

Del Norte Healthcare District
Board of Directors Meeting

Agendized
Board Packet

Tuesday April 22, 2025

APRIL
3/20/2025 – 4/16/2025

4A

DATE	NAME	DESCRIPTION	CK#	AMOUNT
3/24	Northridge Elec.	Inv. 21485	10893	161.24
3/24	Blue Star Gas	Inv. 1738904	EFT	2607.50
3/28	Doris Hendricks	March Payroll	EFT	1449.21
3/28	U.S. Treasury	Payroll taxes	EFT	359.31
3/28	Paychex	Payroll fees	EFT	135.96
3/28	Wen-Cor	March Service	10894	300.00
3/28	Community Dev.	24/25 Sewer User Fees	10895	1080.00
3/28	Community Dev.	24/25 Sewer User Fees	10896	135.00
3/28	Edward Jones	March SEP contribution	10897	420.00
4/1	CalPers	April Premium	EFT	3279.80
4/1	Terry Krieg CPA	final 2023-2024 audit	10898	1500.00
4/1	Frontier	Elevator Line	10899	158.46
4/3	Voided Check		10900	Void
4/3	Shellie Babich	D/V/RX reimbursement	10901	270.00
4/9	Blue Star Gas	Inv. 1748609	EFT	2254.67
4/9	Doris Hendricks	D/V/RX reimbursement	10902	392.88
4/9	First Service Plumb.	Inv. 4097	10903	154.00
4/9	Tri Counties Bank	Credit Card	10904	350.30
		Constant Contact	104.00	
		Microsoft monthly	86.40	
		Zoom	159.90	
4/14	Charter	April service	EFT	181.25
4/14	1 st Service Plumb.	Inv. 4103	10905	220.89
4/14	Gateway Education	7/24 – 3/25	10906	36714.91
4/15	Blue Star Gas	Tank rental fees	EFT	171.04
4/15	McMillan & Mayle	March Services	10907	<u>1020.00</u>
<u>Total</u>				<u>53,316.42</u>

46

**Del Norte Healthcare District
Financial Report
March 31, 2025**

ACCOUNT	March 1, 2025	September 30, 2021	March 31, 2025
	Bk./Inv. Acct. Bal.	Note Payable	Bk./Inv. Acct. Bal.
LAIF (Investment Account)	3,750,347.10		3,750,347.10
Tri Counties- Bus. Cking. Acct.	85,331.58		50,264.13
Tri Counties - Money Mkt. (holding) Acct.	55,237.99		55,238.41
Tri Counties- W.C. USDA Auto Pay	0.00	closed acct.	0.00
TOTAL BK./INV. ACCT BALANCES	3,890,916.67	0.00	3,855,849.64

BUDGET CATEGORY INCOME	Anticipated Income	Income Received To Date	Remaining/(Surplus) Anticipated Income
Interest LAIF & bank Accts	120,000.00	116,890.17	3,109.83
Tax Receipts	725,000.00	454,207.59	270,792.41
Rent (Open Door \$ 10250.00)	123,000.00	102,500.00	20,500.00
DHHS Lease (\$6800.00)	87,720.00	73,100.00	14,620.00
Utility Reimbursement 80%	76,000.00	42,970.81	33,029.19
Insurance Reimbursement Pers-D/V/RX	1,000.00	350.00	650.00
Miscellaneous Income	1,000.00	245.00	755.00
Sub-Total	1,133,720.00	790,263.57	343,456.43
TOTAL AVAILABLE RESOURCES	1,133,720.00	790,263.57	343,456.43

