

Del Norte Healthcare District  
Board of Directors Meeting

Agendized  
Board Packet

Tuesday July 22, 2025

**JULY**  
**6/19/2025 – 7/16/2025**

**4A**

<u>DATE</u>	<u>NAME</u>	<u>DESCRIPTION</u>	<u>CK#</u>	<u>AMOUNT</u>
6/20	Pacific Power	5/9/25-6/10/25	10950	3717.67
6/20	Shellie Babich	D/V/RX reimbursement	10951	1100.00
6/23	Gateway Education	Inv. 1011 & 1013	10952	9045.09
6/23	Shellie Babich	D/V/RX reimbursement	10953	1411.00
6/24	Blue Star Gas	Inv. 0842902	EFT	1731.97
6/24	First Service	troubleshooting & valve	10954	1446.79
6/25	Doris Hendricks	June Payroll	EFT	1518.75
6/25	Edward Jones	SEP Ira June contribution	10955	435.00
7/8	GSRMA	Annual Insurance renewal	10956	27839.18
7/8	City of CC	Inv. 62725 Exercise loop	10957	48150.50
7/8	USPS	Annual PO Box fee	10958	244.00
7/8	Tri Counties Bank	Credit Card	10959	241.20
		Constant Contact	52.00	
		Microsoft	43.20	
		Stamps	146.00	
7/8/	Charter	July	EFT	181.25
7/8	Wen-Cor	June Service	10960	300.00
7/8	City of CC	May swim programs	10961	6941.00
7/8	City of CC	April swim programs	10962	4525.00
7/11	DN Schools	Inv. 00217, 00216	10963	2145.00
7/15	Katie Wheeler	Inv. 1073	10964	2100.00
7/15	Redwood Coast Tran.	Inv 24-25 SOMS	10965	<u>10717.62</u>
<b><u>TOTAL</u></b>				<b><u>123,791.02</u></b>

46

**Del Norte Healthcare District**  
**Financial Report**  
**June 30, 2025**

ACCOUNT	June 1, 2025	September 30, 2021	June 30, 2025
	BK./Inv. Acct. Bal.	Note Payable	BK./Inv. Acct. Bal.
LAIF (Investment Account)	3,821,021.97		3,821,021.97
Tri Counties- Bus. Cking. Acct.	77,089.69		63,582.60
Tri Counties - Money Mkt. (holding) Acct.	237,639.75		237,639.75
Tri Counties- W.C. USDA Auto Pay	0.00	closed acct.	0.00
<b>TOTAL BK./INV. ACCT BALANCES</b>	<b>4,135,751.41</b>	<b>0.00</b>	<b>4,122,244.32</b>

BUDGET CATEGORY INCOME	Anticipated Income	Income Received To Date	Remaining/(Surplus) Anticipated Income
Interest LAIF & bank Accts	120,000.00	158,215.08	-38,215.08
Tax Receipts	725,000.00	753,425.01	-28,425.01
Rent (Open Door \$ 10250.00)	123,000.00	123,000.00	0.00
DHHS Lease (\$6800.00)	87,720.00	87,720.00	0.00
Utility Reimbursement 80%	76,000.00	52,350.06	23,649.94
Insurance Reimbursement Pers-D/V/RX	1,000.00	1,200.00	-200.00
Miscellaneous Income	1,000.00	245.00	755.00
<b>Sub-Total</b>	<b>1,133,720.00</b>	<b>1,176,155.15</b>	<b>-42,435.15</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>1,133,720.00</b>	<b>1,176,155.15</b>	<b>-42,435.15</b>

