

Del Norte Healthcare District  
Board of Directors Meeting

Agendized  
Board Packet

Tuesday April 23, 2024

4.a.

**MARCH/APRIL**  
**3/21/2024 – 4/17/2024**

<u>DATE</u>	<u>NAME</u>	<u>DESCRIPTION</u>	<u>CK#</u>	<u>AMOUNT</u>
3/28	Tonya Pearcey	Reimbursement for notary	10683	12.00
3/28	D/V/RX	Dental reimbursement	10684	297.84
3/28	Wen-Cor	Feb & March Service	10685	600.00
3/28	Comm. Devel.	Sewer Fees	10686	972.00
3/28	Paychex	Payroll Fee	EFT	125.47
3/29	Doris Hendricks	March Payroll	EFT	1446.45
3/29	Frontier	Elevator Line	EFT	127.52
4/2	CalPers	April Premium	EFT	2986.02
4/5	D/V/RX	Dental reimbursement	10687	215.65
4/5	707 Pest Solutions	Termite treatment & Repair	10688	4886.00
4/11	McMillan & M	March service	10689	930.00
4/11	Country Media	Advertising	10690	60.23
4/11	Blue Star Gas	Inv. 1599269	EFT	1790.56
4/11	Blue Star Gas	Inv. 0296912, 0296913	EFT	171.04
4/15	Tri Counties	Credit card charges	10691	761.21
		Constant contact Feb & Mar.	104.00	
		Amazon Bulletin board	431.91	
		Del Norte Ambulance	15.00	
		Microsoft	50.40	
		Zoom membership	159.90	
4/16	Charter	3/30/24-4/29/24	EFT	169.97
4/16	CCWD	Garden	10692	22.49
4/16	CCWD	3/8/24-4/8/24	10693	360.66
4/17	US Treasury	Payroll Taxes	EFT	430.95
4/17	Pacific Power	3/12/24-4/10/24	10694	<u>2867.08</u>

Monthly Total Paid

**19,233.14**

**Del Norte Healthcare District  
Financial Report  
March 31, 2024**

ACCOUNT	March 1, 2024	September 30, 2021	March 31, 2024
	Bk./Inv. Acct. Bal.	Note Payable	Bk./Inv. Acct. Bal.
LAIF (Investment Account)	3,290,393.00		3,290,393.00
Tri Counties- Bus. Cking. Acct.	38,765.29		60,243.23
Tri Counties - Money Mkt. (holding) Acct.	73,452.97		38,453.46
Tri Counties- W.C. USDA Auto Pay	0.00	closed acct.	0.00
<b>TOTAL BK./INV. ACCT BALANCES</b>	<b>3,402,611.26</b>	<b>0.00</b>	<b>3,389,089.69</b>

BUDGET CATEGORY INCOME	Anticipated Income	Income Received To Date	Remaining/(Surplus) Anticipated Income
Interest LAIF & bank Accts	54,000.00	71,130.86	-17,130.86
Tax Receipts	655,000.00	454,587.40	200,412.60
Rent (Open Door \$ 10250.00)	123,000.00	92,250.00	30,750.00
DHHS Lease (\$6800.00)	87,720.00	65,790.00	21,930.00
Utility Reimbursement 80%	68,000.00	36,602.13	31,397.87
Insurance Reimbursement Pers-D/V/RX	600.00	450.00	150.00
Miscellaneous Income	1,000.00	0.00	1,000.00
<b>Sub-Total</b>	<b>989,320.00</b>	<b>720,810.39</b>	<b>268,509.61</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>989,320.00</b>	<b>720,810.39</b>	<b>268,509.61</b>

EXPENDITURES	Annual Budget	Paid to Date	Budget Amt. Available
<i>Personnel Expenses</i>			
Payroll	23,000.00	15,478.31	7,521.69
General Benefits/SSI/EDD/WC	6,200.00	4,455.84	1,744.16
Cal Pers	42,500.00	26,861.49	15,638.51
Dental, Vision, RX	28,500.00	1,316.70	27,183.30
Past Board Health Benefits	18,000.00	6,475.60	11,524.40
<b>TOTAL PERSONNEL EXPENSES</b>	<b>118,200.00</b>	<b>54,587.94</b>	<b>63,612.06</b>
<i>Operating Expenses</i>			
Pacific Power	27,000.00	22,826.73	4,173.27
Blue Star Gas	36,000.00	21,826.65	14,173.35
Crescent City W & S	22,000.00	4,956.53	17,043.47
Telephone & Internet	4,500.00	2,972.88	1,527.12
Office Supplies and Expenses	4,000.00	914.68	3,085.32
Training & Education	3,000.00		3,000.00
Memberships	4,000.00	3,391.00	609.00
<b>TOTAL UTILITIES AND OFFICE EXPENSE</b>	<b>100,500.00</b>	<b>56,888.47</b>	<b>43,611.53</b>

