBTOTAL		$ 451.97
SUBCONTRACTOR:	ANM	$ 3,013.81
SUBCONTRACTOR:		
SUBCONTRACTOR:		
SUBTOTAL SUBCONTRACTORS		$ 3,013.81
GENERAL LIABILITY	1.75%	$ 52.74
SUBCONTRACTOR SUBTOTAL		$ 3,066.55
MARK-UP ON SUB	10%	$ 306.66
G.C. SUBTOTAL		$ 451.97
BOND	2%	$ 76.50
TOTAL (GC SUBTOTAL + SUBCONTRACTOR SUBTOTAL)		$ 3,825.18
TOTAL ADDITIONAL COST		$ 3,901.68

SUBMITTED BY: *Craig Fries*

APPROVED BY:
DATE:

ANM Construction and Engineering, Inc.
151 East H-8 Lancaster Ca, 93535
Phone 661-729-6200*Fax 661-729-6220**
License # 663054

ANM CHANGE ORDER #1

Owner: Medallion Contracting, Inc. **Date:** 10/05/26

Address: 42424 4th St. East

City/State: Lancaster, CA. 93535

Contact: Croix Fries **Phone:** 661-949-3205 **Fax:** 661-949-3235

CC Jim

We are pleased to submit the following Change Orde:

Job Location: Cal City Loop Blvd Site Improvements

Job Description: Additional ADA posts

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	
1	Provide and Install 4 ADA posts				$2,739.83
2	Contractor 10% Mark up				$273.98
	THIS PRICE IS VALID FOR 30 DAYS			**TOTAL**	**$3,013.81**

GENERAL CONDITIONS

1. Proposal is based on both parties reaching mutually agreeable terms and conditions prior to the start of work.
2. Owner/General Contractor must provide to ANM Construction the legal description of project property and the names and addresses of all contacts and lenders associated with the project.
3. A ***"Preliminary Lien Notice"*** will be issued on all projects. This is a legal precaution and is not a lien.
4. ANM Construction & Engineering will not guarantee drainage on asphalt with a slope of less than 1%.
5. Asphalt paving *may* experience "scuffing" due to vehicle movement in confined areas.
6. The language and conditions of this proposal must be included in any subsequent contracts.
7. Owner/General Contractor shall pay to ANM Construction all costs of collection, including but not limited to attorney's fees, court costs and filing fees in the event legal action or collection proceedings are brought pursuant to this proposal.
8. Unless otherwise agreed in writing by ANM Construction, all sums due under this Proposal are payable within 10 days of completion. Finance charges of 1.5% per month shall accrue and be payable by Owner/General Contractor on all unpaid amounts beginning 30 days after completion.

GENERAL EXCLUSIONS

1. Permits, fees, or bond premiums unless specifically noted in this proposal.
2. Surveying, staking, testing or engineering.
3. Engineered traffic control plans.
4. Temp Fencing, Landscape Work, **Herbicide,** Tree Demo,
5. Irrigation Repairs or relocations, SWPP Management or Materials, BMPS MANAGEMENT OR MATERIALS,
6. Compaction testing, Survey, Water Buy, Landscape Work, Wet or Dry Utility Work,
7. Concrete, Slurry, Soil Treatment, **SUBGRADE 2', 3' or 4' OVER-X,**
8. Existing Fence Repairs or Irrigation,
9. Catch Basin Pipe Work, Dry or Wet Utility Work,
10. Dig for Footings, Concrete Work, Block Wall,
11. Night work, Saturday Work, Holiday Work,
12. Wood Header, Trench Digging, Trench Subgrade Compaction,
13. Moisture Barrier Material, Concrete Ramp Work, Fence Work, Hand Rails,
14. Modulars, Demo Fence, Demo Fence Posts, Demo Gates,
15. ada path of travel to street, Basket ball poles/backboards, Tennis poles/nets, Play Equipment,