EXPENDITURES	Annual Budget	Paid to Date	Budget Amt. Available
<i>Personnel Expenses</i>			
Payroll	22,300.00	18,089.25	4,210.75
General Benefits/SSI/EDD/WC	12,000.00	9,790.24	2,209.76
Cal Pers	45,000.00	40,222.12	4,777.88
Dental, Vision, RX	30,000.00	10,061.20	19,938.80
Past Board Health Benefits	15,000.00	3,919.60	11,080.40
<b>TOTAL PERSONNEL EXPENSES</b>	<b>124,300.00</b>	<b>82,082.41</b>	<b>42,217.59</b>
<i>Operating Expenses</i>			
Pacific Power	40,000.00	37,706.33	2,293.67
Blue Star Gas	35,000.00	25,982.61	9,017.39
Crescent City W & S	25,000.00	5,918.03	19,081.97
Telephone & Internet	6,000.00	5,427.22	572.78
Office Supplies and Expenses	3,000.00	1,713.24	1,286.76
Training & Education	3,000.00	0.00	3,000.00
Memberships	4,500.00	3,578.00	922.00
<b>TOTAL UTILITIES AND OFFICE EXPENSE</b>	<b>116,500.00</b>	<b>80,325.43</b>	<b>36,174.57</b>
<i>Professional Services Expenses</i>			
Legal	10,000.00	0.00	10,000.00
Accounting	20,000.00	12,883.76	7,116.24
Election Expense	10,000.00	360.00	9,640.00
Other Professional Expenses	5,000.00	2,228.60	2,771.40
Insurance	35,000.00	31,400.00	3,600.00
<b>TOTAL PROFESSIONAL EXPENSE</b>	<b>80,000.00</b>	<b>46,872.36</b>	<b>33,127.64</b>

**DEL NORTE HEALTHCARE DISTRICT**  
**MONTHLY FINANCIAL REPORT PAGE 2**  
**30-Jun-25**

Budget Category		Paid to Date		Budget Amt. Available
<b>Building Maintenance</b>				
Materials & Supplies		15,000.00	101.32	14,898.68
Grounds Keeping		26,000.00	12,540.00	13,460.00
Maintenance Services		40,000.00	14,920.57	25,079.43
<b>TOTAL BUILDING MAINTENANCE</b>		<b>81,000.00</b>	<b>27,561.89</b>	<b>53,438.11</b>
<b>Contributions</b>				
High School Scholarship (\$500.00 x 4)		2,000.00	2,000.00	0.00
Childcare Scholarship		5,000.00		5,000.00
CR Nursing Scholarship		10,000.00	10,000.00	0.00
Grad Night Safety Program		500.00	500.00	0.00
Sharps Containers		500.00	225.00	275.00
Food Hub Operations		20,000.00	3,400.00	16,600.00
Non-Emergency Transport		20,000.00	13,900.55	6,099.45
Gateway Education		46,000.00	45,760.00	240.00
Swim Lessons		41,000.00	7,718.00	33,282.00
Senior Swim Passes		42,000.00	22,350.00	19,650.00
Public Swim Project		13,000.00	5,850.00	7,150.00
<b>TOTAL CONTRIBUTIONS</b>		<b>200,000.00</b>	<b>111,703.55</b>	<b>88,296.45</b>
<b>PROJECTS</b>				
Beachfront Exercise Loop Stations		150,000.00	0.00	150,000.00
Kids Town hard surface		300,000.00	0.00	300,000.00
<b>TOTAL PROJECTS</b>		<b>450,000.00</b>	<b>0.00</b>	<b>450,000.00</b>
<b>NEW PROJECTS</b>				
Local Medical Transportation		10,000.00		10,000.00
Recruitment & Retention		50,000.00		50,000.00
Harvest of the Month		16,000.00	8,074.25	7,925.75
Downtown Divas		3,000.00	3,000.00	0.00
Open Door Bus Barn		40,000.00	30,531.96	9,468.04
Little League All Stars		1,500.00		1,500.00
Meals on Wheels Program		250,000.00	250,000.00	0.00
Swim Club Equipment		35,300.00		35,300.00
<b>TOTAL NEW PROJECTS</b>		<b>405,800.00</b>	<b>291,606.21</b>	<b>114,193.79</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>1,457,600.00</b>	<b>640,151.85</b>	<b>817,448.15</b>
<b>CAPITAL EXPENSES</b>				
Fixed Assets		0.00		0.00
Building Repairs (DHHS)		35,000.00	34,322.00	678.00
<b>TOTAL CAPITAL EXPENSES</b>		<b>35,000.00</b>	<b>34,322.00</b>	<b>678.00</b>
<b>TOTAL OPERATING &amp; CAPITAL EXPENSES</b>		<b>1,492,600.00</b>	<b>674,473.85</b>	<b>818,126.15</b>
<b>CONTINGENCY FUND</b>		<b>20,000.00</b>	<b>4,985.95</b>	<b>15,014.05</b>
<b>TOTAL OPERATING EXPENDITURES</b>		<b>1,512,600.00</b>	<b>679,459.80</b>	<b>833,140.20</b>
<b>TOTAL ANTICIPATED INCOME</b>				
<b>MINUS OPERATING EXPENDITURES</b>		<b>1,512,600.00</b>		
<b>SURPLUS MINUS</b>		<b>-378,880.00</b>		

