

CORNING HEALTHCARE DISTRICT SERVING SOUTHERN TEHAMA COUNT

**CORNING HEALTHCARE DISTRICT
BOARD MEETING**

Tuesday June 19, 2018

District conference room

275 Solano Street

Corning Healthcare District Campus

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 Shirley Engebretsen, District Manager, at (530) 824-5451 for assistance so the necessary arrangements can be made.

CALL TO ORDER: 6:00 pm

ROLL CALL: Directors: Charles Rouse, Ross Turner, Yvonne Boles, Jan Irvin, Lilia Rodriguez

District Manager: Shirley Engebretsen

ALSO PRESENT Attorney Andrews, Don Holden, President and Monty Knittel, CEO of Adventist Health Feather River Hospital, and Timothy Willi

PLEDGE OF ALLEGIANCE

INVITATION TO PUBLIC TO ADDRESS BOARD: If

ADOPTION OF AGENDA:

MINUTES:

**POSTED TUESDAY,
June 12, 2018**

FINANCIAL REPORT:

PRESIDENT'S REPORT:

COMMENTS AND REPORTS FROM DIRECTORS:

Charles Rouse, Ross Turner, Yvonne Boles, Jan Irvin, Lilia Rodriguez

PROCLAMATION, APPOINTMENTS, RECOGNITIONS, PRESENTATIONS:

DISTRICT MANAGER

Update on pharmacy bags
Donation of printer and computer
Check signing

COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:

REGULAR AGENDA:

1. FRH Clinic's Grant request for dentist –
2. Acceptance of Director Jan Irvin's resignation.
3. Interviews and possible appointment of new director
4. Budget
5. Olive festival and other advertising opportunities
6. Closed Session pursuant to government code section 54957.5 (e) Employee review, District Manager

Open Session

1. Report Out
2. Salary Review

CORNING HEALTHCARE DISTRICT
BOARD OF DIRECTORS MINUTES
Tuesday, May 15, 2018
DISTRICT CONFERENCE
275 SOLANO STREET
MEUSER BUILDING, CHD CAMPUS

CALL TO ORDER: 6:00 p.m.

ROLL CALL: **Directors:** Charles Rouse, Ross Turner, Yvonne Boles, Jan Irvin,
District Manager: Shirley Engebretsen
Absent: Lilia Rodriquez (excused)

ALSO PRESENT: Don Holden, Attorney Andrews

PLEDGE OF ALLEGIANCE Given

INVITATION TO PUBLIC TO ADDRESS BOARD: N/A

ADOPTION OF AGENDA: Director Turner made a motion to approve the agenda as presented. The motion was seconded and approved.

MINUTES: Director Turner made a motion to approve the minutes for March 20, 2018 and April 20, 2018. Motion was seconded and approved.

FINANCIAL REPORT: Director Boles made a motion to approve the financial reports of March and April 2018 as presented. Motion was seconded and approved.

PRESIDENT'S REPORT: N/A

DIRECTORS' REPORT: N/A

District Manager

1. **Engineer update**
 - a. Unable to find an engineer for a remodel of ducting at 155 Solano St.
 - b. Direction was given to continue addressing problems when they arise.
2. **November Elections**
 - a. Directors were reminded of November elections. The District Manager will distribute the necessary forms when they arrive.
3. **Employee Review scheduled**
 - a. District Manager reminded the Board of the upcoming Employee review.
 - b. Final review must be in writing.
 - c. Must address the job description.
 - d. Improvements needed must be specific in nature. (i.e. not - "needs to improve in letter writing", but - "Needs to check spelling, add a date on letter" etc)

COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:

REGULAR AGENDA:

Review Attorney Charges

Dropped for lack of second.

Pharmacy Bags

Direction given to proceed with Advertising on pharmacy bags if Attorney approves and there are no apparent red flags.

Assembly Bill 2065 land leasing bill

Director Turner made a motion to send a letter of Opposition unless bill is amended. Motion seconded and approved.

Budget

A draft budget was explained and discussed.

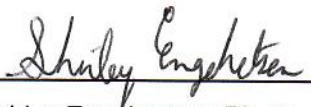
Administrative Assistant

Director Boles made a motion to budget for the district manager to hire an administrative assistant. Motion was seconded and approved.

Ayes : Rouse, Boles, Irvin

Nayes: Turner

ADJOURNMENT: 7:30 P.M.



Shirley Engbretsen Ph. D.
District Manager

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex and familial status. (Not all prohibited bass apply to all programs).

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)."