DEL NORTE HEALTHCARE DISTRICT  
MONTHLY FINANCIAL REPORT, PAGE 2  
March 31, 2024

Budget Category	Annual Budget	Paid to Date	Budget Amt. Available
<i>Professional Services Expense</i>			
Legal	10,000.00	0.00	10,000.00
Accounting	17,000.00	3,988.89	13,011.11
Election Expense	0.00		0.00
Other Professional Expenses	5,000.00	800.00	4,200.00
Insurance	27,000.00	26,432.00	568.00
<b>TOTAL PROFESSIONAL EXPENSE</b>	<b>59,000.00</b>	<b>31,220.89</b>	<b>27,779.11</b>
<i>Building Maintenance</i>			
Materials & Supplies	10,000.00	0.00	10,000.00
Grounds Keeping	16,000.00	9,110.00	6,890.00
Maintenance Services	32,000.00	26,284.30	5,715.70
<b>TOTAL BUILDING MAINTENANCE</b>	<b>58,000.00</b>	<b>35,394.30</b>	<b>22,605.70</b>
<i>Contributions</i>			
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	0.00	10,000.00
Grad Night Safety Program	500.00		500.00
Sharps Containers	600.00	150.00	450.00
Food Hub Operations	20,000.00	20,000.00	0.00
Non-Emergency Transport	35,000.00		35,000.00
Gateway Education	68,000.00	52,836.62	15,163.38
Swim Lessons	40,000.00	14,231.00	25,769.00
Senior Swim Passes	27,000.00	14,750.00	12,250.00
Public Swim Project	11,700.00	6,975.00	4,725.00
<b>TOTAL CONTRIBUTIONS</b>	<b>219,800.00</b>	<b>110,942.62</b>	<b>108,857.38</b>
<i>New Projects</i>			
Beachfront Exercise Loop Stations	100,000.00	0.00	100,000.00
Kids Town hard surface	175,000.00	0.00	175,000.00
<b>TOTAL NEW PROJECTS</b>	<b>275,000.00</b>	<b>0.00</b>	<b>275,000.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>830,500.00</b>	<b>289,034.22</b>	<b>541,465.78</b>
<b>CAPITAL EXPENSES</b>			
	<b>Annual Budget</b>	<b>Paid to Date</b>	<b>Budget Amt. Available</b>
Fixed Assets	0.00		0.00
Building Repairs (DHHS)	20,000.00	8,274.68	11,725.32
<b>TOTAL CAPITAL EXPENSES</b>	<b>20,000.00</b>	<b>8,274.68</b>	<b>11,725.32</b>
<b>TOTAL OPERATING &amp; CAPITAL EXPENSES</b>	<b>850,500.00</b>		
<b>CONTINGENCY FUND</b>	<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>870,500.00</b>	<b>297,308.90</b>	<b>573,191.10</b>
<b>TOTAL ANTICIPATED INCOME</b>	<b>989,320.00</b>		
<b>MINUS TOTAL OPERATING EXPENDITURES</b>	<b>870,500.00</b>		
<b>SURPLUS</b>	<b>118,820.00</b>		

**Minutes of the Regular Board Meeting  
Del Norte Healthcare District  
March 26, 2024 @ 6:30 p.m.**

Regular Meeting

1. **CALL TO ORDER:** Meeting was called to order at 6:31 p.m.

2. **ROLL CALL:**

Present: Directors Babich, Caldwell, and Young in attendance at start of meeting  
Late to meeting: Director Mason and Chair Pearcey.

Vice-Chair Young called meeting to order and started meeting until Chair Pearcey arrived.

Chair Pearcey made a motion to excuse Director Mason from the February 27, 2024, meeting. Director Caldwell seconded the motion.  
Motion passed 5 – 0.

3. **PUBLIC COMMENT:** None currently.

4. **CONSENT CALENDAR:**

- a. Ratification of invoices paid from 2/22/2024 – 3/20/2024.
- b. Approval of financial report for February 2024.

Director Caldwell made a motion to approve the consent calendar. Director Babich seconded the motion.  
Motion passed 3 - 0

5. **REVIEW/POSSIBLE REVISION AND APPROVAL OF THE MINUTES FROM THE FEBRUARY 27, 2024, MEETING**

Director Caldwell made a motion to approve the minutes as submitted. Director Babich seconded the motion.  
Motion passed 3 – 0.

6. **COMMUNICATIONS:**

- a. Open Door: Hilda reported that the dental van had been vandalized again. Hilda also requested that there be a meeting regarding the bus

barn. She will be emailing the plans.

**7. COMMITTEE REPORTS:**

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

1. Discussion on preliminary budget for fiscal year 2024-2025.

Director Young wanted to remind the board that it is time to start thinking about new projects for the upcoming new budget for fiscal year 2024-2025.

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

Chair Pearcey, Contacted the school board and the nutrition programs are blanketed under P.E. and science. I have three packets that I will be copying to hand out.

Director Babich, I met with Julie Clark about Farm to Table Harvest. Currently it is only being done in pre-school.

**C. HEALTHCARE EXPANSION:**

1. Mental Health Update: (Chair Pearcey)  
None currently
2. Food Hub Update: (Director Caldwell)
  - a. Update by Andrea Lanctot:

Andrea informed that board that they have a new office and are in the process of setting it up. Their location is 295 Hwy 101. We are working with our strategic planning consultant. We will be filing for our 501C3 in April or May. We are submitting grant applications to Resilient Food Systems Infrastructure to help fund refrigerated van, cold storage, wash and pack, and software. We are also applying for a Harvest School grant. We had over 500 community members attend the Seed & Plant Exchange. We will be putting together a new board for the food council and we would like to have someone from the Healthcare District on the board. Director Babich agreed to be on the board.

