

**SOUTHWEST HEALTHCARE DISTRICT  
BOARD OF DIRECTORS MEETING**

August 18, 2022

**DREAM WEAVER RANCH  
10960 STEINHOFF ROAD  
FRAZIER PARK, CA**

**MINUTES**

1. Call to Order 6:23 P M
2. Pledge of Allegiance
3. Roll Call of Directors Milista Brennan, Cheryl Bert, Iris Lapple, Tanya Long Patricia Maillis
4. Public Comments (limited to 5 Min. each person) None
5. Board members initiatives or ideas. 1. Milista suggested that the storage of the Historical Files be located at her residence. To be stored in Heavy Duty Totes which are water tight, rodent proof. To do so would save the cost of monthly storage Facility fees. The Board agreed with this idea.  
2. The Board discussed the initiative to pay Patricia Maillis Board Secretary an hourly rate of \$ 20.00 per hour for the reorganization, detailing and logging of historical documents, records and files for Southwest Health Care District. This is necessary in order to comply with California Government Code 60200-60204 Special Districts Mandatory Record Retention requirements.  
Motion by Milista Brennan 2nd Cheryl Bert Ayes 4 Abstain 1 Patricia Maillis
6. Adjustments to Agenda None

**OLD BUSINESS**

7. Approve Minutes of Regular Board Meeting of July 13, 2022 and Special Meeting July 14, 2022  
Motion By Tanya 2nd Milista Ayes 4 Nays 0 Abstain 1/Patricia
8. President's Report: None.
9. Treasurer's Report Month July Day 31 Year 2022  
**CBT: NOT AVAILABLE CITY FUND \$ 249,626.00**  
Motion by Milista 2nd Tanya Ayes 4 Nays 0 Abstain Iris

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10960 STEINHOFF ROAD  
FRAZIER PARK , CA

MINUTES

OLD BUSINESS

PAY BILLS :

1. Peak to Peak Grant approved on 7/14/2022 \$ 15,000.00

Motion By Iris2nd Milista Ayes 5 Nays \_\_\_ Abstain \_\_\_

2. Iris Lapple office supplies total expense \$ 179.00

Motion By Cheryl 2nd Milista Ayes 5 Nays \_\_\_ Abstain 1/ Iris

10. Secretary's Report: Attached

11. Directors Report: None

NEW BUSINESS

12. Guests:/Future Cheryl Bert stated that Mike Parker of Southern Kern Search and Rescue had contacted her and is requesting to come to our next board meeting on Sept. 15, 2022.

13. Any other Business : 1. Contact Brown Armstrong CPA Firm about conducting our Audit of Financials for the Period ending June 30, 2022.

13. 2. Streamline Website to contact them regarding information on our website that we have no information on.

14. Set Agenda for next Meeting on Sept. 15, 2022

15. Time 5:30 P. M. Place Dream Weaver Ranch 10960 Steinhoff Rd Frazier Park, CA

16. Adjourn at 7:51 P.M. Motion By Iris2nd Patty Ayes 5

Milista Brennan

9/15/22

Milista Brennan Director

Sept. 15, 2022

Patricia Maillis

9-15-22

Patricia Maillis Secretary

Sept. 15, 2022

**Secretaries Report  
Patricia Maillis  
August 18, 2022  
Southwest Healthcare District  
Regular Board Meeting**

- 1. President Cheryl Bert went to pick up the Southwest Healthcare District's historical files on July 17, 2022 which were stored at the former President Barbara "Toby" Brault's residence . Cheryl brought them to my house and we tried to get them organized by dates. Some things were in manilla envelopes with dates on them and there were binders, a brief case and loose papers . No listing of exactly what information is contained in anything. I am in the process of going through this information by organizing and documenting in a manner that is required by California State Regulations for Special Districts , AB474 Government Codes Section 60200-60204 Record Retention and Destruction of Records of Special Districts so we can be in compliance with these regulations .**
  
- 2. With this in mind I would like to propose that we create and adopt such a written policy in our policy and procedure manual to provide guidelines for future records and to ensure compliance with state and Kern County requirements.**
  
- 3. On July 29th, 2022 Iris Lapple, Tanya Long and I all went together to Bakersfield to the Kern County Elections Office located in the City Clerk's Office. We completed and filed the required forms to be placed on the ballot for the Nov. 8th, 2022 Election.**
  
- 4. On August 3, 2022 Iris and I completed RAMS Associates , Senior Accountant Tirumala Chettu requested by email on July 25, 2022 that he needed the board resolutions and board approval Minutes for the expenses ( SEE list below ), along with supporting documents. He needed this in order to complete the Audit for July 2020 to June 2021 . These documents were sent to him by overnight delivery on August 4, 2022 . He notified Iris by email on August 8, 2022 that he received the information and would complete the audit as soon as possible .**

**6012. Peak to Peak School Nurse, 6030 Family Resource Center \$15,800**

**6030. Family Resource Center \$37,000**

**6050. Health Fair \$\$10,375**

**6080. Southern Kern Search & Rescue \$16,964**

- 5. Finally I would like to propose that we have a written schedule and procedures in place to assure that required forms and paperwork that are required for us to submit to State and Kern County Agencies are done in a timely manner.**

Southwest Health Care District  
P O Box 717  
Frazier Park, CA 93225-0717

RAMS ASSOCIATES  
Tirumala Chettu  
Senior Accountant  
3240 E State Street Ext  
Hamilton, N.J. 08619

RE: Approval of the Final Draft Financials  
and Report on Internal Controls for SOUTHWEST  
HEALTHCARE DISTRICT BASIC FINANCIAL  
STATEMENTS FOR THE YEAR ENDED JUNE 30, 2021

We the Board of Directors listed below do  
hereby give our Approval on this Date of  
August 31, 2022 by Signatures Below:

Cheryl Bert / Cheryl Bert 08-31-2022 President  
Milista Brennan / Milista Brennan 8/31/22 Director  
Iris Lapple / Iris Lapple 8/31/2022 Treasurer  
Tanya Long / Tanya Long 8/31/2022 Director  
Patricia Maillis / Patricia Maillis 8/31/22 Secretary