EXPENDITURES	Annual Budget	Paid to Date	Budget Amt. Available
<i>Personnel Expenses</i>			
Payroll	22,300.00	13,468.33	8,831.67
General Benefits/SSI/EDD/WC	12,000.00	7,340.79	4,659.21
Cal Pers	45,000.00	29,727.72	15,272.28
Dental, Vision, RX	30,000.00	3,809.30	26,190.70
Past Board Health Benefits	15,000.00	3,226.60	11,773.40
TOTAL PERSONNEL EXPENSES	124,300.00	57,572.74	66,727.26
<i>Operating Expenses</i>			
Pacific Power	40,000.00	27,227.17	12,772.83
Blue Star Gas	35,000.00	18,073.51	16,926.49
Crescent City W & S	25,000.00	4,781.91	20,218.09
Telephone & Internet	6,000.00	3,949.05	2,050.95
Office Supplies and Expenses	3,000.00	1,468.14	1,531.86
Training & Education	3,000.00	0.00	3,000.00
Memberships	4,500.00	3,578.00	922.00
TOTAL UTILITIES AND OFFICE EXPENSE	116,500.00	59,077.78	57,422.22
<i>Professional Services Expenses</i>			
Legal	10,000.00	0.00	10,000.00
Accounting	20,000.00	11,147.80	8,852.20
Election Expense	10,000.00	360.00	9,640.00
Other Professional Expenses	5,000.00	1,028.60	3,971.40
Insurance	35,000.00	31,400.00	3,600.00
TOTAL PROFESSIONAL EXPENSE	80,000.00	43,936.40	36,063.60

DEL NORTE HEALTHCARE DISTRICT
MONTHLY FINANCIAL REPORT PAGE 2
31-Mar-25

Budget Category			Paid to Date		Budget Amt. Available
Building Maintenance					
Materials & Supplies			15,000.00	101.32	14,898.68
Grounds Keeping			26,000.00	9,380.00	16,620.00
Maintenance Services			40,000.00	11,584.21	28,415.79
TOTAL BUILDING MAINTENANCE			81,000.00	21,065.53	59,934.47
Contributions					
High School Scholarship (\$500.00 x 4)			2,000.00		2,000.00
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		20,000.00
Non-Emergency Transport			20,000.00	3,182.93	16,817.07
Gateway Education			46,000.00		46,000.00
Swim Lessons			41,000.00	7,718.00	33,282.00
Senior Swim Passes			42,000.00	20,750.00	21,250.00
Public Swim Project			13,000.00	5,625.00	7,375.00
TOTAL CONTRIBUTIONS			200,000.00	48,000.93	151,999.07
PROJECTS					
Beachfront Exercise Loop Stations			150,000.00	0.00	150,000.00
Kids Town hard surface			300,000.00	0.00	300,000.00
TOTAL PROJECTS			450,000.00	0.00	450,000.00
NEW PROJECTS					
Local Medical Transportation			10,000.00		10,000.00
Recruitment & Retention			50,000.00		50,000.00
Harvest of the Month			16,000.00	3,409.25	12,590.75
Downtown Divas			3,000.00		3,000.00
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	197,226.68	52,773.32
Swim Club Equipment			35,300.00		35,300.00
TOTAL NEW PROJECTS			405,800.00	231,167.89	174,632.11
TOTAL OPERATING EXPENSES			1,457,600.00	460,821.27	996,778.73
CAPITAL EXPENSES					
Fixed Assets			0.00		0.00
Building Repairs (DHHS)			35,000.00	34,322.00	678.00
TOTAL CAPITAL EXPENSES			35,000.00	34,322.00	678.00
TOTAL OPERATING & CAPITAL EXPENSES			1,492,600.00	495,143.27	997,456.73
CONTINGENCY FUND			20,000.00	0.00	20,000.00
TOTAL OPERATING EXPENDITURES			1,512,600.00	495,143.27	1,017,456.73
TOTAL ANTICIPATED INCOME					
MINUS OPERATING EXPENDITURES			1,512,600.00		
SURPLUS MINUS			-378,880.00		

**Minutes of the Regular Board Meeting
Del Norte Healthcare District
March 25, 2025 @ 5:30 p.m.**

Regular Meeting

- 1. CALL TO ORDER:** Meeting called to order at 5:35 p.m.
- 2. ROLL CALL:** All board members were present.
- 3. PUBLIC COMMENT:** Janel Obenchain the Director of Public Health for Del Norte County. Janel informed the board that the first C.H.I.P. was held and is hoping to see someone from the Healthcare District will be able to make the next meeting. I will be able to give report at a later date.
- 4. CONSENT CALENDAR:**
 - a. Ratification of invoices paid from 2/20/2025 – 3/19/2025
 - b. Approval of financial report for February 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 FEBRUARY 25, 2025, MEETING.**

Director Caldwell made a motion to approve the minutes of February 25, 2025, meeting as written. Director Mason seconded the motion.
Motion passed 5 – 0.

