Del Norte Healthcare District Board of Directors Meeting

Agendized Board Packet

Tuesday, September 27, 2022

August/September 2022 8/18/2022 — 9/21/2022

<u>Date</u>	<u>Name</u>	Description	<u>Ck#</u>	Amount
8/22	Pacific Power	7/11/22-8/10/22	10265	1937.23
8/29	Chris Vaughan	Back Flow Repair	r 10266	175.00
8/29	Frontier	Elevator Line	10267	66.05
8/29	Medicare Reim	. 4 th Quarter	10268	510.30
8/29	Medicare Reim	1000	10269	460.30
8/31	Doris Hendrick	s August Payroll	10270	1380.52
8/31	DDR	Brush Clearing	10271	9632.40
9/8	Charter	8/30/22-9/29/22	10272	169.97
9/8	CBH	Inv. 6778	10273	95.00
9/8	Tri Counties	Credit Card	10274	862.98
	Con	stant Contact 9	00.00	
	CSD	OA 6	600.00	
	Ado	be 1	4.99	
	AVO	G 9	7.99	
	Post	age 6	60.00	
9/8	DNOS	Inv. 662417/6624	18 10275	74.16
9/8	Wen-Cor	Inv. 20220494	10276	300.00
9/13	McMillan	Grounds Keeping	10277	930.00
9/21	CCWD	Garden	10278	172.85
9/21	CCWD	8/9/22-9/7/22	10279	1247.07
9/21	City of CC	Sat. Swim for Au	g. 10280	900.00
9/21	City of CC	July lessons	10281	4754.00
9/21	Pacific Power	8/10/22-9/9/22	10282	1886.56
9/21	County Clerk	2022 Election	10283	360.00
9/21	Open Door	Camera Installation	on 10284	4275.00

46

Del Norte Healthcare District Financial Report August 31, 2022

ACCOUNT	August 1, 2022	September 30, 2021	
	Bk./Inv. Acct. Bal.	Note Payable	Bk./Inv. Acct. Bal.
LAIF (Investment Account)	2,283,592.96		2,283,592.96
Tri Counties- Bus. Cking. Acct.	72,265.44		69,543.14
Tri Counties - Money Mkt. (holding) Acct.	106,467.18		106,468.04
Tri Counties- W.C. USDA Auto Pay	20,044.50		20,044.68
TOTAL BK./INV. ACCT BALANCES	2,482,370.08	0.00	2,479,648.82

BUDGET CATEGORY			
INCOME	Anticipated Income	Income Received To Date	Remaining/(Surplus) Anticipated Income
Interest LAIF & bank Accts	9,600.00	3,938.88	5,661.12
Tax Receipts	655,000.00	71,275.50	583,724.50
Rent (Open Door \$ 10250.00)	123,000.00	20,500.00	
DHHS Lease (\$6800.00)	81,600.00	13,600.00	
Utility Reimbursement 80%	54,400.00	5,573.89	48,826.11
Insurance Reimbursement Pers-D/V/RX	19,000.00	4,257.38	14,742.62
Miscellaneous Income	1,000.00	0.00	1,000.00
Sub-Total	943,600.00	119,145.65	824,454.35
TOTAL AVAILABLE RESOURCES	943,600.00	119,145.65	824,454.35

EXPENDITURES	Annual Budget	Paid to Date	Budget Amt. Available
Personnel Expenses			
Payroll	17,000.00	2,650.56	
General Benefits/SSI/EDD/WC	5,000.00	663.47	4,336.53
Cal Pers	60,000.00	6,890.52	
Dental, Vision, RX	21,000.00	2,985.00	
Past Board Health Benefits	22,400.00	2,344.81	20,055.19
TOTAL PERSONNEL EXPENSES	125,400.00	15,534.36	109,865.64
Operating Expenses			
Pacific Power	27,000.00	3,903.38	23,096.62
Blue Star Gas	27,000.00	0.00	
Crescent City W & S	14,000.00		10,381.65
Telephone & Internet	4,000.00	517.04	
Office Supplies and Expenses	2,000.00	280.88	
Training & Education	2,500.00	0.00	
TOTAL UTILITIES AND OFFICE EXPENSE	76,500.00	8,319.65	68,180.35

DEL NORTE HEALTHCARE DISTRICT MONTHLY FINANCIAL REPORT, PAGE 2 August 31, 2022

Budget Category	Annual Budget	Paid to Date	Budget Amt. Available
Professional Services Expense			0
Legal	10,000.00	0.00	10,000.00
Accounting	18,000.00	65.00	17,935.00
Election Expense	10,000.00	0.00	10,000.00
Mental Health Facilatator	20,000.00	0.00	20,000.00
Other Professional Expenses	0.00	0.00	0.00
Insurance	17,000.00	16,393.00	607.00
TOTAL PROFESSIONAL EXPENSE	75,000.00	16,458.00	58,542.00
Building Maintenance	75,000.00	10,150.00	20,212100
Materials & Supplies	10,000.00	0.00	10,000.00
Grounds Keeping	13,000.00	2,060.00	10,940.00
Land Clearing	15,000.00	9,632.40	5,367.60
Maintenance Services	15,000.00	550.00	14,450.00
TOTAL BUILDING MAINTENANCE	53,000.00	12,242.40	40,757.60
Contributions	55,000.00	12,242.40	40,737.00
High School Scholarship (\$500.00 x 4)	2,000.00	0.00	2,000.00
Childcare Scholarship	5,000.00	0.00	5,000.00
CR Nursing Scholarship	10,000.00	0.00	10,000.00
Grad Night Safety Program	500.00	0.00	500.00
Sharps Containers	600.00	0.00	600.00
Swim Lessons	50,000.00	0.00	50,000.00
	16,400.00	0.00	16,400.00
Food HUB Operations	5,000.00	0.00	5,000.00
Swim Camp	, ,	0.00	25,000.00
Non-Emergency Transport	25,000.00 57,000.00	0.00	57,000.00
Gateway Education		0.00	12,000.00
Senior Swim Passes	12,000.00 11,700.00	0.00	11,/00.00
Public Swim Project		0.00	195,200.00
TOTAL CONTRIBUTIONS	195,200.00	0.00	195,200.00
TOTAL OPERATING EXPENSES	525,100.00	52,554.41	472,545.59
		2.11. 2	B 1 (4 (11)
CAPITAL EXPENSES	Annual Budget	Paid to Date	Budget Amt. Available
Fixed Assets Building Repairs (DHHS)	0.00 20,000.00	0.00 0.00	0.00 20,000.00
TOTAL CAPITAL EXPENSES	20,000.00	0.00	20,000.00
TOTAL CATTIAL EATENSES	20,000.00	0.00	20,000.00
TOTAL OPERATING & CAPITAL EXPENSES	545,100.00	52,554.41	492,545.59
CONTINGENCY FUND	20,000.00	0.00	20,000.00
TOTAL OPERATING EXPENDITURES	565,100.00	52,554.41	512,545.59
TOTAL ANTICIPATED INCOME	943,600.00		
MINUS TOTAL OPERATING EXPENDITURES	565,100.00		
SURPLUS	378,500.00	Т	
BUIN LUB	370,300.00		

RESOLUTIONNO. 2021-1

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DEL NORTE HEALTHCARE DISTRICT PROCLAIMINA A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVENOR NEWSOM ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF DEL NORTE HEALTHCARE DISTRICT FOR THE PERIOD SUCCESSIVE 30-DAY PERIODS PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, the Del Norte Healthcare District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors: and

WHEREAS, all meetings of the Del Norte Healthcare District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950-54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953 (e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with re requirements of Government Code section 54953 (b) (3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558: and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, in Executive Order N-29-20 the Governor of the State of California declared a state of emergency to exist as a result of the threat of COVID-19; and

WHEREAS, said order suspended provisions of certain provisions of the Brown Act relating to teleconference meetings and creating the ability for virtual meetings to keep the public and other public officials safer from exposure to the pandemic; and

WHEREAS, that suspension expires on September 30, 2021; and

WHEREAS, Assembly Bill 361 was passed into law permitting the extension of virtual meetings so long as the state of emergency exists and is reviewed every thirty days by the Board of Directors; and

WHEREAS, the delta variant of COVID-19 has resulted in Del Norte County being listed as one of the top thirty counties in the United States in prevalence of COVID-19 amongst the local population and, accordingly, social distancing and masking is required for attendees' health and safety to mitigate the imminent risk of COVID-19 being transmissible during public, in-person meetings of the Del Norte Healthcare District; and

WHEREAS, virtual meetings further mitigate the public's health and safety while still providing the opportunity for public input on the people's business; and

WHEREAS, the Board of Directors does hereby find that prevalence of COVID-19 amongst the local population and, accordingly, social distancing and masking is required for attendees health and safety to mitigate the imminent risk of COVID-19 being transmissible during public, in-person meetings of the Del Norte Healthcare District has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, healthcare providers and local hospitals, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California as

well as the March 24, 2020 County Health Officers' Declaration of Emergency; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the governing body of the Del Norte Healthcare District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision € of section 54953, and that such legislative bodies shall comply with the requirement to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, meetings are posted on the district's website providing the necessary information for the public to virtually provide input to the governing body on the people's business.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE DEL NORTE HEALTHCARE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. <u>Recitals</u>. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. <u>Proclamation of Local Emergency</u>. The Board hereby proclaims that a local emergency now exists throughout the District, and prevalence of COVID-19 amongst the local population and, and accordingly, social distancing and masking is required for attendees health and safety to mitigate the imminent risk of COVID-19 being transmissible during public, in-person meetings of the Del Norte Healthcare District has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, healthcare providers and local hospitals.

Section 3. <u>Ratification of Governor's Proclamation of a State of Emergency</u>. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2021.

Section 4. <u>Remote Teleconference Meetings</u>. The staff and legislative bodies of Del Norte Healthcare District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including,

conducting open and public meetings in accordance with Government Code section 54953 € and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from adoption of resolution, and 30 days from each successive affirmation that the state of emergency continues to exist or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953 (e)(3) to extend the time during which the governing body of the Del Norte Healthcare District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of the Del Norte Healthcare District, this 28th day of September, 2021, by the following vote:

AYES:4

NOES: 0

ABSENT: 1

ABSTAIN:

Kevin Caldwell M.D., Chair of the Board

Attest:

Elizabeth Austen, Secretary

Minutes of Regular Board Meeting Del Norte Healthcare District August 23, 2022, 6:30 PM

1. CALL TO ORDER: Meeting commenced at 6:30 p.m. in person and zoom

2. ROLL CALL:

Present: Directors Santillan, Pearcey, Austen and Young.

