

HEFFERNAN MEMORIAL HEALTHCARE DISTRICT

President

Gloria Romo

Vice-President

Rodolfo Valdez

Treasurer

Gloria Grijalva

Secretary

Norma M. Apodaca

Trustee

Hector Martinez

601 HEBER AVE.
CALEXICO, CALIFORNIA 92231

NOTICE OF REGULAR MEETING
ON
Wednesday, January 16, 2019

Executive District

Manager

Tomas Virgen

General Counsel

Eduardo Rivera

Board Clerk

Brenda Ryan

THE BOARD OF DIRECTORS OF HEFFERNAN MEMORIAL HEALTHCARE DISTRICT
WILL CONDUCT A
REGULAR MEETING

THE MEETING WILL BEGIN AT
5:30 P.M

A T

THE BOARD'S REGULAR MEETING PLACE
601 HEBER AVE.
CALEXICO, CA. 92231

AGENDA

In compliance with the Americans with Disability Act, if special assistance is needed to participate in the Board meeting, please contact the District Office during regular business hours 3:00 P.M. to 5:00 P.M., Monday through Friday (holidays excepted) in person or by phone (760)357-6522 at least 2 hours before meeting time. Notification received as indicated will enable the District to make reasonable accommodations.

1. CALL TO ORDER

2. ROLL CALL-DETERMINATION OF QUORUM

3. PLEDGE OF ALLEGIANCE

4. CONSIDER APPROVAL OF AGENDA:

In the case of an emergency, item may be added to the Agenda by a majority vote of the Board of Directors. An emergency is defined as a work stoppage, a crippling disaster, or

other activity that severely imperils public health, safety, or both. Also, items that arise after the posting of the agenda may be added by a 2/3 vote of the Board. Items on the agenda may be taken out of sequential order as their priority is determined by the Board of Directors. The Board may take action on any item appearing on the agenda.

5. PUBLIC COMMENT TIME:

Public comment time on items not appearing on the agenda will be limited to 5 minutes per person and 15 minutes per subject. The Board may find it necessary to limit total time allowable for all public comment on items not appearing on the agenda at any one meeting to one hour. Persons desiring longer public comment time and/or action on specific items shall contact the Secretary and request that the item be placed on the agenda for the next regular meeting.

6. CONSENT CALENDAR:

Any member of the Board, staff or public may request that items for the Consent Calendar be removed for discussion. Items so removed shall be acted upon separately immediately following approval of items remaining on the Consent Calendar.

- a. Approve minutes for meetings of November 07, 2018, November 28, 2018, December 5, 2018 and December 19, 2018.

7. REPORTS ON MEETING AND EVENTS ATTENDED BY DIRECTORS, AND AUTHORIZATION FOR DIRECTOR ATTENDANCE AT UPCOMING MEETINGS AND EVENTS/DIRECTORS COMMENTS:

- a. Brief reports by Directors on meetings and event attended. Schedule of upcoming Board meetings and events.

8. COMMENTS BY PROMOTION AND PUBLIC RELATIONS TONY PIMENTEL

- a. Report on January 31st Senior Citizen Health Fair

9. COMMENTS BY EXECUTIVE DISTRICT MANAGER TOMAS VIRGEN

10. COMMENTS BY GENERAL COUNSEL EDUARDO RIVERA

11. DISCUSSION AND/OR ACTION ITEMS:

- a. Discussion and/or action on adoption of surplus property and equipment disposal policy.
- b. Discussion and/or action on the Treasurer Report.

12. ITEMS FOR FUTURE AGENDAS:

This item is placed on the agenda to enable the Board to identify and schedule future items for discussion at upcoming Board meetings and/or identify press release opportunities.

13. ADJOURNMENT:

- a. Regular Board meetings are held on the first and third Wednesday of each

Month.

- b. The next regular meeting of the Board will be held at 5:30 P.M., February 6, 2019.
- c. The agenda package and material related to an agenda item submitted after the packet's distribution to the Board are available for public review in the lobby of the District office during normal business hours.

CERTIFICATION OF DELIVERY

I, Brenda Ryan, Board Clerk of the Heffernan Memorial Healthcare District, hereby certify that I caused to be delivered a copy of the foregoing Notice of Regular Meeting to all persons entitled thereto at least 72 hours prior to the date and time of such meeting, in accordance with Govt. Code Sec. 54956.

