



**Agenda Packet**  
**Corning Healthcare District**  
**Meeting of the Board of Directors**  
**Tuesday June 15, 2021**

# CORNING HEALTHCARE DISTRICT SERVING SOUTHERN TEHAMA COUNTY

CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
**Tuesday June 15, 2021**  
Corning Healthcare District Campus  
275 Solano Street  
Video and Phone Conferencing Available  
Meeting Inquiries (530) 824-5451

**Assistance for those with disabilities;** If you have a disability and need accommodation to participate in the meeting, please call Tina Bonham, District Manager, at (530) 824-5451 for assistance so the necessary arrangements can be made.

**CALL TO ORDER:** 6:00 pm

**ROLL CALL:** Directors: Yvonne Boles, Valanne Cardenas, Lilia Rodriguez, Ross Turner, Pat Hunn  
District Manager: Tina Bonham

**ALSO PRESENT:** District Council: Attorney Andrews, Maintenance Supervisor: Mike Smith

**PLEDGE OF ALLEGIANCE:**

**INVITATION TO PUBLIC TO ADDRESS BOARD:**

If there is anyone in the audience wishing to speak on items not already set on the Agenda, please state your name, and briefly identify the matter you wish to have placed on the Agenda. The Directors will then determine if such matter will be placed on the Agenda for this meeting, scheduled for a subsequent meeting, or recommend other appropriate action. If the matter is placed on tonight's Agenda, you will have the opportunity later in the meeting to discuss the issue. The law prohibits the Directors from taking formal action on the issue, however, it can be placed on the Agenda for a later meeting so that interested members of the public will have a chance to appear and speak on the subject.

**ADOPTION OF AGENDA:**

**ADOPTION OF MINUTES:** May 18, 2021 Meeting Minutes

**ADOPTION OF FINANCIAL REPORT:**

**POSTED Thursday, June 10, 2021**

**PRESIDENT'S REPORT:**

**COMMENTS AND REPORTS FROM DIRECTORS:**

**COMMENTS AND REPORTS FROM DISTRICT MANAGER:**

Acquisition of Auditor

**COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:**

Corning Healthcare District Elder Services Newsletter – Summer 2021

**PROCLAMATION, APPOINTMENTS, RECOGNITIONS, PRESENTATIONS:**

**REGULAR AGENDA:**

Change Orders for Converse Construction

NVCSS Contract

Discussion of 2021-2022 Budget Approval

**CLOSED SESSION: -**

**Closed Session pursuant to government code section 54957.5 (e) Employee review, District Manager.**

**OPEN SESSION:**

Report out  
District Manager Contract Negotiations

**ADJOURNMENT:**

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all members of the Board. Such records shall be available at the District office located at 275 Solano Street, Corning California. This institute is an equal opportunity provider, and employer.

**CORNING HEALTHCARE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Tuesday, May 18, 2021  
275 SOLANO STREET CONFERENCE ROOM  
MEUSER BUILDING, CHD CAMPUS  
VIDEO CONFERENCING**

**CALL TO ORDER:** 6:00 pm

**ROLL CALL:** **Directors:** Yvonne Boles, Valanne Cardenas, Lilia Rodriguez, Pat Hunn and Ross Turner were present.

**ALSO PRESENT:** Mike Smith. Attorney Andrews present via video conferencing.

**DISTRICT MANAGER:** Tina Bonham present.

**PLEDGE OF ALLEGIANCE:** Given

**INVITATION TO PUBLIC TO ADDRESS BOARD:** There was no public in attendance.

**ADOPTION OF AGENDA:** A motion was made by Director Rodriguez to adopt the agenda.  
A second was made by Director Hunn. The motion was approved unanimously.

**MINUTES:** A motion was made by Director Turner to adopt the minutes from the four previous meetings held on April 20, 2021, May 4, 2021, May 7, 2021, and May 12, 2021. A second was made by Director Cardenas. The motion was approved unanimously.

**FINANCIAL REPORT:** A motion was made by Director Turner to adopt the financial reports for February.  
A second was made by Director Hunn. The motion was approved unanimously.

**PRESIDENT'S REPORT:** There was no report given.

**DIRECTOR'S REPORT:** There were no reports given.

**DISTRICT MANAGER:** Tina Bonham reported that this year's budget will have a different appearance and format to enhance usefulness as a management tool.

**HEAD OF MAINTENANCE REPORT:** Mike Smith reported that there were a few small issues with lighting, plumbing and doors which were resolved. He also reported on the progress of the CHD Generator Project.

**COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:** There were none presented.

**PROCLAMATION, APPOINTMENTS, RECOGNITIONS, PRESENTATIONS:** There were none presented.

**OPEN SESSION:**

**REGULAR AGENDA:**

**2021-2022 Corning Healthcare District Preliminary Budget** – After discussion and clarification Director Turner moved that the preliminary budget be approved as presented. A second was made by Director Cardenas. The motion was approved unanimously.

**Discussion of Strategic Planning** – The strategic plan to install emergency power to the CHD campus is fully operational. We are now discussing with Elaine Benwell of Elder Services a plan to direct attention to Breast Cancer Awareness in October, possibly at the Olive Festival. Long term planning options for an adult day care facility on the undeveloped section of the property. Other options discussed were transportation to dialysis or senior medical transportation.

**Discussion Dignity Health Proposal** – A thorough discussion was held of the options available to the Corning Healthcare District regarding the proposal presented by members of the staff of Dignity Health. We will return in July with specific needs and costs involved to make a decision at that time.

**CLOSED SESSION:**

None

**ADJOURNMENT: 7:05 PM**



Tina E Bonham  
District Manager

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To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)."

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING**

**Tuesday June 15, 2021**

**District conference room**

**275 Solano Street**

**Corning Healthcare District Campus**

**Meeting Inquiries (530) 824-5451**

**May 2021  
Financial Report**

Corning Healthcare District  
P L Budget 2020-2021

	AY	AZ	BA	BB	BC
2	Month	May Budget 21	May Actual 21	YTD Budget	YTD Actual
3	CD interest Income	\$0.00	\$0.00	\$2,511.74	\$3,743.30
4	Checking Interest income	\$0.00	\$4.53	\$0.00	\$37.95
5	Rental Income	\$18,370.00	\$18,117.06	\$200,130.00	\$199,126.14
6	Assessment Income	120,277.39	\$143,766.46	\$347,939.00	\$405,628.69
7	<b>Total Income</b>	<b>\$138,647.39</b>	<b>\$161,888.05</b>	<b>\$550,580.74</b>	<b>\$608,536.08</b>
8					
9	Public education Materials	\$300.00	\$76.45	\$3,845.00	\$2,259.06
10	garbage	\$215.00	\$229.01	\$2,365.00	\$2,464.21
11	Admin-legal	\$1,334.00	\$1,890.00	\$14,674.00	\$10,128.28
12	Stipend	\$250.00	\$150.00	\$3,500.00	\$2,550.00
13	admin-other expense	\$5,100.00	\$6,082.93	\$56,100.00	\$60,197.65
14	audit	\$0.00	\$0.00	\$5,100.00	\$5,100.00
15	Postage	\$58.00	\$55.00	\$638.00	\$343.85
16	Telephone	\$608.00	\$1,250.94	\$6,688.00	\$10,629.01
17	Employee Health ins	\$2,962.50	\$4,292.72	\$32,587.50	\$33,187.78
18	Workmans comp	\$7,770.00	\$0.00	\$7,770.00	\$0.00
19	Gen Office Sup	\$500.00	\$299.35	\$5,500.00	\$1,833.76
20	Special Projects	\$2,000.00	\$0.00	\$22,000.00	\$6,144.01
21	Ins-Fre & Liability	\$16,418.00	\$0.00	\$17,118.00	\$348.71
22	Maint-repair	\$2,000.00	\$4,673.31	\$22,000.00	\$13,345.65
23	Outside Services	\$300.00	\$0.00	\$1,560.00	\$0.00
24	Payroll Expenses	\$12,560.00	\$12,984.34	\$138,160.00	\$140,238.03
25	Training	\$350.00	\$0.00	\$3,850.00	\$478.57
26	Gen Wage and Salary	\$200.00	\$0.00	\$17,000.00	\$14,879.11
27	Utility electric	\$2,500.00	\$2,220.49	\$40,400.00	\$36,416.17
28	Utility water	\$360.00	\$502.83	\$4,345.00	\$5,022.57
29	Advertising	\$0.00	\$0.00	\$3,523.00	\$2,665.00
30	Election	\$0.00	\$0.00	\$8,000.00	\$0.00
31	<b>Total Expenses</b>	<b>\$55,785.50</b>	<b>\$34,707.37</b>	<b>\$416,723.50</b>	<b>\$348,231.42</b>
32					
33	<b>Operating profit</b>	<b>\$82,861.89</b>	<b>\$127,180.68</b>	<b>\$133,857.24</b>	<b>\$260,304.66</b>
34					
35	Interest USDA Loan	6,605.04	\$6,605.04	\$72,655.44	\$72,655.44
36					
37	<b>Net Income</b>	<b>76,256.85</b>	<b>\$120,575.64</b>	<b>\$61,201.80</b>	<b>\$187,649.22</b>
38					

