

Del Norte Healthcare District Board of Directors Meeting

Agendized Board Packet

Tuesday November 25, 2025

November
10/23/2025 – 11/19/2025

4A

<u>DATE</u>	<u>NAME</u>	<u>DESCRIPTION</u>	<u>CK#</u>	<u>AMOUNT</u>
11/3	Katie Wheeler	Monthly service	EFT	200.00
11/3	Doris Hendricks	Oct. Payroll	EFT	1645.07
11/3	US Treasury	Oct. Payroll taxes	EFT	400.28
11/3	CalPers	November Premium	EFT	3274.57
11/3	Edward Jones	SEP Oct. contribution	11025	475.00
11/3	Wen-Cor	Oct. service	11026	300.00
11/5	DNSWM	Sharps	11027	75.00
11/6	Hi-Tech Security	Alarm at 510	11028	838.64
11/6	DNUUSD	Nutrition program	11029	12000.00
11/6	FRC	Food pantry	11030	20000.00
11/10	Clarke Moore	D/V/RX reimbursement	11031	1398.00
11/10	Tri-Counties CC	Credit Card	11032	2808.81
		Constant Contact	110.00	
		Power Washing	2630.55	
		Microsoft monthly	43.20	
		Walmart	25.06	
11/12	Blue Star Gas	Inv. 212393	EFT	2120.45
11/12	McMillian & Mayle	Inv. 356 October Service	11033	1020.00
11/18	Pacific Power	10/9/25-11/7/25	11034	3605.19
11/18	Pacific Power	510 Location	11035	75.71
11/18	CSDA	2026 renewal	11036	3632.00
11/18	CCWD	550 & garden	11037	397.24
11/18	CCWD	510 location	11038	<u>62.09</u>
Total				54,328.05

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Del Norte Healthcare District
Financial Report
October 31, 2025

ACCOUNT	October 1, 2025 Bk./Inv. Acct. Bal.	September 30, 2021 Note Payable	October 31, 2025 Bk./Inv. Acct. Bal.
LAIF (Investment Account)	3,862,885.79		3,905,083.26
Tri Counties- Bus. Cking. Acct.	79,921.32		84,370.34
Tri Counties - Money Mkt. (holding) Acct.	187,615.53		187,616.98
Tri Counties- W.C. USDA Auto Pay	0.00	closed acct.	0.00
TOTAL BK./INV. ACCT BALANCES	4,130,422.64	0.00	4,177,070.58

BUDGET CATEGORY INCOME	Anticipated Income	Income Received To Date	Remaining/(Surplus) Anticipated Income
Interest LAIF & bank Accts	140,000.00	84,061.29	55,938.71
Tax Receipts	765,000.00	91,567.20	673,432.80
Rent (Open Door \$ 10250.00)	123,000.00	41,000.00	82,000.00
DHHS Lease (\$6800.00)	0.00		
Utility Reimbursement 80%	72,000.00	17,560.89	54,439.11
Insurance Reimbursement Pers-D/V/RX	1,000.00	50.00	950.00
Miscellaneous Income	1,000.00	113.11	886.89
Sub-Total	1,102,000.00	234,352.49	867,647.51
TOTAL AVAILABLE RESOURCES	1,102,000.00	234,352.49	867,647.51