- 6. COMMUNICATIONS:**

- a. Open Door: Nothing at this time.

- 7. COMMITTEE REPORTS:**

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

1. Discussion/possible approval of the purchase of a certificate of deposit in the amount of \$25,800.00 for the unfunded liability caused by our remaining retired director's Other Post-Employment Benefits.

Not at this time. Funds are already established in the LAIF account.

2. Review/Discussion/Possible approval of the 7/1/2023 – 6/30/2024 Audit and signature of the representation letter.

Director Young made a motion to ratify the signature of the Chair on the waiver of attorney client privilege letter. Director Mason seconded the motion.

Motion passed 5 – 0.

Audit was received and Director Young signed the Representation letter.

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

Nothing at this time.

C. HEALTHCARE EXPANSION:

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

Director Young is helping to get the building permits. On April 3rd they will know whether they were awarded any pre-development funds. A letter of commitment may be needed for a specific grant request.

2. Recruitment and Retention: (Director Caldwell)

Nothing new at this time.

D. HEALTH PROMOTION:

1. Swimming Programs: (Director Young)
The pool is set to re-open on March 29, 2025.
2. Non-emergency Transport: (Director Young)
Nothing to report.

8. REPORT OF THE EXECUTIVE SECRETARY: As reported

9. UNFINISHED BUSINESS:

- a. Discussion/possible approval to scan all documents into the system to free up limited office space. Also, to hire someone to help with the scanning and shredding of documents. Carried over from January meeting.

Item to be considered on the 2025 – 2026 budget.

10. NEW BUSINESS:

- a. Discussion/Possible approval of the request from Redwood Wrestling Club (Sara Allard) for the purchase of AED on the go Emergency Safety Package and AED Gym and Fitness Package at \$4,126.95.

Director Babich made a motion to approve \$4985.96 for the AED on the go and emergency safety package, defense wipes, soaps and mat cleaner. Director Young seconded the motion.

Motion passed 5 – 0.

- b. Discussion/Possible approval of the Del Norte Nursing Training Facility. Presentation by Kristin Lima.

Director Young made a motion to commit 1 million dollars towards the equipment for the nursing training facility in Del Norte County. 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:

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

15. ADJOURNMENT: The meeting adjourned at 6:48 p.m.

Minutes prepared and submitted by:

Minutes approved by:

