



**Agenda Packet**  
**Corning Healthcare District**  
**Meeting of the Board of Directors**  
**Tuesday June 21, 2022**

**CORNING HEALTHCARE DISTRICT SERVING SOUTHERN TEHAMA COUNTY**

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday June 21, 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 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:**

**ADOPTION OF MINUTES:** May 17, 2022 and June 14, 2022 Meeting Minutes

**ADOPTION OF FINANCIAL REPORT:**

**PRESIDENT'S REPORT:**

**POSTED Thursday, June 16, 2022**

**COMMENTS AND REPORTS FROM DIRECTORS:**

**COMMENTS AND REPORTS FROM DISTRICT MANAGER:**

**COMMENTS AND REPORTS FROM MAINTENANCE DEPARTMENT:**

**COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:**

-ELDER SERVICES NEWSLETTER SUMMER 2022

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

**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

-ADOPTION OF THE NAVIGATOR AGREEMENT WITH TEHAMA COUNTY

-AUDIT ENGAGEMENT LETTER

**CLOSED SESSION:**

**Closed Session pursuant to government code section 54957.5 (e) Employee review, Maintenance Supervisor.**

**OPEN SESSION:**

- REPORT OUT
- MAINTENANCE SUPERVISOR CONTRACT NEGOTIATIONS
- 2022-2023 BUDGET

**COMMENTS FROM DISTRICT COUNSEL:**

**ADJOURNMENT:**

**INVITATION TO JOIN THE 6-21-22 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: Jun 21, 2022 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85738338930?pwd=cWs5QkJEZjVSQjVJWlpuSWVWMTdGUT09>

Meeting ID: 857 3833 8930

Passcode: 841710

One tap mobile

+16699009128,,85738338930#,,,,\*841710# US (San Jose)

+12532158782,,85738338930#,,,,\*841710# 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)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 857 3833 8930

Passcode: 841710

Find your local number: <https://us02web.zoom.us/j/85738338930?pwd=cWs5QkJEZjVSQjVJWlpuSWVWMTdGUT09>

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, May 17, 2022  
275 SOLANO STREET CONFERENCE ROOM  
MEUSER BUILDING, CHD CAMPUS  
VIDEO CONFERENCING**

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

**ROLL CALL:** **Directors:** Yvonne Boles, Valanne Cardenas, Lilia Rodriguez and Ross Turner were present.

**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:** Pat Hunn was invited to address the board. She expressed her continued interest in the community and the Healthcare District.

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

**MINUTES:** A motion was made by Director Turner to adopt the minutes from the previous meeting held on April 19, 2022. A second was made by Director Rodriguez. The motion was approved unanimously.

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

**PRESIDENT'S REPORT:** Director Boles reported that she and District Manager Hale attended the May 17<sup>th</sup> Memory Care luncheon and presentation held by Elder Services Coordinator Elaine Benwell.

**DIRECTOR'S REPORT:** Director Turner thanked District Manager Tina Hale and Maintenance Supervisor Mike Smith for their work on the dedication ceremony for the Generator Project.

**DISTRICT MANAGER:** Tina Hale reported on the progress of the navigator project. The target start date is July 1, 2022. The ambulance grant was approved, and the first installment has been made. Three more installments will be made in fiscal year 2022-2023. The idea was presented to install propane tanks for back-up emergency power.

**COMMENTS AND REPORTS FROM MAINTENANCE DEPARTMENT:** Mike Smith reported that the HVAC work at the Corning Health Clinic is complete and fully operational.

**COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:**

**PROCLAMATION, APPOINTMENTS, RECOGNITIONS, PRESENTATIONS:** Certificate of appreciation for Pat Hunn

**OPEN SESSION:**

**REGULAR AGENDA:**

-ADOPTION OF RESOLUTION 5-17-22 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 Turner to adopt RESOLUTION NO. 5-17-22, waive reading and adopt by title. A second was made by Director Rodriguez. The motion was approved unanimously.

-REVISE STIPEND POLICY FROM PER MEETING TO PER MONTH

A motion was made by Director Cardenas to change the Director's stipend policy from \$50 per meeting to \$50 per month. A second was made by Director Rodriguez. The motion was approved unanimously. Director Turner continues to voluntarily decline all stipends.

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

Director Boles appointed herself and Director Cardenas to an ad hoc committee for CHD/Elder Services event participation.

-VACANCY IN OFFICE

One letter of interest was submitted by Jerry Crow

Director Turner made a request to continue the agenda item to the special meeting on June 14, 2022 at 3:00pm.

-PRELIMINARY 2022-2023 BUDGET

Discussion regarding changes to the preliminary budget due to the rise in cost of certain outside services.

These changes will be reviewed and submitted in the final budget on June 21, 2022 at 6:00pm.

A motion was made by Director Turner to approve the preliminary budget with changes to be made to the final budget that will be submitted in June for approval. A second was made by Director Rodriguez.

The motion was approved unanimously.

**COMMENTS FROM DISTRICT COUNSEL:** Attorney Andrews commented on the legal aspects of the stipends.

**ADJOURNMENT: 6:55 PM**

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Tina E Hale  
District Manager

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**CORNING HEALTHCARE DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
Tuesday, June 14, 2022  
275 SOLANO STREET CONFERENCE ROOM  
MEUSER BUILDING, CHD CAMPUS  
VIDEO CONFERENCING**

**CALL TO ORDER:** 3:00 pm

**ROLL CALL:** Directors: Yvonne Boles, Valanne Cardenas, Lilia Rodriguez and Ross Turner present.

**DISTRICT MANAGER:** Tina Hale present

**ALSO PRESENT:** District Counsel Thomas Andrews

**PLEDGE OF ALLEGIANCE:** Given

**INVITATION TO PUBLIC TO ADDRESS BOARD:** Patricia Hunn present

**ADOPTION OF AGENDA:** A motion was made by Director Turner to adopt the agenda as presented.  
The motion was seconded by Director Rodriguez and approved unanimously.

**PRESIDENT'S REPORT:** President Boles reported that the Healthcare District was asked to meet with the Tehama County Grand Jury. The meeting was held on June 14, 2022 and was attended by President Boles, Director Turner, District Manager Hale and District Counsel Andrews.

**DIRECTOR'S REPORT:**  
Director Cardenas committed on the Healthcare District participating in the Olive Festival in October.

**DISTRICT MANAGER:** Tina Hale reported on the plan for the navigator position starting in July.

**MAINTENANCE REPORT:** Tina Hale reported that the final payment has been made on Generator Project 21-01

**REGULAR AGENDA:**

-ADOPTION OF RESOLUTION 6-14-22 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 Turner to adopt RESOLUTION NO. 6-14-22, waive reading and adopt by title. A second was made by Director Cardenas. The motion was approved unanimously.

-WITHDRAWAL OF RESIGNATION AND REQUEST FOR REINSTATEMENT OF DIRECTOR PAT HUNN  
A motion was made by Director Turner to reinstate Patricia Hunn to Corning Healthcare District's Board of Directors. A second was made by Director Cardenas. The motion was approved unanimously.