EXPENDITURES	Annual Budget	Paid to Date	Budget Amt. Available
<i>Personnel Expenses</i>			
Payroll	24,000.00	6,351.33	17,648.67
General Benefits/SSI/EDD/WC	14,000.00	2,898.56	11,101.44
Cal Pers	45,000.00	13,688.51	31,311.49
Dental, Vision, RX	30,000.00	3,161.80	26,838.20
Past Board Health Benefits	15,000.00	1,563.70	13,436.30
TOTAL PERSONNEL EXPENSES	128,000.00	27,663.90	100,336.10
<i>Operating Expenses</i>			
Pacific Power	42,500.00	15,579.45	26,920.55
Blue Star Gas	32,500.00	2,061.96	30,438.04
Crescent City W & S	21,000.00	2,112.68	18,887.32
Telephone & Internet	6,000.00	1,205.84	4,794.16
Office Supplies and Expenses	4,000.00	1,640.77	2,359.23
Training & Education	3,000.00		3,000.00
Memberships	4,000.00		4,000.00
TOTAL UTILITIES AND OFFICE EXPENSE	113,000.00	22,600.70	90,399.30
<i>Professional Services Expenses</i>			
Legal	10,000.00		10,000.00
Accounting	20,000.00	2,895.00	17,105.00
Election Expense			
Insurance	28,000.00	27,839.18	160.82
Other Professional	5,000.00	1,028.70	3,971.30
TOTAL PROFESSIONAL EXPENSE	63,000.00	31,762.88	31,237.12

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

Budget Category		Paid to Date		Budget Amt. Available
Building Maintenance				
Materials & Supplies		10,000.00		10,000.00
Grounds Keeping		15,000.00	4,080.00	10,920.00
Maintenance Services		25,000.00	2,926.68	22,073.32
TOTAL BUILDING MAINTENANCE		50,000.00	7,006.68	42,993.32
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
Sharps Containers		500.00	75.00	425.00
Food Hub Operations		24,000.00		24,000.00
Non-Emergency Transport		10,000.00		10,000.00
Gateway Education		51,000.00		51,000.00
Swim Lessons		41,000.00	4,595.00	36,405.00
Senior Swim Passes		48,000.00	16,400.00	31,600.00
Public Swim Project		13,000.00	3,825.00	9,175.00
Coastal Hospice		150,000.00		150,000.00
TOTAL CONTRIBUTIONS		355,000.00	34,895.00	320,105.00
Projects				
Beachfront Exercise Loop Stations		50,000.00	48,150.50	1,849.50
Kids Town hard surface		50,000.00		50,000.00
Local Medical Transportation		10,000.00		10,000.00
Recruitment & Retention		50,000.00		50,000.00
Swim Club Equipment		51,000.00		51,000.00
Blueberry Legacy		5,000.00		5,000.00
TOTAL PROJECTS		216,000.00	48,150.50	167,849.50
Building Repairs				
510 E. Washington		35,000.00	5,320.70	29,679.30
510 Roof		60,000.00	650.00	59,350.00
Open Door		40,000.00		40,000.00
TOTAL REPAIRS		135,000.00	5,970.70	129,029.30
TOTAL OPERATING EXPENSES		1,060,000.00	178,050.36	881,949.64
CAPITAL EXPENSES				
Fixed Assets		0.00		0.00
TOTAL CAPITAL EXPENSES		0.00		0.00
TOTAL OPERATING & CAPITAL EXPENSES		1,060,000.00	178,050.36	881,949.64
CONTINGENCY FUND		0.00		0.00
TOTAL OPERATING EXPENDITURES		1,060,000.00	178,050.36	881,949.64
TOTAL ANTICIPATED INCOME		1,102,000.00		1,102,000.00
MINUS OPERATING EXPENDITURES		1,060,000.00		1,060,000.00
SURPLUS		42,000.00		

**Minutes of the Regular Board Meeting
Del Norte Healthcare District
October 28, 2025 @ 5:30 p.m.**

Regular Meeting

- 1. CALL TO ORDER:** Meeting called to order at 5:34 p.m.
- 2. ROLL CALL:** Directors Babich, Caldwell, Young and Chair Pearcey present.
Absent: Director Mason.
- 3. PUBLIC COMMENT:**

Valerie Starkey county supervisor: Requesting urgent items be added to the agenda. Due to the lack of SNAP and CalFresh benefits effective November 1st, 2025, we are asking for the support of the Healthcare District to fund two programs that will benefit the school nutrition program over the Thanksgiving holiday and to establish a food access emergency fund for the two local food banks to be able to immediately respond.

