

Del Norte Healthcare District
Board of Directors Meeting

Agendized
Board Packet

Tuesday January 23, 2024

4a

DECEMBER/JANUARY
12/14/23 – 1/17/24

<u>DATE</u>	<u>NAME</u>	<u>DESCRIPTION</u>	<u>CK#</u>	<u>AMOUNT</u>
12/19	DNSWM	Sharps Inv. 2130	10626	75.00
12/19	1 st . service	Wk.date 12/18/23	10627	684.28
12/19	CCWD	Garden	10628	22.49
12/19	CCWD	11/7/23-12/6/23	10629	345.90
12/19	Pacific Power	11/8/23-12/12/23	10630	2652.28
12/20	Otis	Inv. SCE15669001	EFT	7000.00
12/21	d/v/rx	RX reimbursement	10631	68.37
12/21	Beth Austen	December Services	10632	200.00
12/21	Gateway Ed.	Inv. 0056	10633	41,145.08
12/21	C of CC	Senior passes	10634	1900.00
12/21	C of CC	Sat. Swim Nov.	10635	900.00
12/29	Doris Hendricks	December Payroll	10636	1902.88
1/2	CalPers	January Premium	EFT	2068.28
1/2	Frontier	Elevator Line/DHHS	10637	79.76
1/2	Wen-Cor	December service	10638	300.00
1/3	Blue Star Gas	Inv. 1553176	EFT	1807.89
1/3	Charter	12/30/23-1/29/24	EFT	169.97
1/10	Tri Counties	Credit card	EFT	111.00
		Constant contact 90.00		
		AirMed 21.00		
1/10	Chris Vaughan	Backflow Test 2024	10639	300.00
1/10	Dr. Inouye	D/V/RX Past board	10640	1157.00
1/10	DNOS	Office supplies	10641	82.30
1/12	McMillan & M	December 2023 service	10642	930.00
1/17	USTreas/EDD	Payroll taxes	EFT	546.16
1/17	Paychex	Payroll fees	EFT	125.47
1/17	CCWD	12/7/23-1/5/24	10643	388.06
1/17	CCWD	Garden	10644	72.85
1/17	1 st Service	Inv. 2478 Dental AC	10645	7281.00

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Del Norte Healthcare District
Financial Report
December 31, 2023

ACCOUNT	December 1, 2023	September 30, 2021	December 31, 2023
	BK./Inv. Acct. Bal.	Note Payable	BK./Inv. Acct. Bal.
LAIF (Investment Account)	2,663,633.73		2,663,633.73
Tri Counties- Bus. Cling. Acct.	35,159.74		39,974.55
Tri Counties - Money Mkt. (holding) Acct.	35,908.94		333,477.08
Tri Counties- W.C. USDA Auto Pay	0.00	closed acct.	0.00
TOTAL BK./INV. ACCT BALANCES	2,734,702.41	0.00	3,037,085.36

BUDGET CATEGORY INCOME	Anticipated Income	Income Received To Date	Remaining/(Surplus) Anticipated Income
Interest LAIF & bank Accts	54,000.00	44,371.59	9,628.41
Tax Receipts	655,000.00	438,694.74	216,305.26
Rent (Open Door \$ 10250.00)	123,000.00	61,500.00	61,500.00
DHHS Lease (\$6800.00)	87,720.00	43,860.00	43,860.00
Utility Reimbursement 80%	68,000.00	23,036.75	44,963.25
Insurance Reimbursement Pers-D/V/RX	600.00	100.00	500.00
Miscellaneous Income	1,000.00	0.00	1,000.00
Sub-Total	989,320.00	611,563.08	377,756.92
TOTAL AVAILABLE RESOURCES	989,320.00	611,563.08	377,756.92

EXPENDITURES	Annual Budget	Paid to Date	Budget Amt. Available
<i>Personnel Expenses</i>			
Payroll	18,000.00	10,590.94	7,409.06
General Benefits/SSI/EDD/WC	5,000.00	2,763.15	2,236.85
Cal Pers	42,500.00	17,921.67	24,578.33
Dental, Vision, RX	24,000.00	852.17	23,147.83
Past Board Health Benefits	18,000.00	4,060.20	13,939.80
TOTAL PERSONNEL EXPENSES	107,500.00	36,188.13	71,311.87
<i>Operating Expenses</i>			
Pacific Power	27,000.00	14,420.56	12,579.44
Blue Star Gas	36,000.00	11,550.28	24,449.72
Crescent City W & S	22,000.00	2,782.62	19,217.38
Telephone & Internet	4,500.00	1,945.79	2,554.21
Office Supplies and Expenses	4,000.00	864.25	3,135.75
Training & Education	3,000.00		3,000.00
Memberships	4,000.00	3,391.00	609.00
TOTAL UTILITIES AND OFFICE EXPENSE	100,500.00	34,954.50	65,545.50