Dated: _____
_____ Secretary

CERTIFICATION OF POSTING

I, Brenda Ryan, Board Clerk of the Heffernan Memorial Healthcare District, hereby certify that I posted a copy of the foregoing Notice of Regular Meeting at the following locations in the Heffernan Memorial Healthcare District: (include specific addresses or locations)

_____ at
least 72 hours prior to the date and time of such meeting, in accordance with Govt. Code Sec. 54956.

Dated: _____
_____ Secretary

HEFFERNAN MEMORIAL HEALTHCARE DISTRICT

Policy: Disposal of Surplus or Obsolete Equipment

Effective Date: 01/16/2019

1.0 Purpose

To outline the steps for disposal of Surplus or Obsolete Equipment.

2.0 Policy

The District Administrator shall establish administrative procedures for distributing or disposing of surplus or obsolete equipment.

Procedures must ensure that equipment purchased with District funds is disposed of at the end of its useful life in an efficient, cost-effective and environment-friendly manner. In addition, the procedures for disposal also must be fair, transparent and open to review.

Equipment that has residual value shall be disposed of in a way that maximizes the financial return to the Board.

3.0 Administrative Procedures

Distribution of Surplus Items within the Healthcare District

Equipment declared surplus at a location within the Healthcare District may be used to fill a need elsewhere in the Healthcare District. The District Administrator shall coordinate the relocation of such items.

Saleable Surplus Items

Surplus items that are no longer useful within the Healthcare District, but are in saleable condition, shall be listed and put out to bid or public auction. The District Administrator shall manage the sale of such items provided the items have been declared as surplus by the Board.

Occasionally, offers may be received on individual items awaiting disposal. Where these items have a realizable sale value of under \$500, the offer may be considered and decided by the Treasurer in consultation with the District Manager. For items with a value above \$500, the sale shall be by competitive bid or auction.

Any sale of a surplus item to a Trustee or employee (including Independent Contractors) of the Board shall be governed by the procedures described in this section.

Proceeds from the sale of surplus assets shall be applied against the costs of conducting the sale. Additional revenue shall be credited toward general Board revenues.

Unsaleable Surplus Items

All items that are beyond a reasonable economic repair or which have no value at sale shall be disposed of as scrap. The District Administrator shall arrange disposal after exploring all recycling options and using the most environmentally sensitive means available.

Subject: Disposal of Surplus or Obsolete Equipment

Responsibility for review and maintenance of this policy is assigned to: District Administrator and the Treasurer of the Board of Directors.

Signature: _____ **Date:** _____
Board President

Reviewed and Approved: Board of Directors **Date:** _____

Reviewed and Approved: _____ **Date:** _____
District Administrator

HEFFERNAN MEMORIAL HEALTHCARE DISTRICT
Balance Sheet
As of January 12, 2019

	<u>Jan 12, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash in bank - SCFCU	2,705.42
1014 · Public Funds-2 -SCFCU	3,040,618.68
1030 · Cash in bank - SCFCU Savings	651.82
1050 · Cash in bank - Checking RBB	366,449.43
1052 · Cash in bank - First ICUnion	256,033.96
1055 · Cash in bank - Wells Fargo	1,272,651.82
1056 · Cash in bank - WFB Telemedicine	16,154.49
	<hr/>
Total Checking/Savings	4,955,265.62
Other Current Assets	
1320 · Deposits	500,000.00
	<hr/>
Total Other Current Assets	500,000.00
	<hr/>
Total Current Assets	5,455,265.62
Fixed Assets	
1600 · Land	142,750.00
1605 · Building and improvements	576,433.00
1610 · Office equipment	42,058.29
1700 · Accumulated depreciation	(79,380.00)
	<hr/>
Total Fixed Assets	681,861.29
	<hr/>
TOTAL ASSETS	6,137,126.91
	<hr/> <hr/>
LIABILITIES & EQUITY	
Equity	
3020 · Retained earnings	6,399,052.33
3030 · P/Y Adjustements	10,752.50
Net Income	(272,677.92)
	<hr/>
Total Equity	6,137,126.91
	<hr/>
TOTAL LIABILITIES & EQUITY	6,137,126.91
	<hr/> <hr/>