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CORNING HEALTHCARE DISTRICT
Profit & Loss
May 2018

	<u>May 18</u>
Ordinary Income/Expense	
Income	
Med Records Rev	549.29
RENTALS	17,405.67
Tax Money	115,128.41
	<hr/>
Total Income	133,083.37
Expense	
stipend	150.00
-MED RECORD-PUR SERV	208.55
ADMIN-OTHER EXPENS	
Advertising	59.94
S. Engebretsen	68.26
ADMIN-OTHER EXPENS - Other	752.89
	<hr/>
Total ADMIN-OTHER EXPENS	881.09
Communications-Telephone	691.39
EMPLOYEE BEN-HLTH INS.	2,758.94
GEN ACCT-OFFICE SUP	100.81
Maint-Repair	1,271.39
Payroll Expense	14,533.09
UtiLity Electric	562.84
	<hr/>
Total Expense	21,158.10
Net Ordinary Income	111,925.27
	<hr/>
Net Income	<u>111,925.27</u>

CORNING HEALTHCARE DISTRICT
Balance Sheet
 As of May 31, 2018

	May 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Rabo Checking	439,362.16
Capital Improvement 1200003612	43,708.57
Edward Jones CD 580-14264-1-1	
Zb National Association 5/29 PD	34,000.00
Capital One Bank USA 7-19-27	25,000.00
Wells Fargo Bank 3-15-22 PD	20,000.00
Wells Fargo @100.57 1-22-19	30,000.00
Cash from interest on CDs	501.91
Capital One Bank USA 3-8-21 PD	20,000.00
Amer EX Centurian 7-11-18 PD	25,000.00
Goldman sachs 7-12-19 PD	25,000.00
Goldman Sacha B USDA 2-13-20	30,000.00
State B of India USDA 1/25/23	30,000.00
Total Edward Jones CD 580-14264-1-1	239,501.91
Petty Cash	100.00
Total Checking/Savings	722,672.64
Accounts Receivable	
Accounts Receivable	-1,318.00
Total Accounts Receivable	-1,318.00
Other Current Assets	
Prepaid Ins.	12,076.95
UNDEPOSITED FUNDS	829.00
Total Other Current Assets	12,905.95
Total Current Assets	734,260.59
Fixed Assets	
1210.00-Land Imp-Park Lot	34,081.00
1210.01-Land Imp-Park Lot 1998	71,000.20
Accum Dep Bldg Imp	-84,458.00
Accum Dep Equip	-3,797.00
Accum Dep Land Imp	-122,667.00
Accum Dep Med Bldg	-916,434.00
Bldg Improvements	137,261.63
Land	20,313.00
Land-Demolitation Cost	518,035.56
Medical Offic Bldg	3,744,628.76
Office Equipment	3,633.91
Total Fixed Assets	3,401,598.06
TOTAL ASSETS	4,135,858.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	861.19
Total Accounts Payable	861.19
Other Current Liabilities	
Accrued Payroll	4,397.15
Contract Retentions Payable	-27,835.31
Interest Payable	24,584.48

Balance Sheet

As of May 31, 2018

	<u>May 31, 18</u>
Payroll Liabilities	
Accr Fed W/Hold	1,315.61
Accr FICA-Employee	972.77
Accr FICA-Employer	972.80
Accr S.D.I.	226.16
Accr S.U.I.	-531.25
Accr ST W/Hold	723.65
Payroll Liabilities - Other	<u>3,186.78</u>
Total Payroll Liabilities	6,866.52
Payroll Liabilities,	<u>481.84</u>
Total Other Current Liabilities	<u>8,494.68</u>
Total Current Liabilities	9,355.87
Long Term Liabilities	
Loan Payable - USDA	1,388,300.00
Total Long Term Liabilities	<u>1,388,300.00</u>
Total Liabilities	1,397,655.87
Equity	
2310.00-Fund Bal-Ret Earn	2,656,664.35
net assets	-39,426.58
Net Income	<u>120,965.01</u>
Total Equity	<u>2,738,202.78</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,135,858.65</u></u>

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CORNING HEALTHCARE DISTRICT
Income by Customer Summary
May 2018

	<u>May 18</u>
Family Counseling Center	235.00
Feather River Hospital	5,944.22
Northern Valley Catholic Social Service -	920.00
Tehama County	9,162.39
Children First	315.06
QUEST DIAGNOSTICS, INC.	829.00
TEHAMA COUNTY AUDITOR'S OFFICE	115,128.41
TOTAL	<u><u>132,534.08</u></u>

CORNING HEALTHCARE DISTRICT
Expenses by Vendor Summary
May 2018

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	<u>May 18</u>
Alhambra & Sierra Springs	26.46
Allianz Heating & Air, Inc	825.00
Aramark	-78.32
At & T U-Verse	225.25
AT&T	245.09
Comcast Business	221.05
Mike Smith	150.00
Pacific Gas & Electric	13.55
Peerless Bldg Maintenanc Corp	225.00
Quill Corporation	74.35
Red Bluff Daily News	59.94
S. Engebretsen	68.26
SDRMA Workmans comp	2,341.32
Special District Risk Management	2,758.94
Streamline	375.00
Waste Management	208.55
Your Business Office	200.00
TOTAL	<u><u>7,939.44</u></u>

