



Agenda Packet
Corning Healthcare District
Meeting of the Board of Directors
Tuesday January 16, 2024

CORNING HEALTHCARE DISTRICT SERVING SOUTHERN TEHAMA COUNTY

BOARD MEETING AGENDA

Tuesday January 16, 2024

**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: 5:00 pm

**ROLL CALL: Directors: Yvonne Boles, Valanne Cardenas, Lilia Ramirez, Ross Turner and Pat Hunn
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:

COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION: Elder Services Quarterly Report December 2023

ADOPTION OF MINUTES: December 19, 2023 Meeting Minutes

ADOPTION OF FINANCIAL REPORT:

POSTED Thursday, January 11, 2024

PRESIDENT'S REPORT:

COMMENTS AND REPORTS FROM DIRECTORS:

COMMENTS AND REPORTS FROM DISTRICT MANAGER:

COMMENTS AND REPORTS FROM MAINTENANCE DEPARTMENT:

COMMENTS FROM DISTRICT COUNSEL:

BOARD MEETING AGENDA
Tuesday January 16, 2024

REGULAR AGENDA:

- 2023 AUDIT REPORT
- POLICY MANUAL REVIEW, SECTION 1000
- EMS STATION ON CAMPUS

ADJOURNMENT:

INVITATION TO JOIN THE 1-16-24 MEETING OF THE BOARD VIA TELECONFERENCE:

Topic: CORNING HEALTHCARE DISTRICT BOARD MEETING

Time: Jan 16, 2024 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82568745517?pwd=RDR3OHN5aFZ4dzlOaExhOU93UEV2Zz09>

Meeting ID: 825 6874 5517

Passcode: 862759

One tap mobile

+16699009128,,82568745517#,,,,*862759# US (San Jose)

+16694449171,,82568745517#,,,,*862759# US

Dial by your location

• +1 669 900 9128 US (San Jose)

• +1 669 444 9171 US

• +1 719 359 4580 US

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

Meeting ID: 825 6874 5517

Passcode: 862759

Find your local number: <https://us02web.zoom.us/j/82568745517?pwd=RDR3OHN5aFZ4dzlOaExhOU93UEV2Zz09>

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, December 19, 2023
275 SOLANO STREET CONFERENCE ROOM
MEUSER BUILDING, CHD CAMPUS
VIDEO CONFERENCING**

CALL TO ORDER: 5:00 pm

ROLL CALL: Directors: Yvonne Boles, Valanne Cardenas, Pat Hunn , and Ross Turner present.
Lilia Ramirez was absent.

ALSO PRESENT: Maintenance Supervisor Mike Smith.

DISTRICT MANAGER: Tina E Hale present.

PLEDGE OF ALLEGIANCE: The pledge was given.

INVITATION TO PUBLIC TO ADDRESS BOARD: In attendance, County Supervisors Matt Hansen and John Leach

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

COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:
No information was presented.

MINUTES: A motion was made by Director Cardenas to adopt the minutes from the previous meetings held on
November 21, 2023. A second was made by Director Turner. The motion was approved unanimously.

FINANCIAL REPORT:
A motion was made by Director Turner to adopt the financial reports for November 2023.
A second was made by Director Cardenas. The motion was approved unanimously.

PRESIDENT'S REPORT: No report.

DIRECTOR'S REPORT: Director Turner attended the Chamber mixer on 12-16-23 at Rogers Theater.

DISTRICT MANAGER: Tina Hale attended the Hometown Christmas parade.

COMMENTS AND REPORTS FROM MAINTENANCE DEPARTMENT:
Mike Smith reported on the upgrades to the Maintenance office preparing for a new tenant.

**CORNING HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
pg. 2 Tuesday, December 19, 2023**

REGULAR AGENDA:

-PRELIMINARY AUDIT REPORT

The 2022-2023 preliminary audit was discussed. Final Audit will be presented at a future meeting.

ADJOURNMENT: 5:27 PM

A handwritten signature in cursive script that reads "Tina E Hale". The signature is written in black ink and is positioned above a horizontal line.

Tina E Hale
District Manager

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**CORNING HEALTHCARE DISTRICT
BOARD MEETING
Tuesday January 16, 2024
District conference room
275 Solano Street
Corning Healthcare District Campus
Meeting Inquiries (530) 824-5451**