Phased Cash Movement  
2020-2021

Source	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Projected												
RABO Beg Bal	\$472,726.00	\$451,330.00	\$423,845.00	\$395,810.00	\$359,293.00	\$315,102.00	\$274,014.00	\$452,503.00	\$411,315.00	\$380,246.00	\$360,271.00	\$416,527.00
USDA	\$50,955.00	\$6,605.00	\$13,210.00	\$19,815.00	\$26,420.00	\$33,025.00	\$10,630.00	\$17,235.00	\$23,840.00	\$30,445.00	\$37,050.00	\$43,655.00
Operation	\$(21,396.00)	\$(22,985.00)	\$(28,035.00)	\$(21,517.00)	\$(29,191.00)	\$(26,088.00)	\$198,489.00	\$(21,188.00)	\$(21,069.00)	\$(19,975.00)	\$76,256.00	\$(16,533.00)
RABO End Bal	\$451,330.00	\$423,845.00	\$395,810.00	\$359,293.00	\$315,102.00	\$274,014.00	\$452,503.00	\$411,315.00	\$380,246.00	\$360,271.00	\$416,527.00	\$379,994.00
Cash on Hand	\$502,285.00	\$430,450.00	\$409,020.00	\$379,108.00	\$341,522.00	\$307,039.00	\$463,133.00	\$428,550.00	\$404,086.00	\$390,716.00	\$453,577.00	\$423,649.00
HVAC 155											\$(20,000.00)	\$(20,000.00)
Roof 275		\$(4,500.00)										
Maint Bldg				\$(15,000.00)	\$(15,000.00)	\$(15,000.00)	\$(20,000.00)	\$(20,000.00)	\$(10,000.00)			
Other												
Sub Total	\$-	\$(4,500.00)	\$-	\$(15,000.00)	\$(15,000.00)	\$(15,000.00)	\$(20,000.00)	\$(20,000.00)	\$(10,000.00)	\$-	\$(20,000.00)	\$(20,000.00)
Total	\$502,285.00	\$430,450.00	\$409,020.00	\$379,108.00	\$341,522.00	\$307,039.00	\$463,133.00	\$428,550.00	\$404,086.00	\$390,716.00	\$453,577.00	\$423,649.00
Actual												
RABO Beg Bal	\$472,726.00	\$453,766.00	\$408,071.00	\$393,306.00	\$375,899.00	\$359,570.00	\$333,717.00	\$562,737.00	\$550,496.00	\$524,097.00	\$696,051.00	\$823,532.00
USDA	\$50,955.00	\$6,605.00	\$13,210.00	\$19,815.00	\$26,420.00	\$32,819.00	\$39,424.00	\$18,330.00	\$24,942.00	\$71,270.00	\$71,270.00	
Operation	\$(18,186.00)	\$(15,192.00)	\$(17,644.00)	\$(16,415.00)	\$(18,649.00)	\$(23,790.23)	\$231,118.00	\$(15,249.00)	\$(19,872.00)	\$(19,046.00)	\$120,726.00	
RABO End Bal	\$453,796.00	\$408,071.00	\$393,306.00	\$375,899.00	\$359,570.00	\$333,716.77	\$562,733.00	\$550,496.00	\$524,097.00	\$696,051.00	\$823,532.00	
Cash on Hand	\$504,751.00	\$414,676.00	\$406,516.00	\$395,714.00	\$385,990.00	\$366,535.77	\$602,157.00	\$568,826.00	\$549,039.00	\$767,321.00	\$894,802.00	
HVAC 155												
Roof 275				\$(3,338.00)								
Maint Bldg		\$(1,563.00)										
Other	\$(744.00)	\$(28,940.00)	\$2,879.00	\$2,346.00	\$2,320.00	\$(2,063.00)	\$(2,102.00)	\$3,008.00	\$(6,527.00)	\$191,000.00	\$6,755.00	
Total	\$(744.00)	\$(30,503.00)	\$2,879.00	\$(992.00)	\$2,320.00	\$(2,063.00)	\$(2,102.00)	\$3,008.00	\$(6,527.00)	\$191,000.00	\$6,755.00	
Next Beg Bal	\$453,796.00	\$408,071.00	\$393,306.00	\$375,899.00	\$359,570.00	\$333,717.00	\$562,737.00	\$550,496.00	\$524,097.00	\$698,607.00		



**CORNING HEALTHCARE DISTRICT**  
**Profit & Loss**  
 May 2021

	May 21
Ordinary Income/Expense	
Income	
Assesment Income	143,766.46
Checking-Interest	4.53
Rentals	18,117.06
	161,888.05
<b>Total Income</b>	<b>161,888.05</b>
Gross Profit	161,888.05
Expense	
Admin-Legal	1,890.00
ADMIN-OTHER EXPENS	
Senior Program	76.45
ADMIN-OTHER EXPENS - Other	6,057.90
	6,134.35
<b>Total ADMIN-OTHER EXPENS</b>	<b>6,134.35</b>
GEN ACCT-OFFICE SUP	299.35
General Office	
Telephone	1,250.94
	1,250.94
<b>Total General Office</b>	<b>1,250.94</b>
General Office-Postage	55.00
Maint-Repair	4,673.31
Payroll Expense	
Employee Benefit-Hlth Ins	4,292.72
Payroll Expense - Other	12,984.34
	17,277.06
<b>Total Payroll Expense</b>	<b>17,277.06</b>
Reconciliation Discrepancies	25.03
Stipend	150.00
Utilities	
Electricity	2,220.49
Garbage	229.01
Water	502.83
	2,952.33
<b>Total Utilities</b>	<b>2,952.33</b>
<b>Total Expense</b>	<b>34,707.37</b>
<b>Net Ordinary Income</b>	<b>127,180.68</b>
<b>Net Income</b>	<b>127,180.68</b>

**CORNING HEALTHCARE DISTRICT**  
**Balance Sheet**  
 As of May 31, 2021

	<u>May 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1 Mechanics Checking-8420	586,815.64
2Mechanics Checking-GenPro-5250	190,802.00
Capital Improvement USDA-4903	71,270.20
Edward Jones CD 580-14264-1-1	
Capital One Bank USA 7-19-27	25,334.73
Capital One Bank USA 3-8-21 PD	20,000.00
Cash from interest on CDs	66,820.44
CitiBank Natl 6-7-21 PD	33,491.40
CitiBank Natl Assn 2-7-23	39,000.00
State B of India USDA 1/25/23	30,000.00
Wells Fargo Bank 3-15-22 PD	20,000.00
<b>Total Edward Jones CD 580-14264-1-1</b>	<u>234,646.57</u>
<b>Petty Cash</b>	57.87
<b>Total Checking/Savings</b>	<u>1,083,592.28</u>
<b>Accounts Receivable</b>	
Accounts Receivable	-882.54
<b>Total Accounts Receivable</b>	<u>-882.54</u>
<b>Other Current Assets</b>	
Generator Project 21-01	-190,795.00
Prepaid Ins.	34,483.41
<b>Total Other Current Assets</b>	<u>-156,311.59</u>
<b>Total Current Assets</b>	<u>926,398.15</u>
<b>Fixed Assets</b>	
1210.00-Land Imp-Park Lot	34,081.00
1210.01-Land Imp-Park Lot 1998	71,000.20
Accum Dep Bldg Imp	-99,974.00
Accum Dep Equip	-9,312.00
Accum Dep Land Imp	-127,105.00
Accum Dep Med Bldg	-1,190,541.00
Bldg Improvements	137,346.63
Construction in Progress	6,625.00
Land	20,313.00
Land-Demolitation Cost	518,035.56
Maintenance Building	1,563.29
Medical Offic Bldg	3,744,628.76
<b>Total Fixed Assets</b>	<u>3,106,661.44</u>
<b>TOTAL ASSETS</b>	<u><u>4,033,059.59</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	385.38
<b>Total Accounts Payable</b>	<u>385.38</u>
<b>Other Current Liabilities</b>	
Accrued Expenses	-389.58
Accrued Payroll	7,078.98
Interest Payable	23,858.44

**CORNING HEALTHCARE DISTRICT**  
**Balance Sheet**  
**As of May 31, 2021**

	<u>May 31, 21</u>
Payroll Liabilities	
Accr Fed W/Hold	1,015.76
Accr FICA-Employee	891.47
Accr FICA-Employer	891.50
Accr S.D.I.	129.62
Accr S.U.I.	-531.25
Accr ST W/Hold	248.13
Payroll Liabilities - Other	2,510.72
	<hr/>
Total Payroll Liabilities	5,155.95
Payroll Liabilities,	-1,125.23
USDA Rural Development Loan	-78,836.49
	<hr/>
Total Other Current Liabilities	-44,257.93
	<hr/>
Total Current Liabilities	-43,872.55
Long Term Liabilities	
Loan Payable - USDA	1,325,300.00
	<hr/>
Total Long Term Liabilities	1,325,300.00
	<hr/>
Total Liabilities	1,281,427.45
Equity	
2310.00-Fund Bal-Ret Earn	2,557,413.28
Net Assets	-106,997.30
Opening Bal Equity	25.00
Net Income	301,191.16
	<hr/>
Total Equity	2,751,632.14
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,033,059.59</b>
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**CORNING HEALTHCARE DISTRICT**  
**Income by Customer Summary**  
May 2021

