



**Agenda Packet**  
**Corning Healthcare District**  
**Meeting of the Board of Directors**  
**Tuesday May 17, 2022**

# CORNING HEALTHCARE DISTRICT SERVING SOUTHERN TEHAMA COUNTY

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday May 17, 2022  
Corning Healthcare District Campus  
275 Solano Street  
Video and Phone Conferencing Available  
Meeting Inquiries (530) 824-5451**

**Assistance for those with disabilities and those who wish to participate via teleconferencing;** If you have a disability or wish to join remotely and need accommodation to participate in the meeting, please call Tina E Hale, 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  
District Manager: Tina E Hale

**ALSO PRESENT:** District Counsel: Thomas 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:** April 19, 2022 Meeting Minutes

**ADOPTION OF FINANCIAL REPORT:**

**POSTED Thursday, May 12, 2022**

**PRESIDENT'S REPORT:**

**COMMENTS AND REPORTS FROM DIRECTORS:**

**COMMENTS AND REPORTS FROM DISTRICT MANAGER:**

**COMMENTS AND REPORTS FROM MAINTENANCE DEPARTMENT:**

**COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:**

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

Certificate of appreciation for Pat Hunn

**REGULAR AGENDA:**

-ADOPTION OF A RESOLUTION OF THE BOARD OF DIRECTORS CORNING HEALTHCARE DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S ORDER DATED MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODY OF CORNING HEALTHCARE DISTRICT

-REVISE STIPEND POLICY FROM PER MEETING TO PER MONTH

-FORM AN AD HOC COMMITTEE FOR CHD/ELDER SERVICES EVENT PARTICIPATION

-VACANCY IN OFFICE

-PRELIMINARY 2022-2023 BUDGET

**COMMENTS FROM DISTRICT COUNCIL:**

**ADJOURNMENT:**

**INVITATION TO JOIN THE 5-17-22 MEETING OF THE BOARD VIA TELECONFERENCE:**

Tina E Hale is inviting you to a scheduled Zoom meeting.

Topic: Corning Healthcare District Meeting of the Board of Directors

Time: May 17, 2022 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88339483894?pwd=Vy9QYWV6MzhJMm9DSGg2ZEJBNmdxdz09>

Meeting ID: 883 3948 3894

Passcode: 453417

One tap mobile

+16699009128,,88339483894#,,, \*453417# US (San Jose)

+12532158782,,88339483894#,,, \*453417# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 883 3948 3894

Passcode: 453417

Find your local number: <https://us02web.zoom.us/j/kgN3H9nZI>

Find your local number: <https://us02web.zoom.us/j/kHEnRZzsE>

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, April 19, 2022  
275 SOLANO STREET CONFERENCE ROOM  
MEUSER BUILDING, CHD CAMPUS  
VIDEO CONFERENCING**

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

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

**ALSO PRESENT:** Maintenance Supervisor Mike Smith. District Counsel Thomas Andrews present via teleconference

**DISTRICT MANAGER:** Tina E Hale present

**PLEDGE OF ALLEGIANCE:** The pledge was given

**INVITATION TO PUBLIC TO ADDRESS BOARD:** Georgette Almand introduced herself and voiced an interest in the Corning Healthcare District.

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

**MINUTES:** A motion was made by Director Hunn to adopt the minutes from the previous meetings held on March 15, 2022 and April 12, 2022. A second was made by Director Cardenas.  
The motion was approved unanimously.

**FINANCIAL REPORT:** A motion was made by Director Cardenas to adopt the financial reports for March 2022.  
A second was made by Director Hunn. The motion was approved unanimously.

**PRESIDENT'S REPORT:** None given.

**DIRECTOR'S REPORT:** Director Cardenas reported on the upcoming dedication for the Generator Project.

**DISTRICT MANAGER:** Tina Hale reported on attending the April 4, 2022 meeting with three directors from the Tehama County Department of Social Services. Also in attendance was President Boles, Director Turner, and County Supervisors Leach and Williams. After discussion it was decided that the District would contract with Social Services to hire a navigator to assist clients as they enter the Corning facility.

**COMMENTS AND REPORTS FROM MAINTENANCE DEPARTMENT:** Mike Smith reported on the progress of the HVAC work being done at the Corning Health Clinic. Units have been added and ductwork is being rerouted.

**COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:** Elder Services Quarterly Report

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

**OPEN SESSION:**

**REGULAR AGENDA:**

-ADOPTION OF RESOLUTION 4-19-22 OF THE BOARD OF DIRECTORS CORNING HEALTHCARE DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S ORDER DATED MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODY OF CORNING HEALTHCARE DISTRICT  
A motion was made by Director Cardenas to adopt RESOLUTION NO 4-19-22, waive reading and adopt by title.  
A second was made by Director Hunn. The motion was approved unanimously.

- SAINT ELIZABETH'S HOSPITAL'S MOBILE LIFE SUPPORT UNIT TEHAMA COUNTY AMBULANCE PROJECT GRANT  
A motion was made by Director Hunn to approve the grant award letter and contract for signature.  
A second was made by Director Cardenas. The motion was approved unanimously.

-ADOPTION OF A RESOLUTION OF THE BOARD OF DIRECTORS CORNING HEALTHCARE DISTRICT APPROVING a one hundred-thousand-dollar (\$100,000) grant to St. Elizabeth Community Hospital (SECH) toward the purchase of a new ambulance to serve Tehama County, particularly South County.  
A motion was made by Director Hunn to adopt RESOLUTION NO. 4-19-22b, waive reading and adopt by title.  
A second was made by Director Cardenas. The motion was approved unanimously.

-FORM AN AD HOC COMMITTEE FOR EVENT PARTICIPATION  
This agenda item will be continued to the May 17, 2022 meeting.