**Minutes of the Regular Board Meeting  
Del Norte Healthcare District  
June 24, 2025 @ 5:30 p.m.**

**Regular Meeting**

- 1. CALL TO ORDER:** Meeting called to order at 5:30 p.m.
- 2. ROLL CALL:**  
Present: Directors Babich, Caldwell, Mason, Young and Chair Pearcey  
All Present
- 3. PUBLIC COMMENT:** Alicia Williams would like the board to consider funding her research  
Regarding 13D pesticide use in Smith River.
- 4. CONSENT CALENDAR:**
  - a. Ratification of invoices paid from 5/25/2025 – 6/18/2025
  - b. Approval of financial report for May 2025.

Director Young made a motion to approve the consent calendar. Director Caldwell seconded the motion.  
Motion passed 5 – 0.
- 5. REVIEW/POSSIBLE REVISION AND APPROVAL OF THE MINUTES FROM THE MAY 26, 2025, MEETING.**

Director Caldwell made a motion to approve the May minutes as written. Director Young seconded the motion.  
Motion passed 5 – 0.
- 6. COMMUNICATIONS:**
  - a. Open Door: Hilda Contreras, We have hired a full time dentist from Georgia. Starting September the mobile health van will be visiting the schools.
- 7. COMMITTEE REPORTS:**

**A. BUDGET/FINANCE COMMITTEE: (Directors Young & Caldwell)**

1. Discussion/possible approval of the request for funds for \$20,000 from DNATL Food Council for healthy food promotion for the 2025-2026 Budget.

Director Babich made a motion to approve the request of \$20,000 from DNATL Food Council. Director Caldwell seconded the motion.  
Motion passed 5 – 0.

2. Discussion/possible approval of Proposal for Funding Gateway Education Programs in the amount of \$50,336 (Ron Cole)

Director Mason made a motion to approve the request from Gateway Education for \$50,336.00. Director Caldwell seconded the motion.  
Motion passed 5 – 0.

3. Discussion/possible approval on a request from Anna Porter for “The Blueberry Legacy” in the amount of \$5,000.

Director Babich made a motion to approve the request or \$5,000 by Anna Porter for the Blueberry Legacy project. Director Caldwell seconded the motion.  
Motion passed 5 - 0

4. Discussion/possible approval of a request from the Crescent City Swim Team for an additional \$16,711 to complete the purchase of an LED Scoreboard.

Director Caldwell made a motion to approve the request of an additional \$16,711 from the Crescent City Swim Team for the LED scoreboard.  
Director Babich seconded the motion.  
Motion passed 5 – 0.

5. Discussion/possible approval of the request from Coastal Hospice for \$150,000 for the purchase and renovation of a Crescent City facility That will serve as both staff offices and a community-serving thrift store that generates operating support for holistic care.

Director Caldwell and Chair Pearcey to form an ADHOC committee to further research the request by Coastal Hospice.

6. Discussion/approval of the proposed 2025-2026 budget. (See attached).

Director Babich made a motion to approve the 2025-2026 budget as Discussed with a few minor changes. Director Caldwell seconded the Motion.

Motion passed 5 – 0.

**B. COMMUNITY OUTREACH COMMITTEE: (Chair Pearcey & Director Babich)**

Nothing at this time.

**C. HEALTHCARE EXPANSION:**

1. Community Food Council: (Directors Caldwell and Babich)

- a. Update from Andrea Lanctot regarding Food Hub.