DEL NORTE HEALTHCARE DISTRICT
MONTHLY FINANCIAL REPORT, PAGE 2
December 31, 2023

Budget Category	Annual Budget	Paid to Date	Budget Amt. Available
Professional Services Expense			
Legal	10,000.00	0.00	10,000.00
Accounting	15,000.00	2,554.80	12,445.20
Election Expense	0.00		0.00
Other Professional Expenses	5,000.00		5,000.00
Insurance	27,000.00	26,432.00	568.00
TOTAL PROFESSIONAL EXPENSE	57,000.00	28,986.80	28,013.20
Building Maintenance			
Materials & Supplies	10,000.00	0.00	10,000.00
Grounds Keeping	16,000.00	6,320.00	9,680.00
Maintenance Services	25,000.00	17,353.30	7,646.70
TOTAL BUILDING MAINTENANCE	51,000.00	23,673.30	27,326.70
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	0.00	10,000.00
Grad Night Safety Program	500.00		500.00
Sharps Containers	600.00	150.00	450.00
Food Hub Operations	15,000.00		15,000.00
Non-Emergency Transport	35,000.00		35,000.00
Gateway Education	68,000.00	41,145.08	26,854.92
Swim Lessons	40,000.00	9,286.00	30,714.00
Senior Swim Passes	27,000.00	10,800.00	16,200.00
Public Swim Project	11,700.00	5,175.00	6,525.00
TOTAL CONTRIBUTIONS	214,800.00	66,556.08	148,243.92
New Projects			
Beachfront Exercise Loop Stations	100,000.00	0.00	100,000.00
Kids Town hard surface	175,000.00	0.00	175,000.00
TOTAL NEW PROJECTS	275,000.00	0.00	275,000.00
TOTAL OPERATING EXPENSES	805,800.00	190,358.81	615,441.19
CAPITAL EXPENSES	Annual Budget	Paid to Date	Budget Amt. Available
Fixed Assets	0.00		0.00
Building Repairs (DHHS)	20,000.00	8,169.68	11,830.32
TOTAL CAPITAL EXPENSES	20,000.00	8,169.68	11,830.32
TOTAL OPERATING & CAPITAL EXPENSES	825,800.00		
CONTINGENCY FUND	20,000.00	0.00	20,000.00
TOTAL OPERATING EXPENDITURES	845,800.00	198,528.49	647,271.51
TOTAL ANTICIPATED INCOME	989,320.00		
MINUS TOTAL OPERATING EXPENDITURES	-845,800.00		
SURPLUS	143,520.00		

**Minutes of the Regular Board Meeting
Del Norte Healthcare District
December 19, 2023 @ 6:30 p.m.**

Special Meeting

1. **CALL TO ORDER:** Meeting was called to order at 6:34 p.m.
2. **ROLL CALL:**
Present: Directors Caldwell, Mason, Pearcey and Vice-Chair Young as temporary Chair.
3. **PUBLIC COMMENT:** None
4. **CONSENT CALENDAR:**
 - a. Ratification of invoices paid from 11/21/2023 – 12/13/2023.
 - b. Approval of financial report for November 2023.

Director Mason made a motion to approve the consent calendar as submitted.
Director Pearcey seconded the motion.
Motion passed 4 – 0.
5. **REVIEW/POSSIBLE REVISION AND APPROVAL OF THE MINUTES FROM THE NOVEMBER 28, 2023, MEETING.**

Director Pearcey made a motion to approve the minutes as submitted. Director Mason seconded the motion.
Motion passed 4 – 0.
6. **COMMUNICATIONS:**
 - a. Open Door: No one present
7. **COMMITTEE REPORTS:**
 - A. **BUDGET/FINANCE COMMITTEE:** (Directors Young and Caldwell)
 1. Approve the engagement letter with CPA Terry Krieg to do the 2022 – 2023 Special District Financial Transactions Report at a fee of \$700.00.

2. Approve the engagement letter with CPA Terry Krieg to perform the fiscal year audit ending June 2023 at a fee of \$10,000.00.