**ADJOURNMENT:** 3:35 pm

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Tina E Hale  
District Manager

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**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday June 21, 2022  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

# **May 2022 Financial Report**

Month	May Budget 22	May Actual 22	YTD Budget	YTD Actual
CD interest Income	\$240.00	\$0.00	\$2,640.00	\$1,694.98
Checking Interest income	\$3.00	\$3.22	\$37.00	\$49.21
Rental Income	\$18,772.33	\$18,391.89	\$206,495.63	\$202,575.85
Assessment Income	\$155,000.00	\$161,609.90	\$400,000.00	\$415,519.92
<b>Total Income</b>	<b>\$174,015.33</b>	<b>\$180,005.01</b>	<b>\$609,172.63</b>	<b>\$619,839.96</b>
Payroll Expenses	\$14,078.33	\$12,879.80	\$154,861.63	\$147,784.83
Health Insurance	\$4,379.17	\$4,346.24	\$48,170.87	\$47,958.34
Workmans comp	\$0.00	\$0.00	\$12,487.00	\$11,770.60
Training	\$2,000.00	\$0.00	\$5,000.00	\$2,647.89
<b>Total Employee Expense</b>	<b>\$20,457.50</b>	<b>\$17,226.04</b>	<b>\$220,519.50</b>	<b>\$210,161.66</b>
Public Education Material	\$360.00	\$90.60	\$3,960.00	\$2,090.39
Admin Legal	\$1,333.00	\$1,710.00	\$14,663.00	\$9,477.44
Stipend	\$300.00	\$300.00	\$3,500.00	\$2,300.00
Office Supplies	\$500.00	\$0.00	\$5,500.00	\$2,546.52
Advertising	\$0.00	\$485.00	\$3,525.00	\$1,956.00
Audit	\$0.00	\$0.00	\$8,500.00	\$8,000.00
Postage	\$58.00	\$0.00	\$638.00	\$385.47
Election	\$0.00	\$0.00	\$0.00	\$0.00
Admin Other	\$400.00	\$195.66	\$4,400.00	\$5,279.42
<b>Total Admin Expenses</b>	<b>\$2,951.00</b>	<b>\$2,781.26</b>	<b>\$44,686.00</b>	<b>\$32,035.24</b>
Electric Utility	\$3,800.00	\$1,702.52	\$42,200.00	\$32,132.85
Water	\$500.00	\$410.48	\$5,500.00	\$4,518.60
Telecom	\$1,000.00	\$1,483.62	\$11,000.00	\$12,287.66
Garbage	\$250.00	\$229.01	\$2,750.00	\$2,290.10
Maintenance & Repair	\$2,000.00	\$825.00	\$22,000.00	\$7,768.70
Outside Services	\$5,584.00	\$7,711.78	\$61,424.00	\$57,468.53
Special Projects	\$2,000.00	\$10,000.00	\$22,000.00	\$10,633.60
Fire & Liability Insurance	\$0.00	\$0.00	\$22,058.00	\$22,406.63
<b>Total Facility Expense</b>	<b>\$15,134.00</b>	<b>\$22,362.41</b>	<b>\$188,932.00</b>	<b>\$149,506.67</b>
<b>Total Expense</b>	<b>\$38,542.50</b>	<b>\$42,369.71</b>	<b>\$454,137.50</b>	<b>\$391,703.55</b>
<b>Operating Profit</b>	<b>\$135,472.83</b>	<b>\$137,635.30</b>	<b>\$155,035.13</b>	<b>\$228,136.41</b>
USDA Interest	\$0.00	\$0.00	\$54,838.00	\$54,837.74
<b>Net Profit</b>	<b>\$135,472.83</b>	<b>\$137,635.30</b>	<b>\$100,197.13</b>	<b>\$173,298.67</b>



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

	May 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Assesment Income	161,609.90
Checking-Interest	3.22
Rental Income	18,391.89
<b>Total Income</b>	180,005.01
<b>Gross Profit</b>	180,005.01
<b>Expense</b>	
<b>AA-PAYROLL EXPENSE</b>	
Employee Benefit-Hlth Ins-T	4,346.24
AA-PAYROLL EXPENSE - Other	12,879.80
<b>Total AA-PAYROLL EXPENSE</b>	17,226.04
<b>ADMIN EXPENSE</b>	
Admin Other-T	195.66
Advertising-T	485.00
Legal-T	1,710.00
Senior Program-T	90.60
Stipend-T	300.00
<b>Total ADMIN EXPENSE</b>	2,781.26
<b>FACILITY EXPENSE</b>	
Maintenance-T	825.00
Outside Services-T	7,711.78
Special Projects-T	10,000.00
<b>Utilities</b>	
Electricity-T	1,702.52
Garbage-T	229.01
Telephone-T	1,483.62
Water-T	410.48
<b>Total Utilities</b>	3,825.63
<b>Total FACILITY EXPENSE</b>	22,362.41
<b>Total Expense</b>	42,369.71
<b>Net Ordinary Income</b>	137,635.30
<b>Net Income</b>	137,635.30

# 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	\$ 337,111.28	\$ 476,072.82
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)	\$ (8,675.58)	\$ (18,329.15)	\$ 137,635.30	
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)	\$ (2,088.73)	\$ (9,087.63)	\$ (19,534.97)	\$ (8,196.40)	\$ (6,504.70)	\$ (3,682.89)	\$ (68.82)	
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	\$ 1,395.06	
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	\$ 476,072.82	
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	\$ 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	\$ 713,595.82	

**CORNING HEALTHCARE DISTRICT**  
**Balance Sheet**  
As of May 31, 2022

	May 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1 Mechanics Checking-0360	459,778.05
2Mechanics Checking-GenPro-5250	8,454.22
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>	712,040.55
<b>Accounts Receivable</b>	-1,201.52
<b>Other Current Assets</b>	
Generator Project 21-01	542,580.63
<b>Total Other Current Assets</b>	542,580.63
<b>Total Current Assets</b>	1,253,419.66
<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>	4,254,550.81
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	8,317.19
<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>	201,762.54
<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>	1,480,062.54
<b>Equity</b>	
2310.00-Fund Bal-Ret Earn	2,557,413.28
Net Assets	28,549.67
Net Income	188,525.32
<b>Total Equity</b>	2,774,488.27
<b>TOTAL LIABILITIES &amp; EQUITY</b>	4,254,550.81

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

July 1, 2021 through June 17, 2022

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	<u>Jul 1, '21 - Jun 17,...</u>
<b>OPERATING ACTIVITIES</b>	
<b>Net Income</b>	196,888.59
<b>Adjustments to reconcile Net Income     to net cash provided by operations:</b>	
<b>Accounts Receivable</b>	-9,542.83
<b>Generator Project 21-01</b>	-594,910.89
<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>	-431,622.56
<b>INVESTING ACTIVITIES</b>	
<b>Maintenance Building</b>	-6,625.20
	<hr/>
<b>Net cash provided by Investing Activities</b>	-6,625.20
<b>FINANCING ACTIVITIES</b>	
<b>Loan Payable - USDA</b>	-24,000.00
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<b>Net cash provided by Financing Activities</b>	-24,000.00
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<b>Net cash increase for period</b>	-462,247.76
<b>Cash at beginning of period</b>	1,077,576.28
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<b>Cash at end of period</b>	<u><u>615,328.52</u></u>

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

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	<u>May 22</u>
<b>Tehama County</b>	9,578.83
<b>Adventist Health</b>	6,172.00
<b>Northern Valley Catholic Social Service -</b>	1,130.00
<b>QUEST DIAGNOSTICS, INC.</b>	909.02
<b>Children First Foster Family Agency</b>	345.54
<b>Family Counseling Center</b>	256.50
<b>AUDITOR'S OFFICE TEHAMA COUNTY</b>	<u>161,609.90</u>
<b>TOTAL</b>	<u><u>180,001.79</u></u>