-MOTION TO ACCEPT THE RESIGNATION OF A DIRECTOR  
A motion was made to accept the resignation of Director Patricia Hunn.  
A second was made by Director Boles. The motion was carried by a 3-0 vote.

**COMMENTS FROM DISTRICT COUNSEL:** Attorney Andrews commented on the legal aspects of the appointment of a replacement for the resigning Director.

**ADJOURNMENT: 6:45 PM**



Tina E Hale  
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 bases 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)."

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday May 17, 2022  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

# **April 2022 Financial Report**

Month	Apr Budget 22	Apr Actual 22	YTD Budget	YTD Actual
CD interest Income	\$240.00	\$0.00	\$2,400.00	\$1,694.98
Checking Interest income	\$3.00	\$2.97	\$34.00	\$45.99
Rental Income	\$18,772.33	\$18,391.89	\$187,723.30	\$184,183.96
Assessment Income	\$0.00	\$0.00	\$245,000.00	\$253,910.02
<b>Total Income</b>	<b>\$19,015.33</b>	<b>\$18,394.86</b>	<b>\$435,157.30</b>	<b>\$439,834.95</b>
Payroll Expenses	\$14,078.33	\$14,329.28	\$140,783.30	\$134,905.03
Health Insurance	\$4,379.17	\$8,859.40	\$43,791.70	\$43,612.10
Workmans comp	\$0.00	\$0.00	\$12,487.00	\$11,770.60
Training	\$0.00	\$0.00	\$3,000.00	\$2,647.89
<b>Total Employee Expense</b>	<b>\$18,457.50</b>	<b>\$23,188.68</b>	<b>\$200,062.00</b>	<b>\$192,935.62</b>
				\$0.00
Public Education Material	\$360.00	\$108.49	\$3,600.00	\$1,999.79
Admin Legal	\$1,333.00	\$1,192.52	\$13,330.00	\$7,767.44
Stipend	\$300.00	\$200.00	\$3,200.00	\$2,000.00
Office Supplies	\$500.00	\$150.35	\$5,000.00	\$2,546.52
Advertising	\$0.00	\$0.00	\$3,525.00	\$1,471.00
Audit	\$0.00	\$0.00	\$8,500.00	\$8,000.00
Postage	\$58.00	\$150.00	\$580.00	\$385.47
Election	\$0.00	\$0.00	\$0.00	\$0.00
Admin Other	\$400.00	\$301.83	\$4,000.00	\$5,083.76
<b>Total Admin Expenses</b>	<b>\$2,951.00</b>	<b>\$2,103.19</b>	<b>\$41,735.00</b>	<b>\$29,253.98</b>
Electric Utility	\$3,800.00	\$1,857.62	\$38,400.00	\$30,430.33
Water	\$500.00	\$433.72	\$5,000.00	\$4,108.12
Telecom	\$1,000.00	\$1,086.02	\$10,000.00	\$10,804.04
Garbage	\$250.00	\$229.01	\$2,500.00	\$2,061.09
Maintenance & Repair	\$2,000.00	\$1,660.70	\$20,000.00	\$6,943.70
Outside Services	\$5,584.00	\$6,165.09	\$55,840.00	\$49,756.75
Special Projects	\$2,000.00	\$0.00	\$20,000.00	\$633.60
Fire & Liability Insurance	\$0.00	\$0.00	\$22,058.00	\$22,406.63
<b>Total Facility Expense</b>	<b>\$15,134.00</b>	<b>\$11,432.16</b>	<b>\$173,798.00</b>	<b>\$127,144.26</b>
<b>Total Expense</b>	<b>\$36,542.50</b>	<b>\$36,724.01</b>	<b>\$415,595.00</b>	<b>\$349,333.84</b>
<b>Operating Profit</b>	<b>-\$17,527.17</b>	<b>-\$18,329.15</b>	<b>\$19,562.30</b>	<b>\$90,501.11</b>
<b>USDA Interest</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$54,838.00</b>	<b>\$54,837.74</b>
<b>Net Profit</b>	<b>-\$17,527.17</b>	<b>-\$18,329.15</b>	<b>-\$35,275.70</b>	<b>\$35,663.37</b>

**CORNING HEALTHCARE DISTRICT**  
**Profit & Loss**  
 April 2022

	Apr 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Checking-Interest	2.97
Rental Income	18,391.89
<b>Total Income</b>	18,394.86
<b>Gross Profit</b>	18,394.86
<b>Expense</b>	
<b>AA-PAYROLL EXPENSE</b>	
Employee Benefit-Hlth Ins-T	8,859.40
AA-PAYROLL EXPENSE - Other	14,329.28
<b>Total AA-PAYROLL EXPENSE</b>	23,188.68
<b>ADMIN EXPENSE</b>	
Admin Other-T	301.83
General Office-T	
Postage-T	150.00
General Office-T - Other	150.35
<b>Total General Office-T</b>	300.35
Legal-T	1,192.50
Senior Program-T	108.49
Stipend-T	200.00
<b>Total ADMIN EXPENSE</b>	2,103.17
<b>FACILITY EXPENSE</b>	
Maintenance-T	1,660.70
Outside Services-T	6,165.09
<b>Utilities</b>	
Electricity-T	1,857.62
Garbage-T	229.01
Telephone-T	1,086.02
Water-T	433.72
<b>Total Utilities</b>	3,606.37
<b>Total FACILITY EXPENSE</b>	11,432.16
<b>Total Expense</b>	36,724.01
<b>Net Ordinary Income</b>	-18,329.15
<b>Net Income</b>	-18,329.15