Director Young made a motion to add the requested emergency items to the agenda for discussion. Director Babich seconded the motion.
Motion passed 4 – 0.

- 4. CONSENT CALENDAR:**
 - a. Ratification of invoices paid from 9/18/2025 – 10/22/2025
 - b. Approval of financial report for September 2025.

Director Caldwell made a motion to approve the consent calendar. Director Young seconded the motion.
Motion passed 4 – 0.
- 5. REVIEW/POSSIBLE REVISION AND APPROVAL OF THE MINUTES FROM THE SEPTEMBER 23, 2025, MEETING.**

Director Caldwell made a motion to approve the minutes as submitted. Director Babich seconded the motion.
Motion passed 4 - 0

6. COMMUNICATIONS:

Open Door: No one in attendance.

7. COMMITTEE REPORTS:

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

Nothing to report.

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

Nothing to report.

C. HEALTHCARE EXPANSION:

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

Director Babich: DNATL CFC are getting quotes for the 510 location. They have ordered the food box and are having an electrician out to wire the location.

2. Recruitment and Retention: (Director Caldwell)

Michael Lane: (Chief Executive Officer Sutter Coast Hospital). On behalf of Sutter Coast Hospital, I respectfully request that the Del Norte Healthcare District consider implementing a Physician and Advance Practice Clinician (APC) Recruitment Incentive Program. This initiative is crucial in addressing the severe shortage of healthcare providers in Del Norte County and is vital for enhancing access to both primary and specialty care services within the community.

Chair Pearcey stated that this item will be added to the November agenda for discussion.

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

Janel Obenchain: CHIP is a three year cycle. The main focus is on recruitment and retention, expanding access to medical care and education.

D. HEALTH PROMOTION:

1. Swimming Programs: (Director Young).

Nothing to report.

2. Non-emergency Transport: (Director Young)

Nothing to report.

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

9. UNFINISHED BUSINESS:

a. Update from College of the Redwoods. (Marty Coelho)

Marty Coelho: Gave a brief update on the status of the College of the Redwoods expansion that should be completed in the Spring of 2028. Also, for the board to consider funding for the next phase of curriculum development. We are seeking \$59,000 to help support rapid content development for Surgical, Radiology and Respiratory Technician Programs. Add to the November agenda for discussion.

10. NEW BUSINESS:

a. Discussion/Possible action to allocate \$12,000 in funding to the school nutrition program so students have access to meals during Thanksgiving week.

Director Caldwell made a motion to approve the funding for the school nutrition program in the amount of \$12,000. Director Babich seconded the motion.
Motion passed 4 – 0.

b. Discussion/Possible action to allocate \$20,000 to establish an emergency food access fund for our two local food banks to give them the ability to immediately respond to the need should SNAP/CalFresh be paused.

Director Young made a motion to approve the one time \$20,000 contribution to the emergency food access fund if it is needed. Director Babich seconded the motion.
Motion passed 4 – 0.

11. INDIVIDUAL DIRECTORS REPORT OF ACTIVITIES: Nothing at this time.

12. PUBLIC COMMENT FOR ANY CLOSED SESSION ITEMS: Nothing at this time.

13. ADJOURNMENT TO CLOSED SESSION:

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

15. ADJOURNMENT: The meeting adjourned at p.m. 6:58

Minutes prepared and submitted by:

Minutes approved by:

Doris Hendricks, Executive Secretary

Dave Mason, Board Secretary

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DEL NORTE HEALTHCARE DISTRICT
BUDGET TRANSFER FORM

Name of Budget Item	Increase By	Decrease By
Emergency Food Project	32,000.00	
Surplus		32,000.00

TOTAL AMOUNT OF TRANSFER: 32,000.00

Reason for Transfer: Request from FRC food bank and the Unified School District nutrition services to fund emergency food project. Approved at the October 28, 2025 meeting.

Adjustments made to the 2025 - 2026 budget.