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

	May 22
Allianz Heating & Air, Inc	825.00
AT & T 530-4559-465 2	450.13
At & T U-Verse 127454452	95.59
AT & T Mobil 287277929386	41.32
AT&T 251727868	42.80
AT&T 960-733-5563 555	664.93
ATT 294290689	188.85
Battle Creek Pest Control	90.00
BAY ALARM	309.78
Business Connections	104.00
City of Corning-175 Solano coro 145	81.88
City of Corning-275 Solano coro168	245.06
City of Corning 218 - coro218	83.54
Corning Healthcare District	91.66
Edward Jones A	271.60
Edward Jones B	450.28
Electronic Federal Tax payment System	2,790.52
Employment Development Department	396.45
Law Offices of Thomas N. Andrews	1,710.00
Northern Services-155 Solano	1,315.00
Northwood Backflow Services	615.00
Pacific Gas & Electric	1,702.52
Peerless Bldg Maintenanc Corp	107.20
Red Bluff Daily News-ROP Advertising	485.00
Servicemaster Clean	5,124.80
Special District Risk Management	4,346.24
Streamline	150.00
Waste Management	229.01
<b>TOTAL</b>	<b>23,008.16</b>

# CORNING HEALTHCARE DISTRICT GENERAL OPERATING ACCOUNT

As of May 31, 2022

Date	Name	Memo	Split	Amount	Balance
<b>1 Mechanics Checking-0360</b>					317,960.96
05/01/22	Benwell, Elaine	Paycheck	AA-PAYROLL ...	-423.36	317,537.60
05/01/22	Smith, Mike A	Paycheck	AA-PAYROLL ...	-1,444.73	316,092.87
05/01/22	Engbretsen, Shirley I	Paycheck	AA-PAYROLL ...	-105.90	315,986.97
05/01/22	Hale, Tina E	Paycheck	AA-PAYROLL ...	-2,205.79	313,781.18
05/01/22	Benwell, Elaine	Paycheck	AA-PAYROLL ...	-355.47	313,425.71
05/02/22	ATT 294290689	acct #294290...	Accounts Paya...	-188.85	313,236.86
05/02/22	BAY ALARM		Accounts Paya...	-504.78	312,732.08
05/02/22	Express Employmen...	23391192	Accounts Paya...	-230.52	312,501.56
05/02/22	Mechanics Bank Cre...	3/11/22-4/8/22	Accounts Paya...	-1,782.85	310,718.71
05/02/22	Northern Services-1...	75-3120754	Accounts Paya...	-1,315.00	309,403.71
05/02/22	Pacific Gas & Electric	4586584129-5	Accounts Paya...	-10.09	309,393.62
05/02/22	Peerless Bldg Maint...	window cleani...	Accounts Paya...	-252.20	309,141.42
05/02/22	Servicemaster Clean		Accounts Paya...	-2,562.40	306,579.02
05/02/22	Yvonne Boles	4/12/22 and 4...	Stipend-T	-100.00	306,479.02
05/02/22	Valanne Cardenas	4/12/22 and 4...	Stipend-T	-100.00	306,379.02
05/02/22	Patricia Hunn	4/12/22 and 4...	Stipend-T	-100.00	306,279.02
05/02/22	Mercy Foundation N...	Grant installm...	Special Project...	-10,000.00	296,279.02
05/03/22	At & T U-Verse 127...	127454452 / ...	Accounts Paya...	-95.59	296,183.43
05/03/22		Deposit	UNDEPOSITE...	256.50	296,439.93
05/03/22		Deposit	-SPLIT-	7,302.00	303,741.93
05/03/22		Deposit	Employee Ben...	83.46	303,825.39
05/04/22	E. Benwell	mileage 4/1/2...	Senior Progra...	-90.60	303,734.79
05/06/22	Alhambra	49411161031...	Accounts Paya...	-18.50	303,716.29
05/06/22	AT & T Mobil 287277...	April/May	Accounts Paya...	-41.32	303,674.97
05/06/22	Law Offices of Thom...		Accounts Paya...	-1,710.00	301,964.97
05/06/22	Pacific Gas & Electric	2679716125-9	Accounts Paya...	-315.86	301,649.11
05/06/22	Streamline		Accounts Paya...	-75.00	301,574.11
05/06/22	Waste Management	533-0000136-...	Accounts Paya...	-229.01	301,345.10
05/06/22	Business Connections	1331	Accounts Paya...	-104.00	301,241.10
05/12/22	Employment Develo...	EFTPMT CA ...	AA-PAYROLL ...	-396.45	300,844.65
05/12/22	Electronic Federal T...	IRS USATAX...	AA-PAYROLL ...	-2,790.52	298,054.13
05/15/22	Benwell, Elaine	Paycheck	AA-PAYROLL ...	-679.27	297,374.86
05/15/22	Smith, Mike A	Paycheck	AA-PAYROLL ...	-1,444.73	295,930.13
05/15/22	Engbretsen, Shirley I	Paycheck	AA-PAYROLL ...	-105.90	295,824.23
05/15/22	Hale, Tina E	Paycheck	AA-PAYROLL ...	-2,205.80	293,618.43
05/16/22	Allianz Heating & Air...		Accounts Paya...	-825.00	292,793.43
05/16/22	AT&T 251727868	530-824-5451...	Accounts Paya...	-42.80	292,750.63
05/16/22	AT&T 960-733-5563...		Accounts Paya...	-664.93	292,085.70
05/16/22	Battle Creek Pest C...	34-2046874	Accounts Paya...	-90.00	291,995.70
05/16/22	City of Corning-175 ...	CORO145	Accounts Paya...	-81.88	291,913.82
05/16/22	City of Corning-275 ...	CORO168	Accounts Paya...	-245.06	291,668.76
05/16/22	City of Corning 218 ...	4/6/22-5/6/22	Accounts Paya...	-83.54	291,585.22
05/16/22	Pacific Gas & Electric	4814920780-4	Accounts Paya...	-1,376.57	290,208.65
05/16/22	Red Bluff Daily New...	Red Bluff Tod...	Accounts Paya...	-485.00	289,723.65
05/16/22	Streamline	APRIL/MAY	Accounts Paya...	-75.00	289,648.65
05/20/22		Deposit	UNDEPOSITE...	9,578.83	299,227.48
05/20/22	Corning Healthcare ...	PETTY CASH	Admin Other-T	-91.66	299,135.82
05/20/22		Deposit	UNDEPOSITE...	513.00	299,648.82
05/23/22		Deposit	Assesment Inc...	161,609.90	461,258.72
05/26/22		Deposit	UNDEPOSITE...	909.02	462,167.74
05/26/22	Edward Jones A	Simple IRA -A	-SPLIT-	-271.60	461,896.14
05/26/22	Edward Jones B	Simple IRA -B	-SPLIT-	-450.28	461,445.86
05/30/22	AT & T 530-4559-46...	824-4559 824...	Accounts Paya...	-450.13	460,995.73
05/30/22	ATT 294290689	acct #294290...	Accounts Paya...	-188.85	460,806.88
05/30/22	BAY ALARM	MASTER BIL...	Accounts Paya...	-309.78	460,497.10
05/30/22	Northwood Backflow...	Annual backfl...	Accounts Paya...	-615.00	459,882.10
05/30/22	Peerless Bldg Maint...	window cleani...	Accounts Paya...	-107.20	459,774.90
05/31/22		Interest	Checking-Inter...	3.15	459,778.05
<b>Total 1 Mechanics Checking-0360</b>				<b>141,817.09</b>	<b>459,778.05</b>
<b>TOTAL</b>				<b>141,817.09</b>	<b>459,778.05</b>



May 2022 Statement

Open Date: 04/09/2022 Closing Date: 05/10/2022



Visa® Business Bonus Rewards Card  
CORNING HEALTHCARE (CPN 001455698)

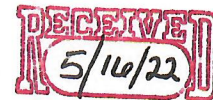
Account: [REDACTED]

Cardmember Service 5 1-866-552-8855  
BUS 30 ELN 6

New Balance	\$199.88CR
Minimum Payment Due	\$0.00
Payment Due Date	06/06/2022

<b>Reward Points</b>	
Earned This Statement	-250
Reward Center Balance as of 05/09/2022	134,401
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$1,782.85
Payments	-	\$1,782.85CR
Other Credits	-	\$884.62CR
Purchases	+	\$684.74
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$199.88CR
Past Due		\$0.00
Minimum Payment Due		\$0.00
Credit Line		\$15,000.00
Available Credit		\$15,199.88
Days in Billing Period		32



Payment Options:



Mail payment coupon  
with a check



Pay online at  
myaccountaccess.com



Pay by phone  
1-866-552-8855

No payment is required.