# Phased Cash Budget 2021-2022

Budget	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Beg Cash Bal	\$ 864,909.00	\$ 770,064.00	\$ 579,545.00	\$ 471,072.00	\$ 246,434.00	\$ 164,882.00	\$ 148,755.00	\$ 355,227.00	\$ 309,936.00	\$ 291,884.00	\$ 274,357.00	\$ 409,830.00
Operations	\$ (52,271.00)	\$ (19,326.00)	\$ (26,127.00)	\$ (18,226.00)	\$ (18,126.00)	\$ (19,127.00)	\$ 226,472.00	\$ (18,127.00)	\$ (18,052.00)	\$ (17,527.00)	\$ 135,473.00	\$ (17,608.00)
Interest Payment		\$ (27,674.00)						\$ (27,164.00)				
Invest. Transfer						\$ 30,000.00						
Project 21-01	\$ (42,574.00)	\$ (104,519.00)	\$ (67,346.00)	\$ (191,412.00)	\$ (48,426.00)	\$ (20,000.00)	\$ (20,000.00)					
Shop		\$ (15,000.00)	\$ (15,000.00)	\$ (15,000.00)	\$ (15,000.00)	\$ (7,000.00)						
Special Projects	\$ -											
Debt Retirement		\$ (24,000.00)										
Other												
End Cash Bal	\$ 770,064.00	\$ 579,545.00	\$ 471,072.00	\$ 246,434.00	\$ 164,882.00	\$ 148,755.00	\$ 355,227.00	\$ 309,936.00	\$ 291,884.00	\$ 274,357.00	\$ 409,830.00	\$ 392,222.00
Short Term Inv.	\$ 234,646.00	\$ 234,646.00	\$ 235,365.00	\$ 235,365.00	\$ 235,365.00	\$ 206,084.00	\$ 206,084.00	\$ 206,084.00	\$ 206,803.00	\$ 206,803.00	\$ 206,803.00	\$ 207,522.00
Total Liquidity	\$ 1,004,710.00	\$ 814,191.00	\$ 706,437.00	\$ 481,799.00	\$ 400,247.00	\$ 354,839.00	\$ 561,311.00	\$ 516,020.00	\$ 498,687.00	\$ 481,160.00	\$ 616,633.00	\$ 599,744.00
Actual	July	August	September	October	November	December	January	February	March	April	May	June
Beg Cash Bal	\$ 864,909.00	\$ 768,430.00	\$ 711,235.00	\$ 610,135.23	\$ 545,070.54	\$ 526,995.11	\$ 410,168.24	\$ 490,503.61	\$ 450,757.86	\$ 395,657.39		
Operations	\$ (46,426.00)	\$ (8,331.00)	\$ (12,676.41)	\$ (19,280.99)	\$ (6,005.48)	\$ (16,728.18)	\$ 237,113.41	\$ (10,201.45)	\$ (6,675.58)	\$ (18,329.15)		
Interest Payment		\$ (27,674.00)						\$ (27,163.87)				
Invest Transfer												
Project 21-01	\$ (41,485.00)	\$ -	\$ (75,638.53)	\$ (54,366.41)		\$ (90,098.76)	\$ (140,240.33)	\$ -	\$ (34,484.99)	\$ (45,641.61)		
Shop			\$ (8,324.71)	\$ (800.62)	\$ (2,038.73)	\$ (9,097.63)	\$ (19,534.97)	\$ (8,196.40)	\$ (6,504.70)	\$ (3,682.89)		
Special Projects												
Debt Retirement		\$ (24,000.00)										
Other	\$ (8,568.00)	\$ 2,810.00	\$ (4,460.12)	\$ 9,383.33	\$ (10,031.22)	\$ (902.30)	\$ 2,997.26	\$ 5,815.97	\$ (5,435.20)	\$ 9,107.54		
End Cash Bal.	\$ 768,430.00	\$ 711,235.00	\$ 610,135.23	\$ 545,070.54	\$ 526,995.11	\$ 410,168.24	\$ 490,503.61	\$ 450,757.86	\$ 395,657.39	\$ 337,111.28		
Short Term Inv.	\$ 241,010.27	\$ 241,630.00	\$ 240,533.46	\$ 240,934.05	\$ 240,214.74	\$ 239,720.51	\$ 239,760.85	\$ 239,505.45	\$ 238,989.72	\$ 237,523.00		
Total Liquidity	\$ 1,009,440.27	\$ 952,865.00	\$ 850,668.69	\$ 786,004.59	\$ 767,209.85	\$ 649,888.75	\$ 730,264.46	\$ 690,263.31	\$ 634,647.11	\$ 574,634.28		

**CORNING HEALTHCARE DISTRICT**  
**Balance Sheet**  
As of April 30, 2022

	Apr 30, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1 Mechanics Checking-0360	317,960.96
2Mechanics Checking-GenPro-5250	8,522.97
Capital Improvement USDA-4903	501.23
Edward Jones CD 580-14264-1-1	243,207.05
<b>Petty Cash</b>	100.00
<b>Total Checking/Savings</b>	570,292.21
<b>Accounts Receivable</b>	-1,034.06
<b>Other Current Assets</b>	
Generator Project 21-01	542,511.81
<b>Total Other Current Assets</b>	542,511.81
<b>Total Current Assets</b>	1,111,769.96
<b>Fixed Assets</b>	
Bldg Imp	134,008.63
Bldg Imp Accum Dep	-96,523.00
Land	20,313.00
Land-Demolition	518,035.56
Land Imp	105,081.20
Land Imp Accum Dep	-105,081.20
Maintenance Building	6,625.20
Med Bldg	3,744,628.76
Med Bldg Accum Dep	-1,325,957.00
<b>Total Fixed Assets</b>	3,001,131.15
<b>TOTAL ASSETS</b>	<b>4,112,901.11</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	4,302.79
<b>Other Current Liabilities</b>	
Accrued Payroll	5,445.93
Deferred Income	157,112.00
Interest Payable	23,061.57
Payroll Liabilities	7,825.85
<b>Total Other Current Liabilities</b>	193,445.35
<b>Total Current Liabilities</b>	197,748.14
<b>Long Term Liabilities</b>	
Loan Payable - USDA	1,278,300.00
<b>Total Long Term Liabilities</b>	1,278,300.00
<b>Total Liabilities</b>	1,476,048.14
<b>Equity</b>	
2310.00-Fund Bal-Ret Earn	2,557,413.28
Net Assets	28,549.67
Net Income	50,890.02
<b>Total Equity</b>	2,636,852.97
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,112,901.11</b>