**D. HEALTH PROMOTION:**

1. Swimming Programs: (Director Young)

Reports for January 2024: 44 Senior passes were issued, 72 swim lessons and 4 Saturdays of free public swim.

2. Outdoor Activity: (Director Mason)  
Nothing currently.
3. Non-emergency Transport: (Director Young)
  - a. Discussion of transportation programs.

Director Young spoke with Joe Rye with RTC, and they are transporting a couple of patients a week. They have everything in place and are looking at needing more promotion.

**8. REPORT OF THE EXECUTIVE SECRETARY:** As reported

**9. UNFINISHED BUSINESS:**

- a. Follow up/Approval of selecting on of the quotes that was submitted for additional fencing and tree removal for fence placement.

Director Babich made a motion to approve the quote from Your Local Tree Experts in the amount of 10,275.00 to remove trees and to approve the quote from Your Local Mow Man in the amount of 27,316.45 for the fence installation. Chair Pearcey seconded the motion.  
Motion passed 5 – 0.

**10. NEW BUSINESS:**

- a. Discussion/Possible action regarding the recruitment and retention of medical professionals.

Director Caldwell gave a brief recall of how the medical field was when he moved to Crescent City compared to today. There was discussion on how Sutter Coast and Open Door could be more pro-active in recruitment and retention.

Hilda from Open Door: I contacted our director of recruitment and retention to find out why providers do not want to come to or stay in our area. Here is a list of reasons: Lack of education that they want for their children, lack of extra-curricular activities for children, to remote compared to other opportunities, the distance to amenities, no emergency vet care, the lack of specialist, lack of housing and the California taxes and licensing.

Director Caldwell: When we lived under the practice of medicine the communication with other providers and physicians at the hospital was there. Now if I have a patient in the E.R. I hear nothing or even know they were there. Director Caldwell also suggested that we send a letter to the Humboldt Area Foundation regarding the status of funds for use. The District was part of the contributions to get it started.

Chair Pearcey: Of the items on Hilda's list is there anything we as a board can do to change or help change?

- b. Discussion/Possible action regarding changing the board meeting time. This would require a Resolution.

Director Young made a motion to approve changing the board meeting time to 5:30 p.m. effective May 28, 2024. Chair Pearcey seconded the motion. Special Counsel to write letter to publish. Also, the resolution for approval. Motion passed 5 – 0.

- c. Approval of an authorization for Chair Pearcey to execute a reconveyance of the Deed of Trust from the Family Resource Center since the loan has been paid in full.

Director Caldwell made a motion to approve the authorization of Chair Pearcey to execute a reconveyance of the Deed of Trust from the Family Resource Center. Director Mason seconded the motion. Motion passed 5 – 0.

**11. INDIVIDUAL DIRECTORS REPORT OF ACTIVITIES**

**12. PUBLIC COMMENT FOR ANY CLOSED SESSION ITEMS:** No closed session items.

**13. ADJOURNMENT TO CLOSED SESSION:**

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

**15. ADJOURNMENT:** Meeting adjourned at 7:50 p.m.

Minutes prepared and submitted by:

Minutes approved by:

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Doris Hendricks, Executive Secretary

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Dave Mason, Board Secretary



7 a.1

**DEL NORTE HEALTHCARE DISTRICT  
BUDGET TRANSFER FORM**

<b>Name of Budget Item</b>	<b>Increase By</b>	<b>Decrease By</b>
Maintenance	5,000.00	
Grounds Keeping	11,000.00	
Fixed Assets	28,000.00	
Surplus		44,000.00

**TOTAL AMOUNT OF TRANSFER: 44,000.00**

**Reason for Transfer: non-budgeted items, Pest Solutions for termite treatment, Your Local Tree Experts for removal of 43 trees and Your Local Mow Man for fence installation.**

**Adjustments made to the 2023 - 2024 budget.**

**Passed and Adopted by the Board of Directors of the Del Norte Healthcare District at the April 23, 2024, meeting by the following polled vote.**

**Ayes:**

**Nays: 0**

**Absent: 0**

**Date: 4/23/2024 \_\_\_\_\_**

\_\_\_\_\_  
**Tonya Pearcey, Chair**

7a2

**Del Norte Healthcare District**

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**From:** michael young <mjy17413@gmail.com>  
**Sent:** Tuesday, April 16, 2024 9:42 AM  
**To:** Del Norte Healthcare District  
**Subject:** Preliminary Budget  
**Attachments:** 2024-25 Proposed Budget.xlsx

Doris:

Attached is a very preliminary Budget for discussion purposes at the April meeting. Please include a copy with the agenda and also include this email which offers a brief explanation.

First Column (Line) gives a reference for discussion.

Second Column (Item) is the Budget Item similar and in the same order as shown in the monthly financial report.

Third Column (Budget 23-24) is our present Budget amount for each line item.

Fourth Column (Projected 23-24) is my best guess at what we will end up with for each line item.

Fifth Column (Prelim 2024-25) is my preliminary estimates and projections for next year's Budget. This will change due updated financial figures and input from the Board as what to include or exclude.