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SCOPE OF WORK AND CONDITIONS ARE HEREBY ACCEPTED. I AGREE TO THE PAYMENT TERMS

Abraham Martinez, Jr
ANM CONSTRUCTION & ENGINEERING

AUTHORIZED SIGNATURE AND DATE

Cal City Loop

Additional Pipe posts

Item Description:

DATE 10/05/26

Comments:
Install (4) additional posts

OPERATION			0	
QUANTITY	0	0		
UNIT COST		LS		

LABOR

Prevailing Wage PLA				Hours			
	Qty	Days	ST	OT	DT	Rate	Total
Foreman	1	1	8			$110.00	$880.00
Lbor	1	1	8			$100.00	$800.00
						$110.00	$0.00
						$110.00	$0.00
						$110.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						SubTotal:	$1,680.00

SUBCONTRACTORS

Description	Sub	Quantity	Units	Unit Cost		Total
						$0.00
					SubTotal:	$0.00

MATERIAL

Description	Vendor	Quantity	Units	Unit Cost		Total
2" Sign posts	SavOnFence	4				$723.83
Concrete	Arrow					$0.00
						$0.00
						$0.00
						$0.00
					Sub Total:	$723.83

EQUIPMENT

Equipment	Owner	Hours	Standby	Rate	Total
Pickup truck	ANM			$0.00	$0.00
Skiploader JD210LE				$0.00	$0.00
Loader JD-644C				$0.00	$0.00
Dump Truck 21773				$0.00	$0.00
Vib Plate				$0.00	$0.00
Backhoe 415F2				$0.00	$0.00
Paver				$0.00	$0.00
Concrete Vibrator	ANM			$0.00	$0.00
Auger	ANM			$0.00	$0.00
JD Blade				$0.00	$0.00
Scraper				$0.00	$0.00
Seal Buggie				$0.00	$0.00
Crack Fill Machine				$0.00	$0.00
Blower				$0.00	$0.00
				$0.00	$0.00
				SubTotal:	$0.00

Labor Burden	20.00%		$336.00
Labor Markup	0.00%		$0.00
Equipment Markup	0.00%		$0.00
Contractor Markup	10.00%		$273.98
		Total	$3,013.81

Mailing Address:
P.O. Box 2707
Lancaster, CA 93539-2707
Ph: (661) 948-2623
Fax:

DATE: October 1, 2026

Materials Quote
Job: Cal City Loop #55226

<name>
<address>
< >

DELIVER TO:

< ANM Construction
<151 East Ave H8
< Lancaster, CA 93551

Order Date	Date Required	Purchaser:	Prepared By:
		Claudia T	

DESCRIPTION	QTY.	ITEM #	UNIT PRICE	DISCOUNT	DSCNT. TOTAL	EXTENDED AMOUNT
2 3/8" o.d. x 12' 40wt post	4		$175.2000	10%	$70.0800	$630.72
2 3/8" PS Cap	4		$4.2500		$0.0000	$17.00
					$0.0000	$0.00
					$0.0000	$0.00
					$0.0000	$0.00
					$0.0000	$0.00
					$0.0000	$0.00
					$0.0000	$0.00
					$0.0000	$0.00
					$0.0000	$0.00
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					$0.0000	$0.00
					$0.0000	$0.00

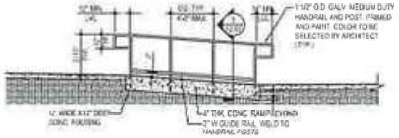
TOTAL PRICE	TOTAL DISCOUNT	NON TXBLE AMT.	TXBLE AMT.	TOTAL TAX	SHIPPING	GRAND TOTAL
$717.80	$70.08	$0.00	$647.72	$76.11	$0.00	$723.83

Authorized For Purchasing:

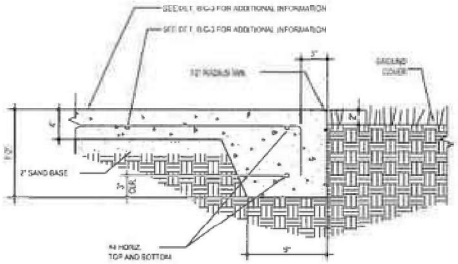
Approved by Finance	Approved By Buyer	Date

Notes to Vendor:

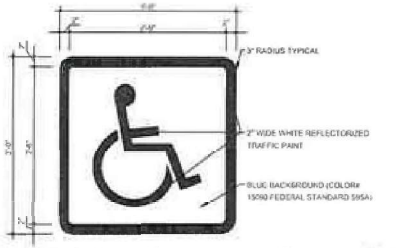
* This is a Quote ONLY.



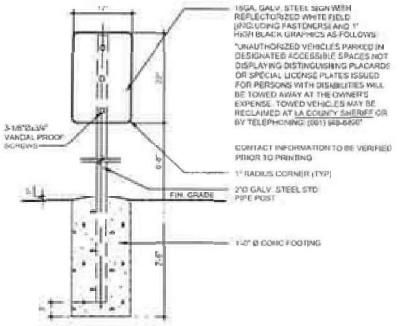
RAMP SECTION
SCALE: 1/4"=1'-0" 10 A2.01



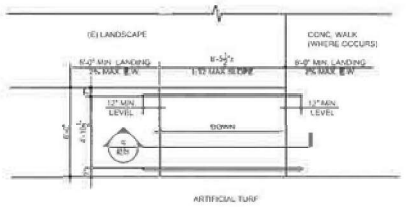
CONCRETE WALK EDGE AT TURF
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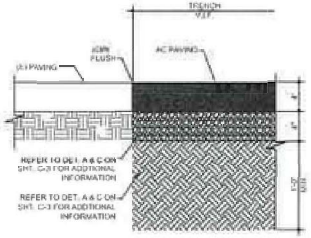
INTERNATIONAL SYMBOL OF ACCESSIBILITY
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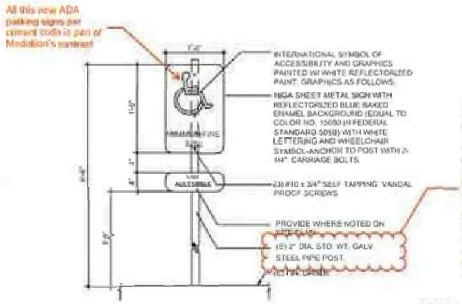
ACCESSIBILITY CONFORMANCE SIGN
SCALE: 1" = 1'-0" 1 A2.01



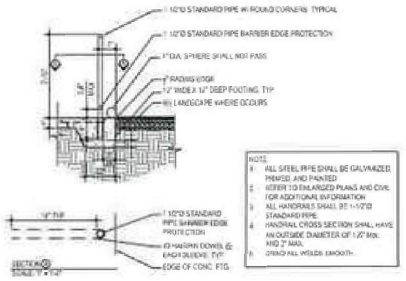
ENLARGED RAMP PLAN
SCALE : 1/4"=1'-0" 8 A2.01



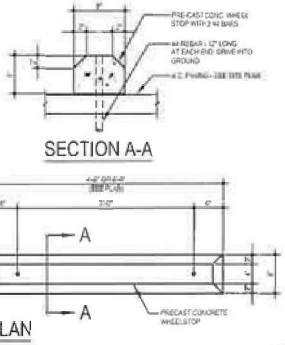
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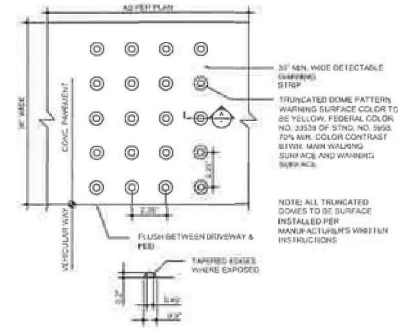
ACCESSIBLE PARKING SIGN
SCALE: 1" = 1'-0" 2 A2.01