**CORNING HEALTHCARE DISTRICT****Statement of Cash Flows**

July 1, 2021 through May 12, 2022

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	<u>Jul 1, '21 - May 12,...</u>
<b>OPERATING ACTIVITIES</b>	
<b>Net Income</b>	49,306.34
<b>Adjustments to reconcile Net Income     to net cash provided by operations:</b>	
<b>Accounts Receivable</b>	-9,799.33
<b>Generator Project 21-01</b>	-508,897.13
<b>Accounts Payable</b>	-29,448.27
<b>Payroll Liabilities:EDD/FED Rapprochem...</b>	5,390.84
	<hr/>
<b>Net cash provided by Operating Activities</b>	-493,447.55
<b>INVESTING ACTIVITIES</b>	
<b>Maintenance Building</b>	-6,625.20
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<b>Net cash provided by Investing Activities</b>	-6,625.20
<b>FINANCING ACTIVITIES</b>	
<b>Loan Payable - USDA</b>	-24,000.00
	<hr/>
<b>Net cash provided by Financing Activities</b>	-24,000.00
	<hr/>
<b>Net cash increase for period</b>	-524,072.75
<b>Cash at beginning of period</b>	1,077,576.28
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<b>Cash at end of period</b>	<u><u>553,503.53</u></u>

Income by Customer Summary **CORNING HEALTHCARE DISTRICT**  
**Income by Customer Summary**  
April 2022

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	<u>Apr 22</u>
Family Counseling Center	256.50
Adventist Health	6,172.00
Northern Valley Catholic Social Service - Tehama County	1,130.00
Children First Foster Family Agency	9,578.83
QUEST DIAGNOSTICS, INC.	345.54
	<u>909.02</u>
<b>TOTAL</b>	<b><u>18,391.89</u></b>

Expenses by Vendor Summary **CORNING HEALTHCARE DISTRICT**  
**Expenses by Vendor Summary**  
 April 2022

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	<u>Apr 22</u>
Alhambra	43.94
AT & T 530-4559-465 2	147.87
AT & T Mobil 287277929386	41.42
AT&T 251727868	42.80
AT&T 960-733-5563 555	665.08
ATT 294290689	188.85
Battle Creek Pest Control	90.00
BAY ALARM	586.55
Business Connections	208.00
City of Corning-175 Solano coro 145	81.88
City of Corning-275 Solano coro168	264.98
City of Corning 218 - coro218	86.86
Edward Jones A	271.60
Edward Jones B	489.40
Electronic Federal Tax payment System	2,824.86
Employment Development Department	956.82
Express Employment Services	230.52
Law Offices of Thomas N. Andrews	1,192.50
Mechanics Bank Credit Card	1,782.85
Northern Services-155 Solano	2,630.00
Pacific Gas & Electric	1,857.62
Peerless Bldg Maintenanc Corp	252.20
Servicemaster Clean	2,562.40
Special District Risk Management	8,859.40
U.S. Postal Service	150.00
Waste Management	229.01
<b>TOTAL</b>	<b><u>26,737.41</u></b>

