

CORNING HEALTHCARE DISTRICT SERVING SOUTHERN TEHAMA COUNTY

CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday July 19, 2016
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: Patricia Rasmussen, Charles Rouse, Ross Turner, Yvonne Boles, Jan Irvin
District Manager: Shirley Engebretsen

ALSO PRESENT Attorney Andrews

PLEDGE OF ALLEGIANCE

INVITATION TO PUBLIC TO ADDRESS BOARD:

MINUTES:

POSTED Wed, July 13, 2016

FINANCIAL REPORT:

PRESIDENT'S REPORT:

COMMENTS AND REPORTS FROM DIRECTORS:

Pat Rasmussen, Charles Rouse, Ross Turner, Yvonne Boles, Jan Irvin

PROCLAMATION, APPOINTMENTS, RECOGNITIONS, PRESENTATIONS:

District Manager

- a. California Special Districts Association Annual Conference October 10-13
 - i. District manager will attend
 - ii. Director Irvin will attend
 - iii. Don Holden is attending one day for safety certification for the district
- b. Dead line to register to be on the ballot for the November election is August 12, 216
- c. Ad on Tehama County Website

COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:

REGULAR AGENDA:

1. Biennial Public Hearing on the Conflict of -Interest Codes
2. Vote on the Conflict of interest code
3. Seal parking lot
4. Sponsor Senior Health Fair at Corning Senior Center
5. Guidelines for fair booths?
6. Life lock membership 10% discount through SDRMA

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 145 Solano Street, Corning California This institute is an equal opportunity provider, and employer.

**CORNING HEALTHCARE DISTRICT
BOARD OF DIRECTORS MINUTES
Tuesday, June 7, 2016 SPECIAL MEETING
275 SOLANO STREET CONFERENCE ROOM
MEUSER BUILDING, CHD CAMPUS**

CALL TO ORDER: 12:00 pm

ROLL CALL: Directors: Charles Rouse, Pat Rasmussen, Ross Turner, Yvonne Boles, Jan Irvin

District Manager: Shirley Engebretsen

ALSO PRESENT: Attorney Andrews, Don Holden, Connie Massie, Jennifer NisWonger, Keith Stilson

PLEDGE OF ALLEGIANCE given

INVITATION TO PUBLIC TO ADDRESS BOARD: given

ADOPTION OF AGENDA:

REGULAR AGENDA:

Additional Employee – Closed Session

1. Closed session 54957.e public employee appointment
Title: a senior program and public relations manager

Open Session 12:30

Report out - Direction was given

Grant Budget

2. Grant budget tabled until June

ADJOURNMENT: 12:35



Shirley Engebretsen Ph. D.
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 OF DIRECTORS MINUTES
Tuesday, June 21, 2016
DISTRICT CONFERENCE
275 SOLANO STREET
MEUSER BUILDING, CHD CAMPUS**

CALL TO ORDER: 6:00 p.m.

ROLL CALL: Directors: Patricia Rasmussen, Charles Rouse, Ross Turner, Yvonne Boles, Jan Irvin

District Manager: Shirley Engebretsen
Absent:

ALSO PRESENT: Attorney Andrews, Don Holden, Elaine Bidwel (NVCSS), Erna Friedeberg, (NVCSS) and Geneva Jobe (NVCSS)

PLEDGE OF ALLEGIANCE Given

INVITATION TO PUBLIC TO ADDRESS BOARD: given

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

MINUTES: Director Rouse made a motion to approve the minutes for April 19, 2016 May 3,13, 17/ 2016. Motion was seconded and approved.

FINANCIAL REPORT: Director Turner made a motion to approve the financial reports as presented. Motion was seconded and approved.

PRESIDENT'S REPORT.

DIRECTORS' REPORT Director Turner expressed displeasure at the cost of sending out agenda packages and asked suggested they be hand delivered to directors' residence by employees.

District Manager

Logo

Director Turner made a motion to use the picture of the building as the District's logo. Motion was seconded and approved.

