

CORNING HEALTHCARE DISTRICT
P.O. Box 996
CORNING, CALIFORNIA 96021
PHONE (530) 824-5451 FAX (530) 824-5419
healthyreminders4u@gmail.com

10/6/2016

Directors,

You are receiving the agenda packet early because I am going to be out of the office next week attending the California Special Districts Association Conference and Don will be gone most of the week to the same conference.

The financial reports have been created prior to receiving the bank statements. If there are any corrections I will hand them out at the meeting.

Please note the new email address at the bottom of the header. We had to change email addresses because AT&T continues to download advertisements which interfere with conducting business.

Sincerely



Shirley Engebretsen Ph. D.
District manager

CORNING HEALTHCARE DISTRICT SERVING SOUTHERN TEHAMA COUNTY

CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday October 18, 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: 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, unless it is 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. There will be a three minute limit on public comments.

ADOPTION OF AGENDA:

MINUTES:

POSTED Friday, Oct 7, 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

COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:

REGULAR AGENDA:

1. Consider giving grant to Corning Senior Center
2. Fencing East side of property
3. Policy Manual review
4. OSHA COMPLIANCE Conference
5. Realtor signs on corner of Solano and Marguerite

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.

1:38 PM

10/06/16

Accrual Basis

CORNING HEALTHCARE DISTRICT

Profit & Loss

September 2016

	<u>Sep 16</u>
Ordinary Income/Expense	
Income	
RENTALS	25,890.11
Total Income	25,890.11
Expense	
ADMIN-OTHER EXPENS	
S. Engebretsen	76.83
ADMIN-OTHER EXPENS - Other	4,106.06
Total ADMIN-OTHER EXPENS	4,182.89
AUDIT	4,400.00
Communications-Postage	117.70
Communications-Telephone	799.40
EMPLOYEE BEN-HLTH INS.	2,568.40
GEN ACCT-OFFICE SUP	781.21
Maint-Repair	1,337.89
Payroll Expense	10,153.33
Training	1,240.94
Utility Electric	4,122.25
Utility Water	147.88
Total Expense	29,851.89
Net Ordinary Income	-3,961.78
Net Income	<u>-3,961.78</u>

Maintenance also includes landscaping, cleaning and security

CORNING HEALTHCARE DISTRICT
Transaction Detail By Account
September 2016

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
ADMIN-OTHER EXPENS								
Bill	09/01/16		Rabo Bank Credit...	cash and ca...		Accounts Pa...	242.54	242.54
Bill	09/01/16		Rabo Bank Credit...	cash and ca...		Accounts Pa...	59.28	301.82
Bill	09/01/16		Rabo Bank Credit...	cash and ca...		Accounts Pa...	67.48	369.30
Bill	09/12/16		Battle Creek Pest...	175 solano		Accounts Pa...	35.00	404.30
Bill	09/12/16		Battle Creek Pest...	275 Solano		Accounts Pa...	45.00	449.30
Bill	09/20/16		Digital Deployment	Website		Accounts Pa...	225.00	674.30
Bill	09/29/16		Northern Service...	weekly mai...		Accounts Pa...	640.00	1,314.30
Bill	09/29/16		Northern Service...	monthly cha...		Accounts Pa...	10.00	1,324.30
Bill	09/29/16		Northern Service...	sweeping		Accounts Pa...	120.00	1,444.30
Bill	09/30/16		Northern Service...	60 plants		Accounts Pa...	860.00	2,304.30
Bill	09/30/16		Northern Service...	turf gold an...		Accounts Pa...	200.00	2,504.30
Bill	09/30/16		Northern Service...	extra labor		Accounts Pa...	600.00	3,104.30
Bill	09/30/16		Precision Surveyi...	survey of e...		Accounts Pa...	180.00	3,284.30
Total ADMIN-OTHER EXPENS							3,284.30	3,284.30
TOTAL							3,284.30	3,284.30

CORNING HEALTHCARE DISTRICT
Expenses by Vendor Summary
September 2016

	<u>Sep 16</u>
Alhambra & Sierra Springs	26.47
At & T U-Verse	262.00
AT&T	326.88
Battle Creek Pest Control	80.00
City of Corning	371.17
City of Corning-175 Solano coro 145	67.34
City of Corning 218 - coro218	80.54
Comcast Business	210.52
Corning Safe & Lock	104.19
Digital Deployment	225.00
File of Life Foundation	821.76
Northern Services-155 Solano	2,430.00
Pacific Gas & Electric	4,122.25
Precision Surveying	180.00
Quill Corporation	475.70
Rabo Bank Credit Card	2,839.14
S. Engebretsen	76.83
SDRMA Workmans comp	422.44
Seiler, Roy R.	4,400.00
Special District Risk Management	2,568.40
TOTAL	<u>20,090.63</u>

CORNING HEALTHCARE DISTRICT
Income by Customer Summary
September 2016

	<u>Sep 16</u>
Feather River Hospital	6,224.50
Northern Valley Catholic Social Service -	849.00
Tehama County	17,682.68
Children First	304.93
QUEST DIAGNOSTICS, INC.	829.00
TOTAL	<u><u>25,890.11</u></u>

CORNING HEALTHCARE DISTRICT

Balance Sheet

As of September 30, 2016

	Sep 30, 16
ASSETS	
Current Assets	
Checking/Savings	
Rabo Checking	208,333.58
Capital Improvement 1200003612	24,290.46
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	461,056.54
Accounts Receivable	
Accounts Receivable	8,841.35
Total Accounts Receivable	8,841.35
Other Current Assets	
Prepaid Ins.	9,836.49
Total Other Current Assets	9,836.49
Total Current Assets	479,734.38
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	4,059,532.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-0.30
Total Accounts Payable	-0.30
Other Current Liabilities	
Accrued Payroll	4,187.76
Contract Retentions Payable	-40,675.92
Interest Payable	25,239.68