A brief update regarding the status of the Gather & Grow Food Hub.

Phase 1: We have received a grant for \$350,000 for pre-development.

In October we will know the status of other grants that have been applied for.

Phase 2: Planning & procurement would be October of 2025 thru April of 2026.

Phase 3: Construction starts May 2026 thru June 2027.

Phase 4: Equipment & training January thru June 2027.

Phase 5: Operations Launce June thru September 2027.

2. Recruitment and Retention: (Director Caldwell)

Director Caldwell thanked Open Door on the recruitment of a new Dentist.

3. Mental/Public Health Updates: (Janel Obenchain)

Nothing at this time.

**D. HEALTH PROMOTION:**

1. Swimming Programs: (Director Young)

There were 57 lessons given and 70 Senior passes used with 3 on the waiting list.

2. Non-emergency Transport: (Director Young)

I am still waiting on invoice.

8. **REPORT OF THE EXECUTIVE SECRETARY:** See attached report.

9. **UNFINISHED BUSINESS:**

- a. Discussion/possible action regarding the property at 510 E. Washington Blvd.

There was a brief discussion on possibly leasing the property to the Food Hub or Open Door. Item to be tabled at this time.

10. **NEW BUSINESS:**

- a. Discussion/approval of the updated “general information for requesting funds” sheet and the “application for requesting funds”.

Director Young made a motion to approve the updated documents. Director Babich seconded the motion.  
Motion passed 5 – 0.

11. **INDIVIDUAL DIRECTORS REPORT OF ACTIVITIES:**

12. **PUBLIC COMMENT FOR ANY CLOSED SESSION ITEMS:**

13. **ADJOURNMENT TO CLOSED SESSION:**

- a. Executive Secretary Performance Review.

14. **RETURN TO OPEN SESSION AND REPORT OF ANY ACTION:**

No reportable action during closed session.

15. **ADJOURNMENT:** The meeting adjourned at 7:02 p.m.

Minutes prepared and submitted by:

Minutes approved by:

---

Doris Hendricks, Executive Secretary

---

Dave Mason, Board Secretary



7 a 1

**DEL NORTE HEALTHCARE DISTRICT  
BUDGET 2025- 2026**

**INCOME:**

Interest - LAIF .....	140,000.00
Tax Receipts .....	765,000.00
Rent (Open Door Clinic \$10,250.00/mo).....	123,000.00
510 E. Washington Building. ....	0
Utility Reimbursement 80% from Open Door .....	72,000.00
Insurance Reimbursement Pers-D/V/RX .....	1,000.00
Misc. Income .....	<u>1,000.00</u>
<b>TOTAL ANTICIPATED INCOME</b>	<b>\$1,102,000.00</b>

**EXPENDITURES:**

**Personnel Expenses**

Payroll .....	24,000.00
General Benefits/SSI/EDD/WC.....	14,000.00
CalPers.....	45,000.00
Dental, Vision, Rx.....	30,000.00
Past Board Health Benefits.....	<u>15,000.00</u>
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$128,000.00</b>

**Operating Expenses & Utilities**

Pacific Power .....	42,500.00
Blue Star Gas .....	32,500.00
Crescent City W & S.....	21,000.00
Telephone & Internet .....	6,000.00
Office Supplies & Expenses .....	4,000.00
Training & Education.....	3,000.00
Memberships.....	<u>4,000.00</u>
<b>TOTAL UTILITIES</b>	<b>\$113,000.00</b>

**Professional Services Expense**

Legal.....	10,000.00
Accounting.....	20,000.00
Election Expense.....	0
Insurance.....	28,000.00
Other Professional Services.....	<u>5,000.00</u>
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$63,000.00</b>

**Building Maintenance**

Materials & Supplies.....	10,000.00
Grounds Keeping .....	15,000.00
Maintenance Services.....	<u>25,000.00</u>
<b>TOTAL BUILDING MAINTENANCE EXPENSE</b>	<b>\$50,000.00</b>