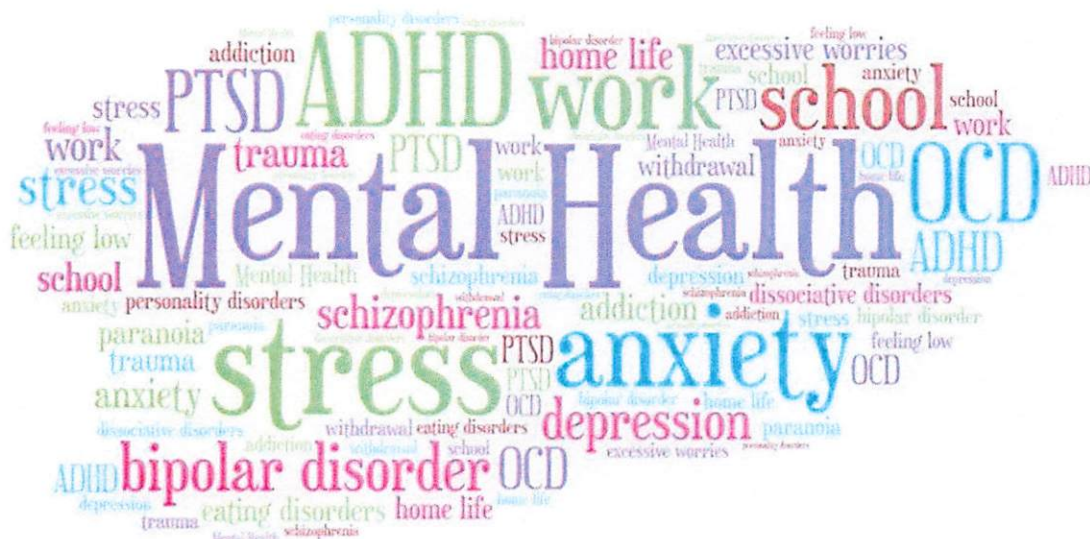
Doris Hendricks, Executive Secretary

Dave Mason, Board Secretary



761

A collaborative approach to personal and community health through education, prevention, and healthcare services



MAY IS NATIONAL MENTAL HEALTH AWARENESS MONTH

National Mental Health Awareness Month in May focuses on bringing tools, resources, and education to the public.

Each year, Mental Health America, the National Alliance on Mental Illness, and other mental health organizations across the country organize events, webinars, and more to improve mental health access across the country. This year the theme is “In Every Story, There’s Strength”. Mental health journeys are unique, but the strength found within them is universal. “In Every Story, There’s Strength,” highlights the resilience and diverse experiences that shape mental health journeys within our community.

Mental health is a hot topic. This is good news. It means the stigma for mental health issues is slowly going away. Mental health issues are finally getting the attention they deserve. Healthcare workers and individuals feel they can discuss mental health more openly. However, that doesn’t mean there isn’t still work to do, however.

As a whole, we often misunderstand mental health because it is hard to define. Additionally, mental health includes several areas. These areas involve one’s social, emotional, and psychological well-being. Mental health affects thoughts, feelings, and actions. When one has



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positive mental health, they are better equipped to handle stress, be more productive, and realize their full potential.

While we focus on our physical well-being, the food we eat, exercise, and getting regular check-ups for vision and dental care, we often forget to take stock of our emotional and spiritual needs. Everyday demands take their toll.

HOW TO OBSERVE #MentalHealthAwarenessMonth

Share the message. Taking care of our mental health is as normal as eating healthy, exercising, or even saving for the future. Share your story to help others understand that achieving mental health is a daily process.

Here in Del Norte County

Mental health is essential to the overall health of Del Norte County, resulting in productive activities, fulfilling relationships, and the ability to adapt to change and cope with adversity. The Behavioral Health Branch has made a commitment to community-based systems of mental health care in which all residents can receive high-quality and consumer-centered services. Our agency and the County take pride in its history of upholding the dignity and civil rights of people, including those coping with mental illness. Mental illness should not be shrouded in stigma and discrimination, causing those who are affected to not seek care. The employees and consumers of the Behavioral Health Branch appreciate your attention to this important issue and thank you for your support.

DHHS BHB Job Opportunities

Open job recruitments with the Del Norte County DHHS-Behavioral Health Branch can be found at: <https://www.governmentjobs.com/careers/delnorteca>

Local Behavioral Health Board

Applications to fill vacant positions on the Local Behavioral Health Board can be obtained at the Del Norte Clerk of the Board office, located at 981 H St. Suite 210, Crescent City, CA 95531

If you or someone you know needs to seek assistance check out one of these resources:

[Mental Health America](https://www.mentalhealthamerica.net)