1:52 PM

10/06/16

Accrual Basis

CORNING HEALTHCARE DISTRICT

Balance Sheet

As of September 30, 2016

	<u>Sep 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.	232.68
Accr S.U.I.	-531.25
Accr ST W/Hold	975.49
Payroll Liabilities - Other	2,552.99
	<hr/>
Total Payroll Liabilities	3,414.09
Payroll Liabilities,	<hr/> 481.84
Total Other Current Liabilities	-7,352.55
	<hr/>
Total Current Liabilities	-7,352.85
Long Term Liabilities	
Loan Payable - USDA	1,425,300.00
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Total Long Term Liabilities	1,425,300.00
	<hr/>
Total Liabilities	1,417,947.15
Equity	
2310.00-Fund Bal-Ret Earn	2,634,777.75
net assets	108,599.81
Net Income	-101,792.47
	<hr/>
Total Equity	2,641,585.09
	<hr/>
TOTAL LIABILITIES & EQUITY	4,059,532.24
	<hr/> <hr/>

CORNING HEALTHCARE DISTRICT
Statement of Cash Flows
 July 1 through October 6, 2016

	Jul 1 - Oct 6,...
OPERATING ACTIVITIES	
Net Income	-98,796.12
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Payable	-4,200.75
Contract Retentions Payable	-7,880.98
Payroll Liabilities	291.33
Payroll Liabilities:Accr Fed W/Hold	584.00
Payroll Liabilities:Accr FICA-Emplo...	336.38
Payroll Liabilities:Accr FICA-Emplo...	336.38
Payroll Liabilities:Accr S.D.I.	49.01
Payroll Liabilities:Accr ST W/Hold	226.34
Net cash provided by Operating Activit...	-109,054.41
Net cash increase for period	-109,054.41
Cash at beginning of period	583,839.04
Cash at end of period	474,784.63

CORNING HEALTHCARE DISTRICT
Account QuickReport
As of September 30, 2016

Type	Date	Num	Name	Memo	Split	Amount	Balance
Rabo Checking							233,816.98
Bill Pmt -C...	09/01/16	6326	At & T U-Ve...	127454...	Account...	-159.00	233,657.98
Bill Pmt -C...	09/01/16	6327	Comcast B...	8155 6...	Account...	-60.52	233,597.46
Bill Pmt -C...	09/01/16	6328	Corning Saf...	repair l...	Account...	-75.00	233,522.46
Bill Pmt -C...	09/01/16	6329	Eagle Secu...		Account...	-322.50	233,199.96
Bill Pmt -C...	09/01/16	6330	Law Offices...		Account...	-157.50	233,042.46
Bill Pmt -C...	09/01/16	6331	Northern S...	75-312...	Account...	-770.00	232,272.46
Bill Pmt -C...	09/01/16	6332	Pacific Gas...	458658...	Account...	-19.79	232,252.67
Bill Pmt -C...	09/01/16	6333	Peerless Bl...	275 Sol...	Account...	-70.00	232,182.67
Bill Pmt -C...	09/01/16	6334	Rabo Bank ...		Account...	-2,427.73	229,754.94
Bill Pmt -C...	09/01/16	6335	Servicemas...		Account...	-2,562.43	227,192.51
Bill Pmt -C...	09/01/16	6336	Special Dist...		Account...	-147.94	227,044.57
Bill Pmt -C...	09/01/16	6337	Waste Man...	533-00...	Account...	-207.77	226,836.80
Check	09/01/16	6338	D. Holden	month ...	Maint-R...	-30.37	226,806.43
Check	09/01/16	6339	S. Engebret...	ESCC ...	S. Enge...	-38.65	226,767.78
Paycheck	09/01/16	6340	Engebretse...		-SPLIT-	-1,619.07	225,148.71
Paycheck	09/01/16	6341	Holden, Don		-SPLIT-	-1,538.47	223,610.24
Liability C...	09/01/16	6342	Edward Jon...	580-97...	-SPLIT-	-263.82	223,346.42
Deposit	09/01/16			Deposit	-SPLIT-	16,199.77	239,546.19
Deposit	09/06/16			Deposit	UNDEP...	849.00	240,395.19
Bill Pmt -C...	09/15/16	6343	Alhambra &...		Account...	-8.25	240,386.94
Bill Pmt -C...	09/15/16	6344	AT&T	530-82...	Account...	-326.88	240,060.06
Bill Pmt -C...	09/15/16	6345	Battle Cree...	34-204...	Account...	-80.00	239,980.06
Bill Pmt -C...	09/15/16	6346	City of Corn...	Fees a...	Account...	-371.17	239,608.89
Bill Pmt -C...	09/15/16	6347	City of Corn...	CORO1...	Account...	-67.34	239,541.55
Bill Pmt -C...	09/15/16	6348	City of Corn...		Account...	-80.54	239,461.01
Bill Pmt -C...	09/15/16	6349	Pacific Gas...	481492...	Account...	-3,470.90	235,990.11
Bill Pmt -C...	09/15/16	6350	Quill Corpor...	inks, fir...	Account...	-410.14	235,579.97
Bill Pmt -C...	09/15/16	6351	SDRMA W...		Account...	-422.44	235,157.53
Bill Pmt -C...	09/15/16	6352	Servicemas...		Account...	-99.06	235,058.47
Bill Pmt -C...	09/15/16	6353	Special Dist...		Account...	-2,420.46	232,638.01
Bill Pmt -C...	09/15/16	6354	Pacific Gas...	266797...	Account...	-631.58	232,006.43
Paycheck	09/15/16	6355	Engebretse...		-SPLIT-	-1,619.06	230,387.37
Paycheck	09/15/16	6356	Holden, Don		-SPLIT-	-1,538.48	228,848.89
Liability C...	09/15/16	6357	Edward Jon...	580-97...	-SPLIT-	-263.82	228,585.07
Check	09/15/16	6358	Corning He...	USDA l...	Capital l...	-6,000.00	222,585.07
Check	09/15/16	6359	S. Engebret...	Health ...	S. Enge...	-38.18	222,546.89
Liability C...	09/15/16	20...	Electronic F...	94-600...	-SPLIT-	-2,513.54	220,033.35
Bill Pmt -C...	09/16/16	6360	Quill Corpor...	gift env...	Account...	-65.56	219,967.79
Bill Pmt -C...	09/16/16	6361	Corning Saf...	change ...	Account...	-104.19	219,863.60
Bill Pmt -C...	09/20/16	6362	Digital Depl...		Account...	-225.00	219,638.60
Bill Pmt -C...	09/30/16	6365	Alhambra &...		Account...	-18.22	219,620.38
Bill Pmt -C...	09/30/16	6366	At & T U-Ve...	127454...	Account...	-103.00	219,517.38
Bill Pmt -C...	09/30/16	6367	Comcast B...	8155 6...	Account...	-210.52	219,306.86
Bill Pmt -C...	09/30/16	6368	File of Life ...		Account...	-821.76	218,485.10
Bill Pmt -C...	09/30/16	6369	Northern S...	75-312...	Account...	-2,430.00	216,055.10
Bill Pmt -C...	09/30/16	6370	Pacific Gas...	458658...	Account...	-19.77	216,035.33
Bill Pmt -C...	09/30/16	6371	Rabo Bank ...		Account...	-411.41	215,623.92
Bill Pmt -C...	09/30/16	6372	Seiler, Roy R.	Audit20...	Account...	-4,400.00	211,223.92
Bill Pmt -C...	09/30/16	6373	Servicemas...		Account...	-2,562.40	208,661.52
Bill Pmt -C...	09/30/16	6374	Special Dist...		Account...	-147.94	208,513.58
Bill Pmt -C...	09/30/16	6375	Precision S...		Account...	-180.00	208,333.58
Total Rabo Checking						-25,483.40	208,333.58
TOTAL						-25,483.40	208,333.58