Passed and Adopted by the Board of Directors of the Del Norte Healthcare District at November 25, 2025, meeting by the following polled vote.

Ayes:

Nays: 0

Absent: 0

Date: November 25, 2025

Tonya Pearcey, Chair

Secretary Report

I have enclosed a thank you letter from College of the Redwoods for the nursing scholarship.

I have contacted our insurance carrier regarding the glass breakage. Our deductible is 1,000 and it will not cause a rate increase for filing a claim. I am in the process of gathering all the necessary documents to file said claim.

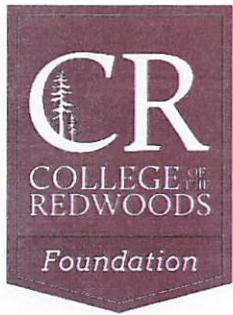
I am waiting for the quote from Local Mow Man for the fence repair.

I have contacted 1st Service Plumbing to service the HVAC unit at the 510 location.

I still do not have a scheduled date from Otis elevator yet.

I have contacted Northridge Electric to repair the lights on the north side of the 510 building that faces the garden area. They have not been working, and the extra light is needed in that area at night.

We may want to consider moving forward with the next stage of the security update. The surveillance system is at the stage of being needed. The cooler box is being installed. The cost for this stage is 1,385.00.



OCT 29 2025

October 21, 2025

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

Dear Del Norte Healthcare District Board,

On behalf of College of the Redwoods and the CR Foundation, we would like to thank you for your donation of \$10,000 on 10/15/2025 to support the Del Norte Healthcare Nursing District Scholarship.

The CR Foundation has been granted non-profit status under section 501(c)(3) of the Internal Revenue Code. This gift may entitle you to an income tax deduction. You may retain this form as a receipt for your tax records. We encourage you to consult with a tax advisor regarding charitable gift deductions. No goods or services were provided by the CR Foundation in return for this donation.

With your support, you have made a significant statement about your commitment to our college and our community. Thank you again for your gift and for your support of College of the Redwoods' student athletes.

Sincerely,

A handwritten signature in black ink that reads 'Keith Flamer'.

Dr. Keith Flamer
President/Superintendent
College of the Redwoods

A handwritten signature in black ink that reads 'Marty Coelho'.

Marty Coelho
Executive Director of College Advancement &
the CR Foundation

marty-coelho@redwoods.edu / 707.476.4325

Foundation Tax ID #: 94-1603509

Tax Exemptions: IRC Sec. 501(c)(3) ~ Cal. R&TC Sec. 232701d

College of the Redwoods Foundation, 7351 Tompkins Hill Rd., Eureka, CA 95501

2008.2.5.130



Board of Directors Positions Nominations:

Chairman of the Board

Vice-Chairman and Treasurer

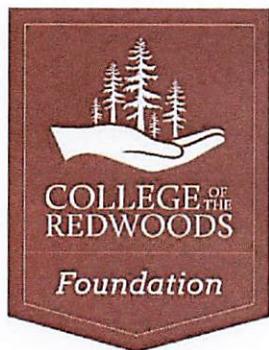
Secretary of the Board

Director

Director

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11/04/2025



Del Norte Healthcare District Board
550 E. Washington Blvd, Suite 300
Crescent City, CA 95531

Dear Del Norte Healthcare District Board Members,

We greatly appreciate the time to present to your board on 10/28. As a summary and to provide clarification:

- The **Psychiatric Technician Program** is scheduled to launch in Fall 2026.
- Our **Navigator Program** will be operational by Fall 2027 and housed within **Social Work & Human Services**.
- We are seeking **\$59,000** to help support rapid content development for our **Surgical, Radiology, and Respiratory Technician Programs**. As part of this community initiative, **Cal Poly Humboldt** has contributed **\$85,000** of the total **\$144,000** projected cost.
- Because we currently lack in-house faculty with subject matter expertise in these new healthcare fields, we must engage external experts to develop the content. This requirement extends beyond our usual scope of curriculum development.