2:34 PM
06/08/18
Accrual Basis

CORNING HEALTHCARE DISTRICT
LAST MONTH'S CHECK BOOK REGISTER
As of May 31, 2018

Type	Date	Num	Name	Memo	Split	Amount	Balance
Rabo Checking							330,409.57
Paycheck	05/01/1	7180	Benwell, Elaine		-SPLIT-	-617.92	329,791.65
Paycheck	05/01/1	7181	Engelbreitsen, ...		-SPLIT-	-1,786.46	328,005.19
Paycheck	05/01/1	7182	Holden, Don	VOID:	-SPLIT-	0.00	328,005.19
Check	05/01/1	7183	D. Holden	mileahe	Maint...	-96.39	327,908.80
Check	05/01/1	7184	S. Engelbreitsen	esc	S. Eng...	-18.90	327,889.90
Check	05/01/1	7185	E. Benwell	mileage	ADMIN...	-31.21	327,858.69
Check	05/01/1	7186	Charles Rouse	4-20-18	stipend	-50.00	327,808.69
Check	05/01/1	7187	Yvonne Boles	stipend 4-20-18	stipend	-50.00	327,758.69
Check	05/01/1	7188	Janice Irvin	4-20-18 stipend	stipend	-50.00	327,708.69
Paycheck	05/01/1	7190	Holden, Don	VOID: 580-97339	-SPLIT-	-1,656.81	326,051.88
Liability ...	05/01/1	7191	Edward Jone...		-SPLIT-	0.00	326,051.88
Bill Pmt ...	05/02/1	7192	Aramark	635998389	Accoun...	-54.50	325,997.38
Bill Pmt ...	05/02/1	7193	At & T U-Verse	127454452 / 127393133	Accoun...	-97.25	325,900.13
Bill Pmt ...	05/02/1	7194	Mike Smith	bathroom fan	Accoun...	-150.00	325,750.13
Bill Pmt ...	05/02/1	7195	Pacific Gas &...	4586584129-5	Accoun...	-13.54	325,736.59
Bill Pmt ...	05/02/1	7210	Peerless Bldg...	windows	Accoun...	-70.00	325,666.59
Bill Pmt ...	05/02/1	7196	Servicemaste...		Accoun...	-2,792.77	322,873.82
Bill Pmt ...	05/02/1	7197	Streamline	Website hosting jan throug...	Accoun...	-300.00	322,573.82
Bill Pmt ...	05/02/1	7198	Waste Manag...	533-0000136-0533-2	Accoun...	-208.55	322,365.27
Bill Pmt ...	05/02/1	7199	Your Busines...	Bookkeeper first quarter	Accoun...	-200.00	322,165.27
Deposit	05/08/1			Deposit	-SPLIT-	16,261.61	338,426.88
Deposit	05/08/1			Deposit	UNDE...	829.00	339,255.88
Bill Pmt ...	05/14/1	7211	City of Cornin...	CORO168	Accoun...	-142.75	339,113.13
Bill Pmt ...	05/14/1	7212	City of Cornin...	275	Accoun...	-81.80	339,031.33
Paycheck	05/15/1	7213	Benwell, Elaine		-SPLIT-	-675.80	338,355.53
Paycheck	05/15/1	7214	Engelbreitsen, ...		-SPLIT-	-1,786.45	336,569.08
Paycheck	05/15/1	7215	Holden, Don		-SPLIT-	-1,656.83	334,912.25
Paycheck	05/15/1	7216	Holden, Don		-SPLIT-	-125.00	334,787.25
Check	05/15/1	7217	S. Engelbreitsen	Chico staples and costco	S. Eng...	-49.36	334,737.89
Bill Pmt ...	05/15/1	7218	Alhambra & S...	494111610314529	Accoun...	-26.46	334,711.43
Bill Pmt ...	05/15/1	7219	Allianz Heatin...		Accoun...	-825.00	333,886.43
Bill Pmt ...	05/15/1	7220	Aramark	636040985/636026846	Accoun...	-109.00	333,777.43
Bill Pmt ...	05/15/1	7221	AT&T	530-824-5451-362 and 530...	Accoun...	-245.09	333,532.34
Bill Pmt ...	05/15/1	7222	Pacific Gas &...	2679716125-9	Accoun...	-330.36	333,201.98