Director Pearcey made a motion to approve the engagement letters and fees for both items 7 a.1 and 7 a.2. Director Caldwell seconded the motion.

Motion passed 4 - 0

B. COMMUNITY OUTREACH COMMITTEE: (Director Pearcey).

1. National Blood Donor Month (Director Pearcey)
2. National Slavery & Human Trafficking Prevention Month (Director Pearcey)
3. Dehydration (Webmaster)
4. Proposed Facebook Posts (Webmaster)
5. Discussion/possible action on invoice from Beth Austen on how to proceed with next steps listed on invoice.

Director Pearcey made a motion to approve items 1 through 4 for publication on the website, newsletter, and Facebook page. Director Caldwell seconded the motion.

Motion passed 4 – 0

Director Pearcey made a motion to approve the payment of the invoice submitted by Beth Austen for webmaster services. Director Mason seconded the motion.

Motion passed 4 – 0.

C. HEALTHCARE EXPANSION:

1. Mental Health Update: (Director Pearcey)
Nothing to report currently.
2. Food Hub Update: (Director Caldwell)

Food hub proceeding with 501C3. There was also a notice of cancellation regarding insurance for a bridge loan to Family Resource Center. Executive Secretary to contact Amira regarding payment policy.

D. HEALTH PROMOTION:

1. Swimming Programs: (Director Young)

Nothing to report currently.

2. Outdoor Activity: (Director Mason)
Nothing currently.
3. Non-emergency Transport: (Director Young)

They have made a trip to Medford and are planning more promotions.

8. REPORT OF THE EXECUTIVE SECRETARY: As reported

9. UNFINISHED BUSINESS:

- a. Review applications for director on the Del Norte Healthcare Board of Directors; interview candidates as necessary; receive nominations and select candidate for appointment on motion; swear in new director; appoint director to subcommittees. Direct Executive Secretary to contact the Elections Official regarding the appointment.

Director Young made a motion to appoint Shellie Babich to fill the vacancy left by Elizabeth Austen. Director Mason seconded the motion.
Motion passed 4 – 0.

- b. Approve the nominations for the board positions for 2024:
Nomination of Tonya Pearcey for Board Chair
Nomination of Mike Young for Vice-Chair/Treasurer
Nomination of Dave Mason for Secretary of the Board

Director Caldwell made a motion to approve the board nominations. Director Pearcey seconded the motion.
Motion passed 4 – 0.

10. NEW BUSINESS:

- a. Discussion/Possible approval of invoice from Gateway Education for \$60,263.75.
Report by Ron Cole.

Director Pearcey made a motion to approve the revised Gateway Education invoice of \$41,145.08. Director Caldwell seconded the motion.
Motion passed 4 – 0.

11. INDIVIDUAL DIRECTORS REPORT OF ACTIVITIES: Director Mason reported about a meeting he attended at the Wellness Center in Brookings Oregon. They currently have

three therapists working. They are currently looking for a provider for issuing prescriptions. They are also working on transportation issues for patients. They also have crisis care available on site.

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 7:12p.m.

Minutes prepared and submitted by:

Minutes approved by:

Doris Hendricks, Executive Secretary

Dave Mason, Board Secretary

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Elizabeth Austen <austen.betty@gmail.com>

12/13/2023 11:26 AM

facebook for agenda

To Del Norte Healthcare District <dnhcd@delnortehealth.com>

PROPOSED FACEBOOK POSTS

[All newsletters to be posted as they are published.]
[with comments disabled]

Have you subscribed to our newsletter yet? This is a great way to stay informed with how we are responding to the needs of the community and ensuring that residents are enjoying optimal health through the delivery of wellness services. All you need to subscribe is an email address. We value your privacy and we will never give out your email address to anyone else.