It is important to note that the Subject Matter Experts who are developing the programs (beyond just curriculum) are required by the regulatory agencies that will approve the programs (JCERT for Rad Tech, Respiratory Care Board for Resp Tech, and CAAHEP for Surg Tech).

- We don't want a **potential funding shortfall** to slow down content development and delay the launch of these innovative programs, thus our seeking community collaborators.

If you have any questions, please feel free to contact me and I will pull the appropriate CR representatives together to provide a prompt response.

Sincerely,

A handwritten signature in black ink that reads "Marty Coelho".

Marty Coelho
Executive Director of College Advancement & the CR Foundation
College of the Redwoods Foundation, 527 D St., Eureka, CA 95501
marty-coelho@redwoods.edu / (office) 707-476-4325 / [Foundation](#)

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Sutter Coast Hospital
800 E. Washington Blvd.,
Crescent City, CA 95531

September 20, 2025

Del Norte County Healthcare District
Board of Directors
550 E. Washington Blvd. #400
Crescent City, CA 95531

Subject: Proposal for the Implementation of a Provider Recruitment Incentive Program

Dear Members of the Board,

On behalf of Sutter Coast Hospital, I respectfully request that the Del Norte County Healthcare District consider implementing a Physician and Advanced Practice Clinician (APC) Recruitment Incentive Program. This initiative is crucial in addressing the severe shortage of healthcare providers in Del Norte County and is vital for enhancing access to both primary and specialty care services within our community.

Current Provider Shortage

Del Norte County is currently experiencing a significant shortage of approximately 25 healthcare providers. This shortage has led to:

- Limited access to timely and preventive healthcare services, which are essential for disease prevention, early diagnosis, and effective management of chronic conditions.
- Extended wait times for patients seeking care.
- Increased reliance on emergency services for non-urgent needs.

Proposed Provider Recruitment Incentive Program

To address these issues, we propose an incentive program that offers financial incentives to attract and retain healthcare providers to our community. We kindly recommend the Del Norte Healthcare District allocate funds to support the following incentives for new providers in Del Norte County:

- **\$50,000 per physician** for recruitment signing and/or retention bonuses.
- **\$25,000 per APC** for recruitment signing and/or retention bonuses.

To effectively recruit and retain physicians and APCs in Del Norte County, we recommend the Healthcare District directly fund the proposed bonuses. Sutter Coast Hospital and



Sutter Coast Hospital
800 E. Washington Blvd.,
Crescent City, CA 95531

other healthcare entities are bound by state and federal regulations, including the Anti-Kickback Statute, Stark Law, and CMS guidelines, which strictly limit the financial incentives we can offer providers. These laws require that compensation we provide remain within Fair Market Value even when our local market conditions demand more competitive offers. By having the District enter into direct agreements with recruited providers, you can legally and ethically offer bonuses that reflect current industry expectations to encourage candidates to practice in our market. This approach not only ensures compliance but also significantly strengthens our ability to attract excellent providers to our underserved community.

Expected Impact

The Healthcare District's support in provider recruitment through this incentive program is anticipated to positively impact our community in several ways:

- **Improved Access:** Increasing the number of healthcare providers will reduce wait times and improve access to both primary and specialty care services.
- **Enhanced Patient Outcomes:** Timely and appropriate care will lead to better management of health conditions and overall improved health outcomes.
- **Community Health:** Addressing the provider shortage will contribute to the long-term sustainability of our healthcare system and the well-being of Del Norte County residents.

We believe this Provider Recruitment Incentive Program is a necessary and strategic step to ensure that our community has access to high-quality healthcare. We appreciate your thoughtful consideration of this proposal and look forward to collaborating to advance healthcare services in our community.

Sincerely,

A handwritten signature in blue ink that reads "Michael Lane".

Michael Lane
Chief Executive Officer
Sutter Coast Hospital