CORNING HEALTHCARE DISTRICT
LAST MONTH'S CHECK BOOK REGISTER
As of May 31, 2018

2:34 PM
06/08/18
Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Bill Pmt ...	05/15/1	7223	SDRMA Work...		Accoun...	-2,341.32	330,860.66	
Bill Pmt ...	05/15/1	7224	Servicemaste...	supplies	Accoun...	-206.29	330,654.37	
Bill Pmt ...	05/15/1	7225	Streamline	Website hosting May	Accoun...	-75.00	330,579.37	
Check	05/15/1	7226	D. Holden	reimbursement for tractor	Maint-...	-200.00	330,379.37	
Check	05/15/1	7227	Corning Healt...	USDA loan	Capital ...	-6,717.00	323,662.37	
Bill Pmt ...	05/26/1	20180...	At & T U-Verse	127454452 / 127393133	Accoun...	-40.00	323,622.37	
Deposit	05/29/1		Deposit		Tax Mo...	115,128.41	438,750.78	
Deposit	05/30/1		Deposit		-SPLIT-	611.38	439,362.16	
Total Rabo Checking							108,952.59	439,362.16
TOTAL							108,952.59	439,362.16

**CORNING HEALTHCARE DISTRICT
BOARD MEETING**

**Tuesday June 19, 2018
District conference room
275 Solano Street
Corning Healthcare District Campus
Meeting Inquiries (530) 824-5451**

Agenda – Update on pharmacy bags

Direction was given to purchase the pharmacy bags if the attorney approved or if there were no red flags.

There were several red flags that the attorney caught and some inconsistencies in their dealings with me; so we did not go with the pharmacy advertising.

**CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday June 19, 2018
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Agenda – Donation of printer

The District needed to purchase a new computer as the old one would no longer update the windows program.

Recommendation: donate the former printer to NVCSS.

**CORNING HEALTHCARE DISTRICT
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Agenda – Signing checks

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Regular Agenda – FRH Clinic’s Grant request for dentist

Ruby Rodriguez, Clinic manager, informed me that Adventist Health has found a dentist for the clinic. They need to provide the doctor incentive to come all the way to Corning every day for services. Therefore, Corning Rural Health Clinic is requesting a grant to help retain a dentist.

Recommendation: \$20,000 sign up incentive grant taken from a mature CD.

**CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday June 19, 2018
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Meeting Inquiries (530) 824-5451**

Agenda

Acceptance of Director Jan Irvin's resignation.

Attorney Andrews sent a letter describing the process. At this meeting, Director Irvin's resignation letter should be accepted.

Thomas N. Andrews

1736 Tehama Street
P.O. Box 994148
Redding, CA 96099-4148

Thomas N. Andrews

(530) 229-1400
Fax: (530) 229-1402
tandrews@tomandrews.biz

Date: May 17, 2018
TO: Charles Rouse, President
Board of Directors, Corning Healthcare District
FROM: Thomas N. Andrews

In response to your decision to hire an additional administrative employee, a member of the Board of Directors has expressed interest in filling that position. This will necessitate the Board member resigning her position, as she would like to fill the new position as soon as possible. As this will create a vacancy on the Board of Directors, I would like to review the correct procedure for filling that potential vacancy.

The healthcare district operates in accordance with the provisions of Health and Safety Code Sections 32100 et seq. and, in particular, Section 32100, which pertains to the elected officers of the District. That section notes: "Any vacancy upon the Board shall be filled by the methods prescribed in Section 1780 of the Government Code." Government Code Section 1780 describes the procedure by which a Board vacancy may be filled. A complete copy of that statute is attached for your reference.

Applying the law to the present situation, the vacancy created by the Board member's resignation may be filled by appointment, with the person appointed serving until the next general election 130 or more days after the appointment. The following rules will apply:

1. Appointments may be made within 60 days of receiving notice of the vacancy, or the effective date of the vacancy, whichever is later. For example, if notice is given on May 17, 2018, the Board would have until July 16, 2018 to fill the vacancy.
2. The notice of vacancy should be posted in three or more conspicuous places at least 15 days before the appointment. For example, if notice is given on May 17, 2018, the Board would be allowed to make an appointment on or after June 1, 2018.
3. Notice of the vacancy must be provided to the county elections official not later than 15 days after notice of the vacancy is given. For example, if notice is given on May 17, 2018, notice of

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Charles Rouse, President
May 16, 2018
Page 2

the vacancy must be provided to the county elections official not later than June 1, 2018.

If there is no appointment, the Board may, within 60 days of receiving notice of the vacancy, or the effective date of the vacancy, call an election to fill the vacancy. The election should be held on the next election date that is 130 or more days after the Board calls for an election. If there is no appointment, the Board would have to call for an election not later than June 29, 2018 to coincide with the November 6, 2018 General Election.

Government Code Section 1780(b) describes the procedure to be followed if no appointment is made by the District, or the Board does not call for an election within 60 days of receiving notice of the vacancy. In that event, the Board of Supervisors may make the appointment, or may order the District to call an election.

In light of the above, and the time frames involved with the presumed upcoming vacancy on the Board, it is imperative that a prompt decision be made concerning filling the vacancy. Since the California primary will be held in just more than 130 days, the general election in November 2018 would be the appropriate election to be held to fill the vacancy. The open position should be announced and made a part of the general election ballot. In the event the vacancy is filled by appointment in the meantime, that appointment would be effective only until certification of the general election in November.