CPN 001455698



Credit Balance

24-Hour Cardmember Service: 1-866-552-8855

- to pay by phone
- to change your address

000030952 01 SP 000638183569211 P Y

CORNING HEALTHCARE  
ACCOUNTS PAYABLE  
PO BOX 996  
CORNING CA 96021-0996



Account Number: [REDACTED]
<b>Your account has a credit balance of \$199.88.</b>
<b>Please DO NOT SEND a payment for this amount.</b>



May 2022 Statement 04/09/2022 - 05/10/2022

CORNING HEALTHCARE (CPN 001455698)

Page 2 of 4

Cardmember Service

1-866-552-8855


**Bonus Rewards**
**Rewards Center Activity as of 05/09/2022**

Rewards Center Activity*	0
Rewards Center Balance	134,401

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	-200	4,523
25% Monthly Bonus	-50	1,131
<b>Total Earned</b>	<b>-250</b>	<b>5,654</b>

Points Expiring on 06/30/2022: 3446

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 10:00 pm (CST) Monday through Friday, 8:00 am to 5:30 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

**Important Messages**

**Paying Interest:** You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Your account has a credit balance. We can hold and apply this balance against future purchases and cash advances, or refund it. If you would like a check mailed to you in the amount of the credit balance, simply call us and speak to a representative.

**SKIP THE MAILBOX.** Switch to e-statements and securely access your statements online. Get started at [myaccountaccess.com/paperless](http://myaccountaccess.com/paperless)

**Transactions**

SMITH JR MICHAEL

Credit Limit \$3000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
04/28	04/26	5962	THE HOME DEPOT 8492 RED BLUFF CA MERCHANDISE/SERVICE RETURN	\$546.10	CR
04/28	04/26	5988	THE HOME DEPOT 8492 RED BLUFF CA MERCHANDISE/SERVICE RETURN	\$338.52	CR
<b>Purchases and Other Debits</b>					
04/18	04/15	1643	CORNING LUMBER - CORNI CORNING CA	\$78.52	
04/18	04/15	9532	SAVMOR FOODS #32 CORNING CA	\$26.92	
04/19	04/18	9134	CHEVRON 0376788 CORNING CA	\$26.31	
04/25	04/22	3142	CORNING LUMBER - CORNI CORNING CA	\$10.23	
04/26	04/25	0710	MCCOY HDWE & FARM CORNING CA	\$40.71	
04/28	04/26	4042	CORNING LUMBER - CORNI CORNING CA	\$11.88	

Continued on Next Page

May 2022 Statement 04/09/2022 - 05/10/2022  
 CORNING HEALTHCARE (CPN 001455698)

Cardmember Service ☎ 1-866-552-8855

**Transactions** SMITH JR, MICHAEL **Credit Limit \$3000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/29	04/27	4403	CORNING LUMBER - CORNI CORNING CA	\$5.70	_____
05/04	05/02	5230	CORNING LUMBER - CORNI CORNING CA	\$6.44	_____
05/06	05/05	0142	MCCOY HDWE & FARM CORNING CA	\$8.08	_____
05/06	05/05	0787	MCCOY HDWE & FARM CORNING CA	\$15.51	_____
<b>Total for Account</b> 4736 5100 5362 6699				<b>\$654.32CR</b>	

**Transactions** BENWEL, ELAINE **Credit Limit \$1000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/20	04/19	5879	COPY CENTER RED BLUFF CA	\$126.10	_____
04/25	04/22	6643	MARSHALLS #1460 RED BLUFF CA	\$6.98	_____
04/25	04/22	8591	COPY CENTER RED BLUFF CA	\$25.37	_____
04/25	04/22	8743	WAL-MART #1608 RED BLUFF CA	\$93.21	_____
04/26	04/25	4752	SQ *THE ROCK GARDEN GERBER CA	\$48.00	_____
04/28	04/26	8162	GW/SACTO-RED BLUFF #06 RED BLUFF CA	\$12.92	_____
<b>Total for Account</b> 4299 5100 6697 5300				<b>\$312.58</b>	

**Transactions** HALE, TINA E **Credit Limit \$15000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
04/20	04/19	4675	WAL-MART #1608 RED BLUFF CA	\$47.11	_____
04/20	04/19	6101	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$14.99	_____
04/21	04/20	0324	WAL-MART #1608 RED BLUFF CA	\$24.66	_____
04/26	04/25	3594	SQ *CAIRO'S FLORAL CORNING CA	\$43.10	_____
04/26	04/25	6989	RED BLUFF DAILY NEWS 530-737-5047 CA	\$12.00	_____
<b>Total for Account</b> 4798 5100 4957 8567				<b>\$141.86</b>	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
05/05	05/03	0166	PAYMENT THANK YOU	\$1,782.85CR	_____
<b>Total for Account</b> 4798 5100 5329 0072				<b>\$1,782.85CR</b>	

2022 Totals Year-to-Date	
Total Fees Charged in 2022	\$0.00
Total Interest Charged in 2022	\$0.00

301118 04/17

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

**COMMUNICATIONS, CORRESPONDENCE, AND INFORMATION:**

**-ELDER SERVICES NEWSLETTER SUMMER 2022**



# Corning Healthcare District

## ELDER SERVICES

### Newsletter



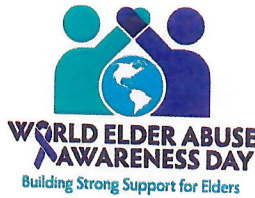
No. 20

Summer 2022

#### Summer Calendar

##### JUNE

World Elder Abuse Awareness Day is June 15th



The National Institute on Aging (NIA) estimates that 1 in 10 older people suffers from some type of abuse every year. Yet the signs of elder abuse often go unreported and abusers go unpunished.

##### JULY

#### National Blueberry Month



##### FUN FACTS

Blueberries are native to North America.

There are five major varieties of blueberry grown in the United States: lowbush, northern highbush, southern highbush, rabbiteye and half-high.

Hailed as a "superfood," blueberries are an excellent source of dietary fiber, vitamin C, vitamin K, manganese, iron, and a number of antioxidants.

##### AUGUST

#### National Immunization Awareness Month

National Immunization Month was founded by the National Public Health Information Coalition to highlight the importance of vaccination for people of all ages.



Medicare covers COVID-19 vaccines and booster shots. You can get a booster from the same COVID-19 vaccine that you originally got, or choose a different one. If you are 50 or older, or if you are immunocompromised, you may get a second COVID-19 vaccine booster shot at no cost. But there are other vaccinations available to Medicare recipients. Read on to find out more.