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	<u>May 21</u>
Family Counseling Center	246.26
Adventist Health	5,992.76
Northern Valley Catholic Social Service - Tehama County	1,084.92
Children First Foster Family Agency	9,578.83
QUEST DIAGNOSTICS, INC.	331.74
AUDITOR'S OFFICE TEHAMA COUNTY	882.55
	<u>143,766.46</u>
<b>TOTAL</b>	<b><u><u>161,883.52</u></u></b>

**CORNING HEALTHCARE DISTRICT**  
**Expenses by Vendor Summary**  
May 2021

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	<u>May 21</u>
AT & T 530-4559-465 2	359.77
At & T U-Verse 127454452	42.80
AT & T Mobil 287277929386	41.87
AT&T 251727868	42.80
AT&T 960-733-5563 555	595.26
ATT 294290689	168.44
Battle Creek Pest Control	80.00
Business Connections	361.00
Chico Electric	4,525.00
City of Corning-175 Solano coro 145	78.06
City of Corning-275 Solano coro168	284.31
City of Corning 218 - coro218	140.46
Corning Chamber of Commerce	245.00
Creative Composition	196.45
Eagle Security Systems	572.50
Edward Jones A	260.12
Edward Jones B	403.72
Electronic Federal Tax payment System	2,652.58
Employment Development Department	331.89
Law Offices of Thomas N. Andrews	1,890.00
Mechanics Bank Credit Card	317.82
Northern Services-155 Solano	1,315.00
Northwood Backflow Services	747.00
Pacific Gas & Electric	2,220.49
Peerless Bldg Maintenanc Corp	100.00
Servicemaster Clean	2,562.40
Special District Risk Management	4,292.72
Streamline	75.00
Waste Management	229.01
<b>TOTAL</b>	<b><u>25,131.47</u></b>

1:15 PM  
06/10/21  
Accrual Basis

CORNING HEALTHCARE DISTRICT  
LAST MONTH'S CHECK BOOK REGISTER  
As of May 31, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>1 Mechanics Checking-8420</b>							
Check	05/01/2	9110	E. Benwell	mileage 4/1/21-4/...	Senior ...	-64.84	460,095.57
Check	05/01/2	9111	Patricia Hunn	4/20/21 Stipend	Stipend	-50.00	460,030.73
Check	05/01/2	9112	Valanne Cardenas	4/20/21 Stipend	Stipend	-50.00	459,980.73
Check	05/01/2	9113	Yvonne Boles	4/20/21 Stipend	Stipend	-50.00	459,930.73
Bill Pmt ...	05/01/2	9114	AT & T 530-4559-465 2	824-4559	Accoun...	-359.77	459,880.73
Bill Pmt ...	05/01/2	9115	ATT 294290689	long distance; 82...	Accoun...	-168.44	459,520.96
Bill Pmt ...	05/01/2	9116	Creative Composition	Checks Mechanic...	Accoun...	-196.45	459,352.52
Bill Pmt ...	05/01/2	9117	Eagle Security Systems	Final Balance	Accoun...	-572.50	459,156.07
Bill Pmt ...	05/01/2	9118	Northern Services-155 ...	75-3120754	Accoun...	-1,315.00	458,583.57
Bill Pmt ...	05/01/2	9119	Northwood Backflow Se...	Annual backflow v...	Accoun...	-747.00	457,268.57
Bill Pmt ...	05/01/2	9120	Pacific Gas & Electric	4586584129-5	Accoun...	-12.14	456,521.57
Bill Pmt ...	05/01/2	9121	Peerless Bldg Maintena...	window cleaning 2...	Accoun...	-100.00	456,509.43
Bill Pmt ...	05/01/2	9122	Servicemaster Clean		Accoun...	-2,562.40	456,409.43
Check	05/01/2	9009	Benwell, Elaine	Paycheck	Payroll ...	-803.99	453,847.03
Check	05/01/2	9010	Smith, Mike A	Paycheck	Payroll ...	-1,669.13	453,043.04
Check	05/01/2	9011	Engebretsen, Shirley I	Paycheck	Payroll ...	-264.45	451,373.91
Check	05/01/2	9012	Bonham, Tina E	Paycheck	Payroll ...	-1,791.82	451,109.46
Check	05/03/2	210503	EDD	Payroll Taxes Mar...	Payroll ...	-563.86	449,317.64
Check	05/03/2	210504	Electronic Federal Tax p...	940 Q-1	Payroll ...	-125.30	448,753.78
Bill Pmt ...	05/07/2	9123	Corning Chamber of Co...	Installation Dinner	Payroll ...	-245.00	448,628.48
Deposit	05/11/2			Deposit	Accoun...	17,234.51	448,383.48
Bill Pmt ...	05/12/2	9124	At & T U-Verse 127454...	127454452 / 1273...	-SPLIT-	-42.80	465,617.99
Bill Pmt ...	05/12/2	9125	AT & T Mobil 287277929...	April/May	Accoun...	-41.87	465,575.19
Bill Pmt ...	05/12/2	9126	AT&T 960-733-5563 555		Accoun...	-595.26	465,533.32
Bill Pmt ...	05/12/2	9127	Battle Creek Pest Control	34-2046874	Accoun...	-80.00	464,938.06
Bill Pmt ...	05/12/2	9128	Business Connections	1331	Accoun...	-361.00	464,858.06
Bill Pmt ...	05/12/2	9129	Chico Electric	Lighting control pa...	Accoun...	-4,525.00	464,497.06
Bill Pmt ...	05/12/2	9130	City of Corning-175 Sol...	CORO145	Accoun...	-78.06	459,972.06
Bill Pmt ...	05/12/2	9131	City of Corning-275 Sol...	CORO168	Accoun...	-284.31	459,894.00
Bill Pmt ...	05/12/2	9132	City of Corning 218 - cor...	4/6/21-5/6/21	Accoun...	-140.46	459,609.69
Bill Pmt ...	05/12/2	9133	Law Offices of Thomas ...		Accoun...	-3,015.00	459,469.23
Bill Pmt ...	05/12/2	9134	Pacific Gas & Electric		Accoun...	-2,208.35	456,454.23
Bill Pmt ...	05/12/2	9135	Special District Risk Ma...		Accoun...	-4,292.72	454,245.88
Check	05/15/2	9014	Benwell, Elaine	Paycheck	Payroll ...	-676.05	449,953.16

CORNING HEALTHCARE DISTRICT  
LAST MONTH'S CHECK BOOK REGISTER  
As of May 31, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Check	05/15/2	9015	Smith, Mike A	Paycheck	Payroll ...	-1,669.13	447,607.98	
Check	05/15/2	9016	Engbretsen, Shirley I	Paycheck	Payroll ...	-105.78	447,502.20	
Check	05/15/2	9017	Bonham, Tina E	Paycheck	Payroll ...	-1,791.82	445,710.38	
Deposit	05/17/2			Deposit	Asses...	143,766.46	589,476.84	
Check	05/17/2	210517	Employment Developme...	EFTPMY	Payroll ...	-331.89	589,144.95	
Check	05/17/2	210518	Electronic Federal Tax p...	IRS USATAXPYMT	Payroll ...	-2,527.28	586,617.67	
Deposit	05/26/2			Deposit	UNDE...	882.55	587,500.22	
General...	05/28/2	20210...		Balance Adjustment	Reconc...	-25.03	587,475.19	
Deposit	05/28/2			Interest	Checki...	4.29	587,479.48	
Check	05/31/2	9024	Edward Jones B	Simple IRA B	Payroll ...	-403.72	587,075.76	
Check	05/31/2	9025	Edward Jones A	Simple IRA A	Payroll ...	-260.12	586,815.64	
Total 1 Mechanics Checking-8420							126,720.07	586,815.64
<b>TOTAL</b>							<b>126,720.07</b>	<b>586,815.64</b>

**May 2021 Statement**

Open Date: 04/09/2021 Closing Date: 05/10/2021

 Account: XXXXXXXXXX

**Visa® Business Bonus Rewards Card**  
 CORNING HEALTHCARE (CPN 001455698)

**Cardmember Service** ☎ 1-866-552-8855  
 BUS 30 ELN 8 6

<b>New Balance</b>	<b>\$1,501.25</b>
<b>Minimum Payment Due</b>	<b>\$16.00</b>
<b>Payment Due Date</b>	<b>06/06/2021</b>

<b>Reward Points</b>	
Earned This Statement	1,876
Reward Center Balance as of 05/10/2021	139,692
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$317.82
Payments	-	\$317.82 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$1,501.25
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$1,501.25</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$16.00</b>
Credit Line		\$10,000.00
Available Credit		\$8,498.75
Days in Billing Period		32

**Payment Options:**

 Mail payment coupon  
with a check

 Pay online at  
[myaccountaccess.com](http://myaccountaccess.com)

 Pay by phone  
1-866-552-8855

 Please detach and send coupon with check payable to: **Cardmember Service** CPN 001455698



**Bonus Rewards**
**Rewards Center Activity as of 05/10/2021**

Rewards Center Activity*	0
Rewards Center Balance	139,692

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	1,501	3,473
25% Monthly Bonus	375	868
<b>Total Earned</b>	<b>1,876</b>	<b>4,341</b>

Points Expiring on 06/30/2021: 3668

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 10:00 pm (CST) Monday through Friday, 8:00 am to 5:30 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

**Important Messages**

**Paying Interest:** You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Speed through checkout while earning rewards with PayPal. Go to the Mobile App or manage your account online. Link your card to PayPal today.