December 2023 Financial Report

Corning Healthcare District
P L Budget 2023-2024

	Z	AA	AB	AC	AD
1	Month	Dec Budget 23	Dec Actual 23	YTD Budget	YTD Actual
2	CD interest Income	\$1,800.00	\$2,854.09	\$10,800.00	\$15,384.84
3	Checking Interest income	\$2.00	\$0.14	\$12.00	\$3.14
4	Rental Income	\$20,500.00	\$20,815.60	\$123,000.00	\$124,809.25
5	Other Income	\$0.00	\$0.00	\$0.00	\$0.00
6	Assessment Income	\$0.00	\$0.00	\$0.00	\$0.00
7	Total Income	\$22,302.00	\$23,669.83	\$133,812.00	\$140,197.23
8					
9	Payroll Expenses	\$15,900.00	\$15,378.78	\$95,000.00	\$91,895.42
10	Health Insurance	\$4,885.00	\$5,544.16	\$29,310.00	\$29,705.36
11	Workmans comp	\$0.00	\$0.00	\$3,350.00	\$3,343.52
12	Training	\$0.00	\$720.00	\$2,000.00	\$1,881.32
13	Total Employee Expense	\$20,785.00	\$21,642.94	\$129,660.00	\$126,825.62
14					
15	Public Education Material	\$315.00	\$400.34	\$1,890.00	\$2,155.27
16	Admin Legal	\$1,333.00	\$0.00	\$7,998.00	\$3,487.50
17	Office Supplies	\$400.00	\$15.99	\$2,400.00	\$1,235.15
18	Advertising	\$300.00	\$0.00	\$1,800.00	\$1,169.00
19	Audit	\$0.00	\$0.00	\$11,000.00	\$0.00
20	Election	\$0.00	\$0.00	\$13,000.00	\$0.00
21	Admin Other	\$750.00	\$2,686.06	\$4,500.00	\$4,703.42
22	Total Admin Expenses	\$3,098.00	\$3,102.39	\$42,588.00	\$12,750.34
23					
24	Electric Utility	\$3,800.00	\$2,786.27	\$25,300.00	\$24,209.08
25	Water	\$530.00	\$393.30	\$3,180.00	\$3,326.22
26	Telecom	\$1,333.00	\$1,181.20	\$7,998.00	\$5,009.86
27	Garbage	\$300.00	\$267.85	\$1,800.00	\$1,607.10
28	Maintenance & Repair	\$2,000.00	\$763.73	\$12,000.00	\$13,731.96
29	Outside Services	\$5,750.00	\$4,888.17	\$34,500.00	\$28,182.37
30	Special Projects	\$2,000.00	\$3,453.28	\$12,000.00	\$11,560.54
31	Fire & Liability Insurance	\$0.00	\$0.00	\$30,800.00	\$30,796.87
32	Total Facility Expense	\$15,713.00	\$13,733.80	\$127,578.00	\$118,424.00
33					
34	Total Expense	\$39,596.00	\$38,479.13	\$299,826.00	\$257,999.96
35					
36	Operating Profit	-\$17,294.00	-\$14,809.30	-\$166,014.00	-\$117,802.73
37					
38	USDA Interest	\$0.00	\$0.00	\$26,633.00	\$26,632.62
39					
40					
41	Net Profit	-\$17,294.00	-\$14,809.30	-\$192,647.00	-\$144,435.35
42					

CORNING HEALTHCARE DISTRICT
Profit & Loss
December 2023

	Dec 23
Ordinary Income/Expense	
Income	
Checking Income-T	0.14
Investment Income-T	2,854.09
Lease Income-T	20,815.60
Total Income	23,669.83
Gross Profit	23,669.83
Expense	
AA-PAYROLL EXPENSE	
Employee Benefit-Hlth Ins-T	5,544.16
Training-T	720.00
AA-PAYROLL EXPENSE - Other	15,378.78
Total AA-PAYROLL EXPENSE	21,642.94
ADMIN EXPENSE	
Admin Other-T	2,686.06
General Office-T	15.99
Senior Program-T	400.34
Total ADMIN EXPENSE	3,102.39
FACILITY EXPENSE	
Maintenance-T	763.73
Outside Services-T	4,888.17
Special Projects-T	3,453.28
Utilities-T	
Electricity-T	2,786.27
Garbage-T	267.85
Telecom & IT -T	1,181.20
Water-T	393.30
Total Utilities-T	4,628.62
Total FACILITY EXPENSE	13,733.80
Total Expense	38,479.13
Net Ordinary Income	-14,809.30
Net Income	-14,809.30