Absent: Chair Caldwell.

Director Austen made a motion to excuse Chair Caldwell from the meeting. Director Pearcey seconded the motion.

Motion passed 4 - 0.

3. PUBLIC COMMENT: None

4. CONSENT CALENDAR:

- Approval of bills paid.
- b. Approval of financial report for July 2022.
- c. Resolution 2021-1: Pursuant to AB 361 is hereby renewed, considered and that the pandemic remains, will be considered for an additional 30 days.

Director Pearcey made a motion to approve the consent calendar as submitted. Director Santillan seconded the motion.

Motion passed 4 - 0

5. REVIEW/POSSIBLE REVISION AND APPROVAL OF THE MINUTES FROM THE JULY 26, 2022, MEETING.

Director Pearcey made a motion to approve the minutes as submitted. Director Austen seconded the motion.

Motion passed 4 - 0

6. **COMMUNICATIONS:**

 Open Door: Hilda Contreras: Open Door has hired a new N.P. and a provider that will split pediatrics and family practice. We have on Dentist. We are doing outreach clinics every other Sunday for 4 hours for those that can't make it to the clinic. The clinic is in real need of Doctors.

7. **COMMITTEE REPORTS:**

- A. BUDGET/FINANCE COMMITTEE: (Director Young and Chair Caldwell)
- **B. COMMUNITY OUTREACH COMMITTEE**: (Directors Austen and Pearcey).
 - September Facebook Posts (Director Austen)
 - 2. Childhood Cancer Awareness Month (Director Pearcey)
 - 3. National Childhood Obesity Awareness month (Director Pearcey)
 - 4. World Alzheimer's Day (Director Pearcey)
 - 5. World Suicide Prevention day (Director Pearcey)

Director Austen made a motion to approve all four newsletters and the September facebook posts along with a "what we can do" section to the childhood cancer awareness newsletter.

Motion was seconded by Director Santillan.

Motion passed 4 - 0.

C. HEALTHCARE EXPANTION:

1. Mental Health Update: See attached email. (Director Austen)

Director Austen waiting to hear back from Shian Hogan from the County of Del Norte.

D. HEALTH PROMOTION:

1. Swimming Lessons (Director Young)

Pool is open and lessons are being offered again. The senior pass program starts in September. There was a request from the City to consider funding private lessons for children with special needs. This item is to be agendized for the September meeting.

2. Outdoor Activity Update: (Director Santillan).

Director Santillan: Ron Cole from Gateway was unable to attend the meeting due to being in the middle of a program.

8. REPORT OF EXECUTIVE SECRETARY: As Reported

There was a brief discussion regarding the request for a conflict of interest code. Dohn Henion to work on as requested by Vice-Chair Young.

There was a question to the Executive Secretary regarding a previous letter that was sent to the Board of Supervisors. The letter was sent to the Board Clerk and there had not been any response to date. Vice-Chair Young asked that Doris contact the Board Clerk regarding the status of the letter.

9. UNFINISHED BUSINESS:

a. Discussion/Possible action on radio ad/TV commercial.

To agendize for September meeting.

- 10. NEW BUSINESS:
- 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: Nothing to report currently.
- **15. ADJOURNMENT:** Meeting Adjourned at 7:05 PM

Minutes prepared and submitted by:	Minutes approved by:	
Doris Hendricks, Executive Secretary	Elizabeth Austen, Secretary	



DEL NORTE HEALTHCARE DISTRICT

7A1

P.O. BOX 2034, 550 East Washington Blvd., Ste 400, Crescent City, CA PH (707) 464-9494 FAX (707) 465-6424

REQUEST FOR PROPOSAL TO PROVIDE PROFESSIONAL ACCOUNTING SERVICES

The Del Norte Healthcare District is seeking professional accounting services to update and improve its financial accounting system. These improvements are in response to matters included in the Management Letter accompanying the audit of the 2020-2021 financial records for the District. A copy of that Management Letter, with District responses, is attached. The matters included in the Management Letter include, but not limited to, development of a new accounting system to comply with the latest GASB requirements and recommendations. If after a review of the Management Letter, if your firm intends to submit a Proposal, an electronic copy of the entire 2020-2021 audit will be provided upon request.

Questions regarding this Request for Proposals shall be submitted in writing via email (dnhcd@delnortehealth.com) no later than 5:00pm September 2, 2022. A written email response will be provided to all persons requesting a copy of questions and responses by September 9, 2022.

As a minimum, Proposals shall include:

- 1. Information as to the qualifications and experience of the person(s) that will be responsible for the services provided,
- 2. References of organizations for which similar services have been provided,
- 3. Estimated schedule to provide the services,
- 4. Estimated cost to provide the services (this shall be provided in a separate sealed envelope to be opened during contract negotiations).

The Proposals to provide these services must be submitted by September 16, 2022. Seven hard copies and one electronic file (pdf) shall be submitted. Acceptance and review of the Proposals will follow the following schedule:

Submit Questions	September 2, 2022
Response to Questions	September 9, 2022
Submit Proposal	September 16, 2022
Select firms to interview	September 27, 2022
Interviews	October 10-14, 2022
Select Firm & negotiate contract	October 25, 2022
Complete work	To be determined

Proposals shall be submitted in a sealed envelope marked "Accounting Services Proposal for Del Norte Healthcare District" to:

Del Norte Healthcare District 550 East Washington Blvd, Suite 400 Crescent City, CA 95531 Response to Request for
Proposal to provide
professional accounting
services for the

Del Norte Healthcare District

September 7, 2022





A Full-Service Professional Firm Providing

A Full-Service Professional Firm Providing
Integrated Solutions to Your Accounting and
Technology Needs

September 7, 2022

Del Norte Healthcare District P.O. Box 2034 Crescent City, CA 95531

Dear Board Members:

Please consider this Cholwell, Benz & Hartwick, Accountants and Consultants (CBH) proposal to provide the Del Norte Healthcare District (DNHCD) with professional accounting services and consulting on improving its financial accounting system in response to management letter from the prior fiscal year audit. This proposal is presented by Matthew Wakefield, CPA of Cholwell, Benz & Hartwick, Accountants and Consultants, a Certified Public Accounting firm located in Crescent City, California and Brookings, Oregon. Cholwell, Benz & Hartwick is a partnership whose partners are Kevin D. Harwick, CPA, Matthew Wakefield, CPA and Clar T. Byers III, CPA.

Thank you for this opportunity. Should you have any questions regarding this proposal, they can be directed to:

Matthew Wakefield, C.P.A.

(707) 464-9591 (707) 464-9593 (Fax)

1225 Marshall Street, Suite 2, Crescent City, CA 95531 mwakefield@cbh1.com

Sincerely,

Matthew Wakefield, C.P.A.

Partner

1 COMPANY OVERVIEW:

The firm of Cholwell, Benz & Hartwick (CBH) is pleased to offer our proposal for accounting and reporting services to the Del Norte Healthcare District in response to the management letter from the prior fiscal year audit. CBH is owned by three partners and is classified as a general partnership. The address of our firm is 1225 Marshall Street, Suite 2, Crescent City, California 95531. Our website is www.cbh1.com, and you can reach the proposed project manager Matt Wakefield at mwakefield@cbh1.com.

1.1.1 Professionalism

Our firm is one of the leading firms in the area. By combining the expertise and experience of our partners and staff, each client receives close personal and professional attention. Our high standards, service, and specialized staff make sure that every client is served by the expertise of our whole firm.

Our firm provides outstanding service to our clients because of our dedication to the three underlying principles of professionalism, responsiveness, and quality.

1.1.2 Responsiveness

Individuals, large and small businesses, and other government agencies who choose our firm rely on competent advice and fast, accurate personnel. We get new business from the people who know us best, therefore, client referrals continue to fuel our growth.

Through hard work, we have earned the respect of the business and financial communities. This respect illustrates our diverse talents, dedication, and ability to respond quickly.

1.1.3 Quality

Our firm's reputation reflects the high standards we demand of ourselves. Our high service quality and client testimonials are the result of our commitment to excellence. We will answer all of your questions that may impact your financial situations.

We also feel it is extremely important to continually educate ourselves to improve our technical expertise, financial knowledge, and service to our clients.

2 KEY PERSONNEL AND JOB PLANNING:

A. Kevin D. Hartwick, C.P.A. (California CPA license number – 49264E)

Kevin, a Crescent City native, graduated from Del Norte High School in 1979 and next received his Bachelor's degree with honors/cum laude from California State University at Chico. He attended Masters in Taxation classes at Golden Gate University and is a licensed CPA in California and Oregon. He is a past Senior Tax Consultant at Price Waterhouse in Sacramento, CA. He returned to Crescent City in 1987 where he joined a local accounting firm and soon established himself as a community leader. In 1989, Kevin successfully negotiated the merger with another nearby accounting firm in Brookings, OR when he then became the managing partner of CBH. Kevin has been a partner at CBH since 1989. A small sampling of Kevin's business and professional experience includes Board of Director and member of the loan and audit committees for North Valley Bancorp and Six Rivers National Bank; Board of Governors, Northcoast Regional Land Trust; Governor appointed Director, 41st Agricultural Fair District; Founding Chairman and Board of Directors Member of the Wild Rivers Community Foundation; Three year past Co-Chair of the Chamber of Commerce Economic Development Committee and coauthored the Del Norte 20/20 plan. He has also worked as the Del Norte County Liaison to California State Senator/U.S. Congressman Mike Thompson and was appointed by Del Norte County Board of Supervisors Goals Committee and Tri-Agency Economic Development Authority of the Council of Economic Advisors.

B. Matthew Wakefield, C.P.A. (California CPA license number – 124513)

Matt was born and raised in Crescent City and graduated from Del Norte High School in 2008. After graduating from high school, Matt attended California State University-Chico, where he graduated in 2012 with a Bachelor's Degree in Accounting. After graduation, he returned to Crescent City and began working for CBH in January of 2013 and became a partner in January of 2022. Since beginning his CPA career, he has been an active member in the Crescent City Rotary Club and is the past treasurer for the CCDN Chamber of Commerce.

C. Clar T. Byers III, C.P.A. (California CPA license number - 63803)

Clar has lived in the Crescent City area since 1974. He graduated from Del Norte High School in 1980, and then attended California State University, Humboldt where he received a Bachelor of Science Degree in Business Administration. Clar is a licensed CPA in California and Oregon and joined the firm in 1990 and became a partner of CBH in 1996.