If you have any questions concerning the above or any other matters, please feel free to call at any time.

Very truly yours,



THOMAS N. ANDREWS
Attorney at Law

TNA:kw

**CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday June 19, 2018
District conference room
275 Solano Street
Corning Healthcare District Campus
Meeting Inquiries (530) 824-5451**

Agenda – Interview and appointment of a new director.

The District received Director Irvin's letter of resignation on May 17, 2018. The new vacancy was published twice in both the Corning newspaper and into a Red Bluff Daily News.

We have one application.

Recommendation: The applicant should be interviewed. If she meets the qualification's, she should be appointed to finish out the term. The term will end this November.

Any appointed director will need to run in the November election for the next full term (4years).

VALANNE CARDENAS

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valanne.cardenas@comcast.net

SUMMARY

I worked as Executive Director (manager) of the Corning Chamber of Commerce with more than fourteen years of experience planning, developing and implementing community events and promoting local businesses.

SKILLS

- Microsoft Office
- Computer proficient
- Operations management
- Quick learner
- Client-focused

EXPERIENCE

08/2001 to 02/2016 **Executive Director**
Corning Chamber — Corning, CA
Shared the mission of the board of directors to the public with successful community outreach and marketing strategies.

EDUCATION AND TRAINING

1972 **Bachelor of Arts: Music**
Chico State University — Chico, CA

ACTIVITIES AND HONORS

I was a member of the Job Training Center board of directors for 13 years and served as president one year.

I serve on the Tehama County Community Concert Association as a board member for almost 10 years.

I am a member of the Corning Rotary Club and served as president two years.

May 2018

**CORNING HEALTHCARE DISTRICT
 BOARD MEETING
 Tuesday June 19, 2018
 District conference room
 275 Solano Street
 Corning Healthcare District Campus
 Meeting Inquiries (530) 824-5451**

Agenda – Budget

1. We had an increase in income of \$21,979.84.
2. Legal fees are down by \$6,010.13.
3. Capital improvement:
 - a. This year, the P.A. System was installed at 275 Solano street to warn the employees of any emergency situation in the building (\$2,756.16).
 - b. The walking path was finished this year (\$1,574.74)
 - c. The Marque sign was installed at the beginning of this fiscal year (\$4,565.44).

NOTE: These were paid out of our general fund, instead of cashing a CD.
4. The cost of Employee health insurance was 20% greater than I anticipated. This is partly due to the rise of premiums and partly due to my miscalculation.
5. General office supplies were \$2,095.10 greater than the budgeted amount because I had to purchase a new computer and we needed supplies for Elaine’s office. This amount will be slightly greater next month because of onetime purchases needed for the new Admin Assistance position.
6. Noteworthy Maintenance –
 - a. The HV/AC coils on 275 were damaged in a storm and replaced though insurance monies (\$8,900).
 - b. Refrigerator at 155 Solano was replaced (\$1,516.09)
 - c. It was necessary to remove a row of Eucalyptus trees near the back door of the clinic (\$2,000). A heavy branch fell on an employee’s car. Thankfully, the car had a luggage rack on top so that there was no damage to the vehicle.