We have added Mobile Authentication and Cellular Phone Contact Policy to and made changes to the Arbitration Agreement in your account agreement. Please visit [card.myaccountaccess.com/agreementchanges](http://card.myaccountaccess.com/agreementchanges) to review. If you have any questions, call the number on the back of your card.

Make Life Easier and EARN REWARDS FASTER! Pay your bills with Automatic Bill Pay. Use your card to automatically pay bills like phone, cable, utilities, insurance and more. It's the easy way to make payments on time and avoid late fees. Just call your service providers and tell them to bill your credit card. Enroll online at [myaccountaccess.com](http://myaccountaccess.com) and find out more.

**Transactions** SMITH JR, MICHAEL Credit Limit \$3000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/20	04/19	6592	HOBART SALES & SERVICE CHICO CA	\$73.97	_____
04/21	04/19	2165	OFFICE DEPOT #917 CHICO CA	\$551.17	_____
04/29	04/27	6813	DOLLAR GENERAL 15653 CORNING CA	\$7.54	_____
05/04	05/03	5112	SAVMOR FOODS #32 CORNING CA	\$4.68	_____
05/10	05/07	0734	MCCOY HDWE & FARM CORNING CA	\$12.60	_____
05/10	05/07	0791	MCCOY HDWE & FARM CORNING CA	\$2.51	_____
<b>Total for Account 4798 5100 6362 6598</b>				<b>\$652.47</b>	

Continued on Next Page

**Transactions** BONHAM, TINA E Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/20	04/19	0315	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$14.99	
04/22	04/20	9640	CALIFORNIA SPECIAL DIS 916-442-7887 CA	\$175.00	
04/28	04/26	8181	SAVMOR FOODS #32 CORNING CA	\$25.41	
04/30	04/29	2478	RITE AID 06188 CORNING CA	\$24.77	
05/03	04/30	6582	USPS PO 0517880021 CORNING CA	\$1.20	
05/07	05/04	3232	OFFICE DEPOT 1135 800-463-3768 CA	\$478.79	
05/10	05/07	0738	SAVMOR FOODS #32 CORNING CA	\$16.83	
<b>Total for Account 4798 5100 6669 3801</b>				<b>\$736.99</b>	

**Transactions** BENWELL, ELAINE Credit Limit \$1000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/27	04/26	3225	DISCOUNTMUGS.COM CAN@BELINCUSA FL	\$111.79	
<b>Total for Account 4798 5100 6697 5380</b>				<b>\$111.79</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
04/26	04/25	0144	PAYMENT THANK YOU	\$317.82CR	
<b>Total for Account 4798 5100 5329 0074</b>				<b>\$317.82CR</b>	

2021 Totals Year-to-Date	
Total Fees Charged in 2021	\$0.00
Total Interest Charged in 2021	\$0.00

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	14.99%	
**PURCHASES	\$1,501.25	\$0.00	YES	\$0.00	14.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday June 15, 2021  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

# **Summer 2021 Elder Services Newsletter**



# Corning Healthcare District

## ELDER SERVICES

### Newsletter



No. 16

Summer 2021

#### It's Summer and the Heat Is On!



Heat stroke is serious heat-related illness that occurs when the body becomes unable to control its temperature: the body's temperature rises rapidly, the body loses its ability to sweat, and it is unable to cool down. Body temperatures rise to 106°F or higher within 10 to 15 minutes. Heat stroke is a life-threatening emergency that may cause death or permanent disability. Warning signs may include an extremely high body temperature (above 103°F), red, hot, and dry skin (no sweating), rapid, strong pulse, throbbing headache, dizziness, and nausea.

If you witness signs of extreme heat stress, call for immediate medical assistance and begin cooling the affected person. Get the person to a shady area and begin rapid cooling using whatever methods you can – bath or spray with cool water or if the humidity is low, wrap the person in a cool, wet sheet and fan him or her vigorously; monitor body temperature and continue cooling efforts until the body temperature drops to 101°–102°F; if emergency medical personnel are delayed, call the hospital emergency room for further instructions; do not give the person alcohol to drink.

#### Beat the Heat

- Stay hydrated. Water is best. A general rule is to drink half your weight in ounces every day but you may need more when the weather is hot. (If your doctor generally restricts the amount of fluid you drink or has you on water pills, ask her/him how much you should be drinking).
- Limit drinks that contain alcohol, caffeine, or large amounts of sugar.
- Avoid over-exertion.
- Take a cool shower, bath, or sponge bath.
- If possible, seek an air-conditioned environment. (If you don't have air conditioning, consider visiting a cooling center, an air-conditioned shopping mall or public library to cool off.)



Stay Cool, Stay Hydrated, Stay Informed. Check out the CDC's webpage on Extreme Heat:  
<https://www.cdc.gov/disasters/extremeheat/index.html> little bit of body text

Dogs cool themselves by panting. Their panting exchanges warm body temperature for cooler air outside. If the outside air isn't significantly cooler than their body temp, their cooling system doesn't work and they can get heatstroke. Watch for signs of overheating. Symptoms include: Heavy panting; Excessive thirst; Glazed eyes; Vomiting and bloody diarrhea; Bright or dark red tongue, gums; Staggering; Elevated body temperature (104F +); Weakness, collapse; Increased pulse and heartbeat; Seizures; Excessive drooling; Unconsciousness.

**Keep your pets safe!**



#### Contact Information:

**Elaine Benwell**  
Elder Services Program Manager  
Corning Healthcare District  
PO Box 996

275 Solano Street, Suite 103  
Corning, CA 96021

Phone: 530-824-5451

Email: [chd.elderservices@gmail.com](mailto:chd.elderservices@gmail.com)

#### Find us on Facebook

<https://www.facebook.com/Corning-Healthcare-District-2050272095201371>

#### Or visit our website at

<https://www.corninghealthcaredistrict.org>



**Corning  
Healthcare District**

Bringing Health Services to Southern Tehama County

The first day of



is Sunday, June 20th



**OLLI** Osher Lifelong Learning Institute  
at CSU, Chico | where learning never retires...

OLLI classes are led by volunteers who are passionate about a subject and enjoy sharing their knowledge with members. Retired university faculty, as well as K-12 teachers, also lead classes for OLLI. A wide variety of classes are offered each term, from history, geography, and current events, to meditation, art, brain health, book groups, and much, much more.

There are advantages to being online, not the least of which is the ability to adjust the volume on a home computer which can benefit elders and others who may be hard of hearing. A physical classroom is no longer required. That means commuting is a thing of the past and the scope of reach is broader. More than 500 members are joining OLLI online via Zoom, with members from as far away as Portland, Seattle, and Boston. And Zoom allows for camera close-ups, which can come in handy when teaching a language or detail work such as knitting or painting.

OLLI currently has more than 30 online classes scheduled for summer, with plans to slowly transition back to the classroom starting this fall. That said, OLLI will also keep some classes online, even after the pandemic curtain is lifted. Classes require no homework, exams, or grades! There is a fee for classes -- \$75 for the four-week summer term June 1st through the 28th -- but a fee assistance and scholarship program is available.

For more information about how to become a part of this lifelong learning program, visit the OLLI website at [olli.csuchico.edu](http://olli.csuchico.edu) or call us at (530) 898-6679.



Cool your summer drink by freezing blueberries, raspberries, grapes, cut up strawberries, chunks of watermelon, and peach or mango slices to use in place of ice cubes. Adds flavor as well as nutrients.

Freeze whole lemons: Wash them well, dry them off, and put them in a freezer-safe bag, removing as much air as possible before sealing, then pop them in the freezer where they will stay fresh for 6 months to 1 year. When they are frozen, they can be grated to use in your recipes that call for lemon zest or flavoring. You can do the same thing with oranges.

Freeze organic bananas for your smoothies! Just rinse them off and pat them dry, cut off the ends, cut each banana in half and put in a freezer bag. Add ½ banana, skin and all, to your smoothie.

Buy organic whenever possible, especially if you plan to eat the rind or skin of the fruit. Berries, grapes, and peaches are usually on the Environmental Working Group's Dirty Dozen list. You can see the current list here: <https://www.ewg.org/foodnews/dirty-dozen.php>

**The Emergency Broadband Benefit Program** is a Federal Communications Commission (FCC) program that provides a temporary discount on monthly broadband bills for qualifying low-income households. If your household is eligible, you can receive:

- Up to a \$50/month discount on your broadband service and associated equipment rentals
- Up to a \$75/month discount if your household is on qualifying Tribal lands
- A one-time discount of up to \$100 for a laptop, tablet, or desktop computer (with a co-payment of more than \$10 but less than \$50)

Only one monthly service discount and one device discount is allowed per household. To receive the connected device discount, consumers need to enroll in the EBB Program with a participating provider that offers connected devices (not all service providers offer device discounts). The service provider will provide the discount to the consumer. The program will end when the fund runs out of money, or six months after the Department of Health and Human Services declares an end to the COVID-19 health emergency, whichever is sooner.