3 RELEVANT EXPERIENCE AND CAPABILITIES:

3.1.1 Del Norte Local Transportation Commission

The firm of Cholwell, Benz & Hartwick has served DNLTC for nine years as its outside accounting and advisory firm. CBH performs all day to day accounting, general ledger management, cash controls and financial reporting for DNLTC. CBH maintains budget and internal control policies that are hard to achieve in smaller organizations. CBH also provides support that allows for the performance of DNLTC's annual independent audits and preparation of required SCO reporting.

Client contact --- Tamera Leighton - (707) 465-3878

Executive Director

3.1.2 Crescent City/Del Norte Chamber of Commerce (Chamber)

The firm of Cholwell, Benz & Hartwick has served as accountants for the Chamber for over twenty years and continues today. In that capacity the firm has managed all day to day accounting, general ledger management, cash controls and financial reporting for the Chamber. The Chamber relies on CBH for accurate budget controls as well as providing a level of internal controls to the members' accounting records. Because of this close working relationship, CBH has provided outside partners with current and credible financial information that has allowed the outside partners to continue their relationship with the Chamber.

Client Contact--Cindy Vosburg – (707) 464-3174

Chamber Director

3.1.3 Smith River Community Service District (SRCSD)

The firm of Cholwell, Benz & Hartwick has served as accountants for SRCSD for over five years and continues today. In that capacity the firm has managed SRCSD's receipts and disbursements, payroll, general ledger management, and financial reporting. The SRCSD relies on CBH for accurate budget controls as well as providing a level of internal controls to the District's accounting system. Through this close relationship, CBH provides the needed support that allows for the performance of SRCSD's annual independent audits and preparation of annual reports required to be sent to the California State Controller's Office.

Client Contact - Jeff Beard - (707) 487-5381

General Manager

4 SCOPE OF SERVICES:

4.1 ACCOUNTING AND REPORTING

On a monthly basis, CBH will perform the following services from information provided by DNHCD:

A. General Accounting:

- 1. Post cash receipts and cash disbursements
- 2. Reconcile bank accounts
- 3. Generate a general ledger
- 4. Generate a trial balance

B. Payroll Services:

1. Prepare semi-monthly payroll and all required filings as currently happening.

C. Unaudited Financial Reports:

- 1. Quarterly Balance Sheet
- 2. Quarterly Statement of Revenue and Expenditures and Change in Fund Balance
- 3. Quarterly Statement of Revenue and Expenditures Budget to Actual

D. Annual Financial Reports:

- 1. Annual report to California State Controller's Office (SCO)
- 2. Additional assistance and reporting as requested for the annual financial audit.

E. Advisory Services:

CBH will perform Advisory Services on an as needed basis for the district.
 This includes evaluating current account processes and making recommendations to conform with Generally Accepted Accounting Principles.

5 SCHEDULE OF SERVICES:

All services will begin the month following the signing of our engagement letter.

General accounting per the above scope of services will be completed by the 15th of the month following the close of the accounting period.

Quarterly financial reports per the above scope of services, will be issued after general accounting is performed by the 15th of the month following the close of the accounting period.

Annual financial reports, CBH will prepare the State Controllers Report and will coordinate with outside auditors to facilitate the independent audit process. Our work should be completed by September 15th of the year following the close of the previous fiscal year.



Del Norte Healthcare District Technical Proposal to Provide Accounting Services

Submitted by:



7677 Oakport Street, Suite 460
Oakland, CA 94621
Phone: (510) 452-5051 Fax: (510) 452-3432

September 12, 2022

Contact Person

Managing Partner: Sanwar Harshwal, CPA

Cell Phone: (858) 784-1622

Federal Employer ID Number: 27-0741376/License No.:PAR7299

Email - sanwar@harshwal.com Website: www.harshwal.com



TABLE OF CONTENTS

1.	TITLE PAGE	
2.	TABLE OF CONTENTS	.01
3.	LETTER OF TRANSMITTAL	.02
4.	FIRM QUALIFICATIONS AND EXPERIENCE	.04
5.	FIRM'S TECHNICAL EXPERIENCE.	.09
6.	REFERENCES	.10
7.	STAFF QUALIFICATIONS AND EXPERIENCE	.12
8.	ACCOUNTING APPROACH	.17





September 12, 2022

Del Norte Healthcare District ATTN: Doris Hendricks, Executive Secretary 550 East Washington Blvd, Suite 400 Crescent City, CA 95531

Dear Doris Hendricks and Evaluation Committee Members,

The partners and staff at Harshwal & Company, LLP are pleased to present our proposal to provide accounting services. Our firm has experienced continuous growth and success as we meet and exceed client expectations. Our overall goal is to provide responsive and innovative services of the highest quality to our clients.

We understand that the Del Norte Healthcare District (referred to later in this proposal as the "District") requires a timely accounting service; we are committed to meeting all terms, conditions and requirements addressed in this request for proposal. With our experience and knowledge, we fully understand the requirements and your expectations for the services to be provided.

We believe our firm is the best qualified to perform this engagement because our accounting services are best performed by utilizing specialized resources and technical proficiency. Our expertise in consulting, accounting and auditing combined with our vast access to resources allows us to solve challenges encountered during the engagement. Our highly trained engagement team will maintain a knowledgeable, yet, non-intrusive, approach to accounting to deliver work that is of exceptional quality that requires minimal disruptions of District's on-going operations.

Ability to Perform the Work within Provided Time Frame:

Harshwal & Company, LLP is benchmarked for providing the work within the time frame requested. Our team is committed to completing the audit on time, as they are fully equipped with contemporary technology, which will add value to a successful and timely delivery of the audit. We are responsive and solution oriented; providing quick responses on matters that require immediate attention, hence enhancing the quality of our audit. We focus on staff continuity, which enables us to develop and maintain an in-depth understanding of your operations, management style and operating practices, which ultimately allows us to offer you experienced resources, value-added services, specialization and overall better personal service, which again unequivocally results in a timely submission of the audit report.

Why Harshwal & Company, LLP:

- Extensive partner involvement on each engagement
- Consistent and experienced staff
- Timeliness of communications
- Proactive approach in addressing complex issues early in the engagement
- Availability to clients as a specialized resource
- Professionalism with understanding



Client Confidentiality and Security

- At Harshwal & Company, LLP, we are committed to safeguarding client information. Maintaining trust is one of the core values of our firm. Since your privacy is a priority to us, we will not share nonpublic information about you with third parties without your consent.
- In order to facilitate a highly secure method for exchanging electronic files between our firm and our clients, we have implemented a secure, trackable method for sharing large files via a hosted website called *Suralink*.
- All laptops of our audit and tax professionals are encrypted to protect our clients' information.

Our Managing Partner, Mr. Sanwar Harshwal, is authorized to represent the firm and he is the authorized person to contractually obligate the firm, to negotiate the contract on behalf of the firm and to be contacted for clarifications. He can be reached at 11405 W. Bernardo Ct., Suite A, San Diego CA 92127; Phone No. (858) 784-1622, Fax No. (858) 964-3754 or via an email at sanwar@harshwal.com.

Harshwal & Company, LLP is a small business enterprise that is SBA 8(a) certified, GSA vendor and a 100% minority owned CPA firm.

We thank you for your consideration and hope that you will provide us with the opportunity to serve your esteemed organization with our services.

Sincerely,

Harshwal & Company, LLP Certified Public Accountants

Sanwar Harshwal, CPA, CIA, CISA, CFE

Managing Partner

Samuertastul



FIRM QUALIFICATIONS AND EXPERIENCE

Harshwal & Company, LLP was founded twelve years ago and is a locally established firm of CPAs, offering accounting, auditing, management consulting, IT services and other specialized services to various clients. Our client base consists of special districts, tribes and tribal governments, not-for-profit organizations, state and local governments, special districts, and housing authorities throughout the United States. Our commitment to our clients has provided our firm with continued growth and success at developing and maintaining strong professional relationships.

The members of the firm have accumulated over four decades of experience in public auditing and accounting; primarily with international certified public auditing firms while employed in high-level supervisory positions. Individually, the partners and management staff are recognized in their respective areas for leadership roles by taking part in promoting the highest of standards of the auditing profession and producing the highest quality services.

Staff Structure:

Accounting Team	Manpower
Managing Partner	01
Accounting Manager	02
Additional Partners	02
Operations Manager	01
CPAs and Senior Staff	07
Additional Staff	07
Total	20

Services Provided by the Firm

Harshwal & Company, LLP is a full-service professional firm, providing comprehensive services commonly associated with larger firms. The firm is divided into the following departments and provides the following services:

- Accounting Department: Provides consulting services in setting up businesses and establishing accounting systems, books and records; assistance in maintaining business records; and preparing financial statements.
- Audit Department: Provides audit services to commercial, governmental and non-profit organizations with a special emphasis on compliance audits in education, health and housing industries.
- Tax Department: Provides a wide range of tax preparation, tax planning and consulting for corporations, partnerships and individuals.
- Management Advisory Services: Our technical knowledge, training and business experience enable us to provide a broad range of management advisory services, which includes the following:
 - > Designing and assisting in the installation of accounting systems to fit the requirements of a particular business.





- Analyze existing accounting systems and recommend ways to improve controls and efficiency.
- Assessment, installation and modification of computer hardware and software systems.
- Consulting in management information systems.
- ➤ Providing consultation about the use of management information systems for planning and control and the application of accounting and other controls.

Terminations

Harshwal & Company, LLP, has never been terminated, held in default, or failed to complete any work. We have always been a hallmark for the quality of our consulting work. We are committed to providing high-quality service without compromising any required deadlines you may have. We have never been debarred or suspended, and none of our firm's contracts have ever been rejected for substandard audits.

License to Practice in California

The firm and all key professional staff are licensed by the State of California to practice as Certified Public Accountants, and meet the Continuing Professional Education requirements under U.S. GAO's Government Auditing Standards to perform the proposed audits.

California State Board of Accountancy Number - PAR7299 Federal Identification Number - 27-0761374



CERTIFIED PUBLIC

REGISTRATION PAR 7299 RECEIPT NO. 12492026 Spowal Continue

CALIFORNIA BOARD OF ACCOUNTANCY
2450 VENTURE CAKS WAY/SUITE 500.
SACRAMENTO, CA 95833'
TELEPHONE: (916) 263-3680
FACSIMILE: (916) 263-3672
PARTNERSHIP

VALID UNTIL OCTOBER 31, 2023

In accordance with the provisions of Chapter 1, Division 3 of the Business and Professions Code, the firm named hereon

is duly registered and entitled to practice

as a Partnership.