HEFFERNAN MEMORIAL HEALTHCARE DISTRICT
Profit & Loss
July 1, 2018 through January 12, 2019

	<u>Jul 1, '18 - Jan 12, 19</u>
Ordinary Income/Expense	
Income	
4000 · Rev Sharing - County Prop Tax	65,338.58
4100 · Interest income	20,037.92
	<hr/>
Total Income	85,376.50
Expense	
6010 · Trustee remuneration	16,000.00
6300 · Repairs and maintenance	851.66
6310 · Landscaping	335.00
6600 · Legal and professional	18,576.52
6615 · Accounting - Other	11,125.00
6620 · Consulting	6,762.00
6650 · Administration services	29,173.91
7000 · Marketing	8,731.09
7200 · Office supplies	1,306.30
7201 · Leasing Offices Equipment	854.30
7210 · Janitorial supplies	46.03
7214 · Janitorial Services	3,000.00
7250 · Utilities	
Electricity	1,885.13
Trash	1,054.68
Water	1,705.34
	<hr/>
Total 7250 · Utilities	4,645.15
7270 · Telephone	2,018.33
7285 · Grants - By HMHD	205,970.03
7400 · Travel	5,002.45
7420 · Meals	235.04
7550 · Promotion	34,612.42
7610 · Dues and subscriptions	2,500.00
7800 · Mileage reimbursement	13.08
7900 · Miscellaneous	75.00
8030 · Property tax	6,205.49
8200 · Bank charges	15.62
	<hr/>
Total Expense	358,054.42
Net Ordinary Income	<u>(272,677.92)</u>
Net Income	<u><u>(272,677.92)</u></u>

HEFFERNAN MEMORIAL HEALTHCARE DISTRICT
JANUARY 16, 2019.

CURRENT ASSETS:

<u>SUN COMMUNITY</u>		
REGULAR SAVING ACCOUNT	651.82	
CHECKING ACCOUNT	2,705.42	
JUMBO CERTIF.12 MONTHS (3/9/2018-2019)	<u>3,040,618.68</u>	
TOTAL SUN COMMUNITY BANK		3,043,975.92
RABOBANK CHECKING ACCT.		366,449.43
WELLS FARGO TELEMEDICINE ACCT.		16,154.49
WELLS FARGO CHECKING ACCT.		1,272,651.82
FIRST FEDERAL CREDIT UNION		<u>256,033.96</u>
TOTAL CD / CHECKING/SAVING ACCT.		\$ 4,955,265.62
OTHER CURRENT ASSETS:		
CALEXICO MEGAPARK,LLC	(PURCHASE LAND-DEPOSIT)	\$ 500,000.00