TYP. RAMP & RAILING DETAILS
SCALE : 1/2" = 1'-0" 9 A2.01



WHEELSTOP
SCALE : 1" = 1'-0" 6 A2.01



36" WIDE (MIN.) DETECTABLE WARNING STRIP
SCALE: 3" = 1'-0" 3 A2.01

All this new ADA parking signs per current code is part of Medallion's contract

My detail calls out for the existing sign post to remain and for the new ADA signs to be mounted on the existing post. Because I was using the same ADA parking locations, I was hoping to save some cost and have them reuse the existing sign post. The issue came about that when they laid out the new parking lot stripping the existing sign post will not be directly in the middle of the revised ADA parking space. I also had to increase the size of the loading/unloading zone so it meet the ADA parking space.

JOSELITO M. LACSON
DESIGNER
(661) 361-0818
40532 POLO CT.
PALMDALE, CA. 93551

Revision:

Drawn :

Designer:

Checked:

SITE IMPROVEMENT PROJECT
FOR 9278, 9300 & 9350
N LOOP BLDGS.
EAST KERN HEALTH CARE DIST.
9278, 9300 & 9350 N LOOP BLVD.
CALIFORNIA, CA 93505

SHEET NO.
A2.01
OF SHEETS

FENCE MASTERS

7030 MENDIBURU RD. CALIFORNIA CITY, CA 93505
OFFICE (760) 373-7750 CELL (760) 382-0606 marv_hernandez@yahoo.com
CA LICENSE #737289

Date: 10-13-26 TIME____ R/W____ C/L____ F/Y____ B/Y____ GATES:____

Name: So Ruby Address:____

Phone: 661-232-4623 email: 6'8 TO

INSTALL (5) HANDYCAP SIGN

IN CONCRETE

$375.00 EACH = $1875.00

Benefits of Leadership Training

Leadership training for mid-level managers, directors, and supervisors in rural health can bring about significant advantages. Here are some of the top



Strategic Decison-Making

Leadership training enhances the ability of mid-level managers, directors, and supervisors to make informed and strategic decisions, crucial for the effective operation of healthcare facilities in rural areas.



Effective Communication

Improved communication skills enable leaders to convey complex information clearly to diverse teams, fostering a collaborative and well-informed work environment in rural health settings.



Team Empowerment

Training empowers leaders to inspire and motivate their teams, encouraging a sense of ownership and commitment among healthcare professionals working in rural areas.



Change Management

Leaders learn effective change management strategies, enabling them to navigate and lead teams through transitions, which is particularly important in evolving rural healthcare landscapes.



Employee Development

Leaders are equipped to identify and nurture talent within their teams, fostering professional growth among healthcare professionals in rural settings.



Community Engagement

Leadership training emphasizes the importance of community engagement, helping leaders build strong relationships with local communities to better understand and address their healthcare needs.

AGENDA ITEM (H) PAGES 47-49

Introducing the Rural Health Management Academy

Management training for first-time managers working in rural health can offer several benefits. Here are some of the top benefits:



Enhanced Leadership Skills

Management training helps develop strong leadership skills, enabling first-time managers to guide and inspire their teams effectively.



Improved Communication

Training emphasizes effective communication, crucial for managers to convey information clearly and build strong relationships.



Conflict Resolution

First-time managers learn valuable conflict resolution skills, essential for maintaining a harmonious work environment and addressing issues promptly.



Team Building

Management training equips managers with tools to build cohesive and motivated teams, fostering collaboration among healthcare professionals.



Adaptability

Rural health environments may present unique challenges. Training helps managers develop adaptability and problem-solving skills to navigate diverse situations.



Resource Management

Effective use of limited resources is vital in rural health. Training teaches managers how to optimize resources, ensuring efficient healthcare delivery.



