



REGULAR MEETING AGENDA
EAST KERN HEALTH CARE DISTRICT
BOARD OF DIRECTORS

5 p.m. Tuesday, March 4, 2025

(Hybrid Meeting & Training) 9300 N Loop Blvd,
California City, CA 93505

MISSION STATEMENT: *“Building health, well-being, and resiliency”*

PLEASE CLICK THE LINK BELOW TO JOIN THE MEETING:
<https://us02web.zoom.us/j/82219219677?pwd=NegovAWfk745rld3G8Hs3DgDaKamqM.1>

OR TELEPHONE: US: +1 669 900 6833

ZOOM ID: 822 1921 9677

PASSCODE: 183193

I. OPEN MEETING

A. PLEDGE OF ALLEGIANCE/INVOCATION

B. ROLL CALL AND CALL TO ORDER

Per the Grand Jury Report Dated April 29, 2024. R4 under Recommendations, states, ...” Follow Robert’s Rules of Order, eliminate cell phone usage, and reduce side bar conversation during the meeting...”

C. APPROVAL OF AGENDA

Board members can amend the agenda before or after someone makes a motion to adopt the agenda. To do this, any board member can motion to add emergency items, delete items, or change things around. Once someone motions to amend the agenda, the board takes a vote, and the majority rules. The meeting will proceed according to the approved agenda.

D. PUBLIC COMMENTS

Members of the public are welcome to address the Board on any matter NOT on the agenda and over which the Board has authority. If you wish to speak, please state your name for the record and limit your comments to five (5) minutes.

E. COMMUNITY ANNOUNCEMENTS

F. INTERIM GENERAL MANAGER REPORT

II. ACTION ITEMS

A. CONSENT CALENDAR

All items on the Consent Calendar are considered routine, non-controversial, and will be approved by one (1) motion if no member of the Board, Staff, or Public wishes to comment or ask questions. Public comment to be limited to five (5) minutes. Roll Call vote is required.

1. APPROVAL OF MINUTES

- a. Regular Meeting: February 18, 2025

2. APPROVE PAID & UNPAID WARRANTS

- a. Vendor Payment Approval
- b. Debit Card Transactions
- c. Credit Card Transactions

B. DISCUSS ATTENDANCE AT CALIFORNIA SPECIAL DISTRICT ASSOCIATION'S SPECIAL DISTRICT LEADERSHIP ACADEMY APRIL 21-24, 2025 AND OTHER CONFERENCES

III. OLD BUSINESS: DISCUSSION, DIRECTION, ACTION

A. IMPLICIT BIAS – Vice President Patrick

B. EVALUATE NEED OF FIRESAFE FILING CABINET FOR DISTRICT OFFICE

IV. CLOSED SESSION

- a. Conference with Real Property Negotiator (§ 54956.8)
Property: 9278 North Loop Blvd., California City
Agency Negotiation: Alex Lemieux
Negotiating Parties: Cajon Medical Group
Under Negotiation: Price and Terms of Payment

- b. Conference with Real Property Negotiator (54956.8)
Property: 9300 N Loop Blvd., California City
Agency Negotiator: Alex Lemieux
Negotiating Parties: West Point Physical Therapy
Under Negotiation: Price and Terms of Payment
- c. Conference with Real Property Negotiator (54956.8)
Property: 9300 N Loop Blvd., California City and 8101 Bay Ave, Cal City
Agency Negotiator: Alex Lemieux
Negotiating Parties: Bartz-Altadonna
Under Negotiation: Price and Terms of Payment
- d. Conference with Real Property Negotiator (54956.8)
Property: 9350 N Loop Blvd., Clinic, California City
Agency Negotiator: Alex Lemieux
Negotiating Parties: Adventist Health
Under Negotiation: Price and Terms of Payment
- e. Conference with Real Property Negotiator (54956.8)
Property: 9350 N Loop Blvd., Modular Unit, California City
Agency Negotiator: Alex Lemieux
Negotiating Parties: Adventist Health
Under Negotiation: Price and Terms of Payment
- f. Conference with Real Property Negotiator (54956.8)
Property: N Loop and Bay Ave locations
Agency Negotiator: Alex Lemieux
Negotiating Parties: Potential small space tenants
Under Negotiation: Price and Terms of Payment

REPORT OUT OF CLOSED SESSION

V. CLOSE MEETING

1. PRESIDENTS COMMENTS
2. DIRECTOR COMMENTS – AB 1234
3. FUTURE AGENDA ITEMS
4. ADJOURNMENT

Next Regular Meeting: Tuesday, March 18, 2025, at 5 p.m. In person 9300 N Loop Blvd., California City, CA 93505 (and via Zoom)

“Pursuant to Government Code section 54952(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in this agendized public meeting should be directed to the District’s office at (760) 373-2804 at least 48 hours prior to said meeting”

Action Minutes
EAST KERN HEALTH CARE DISTRICT
BOARD OF DIRECTORS

Regular Meeting of February 18, 2025, 5 p.m.