Sixth Column has some notes that I will explain at the meeting,

At the bottom where there are no line numbers, I have listed all persons that receive some benefits from the District. These are present and past Board Members and staff. These figures are inserted in various line items #11 through #16.

Two Crescent City projects are intended to be carried over as no money was spent this year. The City Manager should be present to give us an update on these projects.

I have added two new projects that need discussion. The Local Medical Transport would be an extension of our present Non-Emergency Transportation. The Recruit & Retain Project is a program to recruit and/or retain medical services. Both need further development.

I hope that I will receive input from the entire Board at April's meeting so that I can put together a better Budget for discussion in May and adoption in June,

Sent from my iPad

32 Insurance		27000	26500	30000	
33	Sub Total	59000	48500	75000	
34 Building Maintenance					
35 Materials & Supplies		10000	15000	15000	
36 Grounds Keeping		16000	13000	18000	
37 Maintenance Services		32000	35000	40000	
38	Sub Total	58000	63000	73000	
39 Contributions					
40 High School Scholarships		2000	2000	2000	
41 Childcare Scholarship		5000	0	5000	
42 CR Nursing Scholarship		10000	0	10000	
43 Grad Night Safety		500	500	500	
44 Sharps Containers		600	600	500	
45 Food Hub Operations		20000	20000	20000	CONTINUE???
46 Non-Emergency Transport		35000	15000	20000	CONTINUE???
47 Gateway Education		68000	68000	68000	CONTINUE???
48 Swim Lessons		40000	19000	40000	
49 Senior Swim Passes		27000	20000	27000	50/mon x \$45 x 12mon
50 Public Swim		11700	9300	11700	\$225X52wks
51 Mental Health Facilitator		0	0	0	
52	Sub Total	219800		204700	
53 CAPITAL EXPENSES					
54 Fixed Assets		0		10000	
55 Building Repairs		20000	12000	20000	
56	Sub Total	20000	12000	30000	
57 PROJECTS					
58 BeachFront Exercise Loop		100000	0	100000	Carry over
59 Kids Town Hard Surface		175000	0	175000	Carry over
60	Sub Total	275000	0	275000	
61 NEW PROJECTS					
62 Local medical Transport				10000	Vouchers?
63 Recruit & Retain				50000	
64				0	
65				0	

66	Sub Total	0	0	60000
67	Contingency	20000		20000
68	Sub Total			20000
69	TOTAL EXPENDITURES	850500	275200	974200
70	SURPLUS	138820	749120	69520

Health Insurance	Health	Den/Vis/Rx			
Caldwell	0	0	0		
Babich	12000	12000	600		
Pearcy	0	3000	0		
Mason	0	6000	200		
Young	2200	6000	200		
Henion	15000	0	0		
Hendricks	12000	3000	0		
Reichlin	0	0	0	2200	3000
McNamara	0	0	0	0	3000
Thomas	0	0	0	0	3000
Moore	0	0	0	0	3000
	41200	30000	1000	2200	12000

2024-25 Budget Worksheet

Line Item	Budget 23-24	Projected 23-24	Prelim 2024-25
1 INCOME			
2 Interest	54000	100000	80000 \$2,000,000 @4%
3 Property Tax	655000	660000	675000
4 Rent	123000	123000	123000 Open Door
5 DHHS lease	87720	87720	87720 DN HHS
6 Utility reimburse	68000	53000	76000 (80%xLn19,20,21
7 Insurance reimburse	600	600	1000
8 Misc	1000	0	1000
9 TOTAL INCOME	989320	1024320	1043720
10 EXPENDITURES			
11 Personnel			
12 Payroll	23000	20700	25000 SocSec limit?
13 General Benefits	6200	6000	10000 SEP IRA????
14 CalPERS Health	42500	38500	45000
15 Dental/Vision/Rx	28500	5000	30000
16 Past Board Health Benefits	18000	8700	15000
17 Sub Total	118200	78900	125000
18 Utiities			
19 Power	27000	30400	35000
20 Blue Star Gas	36000	29100	35000
21 City water & sewer	22000	6700	25000
22 Telephone & Internet	4500	5300	6000
23 Office supplies	4000	1300	3000
24 Training & Education	3000	0	3000
25 Memberships	4000	4000	4500
26 Sub Total	100500	72800	111500
27 Professional Services			
28 Legal	10000	3000	10000
29 Accounting	17000	19000	20000
30 Election Expense	0	0	10000
31 Other	5000	0	5000

7 d.1

## Del Norte Healthcare District

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**From:** michael young <mjy17413@gmail.com>  
**Sent:** Monday, April 1, 2024 4:42 PM  
**To:** Del Norte Healthcare District  
**Subject:** Fwd: March 2024 updates

For the next meeting  
Sent from my iPhone

Begin forwarded message:

**From:** Alissa Garcia <agarcia@crescentcity.org>  
**Date:** April 1, 2024 at 3:15:10 PM PDT  
**To:** michael young <mjy17413@gmail.com>  
**Cc:** Eric Wier <ewier@crescentcity.org>, Ashley Taylor <ataylor@crescentcity.org>, Richard Neeley <rneeley@crescentcity.org>  
**Subject:** March 2024 updates

Good afternoon,  
Here is the update for March 2024.  
**Senior passes-**  
43 out of 50 passes were claimed.  
**Recreation Swims-**  
A total of 325 guests swam.  
**Swim lessons-**  
*No group lessons for the month of March.*

Thank you,  
**Alissa Garcia**  
*Aquatic Supervisor*  
707-464-7483 work  
707-458-8452 cell  
[agarcia@crescentcity.org](mailto:agarcia@crescentcity.org)  
City of Crescent City  
377 J Street  
Crescent City, CA 95531

**Secretary Report**

**April 2024**

Just a reminder regarding ethics compliance. It is every two years. I have information at the office for the CSDA classes.