Career Advancement

Management training provides a foundation for career advancement. First-time managers who undergo training are better positioned for future

RHMA Program Payment

The RHMA was created to deliver management training to current and emerging rural health managers with enhanced management skills.

The RHMA provides first-time and new rural health managers with greater depth in their management skills.

This is a self-guided 10-week program.

$397.00 USD

Log in

Email Address

Full Name

United States

Address Line 1

Apt, Suite, Etc

City

State/Province/Regi Zip/Postal Cod

Phone Number

Card number MM / YY

Store this card for future purchases

Complete my purchase

Staff Report

Website Document Retention and Upcoming Streamline Fees

To: Board of Directors
From: Rubi Rizo **Date:**
Subject: Upcoming Streamline Document Storage Fees and Website Retention Considerations

Background

Administration has been notified that **Streamline** will begin assessing fees for documents that are uploaded to or currently stored within the system. The anticipated cost will be **$7.00 per document** that is posted or maintained within the platform.

Based on current information, these charges are expected to begin accruing approximately **November–January**

Fiscal Impact

The implementation of these fees may result in additional annual costs to the District, depending on the number of documents maintained on the website and within the Streamline platform. Administration is currently evaluating the potential financial impact and identifying ways to mitigate unnecessary expenses.

Current Actions

To address this issue proactively, staff is currently working with **legal counsel** and **Information Technology (IT)** professionals to develop an immediate solution that will:

- Ensure the District remains compliant with all applicable public records and retention requirements.
- Identify documents that must remain publicly accessible due to legal or regulatory obligations.
- Evaluate alternative storage and archiving options to reduce ongoing costs.
- Develop recommendations for managing website content more efficiently.

Policy Considerations

As part of this review, the District should consider establishing or updating a **Document Retention and Website Posting Policy/Procedure** that addresses:

- How long should documents remain available on the District website.
- Which records constitute vital, historical, legal, or regulatory documents that must remain accessible.
- Procedures for archiving older records while preserving public access when required.
- Responsibilities for ongoing website content management and retention compliance.

Recommendation

GM recommends that the Board be advised of the upcoming Streamline fee structure and the potential financial impact to the District. Staff will continue working with legal counsel and IT to develop a recommended course of action and, if necessary, return to the Board with proposed policy and procedural updates regarding online document retention and archiving practices.

Cost Impact Analysis

The financial impact to the District will depend upon the total number of documents currently posted and maintained on the Streamline platform. At a rate of **$7.00 per document**, costs can increase significantly as document inventories grow.

Number of Documents	Cost per Document	Estimated Cost
100	$7.00	$700
250	$7.00	$1,750
500	$7.00	$3,500
750	$7.00	$5,250
1,000	$7.00	$7,000
1,500	$7.00	$10,500
2,000	$7.00	$14,000

Estimated Budgetary Impact:
The District currently maintains numerous agenda packets, board documents, resolutions, policies, reports, and other public records on its website. Depending on the total number of documents retained within the Streamline system, the associated fees could range from several thousand dollars to more than $10,000 annually.

Staff is conducting a comprehensive review of all documents currently maintained on the website to determine the projected cost exposure and identify opportunities to reduce unnecessary document retention while maintaining compliance with legal recordkeeping requirements.

Potential Cost-Mitigation Strategies

Staff Report

To reduce future costs, staff is evaluating several options, including:

- Archiving older documents to an alternative storage location.
- Establishing retention schedules for routine documents that exceed operational usefulness.
- Maintaining only legally required, vital, historical, and governing documents on the public website.
- Utilizing external cloud storage or document management systems for archived records.
- Implementing a formal Website Document Retention Policy to ensure consistency and compliance.

Preliminary Conclusion:
Without modifications to current document retention practices, the District may incur substantial new costs beginning in approximately November or December. Staff recommends that the Board consider policy direction regarding website retention periods and authorize staff to continue working with legal counsel and IT professionals to implement a compliant and cost-effective long-term solution.