Find out more at: <https://www.fcc.gov/broadbandbenefit>



*I see my younger self in my eyes  
Though the wrinkles take me by surprise.  
thousands of yesterdays  
Saunter as I gaze  
My first kiss under the willow tree  
The boy I liked, who did not like me,  
My first bicycle ride,  
mistakes I tried to hide  
Memories reeling past  
Life lived so fast.  
I see life's long quest  
I am myself -  
at last*

~Shirley Engebretsen~

- The Corning Healthcare District (CHD) Elder Services Program provides health and wellness education, workshops on cooking and nutrition, Medicare counseling through HICAP, Diabetes support, and information on a wide variety of issues relevant to seniors, including Parkinson's Disease, Alzheimer's, caregiving, falls prevention, personal and home safety, emergency preparedness, depression and mental health, suicide prevention, and end of life planning.\* We have assisted seniors with incontinence supplies, walkers, emergency food, and much more.
- CHD Elder Services also distributes the File of Life refrigerator magnet and personal-size cards free of charge to community members age 50 and over.
- \*Disclaimer: Elaine Benwell is not a medical professional. She provides information and support only. She does not diagnose, treat, prescribe, or give medical advice.

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday June 15, 2021  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

**EPC CONTRACT TO PROVIDE STANDBY EMERGENCY POWER**

**PROJECT #21-01**

**PROPOSED CHANGE  
ORDERS FOR  
CONVERSE  
CONSTRUCTION**

CORNING HEALTHCARE DISTRICT

**PROJECT: EPC CONTRACT TO PROVIDE STANDBY EMERGENCY POWER**

PROJECT NO. 21-01

**GENERAL REQUIREMENTS**

**CHANGE ORDER #01- COST ESTIMATE**

**DATED: 5/27/2021**

General Requirement #8: System must be compatible with existing HVAC and other installed equipment.

It is requested that the Contractor, Converse Construction, Inc., provide a cost estimate for the procurement, air flow engineering and installation of (2) two additional, 5-ton minimum, soft start HVAC units for building 155 Solano Street.

It is further requested that the installation estimate consider:

1. Preexisting structural engineering for described units.
2. Functional compatibility with existing equipment and all other aspects of project #21-01.
3. User control interface between existing equipment and requested addition.
4. All regulatory and utility service installation costs must be included in the estimate.

A "Not to Exceed" feasibility estimate is requested by Thursday, June 10, 2021.

Tina E Bonham, District Manager, Corning Healthcare District  
275 Solano Street, Suite 103, Corning CA, 96021  
[healthyreminders4u@gmail.com](mailto:healthyreminders4u@gmail.com) or fax number (530) 824-5419.

**From:** Les [mailto:les@conversecon.com]  
**Sent:** Tuesday, June 08, 2021 7:34 AM  
**To:** ben@frontierce.com  
**Cc:** Harrison Garr <harrison@conversecon.com>  
**Subject:** AC engineering at Coring

Ben,

Here is information on the Coring project. I have include job scope, AC name plate data, and previous report. Call me when you have a chance. If I could get a budget for this work this week, I would appreciate that.

Thanks,



Les Converse

**Converse Construction, Inc.**

20553 Sunset LN, Redding CA 96002

P: 530-378-5591, M: 530-355-5564

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2 attachments



image004.png  
39K

 **Corning Medical Center HVAC 06.10.21.pdf**  
164K



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**FW: AC engineering at Coring**

1 message

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**Les** <les@conversecon.com>

To: Tina Bonham &lt;healthyreminders4u@gmail.com&gt;

Thu, Jun 10, 2021 at 2:36 PM

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**From:** Ben Abrahamsen <ben@frontierce.com>**Sent:** Thursday, June 10, 2021 11:16 AM**To:** Les <les@conversecon.com>**Cc:** Harrison Garr <harrison@conversecon.com>; Kristen Darling <kristen@frontierce.com>**Subject:** RE: AC engineering at Coring

Hi Les,

See attached our proposal for this project. As discussed, we provided a separate line item for initial site survey and as-built development, as well as the initial schematic design phase to determine the preferred HVAC design approach. The range of costs in the CD and CA phase is due to the fact that the HVAC system approach will not be determined until the schematic design is completed.

Let me know if you have any questions or concerns.

Thank you,

**Ben Abrahamsen, PE**

Mechanical Engineer

530.232.6160 ext. 110

www.frontierce.com

2727 Bechelli Lane  
Redding, CA 96002



June 10, 2021

Les Converse  
Converse Construction  
20553 Sunset Lane  
Redding, CA 96002

Re: Corning Medical Center HVAC  
Proposal for Mechanical Engineering Services

Les,

We appreciate the opportunity to provide a proposal for engineering services related to the above-referenced project. Based on review of the plans and discussions with you, we understand that the project consists of upgrading the entire HVAC systems for an approximately 8,000 sf medical center located in Corning, CA. The scope of work related to the mechanical systems is as follows:

- New packaged HVAC units with improved air filtration and zone control
- New systems will either include multiple (6-8) packaged units for zone control or larger HVAC units with a boiler system for zone control with VAV box reheat coils
- Duct distribution design, either using existing or replacing, based on new zone requirements and condition of existing ducting
- Gas and condensate connections for HVAC units
- Title 24 Compliance Documents

#### **SCOPE OF WORK**

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We understand that the scope of work for this project will consist of the following:

1. As-Built Survey Phase: Complete a site survey of existing building to verify existing conditions, as needed to develop necessary floor plans, ceiling plans, roof plans, and mechanical plans. Develop existing drawings of mechanical systems.
2. Schematic Design Phase: Evaluate two different HVAC system options that will provide improved zone control and filtration for the facility. Provide preliminary equipment sizing, schematic zoning plans and budgetary cost estimates for each option.
3. Construction Documents Phase: Prepare construction drawings and technical specifications for the mechanical system selected during the Schematic Design phase. Coordinate drawings and specifications with all other design disciplines. Submit drawings to authority having jurisdiction (AHJ) for review and provide backcheck comment response.
4. Bidding/Construction Phase: Prepare mechanical addenda and clarification documents, interpret mechanical drawings and specification where required to clarify the intent of construction documents. Review submittal data for general compliance with mechanical contract documents, respond to RFIs and submittals, and prepare change order documents

where required to meet existing job conditions. Provide two (2) site visits during design to observe construction.

### **CONTRACT EXCLUSIONS**

---

The following items are excluded from the Scope of Work described above:

1. Fire sprinkler design.
2. Structural design.
3. Electrical design.
4. Commissioning services.
5. Equipment testing or TAB services.
6. New utility service connection(s).
7. LEED consulting services.
8. Design for lighting upgrades.

### **PROJECT FEE**

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The fee for the Scope of Work will be a lump sum fee:

#### *Engineering Services*

As-Built Survey Phase	\$ 7,500
Schematic Design Phase	\$ 4,500
Construction Documents Phase	\$ 15,500 - 22,500
Construction Administration Phase	\$ 4,500 - 5,500
<b>Total Fee</b>	<b>\$ 32,000 - 40,000</b>

The range of fee listed for Construction Documents and Construction Administration is due to the different complexity between the two different HVAC options discussed above.

This includes all expenses such as travel, printing, and postage. All services will be invoiced monthly based on the percent of work completed at that time. This proposal will be valid for a period of thirty (30) calendar days. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,



Ben Abrahamsen, P.E.  
President

CORNING HEALTHCARE DISTRICT

**PROJECT: EPC CONTRACT TO PROVIDE STANDBY EMERGENCY POWER**

PROJECT NO. 21-01

**GENERAL REQUIREMENTS**

**CHANGE ORDER #02- COST ESTIMATE**

**DATED: 6/7/2021**

General Requirement #11: Concrete pads as specified by equipment manufacturer must be provided to secure equipment.

It is requested that the Contractor, Converse Construction, Inc., provide a cost estimate to expand the concrete pad for the 275 Solano Street GENSET to include an additional area of **24 ft x 40 ft x 4 inches**.

It is further requested that the expansion estimate include:

1. Electrical and Natural Gas
2. Plumbing for water and sewage
3. Forms, footings and rebar as specified by appropriate building code
4. All regulatory and permit costs

The estimate is requested by Thursday, June 10, 2021.

Tina E Bonham, District Manager, Corning Healthcare District  
275 Solano Street, Suite 103, Corning CA, 96021  
[healthyreminders4u@gmail.com](mailto:healthyreminders4u@gmail.com) or fax number (530) 824-5419.

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday June 15, 2021  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

# **Northern Valley Catholic Social Services Lease Agreement**

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**Corning Lease**

2 messages

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**Erna Friedeberg** <efriedeberg@nvcss.org>

Wed, Jun 9, 2021 at 4:12 PM

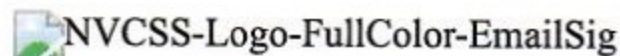
To: "Shirley Engebretsen (Fay)" &lt;healthyreminders4u@gmail.com&gt;, Cathy Wyatt &lt;cwyatt@nvcss.org&gt;

Hello Tina,

My name is Erna Friedeberg and I am the Regional Program Director for NVCSS and responsible for the daily operation of Tehama County programs including leases. I have read the lease for the Corning Healthcare District and NVCSS requires a 30 day out clause in the circumstance our programs/agency lose funding. This may occur if a program is not renewed for a new contract year (this is very rare and we have all contracts secured for this next fiscal year). This is standard language we require in leases prior to signature. Shirley was aware of this addendum to the lease. Let me know if you have any questions or concerns. Thank you!

