

CORNING HEALTHCARE DISTRICT SERVING SOUTHERN TEHAMA COUNTY

CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday August 15, 2017
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: 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 TUESDAY, Aug 8, 2017

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

COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:

REGULAR AGENDA:

1. New Bookkeeper
2. Ad link for \$100 a month
3. SDRM vote
4. Harassment Prevention Training

ADJOURNMENT:

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.
All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all members of the Board. Such records shall be available at the District office located at 145 Solano Street, Corning California. This institute is an equal opportunity provider, and employer.

**CORNING HEALTHCARE DISTRICT
BOARD OF DIRECTORS MINUTES
Tuesday, July 18, 2017
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, Lilia Rodriguez

District Manager: Shirley Engebretsen
Absent:

ALSO PRESENT: Attorney Andrews, Don Holden,

PLEDGE OF ALLEGIANCE Given

INVITATION TO PUBLIC TO ADDRESS BOARD: N/A

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

MINUTES: Director Boles made a motion to approve the minutes for June 14 and 20th, 2017. 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: N/A

DIRECTORS' REPORT Directors Boles and Turner reported the director and members of the Senior Center in Corning expressed appreciation for the refrigerator/freezer.

Direction was given to explore the possibility of sponsoring a trainer two years from now for the AB 1234 (conflict of interest) and AB 1825 (harassment avoidance) training.

District Manager

The district manager gave a positive report about the leadership training she attended in Napa California.

COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:

REGULAR AGENDA:

Logo

Director Boles made a motion to adopt the logo created by Streamline with the following sentence added beneath the emblem: "Bringing Health Services To Southern Tehama County". The motion was seconded and approved

Training

Direction was given to research the possibility of sponsoring in two years a trainer for the AB 1234 (conflict of interest) and AB 1285 (Harassment Prevention Training).

Sign

Director Boles made a motion to approve the new sign at the entrance of 175 Solano St. The addresses 155, 275, and 175 will be displayed. When driving in the easterly direction the numbers will read 275, 175, and 155. When driving in a westerly direction numbers will read 155, 175, and 275. Motion was seconded and approved.

Direction was given to check with the city if a Permit is still required since the sign is replacing an original.

ADJOURNMENT: 7:00 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)."

10:50 AM

08/11/17

Accrual Basis

CORNING HEALTHCARE DISTRICT

Profit & Loss

July 2017

	<u>Jul 17</u>
Ordinary Income/Expense	
Income	
CD Interest Income	871.19
checking Interest Money	0.87
RENTALS	16,915.77
Total Income	<u>17,787.83</u>
Expense	
-MED RECORD-PUR SERV	417.88
ADMIN-LEGAL	2,578.71
ADMIN-OTHER EXPENS	
Advertising	50.00
S. Engebretsen	173.88
ADMIN-OTHER EXPENS - Other	1,793.92
Total ADMIN-OTHER EXPENS	<u>2,017.80</u>
Communications-Telephone	761.32
EMPLOYEE BEN-HLTH INS.	2,644.28
GEN ACCT-OFFICE SUP	3,229.96
Maint-Repair	5,179.81
Payroll Expense	9,981.48
Training	162.38
UtiLity Electric	4,651.75
Utility Water	153.04
Total Expense	<u>31,778.41</u>
Net Ordinary Income	<u>-13,990.58</u>
Net Income	<u><u>-13,990.58</u></u>

Maintenance also includes landscaping, cleaning and security

CORNING HEALTHCARE DISTRICT Transaction Detail By Account

July 2017

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
ADMIN-OTHER EXPENS								
Advertising								
Bill	07/13/17		Corning Chamber of...	sponsor Hom...		Accounts Paya...	50.00	50.00
Total Advertising							50.00	50.00
S. Engebretsen								
Check	07/01/17	6735	S. Engebretsen	mileage escc ...		Rabo Checking	18.36	18.36
Check	07/18/17	6758	S. Engebretsen	leadership trail...		Rabo Checking	155.52	173.88
Total S. Engebretsen							173.88	173.88
ADMIN-OTHER EXPENS - Other								
Bill	07/13/17		Battle Creek Pest C...	175 solano		Accounts Paya...	35.00	35.00
Bill	07/13/17		Battle Creek Pest C...	275 Solano		Accounts Paya...	45.00	80.00
Bill	07/14/17		Eagle Security Syst...	Monitoring		Accounts Paya...	247.50	327.50
Bill	07/14/17		Eagle Security Syst...	541670		Accounts Paya...	75.00	402.50
Bill	07/14/17		Eagle Security Syst...	541920		Accounts Paya...	75.00	477.50
Bill	07/15/17		Red Bluff Daily News	1 yrs subscrip...		Accounts Paya...	236.42	713.92
Bill	07/16/17		Streamline	Website hosting		Accounts Paya...	75.00	788.92
Bill	07/17/17		Johnson Turbo Clean	clean carpet 1...		Accounts Paya...	450.00	1,238.92
Bill	07/17/17		Red Bluff Daily News	ad in magazine		Accounts Paya...	485.00	1,723.92
Bill	07/28/17		Peerless Bldg Maint...	175 and 275 ...		Accounts Paya...	70.00	1,793.92
Total ADMIN-OTHER EXPENS - Other							1,793.92	1,793.92
Total ADMIN-OTHER EXPENS							2,017.80	2,017.80
TOTAL							2,017.80	2,017.80