#### Contact Information:



**Elaine Benwell**  
**Elder Services Program Manager**  
**Corning Healthcare District**  
**P.O. Box 996**

**275 Solano Street, Suite 103**

**Corning, CA 96021**

**Phone: 530-824-5451**

**Email: [chd.elderservices@gmail.com](mailto:chd.elderservices@gmail.com)**

#### Find us on Facebook

**<https://www.facebook.com/Corning-Healthcare-District-2050272095201371>**

#### Or visit our website at

**<https://www.corninghealthcaredistrict.org>**



**Corning**  
**Healthcare District**

Bringing Health Services to Southern Tehama County



The first day of **Summer** is Tuesday, June 21

### Organization

*Things are where  
They belong  
Dust bunnies are  
Under the bed  
The cookie crumbs  
Between the sheets  
The cobwebs I keep  
In the corners  
The dirty dishes are  
In the sink  
Dust protects the table  
The spiders are friendly  
They keep out of my way  
The broom is clean  
As a whistle  
I bought one the other day  
The dustbin looks  
Brand new  
Grime covers my windows  
So you cannot see into  
My room  
Being organized saves  
Time and worry  
Each creature has its space  
Naming the cockroaches  
Is a game I like to play*

**Shirley Engebretsen**  
February 4, 2022

### Common Signs of Elder Abuse

- Injuries such as bruises, cuts, or broken bones
- Malnourishment or weight loss
- Poor hygiene
- Symptoms of anxiety, depression, or confusion
- Unexplained transactions or loss of money
- Withdrawal from family members or friends



Women are more likely to suffer from elder abuse than men. Women may also suffer from more severe types of abuse over longer periods of time.

Blueberries contain a plant compound called anthocyanin. This gives blueberries both their blue color and many of their health benefits.

Blueberries can help heart health, bone strength, skin health, blood pressure, diabetes management, cancer prevention, and mental health.

**For a healthy summer treat that is cool and refreshing, stir about a cup of frozen blueberries into a cup of plain Greek yogurt, sweeten with a little Stevia or honey.**



### Shots for Safety

Vaccinations for seniors covered by Medicare include:

**Influenza (Flu)** - is a contagious respiratory illness. Elders with chronic conditions such as heart disease or diabetes have an increased risk of complications from flu. Flu combined with pneumonia, for example, is one of the top ten causes of death in Americans over the age of 65.

**Pneumococcal disease** - includes conditions such as pneumonia (infection of the lungs), meningitis (infection of the lining of the brain and spinal cord), and bacteremia (infection of the bloodstream). The vaccine is two shots given a year apart.

**Shingles** - is a very painful skin rash that is related to chicken pox. Age-related weakening of the immune system can trigger a "reawakening" of the dormant virus. One in three adults, most over the age of 60, will contract shingles. The vaccine is available as one-dose, or two-dose.

**Hepatitis B** - is a contagious virus that affects the liver. Most Americans are vaccinated against Hepatitis B as infants. If you were not, you may be at risk, especially if you have diabetes, hemophilia, ESRD, or any other condition that may lower your resistance to infection. The Hepatitis B vaccine is a series of three or four injections received over six months.

<https://www.ncoa.org/article/4-important-vaccines-for-seniors-covered-by-medicare>

- The Corning Healthcare District (CHD) Elder Services Program provides health and wellness education, workshops on cooking and nutrition, Medicare counseling through HICAP, Diabetes support, and information on a wide variety of issues relevant to seniors, including Parkinson's Disease, Alzheimer's, caregiving, falls prevention, personal and home safety, emergency preparedness, depression and mental health, suicide prevention, and end of life planning.\* We have assisted seniors with incontinence supplies, walkers, emergency food, and much more.
- CHD Elder Services also distributes the File of Life refrigerator magnet and personal-size cards free of charge to community members age 50 and over.
- \*Disclaimer: Elaine Benwell is not a medical professional. She provides information and support only. She does not diagnose, treat, prescribe, or give medical advice.

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday June 21, 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. 6-21-22, waive reading and adopt by title.

**-ADOPTION OF THE NAVIGATOR AGREEMENT WITH TEHAMA COUNTY**

**-RECOMMENDATION:** Move to adopt the navigator agreement with Tehama County

**-AUDIT ENGAGEMENT LETTER**

**-RECOMMENDATION:** Move to engage Larry Bain for the annual financial audit

**-CLOSED SESSION**

**-OPEN SESSION**

**-REPORT OUT**

**-MAINTENANCE SUPERVISOR CONTRACT NEGOTIATIONS**

**-2022-2023 BUDGET**

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

**RESOLUTION NO. 6-21-22  
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 JUNE 21, 2022 TO  
JULY 21, 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 June 21, 2022, and shall be effective until the earlier of July 21, 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 June 21, 2022, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday June 21, 2022  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

# **TEHAMA COUNTY NAVIGATOR AGREEMENT**

**AGREEMENT BETWEEN  
THE COUNTY OF TEHAMA AND  
CORNING HEALTHCARE DISTRICT**

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This agreement is entered into between the County of Tehama, through its Department of Social Services, (“County”) and Corning Healthcare District (“Contractor”) for the purpose of facilitating the appointment and supervision of a Lobby Navigator.

1. **RESPONSIBILITIES OF CONTRACTOR**

During the term of this agreement, Contractor shall provide services in accordance with the Scope of Work, Exhibit C, attached hereto and made a part of this agreement.

2. **RESPONSIBILITIES OF THE COUNTY**

County shall compensate Contractor for said services pursuant to Section 3 and 4 of this agreement and to provide services listed in Scope of Work, Exhibit C.

3. **COMPENSATION**

For work satisfactorily performed in accordance with the terms of this Agreement, as reasonably determined by County, Contractor shall invoice County at the actual cost incurred in accordance with the budget sheet attached hereto and incorporated herein as Exhibit D. The Maximum Compensation payable under Agreement shall not exceed \$55,427.00 including \$6,000.00 for the items designated as advance startup costs in Exhibit D. Contractor may, with County approval, reallocate funds among each of the major cost categories listed in Exhibit D, to a maximum of 15% of each part, not to exceed the Maximum Compensation amount set forth above. Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Contractor shall have no claim against County for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Contractor shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and Contractor agrees that County has no obligation, whatsoever,

to compensate or reimburse Contractor for any expenses, direct or indirect costs, expenditures, or charges of any nature by Contractor that exceed the Maximum Compensation amount set forth above. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. This provision shall survive the expiration or other termination of this Agreement.

4. **BILLING AND PAYMENT**

On or before the 15th of each month, Contractor shall submit to County an itemized invoice (Exhibit F) for all services rendered during the preceding calendar month. County shall make payment of all undisputed amounts within 30 days of receipt of Contractor's invoice. County shall be obligated to pay only for services properly invoiced in accordance with this section.

5. **TIMELY SUBMISSION**

Notwithstanding section #4, Contractor shall submit a final undisputed invoice for payment no more than thirty (30) calendar days following the expiration or termination date of this Agreement. Said invoice should be clearly marked "Final Invoice", thus indicating that all payment obligations of the County under this Agreement have ceased and that no further payments are due or outstanding. County will not honor any delinquent invoice. Contractor will be deemed to have forfeited its right to payment and shall have no claim against County for payment, of any kind whatsoever, for any delinquent invoice.