Corning Healthcare District
P L Budget 2017-2018

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	BJ	BK	BL	BM	BN	BO
2	Yearly Totals	Yearly Totals	Yearly Totals	Yearly Totals	Yearly Totals	
3	CD interest incom	\$282.13	\$4,003.98	\$4,003.98		
4	Checking Interest	\$0.00	\$58.89	\$58.89		
5	Rentals	\$207,021.24	\$207,098.57	\$207,098.57		
6	Tax money	\$290,861.25	\$308,983.02	\$306,966.72		
7	Total Income	\$498,164.62	\$520,144.46	\$518,128.16	\$21,979.84	
8						
9	Public education f	\$5,100.00	\$2,120.67	\$2,120.67	\$2,979.33	
10	garbage	\$2,579.88	\$2,306.84	\$2,306.84	\$273.04	
11	Admin-legal	\$15,432.00	\$9,421.87	\$9,421.87	\$6,010.13	
12	admin-other exper	\$30,530.00	\$27,603.66	\$27,603.66	\$2,926.34	
13	audit	\$4,500.00	\$4,600.00	\$4,600.00	-\$100.00	
14	Capital Improvem	\$0.00	\$9,235.05	\$9,235.05	-\$9,235.05	
15	Postage	\$840.00	\$321.73	\$321.73	\$518.27	
16	Telephone	\$5,690.00	\$7,218.38	\$7,218.38	-\$1,528.38	
17	Employee Health i	\$27,000.00	\$32,569.74	\$32,569.74	-\$5,569.74	
18	Workmans comp	\$2,140.29	\$0.00	\$0.00	\$2,140.29	
19	Gen Office Sup	\$6,000.00	\$8,095.10	\$8,095.10	-\$2,095.10	
20	Grants Provided	\$0.00	\$900.00	\$900.00	-\$900.00	
21	Ins-Fre & Liability	\$11,607.62	\$11,713.83	\$11,713.83	-\$106.21	
22	Interest USDA Loa	\$78,204.00	\$78,258.00	\$78,258.00	-\$54.00	
23	Maint-repair	\$24,000.00	\$19,254.65	\$19,254.65	\$4,745.35	
24	Outside Services	\$1,160.00	\$350.00	\$350.00	\$810.00	
25	Payroll Expenses	\$143,172.26	\$145,980.27	\$145,980.27	-\$2,808.01	
26	Training	\$4,358.88	\$1,208.02	\$1,208.02	\$3,150.86	
27	Property tax col	\$0.00	\$0.00	\$0.00	\$0.00	
28	Utility electric	\$37,623.49	\$36,380.42	\$36,380.40	\$1,243.07	
29	Utility water	\$4,170.20	\$4,094.99	\$4,094.99	\$75.21	
30	Advertising	\$2,590.00	\$2,875.96	\$2,875.96	-\$285.96	
31	Election	\$8,000.00	\$0.00	\$0.00	\$8,000.00	
32	Total Expenses	\$414,698.62	\$404,509.18	\$404,509.16	\$10,189.44	
33	Net income	\$83,466.00	\$115,635.28	\$113,619.00	\$32,169.28	
34						
35	path	\$1,574.74	removed			
36	PA System	\$2,756.16	removed			
37	tree removal	\$2,000.00	removed	\$404,509.18	total budget expense	
38	Mc Daniel Sign	\$4,565.44	removed	\$21,312.43	total extra projects	
39	winter damage HA	\$8,900.00	removed	\$425,821.61	total spent	
40	Refrigerator	\$1,516.09	removed			
41		\$21,312.43	total			
42						

Corning Healthcare District
P L Budget 2018-2019

21

	BJ	BK	BL	BM
2	Yearly Totals	Budget 2018-2019	Actual 2018-2019	Spreadsheet
3	CD interest income	\$4,003.98	\$4,003.98	\$0.00
4	Checking Interest Mone	\$0.00	\$74.80	\$0.00
5	Rentals	\$208,868.04	\$0.00	\$0.00
6	Tax money	\$314,132.00	\$0.00	\$314,132.16
7	Total Income	\$527,004.02	\$4,078.78	\$314,132.16
8				
9	Public education Materi	\$3,600.00	\$0.00	\$0.00
10	garbage	\$2,502.60	\$0.00	\$0.00
11	Admin-legal	\$13,200.00	\$0.00	\$0.00
12	admin-other expense	\$25,285.00	\$0.00	\$0.00
13	audit	\$4,700.00	\$0.00	\$0.00
14	Capital Improvement	\$0.00	\$0.00	\$0.00
15	Postage	\$480.00	\$0.00	\$0.00
16	Telephone	\$7,230.48	\$0.00	\$0.00
17	Employee Health ins	\$44,625.84	\$0.00	\$0.00
18	Workmans comp	\$2,140.29	\$0.00	\$0.00
19	Gen Office Sup	\$4,800.00	\$0.00	\$0.00
20	Grants Provided	\$0.00	\$0.00	\$0.00
21	Ins-Fre & Liability	\$12,360.04	\$0.00	\$0.00
22	Interest USDA Loan	\$78,706.68	\$0.00	\$0.00
23	Maint-repair	\$24,000.00	\$0.00	\$0.00
24	Outside Services	\$1,160.00	\$0.00	\$0.00
25	Payroll Expenses	\$174,656.28	\$0.00	\$0.00
26	Training	\$4,358.88	\$0.00	\$0.00
27	Property tax col	\$0.00	\$0.00	\$0.00
28	Utility electric	\$37,623.49	\$0.00	\$0.00
29	Utility water	\$4,346.96	\$0.00	\$0.00
30	Advertising	\$1,515.00	\$0.00	\$0.00
31	Election	\$8,000.00	\$0.00	\$0.00
32	Total Expenses	\$455,291.54	\$0.00	\$0.00
33	Net income	\$71,712.48	\$4,078.78	\$314,132.16

**CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday June 19, 2018
District conference room
275 Solano Street
Corning Healthcare District Campus
Meeting Inquiries (530) 824-5451**

Agenda – Olive festival and other advertising opportunities

1.	Hometown Christmas--	\$ 50.00
2.	Sponsor Olive festival	250.00
3.	Car Show--	205.24
4.	Basket for City(Boles)	42.00
5.	Holiday Banner	175.00
6.	Tent for Health fairs	228.12
7.	Chamber Membership	50.00
8.	Basket for City(Boles)	31.09
9.	Chamber Instillation	280.00
10.	Bull and Gilding Sale	991.72
11.	Basket for Instillation	61.46
12.	Tehama County Magazine	408.00
13.	Legal Notice	59.94

The above list reflects the advertising for this fiscal year. I believe we need to limit advertising to actual health fairs, city events, the Corning, Tehema and Medical magazines. I do not believe we need to advertise in the rodeo or Bull and Gilding Sale event magazines.