**CORNING HEALTHCARE DISTRICT
BOARD OF DIRECTORS MINUTES
Tuesday, Sept 20, 2016
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: Patricia Rasmussen

ALSO PRESENT: Attorney Andrews, Don Holden, Satisha Swain (Accent Care), Jennifer Griffith (Accent Care)

PLEDGE OF ALLEGIANCE Given

INVITATION TO PUBLIC TO ADDRESS BOARD: given

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 17, 2015. 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. Vice President Rouse read President Patricia Rasmussen's resignation letter. Board member expressed their appreciation for her years of services. It was decided by consensus to present an award for service to Ms. Rasmussen at the Christmas brunch in December. It was also decided by consensus to grant her a life time of agenda packets free for her faithful service to the community.

DIRECTORS' REPORT N/A

District Manager

A certificate of accomplishment was presented to Don Holden for completing a conflict resolution course.

COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:

REGULAR AGENDA:

Accent Care

1. Satisha Swain and Jennifer Griffith from Accent Care gave a presentation their agency provides. Here is a in-home services medical provision for patients who are homebound. It is fully funded by Medicare and Medi-Cal. It must be recommended by the patient's physician.

SDRMA 30 year anniversary

2. Director. Turner made a motion to send a congratulations card to SDRMA for their 30 year anniversary. Motion was seconded and approved.

Audit

3. Director Irvin made a motion to approve the audit. The motion was seconded and passed.

Little Hoover Investigation –

4. Attorney Andrews gave a report on the little Hoover investigation.

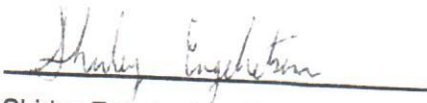
Coming in the Evening Choices: February, March, April

5. Director Turner made a motion for the district to hold a chamber mixer in February. Motion was seconded and approved. Directors Yvonne Boles and Jan Irvin and District manager Shirley Engebretsen were assigned as the committee to organize the event.

Realtor signs

6. The topic was tabled until October so the attorney could do some research

ADJOURNMENT: 6:50 P.M.



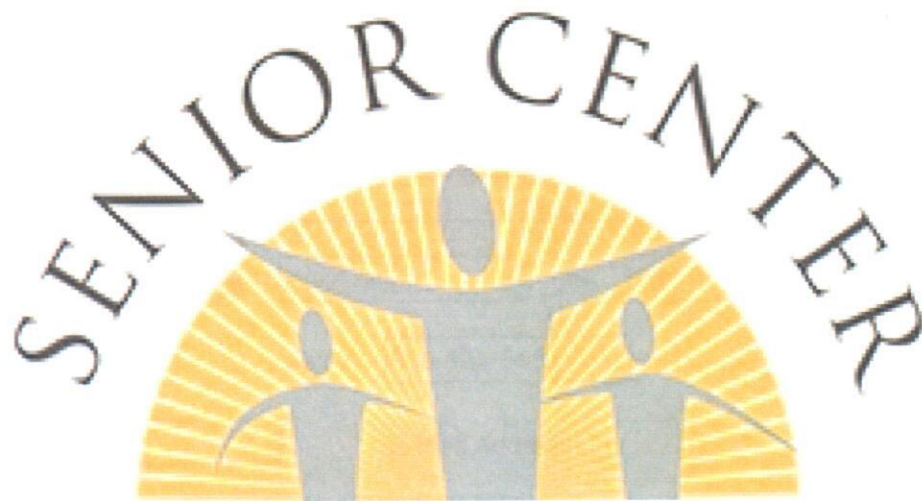
Shirley Engebretsen Ph. D.
District Manager