East Kern HEALTH CARE DISTRICT

Staff Report

Name: Rubi Rizo

Position: Acting District Manager

Reporting Period 10/01/26-10/20/26

Reporting on:

I. Property Management Updates
II. SICK LEAVE POLICY DRAFT
III. East Kern Health Care District and California City Community Alliance Winter Emergency Prep Event

Goals: MANY (=

Director's Comments:

Oct. 05, 2026

Rubi Rizo
East Kern Health Care District
P.O. Box 2546
California City, CA 93504

RE: 9278, 9300 & 9350 N Loop Site Improvement Project
Weekly Job Site Report No.05
Project No. 2026.100

Attn Rubi,

Below is a progress report for 9278, 9300 & 9350 N Loop site improvement and construction administration.

- 9278 N Loop Bldg:
    - New concrete walkways form public right of way to building has been formed and completed as of Oct. 1, 2026. Refer to pictures #1, 2, 3, 4 & 5.
    - Rear door access is the only portion that has not been poured.
    - District has requested for a credit for the new door at the rear exit from Medallion contracting. See attached PCO #4 for review and approval by the board.
    - Final grading on the north side of the new concrete walkway is scheduled to start by Oct.13, 2026.
    - Attached is PCO#05 for (4) new ADA parking lot sign post for review and approval. In the bid set, the intent was to use the existing ADA post and only replace the signs. After laying out the new parking lot spaces, the original locations of the existing post will not line up with new parking lot layouts due to the wider loading zones. The new post will be for the 9278, 9300 and by the relocatable building behind 9350.

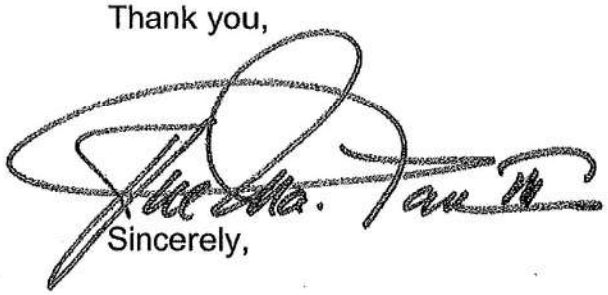
- 9300 N Loop Bldg:
    - New form work for new concrete walkway was completed as of Oct.1, 2026.
    - During grading and formwork, the existing exterior light standard base was determined that it would stick above the new finish grade. Since the light standard has not worked for years, it was decided by District

management to demo the existing old light fixture. It is also recommended for a future project, that new exterior light standards be installed around the parking areas for security reasons.
    - New concrete walkway at the north side was completed on Oct. 5, 2026.
    - New concrete walkway from the east and west side of the parking lot to the main entrance of the building shall remain closed until Oct. 8, 2026, to allow for concrete to cure. It is highly recommended that access by the Westpoint tenant and patients to the main entrance of the building be pushed out to Monday, Oct. 12, 2026, to allow for additional curing time.
    - District has informed Joselito Lacson that the PCO#3R to replace the rear exit door was not approved at this time.
    - Final grading at the north side of the new concrete walkways shall start by Oct. 13, 2026.

- 9350 N Loop Bldg:
    - New portion of AC paving on the west entrance of the building shall start by Oct.12, 2026.

Please feel free to call me if you have any further questions.

Thank you,



Sincerely,

Joselito Lacson
Consultant Project Manager
East Kern Health Care District

MEDALLION
CONTRACTING, INC.

PH# 661-949-3205 FAX# 661-949-3235
CONTRACTORS LICENSE #567084

Designer: Joselito Lacson
OWNER: East Kern Health Care Dist.

PCO: 4
DATE: 10/5/2026
JOB #: 26-018

DESCRIPTION: Per IB #6 Delete new door at backside of 9278
includes demo of door, new door and paint

PROJECT: 9278,9300,9350 N Loop Dr.