**CORNING HEALTHCARE DISTRICT  
GENERAL OPERATING ACCOUNT  
As of April 30, 2022**

Date	Name	Memo	Split	Amount	Balance
<b>1 Mechanics Checking-0360</b>					362,190.24
04/01/22	Benwell, Elaine	Paycheck	AA-PAYROLL ...	-871.46	361,318.78
04/01/22	Smith, Mike A	Paycheck	AA-PAYROLL ...	-1,744.15	359,574.63
04/01/22	Engebretsen, Shirley I	Paycheck	AA-PAYROLL ...	-423.60	359,151.03
04/01/22	Hale, Tina E	Paycheck	AA-PAYROLL ...	-2,205.80	356,945.23
04/06/22	AT & T Mobil 287277...	Mar/April	Accounts Paya...	-41.42	356,903.81
04/06/22	Battle Creek Pest C...	34-2046874	Accounts Paya...	-90.00	356,813.81
04/06/22	BAY ALARM		Accounts Paya...	-391.55	356,422.26
04/06/22	Business Connections	1331	Accounts Paya...	-104.00	356,318.26
04/06/22	City of Corning-175 ...	CORO145	Accounts Paya...	-81.88	356,236.38
04/06/22	City of Corning-275 ...	CORO168	Accounts Paya...	-264.98	355,971.40
04/06/22	City of Corning 218 -...	3/4/22-4/6/22	Accounts Paya...	-86.86	355,884.54
04/06/22	Law Offices of Thom...		Accounts Paya...	-1,192.50	354,692.04
04/06/22	Pacific Gas & Electric		Accounts Paya...	-1,847.53	352,844.51
04/06/22	U.S. Postal Service	Annual PO Bo...	Accounts Paya...	-150.00	352,694.51
04/06/22	Waste Management	533-0000136-...	Accounts Paya...	-229.01	352,465.50
04/07/22		Deposit	-SPLIT-	7,665.54	360,131.04
04/12/22	Alhambra	49411161031...	Accounts Paya...	-25.44	360,105.60
04/12/22	Northern Services-1...	75-3120754	Accounts Paya...	-1,315.00	358,790.60
04/15/22	Special District Risk ...		Accounts Paya...	-8,859.40	349,931.20
04/15/22	Corning Healthcare ...	GENERATOR...	2Mechanics C...	-30,000.00	319,931.20
04/15/22	Employment Develo...	EFTPMT CA ...	AA-PAYROLL ...	-386.48	319,544.72
04/15/22	Electronic Federal T...	IRS USATAX...	AA-PAYROLL ...	-2,698.12	316,846.60
04/15/22	Benwell, Elaine	Paycheck	AA-PAYROLL ...	-679.27	316,167.33
04/15/22	Smith, Mike A	Paycheck	AA-PAYROLL ...	-1,444.72	314,722.61
04/15/22	Engebretsen, Shirley I	Paycheck	AA-PAYROLL ...	-211.80	314,510.81
04/15/22	Hale, Tina E	Paycheck	AA-PAYROLL ...	-2,205.80	312,305.01
04/18/22	AT & T 530-4559-46...	824-4559	Accounts Paya...	-147.87	312,157.14
04/18/22	AT&T 251727868	530-824-5451...	Accounts Paya...	-42.80	312,114.34
04/18/22	AT&T 960-733-5563...		Accounts Paya...	-665.08	311,449.26
04/19/22		Deposit	UNDEPOSITE...	9,578.83	321,028.09
04/19/22	Servicemaster Clean		Accounts Paya...	-2,562.40	318,465.69
04/22/22	Yvonne Boles	3/15/22	Stipend-T	-50.00	318,415.69
04/22/22	Lilia Rodriguez	3/15/22	Stipend-T	-50.00	318,365.69
04/22/22	Valanne Cardenas	3/15/22	Stipend-T	-50.00	318,315.69
04/22/22	Patricia Hunn	3/15/22	Stipend-T	-50.00	318,265.69
04/27/22		Deposit	UNDEPOSITE...	909.02	319,174.71
04/27/22	Edward Jones A	Simple IRA -A	-SPLIT-	-271.60	318,903.11
04/27/22	Edward Jones B	Simple IRA -B	-SPLIT-	-489.40	318,413.71
04/27/22	Business Connections	1331	Accounts Paya...	-104.00	318,309.71
04/28/22		Deposit	UNDEPOSITE...	345.54	318,655.25
04/29/22	Electronic Federal T...	IRS USATAX...	AA-PAYROLL ...	-126.74	318,528.51
04/29/22	Employment Develo...	EFTPMT CA ...	AA-PAYROLL ...	-570.34	317,958.17
04/30/22		Interest	Checking-Inter...	2.79	317,960.96
Total 1 Mechanics Checking-0360				-44,229.28	317,960.96
<b>TOTAL</b>				<b>-44,229.28</b>	<b>317,960.96</b>

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday May 17, 2022  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

**COMMENTS AND REPORTS FROM DISTRICT MANAGER:**

- Tehama County Department of Social Services branch closure update**
  - Letter from CHD to TCDSS
  - Letter of intent to CHD from TCDSS
  - Proposed Budget from CHD to TCDSS
  
  - Employees from Express do not have to be hired permanently after 6 months.
- Ambulance grant documents signed, and first installment made**
- Ribbon Cutting Ceremony – RB Daily News – Channel 12 report**
- Propane back-up for generators.**



5/12/2022

Diane Casey  
Deputy Director  
Tehama County Department of Social Services

Dear Diane,

To follow up our meeting of April 4, 2022, and our general understanding, it is the intent of Corning Healthcare District (CHD) to hire a navigator to help facilitate the service needs of the residence of Southern Tehama County. The cost of the navigator and associated administrative services will be the responsibility of the Tehama County Department of Social Services (TCDSS). This cost will be direct billed by CHD to TCDSS. The navigator will report directly to the management of CHD and will work with and through our existing management information system. CHD will provide all equipment necessary for the position. To protect the confidentiality of the TCDSS the navigator will have no access to your systems or facility.

The navigator will be located at 275 Solano Street in Corning. Along with any specific requirements of TCDSS their duties will include:

- Greeting our clients
- Identifying specific issues
- Guiding the client through the process and/or guiding them to the appropriate resources
- Maintaining a quantitative activity log.

It is anticipated TCDSS will provide the necessary training and ongoing guidance for the position. If requested CHD will provide a periodic summary report of the navigator's activities. CHD will direct bill TCDSS for this position monthly at the rate of \$950 per week on terms of net 30. Further, CHD will require an advanced payment of \$6000 for start-up costs. It is suggested this contract start on July 1, 2022, and end on June 30, 2023.

We would appreciate your general agreement and issuance of a letter of intent by May 12, 2022, so this project may be incorporated into our fiscal 2022-2023 budget.

I look forward to your response.

Regards,

Tina E Hale  
District Manager





May 10, 2022

Tina Hale  
District Manager  
Corning Health Care District

Dear Ms. Hale,

In response to your letter dated May 2, 2022 and request for a letter of intent by May 12, 2022, I am providing the following:

Tehama County Department of Social Services agrees that the amounts provided in your letter are in the expected range of expenses for the “navigator” position as discussed at the April 4, 2022 meeting.

Specifically:

- \$950.00 per week for part-time wages including an administrative fee charged by an employment agency.
- \$6,000 start up costs, to be described in contract budget.

The Tehama County Department of Social Services intends to work with the Corning Health Care District on a contract that is agreeable to both parties including a detailed Scope of Work and Budget.

The Tehama County Department of Social Services, while committed to working through the full contract process with the Corning Health Care District, does not have independent authority to enter into an agreement or make any promise of a finalized agreement separate from the County contracting process. This process includes review by Tehama County County Counsel and approval by the Tehama County Board of Supervisors via an agenda item at a scheduled open board meeting.