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 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 October 18, 2016
District conference room
275 Solano Street
Corning Healthcare District Campus
Meeting Inquiries (530) 824-5451**

Agenda senior center request for grant



CORNING

1015 4TH AVENUE

CORNING, CA 96021

(530) 824-4727

CORNINGCSC@GMAIL.COM

GRANT PROPOSAL

Application for Grant or Financial Support

I. Application Information

Organization:

Address:

City State Zip

Telephone Fax

Web Site: E-mail Address:

Annual Operating Budget

Executive Director:

II. Proposal Information

Proposal Summary

Proposal Contact: Title

E-mail Address Telephone

Goal
Health Services Mental Health Services

Total Proposal Budget \$

Total Amount Requested

Is your primary focus for this project to service Southern Tehama County? Yes No

III. Target Population

A. Race/ Ethnicity

Black/African

Latino

White ✓

Other

Asian

Pacific Islander

Native American ✓

B. Age Group

Infants/Toddlers 0-5

Children 6-7

Youth 13-23

Adult 18-54

Seniors 55-70

Seniors 70+

C. Other

IV. Documents Requested

For all requests, please provide **seven copies** of the following:

Application

Proposal Narrative: Include how the grant will meet the health related needs of Southern Tehama County

A brief history of your organization including date of origin, its mission and goals

Board of Directors List

V. Provide one copy of each of the following

IRS Determination letter of 501(c)(3)

Current Annual Operating Budget Summary

Willotta Smith
Signature of Executive Director or Board President

10/5/16
Date

*If you are issued a grant the Board requires you to provide a quarterly report on the progress of the program as it pertains to the grant and its affect on Southern Tehama County resident's health related needs. It is also required that you attend a Board meeting of the Corning Healthcare District in one year's time in order to give a final progress report on the project and how the health related needs of the south county have been met.

Grant Proposal

Corning Senior Center
1015 4th Ave.
Corning, CA 96021
(530) 824-4727
corningcsc@gmail.com

Prepared by:
Willette Smith – Chairman of the Board
Karen Burnett – Director

Center:

The Corning Senior Center is open Monday through Friday from 9am to 1pm. We are centrally located within the city of Corning and serve seniors from Corning, Kirkwood, Vina, Richfield, Flourney, Squaw Hill, and Paskenta. The center provides a clean, warm, and friendly atmosphere for our elderly citizens to come together. They make friends and participate in activities and events. Many of the seniors served at the center no longer have a family atmosphere at home. They have lost their significant other; and their children have moved out of the area.

Goals:

It is the goal of the center to enhance the lives of our seniors through shared interactive programs, activities, and events that foster new friendships and relationships. We also hope to enhance and prolong the lives of our seniors by recognizing their many contributions to our community, country, and society as a whole. They are wonderful individuals with great knowledge and experiences to share and should be treated with great respect. We strive to provide a caring, clean well maintained facility, which includes a fine dining luncheon experience and well-rounded activity calendar.

Nutrition Program:

Congregate Senior Nutrition meals are offered to all seniors over the age of sixty through the Tehama County Senior Nutrition Program for a suggested donation of \$3.50. All donations are voluntary. No senior is turned away because of monetary reasons. The hot lunches are cooked and then bulk delivered from the Red Bluff Community Center. They are then plated and served at the center every day at 11:30am. Hot lunches are served to an average of 20 to 30 seniors daily, with numbers going upwards of 60 to 70 when special activities are occurring.

Tehama Rural Area Express (TRAX):

The center coordinates with the Tehama Rural Area Express (TRAX) bus service to ensure that our seniors have transportation to and from the center. The bus service also ensures that there are convenient bus stops located at the senior housing complexes throughout the Corning area and provide timely arrival and departure times

Funding Sources:

The Corning Senior Center building is owned by the City of Corning; and they provide an annual endowment of \$2,700. The City assists in maintaining their facility; however the responsibility of cleaning and light maintenance falls to the centers director and volunteers. The Senior Nutrition Program contributes \$800 annually in rent for use of the facility for the Senior Nutrition Program.

Organizations and groups who provide services to our senior population frequently use the center. The facility is often rented out when not in use in an effort to supply revenues to support and maintain the building. The center is available to rent on weekends and is currently rented almost every weekend.

We have fundraisers every month to help defray our costs, including special dinners, Bunko, and opportunity drawings. See list below in scheduled activities for further information.

The Corning Senior Center maintains their annual 501c3 status by staying current with new and existing State and Federal Regulations. They employ a local accountant to keep up on all the State and Federal Regulations.

Scheduled Events:

Educational:

- Monthly Blood Pressure Clinic – Dignity Health, Solano St. Clinic
- Legal Aide on the first Tuesday every month – Passages at 2pm
- NVCSS Health talks and diabetic support group on the first Thursday of every month at 11am
- Quarterly Tehama County Senior Nutrition SNAP-ED – Jaunita Rajnen
- Quarterly Nutrition Education with Judy Hamatato - Center for Healthy Communities at CSUC
- Tehama County Commission on Aging – Six times per year
- Reading Write On – Reading and sharing snacks with SERF Kindergarten classes – Olive View and West Street Schools every second and fourth Monday of the month.