Directors' Descriptions for Website

It was decided by consensus that each director will submit any changes of their website biographies to the District Manager.

COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:

CSDA By-laws

The District Manager reported that the edited by-laws for the California Special Districts Association are due June 24th and not July 24th as previously thought. Because the materials were set for the July Meeting, the directors decided by consensus not to vote on the changes this year.

REGULAR AGENDA:

NVCSS Grant

1. Erna Friedeberg presented a request for a grant of \$26,000 to continue the flagship senior program created by Elaine Benwell of Northern Valley Social Services. Director Boles made a motion to provide the grant under the following conditions: Agency shall provide services which are the subject of this grant for not less than 20 hours per week for the entire 2016-2017 fiscal year. Agency agrees to subsidize the cost of providing such services to the extent that such cost exceeds funds provided through this grant.

Dignity Health

2. Dignity Health did not have a representative at the meeting, so the subject was tabled indefinitely.

Exterior Window Ledges Meuser Building

3. Don Holden, Maintenance Manager gave a report on the leakage caused by Styrofoam ledges under the windows of the Meuser building. Director Turner

made a motion to have the window ledges removed on the front of the building. Motion was seconded and approved.

Consolidation of Election

4. Director Rouse made a motion for a resolution to consolidate the November election with the county. Motion was seconded and approved.

2016-2017 Budget

5. Director Turner made a motion to approve the budget for 2016-2017 fiscal year. Motion was seconded and approved.

Convened to closed session

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

Reconvened to open session

Report Out

1. A review of the District Manager's performance was conducted, out of the presence of the District Manager, during closed session. After full discussion by all board members, the District Manager joined the closed session and addressed the board members, who each provided individual comments. The review was favorable, and included positive reinforcement of the activities of Ms. Engebretsen, both in her administration of the District's daily activities, and her community outreach on behalf of Corning Healthcare District.

Consider Contract Negotiations

2. Director Rouse made a motion to give the two employees a 5 % raise. Motion was seconded and approved.
Ayes: Rasmussen, Rouse, Irvin, Boles
Nays: Turner

ADJOURNMENT: 6:50 P.M.

Shirley Engebretsen Ph. D.

Shirley Engebretsen Ph. D.
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
Profit & Loss
June 2016

	<u>Jun 16</u>
Ordinary Income/Expense	
Income	
checking Interest Money	5.86
RENTALS	17,048.78
Tax Money	123,667.00
	<hr/>
Total Income	140,721.64
Expense	
ADMIN-LEGAL	1,305.00
ADMIN-OTHER EXPENS	
S. Engebretsen	39.63
ADMIN-OTHER EXPENS - Other	1,837.50
	<hr/>
Total ADMIN-OTHER EXPENS	1,877.13
Communications-Postage	47.96
Communications-Telephone	355.72
EMPLOYEE BEN-HLTH INS.	2,716.28
GEN ACCT-OFFICE SUP	765.11
Maint-Repair	542.94
Outside Services	33.58
Payroll Expense	9,267.52
UtilLity Electric	3,093.98
Utility Water	350.39
	<hr/>
Total Expense	20,355.61
Net Ordinary Income	120,366.03
	<hr/>
Net Income	<u>120,366.03</u>

CORNING HEALTHCARE DISTRICT Transaction Detail By Account

June 2016

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
ADMIN-OTHER EXPENS								
Bill	06/06/16		Peerless Bldg Ma...	275		Accounts Pa...	70.00	70.00
Bill	06/07/16		Red Bluff Daily N...	advertising		Accounts Pa...	688.50	758.50
Bill	06/15/16		Streamline	Website ho...		Accounts Pa...	75.00	833.50
Bill	06/16/16		Battle Creek Pest...	175 solano		Accounts Pa...	35.00	868.50
Bill	06/16/16		Battle Creek Pest...	275 Solano		Accounts Pa...	45.00	913.50
Bill	06/22/16		Northern Service...	Fertilize syc...		Accounts Pa...	150.00	1,063.50
Bill	06/27/16		Northern Service...	monthly		Accounts Pa...	770.00	1,833.50
Check	06/30/16	2016...	Intuit	payroll tax...		Rabo Checki...	4.00	1,837.50
Total ADMIN-OTHER EXPENS							1,837.50	1,837.50
TOTAL							1,837.50	1,837.50