I have included a letter from the Del Norte County Auditor Controller that was just received.

Just a note from the last meeting, apparently someone unlocked the front door and went out after the meeting. This left the door unlocked all night. We need to have everyone exit thru the district office after the meeting.

In the lease contract with DHHS it states that the rent is due at the 1<sup>st</sup> of the month. I do not know why but I am not getting the rent until at least the 15<sup>th</sup> of the month or later. I just wanted you to be aware.

The tree work began on April 16<sup>th</sup>. The night of the 16<sup>th</sup> someone cut the fuel lines and removed the fuel from the equipment that was left here for the next day's work. I reviewed the camera footage with security and the way they are positioned and where the equipment was parked you could not see who did the damage. There was someone on a bike pulling a cart that was in that area. Besides myself, the garden area will benefit from the chips from the trees.

I have posted information that we received from Andrea with the Food Hub in the new bulletin board. I also posted information about non-emergency transportation. I also, gave some of the handout information to Kat in patient services at Open Door to be able to put them in the exam rooms.

I noticed that outside of my office there has been some tagging done. I need to see if Oscar can manage that.



# COUNTY OF DEL NORTE

## AUDITOR CONTROLLER

981 H Street, Suite 140  
CRESCENT CITY, CALIFORNIA 95531



CLINTON SCHAAD  
AUDITOR-CONTROLLER

APR 17 2024

AREA CODE  
707-464-7202

April 12, 2024

Dear taxing entity,

Pursuant to a notice of possible annexation issued by the Del Norte Local Agency Formation Commission, and as required by Revenue and Taxation Code Section 99(b), you are hereby notified that the proposed parcel numbers (see attached) are to be annexed into the Smith River Fire Protection District which will result in a shift in the property tax revenue you receive on an annual basis. Below I have listed the impacted entities and what the annual net change is projected to be.

	Annual Estimate PT Exchange (in dollars):
ERAF (Schools0	-5,155
County General	-9,397
Crescent City Harbor District	-923
Hospital District	-1,356
Flood Control District	-121
County Library District	-516
Smith River Fire Protection district	17,467

Please contact me if you need additional information regarding the proposed annexation.

Sincerely,

Clinton Schaad  
Auditor-Controller



9a.

RESOLUTION NO. 2024-2

**A RESOLUTION OF THE DEL NORTE HEALTHCARE DISTRICT ESTABLISHING A CHANGE OF THE TIME FOR CONVENING ITS REGULAR MEETINGS OF THE BOARD OF DIRECTORS OF THE DEL NORTE HEALTHCARE DISTRICT**

**WHEREAS**, Health and Safety Code Section 32104 provides that the board of directors shall provide for the time and place of holding its regular meetings and the manner of calling the same; and

**WHEREAS**, Article 3, section 1 of the bylaws of the Del Norte Healthcare District (the “District”) provides: “The Board shall meet regularly on the fourth Tuesday of each month at 6:30 p.m., unless otherwise provided by resolution of the Board.”; and

**WHEREAS**, notice of the proposed change of the time for regular meetings was published in a newspaper of general circulation pursuant to California Government Code Section 6060; and

**WHEREAS**, the Board of Directors (the “Board”) deems that there will be increased public participation at board meetings if the time of its regular meetings is changed from 6:30 p.m. to that of 5:30 p.m.

**SECTION 1. NOW THEREFORE BE IT RESOLVED**, that the time for convening the District’s regular meetings shall hereafter be 5:30 p.m. until modified by further resolution of this Board.

**SECTION 2. Severability.** If any section, subsection, subdivision, paragraph, sentence, clause, phrase or word in this Resolution is for any reason held to be unconstitutional or otherwise invalid, such holding shall not affect the validity of the remaining provisions of this Resolution. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, phrase or word of this Resolution regardless of the unconstitutionality or invalidity of any other section, subsection, subdivision, paragraph, sentence, clause, phrase or word herein.

**SECTION 3. Effective Date.** The resolution shall become effective immediately upon its adoption.

**SECTION 4. Implementation.** The Board of Directors hereby authorizes and directs the District Board’s Chair to take any action and sign any documents necessary to implement this resolution.

**SECTION 5. Execution.** The Chair and Secretary are authorized to subscribe this resolution where indicated below to evidence its approval by the Board of Directors.

**AYES:**

**NOES:**

**ABSTENTIONS :**

**ABSENCES:**

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**Tonya Percy, Chair**

**ATTEST:**

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**David Mason, Secretary**

**CERTIFICATION**

I, David Mason, Secretary of the Del Norte Healthcare District, do hereby certify that Resolution 2024-2 was introduced, duly approved and adopted at a regular meeting of said Board on the 23<sup>rd</sup> day of April 2024, by the above stated vote.