- **Scheduled Events Continued:**

Activities:

- Monthly senior haircuts with Licensed Beautician Karen Burnett
- Craft Classes – 1 to 2 times per month
- USDA Commodities with Gleaners – Open to seniors and all low-income families on every second Wednesday of the month from 8am to 11am
- Monthly Corning Senior Center Board Meeting every third Wednesday at 10am
- TAG Tuesday Art Group meets every Tuesday at 2pm and is open to all art mediums with a \$2 suggested participation donation
- Tehama County Jammers is every Tuesday night at 6pm and is open to all musicians, singers, and appreciators of great music
- Bingo every Tuesday at 9:30am – Cost is a quarter per card and a quarter for the blackout, with everyone going home with a prize

Most of our activities are free for seniors except those that are marked

Fundraisers:

- Quarterly Bunko/Dinner Nights
- Bingo Kitchen at the Veterans Hall on the first Wednesday of the month
- Odd Monday Dinner two times per month
- Holiday Breakfasts when Senior Nutrition is closed

Yearly Programs/Activities:

- Annual Membership Meetings
- Corning Senior Center Board of Directors Election/Installations
- Valentines Day Luncheon and Valentine Exchange Party
- St. Patrick's Day Lunch
- RSVP Golden Umbrella Volunteer Lunch
- Cinco De Mayo Party
- Mothers Day Lunch
- Memorial Day Breakfast
- Flag Day Celebration
- Senior Center Helpers Appreciation Celebration
- Fathers Day Lunch
- Hawaiian Luau Party
- POW/MIA Remembrance Ceremony
- Olive Festival Booth
- Labor Day Breakfast
- Health Fair with the Tehama County Eldercare Coordinating Council
- Veterans Day Ceremony
- Thanksgiving Day Lunch

Yearly Programs/Activities Continued:

- Nomination of Corning Senior of the Year
- Corning High School Choir
- Christmas Lunch, Santa visit, and gifts from the Maywood's Women's Club
- New Years Eve Dinner

See sample calendars for other fun holiday celebrations

Educational Opportunity Site:

North Valley Services

Developmentally disabled adults are being trained at the Corning Senior Center to do janitorial work and improving their social skills by interacting with the senior population.

Experience Works

Seniors are paid to work in the Senior Center to learn new job skills.

Cal Works

Low Income persons who are receiving cash aid are required to work to learn new job skills to obtain better paying jobs.

Judicial and Parole Programs

We are a facility where people can come work off court fines. We only receive clients who are non-violent offenders.

Community Students

Little Miss Corning and Little Miss Olive City practice their programs for the pageants and also participate in activities with the seniors. Coning High School students do group assignments.

Networking:

The Corning Senior Center networks with a variety of organizations such as: The City of Corning's Corning Chamber of Commerce, Corning Volunteer Fire Department, Corning Christian Assistance, The VFW and other local veterans, The Maywood's Women's Club, Corning Exchange Club, Corning Rotary Club, and many local businesses.

Staffing:

We have two paid staff members at this time. Both employees are receiving a part-time salary working 50 hours per month, and donate many more hours to fulfill the current needs of the

increasing number of seniors attending and participating in the activities and events at the senior center.

Staffing Continued:

Director – Karen Burnett

The director is responsible for the planning of the calendars, executing the events, scheduling volunteer staff, closing the facility, overseeing the cleaning and maintenance of the building, managing the rental calendar, decorating the center, and attending meetings. The director is a part of many organizations and councils that specialize in local and global senior needs. She participates in them on her own time and uses the information she learns to educate and elevate the seniors at the center. The director promotes senior activities through the local press, Corning Chamber of Commerce Newsletter, and a monthly calendar. Fliers, posters, and sign-up sheets accompany our upcoming events.

Kitchen Manager – Dorothy Emerson

The Kitchen Manager is responsible for maintaining the cleanliness and safety of the kitchen at all times. She has her ServSafe Food Manager Certification and is vigilant in keeping up with industry standards. She opens the facility in the morning and makes a free brunch/breakfast for all our early seniors. She collects, logs, and organizes items donated to the center from various local vendors. Many of these items are used for brunch, opportunity drawings, or given to seniors in need. She is responsible for the running of the Senior Nutrition Program, receiving the food, maintaining temperature logs, and serving the meals in an appealing and timely matter. She does the inventory and the purchasing of the cleaning supplies and paper products for the center. She also procures, cooks, and serves all the food for our fundraisers.

Volunteer Staff

The Senior Center could not run without a dedicated volunteer staff. They serve meals; wash dishes, clean up any spills, clean bathrooms, answer phones, call bingo, and organize closets. The volunteers are such an important part of what we do because by helping other seniors they are contributing to making a better center which in turn helps to make Corning a better place to live.

Center Needs:

The center runs on a small budget, without any extra funds for things that are really needed to make the center run efficiently and the experiences better for our seniors.

Center Needs Continued:

We are in desperate need of a new professional size refrigerator and freezer so that proper food temperature is maintained and donated food items are preserved for our senior population. We often have large amounts of fresh fruits, vegetables, milk, eggs, meat, and deli items that are donated at times when our seniors are not present at the center. At this time we are not able to refrigerate all that we receive and would like to be able to do so, so that we may distribute these products to our seniors when they are present the following day. Presently local churches and Corning Christian Assistance are helping us with storing our excess products. This adds an extra step and work for our staff and an added burden to the already stretched other service entities.

At this time the center has a used computer that is obsolete and not capable being updated with new programs. It would benefit the center to purchase a new laptop with updated software so that our director is capable of taking notes during business meetings and work on center activities from home.

Closing:

Thank you for considering us for your grant. We feel honored that you asked us to participate in this process. Please feel free to contact us for any additional information needed. We can be reached at (530) 824-4727, by email at corningcsc@gmail.com or you're more than welcome to come take a tour of our facility and enjoy lunch with us.