2018 Vendor Application



Information or Youth Organization 10'x10' \$15 / Space
Craft/Retail Sales 10'x10' \$50 / Space

Non-Profit Sales 10'x10' \$25 / Space
Food/Beverage Sales 10'x10' \$60 / Space

Application Deadline – Friday, September 7, 2018
Late Fee of \$15 will be applied to Applications Received between September 8th and 17th

To reserve your spot the following must be returned: application, signed vendor agreement and payment along with any required copies of insurance (see page 3) to the Corning Chamber of Commerce, no later than September 7, 2018. Space locations will be designated. A confirmation letter will be sent. All vendors must provide their own tables and chairs.

*For decorative and weather purposes bring your canopy. There are no trees or shade in the vendor area.
 No electricity or water available.*

Please Print Clearly or Type

Company Name _____ Phone _____
 Contact person _____ E-mail _____
 Address _____ City _____ State _____ Zip _____
 Signature _____ Date _____
 Vendor Type: Info/Youth Non-Profit Sales Retail Craft Food & Bev. Sales
 Number of 10' x 10' spaces needed _____

PLEASE DESCRIBE WHAT YOU WILL BE SELLING _____
 SELLER'S PERMIT # (Required for all sales) _____
 Food vendors see requirements on page 3
Signature Required, Vendor agrees to terms on Page 2 _____

Amount Enclosed \$ _____
 Check \$ _____
 Cash \$ _____
 Credit Card – Call Office to Pay \$ _____ with Credit Card

Please return to:
Corning Chamber of Commerce
 P.O. Box 871
 Corning, CA 96021
 Office: (530) 824-5550
 Fax: (530) 824-9499
 Email: info@corningchamber.or



Vendor Agreement

Must be signed and returned.

Compliance with Laws

Concessionaire agrees to comply with all laws and regulations which apply to the operation of his or her particular concession, including any Health Department Regulations concerning food as well as the regulations of any other public entities which govern the activities of the concession being operated.

Indemnification

The Concessionaire agrees to protect, defend and hold the City of Corning, the Corning Chamber of Commerce, and the Event Committee harmless from and against any liability of any kind arising out of the concessionaire's operation of a concession at the Event. This agreement extends to all injuries and damages to persons and/or property except that caused exclusively by the Committee, their officers, agents, employees or volunteers. This agreement extends to the agents and employees of the City and to its officers and officials.

Assumption of Risk

The Concessionaire acknowledges that the operation of an activity at this Event involves a certain amount of risk from accidents which could occur. Nevertheless, concessionaire agrees to risk any such accidents or injuries on its own behalf of officers, agents and/or employees and agrees to hold the City of Corning, the Corning Chamber of Commerce and the Event Committee, their officers, agents and/or employees or volunteers harmless.

Right to Terminate

The Corning Chamber of Commerce retains the right to terminate this agreement on one week's notice provided to the concessionaire. This agreement may be terminated on even less notice in the event that the 2018 Event is cancelled or the concessionaire breaches any of the terms hereof. No liability shall result to the Corning Chamber of Commerce, the City of Corning, or the Event Committee as the result of any cancellation of the 2018 Event or termination of this concession agreement.

This signed document represents the entire agreement between the concessionaire and the Corning Chamber of Commerce / Event Committee with respect to operating of a concession. There are no oral promises or commitments to the terms of which are not included within the written terms hereof.

I have read this document and agree to the terms thereof. Please print or type clearly.

Date: _____

Signature: _____

Phone: _____

Company: _____

Address: _____



Dear Vendor:

The Corning Chamber of Commerce would like to invite you or your organization to participate in our Event, October 6, 2018. Please do not bring dogs or pets.

We request that you are set up no later than 9:00 AM.

Please maintain your booth until 4 PM.

Vendor Requirements

Please return a copy of the following item or items that apply to your booth with your Application and Vendor Agreement:

Seller's Permit:

All Vendors are required by state law to have a seller's permit. If you do not have a seller's permit, please call the State Board of Equalization office at www.boe.ca.gov or (707) 427-4800. There is no cost for the permit.

Insurance Requirements (if applicable):

Vendors selling items/rides/etc. which may be considered "high risk" as deemed by the Corning Chamber of Commerce and/or the City of Corning, will be required to provide Certificate of Liability Insurance coverage.