**Erna Friedeberg, MPA**

Regional Director of Program Development  
serving Butte, Glenn, Shasta & Tehama Counties  
O: 530.345.1600 C: 530.520.1499 F: 530.345.1685  
[10 Independence Circle – Chico, CA 95973](#)

[nvcss.org](http://nvcss.org)

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- (3) requested to immediately notify us by e-mail that you mistakenly received this message.



**Northern Valley**  
Catholic Social Service  
INSPIRING HOPE & TRANSFORMING LIVES

image003.png  
23K

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**Tina Bonham** <healthyreminders4u@gmail.com>

Wed, Jun 9, 2021 at 4:28 PM

To: Thomas Andrews &lt;tandrews@tomandrews.biz&gt;

Hi Tom,

Please review this email and let me know how to proceed.  
I will attach the contract that she is referring to.

Tina E Bonham  
District Manager  
Corning Healthcare District  
530-824-5451 ph/ 530-824-5419 fx  
PO Box 996 Corning CA 96021  
[healthyreminders4u@gmail.com](mailto:healthyreminders4u@gmail.com)

[Quoted text hidden]

---

**2 attachments**

image003.png



Tina Bonham <healthyreminders4u@gmail.com>

---

## Corning Healthcare District/NVCSS Lease renewal

1 message

---

tandrews <tandrews@tomandrews.biz>

Thu, Jun 10, 2021 at 5:12 PM

To: "efriedeberg@nvcss.org" <efriedeberg@nvcss.org>

Cc: District Manager Tina Bonham <healthyreminders4u@gmail.com>

Ms. Friedeberg,

Thank you for reaching out to District Manager Tina Bonham with regard to the above-referenced lease renewal. As you may be aware, I am the legal counsel for the Corning Healthcare District, and have been involved with the leasing activity with Northern Valley Catholic Social Services for quite some time.

Please note that the proposed lease agreement which has been presented to you is identical in form to the one which has been in effect since July, 2019. That earlier document was drafted shortly before the Carr Fire during the summer of 2018 which caused quite a bit of delay in getting the document approved and executed by NVCSS. The parties succeeded in completing that effort on July 19, 2019 but please note that the lease was dated July 1, 2019 although it was supposed to have been completed one year earlier.

During the course of preparing the 2018 lease, there were discussions concerning the "opt out" provision described in your message. However, that was not required by NVCSS in the 2019 final agreement. It was omitted with the informal understanding that the Corning Healthcare District would allow the agreement to be terminated upon reasonable notice that NVCSS would not have funding available to continue the lease.

Since you now wish to have that issue formalized in the agreement, please forward the language which you intend to incorporate, and we will review it for consideration by the Corning Healthcare District Board of Directors. We expect the agreement to be finalized and executed by both parties prior to July 1, 2021.

Thank you for your assistance. If you have any questions, please feel free to call at any time.

Best regards,

Tom Andrews

*Thomas N. Andrews*

*Attorney at Law*

1828 South Street

Redding, CA 96001

(530) 229-1400

## **LEASE AGREEMENT**

### **1. PARTIES:**

THIS LEASE AGREEMENT ("Lease") is made and entered into this 1<sup>st</sup> day of July, 2021 by and between Corning Healthcare District (hereinafter referred to as "Landlord") and Northern Valley Catholic Social Services (hereinafter referred to as "Tenant"). The parties acknowledge that nothing contained in the Lease or otherwise is to be construed so as to create or indicate that there exists any type of relationship, except that of Landlord and Tenant.

### **2. TERM:**

The terms of this lease shall be for one (1) year commencing on the 1st of July, 2021 and ending on the 30<sup>th</sup> of June, 2022. Prior to the expiration of this Lease, if Tenant wishes to extend the Lease for an additional term, then Tenant shall provide advance written notice to Landlord sixty (60) days prior to the expiration of this Lease.

### **3. RENT:**

Tenant agrees to pay to Landlord as basic rent, for the use and occupancy of the Leased Space, the sum of One Thousand One Hundred and Thirty Dollars (\$1130.00) per month payable on the first day of each and every month commencing on July 1, 2021 and continuing through the term of this lease. Tenant shall pay rent at the office of the Landlord at P.O. Box 996, Corning, CA. 96021 or any other place or places that Landlord may designate by written notice given to Tenant.

### **4. PREMISES AND COMMON AREAS:**

- 1 **Premises.** Landlord hereby leases to Tenant and Tenant hereby leases from landlord, on the terms and conditions hereinafter set forth, that certain space outlined on the plat map attached and marked Exhibit "A" of the Building located at 175 Solano Street, situated in the City of Corning, State of California, (hereinafter called the "Premises"). Tenant is accepting the Leased Space in an "as is" condition.
- 2 **Common Areas.** The term "Common Areas" means the portions of the Building that have been designated for common use by or for the benefit of more than one tenant. Common Areas include, without limitation, main entry lobby, interior corridors, restrooms, parking facilities and the driveways and landscaped areas.

### **5. USE OF PREMISES:**

- 1 **Permitted Use.** The Leased Space shall be used for counseling and health-related educational services and related office uses and for no other use or uses without the prior express written consent of Landlord.
- 2 **Prohibited Uses.** Tenant shall not commit or permit the commission of any act nor use or permit the use of the Leased Space in any way that
  - a. Increases the existing rates for or causes cancellation of any fire, casualty, liability, or other insurance policy insuring the Building or its contents;
  - b. Violates or conflicts with any law, statute, ordinance, or governmental rule or regulation, whether now in force or hereinafter enacted, governing the Leased Space or the Building;
  - c. Obstructs or interferes with the rights of other tenants or occupants of the Building or injures or annoys them; or
  - d. Constitutes the commission of waste on the Leased Space or the commission or maintenance of a nuisance as defined by the laws of California.



**1. UTILITIES AND SERVICES:**

Landlord shall provide the following utilities and services to the Leased Space and Building:

- 1 Water and electricity for the Leased Space and Building.
- 2 Heating and air-conditioning for the Leased Space and Building.
- 3 Janitorial services for Common Areas.
- 4 Pest control/extermination services for the Leased Space and Building.
- 5 Trash removal service for non-hazardous materials in and about the Common Areas and Building.

**2. REPAIRS AND MAINTENANCE:**

Landlord shall keep all portions of the Building in good repair and condition and shall make all repairs as needed.

- 1 During the term of this Lease, Tenant shall maintain the Leased Space in a good, clean, and safe condition, and shall on expiration or earlier termination of this Lease surrender the Leased Space to Landlord in as good condition and repair as existed on the date of this Lease, ordinary wear and tear excepted.
- 2 Tenant, at Tenant's own expense, shall repair all deteriorations or injuries to the Leased Space or to the Building occasioned by Tenant's lack of ordinary care.

**3. ALTERATIONS:**

Tenant shall make no alteration, addition, or improvement to the Leased Space without the advance express written consent of Landlord, which consent shall not be unreasonably withheld, delayed or conditioned. Tenant shall submit to Landlord preliminary plans for the alteration, addition, or improvement. Landlord shall approve or disapprove the proposed alteration, addition, or improvement within thirty (30) days after its receipt of Tenant's written request for approval. Tenant shall obtain all necessary governmental permits required for any alteration, addition or improvement and shall comply with all applicable governmental law, regulations, ordinances, and codes. Any fixtures installed as part of the construction, shall at Landlord's option become the property of Landlord on the expiration or other earlier termination of this Lease.

**SIGNS/ADVERTISING:**

Tenant shall have the right to place on or in the Premises such signs, as it deems necessary and proper in the conduct of its business. Such signs will comply with all federal, state, and city laws, codes, ordinances, rules, and regulations applicable to the property. Landlord agrees to allow placement of one (1) signs on the exterior wall of the Building.

**4. LOCKS; SECURITY:**

Tenant is hereby granted the right to change the locks on the doors to the Premises, provided it supplies Landlord with a copy of the keys thereto. Upon the advance express written consent of Landlord, Tenant shall also have the right to install additional security measures to the Premises.

**5. INSURANCE:**

- 1 **Tenant's Liability Insurance.** Tenant shall during the term of this Lease, maintain public liability insurance in the sum of at least five hundred thousand dollars (\$500,000.00) for injury to or death of one person, and one million dollars (\$1,000,000.00) for injury to or death of more than one person in any one accident, insuring the Tenant against liability for injury and/or death occurring in the Building, Leased Space, or the Common Areas. Landlord shall be named as an additional insured and the policy shall contain cross-liability endorsements. The Tenant shall maintain all such insurance in full force and effect

during the entire term of this Lease and shall pay all premiums for the insurance. Evidence of insurance and of the payment of premiums shall be delivered to Landlord.

- 2 **Insurance for Tenant's Personal Property.** Tenant agrees at all times during the term of this Lease to keep, at Tenant's sole expense, all of Tenant's personal property, including trade fixtures and equipment of Tenant that may be on or in the Leased Space, Building, and Common Areas insured against loss or damage by fire and by any peril included within fire and extended coverage insurance for an amount that will insure the ability of Tenant to fully replace the personal property, trade fixtures, and equipment.