CORNING HEALTHCARE DISTRICT

Balance Sheet

As of July 31, 2017

	Jul 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Rabo Checking	336,627.82
Capital Improvement 1200003612	55,312.52
Edward Jones CD 580-14264-1-1	
Capital One Bank USA 7-19-27	25,000.00
Wells Fargo Bank 3-15-22 PD	20,000.00
Wells Fargo @100.57 1-22-19	30,000.00
Cash from interest on CDs	1,366.15
Capital One Bank USA 3-8-21 PD	20,000.00
Amer EX Centurian 7-11-18 PD	25,000.00
American EX Centurian 7-5-17 PD	167.36
Goldman sachs 7-12-19 PD	25,000.00
Goldman Sacha B USDA 2-13-20	30,000.00
State B of India USDA 1/25/18	29,484.90
State B of India USDA 1/25/23	30,000.00
Edward Jones CD 580-14264-1-1 - Other	2.96
Total Edward Jones CD 580-14264-1-1	236,021.37
Petty Cash	100.00
Total Checking/Savings	628,061.71
Accounts Receivable	
Accounts Receivable	0.01
Total Accounts Receivable	0.01
Other Current Assets	
Prepaid Ins.	9,940.41
UNDEPOSITED FUNDS	304.93
Total Other Current Assets	10,245.34
Total Current Assets	638,307.06
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	-74,951.00
Accum Dep Equip	-3,797.00
Accum Dep Land Imp	-119,117.00
Accum Dep Med Bldg	-825,065.00
Bldg Improvements	137,261.63
Land	20,313.00
Land-Demolitation Cost	518,035.56
Medical Offic Bldg	3,744,628.76
Office Equipment	3,746.00
Total Fixed Assets	3,506,136.15
TOTAL ASSETS	4,144,443.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,777.43
Total Accounts Payable	8,777.43
Other Current Liabilities	
Accrued Payroll	4,187.76
Contract Retentions Payable	-36,721.63
Interest Payable	24,920.93

10:51 AM

08/11/17

Accrual Basis

CORNING HEALTHCARE DISTRICT

Balance Sheet

As of July 31, 2017

	<u>Jul 31, 17</u>
Payroll Liabilities	
Accr Fed W/Hold	90.61
Accr FICA-Employee	46.77
Accr FICA-Employer	46.80
Accr S.D.I.	78.30
Accr S.U.I.	-531.25
Accr ST W/Hold	394.12
Payroll Liabilities - Other	2,552.99
Total Payroll Liabilities	2,678.34
Payroll Liabilities,	481.84
Total Other Current Liabilities	-4,452.76
Total Current Liabilities	4,324.67
Long Term Liabilities	
Loan Payable - USDA	1,407,300.00
Total Long Term Liabilities	1,407,300.00
Total Liabilities	1,411,624.67
Equity	
2310.00-Fund Bal-Ret Earn	2,639,733.32
net assets	107,075.80
Net Income	-13,990.58
Total Equity	2,732,818.54
TOTAL LIABILITIES & EQUITY	4,144,443.21

CORNING HEALTHCARE DISTRICT
Income by Customer Summary
July 2017

	<u>Jul 17</u>
Family Counseling Center	235.00
Feather River Hospital	5,785.50
Northern Valley Catholic Social Service - Tehama County	920.00
Children First	8,841.34
QUEST DIAGNOSTICS, INC.	304.93
	<u>829.00</u>
TOTAL	<u><u>16,915.77</u></u>

CORNING HEALTHCARE DISTRICT
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	829.00
TOTAL	<u>16,915.77</u>

10:57 AM
08/11/17
Accrual Basis

CORNING HEALTHCARE DISTRICT
Expenses by Vendor Summary
July 2017

	<u>Jul 17</u>
Alhambra & Sierra Springs	50.22
At & T U-Verse	343.33
AT&T	206.00
Battle Creek Pest Control	80.00
Cash	199.54
City of Corning-175 Solano coro 145	68.60
City of Corning 218 - coro218	84.44
Comcast Business	211.99
Corning Chamber of Commerce	50.00
Eagle Security Systems	397.50
Johnson Turbo Clean	450.00
Law Offices of Thomas N. Andrews	2,578.71
McDaniel Signs	4,190.44
Mike Smith	375.00
Pacific Gas & Electric	4,651.75
Peerless Bldg Maintenanc Corp	70.00
Quill Corporation	150.83
Rabo Bank Credit Card	3,515.73
Red Bluff Daily News	721.42
S. Engebretsen	173.88
Special District Risk Management	2,644.28
Streamline	75.00
Waste Management	417.88
TOTAL	<u><u>21,706.54</u></u>