HARSHWAL & COMPANY LLP 16870 W BERNARDO DRIVE STE 250 SAN DIEGO CA 92127

09/07/21

--- POST IN PUBLIC VIEW -----

WABPAR 04/12/17

Equal Opportunity Employer

Harshwal & Company, LLP is an equal employment opportunity employer and is in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all applicable federal and state laws and regulations relating to equality. We prohibit discrimination of qualified persons based on race, religion, color, sex, age, national origin, disability, sexual orientation, military status, or any other characteristic protected by applicable federal, state, or local law.





Independence

We are independent of the Del Norte Healthcare District as defined by generally accepted auditing standards, issued by the U.S. General Accounting Office's Government Auditing Standards. Before accepting any new engagement, we conduct a thorough check to ensure that there are no conflicts of interest or independence issues. This procedure is in compliance with the independence requirements of all regulatory agencies and, specifically, in compliance with the Standard for Audit of Governmental Organizations, Programs, and Activity Functions, as published by the U.S. General Accounting Office (GAO). We will continue to evaluate our independence as your external auditors and will give the District written notice of any professional relationships involving the District and its component unit, if entered into, during the period of the audit contract.

Disciplinary Action or Pending Litigation

Harshwal & Company, LLP's emphasis on quality has rewarded the firm with an excellent track record regarding claims related to professional services. Harshwal & Company, LLP has an impressive history, free of litigation, penalties and debt. Harshwal & Company, LLP has never been debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs or from receiving federal contracts, subcontracts or financial or nonfinancial assistance or benefits, under Executive Order 12549, "Debarment and Suspension" (24 CRT 85.35) or other federal laws, statutes, codes, ordinances, regulations or rules, at any time during the term of the agreement.

Insurance Requirements

We will maintain such insurance coverage during the period of the engagement. Harshwal & Company, LLP maintains the following insurance:

- 1) Professional liability for \$2,000,000 per claim and \$4,000,000 aggregate. The carrier is Great Divide Insurance Company.
- 2) Commercial general liability and property damage for \$2,000,000 per occurrence and \$4,000,000 aggregate. The carrier is Hartford.
- 3) Automobile liability for \$2,000,000. The carrier is Hartford.
- 4) Workers' compensation (statutory amounts and limits) insurance carrier is Hartford. The limit of the liability is \$1,000,000.

Firm's Most Recent Peer Review

Harshwal & Company, LLP is a member of the Governmental Audit Quality Center (GAQC) and Employee Benefit Plan Audit Quality Center (EBPAQC) of the American Institute of Certified Public Accountants (the AICPA) and the Center for Audit Quality, an affiliate of the AICPA. A key requirement for membership in these groups is to have our systems of quality control reviewed by another CPA firm once every three years. Our most recent peer review was completed in 2020, and we received a passing peer review rating.







www.CoughlanNapaCPACo.com Company@CoughlanNapaCPACo.com

Report on the Firm's System of Quality Control

November 25, 2020

To Harshwal & Company LLP and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Harshwal & Company LLP (the firm) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

190 Camino Oruga, Suite 1 • Napa, CA 94558 • telephone: 707.255.0677 • fax: 707.255.0687 Member: American Institute of CPAs • California, Hawaii, & Oregon Societies of CPAs





Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Harshwal & Company LLP in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Harshwal & Company LLP has received a peer review rating of pass.

Coughlan Napa CPA Company, Inc.

Coughlan Napa CPA Company, Inc.





FIRM'S TECHNICAL EXPERIENCE

Describe the firm's experience with Financial Software

Harshwal & Company, LLP has extensive experience working with the Quickbooks software. We have a well-qualified team that has experience working on QuickBooks for the past several decades. Harshwal & Company, LLP is currently providing accounting services to numerous other tribes and tribal governments that also use QuickBooks. These accounting services we are currently providing to other tribes and tribal governments are very similar to the accounting services that District is seeking from qualified CPA firms. Our accounting knowledge and working experience with QuickBooks and tribal housing authorities will make the services you desire an easy and seamless transition, making it convenient and hassle-free.

We have been providing bookkeeping and accounting services to numerous governmental clients. We use the latest technical tools such as Serenic, ABILA MIP, MICROIX, HDS Software, Accufund, Infinite Vision, JD Edwards, Xero, Peachtree and QuickBooks for the most effective and efficient accounting and consulting services for our clients. With the help of such software and our qualified, diversified and experienced staff, we have been providing accounting services, which includes reconciliation, budget entry, recording and passing JEs, preparing the trial balance, filing online federal financial reports, etc. Our staff is familiar with the ADP reporting tool.

List of our prior and present accounting clients:

- ⇒ Chemehuevi Indian Tribe
- ⇒ Navajo Technical University
- ⇒ Bridgeport Indian Colony
- ⇒ Bridgeport Colony Development Corporation
- ⇒ Southwestern Indian Polytechnic Institute
- ⇒ Voices of Recovery San Mateo County
- ⇒ Acreage Holding Inc.
- ⇒ Qualla Housing Authority
- ⇒ Mesa Grande Housing Authority
- ⇒ Alameda County Auditor-Controller Agency
- ⇒ Fasttrack Airport Parking Inc.
- ⇒ Young Scholars LLC
- ⇒ Bayside Auto Gass
- ⇒ Billu LLC
- ⇒ MKS Builders Inc.
- ⇒ New Ray Insurance Brokers
- ⇒ White Mountain Apache Tribe
- ⇒ Santa Clara Valley Habitat
- ⇒ Bill Bains, CPA
- ⇒ Leupp Schools Inc.

- ⇒ Shinnecock Indian Nation
- ⇒ Bureau of Indian Affairs
- ⇒ Northern Cheyenne Tribe
- ⇒ Mesa Grande Band of Diegueno Mission Indians
- ⇒ Mesa Grande Band of Diegueno Mission Indians
- ⇒ Friendly Cabs Inc.
- ⇒ Tamaya Housing Incorporated
- ⇒ Nambe Pueblo Housing Entity
- ⇒ Curry Leaf Indian Restaurant LLC
- ⇒ DODG Corporation
- ⇒ Dilcon Community School
- ⇒ Brazilian Waxing Boutique
- ⇒ Das and Brouillette Management Company, LLC
- ⇒ Loyas Tires
- ⇒ Luna Community College
- ⇒ Cibecue Community School-
- ⇒ White Mountain Apache Housing Authority
- ⇒ Gila Crossing Community School
- ⇒ Second Mesa Day School
- ⇒ Dishchii'bikoh Community School





REFERENCES

We encourage you to contact the references listed below to inquire about the quality of our services, their overall satisfaction, the effectiveness of our accounting and auditing approach, the expertise of our professionals, and the timeliness and overall value of our services. We would be happy to provide additional references upon request.

Client Name	Contact Name	Contact Information
Chemehuevi Indian Tribe PO Box 1976 Havasu Lake, CA 92363	Gjrjle Dunlap Accounting Assistant	(760) 858-4219 pyrl@cit-nsn-gov
Shinnecock Indian Nation 100 Church Street Southampton, NY 11968	Joy Foster, Procurement Officer	(631) 275-9854 joyfoster@shinnecock.org
Bridgeport Indian Colony 355 Sagebrush Drive Bridgeport, CA 93517	Cedar Crawford, Interim Finance Office	(760) 932-7083 finance@bridgeportindiancolony.com
Navajo Technical University PO Box 849 Crownpoint, NM 87313	Cheryl Thompson Finance Director	(505) 387-7432 cthompson@navajotech.edu







January 25, 2021

Re: Professional Reference for Harshwal & Company, LLP

To Whom It May Concern:

I am pleased to offer an enthusiastic recommendation for retention of Harshwal & Company, LLP (HCLLP). Navajo Technical University is currently engaged with HCLLP to provide various consulting projects, and throughout this tenure I have found the HCLLP team to be diligent, supportive, professional, and easy to work with. At all times, HCLLP has completed their contractual obligations on time and within the allocated budget. The managing partners of this accounting/auditing firm are hands-on during with all of the work activities, providing supervision and mentoring to their staff associates as well as members within our University.

My personal belief is that HCLLP offers a unique perspective and approach to their services, in that they take the time to fully understand the individual nuances that are applicable to our entity. This enables them to generate a meaningful client dialogue about the accuracy of their work, and more importantly the completeness of the work that they oversee. I believe that HCLLP is especially cost competitive with their peers, due to the time efficiencies generated by their investment in the latest technological advancements and compressive understanding of the latest trends in the finance and accounting industry.

Please do not hesitate to call upon me directly at (505) 387-7432 for additional information regarding HCLLP.

Sincerely,

Cheryl Thompson Finance Director

Navajo Technical University

Cheryl Thompson



Page 111



STAFF QUALIFICATIONS AND EXPERIENCE

We consider our leadership members, as well as, the initial staff we are committing to our core team to be key personnel. All team members assigned to this project meet the experience requirements and possess the following qualifications and knowledge of:

- Generally accepted accounting principles (GAAP) All staff are experienced with GAAP for municipalities and other governmental agencies and are experienced in preparing and reviewing financial statements of municipalities and other governmental agencies.
- Methods and techniques applicable to advanced financial analysis All staff are experienced in performing advanced financial analysis including: horizontal analysis of changes between reporting periods; vertical analysis of ratios relative to balance sheet or operating statement balances; short term analysis of account balances like turnover rates for inventory, receivables and accounts payable; and inter-departmental or similar governmental comparisons and analysis.
- Principles and practices of internal control All staff are experienced in evaluating internal controls of municipalities and other governmental entities consistent with the COSO framework and providing recommendations for improvement.
- Operations, services and activities of accounting programs including financial reporting All staff are experienced in documenting processes and evaluating operations, services and activities of accounting programs including financial reporting.
- Principles and practices of general ledger preparation, maintenance and reconciliation All staff
 are experienced in documenting processes and evaluating principles and practices of general ledger
 preparation, maintenance and reconciliation.
- Principles and procedures of financial record keeping and reporting All staff are experienced in documenting processes and evaluating principles and procedures of financial record keeping and reporting.
- General ledger software, Microsoft Excel and Microsoft Word All staff are experienced with working with various general ledger software, Microsoft Excel and Microsoft Word. Additionally, some team members are also experienced with using advanced databases that facilitate data analysis.