**6. INSPECTION BY LANDLORD:**

Tenant shall permit Landlord or Landlord's agents, representatives, or employees to enter the Leased Space upon reasonable notice for the purpose of inspecting the Leased Space to determine whether Tenant is complying with the terms of this Lease and for the purpose of doing other lawful acts that may be necessary to protect Landlord's interest in the Lease Space under this Lease.

**7. ASSIGNMENT AND SUBLETTING:**

Tenant shall not encumber, assign, sublet, or otherwise transfer this Lease, any right or interest in this Lease, or any right or interest in the Leased Space without obtaining the advance express written consent of Landlord.

**8. INDEMNIFICATION:**

- 1 Landlord shall not be liable to Tenant, and Tenant hereby waives all claims against Landlord, for any injury or damage to any person or property in or about the Leased Space or any part of the Leased Space by or from any cause whatsoever, except injury or damage to Tenant resulting from the acts or omissions of Landlord or Landlord's authorized agents.
- 2 Tenant shall hold Landlord harmless from and defend Landlord against any and all claims or liability for any injury or damage to any person or property whatsoever occurring in, on, or about the Leased Space or any part of it, and occurring in, on, or about any Common Areas of the Building when that injury or damage was caused in part or in whole by the act, neglect, fault of, or omission of any duty by Tenant, its agents, servants, employees, or invitees.

**9. CASUALTY AND CONDEMNATION:**

- 1 **CASUALTY.** In the event any portion of the Premises are damaged or destroyed or the Building is destroyed or extensively damaged by fire or other casualty, Landlord shall inform Tenant, within thirty (30) days of the date of such destruction or damage, of Landlord's intent to rebuild. If Landlord decides not to rebuild, at Tenant's election the Lease shall immediately cease without further obligation on the part of Tenant and Tenant shall vacate the Premises within thirty (30) days of Tenant's election to terminate. If Landlord decides to rebuild, the Building and the Premises must be restored to their original condition within sixty (60) days of the date of destruction or damage and, if the damage has rendered the Premises untenable, in whole or in part, there shall be abatement of the Rent to the extent of the portion of the Premises rendered untenable until the damage has been repaired. If Landlord is unable to restore the Building and the Premises within sixty (60) days, Tenant may, at Tenant's option, cancel this Lease without further obligation on the part of Tenant, and Tenant shall vacate the Premises within thirty (30) days of its election to terminate. Upon Tenant's vacation of the Premises, this Lease

shall become null and void and neither party hereto shall have any further rights or liabilities hereunder, except those that expressly survive termination.

- 2 **CONDEMNATION.** If all or any part of the Leased Space is taken by any public or quasi-public agency or entity under the power of eminent domain during the term of this Lease, either Landlord or Tenant may terminate this Lease by giving the other thirty (30) days written notice of termination; provided, however, that Tenant cannot terminate this Lease unless the portion of the Leased Space taken by eminent domain is so extensive as to render the remainder of the Leased Space useless for the uses permitted by this Lease. If only a portion of the Leased Space is taken by eminent domain and neither Landlord nor Tenant terminates this Lease, the rent thereafter payable under this Lease shall be reduced by the same percentage that the floor area of the portion taken by eminent domain bears to the floor area of the entire Leased Space. If any portion of the Building other than the Leased Space is taken by eminent domain, Landlord may, at its option, terminate this Lease by written notice to Tenant. Any and all damages and compensation awarded or paid because of a taking of the Leased Space or the Building shall belong to Landlord, and Tenant shall have no claim against Landlord or the entity exercising eminent domain power for the value of the unexpired term of this Lease or any other right arising from this Lease.

10. **ACTS CONSTITUTING BREACH BY TENANT:**

The following shall constitute a default under and a breach of this Lease by Tenant:

- .1 The nonpayment of rent when due, when the nonpayment continues for ten (10) days after written notice to pay rent or surrender possession of the Leased Space has been given by Landlord to Tenant;
- .2 Failure to perform any provision, covenant, or condition of this Lease other than one for the payment of rent, when that failure is not cured within thirty (30) days after written notice of the specific failure is given by Landlord to Tenant;
- .3 The breach of this Lease and abandonment of the Lease Space without payment of rent before expiration of the term of this Lease;
- .4 A receiver is appointed to take possession of all or substantially all of Tenant's property located at the Leased Space or of Tenant's interest in this Lease, when possession is not restored to Tenant within thirty (30) days;
- .5 Tenant makes a general assignment for the benefit of creditors;
- .6 The execution, attachment, or other judicial seizure of substantially all of Tenant's assets located at the Leased Space or of Tenant's interest in the Lease, when the seizure is not discharged within fifteen (15) days; or
- .7 The filing by or against Tenant of a petition to have Tenant adjudged a bankrupt or of a petition for reorganization or arrangement under the federal bankruptcy law (unless, in the case of a petition filed against Tenant, it is dismissed within sixty (60) days).

The notices provided for in subsection (15.1) and (15.2) of this Paragraph 15 are not intended to replace, but rather are in addition to any required statutory notices for unlawful detainer proceedings under Code of Civil Procedure 1161, et. seq.

2 **ATTORNEYS' FEES/GOVERNING LAW:**

- .1 **Attorneys' Fees.** If any litigation is commenced between the parties to this Lease concerning the Lease Space, this Lease, or the rights and duties of either in relation to the Leased Space or the Lease, the party prevailing in that litigation shall be entitled, in addition to any other relief granted, to a reasonable sum as and for its attorneys' fees in the litigation, which shall be determined by the court in that litigation or in a separate action brought for that purpose.

.2 Governing Law. This Lease shall be construed and enforced in accordance with the laws of the state in which the Property is located, without regard to conflicts of law principles.

**1. BINDING ON HEIRS AND SUCCESSORS:**

This Lease shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of the parties, but nothing in this paragraph shall be construed as a consent by Landlord to any assignment of this Lease or any interest therein by Tenant except as provided in Paragraph 13 of this Lease.

**2. NOTICES:**

Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this Lease or by law to be served on or given to either party to this Lease by the other party shall be in writing, and shall be deemed duly served and given when personally delivered to the party to whom it is directed or any managing employee of that party or, in lieu of personal service, when deposited in the United States mail, first-class postage prepaid, addressed to Landlord at P.O. Box 996, Corning, California 96021 or to Tenant at 220 Sycamore Street, Suite 101, Red Bluff, CA 96080.

**3. AMERICANS WITH DISABILITIES ACT COMPLIANCE**

Landlord is responsible for seeing that the Premises and the common areas are in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 and its implementing regulations, as amended or supplemented from time to time (together the "ADA"), and all similar applicable state and local laws, rules and regulations. Tenant warrants that it will not do anything in or about the Premises which would violate the ADA, and all similar applicable state and local laws, rules and regulations. Landlord will hold Tenant harmless and indemnify Tenant for all claims, demands, judgments, costs, expenses (including reasonable attorneys' fees) and losses arising out of or related to Landlord's failure to comply with the ADA and all similar applicable state and local laws, rules and regulations.

IN WITNESS WHEREOF, the parties have caused this Lease to be executed the day and year first above written.

**LANDLORD:**

CORNING HEALTHCARE DISTRICT

By: \_\_\_\_\_  
Name: Yvonne Boles  
Title: President

**TENANT:**

NORTHERN VALLEY CATHOLIC SOCIAL SERVICES  
A California Non-profit Corporation

By: \_\_\_\_\_  
Name: Cathy Wyatt  
Title: Executive Director

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday June 15, 2021  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

# **2021-2022 BUDGET**

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday June 15, 2021  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

Following is the 2021-2022 Revised Preliminary Budget.

The revised preliminary budget has updated figures for Payroll, Work Comp Insurance, Fire & Liability Insurance and Audit.

Once the budget is finalized the monthly phased P/L and Cash Movement spreadsheets will be included in the July packet.

The format has changed to enhance usefulness as a management tool. The format complies with GAAP except for the omission of depreciation.