LABOR		$ -
LABOR BURDEN		
EQUIPMENT		
MATERIALS		$ (2,500.00)
CLEAN UP		
SUBTOTAL G.C.		$ -
MARK-UP	10%	$ -
G.C. SUBTOTAL		$ -
SUBCONTRACTOR:		$ -
SUBCONTRACTOR:		
SUBCONTRACTOR:		
SUBTOTAL SUBCONTRACTORS		$ -
GENERAL LIABILITY	1.75%	$ -
SUBCONTRACTOR SUBTOTAL		$ -
MARK-UP ON SUB	10%	$ -
G.C. SUBTOTAL		$ -
BOND	2%	$ -
TOTAL (GC SUBTOTAL + SUBCONTRACTOR SUBTOTAL)		$ -
TOTAL ADDITIONAL COST		$ (2,500.00)

SUBMITTED BY: *Craig Fries*

APPROVED BY:
DATE:

INSTRUCTIONAL BULLETIN

IB No.	**006**
Project:	EKHCD – N Loop Site Improvement
Job Number:	2026.100
Send to:	Medallion Contracting Inc.
Date:	Oct. 1, 2026
Reference	Bid clarification no. 01 – item C

As per East Kern Health Care District request, provide a credit for labor and material to delete the replacement of the existing exterior door at the rear entrance of 9278 N Loop building per BC#01, item no. C, dated May 15, 2026.

ACTION TO BE TAKEN:

1.	☒	A price change request is made for the listed items. Do not proceed with the work until written approval is received.
2.	☐	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	☐	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated.

Joselito Lacson

PIC-1



PIC-2



PIC-3



PIC-4



PIC-5



East Kern HEALTH CARE DISTRICT

Date: September 15th, 2026 Vendor Payment List **Board Approval:_____**

VENDOR	MEMO LINE	AMOUNT
Ace City Hardware	Pepper spray, toilet paper, sponge, mop, bucket, pinesol, mop heads for office.- $158.51, Batteries (thermostats/smoke detectors) for district-$17.98	$191.05 (amount includes applicable sales tax)
Aleshire & Wynder	Invoice #1099000 General/retainer for 090126-093026, and #110414 General/Retainer Excess for 090126-093026	$3535.50
Amazon	Invoice #1K1Y-VHMY-YN3M desk calendar, business card holders, desk organizers, monitor memo boards for the office. $98.61 (-$30.00 paid from duplicate payment credit)	$68.61
Digitech	Invoice #21956 Alarm for Bay ave 100126-103126	$49.99
Golden Hills IT	Invoice #4193 IT services for 100126-103126	$2837.30
Joselito Lacson	Invoice #2613 Bay Ave Fire Damage Repair- $1250.00, North Loop Building Emergency Repair Work - $187.50, North Loop Site Improvement Project- $3437.50	$5875.00
Spectrum	Invoice #126318801100126 Internet service for Bay Ave and 9300 N. Loop 100126-103126	$447.16

AGENDA ITEM V (A) AND (B) (1.)

PAGES 63-73

United States Post Office	Post Office Box Fees for 12 mo.	$450.00
Total Items = 8		**Total = $13,451.61**

East Kern HEALTH CARE DISTRICT

MISSION BANK PAYMENT LIST

DATE: October 20th, 2026

VENDOR	MEMO LINE	AMOUNT
Medallion Contract	Installment #2 for work completed on North Loop ADA site improvement project	$94,535.79
TOTAL ITEMS= 2		**TOTAL= $**94,535.79

East Kern HEALTH CARE DISTRICT

DEBIT CARD PAYMENT LIST

DATE: October 20th, 2026

VENDOR	MEMO LINE	AMOUNT
CSDA	Registration for Board Clerk Training for Charolott Feldman	$760.00
The Eagle Inn	Hotel for Board Clerk Training for Charolott Feldman	$889.20
TOTAL ITEMS= 2		**TOTAL= $1649.20**