Date:

JUN 25 1985

Corning Senior Center, Inc.
P.O. Box 396 (1015 Fourth Avenue)
Corning, CA 96021

Employer Identification Number:
94-2422750
Accounting Period End:
December 31
Foundation Status Classification:
509(a)(1) & 170(b)(1)(A)(vi)
Advance Ruling Period Ending:
December 31, 1985
Person to Contact: Taxpayer
Service Representative
Contact Telephone Number:
(800) 424-1040

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 170(b)(1)(A)(vi) and 509(a)(1).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination

Budget Proposal

Income:

Rental of Hall	12000.00
Donations	8482.00
Fund Raisers	4355.00
Other	587.00
	<hr/>
Yearly Total	25424.00

*Rental of Hall income is based on the hall being rented every weekend of the year

Expenses:

Payroll Taxes	1588.00
Salary	12000.00
	<hr/>
Total Payroll Expenses	13588.00
Business Registration Fees	156.00
Dues and Subscriptions	50.00
Insurance	1777.00
Professional Service Fees	640.00
Refunds	625.00
Supplies	2932.00
Telephone	876.00
Utilities	8435.00
Misc	100.00
	<hr/>
Total Expenses	29179.00
Total Income	25424.00
Net Income	-3755.00

**CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday October 18, 2016
District conference room
275 Solano Street
Corning Healthcare District Campus
Meeting Inquiries (530) 824-5451**

Agenda fencing of East side of property

We have a neighbor to the east that has created a road cutting through the district's property. Don has spoken to the individual and requested that he not ask Drive through the district lot, to no avail. We then requested that the police speak to the neighbor and they sent an officer to request that they not cut through the property of the Corning healthcare District; again the request was ignored.

There was a survey completed to find an accurate line of Healthcare Districts property

Recommendation: To avoid the creation of access rights for the neighbor to the east due to continued use, it is recommended that the District install a chain-link fence the length of the east side of the property. Fencing would be approximately 4-5 feet tall and extend from the wood fencing of the neighbor's property line to the fencing of the South neighborhood fence. Cost is a proximately \$9000.

**CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday October 18, 2016
District conference room
275 Solano Street
Corning Healthcare District Campus
Meeting Inquiries (530) 824-5451**

Agenda policy manual review

You're only receiving copies of the pages that had changes were larger than grammar corrections. If you would like a full copy of the policy manual, please notify the office and I will make sure you have one at the next meeting.

I have included a fresh policy manual index

Page number 1 are changes made to the goals and have been highlighted in yellow.

Page number 2 and 2.A are changes to the section called District manager. These changes were taken from separate sheets of paper and are now incorporated into the official description of the district manager's responsibilities.

Pages 3-6 investment policy the law requires for to review each year.

Page 7 describes the responsibility of former director and president Lupe Greene as the legislative representative. Since she is no longer a member of the Board the responsibility should be deleted or another director be given the assignment.

Page 8 are the notes that are added to the district policy as a reminder of the separate rules of board and staff members

Page 9 is the policy on privacy of health information

Policy Manual 2016-2017

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X HIPPA Policy

XI Emergency Protocols

V. Goals

1. Review progress every August
2. Follow the strategic plan –
 - a. Five year plan
 - b. Ten year plan
3. Obtain grants as needed
4. Have a Public Relations Program, including but not limited to articles in newspapers
5. Manager may be an active member of Tehama County Health Partnership and/or Elder Services Coordination Council
6. Maintain communication with appropriate agencies
7. The District offices may be used during emergency by city and state emergency personnel.

16. To have knowledge of the By-Laws of the District
17. To have knowledge of the policy manual
18. Submit to an annual personnel review near budget review
19. To advise the Board sixty (60) days in advance of the upcoming personnel review
20. When a new Director is appointed or Elected to the Board, on his/her first meeting the manager will present them with a binder containing copies of the Brown act, Policy Manual, Conflict of Interest code and the By-laws.
21. The District Manager will take Special District Training Classes needed for certification. In the first year of holding office, all three classes, Governance, Administration, and Financial shall be taken unless the employee currently has an up to date certification.
22. The District Manager shall maintain certification by attending one Special District Training class (or equivalent) a year. The training schedule must include AB1234 and AB1825 training once every two years.
23. The Manager may not sign contracts or incur any debt without Board or President's approval.
24. Neither the President nor Manager may spend or contract to spend or encumber in any manner the Healthcare District over \$3,000 prior to Board approval -
 - a. Except for Emergency defined as an event that severely impairs the public health and safety.
25. District Manager is the media spokesperson for the Corning Healthcare District.
26. Notification of breach in records

Assembly Bill No. 1149

CHAPTER 395

The district will follow the instructions of assembly Bill 1149 Chapter 395, and notifying any and all employees. If there is found identity theft breach of information, the law requires immediate notification to victims.

A. Rentals

1. Maintain a file of all rental agreements.
2. Manager may not rent or cause to be rented any space without Board approval.
3. Manager may only quote standard price. It is up to the prospective client to present request for exception.
4. Manager shall provide prior notice to the renters of pending access to their offices. Access to be limited to repairs and or emergencies. A repair or emergency person may not be left alone in renters' offices without renter's permission.

1.1-4(G) A request for a copy of an identifiable public record or information produced there from, or a certified copy of such record shall be accompanied by payment of a reasonable fee covering the direct costs of duplication. The current schedule of reproduction costs shall be maintained by the District.