**CHD 2021-2022 Preliminary Budget**

CD Interest	\$ 4,938.00	
Checking Interest	\$ 37.00	
Assessment Income	\$ 376,000.00	
Rental Income	\$ 225,268.00	
<b>Total Income</b>		<b>\$ 606,243.00</b>
Payroll	\$ 168,940.00	
Health Insurance	\$ 51,513.00	
Work Comp Insurance	\$ 12,487.00	
Training	\$ 5,000.00	
<b>Total Employee Expense</b>		<b>\$ 237,940.00</b>
Public Education Material	\$ 4,325.00	
Admin Legal	\$ 16,000.00	
Stipend	\$ 3,750.00	
Office Supplies	\$ 6,000.00	
Advertising	\$ 3,525.00	
Audit	\$ 8,500.00	
Postage	\$ 700.00	
Election	\$ 120.00	
Admin Other	\$ 4,800.00	
<b>Total Admin Expense</b>		<b>\$ 47,720.00</b>
Electric Utility	\$ 46,000.00	
Water	\$ 6,000.00	
Telecom	\$ 12,000.00	
Garbage	\$ 3,000.00	
Maintenance and Repair	\$ 24,000.00	
Outside services	\$ 59,600.00	
Special Projects	\$ 24,000.00	
Fire & Liability Insurance	\$ 22,058.00	
<b>Total Facility Expense</b>		<b>\$ 196,658.00</b>
<b>Total Expense</b>		<b>\$ 482,318.00</b>
<b>Operating Profit</b>		<b>\$ 123,925.00</b>
<b>USDA Interest</b>		<b>\$ 79,260.00</b>
<b>Net Income</b>		<b>\$ 44,665.00</b>

<b>CHD 2021-2022 PROJECTED YEAR END LIQUIDITY</b>		
Mechanics Bank Checking	\$ 570,000.00	
Mechanics Bank GENPRO	\$ 190,800.00	
Capital One 7/19/27	\$ 25,335.00	
Capital One 3/8/21	\$ 20,000.00	
Edward Jones Cash Account	\$ 66,820.00	
Citibank 6/7/21	\$ 33,491.00	
Citibank 2/27/23	\$ 39,000.00	
State Bank of India 1/25/23	\$ 30,000.00	
Wells Fargo	\$ 20,000.00	
<b>Total Liquidity</b>		<b>\$ 995,446.00</b>



<b>CHD 2021-2022 CAPITAL PLAN</b>		
<b>APPROVED</b>		
Project #21-01	\$ 391,204.00	
OES Standby Emergency Power Grant	\$ (190,795.00)	
<b>PROPOSED</b>		
Project #21-01 Change Order #01 HVAC upgrade to 155	\$ -	<b>TBD</b>
As Built Survey - CO#1 - HVAC 155	\$ 8,625.00	
Schematic Design - CO#1 - HVAC 155	\$ 5,175.00	
Project #21-01 Change Order #02 CONCRETE PAD EXPANSION	\$ -	<b>TBD</b>
GENSET Housing - CO#2 - GENSET 275	\$ -	<b>TBD</b>
Construct (in house) New 24' x 40' Maintenance Building	\$ 60,000.00	
<b>Total 2021-2022 Capital Plan</b>		<b>\$ 274,209.00</b>

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday June 15, 2021  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

**DISTRICT MANAGERS  
AGREEMENT  
JULY 1, 2020**

## DISTRICT MANAGER AGREEMENT

THIS AGREEMENT is made and entered into by and between CORNING HEALTHCARE DISTRICT, hereinafter referred to as "DISTRICT," and TINA E BONHAM hereinafter referred to a 'EMPLOYEE'.

WHEREAS, it is the desire of the DISTRICT to provide certain benefits, establish certain conditions of employment and to set working conditions of said Employee; and

WHEREAS, it is the desire of the parties to modify those benefits and conditions of employment and to set working conditions of said EMPLOYEE; and

WHEREAS, it is the desire of the DISTRICT to (1) continue the services of EMPLOYEE and to provide inducement for her to remain in such employment, (2) to make possible full work productivity by assuring EMPLOYEE's morale and peace of mind with respect to future security, (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the EMPLOYEE, and (4) to provide a just means for terminating EMPLOYEE's services at such time as she may be unable fully to discharge her duties or when DISTRICT may otherwise terminate her employment on the terms and conditions set forth below; and

WHEREAS, THE DISTRICT desires to accept the continued employment of EMPLOYEE as MANAGER of said DISTRICT for a term of one (1) year beyond the expiration of the existing probationary period.

NOW, THEREFOR, in consideration of the mutual covenants herein contains, the parties hereto agree as follows:

### 1. Employment Term and performance Evaluation

The term of this employment Agreement shall commence on July 1, 2020 and shall continue in effect THROUGH June 30, 2021, UNLESS TERMINATED SOONER AS PROVIDED HEREIN. Nothing shall present or interfere with the right of EMPLOYEE to voluntarily resign at any time subject to giving the DISTRICT a minimum of ninety (90) days advance notice, if practicable. The DISTRICT's right to terminate EMPLOYEE shall be as provided herein;

however, The DISTRICT shall not Terminate EMPLOYEE without cause during the term of this Agreement.

The DISTRICT shall conduct an evaluation of EMPLOYEE's performance in carrying out the duties and responsibilities of the position on an annual basis. Said evaluations should be conducted in closed session as permitted in California Government Code 54957, et seq. Performance goals shall be established and utilized for evaluation, subject to available financial resources and time commitments. Such goals may be modified as the DISTRICT may from time to time determine in consultation with the Employee. The annual review shall be conducted by the Board of Directors or designee, in person, and at the conclusion of each annual review all performance evaluations, goals and standards shall be in writing to employee. There shall be a provision for employee to provide a written response.

## 2. Performance of Duties

EMPLOYEE shall serve as MANAGER for the DISTRICT, in accordance with the rights, duties and responsibilities set forth in the DISTRICT'S by-laws. She shall perform her duties in a professional manner and maintain an appropriate appearance in her attire. The EMPLOYEE shall be given direction and instruction from the DISTRICT only when it is sitting in a lawfully held meeting.

The EMPLOYEE'S work schedule shall vary in accordance with the work to be performed, which will of necessity require the devotion of a great deal of time outside normal office hours to the business of the DISTRICT. Accordingly, EMPLOYEE will be entitled to take compensatory time off as she shall deem appropriate during normal office hours and must give the president 24 hours prior notice.

Additionally, in lieu of any additional compensation the EMPLOYEE shall be entitled to forty (40) hours of executive leave each calendar year as reimbursement or attending evening and weekend meetings, events requiring DISTRICT representation and other duties and requirements of that position.

3. Compensation

The DISTRICT agrees to pay to the EMPLOYEE the sum of fifty-three thousand dollars (\$53,000) annually for the fiscal year beginning July 1, 2020, as compensation for services rendered in the course of this employment, payable in semi-monthly installments by the DISTRICT.

In addition, DISTRICT agrees to review said salary periodically as the DISTRICT adopts its annual budgets, with adjustments, if deemed appropriate, to be made at that time or at the anniversary of the contract. EMPLOYEE shall receive an annual increase commencing July 1, of each year of no less than the Consumer Price Index for the preceding year, as established by the United States Department of Labor, Bureau of Labor Statistics, and such other increases as the board may approve based on merit, or other factors in the discretion of the DISTRICT Board of Directors.

4. Additional Benefits

- a. EMPLOYEE shall accrue vacation credit in accordance with the policies set forth in the policy manual of the DISTRICT. Utilization and compensation for vacation time shall be in accordance with the provisions of the DISTRICT policy manual, but not less than the two weeks per annum currently being accrued.
- b. All benefits of a Management employee shall be provided to EMPLOYEE and her spouse, fully paid by the DISTRICT, including, but not limited to sick leave, medical insurance, dental insurance, Workers' Compensation Insurance, health, life, and other insurances and any other benefits that may, from time to time, become applicable, but no less than the level of benefits currently being provided by the District. Five (5) sick days are allotted per calendar year and must be used during the current calendar year. Unused sick days are not accumulated or transferable to subsequent years. Term life insurance in the amount of not less than \$50,000.00 shall be provided at DISTRICT expense.

- c. The DISTRICT shall annually budget and allocate sufficient funds to pay for the EMPLOYEE'S expenses for professional membership dues in CSDA, for local associations and for attendance at employment-related conferences.

#### 5. Termination

EMPLOYEE may be terminated for cause. "For cause" shall mean:

- (a) EMPLOYEE'S dishonesty, fraud or misrepresentation to the DISTRICT of any third person;
- (b) EMPLOYEE'S, material breach of her obligations as set forth in this Agreement;
- (c) EMPLOYEE'S refusal or failure to comply with terms of this Agreement or policies, rules or regulations of the DISTRICT; or
- (d) EMPLOYEE'S failure to perform her assigned duties where such failure has continued following written notice to EMPLOYEE specifying such failure and reasonable opportunity (not to exceed 30 days) for the cure thereof.

In the event EMPLOYEE is involuntarily terminated by the DISTRICT without cause, DISTRICT shall provide not less than ninety (90) day's notice of such involuntary termination. In addition to salary and benefits to be paid during the course of such notice period, DISTRICT agrees to pay EMPLOYEE the sum equal to twelve (12) month's salary and benefits, to be paid immediately upon the expiration of that notice period.

#### 6. Additional Terms

The DISTRICT, after consultation with EMPLOYEE, shall fix other terms and conditions of employment as it may determine from time to time, relating to the performance of the EMPLOYEE'S duties, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or any other law.

#### 7. Attorney's Fees

In the event legal action is initiated to enforce the terms and conditions hereof the prevailing party shall be entitled to an award of reasonable attorney fees and costs of suit.

8. Entire Agreement

This Agreement contains the sole and entire employment contract and understanding between the parties and shall supersede any and all other memoranda, correspondence, agreements, arrangements or understandings respecting the DISTRICT'S employment of EMPLOYEE. No oral modification, express or implied, may alter or vary the terms of this agreement. No amendments to this Agreement may be except by writing signed by both parties. No employee or supervisor of the DISTRICT is authorized to alter or vary the terms of this Agreement by the DISTRICT'S BOARD.

9. Binding Effect

This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of EMPLOYEE.

10. Severability

If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

Dated 6-18-2020

CORNING HEALTHCARE DISTRICT

  
By Charles Rouse, President

Dated: 6/18/2020



TINA E BONHAM

Approved as to Form:

\_\_\_\_\_  
Thomas N. Andrews, Esq.  
Attorney for Corning Healthcare District