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**David Mason, Secretary**

APR 12 2024

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*The County of Del Norte*

Registrar of Voters

981 H Street, Suite 160  
Crescent City, CA 95531  
707-464-7216

Alissia D. Northrup

**Memorandum**

To: Del Norte County Special District & Governing Agencies  
From: Alissia D. Northrup, Registrar of Voters  
Date: April 8, 2024  
Subject: Resolution to Consolidate with November 05, 2024 Statewide General Election

This memo is being written to remind you, if your district or government agency plans on consolidating your November 2024 election with the Statewide General Election to be held on November 05, 2024 there are a few things that your agency needs to do. Please find the enclosed resolution which will need to go before your council/board for approval. You can use the enclosed resolution or create your own. Once the resolution has been adopted, passed and signed accordingly, please return the original to the County Clerk's office, and please keep a copy for your records. The original should reach the County Clerk's office by June 28, 2024, to allow time for our office to process and plan accordingly for the upcoming November election. Also please be advised that there will be a cost to the district/agency for conducting any local elections. Keep this in mind when budgeting for the upcoming fiscal year. Due to rising cost and increase in voter registration/turnout your cost could be more than in the past.

Please feel free to contact me with any questions or concerns.  
Please return to the following address:

Alissia D. Northrup, Registrar of Voters  
981 H Street, Suite 160  
Crescent City, CA 95531

Sincerely,

Alissia D. Northrup  
Registrar of Voters

Resolution No. 2024 - 3

**Resolution Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election**

**Del Norte County Health Care District**

**Name of City or Special District**

**Exactly As It Will Appear on the Ballot**

**WHEREAS**, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request that the Board of Supervisors of the county permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

**WHEREAS**, the resolution of the governing body of the city or district shall specify the services requested; and

**WHEREAS**, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

**WHEREAS**, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

**WHEREAS**, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

**WHEREAS**, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot, acknowledging that the consolidation election will be held and conducted in the manner prescribed in Section 10418. Upon such request, the Board of Supervisors may order the consolidation; and

**WHEREAS**, pursuant to Elections Code Section 10418, if consolidated, the consolidated election shall be held and conducted, election boards appointed, voting precincts designated, candidates nominated, ballots printed, polls opened and closed, voter challenges determined, ballots counted and returned, returns canvassed, results declared, certificates of election issued, recounts conducted, election contests presented, and all other proceedings incidental to and connected with the election shall be regulated and done in accordance with the provisions of law regulating the statewide or special election, or the election held pursuant to Section 1302 or 1303, as applicable.

**WHEREAS**, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

**WHEREAS**, various district, county, state and other political subdivision elections may be or have been called to be held on November 5, 2024;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT THE** governing body of the

Del Norte County Health Care District  
(Name of City/District)

hereby orders an election be called and consolidated with any and all elections also called to be held on November 5, 2024 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of Del Norte County  
(Political Jurisdiction)

and requests the Board of Supervisors of the County of Del Norte to order such consolidation under Elections Code Sections 10401, 10403 and 10418.

**BE IT FURTHER RESOLVED AND ORDERED** that said governing body hereby requests the Board of Supervisors to permit the Del Norte County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

**Check the following that apply:**

**BE IT FURTHER RESOLVED AND ORDERED** that the Del Norte County Elections Department conduct the election for the following offices on the November 5, 2024 ballot:

<u>SEATS OPEN</u>	<u>OFFICE</u>	<u>TERM</u>	<u>DIST/DIV (if app.)</u>
Kevin Caldwell	Board Member	4 Years	Health Care District
Tonya Pearcey	Board Member	4 Years	Health Care District
Shelly Babich	Board Member	2 Years/Short Term	Health Care District

**BE IT FURTHER RESOLVED AND ORDERED** that the Del Norte County Elections Department shall conduct the election for the following MEASURE(S) to be voted on at the November 5, 2024 election:  
(Attachment of 75-word ballot question here)

**BE IT FURTHER RESOLVED AND ORDERED THAT** Del Norte County Elections Department is requested to: [Check one of the following if City/District is placing a measure on the ballot]

- Print the attached measure text exactly as filed or indicated on the filed document in the Voter's Information Pamphlet section of the Sample Ballot for the November 5, 2024 election. Cost of printing and distribution of the measure text will be paid for by the city/district.
- Not to print the measure text in the Voter's Information Pamphlet of the Sample Ballot but send a copy to voters upon request at the cost of said city/district.