I look forward to working with you throughout this project. Please retain my contact information as your direct contact for this contract.

Sincerely,

Diane Casey  
Deputy Director-Operations

**EXHIBIT XX**

<b>BUDGET</b>		If needed for more space, insert or delete rows, or attach another page(s).		Budget Start Date:	July 1, 2022
				Budget End Date:	June 30, 2023
<b>CONTRACTOR NAME AND ADDRESS</b>			<b>PURPOSE/TITLE OF CONTRACT:</b>		CHD SOCIAL SERVICE NAVIGATOR
CORNING HEALTHCARE DISTRICT			<b>PROGRAM CONTACT</b>		<b>FISCAL CONTACT</b>
PO BOX 996			Name:	TINA E HALE	Name: TINA E HALE
CORNING CA 96021			Telephone:	530-824-5451	Telephone: 530-824-5451
			Email:	healthyreminders4u	Email:
<b>BUDGET LINE ITEM:</b> For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.					<b>TOTAL CONTRACT BUDGET</b>
<b>DIRECT SALARIES</b>					
	Annual Salary	FTE (% of time)			
			\$		-
			\$		-
			\$		-
			\$		-
<b>DIRECT BENEFITS/FRINGE</b>					
			\$		-
			\$		-
			\$		-
			\$		-
<b>DIRECT SALARIES &amp; BENEFITS TOTAL</b>					\$ -
<b>DIRECT COSTS</b>					
	Quantity	Cost			
4 hrs x 5 days x 52 weeks x \$30 per hour	1040	\$30.00	\$		31,200.00
IT equipment	1	\$ 2,500.00	\$		2,500.00
Telecom	1	\$ 1,000.00	\$		1,000.00
Office Equipment - Furniture	1	\$ 1,500.00	\$		1,500.00
Installation and Intergration	1	\$ 1,000.00	\$		1,000.00
<b>DIRECT COSTS TOTAL</b>					\$ 37,200.00
<b>INDIRECT SALARIES</b>					
	Annual Salary	FTE (% of time)			
CORNING HEALTHCARE DISTRICT MANAGER	\$ 93,100.00	17%	\$		15,827.00
			\$		-
			\$		-
<b>INDIRECT BENEFITS/FRINGE</b>					
			\$		-
			\$		-
			\$		-
<b>INDIRECT SALARIES &amp; BENEFITS TOTAL</b>					\$ 15,827.00
<b>INDIRECT COSTS</b>					
	Quantity	Cost			
Utilities and Services	12	\$ 200.00	\$		2,400.00
			\$		-
			\$		-
			\$		-
			\$		-
			\$		-
			\$		-
<b>INDIRECT COSTS TOTAL</b>					\$ 2,400.00
<b>TOTAL BUDGET</b>					\$ 55,427.00
Is contractor for-profit?	NO	Yes, enter amount of profit:	\$		-

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday May 17, 2022  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

**REGULAR AGENDA:**

**-ADOPTION OF A RESOLUTION OF THE BOARD OF DIRECTORS CORNING HEALTHCARE DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S ORDER DATED MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODY OF CORNING HEALTHCARE DISTRICT**

-RECOMMENDATION: Move to adopt RESOLUTION NO. 5-17-22, waive reading and adopt by title.

**-REVISE STIPEND POLICY FROM PER MEETING TO PER MONTH**

-RECOMMENDATION: Move to change the stipend from \$50 per meeting to \$50 per month.

**-FORM AN AD HOC COMMITTEE FOR CHD/ELDER SERVICES EVENT PARTICIPATION**

-RECOMMENDATION: Choose two Directors to create an ad hoc committee.

**-VACANCY IN OFFICE**

-RECOMMENDATION: Discuss the options as presented by District Counsel.

**-PRELIMINARY 2022-2023 BUDGET**

-RECOMMENDATION: Move to accept the preliminary 2022-2023 budget

**RESOLUTION NO. 5-17-22**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**CORNING HEALTHCARE DISTRICT**

**PROCLAIMING A LOCAL EMERGENCY, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S ORDER DATED MARCH 4, 2020 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODY OF CORNINGHEALTHCARE DISTRICT FOR THE PERIOD OF MAY 17, 2022 TO JUNE 16, 2022 PURSUANT TO BROWN ACT PROVISIONS.**

WHEREAS, the CORNING HEALTHCARE DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the CORNING HEALTHCARE DISTRICT's legislative body is open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 10-6-21 on October 6, 2021 finding that the requisite conditions exist for the legislative body of CORNING HEALTHCARE DISTRICT to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953. This Resolution was re-ratified on November 16, 2021 based on a further finding that the requisite conditions continued to exist for the legislative body of CORNING HEALTHCARE DISTRICT to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953.; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions now exist in the District, specifically, the State of Emergency declared by Governor Newsom on March 4, 2020, due to COVID-19. Pursuant to the Governor's subsequent Executive Order N-29-20, issued on March 17, 2020 a local legislative body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body. Masks are now optional for fully vaccinated employees and members of the public. Based on Occupational Safety & Hazard Agency (OSHA) standards, those entering without a mask are self-attesting to being fully vaccinated ; and

WHEREAS, the Board of Directors does hereby find that the rise in SARS-CoV-2 Delta Variant has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency exists and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the District shall continue to conduct meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and;

WHEREAS, the CORNING HEALTHCARE DISTRICT commenced virtual meeting protocols on May 17, 2020 which include options for public participation.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the CORNING HEALTHCARE DISTRICT as follows:

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District.