PREPARED By: ROSARIO VIZCARRA
JAN-12-2019

HEFFERNAN MEMORIAL HEALTHCARE DISTRICT

Transactions by Account

As of January 12, 2019

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1055 - Cash in bank - Wells Fargo							1,375,854.80
Check	12/01/2018	6352	GLORIA G ROMO	DEC./2018 NOARD MEETING ASSIST.		500.00	1,375,354.80
Check	12/01/2018	6353	NORMA M APODACA	DEC.-2018 BOARD MEETING ASSIST.		500.00	1,374,854.80
Check	12/01/2018	6354	RODOLFO VALDEZ	DEC.-2018 BOARD MEETING ASSIST.		500.00	1,374,354.80
Check	12/01/2018	6355	HECTOR MARTINEZ	DEC./2018 BOARD MEETING ASSIST.-		100.00	1,374,254.80
Check	12/01/2018	6356	BRENDA RYAN	DEC.-2018 BOARD CLERK SERVICES		1,000.00	1,373,254.80
Check	12/01/2018	6357	ROSARIO VIZCARRA	DEC.-2018 BOOKKEEPING SERVICE		1,400.00	1,371,854.80
Check	12/01/2018	6358	MARIA TAVERA SANTACRUZ	CLEAN SERVICE NOV.7-14-21-28/2018 601 HEBER OFFICE		400.00	1,371,454.80
Check	12/01/2018	6359	JOSE PIMENTEL	DEC...-2018 BORDERLINE-MARKETING SERVICE		1,699.00	1,369,755.80
Check	12/01/2018	6360	MEXUS HEALTHCARE SOLU...	NOV./2018 DISTRICT.MANAGER SERVICE		5,000.00	1,364,755.80
Check	12/01/2018	6361	ISRAEL PADILLA HERNANDEZ	OCT.-NOV/2018 LANDSCAPING SERVICES 601 HEBER BUILDING		180.00	1,364,575.80
Check	12/01/2018	6362	BLACKHAWK BROADCASTI...	XEC...-2018 ADVERTISEMENT KSWT-KYMA		700.00	1,363,875.80
Check	12/01/2018	6363	EL SOL DEL VALLE IMPERIAL	DEC.-2018 ADVERTISEMENT/NEWSPAPER SERVICE		522.00	1,363,353.80
Check	12/04/2018	6364	EDUARDO A RIVERA	NOV...-2018 LEGAL SERVICES SERV.		2,050.00	1,361,303.80
Check	12/04/2018	6365	REPUBLIC SERVICES # 467	ACCT. 3-0467-0031459 NOV...-2018 SERVICE		175.78	1,361,128.02
Check	12/10/2018		KAREN VOGEL-TREASURER...	PROPERTY TAX 1- INSTALLMENT -2018-2019 400 MARY AVE..CALEXICO....		2,484.02	1,358,644.00
Check	12/12/2018	6366	COMITE CIVICO DEL VALLE, ...	COMPLEMENT EXPENSES JULY- OCT/2018 ASTHMA MANAGEMENT PR...		15,866.41	1,342,777.59
Check	12/12/2018	6367	LUZ TRISTAN, MD.	DEC.-2018 WELLNESS 4 KIDS PROG.		13,333.33	1,329,444.26
Check	12/12/2018	6368	IMPERIAL COUNTY AREA A...	OCT.-2018 CLX.SENIORS -691 HOME DELIVERED MEALS SERV.		5,528.00	1,323,916.26
Check	12/12/2018	6369	AT&T	ACCT.(760)357-6522-066 5 &(760)357-9712-808 4		188.26	1,323,728.00
Check	12/12/2018	6370	ENTRAVISION.-	NOV.-2018 TV- SPOTS SERVICES		580.00	1,323,148.00
Check	12/13/2018	6371	RODOLFO VALDEZ	REIMB.BEST BUY TICKET-IPAD S/SDMPXLAWYJ28K		573.29	1,322,574.71
Check	12/19/2018	6372	SYLVIA BERNAL	DEC-2019 BOARD MEETING ASSISTANCE		500.00	1,322,074.71
Check	12/19/2018	6373	ROSARIO VIZCARRA	REIMB.PLAQUE W/GAVEL SYLVIA BERNAL		134.23	1,321,940.48
Check	12/19/2018	6374	GLORIA G ROMO	REIMB.VONS TICKET-FLOWERS-SYLVIA BERNAL EVENT		45.98	1,321,894.50
Check	12/19/2018	6375	TOMAS VIRGEN	REIMB.COSTCO & 99 CENTS HMHD 12-19-2018		115.79	1,321,778.71
Check	12/21/2018	6376	GLORIA GRIJALVA	DEC-2018 BOARD MEETING ASSIST.		100.00	1,321,678.71
Check	01/01/2019	6377	GLORIA G ROMO	JAN-2019 BOARD MEETING		500.00	1,321,178.71