**BE IT FURTHER RESOLVED AND ORDERED THAT** in accordance with section 9313 of the California Elections Code, the County Counsel or District Attorney is hereby directed to prepare an impartial analysis of this measure.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the following vote:

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

\_\_\_\_\_  
Chairperson of said Governing Board

Attested: \_\_\_\_\_  
Secretary

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**IMPORTANT: To assist us in keeping our records up to date, please provide us with current information regarding your district as well as a list of all your current board member's/council member's names and addresses.**

### Contact Information/Incumbent Roster

Name of District/City: Del Norte Healthcare District

Contact Person: Doris Hendricks

Mailing Address: P.O. Box 2034 Crescent City, CA 95531

Telephone: 707 464-9494 Fax: 707 465-6424

E-Mail: dnhcd@delnortehealth.com

Website: delnortehealthcare.com

Incumbents Name/Address

Date Elected/Appointed

Term of Office

See attached list

**DEL NORTE HEALTHCARE DISTRICT  
BOARD OF DIRECTORS  
2024  
Tax ID# 94-6001274**

**STAFF**

Kevin Caldwell  
Redwood Medical Offices  
1240 Marshall St.  
Crescent City, CA. 95531  
(Home) 464-4474  
(Office) 465-5566  
(Fax) 465-4990  
Email: [kevincaldwell@redwoodmedical.com](mailto:kevincaldwell@redwoodmedical.com)  
1<sup>st</sup> appointed term 08/05/2008 thru 2012  
2<sup>nd</sup> term 2012 - 2016  
3<sup>rd</sup> term 2016 - 2020  
4<sup>th</sup> term 2020 -2024

Doris Hendricks, Executive Secretary  
500 Coho Ln  
Crescent City, CA. 95531  
(Work) 464-9494  
(Cell) 218-7749  
Email: [dnhcd@delnortehealth.com](mailto:dnhcd@delnortehealth.com)  
Email: [dahen@charter.net](mailto:dahen@charter.net)  
(Hire date 09/01/2018)

Mike Young  
3750 Lake Earl Dr.  
Crescent City, CA. 95531  
(Cell) 954-5178  
Email: [mjy17413@gmail.com](mailto:mjy17413@gmail.com)  
1<sup>st</sup> appointed term 11/06/2018 thru 2022  
2<sup>nd</sup> term 2022-2026

Dohn Henion  
Special Counsel  
280 Fairway Village Ln.  
Roseburg, OR. 97471  
530-239-0754  
707-464-9761  
Email: [dhenion@me.com](mailto:dhenion@me.com)

Shellie Babich  
350 Schlack Ln.  
Crescent City, CA. 95531  
(Cell) 707-54-8927  
Email: [shelliebabich@charter.net](mailto:shelliebabich@charter.net)  
Assuming vacancy  
1/4/2024 thru 2026

Tonya Pearcey  
2051 Northcrest Dr. #3  
Crescent City, CA. 95531  
(Cell) 954-2256  
Email: [tonyapearcey@gmail.com](mailto:tonyapearcey@gmail.com)  
1<sup>st</sup> appointed term 12/04/2020 thru 2024

Dave Mason  
175 Genevieve Ln.  
Crescent City, CA. 95531  
(Cell) 707-954-0504  
Email: [ddrdelnorte@gmail.com](mailto:ddrdelnorte@gmail.com)  
1<sup>st</sup> term 2022-2026





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April 7, 2024

Del Norte Healthcare District  
550 East Washington Boulevard  
Crescent City, CA 95531

Members of the Del Norte Healthcare District board:

The Crescent City Downtown Divas, a 501 (c) 3 nonprofit, respectfully requests funding in the amount of \$2,500.00 to be used for our Crescent City Downtown Farmers & Artisans Market, Market Match programs and in re-establishing our Power of Produce Club.

Since our initial request in 2016, the Crescent City Downtown Farmers & Artisans Market has continuously operated as a Certified Farmers Market and has matched not only our EBT and SNAP customers through a federal and state grant, but also matching Senior WIC nutrition programs and Open Door vouchers that have only been funded by local donations (DN Healthcare District and Sutter Coast Hospital). Matching Programs have proven results of long term health benefit to low income populations; helping families to eat more fruits and vegetables.

Market Match is an incentive program that encourages those enrolled in the CalFresh food assistance program to improve their diets by eating more fruits and vegetables. Market Match helps families with CalFresh stretch their food dollars and afford more healthy, locally grown fruits and vegetables. The program offers farmers' market customers a dollar-for-dollar match of up to \$20 when they use their CalFresh cards at selected farmers' markets.

Our Power of Produce Club for children made an enormous impact on families and our farmers in 2018 and 2019 and only ceased due to COVID in 2020. We are finally able to bring back this highly successful program with all of our partners.

Thank you in advance for your consideration.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Billie Kaye", written in a cursive style.

Billie Kaye Gavin Tygart, Founder and President



## **The Power of Produce Club**

### **A win-win-win for farmers, consumers, and communities**

On May 30, 2018, we launched the Power of Produce (POP) Club at our Downtown Crescent City Farmers & Artisan Market, and held it every Wednesday (11 am - 1 pm ) through August 29, 2018.

The POP Club engages and empowers children to make healthy food choices by offering educational activities and encouraging children to try new, healthy foods through farm fresh produce taste testing. Targeting children ages 4-14, the program encourages children and families to attend the farmers market every week giving them the chance to learn about fruits and vegetables, as well as an opportunity to taste the various produce highlighted and offered at the farmers market. In addition to learning new recipes and being introduced to their local farmers market, the children receive \$3 market currency to spend on fresh produce with local farmers each week after the POP Club activities.