6. **TERM OF AGREEMENT**

This agreement shall commence on July 1, 2022 and shall terminate June 30, 2023, unless terminated in accordance with section 7 below.

7. **TERMINATION OF AGREEMENT**

If Contractor fails to perform his/her duties to the satisfaction of the County, or if Contractor fails to fulfill in a timely and professional manner his/her obligations under this

agreement, or if Contractor violates any of the terms or provisions of this agreement, then the County shall have the right to terminate this agreement effective immediately upon the County giving written notice thereof to the Contractor. Either party may terminate this agreement on 30 days' written notice. County shall pay contractor for all work satisfactorily completed as of the date of notice. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased, or should the Tehama County Board of Supervisors fail to appropriate sufficient funds for this agreement in any fiscal year.

The County's right to terminate this agreement may be exercised by the Director, the Chairperson of the Tehama County Board of Supervisors or the Purchasing Agent, as indicated on the signatory page.

8. **ENTIRE AGREEMENT; MODIFICATION**

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto.

Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no other oral or written representation.

9. **NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate, or sublet any interest herein without the prior written consent of the County.

10. **EMPLOYMENT STATUS**

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor

performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of the County is to ensure that the services shall be rendered and performed in a competent, efficient, and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from compensation of Contractor, if Contractor were a County employee. County shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under County's Workers Compensation Insurance Plan nor shall Contractor be eligible for any other County benefit.

11. **INDEMNIFICATION**

Contractor shall defend, hold harmless, and indemnify Tehama County, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees of County), damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of County) being damaged, arising out of contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, whether by negligence or otherwise. Contractor shall, at its own expense, defend any suit or action founded upon a claim of the foregoing. Contractor shall also defend and indemnify County against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against the County with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

12. **INSURANCE**

Contractor shall procure and maintain insurance pursuant to Exhibit A, "Insurance Requirements for Contractor," attached hereto and incorporated by reference.

13. **PREVAILING WAGE**

Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. If the Services hereunder are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with and to require its subcontractors to fully comply with such Prevailing Wage Laws, to the extent that such laws apply. If applicable, County will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code section 1773 at its principal office, and will make this information available to any interested party upon request. Contractor shall defend, indemnify and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of the Contractor or its subcontractors to comply with the Prevailing Wage Laws. Without limiting the generality of the foregoing, Contractor specifically acknowledges that County has not affirmatively represented to contractor in writing, in the call for bids, or otherwise, that the work to be covered by the bid or contract was not a “public work.” To the fullest extent permitted by law, Contractor hereby specifically waives and agrees not to assert, in any manner, any past, present, or future claim for indemnification under Labor Code section 1781.

Contractor acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no contractor or subcontractor may be listed on a bid proposal or be awarded a contract for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5, with exceptions from this requirement specified under Labor Code sections 1725.5(f), 1771.1(a) and 1771.1(n).

If the services are being performed as part of the applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, Contractor acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

14. **NON-DISCRIMINATION**

Contractor shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

15. **GREEN PROCUREMENT POLICY**

Through Tehama County Resolution No. 2021-140, the County adopted the Recovered Organic Waste Product Procurement Policy (available upon request) to (1) protect and conserve natural resources, water and energy; (2) minimize the jurisdiction's contribution to pollution and solid waste disposal; (3) comply with state requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383); (4) support recycling and waste reduction; and (5) promote the purchase of products made with recycled materials, in compliance with the California Integrated Waste Management Act of 1989 (AB 939) and SB1382 when product fitness and quality are equal and they are available at the same or lesser cost of non-recycled products. Contractor shall adhere to this policy as required therein and is otherwise encouraged to conform to this policy.

16. **COMPLIANCE WITH LAWS AND REGULATIONS**

All services to be performed by Contractor under this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the County immediately.

17. **LAW AND VENUE**

This agreement shall be deemed to be made in, and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.



18. **AUTHORITY**

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

19. **NOTICES**

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

<b>NOTICES TO COUNTY:</b>	<b>NOTICES TO CONTRACTOR:</b>
Laura Hawkins, Director Tehama County Department of Social Services P. O. Box 1515 Red Bluff, CA 96080 Fax: 530-527-5410	Tina Hale Corning Healthcare District PO Box 996 Corning CA 96021
<b>ANALYST RESPONSIBLE TO RECEIVE REPORTS:</b>	<b>PERSON RESPONSIBLE FOR REPORTING:</b>
Diane Casey, Deputy Director Tehama County Department of Social Services P.O. Box 1515 Red Bluff, CA 96080 OR emailed to <a href="mailto:dcasey@tcdss.org">dcasey@tcdss.org</a> Phone: 530-528-4050	Tina Hale Corning Healthcare District PO Box 996 Corning CA 96021 (530) 824-5451
<b>INVOICES SUBMITTED TO COUNTY:</b>	<b>PERSON RESPONSIBLE FOR INVOICING:</b>
Invoices may be emailed to: <a href="mailto:Accountspayable@tcdss.org">Accountspayable@tcdss.org</a>	Tina Hale Corning Healthcare District PO Box 996 Corning CA 96021 (530) 824-5451

Notice shall be deemed to be effective two days after mailing.

20. **NON-EXCLUSIVE AGREEMENT**

Contractor understands that this is not an exclusive agreement, and that County shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Contractor, or to perform such services with County's own forces, as County desires.

21. **RESOLUTION OF AMBIGUITIES**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor such provision shall be construed against the party who drafted the Agreement or such provision.

22. **NO THIRD PARTY BENEFICIARIES**

Neither party intends that any person shall have a cause of action against either of them as a third party beneficiary under this Agreement. The parties expressly acknowledge that it is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

23. **HAZARDOUS MATERIALS**

Contractor shall provide to County all Safety Data Sheets covering all Hazardous Materials to be furnished, used, applied, or stored by Contractor, or any of its Subcontractors, in connection with the services on County property. Contractor shall provide County with copies of any such Safety Data Sheets prior to entry to County property or with a document certifying that no Hazardous Materials will be brought onto County property by Contractor, or any of its Subcontractors, during the performance of the services. County shall provide Safety Data Sheets for any Hazardous Materials that Contractor may be exposed to while on County property.

24. **HARASSMENT**

Contractor agrees to make itself aware of and comply with the County's Harassment Policy, TCPR §8102: Harassment, which is available upon request. The County will not tolerate or condone harassment, discrimination, retaliation, or any other abusive behavior. Violations of this policy may cause termination of this agreement.

25. **EXHIBITS**

Contractor shall comply with all provisions of Exhibits A through F, attached hereto, and incorporated by reference. In the event of a conflict between the provisions of the main body of this Agreement and any attached Exhibit(s), the main body of the Agreement shall take precedence.

26. **OWNERSHIP OF DOCUMENTS**

All documents, notes, reports, electronic storage media, plans, or any other materials produced by Contractor during the term of this agreement for any purpose related to the agreement shall become the property of the County. Contractor shall deliver, upon full payment by the County for services rendered hereunder, all such materials to County.

27. **SEXUAL HARASSMENT**

Contractor shall not employ sexual harassment or discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Contractor shall provide services in accordance with Exhibit B, Nondiscrimination Clause, attached hereto, and the Tehama County Sexual Harassment Policy, available upon request; both made part of this agreement.

28. **CONFLICT OF INTEREST**

Contractor and Contractor's employees shall have no interest and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this agreement.