3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

4. Remote Teleconference Meetings. The District Manager and Staff of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, but not limited to, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

5. Effective Date of Resolution. This Resolution shall take effect on May 17, 2022, and shall be effective until the earlier of June 16, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**ADOPTED** by the Board of Directors of the CORNING HEALTHCARE DISTRICT on May 17, 2022, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

**AGENDA FROM 2/20/18 - STIPENEDS FOR DIRECTORS**

*CORNING HEALTHCARE DISTRICT SERVING SOUTHERN TEHAMA COUNTY*

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday Feb 20, 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

**PLEDGE OF ALLEGIANCE**

**INVITATION TO PUBLIC TO ADDRESS BOARD:**

**ADOPTION OF AGENDA:**

**MINUTES:**

**POSTED TUESDAY, Feb 13, 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**

Report on prevention of sexual harassment” training.  
Form 700  
Update on Panic buttons – Don reporting  
Workman’s Comp volunteers update

**COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:**

**REGULAR AGENDA:**

Edward Jones presentation from Vanessa  
Stipend for directors  
New ducting for 155 Solano  
Adventist signage  
Domestic Partnership life insurance  
May Corning in the Evening –

**ADJOURN**

## **MINUTES FROM 2/20/18 VOTING FOR STIPENS FOR DIRECTORS**

CORNING HEALTHCARE DISTRICT

BOARD OF DIRECTORS MINUTES

Tuesday, Feb 20, 2018

DISTRICT CONFERENCE

275 SOLANO STREET

MEUSER BUILDING, CHD CAMPUS

CALL TO ORDER: 6:30 p.m.

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

**District Manager:** Shirley Engebretsen

Absent:

**ALSO PRESENT:**, Don Holden, Attorney Andrews

**PLEDGE OF ALLEGIANCE** Given

**INVITATION TO PUBLIC TO ADDRESS BOARD:** Ruby Rodriquez (Adventist Health Clinic) gave an update of patients served and providers

**ADOPTION OF AGENDA:** Director Ross 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 with correction in attendance for January 16, 2018. 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** Vice President Boles gave a report on the Chamber Installation dinner.

**District Manager**

- Reported that the Board of Education had a sexual Harassment prevention training. She suggested that the directors take the training 2 years from now.
- Directors turned in their forms 700.
- Don Holden gave a report on the police opinion of panic buttons. It was decided by consensus to install a building wide intercom system then discuss further options at the next meeting.
- The District Manager reported on th Insurance company asking if the directors wanted workmen's comp insurance for volunteers (including directors. Died from lack of motion

**COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:**

**REGULAR AGENDA:**



**Edward Jones**

- Vanessa From Edward Jones was unable to attend due to illness

**Stipend for Directors Meetings**

- Director Irvin made a motion to make a \$50 stipend to directors available for each meeting in a month. Motion was seconded and approved.
  - **Ayes:** Rouse, Rodrigues, Irvin
  - **Nayes:** Turner, Boles

**155 SOLANO Ducting**

- Director Rouse made a motion to hire an engineer to create plans for the ducting at 155 Solano Street. Motion was seconded and approved.

**Domestic Life Insurance**

- Domestic life insurance – The Board decided by consensus to continue with the narrow definition of domestic partner for insurance policies.

**May Corning in the Evening**

- President Rouse appointed a temporary adhoc committee of volunteers to plan a corning in the evening event for May. The members of the committee and Directors, Boles, Rodrigues add Irvin.

**ADJOURNMENT: 6:50 P.M.**

---

Shirley Engebretsen 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)."

Law Offices of  
*Thomas N. Andrews*



Thomas N. Andrews

(530) 229-1400

229-1402

Fax: (530)

[tandrews@tomandrews.biz](mailto:tandrews@tomandrews.biz)

May 4, 2022

Yvonne Boles, President  
Board of Directors, Corning Healthcare District

President Boles,

As a result of the decision of Board member Pat Hun to resign from her position, this has now created a vacancy on the Board of Directors. Please consider the following information concerning the correct procedure for filling that 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. In this case, notice was formally given on April 19, 2022, which means the Board would have until June 18, 2022 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, since notice was formally given by Ms. Hun on April 19, 2022 the Board would be allowed to make an appointment on or after June 3, 2022.

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. Since notice was given on April 19, 2022, notice of the vacancy must be provided to the county elections official not later than May 4, 2022. (It is my understanding that the District Manager has completed this task within the appropriate time frame.)

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 July 1, 2022 to coincide with the November 8, 2022 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 30 days, the general election in November 2022 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.

Once the nominations are established for the general elections, there will be various approaches that we will discuss as they arise.

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

Very truly yours,

A handwritten signature in black ink, appearing to be 'TNA', written over a horizontal line.

THOMAS N. ANDREWS  
Attorney at Law

TNA:sf

Government Code Section 1780

“(a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in [Section 1781](#), shall be filled pursuant to this section.”

“(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

“(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

“(d)

(1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or **if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.**

“(e)

(1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

“(f)

(1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy,

whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

“(g)

(1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

“(h)

(1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.

Very truly yours,

THOMAS N. ANDREWS  
Attorney at Law

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday May 17, 2022  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

**PRELIMINARY  
2022-2023  
BUDGET**

## **CHD BUDGET ANALYSIS** **FIRST 9 MONTHS 2021-2022**

Through the first 9 months of the fiscal year the total expenses were \$316,448 against a budget of \$379,052. This positive variance of \$62,063 is 16.3% under fiscal budget 2021-2022 and 6.5% over 2020-2021 actual results.

The negative variance of \$19,800 to last year actual is primarily captured in two accounts, Health Insurance \$16,635 and Audit \$2,900.