C. The Press

11-20-12 Spokesperson

- 1. District Manager is the press spokesperson for the Corning Healthcare District. (9-18-06)

Protocols for dealing with the press (Sept 2006)

- 2. The District Manager is the spokes person for dealing with the press.
 - a. All communications are stated in as positive a manner as possible.
 - b. All information requested by the press is provided within as quick a time as can be reasonably expected, except those cases that are covered under the privacy act.
 - c. The media is kept informed as situations develop and remedies have been set in motion.
- 3. The District offices may be used during emergency by city and state emergency personnel.

D. Emergency drills Sept 2006

- 1. The District Manager calls emergency services as needed.
- 2. At such time that more than one employee is working for the District, the District Manager invokes or has supervisor invoke earthquake and fire drills every three months.
 - a. The drill consists of leaving the building as quickly as possible in case of fire.
 - b. The drill for earth quakes consists of gathering in a small closet or bathroom, or getting under desks and covering head and/or leaving the building.
 - c. All personnel evacuate the building immediately when alert given as to bomb threat
 - d. All drills are documented.
- 3. Responsible for Health related newspaper articles 10-27-2008
- 4. Move finances from CDs as needed 1-25-10 minutes

3

**ANNUAL STATEMENT OF INVESTMENT
POLICY 2016
(Ratified July 1 2013)**

TO: CORNING HEALTHCARE DISTRICT

FROM: SHIRLEY ENGBRETSSEN/DISTRICT MANAGER

SUMMARY:

Per Government Code 53646, the Statement of Investment Policy is to be reviewed and submitted annually to the Corning Healthcare District for approval. The Investment Policy serves as the guidance mechanism for the investment of Corning Healthcare District Funds.

RECOMMENDATION:

DIRECTORS OF CORNING HEALTHCARE DISTRICT APPROVE THE ANNUAL STATEMENT OF INVESTMENT POLICY AS SUBMITTED.

4

CORNING HEALTHCARE DISTRICT STATEMENT OF INVESTMENT POLICY

I. Introduction:

The purpose of this document is to identify various policies that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities. Related activities that compromise good cash management include accurate cash projections, expeditious collection of revenue, control of disbursements, and cost effective banking relations.

II. Scope:

The Investment Policy covers all funds and investment activities under the direct authority of the Corning Healthcare District.

III. Objective:

- A. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the Corning Healthcare District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. **Liquidity:** An adequate percentage of the portfolio will be maintained in liquid, short-term securities which can be converted to cash if necessary to meet disbursements requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis will be on low sensitivity to market risk.
- C. **Yield:** Yield becomes a consideration only after the basic requirements of safety and liquidity have been met.
- D. **Market-Average Rate of Return:** The investment portfolio shall be designed to attain a market average rate of return throughout budgetary and economic cycles, taking into account the District's risk constraints, the cash flow characteristics of the portfolio, State and Local Laws and Ordinances.
- E. **Diversification:** The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding either specific security types or individual financial instruments.
- F. **Prudence:** The Corning Healthcare District adheres to the guidance provided by the "Prudent Man Rule" (Civil Code Section #2261), which obligates a fiduciary to ensure that:
"...investment shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived."
- G. **Public Trust:** All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

IV. Declaration of Authority:

The Corning Healthcare District Board has the authority to invest funds in certain eligible securities (Government Code Section 53635).

V. Reporting:

The District Manager shall submit a quarterly investment report to the District Board, which shall include all the elements of the report as prescribed by Government Code Section 53646.

VI. Investment Instruments:

Investments for the Corning Healthcare District shall only be made in one or more of the following:

<u>Maximum Investment Instrument Financial Institution</u>	<u>Percentage Or Amount</u>	<u>Maximum Maturity</u>
A. Checking Accounts	Unlimited	N/A
B. Certificates of Deposits	Unlimited	5 Years
C. Local Agency Investment Fund	\$ 30 MM	N/A
D. Passbook Savings Accounts	Unlimited	N/A

VII. Internal Controls:

A system of internal controls shall be established to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, and imprudent actions by employees, and officers of the District.

VIII. Maturities:

Security purchases and holdings shall be maintained within statutory limits imposed by Government Code.

IX. Banks and Securities Dealers:

The Corning Healthcare District Board, in selecting financial institutions for deposits and investments of the District funds, shall consider the credit worthiness of such institutions. The District Manager shall continue to monitor financial institutions, credit characteristics and financial history throughout the period in which District funds are either deposited or invested.

X. Risk Tolerance:

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The Corning Healthcare District recognized that investment risk can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to control risk. No individual investment transaction shall be undertaken which jeopardizes the total capital position of the overall portfolio. The Treasurer may periodically establish guidelines and strategies to control risk of default, market price changes, and illiquidity. A competitive bid process, when practical, will be used to place investments, subject to approval of the Board”

XI. Statement of Investment Policy:

This Statement of Investment Policy shall be reviewed and submitted annually to the Corning Healthcare District.

Date

Shirley Fay/District Manager

7
Assignments:

Liaison to Representatives and Associations (July 16, 2013)

~~Director Charles Rouse made a motion to appoint President Lupe Green as liaison to Representatives, and Associations regarding legislative bills. The president will gather information for a written or oral report to the Corning Healthcare District, and bring letters of objection or approval to the Board members for voting. Motion was seconded and approved. All decisions remain the responsibility of the entire board (by California code 6100-61060.)~~

11-20-12 **Spokesperson**

1. District Manager is the press spokesperson for the Corning Healthcare District.
9-18-06

Protocols for dealing with the press (Sept 2006)

2. The District Manager is the spokes person for dealing with the press.
 - a. All communications are stated in as positive a manner as possible.
 - b. All information requested by the press is provided within as quick a time as can be reasonably expected, except those cases that are covered under the privacy act.
 - c. The media is kept informed as situations develop and remedies have been set in motion.
3. The District offices may be used during emergency by city and state emergency personnel.