29. **CONFIDENTIALITY**

The intent of this agreement is for the Contractor to appoint and supervise a Lobby Navigator. However, should specific information regarding the County's clients become known to Contractor, the following confidentiality rules shall apply:

- a. Contractor shall require all employees, volunteers, agents, and officers to comply with the provisions of Section 10850 of the Welfare and Institutions Code and Manual of Policies and Procedures (MPP) Division 19, which provide that:
  - 1.) All applications and records concerning any individual made or kept by Contractor shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program.
  - 2.) No person shall publish, disclose, use, permit or cause to be published or disclosed any list of persons receiving public social services, except as provided by law.
  - 3.) No person shall publish, disclose, use, permit or cause to be published, disclosed or used any confidential information pertaining to an applicant or recipient, except as provided by law.
- b. Contractor shall ensure all employees, volunteers, agents, and officers comply with the above provisions, and shall inform all employees, agents, and officers that any person knowingly and intentionally violating such provisions is guilty of a misdemeanor.
- c. During the term of this agreement, both parties may have access to information that is confidential or proprietary in nature. Both parties agree to preserve the confidentiality of and to not disclose any such information to any third party without the express written consent of the other party or as required by law. This provision shall survive the termination, expiration, or cancellation of the agreement.

- d. Notwithstanding any other provision of this Agreement, the Contractor agrees to protect the confidentiality of any and all patient, client, or resident medical information, which may be viewed in the process of doing his/her/its contracted services. The Contractor understands that he/she/it is subject to all of the confidentiality requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); Title 42, Section 2.1 through 2.67-1, Code of Federal Regulations; and Confidentiality of Medical Information Act [Part 2.6 (commencing with Section 56)] of Division 1 of the Civil Code. Violation of the confidentiality of patient, client, or resident medical information may result in federally imposed fines and penalties and the cancellation of this agreement.

30. **AVAILABILITY OF FUNDS**

All funding under this agreement is subject to the availability of Federal, State, and County funds. If at any time during the period covered by this agreement the funding from any source is discontinued or decreased, this agreement shall no longer be binding upon the County or the Contractor, effective with the date funding is discontinued or decreased.

In the event of an audit exception or exceptions, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency.

31. **MONITORING, VIOLATIONS, BREACHES OF AGREEMENT**

The County may monitor the Contractor's performance to assure compliance with the terms, conditions, and specifications of this agreement.

Contractor shall develop and make known to recipients the procedure for presenting grievances or complaints regarding services and shall be able to present the procedure to County at any time. This shall include informing recipients of their right to a State hearing.

The County may take appropriate remedies, such as fiscal penalties or withhold payment in instances whereas the Contractor or any person employed by Contractor, in any

capacity during the progress of the work, whether by negligence or otherwise breach or violate any provision of this agreement.

32. **MISCELLANEOUS PROVISIONS**

Contractor will recognize the mandatory standards and policies relating to energy efficiency in the state energy conservation plan. {Title 24, California Administrative Code}.

If the amount of this agreement is in excess of \$10,000.00, Contractor is required to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR Part 60).

If the amount of this agreement is in excess of \$100,000.00, Contractor is required to comply with Section 306 of the Clean Air Act (42 USC 1857 (h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).

**IN WITNESS WHEREOF**, County and Contractor have executed this agreement on the day and year set forth below.

**TEHAMA COUNTY DEPARTMENT  
OF SOCIAL SERVICES**

Date: \_\_\_\_\_

\_\_\_\_\_  
Laura Hawkins, Director

**CORNING HEALTHCARE DISTRICT**

Date: \_\_\_\_\_

\_\_\_\_\_  
Yvonne Boles

100441  
Vendor Number

5013-532300  
Budget Account Number

10.561, 93.090, 93.558, 93.645, 93.658, 93.659, 93.667, 93.556  
Federal Funding CFDA #

Exhibit A

**INSURANCE REQUIREMENTS FOR CONTRACTOR**

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by Contractor, his/her agents, representatives, employees or subcontractors. At a minimum, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

Commercial General Liability (including operations, products and completed operations) \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

Workers' Compensation

If Contractor has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover Contractor and Contractor's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

Professional Liability (Contractor/Professional services standard agreement only)

If Contractor is a state-licensed architect, engineer, contractor, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, Contractor shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if



coverage is written on a claims made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If Contractor maintains higher limits than the minimums shown above, County shall be entitled to coverage for the higher limits maintained by Contractor.

All such insurance coverage, except professional liability insurance, shall be provided on an "occurrence" basis, rather than a "claims made" basis.

Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include "Tehama County, its elected officials, officers, employees and volunteers" as an additional insured.

The certificate holder shall be "County of Tehama."

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the County. The deductible and/or self-insured retentions will not limit or apply to Contractor's liability to County and will be the sole responsibility of Contractor.

Primary Insurance Coverage

For any claims related to this project, Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of Contractor's insurance and shall not contribute with it.

Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that "coverage shall not be reduced or canceled without 30 days' prior written notice certain to the County."

Acceptability of Insurers

Contractor's insurance shall be placed with an insurance carrier holding a current A.M. Best & Company's rating of not less than A:VII unless otherwise acceptable to the County. The County

reserves the right to require rating verification. Contractor shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

#### Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance that meets all the requirements stated herein.

#### Material Breach

If for any reason, Contractor fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. County, in its sole option, may terminate the contract and obtain damages from Contractor resulting from breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

#### Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

#### Verification of Coverage

Contractor shall furnish County with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the County prior to County signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

## EXHIBIT B

### NONDISCRIMINATION CLAUSE

The Contractor agrees to comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Section 12940 (c), (h) (1), (l), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations Section 98000-98413; the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91; 7 CFR Part 15; and 28 CFR Part 35], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of age, sex, color disability, national origin, race, marital status, religion or political affiliation be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement. THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited. By ACCEPTING THE ASSURANCE, the Contractor agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of the aforementioned laws, rules, and regulations, and permit authorized CDSS and /or federal government personnel, during normal working hours, to review such records, books, and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance. This ASSURANCE is binding on the Contractor directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

**Exhibit C**  
**Scope of Work**  
**Navigator services 275 Solano Street Office – Corning Healthcare District (CHD)**

**CHD agrees to:**

- Recruit and hire for a bilingual position (“Navigator”) to help facilitate the service needs of customers coming to the Social Services Office located at 275 Solano Street, Corning, within Social Services regular lobby hours, and recognizing closures for County Holidays.
- Provide workspace and equipment for the Navigator position.
- Provide direct supervision to the Navigator position.
- Adhere to practices as trained including but not limited to:
  - Confidentiality – protect PII, never leave paperwork unattended, and do not keep a list of customer names or PII.
  - Assisting customer with the completion of an application for aid.
  - Provide resource contact information.
  - Provide “how-to” assistance for specific types of requests as identified in the training.
- Complete and submit monthly: “Corning Healthcare District Customer Contact” report form.
- Submit initial invoice for \$6,000 Advance Startup costs, and true-up the advance to actual costs in future monthly invoices (total actual costs, minus advance paid).
- Submit monthly: invoice for actual and allocated costs, using the provided invoice format with back up for all line item invoiced amounts.
- Ensure that only the customer puts paperwork in the drop box and the Navigator does not drop off paperwork on behalf of the customer.
- Ensure that the Navigator does not represent himself/herself as an employee of Tehama County Social Services.
- Ensure that the customers understand that the navigator they are speaking with and potentially sharing confidential information with is not an employee of Tehama County Social Services.
- Not utilize TCDSS office space, or access TCDSS systems.
- Not attempt to by-pass TCDSS established procedure for customer contact (i.e. contacting an Employee directly for answers, and thereby receiving help ahead of other customers that are limited to the established communication methods and which may create an advantage for customers going to the Corning office over all other customers).