### **Account level variances are as follows:**

<b>SPECIAL PROJECTS</b>	<b>\$17,367</b>
<b>MAINTNANCE</b>	<b>\$12,717</b>
<b>OUTSIDE SERVICES</b>	<b>\$6,664</b>
<b>PAYROLL</b>	<b>\$6,130</b>
<b>ELECTRICITY</b>	<b>\$6,028</b>
<b>LEGAL</b>	<b>\$5,426</b>
<b>SUPPLIES</b>	<b>\$2,104</b>
<b>ADVERTISING</b>	<b>\$2,054</b>
<b>PUBLIC EDUCATION</b>	<b>\$1,349</b>
<b>STIPEND</b>	<b>\$1,100</b>
<b>WATER</b>	<b>\$826</b>
<b>WORK COMP</b>	<b>\$717</b>
<b>AUDIT</b>	<b>\$500</b>
<b>GARBAGE</b>	<b>\$418</b>
<b>TRAINING</b>	<b>\$352</b>
<b>POSTAGE</b>	<b>\$287</b>
<b>HEALTH INSURANCE</b>	<b>\$281</b>
<b>ELECTION</b>	<b>0</b>
<b>ADMIN OTHER</b>	<b>&lt;\$1,181&gt;</b>
<b>TELECOM</b>	<b>&lt;\$718&gt;</b>
<b>INSURANCE</b>	<b>&lt;\$348&gt;</b>
<b>ROUNDING ADJUSTMENT</b>	<b>&lt;\$10&gt;</b>
<b>TOTAL</b>	<b>\$62,063</b>

## **EXPENSE VARIANCE ANALYSIS**

### **SPECIAL PROJECTS VARIANCE - \$17,367**

This year-to-date positive variance will evaporate by fiscal year end. The ambulance project and the additional climate control cost in building 155 will consume our budgeted cash outlays captured in this account. For the next fiscal year, it is recommended the budget for this account be increased to \$110,000, as this is where we will capture the cost of the ambulance project.

### **MAINTENANCE VARIANCE - \$12,717**

The bulk of the effort of our maintenance resources in this fiscal year were diverted to generator project 21-01. It is recommended the budget remain static as more normal operations are re-established.

### **OUTSIDE SERVICES VARIANCE - \$6,664**

The positive variance in this account is due in part to not using an outside accounting service and cost shifting to the admin other account. The budget for the next fiscal year recognizes this reality but is adjusted for anticipated inflation.

### **PAYROLL VARIANCE - \$6,130**

A portion of the positive variance in this account is a less than anticipated reliance on temporary office help. A 7% increase in payroll is assumed in fiscal year 2022-2023.

### **ELECTRICITY VARIANCE - \$6,028**

It is recommended the budget remain static for this account.

### **LEGAL VARIANCE - \$5,426**

It is recommended the budget remain static for this account.

### **SUPPLIES VARIANCE - \$2,104**

The recommended budget for this account has been reduced by 20% to better reflect the actual purchases over the last 2 years.

### **ADVERTISING VARIANCE - \$2,054**

It is recommended the budget remain static for this account.

### **PUBLIC EDUCATION MATERIAL VARIANCE - \$1,349**

The budget for this account has been reduced by 17% to better reflect the activities of the past 2 years.

### **STIPEND VARIANCE - \$1,100**

It is recommended the budget remain static for this account.



**WATER VARIANCE - \$826**

It is recommended the budget remain static for this account.

**WORK COMP VARIANCE - \$717**

It is recommended the budget remain static for this account.

**AUDIT VARIANCE - \$500**

It is recommended the budget remain static for this account.

**GARBAGE VARIANCE - \$418**

It is recommended the budget remain static for this account.

**TRAINING VARIANCE - \$352**

It is recommended the budget remain static for this account.

**POSTAGE VARIANCE - \$287**

Postage over the past two fiscal years has not been a material expense. It is recommended the budget for this account be rolled into office supplies.

**HEALTH INSURANCE VARIANCE - \$281**

An assumption of a 7% increase is budgeted

**ELECTION VARIANCE - 0**

**ADMIN OTHER VARIANCE - <\$1,181>**

The negative variance for this account is due to the outsourcing of payroll. The budget for this account will change materially with the addition of a social service navigator.

**TELECOM VARIANCE - <\$718>**

It is recommended the budget remain static for this account.

**INSURANCE VARIANCE - <\$348>**

This assumption is our group plan will increase 7%

### CHD 2022-2023 Preliminary Budget

CD Interest	\$ 1,500.00	
Checking Interest	\$ 50.00	
Assessment Income	\$ 421,000.00	
Rental Income	\$ 239,556.00	
Other Income	\$ 32,950.00	
<b>Total Income</b>		<b>\$ 695,056.00</b>
Payroll	\$ 175,200.00	
Health Insurance	\$ 56,280.00	
Work Comp Insurance	\$ 12,000.00	
Training	\$ 5,000.00	
<b>Total Employee Expense</b>		<b>\$ 248,480.00</b>
Public Education Material	\$ 3,600.00	
Admin Legal	\$ 16,000.00	
Stipend	\$ 3,750.00	
Office Supplies	\$ 4,800.00	
Advertising	\$ 3,600.00	
Audit	\$ 8,000.00	
Postage		
Election	\$ 13,000.00	
Admin Other	\$ 30,000.00	
<b>Total Admin Expense</b>		<b>\$ 82,750.00</b>
Electric Utility	\$ 46,000.00	
Water	\$ 6,000.00	
Telecom	\$ 14,250.00	
Garbage	\$ 3,000.00	
Maintenance and Repair	\$ 24,000.00	
Outside services	\$ 65,200.00	
Special Projects	\$ 110,000.00	
Fire & Liability Insurance	\$ 25,000.00	
<b>Total Facility Expense</b>		<b>\$ 293,450.00</b>
<b>Total Expense</b>		<b>\$ 624,680.00</b>
<b>Operating Profit</b>		<b>\$ 70,376.00</b>
<b>USDA Interest</b>		<b>\$ 53,776.00</b>
<b>Net Income</b>	32	<b>\$ 16,600.00</b>