As part of the "Two Bite Club" taste testing activity presented by Del Norte County SNAP-Ed, children were introduced to and given the opportunity to taste and try, twelve different and new seasonal including strawberries, salad greens, delicate squash, salad turnips, kales, broccoli, carrot, stone fruits, bell peppers, corn, and summer squash. Harvest of the Month materials was used during taste testing activity. In addition, children were invited to participate in nutrition educational activity after the "Two Bite Club" tasting. They planted seeds in egg cartons, made Carrot Seed Tape and Garden Row Markers, and decorated Farmers Market Garden Bags. Children also participated in cooking demonstrations and hands on cooking activities led by Del Norte County SNAP-Ed Champions for Change. Finally, children got to know the farmers and engaged into the conversation about their farms and produce using A Farm to Table Adventure and Treasure Hunt booklets.

The POP Club is a community wide partnership spearheaded by the Crescent City Downtown Divas and in partnership with the Del Norte County Department of Health and Human Services (DHHS) Supplemental Nutrition Assistance Program-Education (SNAP-Ed) program, the Community Food Council, the Del Norte Child Care Council, and the Del Norte Library.

Financial partners in the program include the Del Norte County Healthcare District, Sutter Coast Hospital, First 5 Del Norte and the Wild Rivers Community Foundation. The Friends of the Del Norte County Library participated in literacy promotion; Seamless Summer Meal program supported POP

Club activity; and Del Norte County DHHS SNAP-Ed Champions for Change led cooking demonstrations and garden education and promotion. Additional collaborative partnerships included Del Norte County DHHS Social Services Program offered a resource table with SNAP, Medical and County Medical Services Program information; and Youth Training Academy's Health Career Pathway youth participated in Rethink Your Drink activities.

The Downtown Crescent City Farmers & Artisan Market POP Club was a tremendous success! Children built relationships with the local farmers and learned where their food comes from through the healthy taste testing and interactive Farm to Table activities. The \$3 POP currency they earned as part of the activity empowered them to exercise their choices on fruits and vegetables, which increased the consumption of fruits and vegetables and supported the local farmers. The farmers played critical roles by engaging in the dialogue with the young consumers and donating some of their garden produce to the POP Club taste testing activities. Many families came back week after week because the children were so excited about trying a new fresh fruit and vegetable and fun POP club activity. The number of the participants grew throughout the season, with the highest number of participants recorded as 87.

Through the support of Del Norte County SNAP-Ed, the Champions have grown in their knowledge and practical skills in public speaking, nutrition, gardening and wellness through presentation, peer sharing, and networking. The POP Club transformed the young minds of children to become empowered consumers who know where the food comes, and better able to make healthy food choices. The POP Club is a win-win-win for the farmers, the POP Club children and parent consumers, and the vibrant local farmers market. The spark of positive excitement brought about by the POP Club spread further in the community, leading to a cultural and environmental shift to support healthy choices to be more accessible, acceptable, and exciting!

*"The best experience I had was the day we featured Cucumbers. One of the participants was so excited about the recipe we demonstrated (cream cheese on whole grain bread with slices of fresh cucumbers) that she used her POP club dollars to purchase some cucumbers from our local farm to make her own sandwich at home. That to me was witnessing the program's goal in action! A wonderful full circle moment."*  
Champion for Change, Angela Gray

*"We were excited to learn that cucumbers are not only edible but also can help sunburns"* Dylan & Silas Kelly

*"Loved "Popcorn Day". I was surprised to find out that I liked turnips."* Reese Fry, age 4

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April 17, 2024

Del Norte Healthcare District  
550 E. Washington Blvd., Suite 400  
Crescent City, CA 95531



Dear Del Norte Healthcare District Board of Directors,

On behalf of College of the Redwoods, I would like to thank you for your ongoing support of the Del Norte Healthcare District Scholarship. Your donations have made a significant statement about your commitment to the College and the community.

Since 2012, \$39,700 has been awarded from this fund to forty-seven students. The annual contribution amounts, funds awarded, and award timeline have varied over the years.

Please accept this letter as CR's annual request for funds in the amount of \$10,000 to continue to offer this financial assistance to nursing students from Del Norte County, for the upcoming 2024-2025 academic year. The allocation of these funds directly supports the Healthcare District's mission by promoting educational opportunities and health services to residents of Del Norte County. The funds will continue to be awarded based on the parameters your organization established for this scholarship, specifically asking students to commit to two years of nursing service in Del Norte County after graduation.

Listed below are the scholarship criteria we have on file. This criteria is published and available to students. Please let us know if you would like any changes.

*The Del Norte Healthcare District Nursing Scholarship is awarded to a deserving LVN/RN student at the College of the Redwoods Del Norte Campus. Additional requirements for this scholarship are listed below.*

ELIGIBILITY:

1. Enrolled as an LVN/RN major.
2. Must be a student attending classes at the CR Del Norte Campus.
3. Must live in Del Norte County.
4. Must commit to work in the nursing field in Del Norte County for two years after graduating.
5. Consideration may be given to students currently enrolled in post-LVN/RN nursing studies.

We hope that you will again choose to support CR's Del Norte County nursing students in their academic endeavors for the 2024-25 academic year.

Sincerely,

A handwritten signature in black ink that reads 'Marty Coelho'. The signature is written in a cursive, flowing style.

Marty Coelho  
Executive Director of College Advancement & the CR Foundation  
College of the Redwoods  
7351 Tompkins Hill Rd., Eureka CA 95501  
[marty-coelho@redwoods.edu](mailto:marty-coelho@redwoods.edu) / (707) 476-4325