CORNING HEALTHCARE DISTRICT
LAST MONTH'S CHECK BOOK REGISTER
As of July 31, 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance
Rabo Checking							
Bill P...	07/01/	6730	Pacific Gas & Elec...	VOID: 4814920780-4	Acco...	0.00	352,699.43
Bill P...	07/01/	6731	Pacific Gas & Elec...	4586584129-5	Acco...	-13.33	352,699.43
Paych...	07/01/	6732	Engebreetsen, Shirl...		-SPLI...	-1,648.99	352,686.10
Paych...	07/01/	6733	Holden, Don		-SPLI...	-1,540.59	351,037.11
Check	07/01/	6734	D. Holden	mileage	Maint...	-70.63	349,496.52
Check	07/01/	6735	S. Engebretsen	mileage ESCC MEETING	S. En...	-18.36	349,425.89
Deposit	07/03/			Deposit		6,325.43	349,407.53
Deposit	07/05/			Deposit		829.00	355,732.96
Bill P...	07/14/	6738	Alhambra & Sierra...	127454452 / 127393133	UND...		356,561.96
Bill P...	07/14/	6739	At & T U-Verse		Acco...	-50.22	356,511.74
Bill P...	07/14/	6740	AT&T	530-824-5451-362 and 530-824-9002...	Acco...	-97.00	356,414.74
Bill P...	07/14/	6741	Battle Creek Pest ...	34-2046874	Acco...	-206.00	356,208.74
Bill P...	07/14/	6742	Corning Chamber ...	sponsor Hometown Christmas Parade	Acco...	-80.00	356,128.74
Bill P...	07/14/	6743	Eagle Security Sy...		Acco...	-50.00	356,078.74
Bill P...	07/14/	6744	Law Offices of Th...		Acco...	-397.50	355,681.24
Bill P...	07/14/	6745	Pacific Gas & Elec...	4814920780-4	Acco...	-2,578.71	353,102.53
Bill P...	07/14/	6746	Red Bluff Daily Ne...	1 yrs subscription	Acco...	-4,059.07	349,043.46
Bill P...	07/14/	6747	Special District Ris...		Acco...	-236.42	348,807.04
Bill P...	07/14/	6748	Waste Management	533-0000136-0533-2	Acco...	-2,509.00	346,298.04
Bill P...	07/14/	6749	Pacific Gas & Elec...	2679716125-9	Acco...	-209.33	346,088.71
Liabili...	07/14/	6753	Employment Deve...	499-0358-6	Acco...	-566.02	345,522.69
Paych...	07/15/	6736	Engebreetsen, Shirl...		-SPLI...	-1,048.93	344,473.76
Paych...	07/15/	6737	Holden, Don		-SPLI...	-1,710.46	342,763.30
Liabili...	07/16/	6750	Edward Jones B	580-97339	-SPLI...	-1,618.48	341,144.82
Liabili...	07/16/	6751	Employment Deve...	VOID: 499-0358-6	-SPLI...	-296.78	340,848.04
Liabili...	07/16/	6752	RaboBank	63640007, 634640007	-SPLI...	0.00	340,848.04
Liabili...	07/16/	2017...	Electronic Federal...	94-6003824	-SPLI...	-244.46	340,603.58
Check	07/16/	6754	D. Holden	mileage	-SPLI...	-2,551.18	338,052.40
Bill P...	07/16/	6755	At & T U-Verse	127454452 / 127393133	Maint...	-19.76	338,032.64
Check	07/16/	6756	Corning Healthcar...	USDA loan	Acco...	-140.33	337,892.31
Bill P...	07/17/	6757	Red Bluff Daily Ne...	ad in magazine	Capit...	-6,517.00	331,375.31
Deposit	07/18/			Deposit	Acco...	-485.00	330,890.31
Check	07/18/	6758	S. Engebretsen	leadership training	-SPLI...	9,761.34	340,651.65
Check	07/27/	6759	Cash	VOID: replenish petty cash GJE, RGJ...	S. En...	-155.52	340,496.13
					GEN ...	0.00	340,496.13

CORNING HEALTHCARE DISTRICT
LAST MONTH'S CHECK BOOK REGISTER
As of July 31, 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Gener...	07/27/	cd 7...	Cash					
Check	07/28/	6760	Cash	For CHK 6759 voided on 08/01/17	GEN ...	-100.00	340,396.13	
Bill P...	07/28/	6761	City of Corning-17...	replenish petty cash	GEN ...	-99.54	340,296.59	
Bill P...	07/28/	6762	City of Corning 21...	CORO145	Acco...	-68.60	340,227.99	
Bill P...	07/28/	6763	Rabo Bank Credit ...		Acco...	-84.44	340,143.55	
					Acco...	-3,515.73	336,627.82	
Total Rabo Checking							-16,071.61	336,627.82
TOTAL							-16,071.61	336,627.82