CORNING HEALTHCARE DISTRICT
Balance Sheet
As of June 30, 2016

	Jun 30, 16
ASSETS	
Current Assets	
Checking/Savings	
Rabo Checking	300,212.16
Capital Improvement 1200003612	55,194.38
Edward Jones CD 580-14264-1-1	
Amer EX Centurian 7-1-18 PD	25,000.00
American EX Centurian 7-5-17 PD	25,000.00
GE Capital 1% 2/8/17PD	30,000.00
GE Capital 7-12-19 PD	25,000.00
Goldman Sacha B USDA 2-13-20	30,000.00
Goldman Sachs .75% 2-22-16PD	30,000.00
State B of India USDA 1/25/18	30,000.00
State B of India USDA 1/25/23	30,000.00
Edward Jones CD 580-14264-1-1 - Ot...	3,332.50
Total Edward Jones CD 580-14264-1-1	228,332.50
Petty Cash	100.00
Total Checking/Savings	583,839.04
Accounts Receivable	
Accounts Receivable	0.01
Total Accounts Receivable	0.01
Other Current Assets	
Prepaid Ins.	9,836.49
Total Other Current Assets	9,836.49
Total Current Assets	593,675.54
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	-65,444.00
Accum Dep Equip	-7,836.00
Accum Dep Land Imp	-115,567.00
Accum Dep Med Bldg	-734,201.00
Bldg Improvements	137,261.63
Land	20,313.00
Land-Demolitation Cost	518,035.56
Medical Offic Bldg	3,714,370.29
Office Equipment	7,784.18
Total Fixed Assets	3,579,797.86
TOTAL ASSETS	4,173,473.40
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,355.45
Total Accounts Payable	4,355.45
Other Current Liabilities	
Accrued Payroll	4,187.76
Contract Retentions Payable	-32,794.94
Interest Payable	25,239.68

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07/13/16

Accrual Basis

CORNING HEALTHCARE DISTRICT

Balance Sheet

As of June 30, 2016

	<u>Jun 30, 16</u>
Payroll Liabilities	
Accr Fed W/Hold	90.61
Accr FICA-Employee	46.77
Accr FICA-Employer	46.80
Accr S.D.I.	223.24
Accr S.U.I.	-531.25
Accr ST W/Hold	896.89
Payroll Liabilities - Other	2,552.99
	<hr/>
Total Payroll Liabilities	3,326.05
Payroll Liabilities,	481.84
	<hr/>
Total Other Current Liabilities	440.39
	<hr/>
Total Current Liabilities	4,795.84
Long Term Liabilities	
Loan Payable - USDA	1,425,300.00
	<hr/>
Total Long Term Liabilities	1,425,300.00
	<hr/>
Total Liabilities	1,430,095.84
Equity	
2310.00-Fund Bal-Ret Earn	2,634,777.75
net assets	4,955.57
Net Income	103,644.24
	<hr/>
Total Equity	2,743,377.56
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>4,173,473.40</u>

CORNING HEALTHCARE DISTRICT
Income by Customer Summary

June 2016

	<u>Jun 16</u>
Feather River Hospital	6,224.50
North Valley Catholic Social Service	849.00
Tehama County	8,841.35
Children First	304.93
QUEST DIAGNOSTICS, INC.	829.00
TEHAMA COUNTY AUDITOR'S OFFICE	<u>123,667.00</u>
TOTAL	<u>140,715.78</u>