MISSION STATEMENT: “Building health, well-being, and resiliency.”

(Note: Motions are identified by maker’s name in bold **First: Second**)

<u>Video Time Code</u>	<u>Item</u>	<u>Action</u>
0:00:13	A. Pledge of Allegiance	L. Peralta
0:00:35	B. Roll Call and Call to Order	Present were S. Royten, J. Rojas, L. Peralta, K. Macedonio, and L. Patrick arrived at 5:07. Chair Macedonio called the meeting to order at 5:00 p.m.
0:01:46	C. Approval of Agenda	The Agenda was approved. Motion: Removal of Agenda Item E J. Rojas: Shauna Royten. Motion Failed, 2-2 with noes from L. Peratla and K. Macedonio. Motion: Approve Agenda as Presented L. Peralta: L. Patrick. Motion Carried, 5-0.
0:11:43	D. Public Comments	none
0:12:08	E. Presentation from California Special Districts Association (CSDA) Public Affairs Field Coordinator, Erasmo Viveros	Erasmo Viveros provided an update on CSDA and the upcoming conferences, Grant Accessibility Act and CSDA Lobbyists
0:24:49	F. Community Announcements	Chamber of Commerce – 1st Talent Show try outs start in March was added to EKHCD website calendar.
0:25:40	G. Interim General Manager Report	Report was provided, no action was taken.
0:37:32	II Action Items: A. Consent Calendar 1. APPROVAL OF MINUTES a. Regular Meeting: January 7, 2025 b. Regular Meeting: February 4, 2025 2. APPROVE PAID & UNPAID WARRANTS a. Vendor Payment Approval b. Debit Card Transactions	A. The Consent Calendar Items A1-3 were approved with the following changes on the January 7, 2025 Minutes: Item 11b: change to ...posting for a board clerk on the CSDA forum, spoke with Kern County Supervisors... Item 12: correct spelling of Rojas Motion: Approve Content Calendar L. Patrick: L. Peralta. Motion Carried, 5-0.

	<p>c. Credit Card Transactions</p> <p>3. FINANCIAL REPORTS – January 2025</p> <p>a. Balance Sheet</p> <p>b. Profit and Loss Statement</p> <p>c. Credit Card Transaction</p> <p>B. BUDGET DISCUSSION AND DIRECTION FOR FISCAL YEAR 25/26</p> <p>C. DISCUSSION AND APPROVAL OF DISTRICT LAPTOPNS FOR BOARD MEMBERS</p> <p>D. APPROVAL OF NOTICE TO PROCEED REQUEST FOR SEALED PROPOSAL FOR ROOF REPAIR AND REPLACEMENT AT 9278 and 9300 N. LOOP BOULEVARD</p>	<p>B. Action Item B had no motion and was requested to have the proposed budget brought back to the Board before May 1st.</p> <p>C. Action Item C was approved to purchase 4 laptops from Golden Hills IT Company for 3 Directors and 1 Staff. Motion: Approve Purchase of District Laptops For Board Members and Staff J. Rojas: S. Royten. Motion Carried, 3-2 with noes from L. Patrick and K. Macedonio.</p> <p>D. Action Item D was approved to provide Notice to Proceed to the winning contractor, Western Pacific Roofing Motion: Approve to Accept the Request for Proposal and Provide Notice to Proceed to the Winning Contractor, Western Pacific Roofing L. Patrick: L. Peralta. Motion Carried, 3-2 with J. Rojas and S. Royten abstaining.</p>
<p>01:41:09</p>	<p>III. Old Business: Discussion, Direction, Action</p> <p>A. VIDEO PRODUCTION – Vice President Patrick and Director Rojas</p>	<p>Video Production was discussed. No Action Taken. Item to be on the March 18th Agenda for further discussion.</p>
<p>01:43:29</p>	<p>V. Closed Session</p> <p>a. Conference with Real Property Negotiator (\$ 54956.8) Property: 9278 North Loop Blvd., California City Agency Negotiation: Alex Lemieux Negotiating Parties: Cajon Medical Group Under Negotiation: Price and Terms of Payment</p>	