**TCDSS agrees to:**

- Reimburse CHD for the salary, administrative fees, and allocated indirect costs for the Navigator position monthly on a net 30 basis.
- Provide any advance start-up funds agreed to in this contract and as indicated in budget Exhibit D.
- Provide training for the Navigator and Supervisor.

EXHIBIT D

<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: <a href="mailto:healthyreminders4u">healthyreminders4u</a>		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 \$20 per hour direct salary		1040	\$20.00	\$	20,800.00
4 hrs x 5 days x 52 weeks x \$10 per hour agency employment fees		1040	\$10.00	\$	10,400.00
Advance Start up costs \$6000:					
Startup - IT equipment		1	\$ 2,500.00	\$	2,500.00
Startup - Telecom		1	\$ 1,000.00	\$	1,000.00
Startup - Office Equipment - Furniture		1	\$ 1,500.00	\$	1,500.00
Startup - Installation and Intergration		1	\$ 1,000.00	\$	1,000.00
<b>DIRECT COSTS TOTAL</b>				\$	<b>37,200.00</b>
<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>				\$	<b>15,827.00</b>
<b>INDIRECT COSTS</b>		Quantity	Cost		
Utilities and Services		12	\$ 200.00	\$	2,400.00
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
<b>INDIRECT COSTS TOTAL</b>				\$	<b>2,400.00</b>
<b>TOTAL BUDGET</b>				\$	<b>55,427.00</b>
Is contractor for-profit?	NO	Yes, enter amount of profit:	\$	-	

EXHIBIT E

<b>MONTHLY REPORT</b>	
<b>CORNING HEALTHCARE DISTRICT CUSTOMER CONTACT</b>	
Submit to: Diane Casey <a href="mailto:dcasey@tcdss.org">dcasey@tcdss.org</a>	
Report due the 15th of the month following the report month	
Enter Report Month: <input type="text"/>	
Enter total number Social Services customers served:	<input type="text"/>
Enter total number that assistance was given for the following items:	
1. Provide Note to Worker	<input type="text"/>
2. Assist with completion of application	<input type="text"/>
3. Provide "how to" for BenefitsCal	<input type="text"/>
4. Assist with understanding Notice of Action	<input type="text"/>
5. Assisted with: ( <i>total of 7a-7k below</i> )	0
5a. EBT card request (new, cancel, report fraud)	<input type="text"/>
5b. BIC card request (new, report problem)	<input type="text"/>
5c. How to apply for benefits	<input type="text"/>
5d. How to check the status of benefits	<input type="text"/>
5e. How to cancel benefits	<input type="text"/>
5f. Where to submit documents	<input type="text"/>
5g. How to report a change	<input type="text"/>
5h. How to add/remove a person in customer case	<input type="text"/>
5i. How to request copies of documents	<input type="text"/>
5j. How to request and AR	<input type="text"/>
5k. How to request a Passport to Services	<input type="text"/>
6. Other TCDSS services	<input type="text"/>
<i>Provide a brief descriptive list of "other" items below:</i>	
7. Customers served fro non-TCDSS services	<input type="text"/>
<i>Provide a brief descriptive list of "non-TCDSS services"</i>	

**EXHIBIT F  
SAMPLE INVOICE**

<b>INVOICE</b>		Attach back-up documentation to this page. If needed for more space, insert or delete rows, or attach another page(s).		
<b>CONTRACTOR NAME AND ADDRESS</b>		<b>INVOICE #:</b>	<b>FOR MONTH(S)/YEAR:</b>	
0				
0		<b>CONTRACT #:</b>	<b>PURPOSE/TITLE OF CONTRACT</b>	
0			0	
<b>BUDGET LINE ITEM</b>	<b>A. CONTRACT BUDGET</b>	<b>B. CURRENT INVOICE COSTS</b>	<b>C. TOTAL COSTS YEAR-TO-DATE INCLUDING THIS INVOICE</b>	<b>D. BALANCE REMAINING PAYABLE (A-C)</b>
<b>DIRECT SALARIES</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>DIRECT BENEFITS/FRINGE</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>DIRECT SALARIES &amp; BENEFITS TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>DIRECT COSTS</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>DIRECT COSTS TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INDIRECT SALARIES</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>INDIRECT BENEFITS/FRINGE</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>INDIRECT SALARIES &amp; BENEFITS TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INDIRECT COSTS</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>INDIRECT COSTS TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL INVOICE</b>		<b>\$ -</b>		
<b>TOTAL CONTRACT</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday June 21, 2022  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

# **AUDIT ENGAGEMENT LETTER**



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2148 Frascati Drive, El Dorado Hills, CA 95762 / 916.601-8894

[lpbain@sbcglobal.net](mailto:lpbain@sbcglobal.net)

June 2, 2022

Board of Directors  
Corning Healthcare District  
275 Solano Street  
Corning, CA

We are pleased to confirm our understanding of the services we are to provide Corning Healthcare District for the year ended June 30, 2022.

### **Audit Scope and Objectives**

We will audit the financial statements of the business-type activities, including the related notes to the financial statements, which collectively comprise the basic financial statements of Corning Healthcare District as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Corning Healthcare District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Management has chosen to omit the management discussion and analysis and as such an explanatory paragraph will be added in the independent auditor's report describing the omission.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Corning Healthcare District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also assist in preparing the financial statements of Corning Healthcare District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will also assist with preparing the State Controller Financial Transaction Report based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Larry Bain, CPA, An Accounting Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Larry Bain, CPA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to State Controller's Office or its designee. The State Controller or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Larry Bain, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on September 13, 2022, and to issue our reports no later than November, 2022.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$11,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

**Reporting**

We will issue a written report upon completion of our audit of Corning Healthcare District's financial statements. Our report will be addressed to management and those charged with governance of Corning Healthcare District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Corning Healthcare District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Larry Bain, CPA  
An Accounting Corporation

**RESPONSE:**

This letter correctly sets forth the understanding of Corning Healthcare District.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CORNING HEALTHCARE DISTRICT  
BOARD MEETING  
Tuesday June 21, 2022  
District conference room  
275 Solano Street  
Corning Healthcare District Campus  
Meeting Inquiries (530) 824-5451**

# **2022-2023 BUDGET**

<b>CHD 2022-2023 Budget</b>		
CD Interest	\$ 1,500.00	
Checking Interest	\$ 50.00	
Assessment Income	\$ 430,000.00	
Rental Income	\$ 239,023.00	
Other Income	\$ 38,950.00	
<b>Total Income</b>		<b>\$ 709,523.00</b>
Payroll	\$ 177,000.00	
Health Insurance	\$ 57,000.00	
Work Comp Insurance	\$ 8,150.00	
Training	\$ 5,000.00	
<b>Total Employee Expense</b>		<b>\$ 247,150.00</b>
Public Education Material	\$ 3,600.00	
Admin Legal	\$ 16,000.00	
Stipend	\$ 3,000.00	
Office Supplies	\$ 4,800.00	
Advertising	\$ 3,600.00	
Audit	\$ 8,000.00	
Postage		
Election	\$ 13,000.00	
Admin Other	\$ 36,000.00	
<b>Total Admin Expense</b>		<b>\$ 88,000.00</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>\$ 628,600.00</b>
<b>Operating Profit</b>		<b>\$ 80,923.00</b>
<b>USDA Interest</b>		<b>\$ 53,776.00</b>
<b>Net Income</b>		<b>\$ 27,147.00</b>