<https://delnortehealthcare.com/subscribe-to-newsletter>

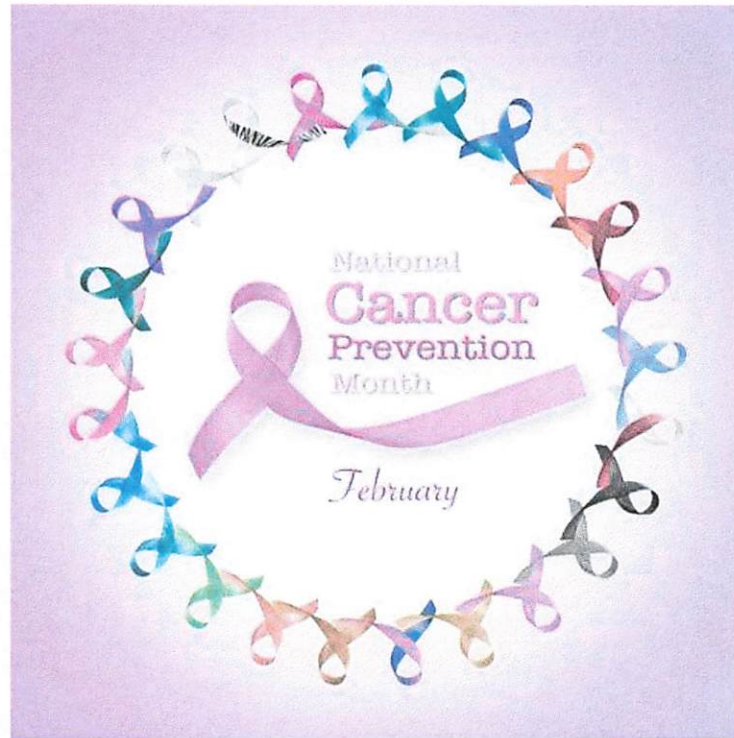
[with comments disabled]

Don't miss our board meeting tomorrow night at 6:30 PM. Our meetings are at the District office on 550 E. Washington Blvd., Crescent City, CA.

[with comments disabled]

We want to see you! Come to our board meeting tonight at 6:30 PM. Our meetings are at the District office on 550 E. Washington Blvd., Crescent City, CA.

[with comments disabled]



NATIONAL CANCER PREVENTIONS MONTH

Nearly everyone who receives a life-changing diagnosis asks if there was anything they could have done to prevent it. National Cancer Prevention Month tackles that question during February.

According to the [National Institutes of Health](#), nearly 1.9 million people are diagnosed with cancer each year in the United States. Nearly half of those diagnoses are breast, prostate, lung, pancreas, or colon cancers. And yet, more than 40 percent of all cancer diagnoses can be linked to a preventable cause - nearly half.

National Cancer Prevention Month focuses on the things we can control to lessen our odds of developing cancer. Five of the top recommendations for lessening our risk include:

- Regular exercise
- Maintaining a healthy weight
- Eating healthy foods
- Quitting or never starting smoking
- Limiting alcohol use



Other actions that help to prevent cancer or catch it early include routine checkups, treating or preventing other health conditions, and knowing your risk factors. We can't stop every form of cancer yet, but we do have the tools to decrease our risk factors.

HOW TO OBSERVE #CancerPreventionMonth

Take prevention seriously in February and learn more about lessening your risk factors. We can't do anything about hereditary risks, but there are many steps we can do to better our odds of avoiding a cancer diagnosis. Other ways to participate include:

- Support research into preventative measures.
- Encourage your loved ones to join you on a journey of prevention.
- Speak to your doctor about your risk factors.

Use #CancerPreventionMonth to join the conversation.

NATIONAL CANCER PREVENTION MONTH

For more than a decade, cancer and health organizations have been promoting National Cancer Prevention Month with awareness campaigns. Some of those organizations include:

Sincerely,

Del Norte Healthcare District Board of Directors

Tonya Pearcey, R.N., Michael Young, Kevin Caldwell, M.D., Dave Mason, Shellie Babich, B.S., PA-C.

Resources:

- <https://www.nationaldaycalendar.com/health-awareness/national-cancer-preventions-month-february>
- [Cancer Net](#)
- [Cancer Network](#)
- [American Association for Cancer Research](#)



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

Children's Dental Health Month



NATIONAL CHILDREN'S DENTAL HEALTH MONTH

Each year throughout National Children's Dental Health Month in February, the American Dental Association promotes a different campaign targeting a new dental health goal.

National Children's Dental Health Month brings together dental health professionals, caregivers, parents, and teachers to give children the best start on oral health. From brushing and flossing to healthy snacks and routine dental visits, the month also includes Give Kids A Smile Day on February 6th.

Tips for Brushing

- Don't skip - Making it a habit requires sticking to the schedule. Even when there is a special occasion or if our child is tired, we need to reinforce the importance of brushing.
- Make it fun - Songs that last 2 minutes will help. Reading to your child while they brush may help, too. Even a puppet brushing his teeth can be motivating.
- Learn by example - Children emulate their parents. Brush with your children and they will want to be just like you.
- Trial and error - Try different kinds of toothpaste until you find the one junior likes. Try using the smallest amount he will allow and working your way up to the recommended amount. Even a tiny amount is better than no toothpaste.
- Don't give up - The pain of cavities and lifelong dental issues is more costly and damaging than dealing with these few moments of nagging battles twice a day.