	<p>b. Conference with Real Property Negotiator (54956.8) Property: 9300 N Loop Blvd., California City Agency Negotiator: Alex Lemieux Negotiating Parties: West Point Physical Therapy Under Negotiation: Price and Terms of Payment</p> <p>c. Conference with Real Property Negotiator (54956.8) Property: 9300 N Loop Blvd., California City and 8101 Bay Ave, Cal City Agency Negotiator: Alex Lemieux Negotiating Parties: Bartz- Altadonna Under Negotiation: Price and Terms of Payment</p> <p>d. Conference with Real Property Negotiator (54956.8) Property: 9350 N Loop Blvd., Clinic, California City Agency Negotiator: Alex Lemieux Negotiating Parties: Adventist Health Under Negotiation: Price and Terms of Payment</p> <p>e. Conference with Real Property Negotiator (54956.8) Property: 9350 N Loop Blvd., Modular Unit, California City Agency Negotiator: Alex Lemieux Negotiating Parties: Adventist Health Under Negotiation: Price and Terms of Payment</p> <p>f. Conference with Real Property Negotiator (54956.8)</p>	
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	Property: N Loop and Bay Ave locations Agency Negotiator: Alex Lemieux Negotiating Parties: Potential small space tenants Under Negotiation: Price and Terms of Payment	
01:44:13	Report out of Closed Session	Items A-F: Legal Counsel provided no reportable action was taken during closed session
01:46:09	VI. Close Meeting 1. PRESIDENTS COMMENTS 2. DIRECTOR COMMENTS – AB 1234 3. FUTURE AGENDA ITEMS	Future Agenda Items Requested: “OnSite” Ad Hoc Committee as needed, to include but not limited to process mail; posting of physical agenda and filing.
02:22:51	Adjournment	Motion: Adjourn at 7:50 p.m.

DRAFT



DATE: March 4, 2025
TO: Board of Directors
RE: Discuss Attendance at CSDA Conferences
SUBMITTED BY: Raychel Jackson, Interim General Manager

RECOMMENDATION:

Staff recommends that the Board of Directors discuss and approve the attendance of Directors to attend the upcoming California Special Districts Association (CSDA) Special District Leadership Academy in La Quinta, California, scheduled for April 21-24, 2025.

DISCUSSION:

CSDA has 5 major conferences / events throughout 2025. These do not include webinars or online workshops. They are as follows:

- Special District Leadership Academy: April 21-24, 2025, La Quinta, CA; October 5-8, 2025, Redding; and November 16-19, 2025, Monterey.
- Special Districts Legislative Days: May 20-21, 2025, Sacramento
- General Manager Leadership Summit: June 29-July 1, 2025, Lake Tahoe
- Annual Conference & Exhibitor Showcase: August 25-28, 2025, Monterey
- Board Secretary/Clerk Conference: October 27-29, 2025, Santa Rosa

The District had previously approved all Directors to attend the SDLA Virtual Workshops, which is a total of 4 modules throughout the year - February, April, September and December. Since the CSDA presentation on February 18, 2025, Directors inquired about the Special District Leadership Academy, which would take place of the 4 modules. The SDLA is an annual event that provides essential professional development opportunities for board members, district managers, and other stakeholders in special districts across California. The conference focuses on leadership training, governance best practices, policy development, and networking with peers in the public sector.

This year's SDLAs Southern location will be held in La Quinta, California, offering sessions on current trends in governance, management, and effective decision-making for district leadership. The conference is expected to provide valuable learning experiences that align with the professional development needs of board members.

BACKGROUND:

CSDA offers a series of conferences throughout the year that are essential for enhancing the knowledge and skills of district staff and board members. These events provide invaluable opportunities for networking, professional development, and staying up-to-date on the latest trends, regulations, and best practices in the public sector. Attending these conferences allows the District to gain insights into governance, compliance, and operational efficiencies, which are crucial for effective service delivery to the community.

As the District moves forward with attending CSDA’s conferences in 2025, board approval may be required to allocate funding for registration fees, travel, and accommodations. A formal approval process will ensure that the District’s resources are appropriately managed while maximizing the benefits of these educational opportunities. Staff will ensure that expenses are in compliance with the District’s travel policy and that all costs remain within the allocated budget for board member professional development.

In accordance with EKHCD Administrative Code Section 2.1.502 Expenses, it states,

“(a) If previously approved by the Board, a Director shall receive actually, reasonable and necessary reimbursement for travel, meals, lodging, registration and similar expenses incurred on District business. The rate for reimbursement shall not exceed the rate published by the IRS for deduction from taxes. However, if the expenses are incurred in connection with a trade conference, the reimbursement rates shall not exceed the posted rates for the conference and if the posted rates are not available, the reimbursement rate shall be comparable to the posted rates.