**Contributions**

High School Scholarship (\$500.00 x 4) .....	2,000.00
Childcare Scholarship .....	5,000.00
CR Nursing Scholarship.....	10,000.00
Grad Night Safety Program .....	500.00
Sharps Containers .....	500.00
Food HUB Operations.....	24,000.00
Non-Emergency Transport.....	10,000.00
Gateway Education.....	51,000.00
Swim Lessons .....	41,000.00
Senior Swim Passes.....	48,000.00
Public Swim Project.....	13,000.00
<b>TOTAL CONTRIBUTIONS .....</b>	<b>205,000.00</b>

**Projects**

Beachfront Exercise Loop Stations.....	50,000.00
Kids Town hard surface .....	50,000.00
Local Medical Transportation.....	10,000.00
Recruitment & Retention.....	50,000.00
Swim Club Equipment .....	51,000.00
Blueberry Legacy .....	5,000.00
<b>TOTAL PROJECTS.....</b>	<b>216,000.00</b>

**Building Repairs**

510 E. Washington Building .....	35,000.00
510 E. Washington New Roof.....	60,000.00
Open Door .....	40,000.00
<b>TOTAL REPAIRS .....</b>	<b>135,000.00</b>

<b>TOTAL OPERATING EXPENSES</b>	<b>\$910,000.00</b>
---------------------------------	---------------------

**Capital Expense**

Fixed Assets.....	.00
<b>TOTAL CAPITAL EXPENSES.....</b>	<b>0</b>

<b>TOTAL OPERATING &amp; CAPITAL EXPENSES</b>	<b>\$910,000.00</b>
<b>CONTINGENCY</b>	<b>0</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$910,000.00</b>

<b>TOTAL ANTICIPATED INCOME</b>	<b>\$1,102,000.00</b>
<b>MINUS TOTAL OPERATING EXPENDITURES</b>	<b>- \$910,000.00</b>

<b>SURPLUS OF</b>	<b>\$192,000.00</b>
-------------------	---------------------

**RESERVE FUNDS**

Unfunded OPEB	25,800.00
CR Nursing Equipment	1,000,000.00
Food Hub Building	2,000,000.00
Beachfront Exercise Loop	50,000.00
Kids Town Hard Surface	<u>250,000.00</u>
Total	\$3,325,800.00

**Secretary Report**

**8**  
**July 2025**

Enclosed are 4 thank you notes from the high school scholarship recipients.

Someone has cut the fence again. I have taken photos and forwarded to The Local Mow Man about repairing it. I also did a follow up with them regarding the fencing on the far side of the field. That repair has not been completed yet.

DHHS has vacated the building at 510 E. Washington Blvd. I have met Alan Pinger from High-Tech Security regarding the alarm system and changing the code. He will be giving me information regarding cost.

I am working on changing the utility accounts on the 510 building back to the District. I will be closing out the elevator line also.

Dear Del Norte Health Care District,  
Thank you so much for your generous  
Scholarship support. Your kindness means  
a great deal and is helping me pursue my  
education with greater focus and less  
financial stress. I'm truly grateful.

Warm regards,  
Hannah Giddings  
Del Norte High School

Dear DEL WHITE HEALTH CARE  
District,

Thank you so much for awarding  
me the Del Norte Health Care  
Scholarship. I am truly grateful for  
your support, which will help me  
continue my college education and  
pursue my future career goals.

Your generosity means a great  
deal to me and has eased the  
financial burden, allowing me to  
stay focused and motivated. I'm  
deeply appreciative of this  
opportunity and inspired by your  
belief in my potential.

JUL 07 2025

Sincerely,  
Lauren Stokes

I am writing to express my heartfelt gratitude for awarding me this Scholarship. Your generous support is making a meaningful difference in my education, and I am truly honored to be selected as a recipient.

Thank you Dailyn.

JUN 25 2025

JUL 07 2025

Dear Doris Hendricks,

Thank you so much for awarding me the Del Norte Healthcare District Scholarship. I am truly honored and grateful for your support. This scholarship will help me focus on my studies and move closer to my goal of becoming a Dentist. Your generosity means a great deal to me. Thank you again for making my future bright

Sincerely,

Shania Escarcega