Technical Resources

Our team has all the resources to keep themselves updated with the educational and professional credentials required in this profession and have a comprehensive understanding of accounting, internal audits, financial audits, regulatory and tax aspects of state and local governments like yours. Our commitment to open and ongoing two-way communication will strengthen our relationship and allow us to possess both the appropriate resources and decision-making authority to help you meet your goals in a timely and cost-effective manner.





The expertise and experience of Harshwal & Company, LLP's principals and personnel are at the core of the firm's excellence in performing accounting services of special districts. Harshwal & Company, LLP has experience providing exceptional client service and high-quality accounting services through comprehensive knowledge and understanding of governmental accounting standards.

Proposed Accounting Team

Name of Team Member	Role	Experience
Sanwar Harshwal, CPA, CIA, CISA, CFE	Managing Partner	38+ Years
Samson Reda, CPA	Senior Accountant	6+ Years
Garima Pathak	Accounting Manager	6+ Years
Jitesh Bhakta (CPA 2 sections passed)	Senior Accountant	5+ Years
Kinjal Patel (CPA passed)	Staff Accountant	5+ Years

Almost all of our assigned key personnel are licensed to practice as a Certified Public Accountant. In addition to the key personnel listed, additional staff will be assigned from our pool of highly qualified professionals.

Overall Supervision to be Exercised

The accounting services will be managed by the accounting manager, Garima Pathak, who has extensive experience in providing accounting services for special districts. Garima Pathak has been in charge of various large audits, governmental funded programs, and community-based organizations receiving federal and state funds.

Staff Continuity over the Term of the Agreement: We focus on our team members as well as our clients. Our turnover is significantly lower than other national and regional service firms. This staff continuity enables us to develop and maintain an in-depth understanding of your operations, management style and operating practices, which ultimately allows us to offer you experienced resources, value-added services, industry specialization, and overall better personal service. This commitment to people also resides at our executive level where you will find a refreshingly greater hands-on approach compared to other service providers. Our culture stresses the importance of executive presence throughout projects and engagements.





Accounting Services Project Team Resumes

SANWAR HARSHWAL, CPA, CFE, CISA

Managing Partner

Sanwar Harshwal is the Managing Partner of Harshwal & Company, LLP. He is a globetrotter and a trained technical speaker on auditing and global accounting standards, IT and internal controls, on fraud prevention, and on examinations and internal audits. With over 38+ years of experience with governmental audits, Mr. Harshwal is also a leading expert on emerging accounting challenges for special districts. Mr. Harshwal has attended AICPA seminars on GASB's New Financial Reporting Model and Financial Statements of Tribes and Tribal Governments.

During the last 5 years, Mr. Harshwal has provided over 400 hours of training to several professionals on GASB, GAS, Uniform Guidance, FASB, SAAS, GAGAS, Pension Plan audits, COSO, COBIT, internal audits, fraud prevention and examination and tribal governmental governance issues. In addition to having significant experience in audits, strategic assessments of accounting functions, and internal control structures, Mr. Harshwal has extensive experience in evaluating complex accounting and finance issues. He has proficient knowledge of using ABILA MIP, Accufund, Infinite Vision, JD Edwards, Xero, Peachtree and QuickBook and other automated tools.

Education:

B.S. Business Accounting and Bachelor of Law

Certification

- Certified Public Accountant State of California (CPA)
- Certified Public Accountant State of New Mexico (CPA)
- Certified Public Accountant State of Arizona (CPA)
- Certified Public Accountant State of Washington (CPA)
- Chartered Accountant The Institute of Chartered Accountants of India
- Certified Information System Auditor (CISA)
- Certified Fraud Examiner (CFE)
- ORACLE Financial Consultant (Oracle Business Suite)
- Chartered Global Management Accountant (CGMA)
- Certified Risk Management Assurance (CRMA)
- Certified Construction Auditor (CCA)

Professional Membership

- Member of AICPA
- Member of California CPA Society of Certified Public Accountants
- Member of Information Systems Audit and Control Association, USA
- Member of Association of Certified Fraud Examiners, USA
- Member of Institute of Certified Internal Auditors
- Member of National Association of Construction Auditors
- Member of NM CPA Society





SAMSON REDA

Senior Accountant

Samson Reda is a senior accountant and has six years of experience in auditing and providing accounting services to special districts, tribes and tribal governments, not-for-profit organizations, state and local governments, school districts, and housing authorities. He is an expert in data analysis and reconciliation and his experience includes auditing, the recording and analysis of account transactions; establishing accounting records; reconciliation of cash balances; implementation of accounting controls; and statistical reports. He has proficient knowledge of using QuickBook, Deltek Costpoint, ABILA MIP, Banner, iSolved, Accufund, Tyler, JD Edwards, Xero, Peachtree and other automated tools.

Education:

BA in Accounting

Certification:

Certified Public Accountant - State of Virginia (CPA)

GARIMA PATHAK, CA

Accounting Manager

Garima Pathak is our accounting manager and has been employed with Harshwal & Company, LLP for six years. She has been engaged in numerous audits of special districts, tribes and tribal governments, not-for-profit organizations, state and local governments, school districts, and housing authorities. Garima has 4 years of experience working with all types of exempt organizations including 501(c) (3), 501(c) (4), 501(c) (6), and 501(c) (7).

Garima has provided tax compliance services to clients in the retail, real estate, and not-for-profit industries. She concentrates on real estate clients, focusing on low-income housing, including both for profit and not-for-profit entities. Garima has a passion for her not-for-profit clients and the industry at large, providing them with hands-on tax compliance services including Form 990 filings and advisory services relative to Unrelated Business Income Tax (UBIT) and governance issues. She has proficient knowledge of using QuickBook, Deltek Costpoint, ABILA MIP, Accufund, Tyler, JD Edwards, Xero, Peachtree and other automated tools.

Education:

Bachelor's in Commerce

Certification:

Chartered Accountancy of Institute of Chartered Accountants of India

JITESH BHAKTA

Senior Accountant

Jitesh Bhakta is a senior accountant and has passed 2 CPA sections. He has been employed with Harshwal & Company, LLP for five years. He has been engaged in numerous audits and accounting engagements of special districts, tribes and tribal governments, not-for-profit organizations, state and local governments, school districts, and housing authorities.





He is an expert in data analysis and reconciliation and his experience includes accounting, the recording and analysis of account transactions; establishing accounting records; reconciliation of cash balances; implementation of accounting controls and statistical reports. He has proficient knowledge of using QuickBook, Deltek Costpoint, ABILA MIP, Banner, iSolved, Accufund, Tyler, JD Edwards, Xero, Peachtree and other automated tools.

Education:

AIU equivalent of MBA in Arts

KINJAL PATEL

Staff Accountant

Kinjal Patel is a staff accountant and is awaiting her CPA license. She has been engaged with several audits and accounting engagements of special districts, tribes and tribal governments, not-for-profit organizations, state and local governments, school districts, and housing authorities. Kinjal is proficient in the operating nuances of accounting and auditing packages and demonstrates up-to-date knowledge of auditing and accounting pronouncements. Kinjal has worked on financial and compliance engagements under the Single Audit Act of 1984 and OMB Circular (Uniform Guidance). She has proficient knowledge of using QuickBook, Deltek Costpoint, ABILA MIP, Banner, iSolved, Accufund, Tyler, JD Edwards, Xero, Peachtree and other automated tools.

Education:

Master of Business Administration in Accounting

Continuing Professional Education

The following table details CPE hours for each key member of the proposed accounting team:

Accounting Team Member	Governmental CPE	Non-Governmental CPE
Sanwar Harshwal, CPA, CIA, CISA, CFE	140	124
Samson Reda, CPA	80	56
Garima Pathak	84	57
Jitesh Bhakta (CPA 2 sections passed)	82	28
Kinjal Patel (CPA passed)	58	28





ACCOUNTING APPROACH

Plan Detailing Training of District Staff

Our plan comprises of providing continuous support and assistance to the District's accounting/financial consulting staff to ensure the coordination with them during the conduct of providing the accounting services. We will also provide training to District staff to improve their skills & competence in order to accomplish their job in a more efficient & effective manner. We will review all the work and advice the District's accounting staff on their internal control system in its accounting functions. We will ensure you meet all the deadlines.

Emphasis on Service

It is important for you to understand the emphasis our firm places on meeting and exceeding client expectations and providing excellent client service. The underpinnings of this service are the standards we require of all of our team members, which are as follows:

- Identify the needs of our clients and confirm expectations prior to beginning work;
- Communicate our service objectives;
- Establish ongoing communication processes to ensure we are proactive and responsive;
- Resolve any service problem promptly and professionally;
- Seek an assessment of our performance upon the conclusion of the engagement;
- Develop the type of client-firm relationship that is built on confidence and trust; and
- Provide ongoing value through our thought leadership.

Involvement in Professional Associations

Harshwal & Company, LLP maintains close working relationships with the American Institute of Certified Public Accountants (AICPA), the Association of Government Accountants (AGA), the Government Finance Officers Association (GFOA) and Native American Finance Officers Association (NAFOA). In addition, we actively stay abreast of new accounting standards issued by the Governmental Accounting Standards Board (GASB) and the AICPA. We provide information to our clients regarding these pronouncements throughout the year via our newsletter, seminars/webinars and management letters. This gives our clients ample time to assess the impact of the new standards before the required implementation dates.

Client Service Philosophy

The Goal: The goal of Harshwal & Company, LLP is to ensure that the time and resources the client invests in its accounting results in clear value to the organization. The sources of that value will come from our five core and two foundational principles.

The Core Principles:

➤ You can count on frequent interactions with our Key engagement team members, formal entrance and exit meetings and regular status/milestone reports. Plus, we'll always be available to you to answer questions that come up throughout the year.





- Accounting sometimes doesn't go as planned, so we will build flexibility into your accounting plan. First, we create a tentative work schedule and timeline of major milestones. Then, during our initial meetings with management, we make reasonable changes and adjustments to meet your needs.
- Once the agreed-upon task timeline is finalized, we will follow it as closely as possible. If there is any hint of a significant delay, we will communicate with you and take all necessary measures to finish the task on time.
- ➤ We will take common sense steps in our approach to your accounting services. This approach will significantly reduce the burden for your staff.
- ➤ We have a core group of technology professionals with technical and accounting backgrounds who work closely with your IT and accounting staff.