(b) Directors shall be authorized in advance to incur expenses for District purposes and shall submit a written request for reimbursement.

(c) During August of each year, the General Manager shall prepare a list of amounts paid during the prior fiscal year to reimburse a director or employee for individual expenses of \$100.00 or more. To determine the value of an item, the total charges for the item for the day shall be considered. For example, several transportation bills, each less than \$100.00, but totaling more than \$100.00, requires a report. During August of each year, the list shall be reviewed by each person receiving expense reimbursement. The General Manager shall consider suggested corrections and post the final list on the District’s website and put on September agenda.”

The Administrative Code allows for reimbursement of travel expenses when attendance at such events is deemed beneficial for district leadership and development.

FISCAL IMPACT:

Conference Cost for SDLA: \$825.00 each attendee, plus travel and lodging.

ATTACHMENT:

None.



DATE: March 4, 2025
TO: Board of Directors
RE: Interim General Manager Report
SUBMITTED BY: Raychel Jackson, Interim General Manager

For February, the District continues to advance initiatives which are highlighted here that are not otherwise covered under other agenda items.

Operational Update

- **Current Projects/Initiatives:** *An overview of ongoing projects located at the following Properties:*
 - *North Loop Properties*
 - *Bay Avenue Property.*
- **Website:** *In February, our website received 13,879 views, with the calendar page accounting for 945 of those. It's crucial that we continue to keep the community informed about upcoming activities and events.*
- *The laptops have been ordered, I do not have a delivery date but will keep the Board informed. Once the Directors and staff have their laptops, we will have a District Laptop Policy and Agreement to sign, included.*
- **Ad Hoc Committee Reports** *will be on the agenda as requested. Please keep me informed and provide a short summary to include on a staff report with the agenda for each ad hoc committee. Ad Hoc Committee's are as follows:*
 - *Health and Wellbeing – Director Royten and Vice President Patrick*
 - *Cancer Walk Fundraiser – Director Rojas and Interim General Manager Raychel Jackson*
 - *Preparation of Hiring General Manager – President Macedonio and Vice President Patrick*
 - *Review of the Admin Code - Counsel Lemieux and President Macedonio*
 - *Logic Module - President Macedonio*
 - *LAFCo Annexation Progress - President Macedonio*
 - *CHNA Progress - President Macedonio*

Building Health, Well-Being and Resiliency

- *No Community Announcements have been provided at this time.*
- *Business Cards and Name Tags are being finalized for order.*
- *Access to District Office will be addressed on future agenda*
- *Process of Timecards will be addressed on future agenda after further discussions with CPA*

Organizational Development Update

- **Staff Development/Training:** *Continued training for Directors. Current Training: Governance Training Module 2 scheduled for April 2-3, 2025. Special District Leadership Academy is scheduled for April 21-24, 2025 in La Quinta, California.*

Community Engagement and Strategic Partnerships

- *Mable Davis Senior Center*
- *Desert Rose Garden Club*
- *Kern EDC / East Kern Economic Alliance*
- *REACH: TreeVitalize Project*
- *Ridgecrest Regional Hospital*



EAST KERN HEALTH CARE DISTRICT

District Laptop Usage Policy and Agreement

Purpose

This policy establishes guidelines for the appropriate use and safekeeping of District-issued laptops. All Directors and employees who receive a company laptop must read, understand, and sign this agreement before equipment is issued.

Agreement

I, _____, acknowledge receipt of a District laptop (Asset Tag #_____, Serial #_____) on _____ (date) and agree to the following terms and conditions:

Responsibility and Care

1. I accept full responsibility for the laptop while it is assigned to me.
2. I will protect the laptop from damage, loss, or theft to the best of my ability.
3. I will not leave the laptop unattended in public places or unsecured locations.
4. I will keep food and beverages away from the laptop to prevent accidental damage.
5. I will transport the laptop in an appropriate protective case or bag.
6. I will not remove or alter any identification labels or asset tags affixed to the laptop.

Loss, Theft, or Damage

I understand that in the event of theft, I must:

1. Report the theft to local law enforcement immediately;
2. Notify the District Manager within 24 hours;
3. Provide a copy of the police report to the District Manager.

I understand that I may be held financially responsible for repair or replacement costs in cases of:

1. Loss due to negligence;
2. Damage caused by negligence or misuse;



3. Theft resulting from negligence (such as leaving the laptop visible in a vehicle);
4. Repeated instances of damage or loss

I understand the District may waive replacement costs for the first occurrence of accidental damage when reasonable care was taken.