CORNING HEALTHCARE DISTRICT
Expenses by Vendor Summary

June 2016

	<u>Jun 16</u>
Alhambra & Sierra Springs	16.36
Allianz Heating & Air, Inc	110.00
At & T U-Verse	159.00
AT&T	31.39
Battle Creek Pest Control	80.00
City of Corning-175 Solano coro 145	66.12
City of Corning-275 Solano coro168	200.99
City of Corning 218 - coro218	83.28
Comcast Business	165.33
Express Employment Professionals	33.58
Intuit	4.00
Law Offices of Thomas N. Andrews	1,305.00
Northern Services-155 Solano	920.00
Pacific Gas & Electric	3,093.98
Peerless Bldg Maintenanc Corp	70.00
QuickBooks Payroll	0.00
Quill Corporation	589.02
Rabo Bank Credit Card	640.63
Red Bluff Daily News	688.50
S. Engebretsen	39.63
Special District Risk Management	2,716.28
Streamline	75.00
TOTAL	<u>11,088.09</u>

CORNING HEALTHCARE DISTRICT

Account QuickReport

As of June 30, 2016

Type	Date	Num	Name	Memo	Split	Amount	Balance
Rabo Checking							200,199.68
Bill Pmt -C...	06/01/16	6226	Alhambra &...		Account...	-9.07	200,190.61
Bill Pmt -C...	06/01/16	6227	Allianz Heat...	regular ...	Account...	-495.00	199,695.61
Bill Pmt -C...	06/01/16	6228	At & T U-Ve...	127454...	Account...	-104.00	199,591.61
Bill Pmt -C...	06/01/16	6229	Comcast B...		Account...	-252.73	199,338.88
Bill Pmt -C...	06/01/16	6230	Moule's Te...	broken ...	Account...	-870.45	198,468.43
Bill Pmt -C...	06/01/16	6231	Rabo Bank ...		Account...	-630.55	197,837.88
Bill Pmt -C...	06/01/16	6232	SDRMA W...		Account...	-10,800.24	187,037.64
Bill Pmt -C...	06/01/16	6233	At & T U-Ve...	127454...	Account...	-94.00	186,943.64
Paycheck	06/01/16	6234	Engebetse...		-SPLIT-	-1,556.86	185,386.78
Paycheck	06/01/16	6235	Holden, Don		-SPLIT-	-1,473.19	183,913.59
Bill Pmt -C...	06/01/16	6236	Pacific Gas...	458658...	Account...	-19.79	183,893.80
Bill Pmt -C...	06/01/16	6237	Servicemas...		Account...	-2,562.41	181,331.39
Bill Pmt -C...	06/01/16	6238	Special Dist...		Account...	-147.94	181,183.45
Bill Pmt -C...	06/01/16	6239	Waste Man...	533-00...	Account...	-207.77	180,975.68
Deposit	06/01/16			Deposit	-SPLIT-	127,070.51	308,046.19
Bill Pmt -C...	06/01/16	6240	Allianz Heat...		Account...	-330.00	307,716.19
Deposit	06/07/16			Deposit	UNDEP...	849.00	308,565.19
Bill Pmt -C...	06/15/16	6241	Alhambra &...		Account...	-16.36	308,548.83
Bill Pmt -C...	06/15/16	6242	AT&T	530-82...	Account...	-31.39	308,517.44
Bill Pmt -C...	06/15/16	6243	City of Corn...		CORO1...	-66.12	308,451.32
Bill Pmt -C...	06/15/16	6244	City of Corn...		CORO1...	-200.99	308,250.33
Bill Pmt -C...	06/15/16	6245	City of Corn...		Account...	-83.28	308,167.05
Bill Pmt -C...	06/15/16	6246	Law Offices...	MSR r...	Account...	-1,305.00	306,862.05
Bill Pmt -C...	06/15/16	6247	Pacific Gas...	481492...	Account...	-2,744.87	304,117.18
Bill Pmt -C...	06/15/16	6248	Peerless Bl...		Account...	-70.00	304,047.18
Bill Pmt -C...	06/15/16	6250	Red Bluff D...	advertis...	Account...	-688.50	303,358.68
Bill Pmt -C...	06/15/16	6251	Servicemas...	supplies	Account...	-219.43	303,139.25
Bill Pmt -C...	06/15/16	6252	Special Dist...		Account...	-2,420.40	300,718.85
Bill Pmt -C...	06/15/16	6253	Pacific Gas...	267971...	Account...	-329.33	300,389.52
Bill Pmt -C...	06/15/16	6254	Streamline	Websit...	Account...	-75.00	300,314.52
Paycheck	06/15/16	6255	Engebetse...		-SPLIT-	-1,556.85	298,757.67
Paycheck	06/15/16	6256	Holden, Don		-SPLIT-	-1,473.21	297,284.46
Liability C...	06/15/16	20...	Electronic F...	94-600...	-SPLIT-	-2,365.48	294,918.98
Check	06/15/16	6259	S. Engebet...	seminar...	S. Enge...	-39.63	294,879.35
Liability C...	06/16/16	6257	Edward Jon...	580-97...	-SPLIT-	-502.52	294,376.83
Check	06/16/16	6258	Corning He...	USDA l...	Capital l...	-6,000.00	288,376.83
Bill Pmt -C...	06/16/16	6260	Battle Cree...	34-204...	Account...	-80.00	288,296.83
Check	06/16/16	6249	QuickBooks...	VOID: li...	GEN AC...	0.00	288,296.83
Bill Pmt -C...	06/16/16	6262	Quill Corpor...	inks	Account...	-589.02	287,707.81
Bill Pmt -C...	06/21/16	6261	At & T U-Ve...	127454...	Account...	-94.00	287,613.81
Bill Pmt -C...	06/21/16	6263	Comcast B...		Account...	-165.33	287,448.48
Bill Pmt -C...	06/21/16	6264	Express E...	help wit...	Account...	-33.58	287,414.90
Deposit	06/30/16			Deposit	Tax Mon...	12,796.26	300,211.16
Check	06/30/16	20...	Intuit	payroll t...	ADMIN-...	-4.00	300,207.16
Deposit	06/30/16			Interest	checkin...	5.00	300,212.16
Total Rabo Checking						100,012.48	300,212.16
TOTAL						100,012.48	300,212.16