The Foundational Principles:

- 1. The major decisions that we make as accountant will always reflect our duty to serve you while maintaining our independence in appearance and fact at all times.
- 2. If selected as financial accountant, we commit ourselves to building and maintaining a strong working relationship with everyone on your team.

In summary, Harshwal & Company, LLP offers the following benefits to the District:

- More experience and a deeper understanding of your operations;
- Deep experience with large governmental entities;
- Experienced professionals who will give you more than accounting services;
- Professionals with real operational experience not just accounting knowledge;
- Team continuity and a well-trained staff;
- The ability to staff multiple large engagements;
- A computer driven, paperless work system;
- A proven track record of meeting deadlines; and
- A better, quicker and reasonably priced accounting/financial consulting services.

Conclusion:

It would be our pleasure to serve as the District's accountant. Based on our qualifications and experience in providing accounting/financial consulting services to special districts, we hope you will give us this opportunity. We have the expertise you need. Harshwal & Company, LLP team members have integrity, objectivity, technical knowledge, and commitment to the accounting profession that you want your accounting consultants to possess.

We work with your schedule. We can begin at your convenience and finish on your timetable. Our substantial experience with special districts, and our size allows us to devote the necessary resources to complete our work in a successful and timely manner. We work efficiently, with the least possible interruption of your activities, and we will meet your deadlines.





- > We understand tribes and tribal governments and their culture. Harshwal & Company, LLP has been providing services to special districts for many years. Our experience provides us the depth of knowledge to allow us to work efficiently to achieve your objectives.
- > We help improve your operations. Harshwal & Company, LLP's experience and exposure provide the background for suggestions on improvements to your internal controls and operations.
- ➤ We are continually available. Harshwal & Company, LLP is continually ready to respond to your needs. Our firm has experts available to consult or assist you with operations, training, pensions, and investment management, accounting, and tax matters.
- ➤ We are cost-effective. Harshwal & Company, LLP's extensive use of technology allows us to work efficiently to fulfill your needs. We use computer-assisted procedures in planning and completing our work. This significantly improves the scope and efficiency of our services.

If you have questions about our proposal, please call us. We would also be pleased to meet with you to answer your questions about how we can best meet your needs.



7, A.Z. 9/9/2022 8:40 PM

David Mason <ddrdelnorte@gmail.com>

Brush Cleaning

To Doris Hendricks <dnhcd@delnortehealth.com> • Kevin Caldwell <kevincaldwell@redwoodmedical.com>

Hi Doris and Kevin,

When we walked the project together during the planning stage, we discussed doing the cleanup in phases. I think there was some miscommunication on my part. I assumed we would be billing in phases. but doing the entire project.

The brush and trash removal was completed in two phases, and I billed for the first one. (which was paid, thank you again)

However, I neglected to get written approval for the second half before doing the work, operating off of a verbal agreement. I am hoping the attached contract for the work already performed will rectify that without too much inconvenience.

Please let me know if this is okay David Mason

estimate_DNHealthcareBrushclearingPhase 2.pdf (172 KB)

PROJECT ESTIMATE PHASE 2

Customer	Information								
Name:	Del Norte Healthcare Distric		DDR Lic # 623868						
Address:	550 E Washington Ste 400	550 E Washington Ste 400 / PO Box 2034					PO Box 489		
City:	Crescent City State: CA Zip Code: 95531				Crescent City CA 95531				
Day Phone:	707-464-9494	Email:	(fokodió)delmone	health.corg	(707) 954-0504				
			patrick by Marine And Constitution of the Lands	3400 400 - Control of the Control of	ddrdelnorte@g				
Directions:	Corner of Northcrest and E	Washington							
Project Inf	formation					Y 12 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2			
	rgrowth and dispose of wa	ste, PHASE 2			Work Order In	formation			
	terials. Amounts below are a	otal not to exceed \$1	Customer ID:						
	and prune to remove overgrowths at east side of property. Cuttings and						220342		
clippings to b	e mulched/chipped and left o	nd debris to be haule	Date:		08/24/22				
County Trans	ty Transfer Station. Weed trees/saplings to be removed. Established trees to						Kevin Caldwe		
	to six feet from ground. Brus			nches					
	to be covered with chips/mule				Start Date:				
	lot North of parking lot to fen			Mow	End Date: _				
Control of the last of the las	eded. Grade level as required	. Remove tras	h and debris.						
Labor	Description			Date	Quantity	Unit Price	Subtotal		
							0500.00		
Wednesday		ie		08/24/22	1.00	500.00	\$500.00		
Wednesday				08/24/22	8.00	85.00	\$680.00		
Wednesday				08/24/22	1.00	800.00	\$800.00		
Wednesday				08/24/22	8.00	125.00	\$1,000.00		
Thursday		ider hourly rate)	08/25/22	8.00	125.00	\$1,000.00 \$680.00		
Thursday				08/25/22	8.00	85.00			
Thursday				08/25/22	1.00	800.00	\$800.00		
Friday				08/26/22	1.00	800.00	\$800.00		
Friday	Hauling, Hourly rate			08/26/22	8.00	85.00	\$680.00		
					Labor Subtotal: Estimated Labor Total:		\$6,940.00 \$6,940.00		
							\$6,940.00		
Materials a		TENERS Y				Half Dalas	Subtotal		
Description	of extra costs/Disposal fees	<i>i</i>		Date	Quantity	Unit Price	Subtotal		
	isposal is at the County Trans						A4 000 00		
	r brush, stumps, Ivy and tras			08/24/22	7.03	\$175.00	\$1,230.25		
	Dump fees for brush, stumps, Ivy and trash per ton			08/25/22	1.83	\$175.00	\$320.25		
Dump fees fo	r brush, stumps, Ivy and tras	n per ton		08/26/22	5.04	\$175.00	\$882.00		
							\$0.00 \$0.00		
							\$0.00		
							\$0.00		
							\$0.00		
							\$0.00		
							\$0.00		
					-				
					Mat	erials Subtotal:	\$2,432.50		
						aterials Total:	\$2,432.50		
Estimated	Costs & Acceptance	Sales and the sales							
Customer Acceptance / Authorization:									
	I agree to have DDR perform the work as described above.					Subtotal:	\$9,372.50		
Furthermore, I understand that this is only an estimate and in most cases will not							50-700		
reflect the actual costs involved in completing this project.				imated Costs:	\$9,372.50				
					(Thi	s estimate does not in	clude state or local taxes)		
Cust	omer Signature:				-				

Thank You!

Note: The above estimate is based solely upon the project description and initial inspection of the project work site. Estimate could change upon discovery of the need for additional work and or materials once the project has started. Any alterations or deviation from the above specifications involving extra costs will be executed only upon written consent by customer and will become an extra charge over and above the estimate. All agreements, contingent upon strikes,

accidents, or delays are beyond our control.

Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of either party, its respective, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in

7.A.3.

DEL NORTE HEALTHCARE DISTRICT

BUDGET TRANSFER FORM

Name of Budget Item	Increase By	Decrease By					
Land Clearing Project Fixed Assets	5,000.00 10,000.00						
Surplus		15,000.00					
TOTAL AMOUNT OF TRANSFER	15,000.00						
Reason for Transfer: Land clearing project came in a little higher than initially quoted. The chainlink fence and signs should have been listed under fixed assets of 6,017.50 and we had an unexpected replacement of the copier machine at a cost of ap proximately 3,000.00. Adjustments made to the 2022- 2023 budget.							
Passed and Adopted by the Board of Directors of the Del Norte Healthcare District at the September 27, 2022, meeting by the following polled vote.							
Ayes:							
Nays: o							
Absent: 0							
Date:	Dr. Kevin Caldwell, Ch	airman					





WORLD MENTAL HEALTH DAY

Annually, World Mental Health Day on October 10th raises awareness and mobilizes efforts to support mental health.

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 we have positive mental health, we handle stress better, our productivity remains stable, and we realize our full potential.

When one has poor mental health, they are more likely to suffer from a mental health disorder. These disorders include the following diagnoses:

- Depression
- Generalized Anxiety Disorder (GAD)
- Panic disorder
- Phobias
- Social Anxiety Disorder (SAD)
- Obsessive-compulsive Disorder (OCD)
- Post-traumatic Stress Disorder (PTSD)



Of these mental health disorders, most people experience anxiety disorders. Statistics show that about 4% of the world's population has a form of anxiety disorder. In the United States, the percentage increases to just over 18% of the population.

Some people are at a higher risk of getting a mental health disorder. These include those with high-stress levels, those who have experienced trauma, and those who have few healthy relationships. However, family history plays a role in higher risk factors, too.

Thanks to increased awareness and increased funding for research, there are effective treatment options for most mental health disorders. Conventional treatment methods include medication, psychotherapy, and hospital and residential programs.

HOW TO OBSERVE #MentalHealthDay

While not everyone faces a life with mental health issues, mental health impacts all of us. That's why discussing mental health with your loved ones is a vital part of this observance.

The World Federation for Mental Health organizes World Mental Health Day. Each year, organizations host a variety of events all around the world to increase awareness about mental health issues. Events include educational seminars, free mental health screenings, walk-a-thons, marathons, conferences, mass media promotions, and public service announcements.

If you know someone who struggles with a mental health disorder, World Mental Health Day is a great way to reach out to them. While many people don't feel comfortable talking to others about their diagnosis, knowing they have someone to reach out to makes a real difference. You can also donate to an organization that advocates for mental health. A few include the National Alliance on Mental Health (NAMI) and the Brain and Behavior Research Foundation. If you think you might have a mental health disorder or are at a high risk of getting one, schedule an appointment with your doctor.

You can also discover more about the advancement of mental healthcare.

Share this day on social media with #WorldMentalHealthDay.

WORLD MENTAL HEALTH DAY HISTORY

The World Federation for Mental Health first observed World Mental Health Day in 1992 with members and contacts in many countries. While the federations first used a theme in 1994, previous years did not. The first theme was "Improving the Quality of Mental Health Services throughout the World." Twenty-seven countries participated in that campaign.