Del Norte

Healthcare
District

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

HOW TO OBSERVE #ChildrensDentalHealthMonth

Celebrate the month with healthy dental habits and healthy teeth!

To find out more about their annual program, visit www.ada.org for campaign resources. Use #ChildrensDentalHealthMonth to share on social media.

NATIONAL CHILDREN'S DENTAL HEALTH MONTH HISTORY

The ADA promotes National Children's Dental Health Month.

Sincerely,

Del Norte Healthcare District Board of Directors

Tonya Pearcey, R.N., Michael Young, Dave Mason, Kevin Caldwell, M.D., Shellie Babich, B.S., PA-C.

RESOURCES

- <https://www.nationaldaycalendar.com/health-awareness/national-childrens-dental-health-month-february>
- <https://www.ada.org/resources/community-initiatives>

RELATED OBSERVANCES

- [National Dental Care Month](#)
- [National Smile Day](#)
- [World Smile Day](#)
- [National Dental Hygiene Month](#)



7B4

February is American Heart Month



NATIONAL HEART MONTH

February focuses on the heart making it National Heart Month. Anyone can be at risk for heart disease. More and more, our sedentary lifestyles are putting us at risk at a younger age. Obesity, high blood pressure, and smoking all increase our risk factors.

Each one of those we can take action to lower our risk. Get moving. Remove stress. And quit smoking. Eat healthier.

Even small changes help make a difference. Reduce the amount of fast food. Eat more greens. Take the stairs. Walk the kids to school. Go outside and play with the kids or walk the dog.

HOW TO OBSERVE #NationalHeartMonth

Talk to your physician about your risk factors. Walking is one of the healthiest and safest activities we can do for ourselves. Learn more at www.cdc.gov and use #NationalHeartMonth to share on social media.

Review these signs for heart disease risk:

1. **High blood pressure.** Millions of people in the United States have high blood pressure, and millions of them are as young as 40 or 50. If you are one of them, talk to your doctor about ways to control it.



Del Norte

Healthcare
District

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2. **High cholesterol, diabetes, and obesity** are all conditions that can increase your risk for heart disease. If you fall into this category, work on eating healthy and getting some physical activity a few times a week.
3. **Smoking cigarettes.** Over 35 million adults in America are smokers, and thousands of young people pick up the habit daily. If you're a smoker, do your best to quit or cut down. It's what's best for your health.

NATIONAL HEART MONTH HISTORY

The [American Heart Association](#) proclaimed February as National Heart Month.

Sincerely,

Del Norte Healthcare District Board of Directors

Tonya Pearcey, R.N., Michael Young, Dave Mason, Kevin Caldwell, M.D., Shellie Babich, B.S., PA-C.

RESOURCES

- <https://www.nationaldaycalendar.com/health-awareness/national-heart-month-february>
- <https://www.heart.org/>
- <https://www.goredforwomen.org/en/get-involved/give/wear-red-and-give>

RELATED OBSERVANCES

- [American Heart Month](#)
- [National Stroke Awareness Month](#)
- [National Sudden Cardiac Arrest Awareness Month](#)
- [World Stroke Day](#)



BILLING REQUEST

City of Crescent City
Finance Department
377 J Street, Crescent City, CA 95531

201

Customer Name: Del Norte Healthcare District	Revenue Account: 001 -480 - ³¹¹⁰ 3735 -00000	Amount: \$1,900.00
Customer Billing Address: 	- - - - - -	\$ \$
		<i>Total Invoice: \$ 1,900.00</i>
Billing Description: 38 Senior monthly passes @ \$50.00 per pass = \$1,900.00 ✓		
Additional Notes: November 2023		

Requesting Department:

Pool

Department Head Signature: _____



Date: _____

*Please attach all supporting documents to this form and submit to the Account Clerk III to process your request.
All invoices will be sent direct to the customer, once processed, unless otherwise noted.



BILLING REQUEST

City of Crescent City
Finance Department
377 J Street, Crescent City, CA 95531

Customer Name: Del Norte Healthcare District	Revenue Account: 001 -480 -3716 -00000	Amount: \$900.00
Customer Billing Address: 	- - -	\$
	- - -	\$
	<i>Total Invoice: \$ 900.00</i>	
Billing Description: 4 Saturday Swims at Rental fee of \$225.00 11/5, 11/12, 11/19, 11/26 2023 with the slide Total= \$900.00		
Additional Notes: November 2023 Attendance: 295		

Requesting Department:

Pool

Department Head Signature: _____



Date: _____

*Please attach all supporting documents to this form and submit to the Account Clerk III to process your request.
All invoices will be sent direct to the customer, once processed, unless otherwise noted.