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07/13/16
Accrual Basis

CORNING HEALTHCARE DISTRICT
Account QuickReport
As of June 30, 2016

Type	Date	Num	Name	Memo	Split	Amount	Balance
Capital Improvement 1200003612							49,193.52
Check	06/16/16	6258	Corning...	USDA loan	Rabo Chec...	6,000.00	55,193.52
Deposit	06/30/16			Interest	checking In...	0.86	55,194.38
Total Capital Improvement 1200003612						6,000.86	55,194.38
TOTAL						6,000.86	55,194.38

**CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday July 19, 2016
District conference room at this site
275 Solano Street
Corning Healthcare District Campus
Meeting Inquiries (530) 824-5451**

MANAGER

- a. California Special Districts Association Annual Conference October 10-13.
Choice of classes are listed below

- i. District manager will attend
 - ii. Director Irvin will attend
-
1. GOVERNANCE FOUNDATIONS
 2. SALTY WATER PLANT
 3. DISTRICT NETWORKING
 4. KEYNOTE SPEAKERS
 5. REQUIRED ETHICS AB 1234
 6. ARE YOU WEARING THE RIGHT HAT?
 7. ACCOUNTING AND FINANCIAL REPORTING UPDATE FOR SPECIAL DISTRICTS
 8. VOTING RIGHTS ACT WHERE WE'VE BEEN AND WHERE WE'RE GOING
 9. ETHICS, GIFTS IN THE PUBLIC SECTOR, AND FPPC REPORTING OBLIGATIONS
 10. SPECIAL DISTRICT EXECUTIVE RETIREMENT IN THE EVALUATION AND COMPENSATION
 11. 2016 PREVAILING WAGE REQUIREMENTS – NEW LAWS AND REGULATIONS
 12. REQUIRED ETHICS AB 1324 (PT 2)
 13. UH – OH! HOW TO STEER THE SHIP BACK TO SAFETY IN IMAGER EMERGENCY SITUATIONS
 14. REV UP YOUR REVENUE: A HOW TO DO IT OVERVIEW FOR SPECIAL DISTRICTS WAS REVENUE NEEDS
 15. OPEB AND PENSION STRATEGIES: UNLOCKING THE POWER OF PRE-FUNDING
 16. SPECIAL DISTRICTS REORGANIZATION: WHAT DOES IT MEAN, WHAT ARE THE OPTIONS, AND HOW DO WE PREPARE
 17. CARLSBAD SEAWATER DESALINATION PROJECT: COLLABORATIVE SOLUTIONS
 18. CHAIRING AND MANAGING EFFECTIVE PUBLIC MEETINGS
 19. DESIGN – BUILD DELIVERY UNDER NEW CALIFORNIA LAW