In 1995, the World Federation for Mental Health translated planning kits for World Mental Health Day into various languages. These languages included Spanish and French. Today, planning kits are translated into Hindi, Chinese, Arabic, and other languages, too. Recent themes for World Mental Health Day have included:

- 2021: Mental Health in an Unequal World
- 2020: Mental Health for all. Greater Investment Greater Access. Everyone, everywhere
- 2019: Working Together to Prevent Suicide
- 2018: Young People and Mental Health
- 2017: Mental Health in the Workplace
- 2016: Psychological and Mental Health First Aid

This year the theme for World Mental Health Day 2022 is "Make mental health for all a global priority"

For Del Norte County:

To access our Behavioral Health Branch services 24 hours a day, please call:

- Mental Health | 707-464-7224 | 1-888-446-4408 (toll free)
- Substance Use | 707-464-7224 | 1-888-446-4408 (toll free)
- Patients Rights Advocate SmithWaters Group | 1-800-970-5816

The Behavioral Health Branch Office is located at 455 K St., Crescent City, CA. It is opened Monday-Friday, 8:00am-5:00pm.

Remi Vista children's services are located at 370 9th St. Crescent City, CA, 707-464-4349.

Sincerely,

Del Norte Healthcare District Board of Directors Kevin Caldwell, M.D., Elizabeth Austen, Michael Young, Tonya Pearcey, R.N., Juan Santillan

SOURCES:

https://nationaldaycalendar.com/world-mental-health-day-october-10/

https://www.un.org/en/healthy-workforce/world-mental-health-day

https://www.youtube.com/watch?v=hUYuylzPerU&ab channel=UNOfficeofHumanResources



https://nationaldaycalendar.com/5-advocates-who-influenced-modern-mental-health-care/





NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH

National Domestic Violence Awareness Month is an annual designation observed in October. For many, home is a place of love, warmth, and comfort. It's somewhere that you know you will be surrounded by care and support, and a nice little break from the busyness of the real world. But for millions of others, home is anything but a sanctuary. The U.S. Department of Justice estimates that 1.3 million women and 835,000 men are victims of physical violence by a partner every year.

Every 9 seconds, a woman in the U.S. is beaten or assaulted by a current or ex-significant other.

1 in 4 men are victims of some form of physical violence by an intimate partner.

Here's another shocking statistic: the number of U.S. troops killed in Afghanistan and Iraq between 2001 and 2012 is 6,488. The number of women who were murdered by current or exmale partners during that same time frame is 11,766, according to the Huffington Post. That's almost double the number of people who were killed fighting in the war. People who are in an abusive relationship will stay with their partner for a number of reasons:

• Their self-esteem is totally destroyed, and they are made to feel they will never be able to find another person to be with.



- The **cycle of abuse**, meaning the 'honeymoon phase' that follows physical and mental abuse, makes them believe their partner really is sorry and does love them.
- It's dangerous to leave. Women are **70 times more likely to be killed** in the weeks after leaving their abusive partner than at any other time in the relationship, according to the Domestic Violence Intervention program.
- Statistics suggest that almost **5 percent of male homicide victims** each year are killed by an intimate partner.
- They feel personally responsible for their partner, or their own behavior. They are made to feel like **everything that goes wrong is their fault**.
- They share a life. Marriages, children, homes, pets, and finances are a big reason victims of abuse feel they can't leave.

HOW TO OBSERVE

Use #DomesticViolenceAwareness to post on social media. Sometimes, people don't know if they are really in an abusive relationship because they're used to their partner calling them crazy or making them feel like all the problems are their own fault. Here are a few ways to know if you're in an abusive relationship that you need to get out of.

- 1. Your partner has hit you, beat you, or strangled you in the past.
- 2. Your partner is **possessive**. They check up on you constantly wondering where you are; they get mad at you for hanging out with certain people if you don't do what they say.
- 3. Your partner is **jealous**. (A small amount of jealousy is normal and healthy) however, if they accuse you of being unfaithful or isolate you from family or friends, that means the jealousy has gone too far.
- 4. Your partner **puts you down**. They attack your intelligence, looks, mental health, or capabilities. They blame you for all of their violent outbursts and tell you nobody else will want you if you leave.
- 5. Your partner **threatens** you or your family.
- 6. Your partner **physically and sexually abuses you**. If they EVER push, shove, or hit you, or make you have sex with them when you don't want to, they are abusing you **(even if it doesn't happen all the time.)**

HISTORY

Domestic Violence Awareness Month evolved from the "Day of Unity" held in October 1981 and conceived by the National Coalition Against Domestic Violence. The "Day of Unity" soon evolved into a week, and in October of 1987, the first National Domestic Violence Awareness Month was observed. In 1989 Congress passed Public Law 101-112, officially designating



October of that year as National Domestic Violence Awareness Month. Such legislation has been passed each year since.

As this month comes to an end, the important discussion it brings to the forefront about domestic violence's horrific repercussions should not.

If you are experiencing domestic abuse, please click <u>here</u> for help. If you are in danger, call 911.

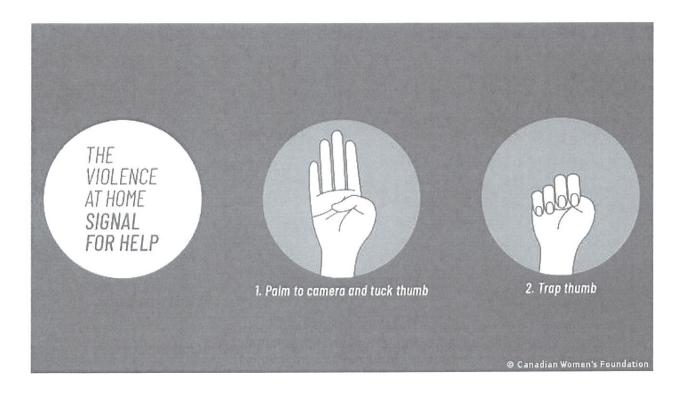
Another Resource:

National Domestic Violence Hotline

Hours: 24/7. Languages: English, Spanish and 200+ through interpretation service

<u>Learn more</u> 800-799-7233

SMS: Text START to 88788



Sincerely,



Del Norte Healthcare District Board of Directors Kevin Caldwell, M.D., Elizabeth Austen, Michael Young, Tonya Pearcey, R.N., Juan Santillan

SOURCES:

https://nationaldaycalendar.com/national-domestic-violence-awareness-month-october/

https://www.thehotline.org/

https://www.facebook.com/helpwithdv

https://www.domesticshelters.org/help/ca

https://www.cpedv.org/domestic-violence-organizations-california





Medcorder Wind-Down: Action Required

1 message

Medcorder Team <team@medcorder.com> Reply-To: Medcorder Team <team@medcorder.com> To: austen.betty@gmail.com

Wed, Aug 24, 2022 at 5:23 PM







Sad News

Medcorder, Inc. is going to shut down. You can download your data now to preserve it. Keep reading for the good news...

Download my data

Dear,

Medcorder, Inc., the company behind the Medcorder service, is going to be shutting down. We're really sorry we were not able to grow this into a viable business, despite the clear patient need for consult recordings.

We recognize the critical role that Medcorder plays in thousands of patients' care, so have decided to form a new charitable non-profit holding company called Technology Extension Corporation ("TEC") to keep the service running; we have \$50k in pledged donations already and need to get another \$50k in pledges in order to move forward with a plan to transfer the service to TEC to ensure continuity of the Medcorder service.

If you are open to a charitable donation to keep the Medcorder service please pledge now.

To cover the possibility of being unable to raise sufficient funds to keep the service running, we wanted to give you a chance to export your data stored with us. In the event of a shut-down without continuity of the service, will will permanently destroy all user data.

We would recommend that you download your data stored with the service before August 31, 2022 in case we need to shut down the service shortly thereafter.

We're sorry to say goodbye and want to thank all of our amazing users, advisors, and investors. We really put everything we knew how into trying to transform patient understanding with recordings and we wish we could have made it further. It's been an honor to serve you.

Thanks For Everything,

David E. Weekly (Founder & CEO)

Anna L. Western (Chief Design Officer)

Dzmitry Kryvalapau (Chief Technical Officer)

Copyright © 2022 Medcorder, All rights reserved. You are receiving this email because you opted in via our website or via our mobile app.

Our mailing address is:

Medcorder 926 Madison Ave Redwood City, CA 94061

Add us to your address book

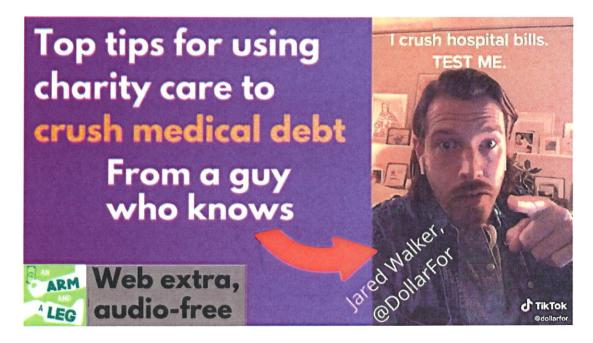
Want to change how you receive these emails? You can update your preferences or unsubscribe from this list.



7B4



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



Negotiating A Medical Bill

Did you know that you can negotiate with your hospital or medical office's billing department and ask for a lower balance due? Jared Walker, Founder at **Dollar For**, recently went superviral on TicTok with their **60-second recipe** for crushing medical debt by accessing charity care, a financial assistance program that most U.S. hospitals are legally required to offer. Walker and his team at Dollar For, developed a system that is up and running and successfully helping patients with debt forgiveness. Walker extimates that Dollar For has helped people access \$2 million in charity care. **Click here to access the full interview** with Jared Walker about this program.

How to Find the Policy:

Skip your hospital / medical provider's home page. Walker says in his experience, policies are frequently hidden from hospital website menus.

Here is a fast and effective trick for finding a hospital's financial assistance policy: Google search it. Enter the facility's name, followed by "financial assistance policy" or "charity care policy." It will usually be the first search result. (In rare cases, Walker says a facility's policy may not be available online at all. Therefore you may need to call the facility and ask for an application.) **Sutter Coast Hospital's policy** states that "full write off of all charges for Hospital Services" is available to uninsured patients with a family income at or below 400% of the FPL.

What to Do if You are in Collections

"The hospital can take you out of collections just as easily as they put you there," Walker says. As well, alerting the collection agents that an application with the hospital is in process can sometimes stop the letters. The IRS requires nonprofit hospitals to give patients a grace period of 240 days (approximately eight months) from the initial billing date to apply for financial assistance.

Contact Your Local Board of Supervisors

In addition, you can also access to the Board of Supervisors and express your concerns by contacting them via phone or email. You can also attend a meeting and state your

resolutions, adopts the annual budget, approves contracts, appropriates funds, appoints certain County officers and members of various boards and commissions.