Emergency drills Sept 2006

4. The District Manager calls emergency services as needed.
5. At such time that more than one employee is working for the District, the District Manager invokes or has supervisor invoke earthquake and fire drills every three months.
 - a. The drill consists of leaving the building as quickly as possible in case of fire.
 - b. The drill for earth quakes consists of gathering in a small closet or bathroom, or getting under desks and covering head and/or leaving the building.
 - c. All personnel evacuate the building immediately when alert given as to bomb threat
 - d. All drills are documented.
6. Responsible for Health related newspaper articles 10-27-2008
7. Move finances from CDs as needed 1-25-10 minutes

Notes:

Director's Personal Liability: (Liberty Cassidy Whitmore 2009)

- 1. Generally each Board Member is protected from law suits while fulfilling job responsibilities.
- 2. Tort Law – If Board Member is operating or giving instructions outside Board responsibilities, the member can be personally liable (2009 Governance Seminar)
 - ✓ Invasion of privacy
 - ✓ Unfair labor practices
 - ✓ Retaliation
 - ✓ Violating staff's free speech rights

Practical Advice for Dealing with Staff (Liberty Cassidy Whitmore 2009)

- 1. Refrain from doing so unless it is a part of one's obligation to the District
- 2. Proceed as part of a properly convened Board meeting, not individually
- 3. Communication with staff should be achieved through the General Manager or another appropriate District employee designated to interact with the staff
- 4. Comply with the Brown Act
- 5. Consult with legal counsel

Board and Staff Roles (2008 Special District Administration)

- 1. Staff's job at meetings: provide
 - a. Adequate description of agenda items
 - b. Information on studies, considerations, other work done
 - c. Explanation of issues for Board decision
 - d. Recommendations with supporting rationale
 - e. Report on daily goings-on at the agency
 - f.
- 2. Board's job at meetings
 - a. Set standards for the information it wants
 - b. If an agenda item or issue is not understood, call the Manager ahead of the meeting
 - c. Listen to each other
 - d. Determine if there is sufficient information for a Board decision
 - e. Vote – then stand by the majority decision

CORNING HEALTHCARE DISTRICT
P.O. Box 996
CORNING, CALIFORNIA 96021
PHONE (530) 824-5451 FAX (530) 824-5419
crqhealth@sbcglobal.net

POLICY PRIVACY HEALTH INFORMATION

1. All personal health information that is given to Corning Healthcare District Administrative Office(s) shall be kept under lock and key and shall only be accessible to the district manager as needed to respond to official health insurance issues.
2. No director or employee shall have access to personal health information, except that that employee is the official health officer.
3. All personal health information that an individual employee shares with the board members, individual director or with a supervisor is considered legally confidential and will not be shared by the person receiving the information to any other person not directly involved in a legally acceptable investigation as defined by HIPPA laws and practices.
4. All personal health information that is shared during conversations between employees, whether they be managers or subordinates, shall be considered confidential.

**CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday October 18, 2016
District conference room
275 Solano Street
Corning Healthcare District Campus
Meeting Inquiries (530) 824-5451**

Agenda OSHA COMPLIANCE Conference

As a California OSHA compliance five-day course being offered in Reading November 28 through December 2. Because of his close proximity I believe I could commute to the course. Please see the attached description of the classes.

Your Complete **5-day** Course Agenda

Course Schedule: Monday - Thursday 8:30 a.m. - 4:30 p.m. Friday only 8:30 a.m. - 3:00 p.m.

DAY ONE

Test your knowledge
Understanding California OSHA standards
Comprehensive review of Federal OSHA 4-point Plan
The 8 elements of Cal/OSHA
Creating a clear, effective safety policy
Understanding management's responsibility and authority for safety and health
Developing training and education initiatives
Boosting employee compliance with progressive discipline and rewards

DAY TWO

Using workers' notification of unsafe conditions to get employees involved
Creating a safety committee or task force and who should be on it
Performing work site analysis with self-inspections/audits and third-party evaluations
Understanding the most-cited safety and health violations
Introduction to industrial hygiene

- Health hazard recognition
- Airborne contaminants
- Abating health hazards

DAY THREE

Creating a hazard communication program
Creating a control plan for bloodborne pathogen exposure
Conducting a workplace hazard assessment for Personal Protective Equipment (PPE)
Certified PPE training—what you need to know
Indoor air quality: Sick building syndrome and building-related disease
Defining permit-required confined space
Machine guarding: Point of operation, prime movers and rotating/moving parts

DAY FOUR

What causes electrocution and how to prevent it
Procedures and programs behind controlling hazardous energy
Material handling and training requirement for powered industrial trucks
Guidelines of ergonomics
Creating a hierarchy of prevention with ergonomics
Office safety: Creating an effective team

DAY FIVE

Defining workplace violence
Understanding what you can do about workplace violence
Identifying and preventing noise issues
Factors to consider in accident investigations
Why and how you should document accident investigations
The 3-step formula for hazard prevention and control
Voluntary guidelines on training
Standards that require training
Creating acceptable training programs
OSHA record keeping and reporting
Post-test course evaluation

BRING THIS WORKSHOP ON-SITE:

For more information, call Enterprise Learning Solutions at **1-800-344-4613** or visit us on the Web at NationalSeminarsTraining.com/CorporateTraining

ENROLL ONLINE AT NationalSeminarsTraining.com/OSC5 OR CALL 1-800-258-7246.

**CORNING HEALTHCARE DISTRICT
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Agenda Realtor signs on corner of Solano and Marguerite

Topic of the realtor signs was tabled until attorney could do further research.