ACTION MINUTES

EAST KERN HEALTH CARE DISTRICT

BOARD OF DIRECTORS

5:30 p.m. Tuesday October 6th, 2026, (Hybrid and Zoom)

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

Video Time Code	ITEM AS AGENDIZED	BOARD ACTION Motions are identified in bold as **First: Second**
17:30:44	**I. OPEN MEETING**	**Rojas, J**
17:31:18	**A. PLEDGE OF ALLEGIANCE/INVOCATION**	**Peralta, L**
17:31:48	**B. CALL TO ORDER AND ROLL CALL**	Macedonio, K Rojas, J Peralta, L Patrick, L arrived at 5:35 Royten, S arrived at 5:37

17:32:31	**C. APPROVAL OF AGENDA**	**Macedonio, K., Peralta, L.**
17:33:29	**II. NEW BUSINESS** **a. Consideration and Possible Approval of Moving an approved amount of money from LAIF to CLASS or Mission Bank.** **b. Discussion and Possible Action to approve Resolution # 2026-4 to Authorize New Users to LAIF Account for Board Approved Transfers, Withdraws Etc.** **c. Discussion and possible Action for Reductive Change order # 1** **d. Discussion and Possible Action to Approve the East Kern Health Care District Cancer Walk/Fund Policies and Procedures and Corresponding By-Laws**	a. **Rojas, J., Patrick, L.** Motion to take $150,000 from LAIF and move to CLASS account. **MOTION CARRIED 5-0** b. **Rojas, J., Royten, S.** Motion to approve Resolution 2026-04 Authorizing a withdrawal and transfer of funds to Mission Bank for the NORTH LOOP SITE IMPROVEMENT PROJECT ADA PATHWAY COMPLIANCY AND DESIGNATING AUTHORIZED REPRESENTATIVES. **MOTION CARRIED 3-2** c. **Patrick, L, Royten, S.** Motion to not approve Medallion Change order for

		$11069.24, and to approve order for Classic Lock and Key in the amount of $1861.27 **MOTION CARRIED 5-0** d. Issue to be brought back during next regular meeting.
18:32:31	**III. PUBLIC COMMENTS**	
18:34:17	**IV. COMMUNITY ANNOUNCEMENTS**	

18:36:31	**V. STAFF REPORT** **A. Rubi Rizo**	• Set up a meeting with EVA later this week to go through the process of transferring money from LAIF to CLASS and demonstrate the portal. • Reach out to Monique to discuss connecting with the Randsburg community for healthcare services. • Work with Mission Bank to obtain the necessary credentials and get logged into the treasury management system. • Send the report on the meeting with the Kern Commission on Aging to the board. • Correct the minutes to include the verbatim motions and the time codes from the recording. • Bring back the policy/procedure for the Cancer Welfare Fund to the next meeting. • Update the board on the proposal for the corporate property management issue at the next meeting. • Work with the California City Community Alliance to plan and host an emergency winter prep event for the public.

18:41:41	CONSENT CALENDAR A. Vendor Payments Debit Payment (INFORMATION ONLY) B. APPROVAL OF MINUTES	Patrick, L, Macedonio, K MOTION CARRIED 5-0
18:45:16	VII. CLOSE MEETING	
18:45:18	A. PRESIDENT'S COMMENTS	

18:46:18	**B. DIRECTOR'S COMMENTS**	
18:48:16	**C. DIRECTOR'S REPORTS**	
	D. FUTURE AGENDA 1. Summer Programs 2. Board Review and possible action to approve Cancer Fund Policies, Procedure and By-Law 3. Good Faith Conflict Meeting Amendment 4. R. Rizo presents homework and progress review of MJHMP 5. Policies and Procedures for Sponsorships, Memberships and Subscriptions 6. Board Discussion and possible Action for Yearly Membership and Sponsorship of the Desert Rose Garden Club	

18:58:41	**E. ADJOURNMENT**	Patrick, L