20. SDRMA A SAFETY SPECIALIST CERTIFICATE PROGRAM
21. BECOME THE OFFICE COACH – COACHING FOR PERFORMANCE
22. 2016 FAIR EMPLOYMENT AND HOUSING ACT UPDATES
23. REQUIRED AB 1825 SEXUAL HARASSMENT PREVENTION
24. LET THE SUNSHINE IN: BROWN ACT UPDATE
25. AND NOT A DROP TO DRINK: OPTIONS AND OBLIGATIONS FOR HANDLING CALIFORNIA DROUGHT
26. INNOVATIVE STRATEGIES AND SOLUTIONS THROUGH COLLABORATION
27. BUILDING CONSENSUS FOR CORE PRIORITIES CRITICAL ACTION YOUR BOARD SHOULD TAKE
28. PREVENTING EMPLOYEE DISHONEST CLAIMS/BEST PRACTICES
29. MORE OPEN TO PUBLIC? RECENT DEVELOPMENTS IN THE CALIFORNIA PUBLIC RECORDS ACT
30. HOW QUALITY STANDARDS CAN REINVENT GOVERNMENT
31. REQUIRED AB 1825 SEXUAL HARASSMENT PREVENTION. ELECTED OFFICIALS (PT 2)
32. MASTERING GOOD GOVERNANCE
33. LET'S GET DIGITAL – ELECTRONIC RECORDS MANAGEMENT
34. WORKERS COMPENSATION CLAIMS – S EMPLOYER TO DO?
35. ON – BOARDING THE BOARD
36. THEME PROCEDURES AND BID PROTESTS
37. R. E. S. P. E. C. T.: COMMUNICATING YOU DISTRICTS VALUE
38. EVERYTHING YOU NEED TO KNOW ABOUT ONLINE COMPLIANCE
39. DRONES IN YOUR DISTRICT: TECHNOLOGY, EXISTING LAW, AND PRIVACY CONCERNS
40. CHAPTER ROUNDTABLE DISCUSSION
41. WHAT SPECIAL DISTRICTS NEED TO KNOW 2016 AND BEYOND
42. ETHICAL MAZE OF ELECTED OFFICE
43. ENHANCED INFRASTRUCTURE FINANCING DISTRICTS - SHOULD SPECIAL DISTRICTS JOIN THE PARTY?

**CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday July 19, 2016
District conference room at this site
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Meeting Inquiries (530) 824-5451**

MANAGER

Deadline to register as a candidate for the November election is August 12, 2016. The registration papers cannot be handed out until July 18 so they will be made available at the board meeting.

**CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday July 19, 2016
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275 Solano Street
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1. **Agenda** Biennial Public Hearing on the Conflict of -Interest Codes
Vote on the Conflict of interest code

Discussion will be open for the public to make comments on the conflict of interest document.

There are no changes in the board can vote to keep the conflict of interest as is. I will then send the document with the minutes included, to the Board of Supervisors and they will give their performing changes. If they require changes then it will come back to the board otherwise it will remain as is.