Food Concession Requirements:

Food Vendors are required by law to have a \$1,000,000 Certificate of Liability Insurance naming the Corning Chamber of Commerce and the City of Corning as additional insured (please forward a copy of the insurance rider showing additional insured(s)).

The law also requires all food vendors, including prepackaged products, to have a permit to operate from the Department of Environmental Health. It is your responsibility to obtain this permit. For more details, contact them directly at (530) 527-8020.

Workers Compensation:

All employees must be covered as required by state law. No copy required.

Application Deadline: September 7, 2018.

Late Fee of \$15 will be assessed to Applications Received between September 8th and 17th.

We are looking forward to seeing you! - The Olive Festival Committee

Corning Chamber of Commerce

P.O. Box 871 ~ Corning, CA 96021 | Office 530-824-5550 | Fax 530-824-9499

Email: info@corningchamber.org



www.todayssr.com

Today's Magazine For Today's And Tomorrow's Senior
A free monthly publication that offers our readers important and informative information and businesses an effective and affordable way to get their message to thousands!

(877) 739-1022 toll free • (530) 873-4659 • (530) 327-1602 fax • www.todayssr.com
sales@todayssr.com • PO Box 391, Magalia, CA 95954

10 Reasons to Use Today's Senior Magazine North State Edition

1. **Today's Senior** is the most widely read senior publication in Northern California and targets seniors who have more disposable income than any other age group.
2. **Today's Senior** is a free monthly specialty resource guide that contains interesting articles, products and services for people 50+.
3. **Today's Senior** provides ideas for gifts and services for seniors to obtain for their children and grandchildren.
4. **Today's Senior** is published monthly with 35,000 copies being distributed at 600 sites including restaurants, senior centers, retirement homes, casinos, banks, retail stores, RV parks, hotels/motels and medical facilities.
5. **Today's Senior** is printed in full color, with large fonts and on non-glare paper making it easier for seniors to read.
6. **Today's Senior** provides, at no extra charge, ad design with monthly changes made as needed.
7. **Today's Senior** is expanding while other print publications are declining with seven editions being published throughout the United States
8. **Today's Senior** has a successful track record with some businesses having used the magazine since the first edition, seven years ago.
9. **Today's Senior** is free of political and religious references and is intended for higher, middle and lower income readers.
10. **Today's Senior** provides exposure through the magazine's popular web site www.todayssr.com which provides links to advertisers' web sites.

Distribution: Shasta – Anderson, Cottonwood, Palo Cedro, Redding, Shasta City; Tehama – Corning, Red Bluff; Butte – Chico, Gridley, Magalia, Oroville, Paradise; Glenn – Orland, Willows; Placer – Lincoln; Yuba – Marysville; Sutter – Yuba City, Live Oak, Wheatland; Yolo – Woodland; Humboldt – Eureka, Arcata, McKinleyville, Trinidad.

Today's Senior Rate Card

Quoted rates are for full-color display advertisements including ad design if necessary, minor monthly ad changes and ad placement on our web site at www.todayssr.com, with a link to advertiser's web site. The advertisement is also placed in the online version of the magazine, with a link back to the advertiser's web site.

Page Size	One Issue	Three Issues		Six Issues		Twelve Issues	
		Prepaid Monthly		Prepaid Monthly		Prepaid Monthly	
Double	1319	1253	1279	1213	1240	1161	1200
Full	698	663	677	642	656	614	635
Half	383	364	372	352	360	337	349
Quarter	217	206	210	200	204	191	197
Eighth		117	119	113	115	108	112
Inside Front Cover	1293	1258	1272	1237	1251	1209	1230
Inside Back Cover	991	956	970	935	949	907	928
Back Cover	1093	1058	1072	1037	1051	1009	1030

Dimensions of Advertisements

- Double page – 15" x 20"
- Full page – 7.5" x 10"
- Half page – 7.5" x 5.0" or 3.75" x 10.0"
- Quarter page – 3.75" x 5.0"
- Eighth page – 3.75" x 2.5"

Advertisement Specifications

- Acceptable digital formats – PDF or jpeg
- Resolution – 300 dpi or higher
- Photos and graphics – highest quality in CMYK
- Send materials to – rick@todayssr.com

Other Editions

In addition to the California North State Edition, magazines are published in the following areas: San Jose, Long Beach, Roseville, Houston, South Jersey and Folsom

Deadlines

Deadlines are about the 10th of the month with distribution a week later for the following month's edition.

To Place an Advertisement

- Orle Jackson – Sales Representative
- Phone – 530-736-5200
- E-mail – orlejackson@sbcglobal.net

**CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday June 19, 2018
District conference room
275 Solano Street
Corning Healthcare District Campus
Meeting Inquiries (530) 824-5451**

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

Please be reminded that all evaluations must be in written form prior to July's meeting and all critiques must relate to the manager's job description (sent in May Packet).

All other employee reviews are done by the district manager as there is only one direct employee of the board of directors.