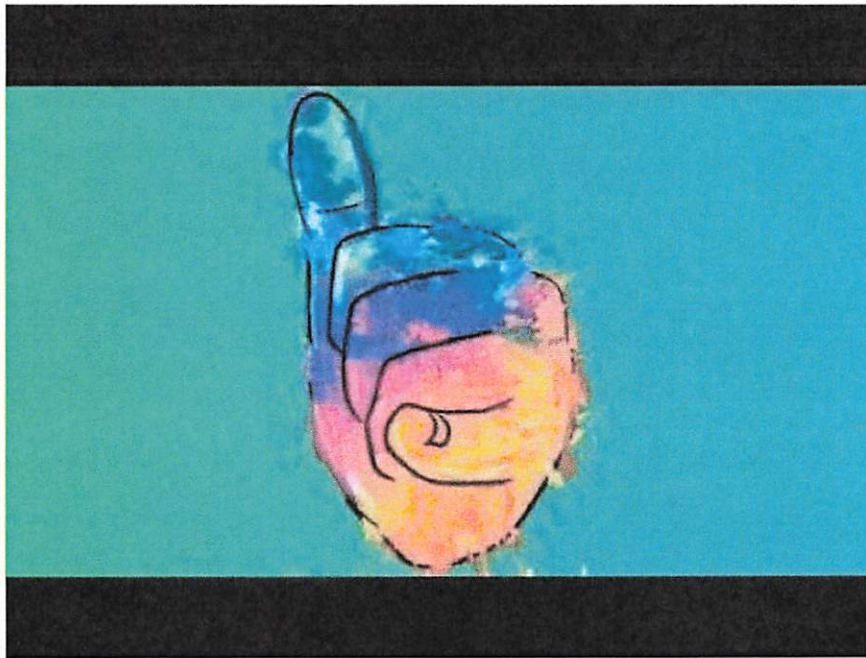
nami.org

[mentalhealth.org](https://www.mentalhealth.org)



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[National Institutes of Mental Health](#)
[Substance Abuse and Mental Health Administration](#)
[American Psychiatric Association](#)



You can also learn about these [5 Advocates Who Influenced Modern Mental Health Care](#).

Use #MentalHealthMonth to share on social media.

MENTAL HEALTH AWARENESS MONTH HISTORY

Mental Health America created Mental Health Awareness Month in 1949 to provide Americans with tools and resources as part of their outreach program to improve mental health. Each year the campaign includes a theme.

Sincerely,

Del Norte Healthcare District Board of Directors

Tonya Pearcey, RN, Michael Young, Dave Mason, Keven Caldwell, MD., Shellie Babich, B.S., PA-C

Sources:



A collaborative approach to personal and community health through education, prevention, and healthcare services

[National Day Calendar](#)

mentalhealth.org

[National Institutes of Mental Health](#)

Secretary Report

8
April 2025

See attached thank you letter from the Del Norte Safe & Sober Committee.

See attached invitation from College of the Redwoods.

Oscar informed me of a leak in the women's restroom. I contacted 1st Service Plumbing to repair it, and it has been completed.

Chair Pearcey sent me pictures of fence damage by Shelter Island. I contacted Local Mow Man for repairs.

I was informed that there is a possible siding leak on the south side of the building at 510 E. Washington Blvd, the DHHS building. Water was puddling on the floor below the window and causing damage to the ceiling below. I contacted Red Sky Roofing to take a look at it and they are recommending a new roof at the cost of \$60,000.00. I am going to contact a couple of contractors to take a look at it. I have attached a picture of the ceiling damage to be repaired.



APR 03 2025

March 2025

Dear **DN HEALTH CARE DISTRICT**

We sincerely appreciate your generous donation to the DN Safe and Sober Graduation Party, which will take place on June 13. Your support plays a vital role in creating a fun, memorable, and, most importantly, safe celebration for our graduates as they embark on their next journey.

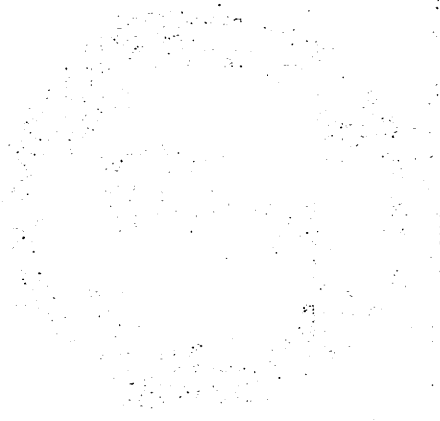
Thanks to contributions like yours, we can provide an exciting and substance-free event where students from all schools in Del Norte County can come together to celebrate their achievements in a positive and secure environment. Your generosity helps make this special night possible, and we are incredibly grateful for your kindness and commitment to our community.