Conflict of Interest Code

**CONFLICT OF INTEREST CODE FOR THE
CORNING HEALTHCARE DISTRICT**

ATTACHMENT A

The Political Reform Act of 1974 (Gov. Code, 81000 et sq.) requires state and local government agencies to adopt and promulgate Conflict of interest Codes. The Fair political practices Commission, has adopted a regulation (Cal. Code Regs., 2, 18730) which contains the terms of a standard Conflict of Interest Code. This regulation, including any future amendments made by the Fair political practices Commission, may be incorporated by reference into a local agency's Conflict of interest Code. Therefore, the terms of California Code of Regulations, title 2, section 18730 and any future amendments to it duly adopted by the Fair Political practices Commission are hereby incorporated by reference into this Code and along with the attachments hereto constitutes the Conflict of interest Code for the Corning Healthcare District.

ATTACHMENT B

CORNING HEALTHCARE DISTRICT CONFLICT OF INTEREST CODE
DESIGNATE EMPLOYEES

Under provisions of the Code, Designated Employees shall file statements of economic interests. Listed below are the designated positions for the Corning Healthcare District and the appropriate disclosure category for filing the statement of economic interest.

POSITION	DISCLOSURE CATEGORY
1. Members of the Board	I, II
2. District Manager	I, II
3. Consultants	I
4. Attorney	I

Reviewed & Revised: March 07, 2011
Reviewed June 19, 2012

ATTACHMENT C

CORNING HEALTHCARE DISTRICT CONFLICT OF INTEREST CODE
DISCLOSURE CATEGORIES FOR DESIGNATED POSITIONS

CATEGORY I

Designated employees in this category shall disclose: All sources of income (including gifts, loans and travel payments), interests in real property within the District and investments and business positions in business entities located in, doing business in, planning to do business in, or which have done business during the previous two years in, or which have an interest in real property in the District, including gifts, loans, and travel payments. A person in a Disclosure Category I designated position shall complete all schedules of the FPC form 700 if applicable. Disclosure Category I is intended to require the broadest possible disclosure, consistent with the provisions of the Political Reform Act of 1974 and its' implementing regulations

Consultants , as defined in California Code of Regulations, title 2 section 18701 subdivision (a) (2)¹, shall disclose pursuant to this disclosure category subject to the following limitations.

The District Manager may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements of this Disclosure Category I. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of disclosure requirements. The District Manager's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

1. California Code of Regulations, title 2, section 18701, subdivision (a) (2) defines "Consultant" as follows:

"Consultant" means an individual who, pursuant to a contract with a state or local government agency;

(A) Makes a governmental decision whether to:

- (i) Approve a rate, rule, or regulation;
- (ii) Adopt or enforce a law;
- (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
- (iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
- (v) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
- (vi) Grant agency approval to a plan, design, report, study, or similar item;
- (vii) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(B) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Government Code section 87302.

CATEGORY II

Designated employees in this category shall disclose: All **interest in real property** within the District, and all **sources of income** (including **gifts, loans** and **travel payments**), and **investments** and **business positions** in business entities, that provide services, goods, property, supplies, materials, machinery or equipment of any type utilized by the District, or otherwise transact business with or have any contractual relationship with the District during the disclosure period.

CATEGORY III

Designated employees in this category shall disclose: All **interest in real property** within the District, and all **sources of income** (including **gifts, loans** and **travel payments**), located in, doing business in, planning to do business in, or which have an interest in real property in the District, all **investments** in business entities located in, doing business in, or planning to do business in, or which have an interest in real property in the District, and all **business positions** in business entities located in, doing business in, planning to do business in, or which have an interest in real property in the District.

ATTACHMENT D

CORNING HEALTHCARE DISTRICT CONFLICT OF INTEREST CODE PLACE OF FILING

Where: County Clerk & Recorder
Po Box 250
444 Oak St., Rm. C
Red Bluff CA 96021

Pursuant to Government Code section 87500, subdivisions (k) and (o), the Tehama County Board of Supervisors, as the code reviewing body for the Corning Healthcare District, has determined that the original Form 700 - Statement of Economic Interest for each Designated Employee shall be filed with the Tehama County Clerk-Recorder as the filing officer for the code reviewing body. The District Manager shall provide Form 700 - Statement of Economic Interest to each Designated Employee annually and when that employee assumes or leaves any designated position. The employee shall complete and file the form with the District Manager who will make and retain a copy and forward the original to the Clerk-Recorder at the above address within the time at the above address within the time required by law.

**CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday July 19, 2016
District conference room
275 Solano Street
Corning Healthcare District Campus
Meeting Inquiries (530) 824-5451**

Agenda

Seal parking lot

In order to maintain the parking lot in good condition and needs to be resealed every few years. He began to ask for bids on doing the entire campus at one time to save money. We discovered that it costs over \$5000 so we will need to go out for official bids.

Recommendation: we seal and repaint all parking stripes on the entire campus

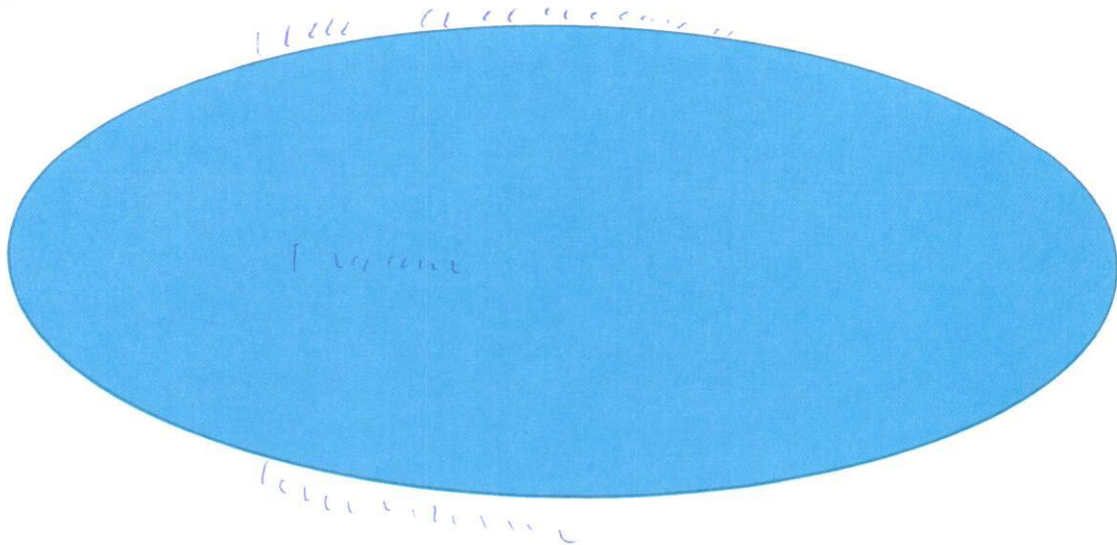
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District has been asked by Elder services Corning Council to work with the senior center in Corning and the Elder services Corning Council to organize and produce a senior health fair. The event will take place on Thursday, November 17, 2016, during regular business hours.

I met with Karen from the senior center in Corning she asked if the Corning healthcare District would be willing to purchase bags similar to what we handed out at the Corning in the evening event held last October. The bags were great hit in the community of people trading them with one another. They would also like to have ink pens to insert into the holders on the bags.

There will appear a circle on the bag. The top of the circle will read senior center. The bottom of the circle will read Corning Healthcare District. And in the center will read health fair.



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Guidelines for fair booths?

Questions

1. Is there certain amount of money that you want to limit for the purchase of a booth?
 - a. Senior center is asking \$20 for a long table and \$10 for a card table size
2. Do we want a questionnaire and there has already been in needs assessment created by St. Elizabeth's hospital?
3. What information do you want at the fair booth?

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Life lock membership 10% discount through special district risk management Association (SDRMA) has partnered with LifeLock to offer districts 10 % discount for services.

LifeLock is a well-established organization that keeps track of this expenditures overthink counts in a charge cards. If any charges appear in unusual places or in more than larger amounts District is contacted. Services come with a team of experts to clear of any identity theft.

Recommendation: the District Joins Life Lock to protect financial interests of the District.