Acceptable Use

1. I will use the laptop primarily for District business purposes.
2. I will not allow unauthorized individuals (including friends and family members) to use the District laptop.
3. I will not attempt to bypass security measures or remove standard configurations.
4. I will not use the laptop for illegal activities or to store inappropriate content.
5. I will maintain the confidentiality of District data stored on the laptop.
6. I will return the laptop upon termination of employment, extended leave of absence, or upon request by the District Manager
7. I understand that all District data remains the property of the District.
8. I understand that failure to return District equipment may result in legal action.
9. I will make the laptop available for routine maintenance, updates, and inventory audits.

Acknowledgment

I understand that violation of this policy may result in District action up to and including revocation of laptop use rights and possible legal action. I have read, understand, and agree to comply with this Laptop Usage Policy and Agreement.

Employee/ Director Signature: _____ Date: _____

Employee/ Director Name (Printed): _____

District Manager Signature: _____ Date: _____



DATE: March 4, 2025
TO: Board of Directors
RE: Implicit Bias Training
SUBMITTED BY: Raychel Jackson, Interim General Manager

RECOMMENDATION:

It is recommended that the Board of Directors approve address implicit bias within the district via training and education.

DISUCSSION:

Addressing implicit bias is an essential step in fostering an inclusive, equitable, and effective district. By taking proactive steps, such as training, policy review, and increased community engagement, the District can ensure that it provides equal opportunities and fair treatment to all individuals it serves. Board approval for training and education is a critical first step toward making these important changes within the District.

Once approved, the District can begin taking immediate action to implement these recommendations and create a more equitable work environment and community interaction. It is important that this effort is recognized as a continuous commitment to positive change, not just a one-time initiative.

BACKGROUND:

The Directors previously approved the CSDA Implicit Bias training and Director Patrick would like to explore additional community training. Implicit bias refers to the unconscious attitudes or stereotypes that affect our understanding, actions, and decisions. These biases, though not overt or intentional, can influence the way individuals interact with others, make decisions, and evaluate situations. In the context of the district's operations, implicit bias can affect hiring practices, service delivery, decision-making processes, and interactions with the community.

The increasing focus on diversity, equity, and inclusion (DEI) across organizations has highlighted the importance of recognizing and addressing implicit bias. Special districts, like the one we serve, must ensure that all individuals—employees, board members, and community members—are treated fairly and equitably. Addressing implicit bias within the district not only fosters a more inclusive work environment but also promotes trust and accountability within the communities we serve.

FISCAL IMPACT:

None at this time.

ATTACHMENT:

None.



DATE: March 4, 2025
TO: Board of Directors
RE: Purchase of Fire-Safe Filing Cabinets for District Office
SUBMITTED BY: Raychel Jackson, Interim General Manager

RECOMMENDATION:

Staff recommends that the Board of Directors evaluate the need for fire-safe filing cabinets and provide staff with further direction.

DISUCSSION:

The District will conduct a review of the amount and type of documents that need to be stored securely. These files may include legal, financial, personnel, and other records critical to the District's operations. In the event of a fire or natural disaster, the ability to safeguard these documents is crucial to ensure the District can continue functioning effectively. Certain documents, such as employee records or financial statements, may be subject to legal or regulatory requirements for confidentiality and security. A fire-safe filing cabinet provides an added layer of security and compliance for the District's documentation. By ensuring that critical files are stored securely, the District can maintain operational continuity in the event of an emergency. This is especially important for the District's administrative functions, such as recordkeeping, reporting, and budgeting, which are fundamental to its day-to-day operations.

In addition to the operational and financial aspects, there are important legal and regulatory factors that underscore the necessity of securely storing sensitive documents, particularly in compliance with Human Resources (HR) laws. These laws emphasize the need for confidentiality and security when handling employee records, and the District must ensure it is in compliance to avoid legal repercussions. HR laws mandate that personnel files, including employee performance evaluations, medical records, and payroll information, be maintained securely and confidentially. For example, the California Consumer Privacy Act (CCPA) and Health Insurance Portability and Accountability Act (HIPAA) require that employee personal information, including health records, is protected against unauthorized access or disclosure. Failure to adequately secure such records can expose the District to legal action and potential fines.

Staff Report – Fire-Safe Filing Cabinets
March 4, 2025

BACKGROUND:

The District is seeking to enhance its document security protocols by purchasing fire-safe filing cabinets. These filing cabinets will ensure the protection of essential District documents in case of a fire or other emergencies. Staff will research fire-safe filing cabinet models that meet the District's security requirements. Staff will gather all necessary information and will provide the Directors with estimates of cost, the size, type and quantity of the cabinets at a future board meeting.

FISCAL IMPACT:

None at this time.

ATTACHMENT:

None.