Thank you again for your support!

With gratitude,

The Del Norte Safe and Sober Committee - 2025

2005 8 11 7:14



THE
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C. 20535

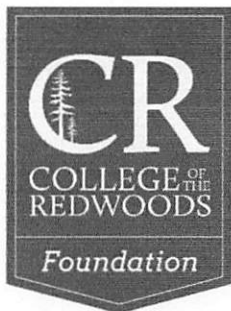
MEMORANDUM FOR THE DIRECTOR, FBI
SUBJECT: [Illegible]

DATE: [Illegible]

BY: [Illegible]

TO: [Illegible]

FROM: [Illegible]



APR 11 2025

April 7, 2025

Doris Hindrichs
Del Norte Healthcare District
550 E Washington Blvd, Ste. 300
Crescent City, CA 95531

Dear Del Norte Healthcare District Board,

We are grateful for your commitment to CR students through your generous support of the CRDN Del Norte Healthcare District Scholarship Fund. Thanks to your contributions, along with the generosity of other donors, the College of the Redwoods Foundation awarded over 375 scholarships, totaling \$320,000, during the 2024-25 academic year.

You are warmly invited to join us in celebrating CR's scholarship recipients at our Scholarship Reception on Thursday, April 24. This special event brings together students and community members to recognize the impact of these scholarships. It's a wonderful opportunity to potentially meet the recipient(s) of your award and connect with others who, like you, are dedicated to supporting accessible and affordable education for all students on the North Coast.

We sincerely hope you can join us for this meaningful occasion. Light refreshments will be provided, and your guests are welcome.

Thursday, April 24, 2025

4:00 p.m. – 5:30 p.m.

**College of the Redwoods Scholarship Celebration
Wharfinger Building, 1 Marina Way, Eureka, CA 95501**

Please RSVP by phone or email to Rebecca Gwin, Scholarship Program Coordinator, by Wednesday, April 23. You can reach her at (707) 476-4191 or via email at scholarships@redwoods.edu.

Sincerely,

A handwritten signature in black ink, appearing to read 'Keith Flamer'.

Dr. Keith Flamer
President/Superintendent
College of the Redwoods

A handwritten signature in black ink, appearing to read 'Marty Coelho'.

Marty Coelho
Executive Director of College Advancement &
the CR Foundation

APR 11 1952

APR 11 1952

APR 11 1952

APR 11 1952

APR 11 1952

The following information was received from the Bureau of the Census, Washington, D.C., on April 11, 1952:

For the purpose of this report, the following information was obtained from the Bureau of the Census, Washington, D.C., on April 11, 1952:

It was found that the following information was obtained from the Bureau of the Census, Washington, D.C., on April 11, 1952:

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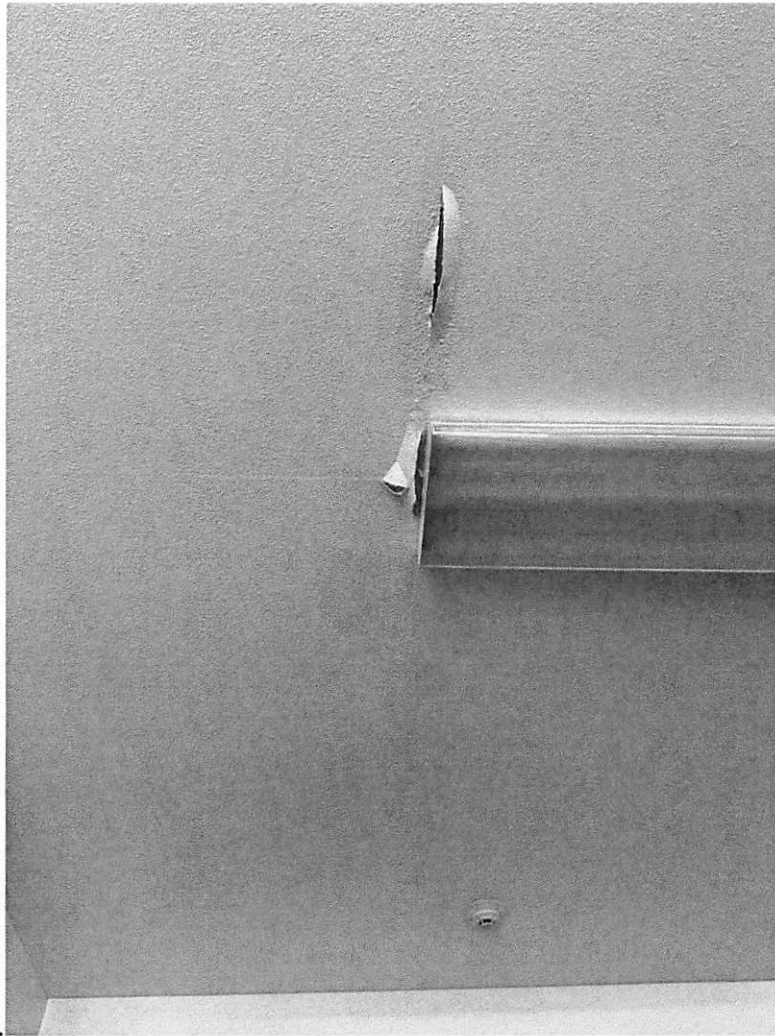
APR 11 1952

APR 11 1952

APR 11 1952

APR 11 1952

APR 11 1952



Please see attached pictures.

106

Del Norte Healthcare District

From: Katie Wheeler <kwbkkpr@gmail.com>
Sent: Monday, April 14, 2025 6:14 PM
To: Del Norte Healthcare District
Subject: Re: Bookkeeping services

Doris - hope you had a great weekend, it was so beautiful out!

Here is what I would propose to your BOD:

*Get set up in Quickbooks Online for the 2024-2025 Fiscal Year (since you are finishing the audit for 2023-2024)

- 1 - decide how much historical data we need/want to migrate from QB Desktop Version to QB Online from pre 2024-2025 FY. Remember that you will always have the DT file for reference. Consult the CPA and Auditor (not sure what role this auditor plays)?
- 2 - Move payroll into QBO - check price point - but if you are feeding the numbers into paychex or gusto (can't remember which one you use) it will be much easier for you to just run it in QBO
- 3 - Make sure all bill pay is streamlined
- 4 - Get you/Doris comfortable with the way QB Online works and get you set up to do what you need/want to do and figure out what is left that a bookkeeper can do for you. This will also be based on how much activity goes through the accounts, what kind of audits requirements you are required to meet and the process you go through for your annual audit and explaining to me why you don't have to file taxes and if there is anything else that needs to be done instead? Essentiall - what do we need the books to do for us.

I charge 90\$ an hour for set up/projects - I would imagine this process might take a full day or 2 and I may need to come to your office if we decide to migrate information from QB Desktop as I do not have that software to facilitate it - I have to do that onsite. And we will be getting almost a whole year added in. And I will want to get you comfortable with the new system (this usually involves the next month of you calling or emailing me a lot to walk through new things - even after the invoice is paid you get to call me for support whenever you need for the things I show you how to do in QBO. I do not train bookkeepers but I can get you comfortable with what you need and you can get someone like me or a CPA to look things over quarterly or whatever.) So I am going to say rough @1400-1900 (less without DT importing onsite). I would expect from talking to you that once we get you comfortable in QBO you will actually find you can do what you were already doing easier and maybe you just need me to do monthly or quarterly reconciliations. I will know more once I see your books. TY!

Katie Wheeler
Bookkeeping Systems
707-407-7323
PO Box 354, Arcata 95518
kwbkkpr@gmail.com

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