2023-2024 Phased Cash Budget

Budget	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Beg Cash Bal	\$221,607.00	\$169,463.00	\$ 81,435.00	\$ 46,041.00	\$ 27,647.00	\$ 45,253.00	\$ 17,959.00	\$ 275,665.00	\$ 57,391.00	\$ 40,222.00	\$ 48,153.00	\$165,884.00
Operations	\$ (52,144.00)	\$ (25,394.00)	\$ (35,394.00)	\$ (18,394.00)	\$ (17,394.00)	\$ (17,294.00)	\$257,706.00	\$ (17,194.00)	\$ (17,169.00)	\$ (17,069.00)	\$167,731.00	\$ (17,786.00)
Interest Payment		\$ (26,634.00)						\$ (26,080.00)				
Invest. Transfer					\$ 35,000.00			\$ (175,000.00)		\$ 10,000.00	\$ (50,000.00)	
Capital Expense		\$ (10,000.00)										
Special Projects												
Debt Retirement		\$ (26,000.00)										
Other												
End Cash Bal	\$169,463.00	\$ 81,435.00	\$ 46,041.00	\$ 27,647.00	\$ 45,253.00	\$ 27,959.00	\$275,665.00	\$ 57,391.00	\$ 40,222.00	\$ 33,153.00	\$165,884.00	\$148,098.00
Short Term Inv.	\$428,000.00	\$448,000.00	\$428,000.00	\$428,000.00	\$393,000.00	\$393,000.00	\$393,000.00	\$ 568,000.00	\$543,000.00	\$ 533,000.00	\$593,000.00	\$593,000.00
Restricted Cash	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00
Total Liquidity	\$676,463.00	\$608,435.00	\$553,041.00	\$534,647.00	\$517,253.00	\$499,959.00	\$747,665.00	\$ 704,391.00	\$662,222.00	\$ 645,153.00	\$837,884.00	\$820,098.00
∞												
Actual	July	August	September	October	November	December	January	February	March	April	May	June
Beg Cash Bal	\$221,606.94	\$173,396.86	\$ 49,421.33	\$ 30,426.69	\$ 6,837.24	\$ 14,287.18	\$ 23,809.74					
Operations	\$ (46,251.97)	\$ (15,469.45)	\$ (12,956.27)	\$ (19,447.31)	\$ (8,868.43)	\$ (14,809.30)						
Interest Payment		\$ (26,632.62)										
Invest Transfer		\$ (50,000.00)	\$ 10,000.00		\$ 15,000.00	\$ 10,000.00						
Capital Expense			\$ (10,983.85)									
Special Projects												
Debt Retirement		\$ (26,000.00)										
Other	\$ (1,958.11)	\$ (5,873.46)	\$ (5,054.50)	\$ (4,142.14)	\$ 1,318.37	\$ 14,331.86						
End Cash Bal.	\$173,396.86	\$ 49,421.33	\$ 30,426.69	\$ 6,837.24	\$ 14,287.18	\$ 23,809.74						
Short Term Inv.	\$ 430,337.75	\$ 482,443.55	\$ 474,432.96	\$ 476,488.97	\$ 463,677.33	\$ 432,823.52						
Restricted Cash	\$ 79,237.85	\$ 79,604.43	\$ 79,962.75	\$ 80,337.20	\$ 80,703.34	\$ 105,134.14						
Total Liquidity	\$ 682,972.46	\$ 611,469.31	\$ 584,822.40	\$ 563,663.41	\$ 558,667.85	\$ 561,767.40						

CORNING HEALTHCARE DISTRICT
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1 Mechanics Checking-0360	6,818.90
2Capital Improvement USDA-4903	722.90
CalCLASS CHD 1	431,998.51
CalCLASS USDA Reserve	81,134.14
Edward Jones 580-14264-1-1	24,102.11
Petty Cash	100.00
Total Checking/Savings	544,876.56
Accounts Receivable	-8,290.91
Other Current Assets	
Short Term Capital Lease	174,792.92
Total Other Current Assets	174,792.92
Total Current Assets	711,378.57
Fixed Assets	
Bldg Imp	245,402.48
Bldg Imp Accum Dep	-118,180.11
Equipment	279,204.00
Equipment Accum Dep	-18,613.60
Land	20,313.00
Land-Demolition	518,035.56
Land Imp	105,081.20
Land Imp Accum Dep	-105,081.20
Maint Bldg	242,716.64
Maint Bldg Accum Dep	-8,090.57
Med Bldg	3,772,128.76
Med Bldg Accum Dep	-1,509,610.54
Xtended Term Capital Lease	958,384.82
Total Fixed Assets	4,381,690.44
TOTAL ASSETS	5,093,069.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Payroll	5,852.00
Interest Payable	22,193.86
Payroll Liabilities	8,949.24
Total Other Current Liabilities	36,995.10
Total Current Liabilities	36,995.10
Long Term Liabilities	
Deferred Lease Inflow	1,099,990.32
Loan Payable - USDA	1,227,300.00
Total Long Term Liabilities	2,327,290.32
Total Liabilities	2,364,285.42
Equity	
2310.00-Fund Bal-Ret Earn	2,557,413.28
Net Assets	316,634.52
Net Income	-145,264.21
Total Equity	2,728,783.59
TOTAL LIABILITIES & EQUITY	5,093,069.01

CORNING HEALTHCARE DISTRICT
Statement of Cash Flows
December 2023

	<u>Dec 23</u>
OPERATING ACTIVITIES	
Net Income	-14,809.30
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	<u>7,967.47</u>
Net cash provided by Operating Activities	<u>-6,841.83</u>
Net cash increase for period	-6,841.83
Cash at beginning of period	<u>551,718.39</u>
Cash at end of period	<u><u>544,876.56</u></u>

CORNING HEALTHCARE DISTRICT
Income by Customer Summary
December 2023

	<u>Dec 23</u>
Tehama County	10,956.46
Adventist Health	6,900.57
Northern Valley Catholic Social Service -	1,301.03
QUEST DIAGNOSTICS, INC.	964.38
Children First Foster Family Agency	397.84
Family Counseling Center	<u>295.32</u>
TOTAL	<u><u>20,815.60</u></u>