Check	01/01/2019	6378	NORMA M APODACA	JAN-2019 BOARD MEETING ASSIST.		500.00	1,320,678.71
Check	01/01/2019	6379	RODOLFO VALDEZ	JAN-2019 BOARD MEETING-MILEAJE REPORT		513.08	1,320,165.63
Check	01/01/2019	6380	ASSOCIATION OF CALF.HEA...	MEMBER DUES COVERING 1/1/19-6/10/19		2,500.00	1,317,665.63
Check	01/01/2019	6381	GLORIA GRIJALVA	JAN-2019 BOARD MEETING ASSIST.		500.00	1,317,165.63
Check	01/04/2019	6382	BRENDA RYAN	JAN.-2019 BOARD CLERK SERVICES		1,000.00	1,316,165.63
Check	01/04/2019	6383	ROSARIO VIZCARRA	DEC...-2018 BOOKKEEPING SERVICE		1,400.00	1,314,765.63
Check	01/04/2019	6384	EDUARDO A RIVERA	DEC.-2018 LEGAL SERVICES SERV.		1,000.00	1,313,765.63
Check	01/04/2019	6385	IMPERIAL LAFCO	INV.# HMHD1018 ADMIN-SERVICES JULY-OCT.-2018		6,762.00	1,307,003.63
Check	01/04/2019	6386	IMPERIAL IRRIGATION DIST...	ACCT 50655109-50655112 ELECT.BILL 400 MARY OFFICE		95.84	1,306,907.79
Check	01/04/2019	6387	REPUBLIC SERVICES # 467	ACCT. 3-0467-0031459 DEC.-2018 SERVICE		175.78	1,306,732.01
Check	01/04/2019	6388	CITY OF CALEXICO - Vendor	ACCT.38078 & 63295 WATER BILL NOV.-2018		176.80	1,306,555.21
Check	01/04/2019	6389	GreatAmerica Financial Servic...	ACCT. 003-1228273-000 LEASING -RICOH COPIER MACHINE		136.61	1,306,418.60
Check	01/04/2019	6390	EL SOL DEL VALLE IMPERIAL	JAN--2019 ADVERTISEMENT/NEWSPAPER SERVICE		522.00	1,305,896.60
Check	01/04/2019	6391	MARIA TAVERA SANTACRUZ	CLEAN UP SERV. DEC.5/12/19/26-2018 601 HEBER CALEXICO,CA 92231		400.00	1,305,496.60
Check	01/04/2019	6392	GLORIA GRIJALVA	COMPL.DEC-2018 BOARD MEETING ASSIST.		100.00	1,305,396.60
Check	01/04/2019	6393	BLACKHAWK BROADCASTI...	JAN.-2019 ADVERTISEMENT KSWT-KYMA		700.00	1,304,696.60
Check	01/04/2019	6394	IMPERIAL IRRIGATION DIST...	ACCT 50564831 ELECT.BILL 601 HEBER OFFICE		67.18	1,304,629.42
Check	01/04/2019	6395	MEXUS HEALTHCARE SOLU...	DEC./2018 DISTRICT.MANAGER SERVICE		5,000.00	1,299,629.42
Check	01/04/2019	6396	TOMAS VIRGEN	VOID: REIMB.CELL PHONE SERV.AUG-12/DEC.11-2018	0.00		1,299,629.42
Check	01/09/2019	6398	TOMAS VIRGEN	REIMB.CELL PHONE SERV.AUG-12/DEC.11/2018		238.35	1,299,391.07
Check	01/09/2019	6399	LUZ TRISTAN, MD.	JAN.-2019 WELLNESS 4 KIDS PROG.		13,333.33	1,286,057.74
Check	01/09/2019	6400	AT&T	ACCT.(760)357-6522-066 5 &(760)357-9712-808 4		188.26	1,285,869.48
Check	01/09/2019	6397	void	VOID	0.00		1,285,869.48
Check	01/11/2019	6401	void	VOID	0.00		1,285,869.48
Check	01/12/2019	6402	COMITE CIVICO DEL VALLE, ...	REIMB. EXPENSES NOV-2018 ASTHMA MANAGEMENT PROGRAM		8,137.66	1,277,731.82
Check	01/12/2019	6403	IMPERIAL COUNTY AREA A...	NOV.-2018 CLX.SENIORS -635 HOME DELIVERED MEALS SERV.		5,080.00	1,272,651.82
Total 1055 - Cash in bank - Wells Fargo					0.00	103,202.98	1,272,651.82

3:39 PM

01/12/19

Accrual Basis

HEFFERNAN MEMORIAL HEALTHCARE DISTRICT

Transactions by Account

As of January 12, 2019

Type	Date	Num	Name	Memo	Debit	Credit	Balance
TOTAL					<u>0.00</u>	<u>103,202.98</u>	<u>1,272,651.82</u>