Secretary Report**January 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 an updated directors list for the board of directors.

I have been working with Terry Krieg to complete the state controllers report and it has been done and submitted. We will be starting on the Audit soon.

Director Babich was sworn in on 1/4/24 by Chair Pearcey and witnessed by me. I have contacted the clerk's office and will be getting the required documents to her.

I have included an updated list of holidays from the state. What we had on file was out of date.

I am still working on getting fencing quotes. The weather has put a damper on things. I have received one to date.

I have been enrolled with Paychex, the new payroll system. It seems to be going ok.

The AC unit in the Dental department has been replaced. Apparently, the workers dropped a tool through the ceiling. That will be repaired soon.

Amira from FRC said the insurance policy was paid. I did receive notification. They have received their funding and are waiting for it to clear their bank account then they will issue us a check.

**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
1st appointed term 08/05/2008 thru 2012
2nd term 2012 - 2016
3rd term 2016 - 2020
4th term 2020 -2024

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

Shellie Babich
350 Schlack Ln.
Crescent City, CA. 95531
(Cell) 707-54-8927
Email: 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
1st appointed term 12/04/2020 thru 2024

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

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

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



State Holidays

2024 Holiday Dates

- Monday, January 1 New Year's Day
- Monday, January 15 Martin Luther King Jr. Day
- Monday, February 19 Presidents' Day
- Monday, April 1 Cesar Chavez Day (Observed)**
- Monday, May 27 Memorial Day
- Thursday, July 4 Independence Day
- Monday, September 2 Labor Day
- Monday, November 11 Veterans Day
- Thursday, November 28 Thanksgiving Day
- Friday, November 29 Day after Thanksgiving
- Wednesday, December 25 Christmas Day

*When a holiday falls on a Saturday, employees shall receive holiday credit.

**When a holiday falls on a Sunday, the holiday is observed on the following Monday. When November 11 falls upon a Saturday, the preceding Friday is observed.

In addition to the holidays listed, excluded employees receive one personal holiday per fiscal year.

To be eligible for a personal holiday (PH), an employee must be: (a) appointed to a class that requires a probationary period; (b) appointed to an exempt position where leave credits are earned; or (c) appointed to a Career Executive Assignment (CEA) position for more than six months. Once eligible employees complete six months of their initial probationary period, they are credited with a personal holiday for the current fiscal year. Thereafter, the personal holiday is credited on July 1 of each year.

In addition to the above state paid holidays, effective January 1, 2024, Senate Bill 461 implements Government Code section 19853.2, which allows excluded employees who earn a PH to convert it to Holiday Credit to observe any holiday or ceremony of the employee's religion, culture, or heritage. PH usage is subject to departmental approval under Government Code section 19854.

Employee Designation: Manager, Supervisor, Confidential, and Excluded

References: Government Code sections 19853, 19853.2, and 19854

9a

Elizabeth Austen
2803 Esther Ln
Grants Pass, OR 97527
707-954-2759

Del Norte Healthcare District
PO Box 2034
Crescent City, CA
PH (707) 464-9494
FAX (707) 465-6424

Invoice Date	Amt to Pay
2/1/24	\$200.00

Description

Website Services

Website Review: Maintenance of links and formatting.
Posting Approved Newsletters to Website.
Additions or Deletions of Items from website per Executive Secretary request.
Adding new Subscribers to Newsletter.

Facebook Marketing

Posting of Approved Items.
Removal of obsolete items per Board directive.

Newsletter Marketing

Inputting of New Subscribers to Newsletter
Composition of Newsletters to be submitted to Board.
Publication of Approved Newsletters

To be submitted to the Board Monthly:

Statistics related to Website:

Site Submissions
Facebook Followers
Facebook Submissions
Total Number of Likes to new Submissions
New Subscribers to Newsletter
Total Subscribers to Newsletter
Total number of Newsletters published for the month
Any public comments to the Website
Any action, we the Board need to address

*Following each meeting, the Executive Secretary will send to Elizabeth all approved submissions and or changes to the website. Monthly, Elizabeth will inform the Executive Secretary if anything other than those listed needs to be addressed.