Contact Your Local Healthcare District

If you have already contacted your provider and still are not satisfied, you can **contact the Del Norte Healthcare District** which works in collaboration with other hospitals, clinics, and healthcare providers. It is the intent of the board to maximize its impact on health by building relationships to make the quality and cost of healthcare publicly transparent, honest, and responsive.

Sincerely,

Del Norte Healthcare District Board of Directors Kevin Caldwell, M.D. Michael Young Elizabeth Austen Tonya Pearcey, R.N. Juan Santillan

Sources:

https://khn.org/news/article/an-arm-and-a-leg-how-to-negotiate-for-lower-medical-bills/?

utm_campaign=KHN%3A%20First%20Edition&utm_medium=email&_hsmi=223794086&_hsenc=p2ANqtz--a
JevTL5Loil4dri_unEwYrfBUwEHZuohBK4wSmeQbPcGinLW9y3EDQyZH7kaDTYQgxwWAFX3ih8C2K_PVpnYgysF1g&utm_c

ontent=223794086&utm_source=hs_email

https://dollarfor.org/

https://www.tiktok.com/@dollarfor/video/6972020772843965702 is_copy_url=1&is_from_webapp=v1&item_id=6972020772843965702 www.co.del-norte.ca.us/departments/BoardOfSupervisors https://delnortehealthcare.com/contact-us

We love our community partners! In collaboration with the Del Norte Healthcare District, the **City of Crescent City** is now offering FREE Saturday Recreational swims for everyone and monthly swim passes are available to eligible seniors. Call the Aquatic Supervisor at 707-458-8452 for more information.





<u>Like the Del Norte Healthcare District on Facebook</u> to stay up to date with our announcements, newsletters, and board actions.

Del Norte County Healthcare District | 550 E. Washington Blvd., Ste 400, Crescent City, CA 95531

<u>Unsubscribe gregoryduncan1200@gmail.com</u>

<u>Update Profile |Constant Contact Data Notice</u>

Sent bydnhcd@delnortehealth.compowered by







Easy Ways to Have a More Active Lifestyle

Staying is good for both your physical and mental health. But getting off the couch is not always as easy as it sounds. Here are some tips on how to move more in your daily life. Start off easy and then see how much better you feel:

- Drive less and move more! Walk or bike to work or on short errands. Take a brisk walk around the neighborhood with a friend or a pet.
- When you go on errands, park farther away from you destination to get in more steps.
- Schedule exercise and structure your day to include an activity that involves physical exertion.
- Add movement to your TV time. Walk or jog in place, do some jumping jacks, lift weights, or do yoga while watching your favorite shows.
- Forego the elevator/escalator and take the stairs instead.
- Shoot some hoops with your kids or play a game with your dog. You will all feel better!
- Do housework and/or yard work. Vacuum, sweep, garden, and clean inside and outside. All of these activities count as exercise.
- Limit "screen time" for your kids. Send the kids outside to be active before they're allowed to play video games.

Sincerely,

Del Norte Healthcare District Board of Directors Kevin Caldwell, M.D. Michael Young Elizabeth Austen Tonya Pearcey, R.N. Juan Santillan https://lancastergeneralhealth.org/health-hub-home/2022/february/sedentary-lifestyle-and-heart-disease-is-your-couch-killing-vou

We love our community partners! In collaboration with the Del Norte Healthcare District, the <u>City of Crescent City</u> is now offering FREE Saturday Recreational swims for everyone and monthly swim passes are available to eligible seniors. Call the Aquatic Supervisor at 707-458-8452 for more information.





<u>Like the Del Norte Healthcare District on Facebook</u> to stay up to date with our announcements, newsletters, and board actions.

Del Norte County Healthcare District | 550 E. Washington Blvd., Ste 400, Crescent City, CA 95531

<u>Unsubscribe gregoryduncan1200@gmail.com</u>

<u>Update Profile |Constant Contact Data Notice</u>

Sent bydnhcd@delnortehealth.compowered by





A Coping Tool for You

Journaling is one of the most recommended coping mechanisms for managing anxiety. However, it is also one of the most underused tools. Negative emotions are overwhelming and while journaling may not completely solve the problem, it can help free up mental space and allow you to track symptoms, understand triggers, and see patterns. Journaling can also help pin-point exactly what makes you feel better.



So how does one go about journaling for anxiety?

Here is a prompt of questions that may assist you in digging deeeper and identifying necessary coping mechanisms...

- What happened? What was said, exactly?
- When did this happen?
- If a large amount of time has passed why are you now deciding to address it?
- Name all parties involved and the specific parts they played. (Include yourself as well.)
- What was your initial response when this happened?
- What emotions did you display when this ocured?
- What were your exact thoughts at the time of the event?
- Has this happened more than only once? If so, what was different during this time?
- Which lessons can be learned from this experience?
- How do you feel in this very moment?
- Do you truly feel loved? (If yes, why? If no, why not?)
- How do you feel about your life as it stands now?
- Do you consider yourself an emotionally healthy person? (If yes, why? If no, why not?)
- Are you content with being yourself or do you feel pressure to become someone else?

There is no right or wrong way to journal. Do whatever works best for you and feel free to reformat these questions in a way that suits you best. By putting your thoughts on paper, life can begin to feel more manageable. It also helps cut down on the negative thoughts that sometimes surface when we deal with anxiety.

Kevin Caldwell, M.D. Michael Young Elizabeth Austen Tonya Pearcey, R.N. Juan Santillan

Source:

https://nami.org/Blogs/NAMI-Blog/January-2019/How-to-Use-Journaling-as-a-Coping-Tool?fbclid=IwAR3r0-77sOgCxJ45Q9S6gviA0nMtKMB8OcGQtyJxdIYdVNSEEzPfqKA0XOE

7B7

PODCASTS

'An Arm and a Leg': How to Negotiate for Lower Medical Bills

By Dan Weissmann

AUGUST 24, 2022

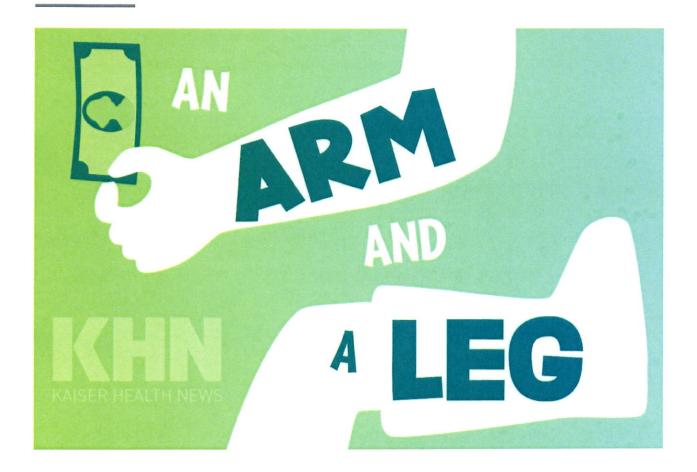




August 18, 2022 · 23 min · Listen later

View terms

Can't see the audio player? Click here to listen.



About This Podcast

Health care — and how much it costs — is scary. But you're not alone with this stuff, and knowledge is power. "An Arm and a Leg" is a podcast about these issues, and is co-produced by KHN.

VISIT ARMANDALEGSHOW.COM

Negotiating medical bills is often possible. It sounds hard — and it can be but what if we got it down to a science? Mapped out all the moves ahead of time? Jared Walker and his team at the nonprofit Dollar For are running a big experiment to see whether they can do just that.

The folks at Dollar For went superviral on TikTok in early 2021 with a 60second recipe for crushing medical debt by accessing charity care, financial assistance that most U.S. hospitals are legally required to offer.

Next, a group of whip-smart volunteers helped Dollar For develop a userfriendly system to help people apply for that assistance. Dollar For also started holding lessons on Zoom, teaching people the ins and outs of applying for charity care — and helping others to do so. The group says its work has helped erase more than \$18 million in medical debt.

But lots of people who can't afford their medical bills don't qualify for charity care. So Dollar For is trying something new: what they're calling a "negotiation lab" for gaming out the best way to negotiate with hospitals and debt collectors.

In this episode, we listen in on one of Dollar For's real-life negotiations with a debt collector.

"An Arm and a Leg" is a co-production of KHN and Public Road Productions.

To keep in touch with "An Arm and a Leg," subscribe to the newsletter. You can also follow the show on <u>Facebook</u> and <u>Twitter</u>. And if you've got stories to tell about the health care system, the producers would love to hear from you.

To hear all KHN podcasts, click here.

And subscribe to "An Arm and a Leg" on Spotify, Apple Podcasts, Stitcher, Pocket Casts, or wherever you listen to podcasts.

RELATED TOPICS

COST AND QUALITY HEALTH CARE COSTS MULTIMEDIA AN ARM AND A LEG **PODCASTS**

✓ CONTACT US **SUBMIT A STORY TIP**

7 B 8

(https://dollarfor.org)

WE CRUSH MEDICAL BILLS

Advocating for patients to eliminate medical debt.

LEARN MORE (/DEBT-FORGIVENESS/)

GET HELP NOW (/HELP)



♡ Donate (https://dollarfor.harnessapp.com/wv2/donate)

A MEDICAL CRISIS SHOULD NOT MEAN A FINANCIAL CRISIS.

Our core belief is that a medical crisis should not be followed by a financial crisis. Unfortunately, with the current healthcare system in the U.S. being what it is, that's the case more often than not.

At Dollar For, our biggest effort is expressed in our Debt Forgiveness program, in which we enforce the hospital's Charity Care policies. In order for hospitals to keep their nonprofit status, they have to have programs in place that aid families without incomes large enough to cover their medical expenses, called Charity Care.

GET INVOLVED AND HELP CHANGE LIVES

▽ Donate (https://dollarfor.harnessapp.com/wv2/donate)

https://dollarfor.org

ADVOCATING FOR PATIENTS & CRUSHING MEDICAL BILLS

```
(ht (ht
                                      tp tp (ht
Copyright © 2012-2021 Dollar For. All rights geserged. tp
Privacy Policy. (https://dollarfor.org/privacy/policy/) S:/
                                      w w /w
Dollar For is a a US 501(c)(3) public charity, EAN 12.649 1880 64
                                      ac ns w.t
                                      eb ta ikt
                                    foo@grook.
                                     k.c a co
                                      o m. m/
                                     m/ co @
                                     Do m/ do
                                     lla do lla
                                     rF lla rfo
                                     or/rfo r)
                                      ) r/)
```

♥ Donate (https://dollarfor.harnessapp.com/wv2/donate)

https://dollarfor.org