

**BOARD OF DIRECTORS**

*Steve Pittson, DC, President
Becky Campo, Vice-President
Luis Avila, Secretary
Anne Stokman, RN, Treasurer
Gallo Mac Master, Board Member*

PO Box 187, Patterson, CA 95363
Phone (209) 892-8781 Fax (209) 892-3755

BOARD OF DIRECTORS REGULAR MEETING

March 29, 2021 @ 6:30 pm

Our Board meeting will be held remotely via Zoom. You can join on your computer and/or call in.

Screen share at <https://us02web.zoom.us/j/4792915693?pwd=VGVuSUVTbGVrdzErdTZlQnhsWVZtUT09>

If you are unable to join via computer, or do not have speakers or a microphone on your computer, you can dial in for audio.

Call (669) 900-6833 and enter ID 479 291 5693 Passcode: 520091592. The meeting password is DelPuerto

Note that everyone will be muted by default. If you would like to speak during the public comment portion of the meeting, you have the following options: Online – raise your hand or use the Chat options. Phone – press *9 to raise your hand, *6 to send a request to be unmuted to submit comments.

The Del Puerto Health Care District welcomes you to this meeting, which is regularly held the last Monday of each month, and your interest is encouraged and appreciated.

PUBLIC COMMENT PERIOD: Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda. If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period, however California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board of Directors. Persons speaking during the Public Comment will be limited to five minutes or, depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

CONSENT CALENDAR: These matters include routine financial and administrative actions and are identified with an asterisk (*). All items on the consent calendar will be voted on as a single action at the beginning of the meeting under the section titled "Consent Calendar" without discussion. If you wish to discuss an item on the Consent Calendar, please notify the Clerk of the Board prior to the beginning of the meeting or you may speak about the item during Public Comment Period.

REGULAR CALENDAR: These items will be individually discussed and include all items not on the consent calendar, all public hearings and correspondence.

CLOSED SESSION: Is the portion of the meeting conducted in private without the attendance of the public or press to discuss certain confidential matters specifically permitted by the Brown Act. The public will be provided an opportunity to comment on any matter to be considered in closed session prior to the Board adjourning into closed session.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA: Please raise your hand or step to the podium at the time the item is announced by the Board President. In order that interested parties have an opportunity to speak, any person addressing the Board will be limited to a maximum of 5 minutes unless the President of the Board grants a longer period of time.

BOARD AGENDAS AND MINUTES: Board agendas and minutes are typically posted on the Internet on Friday afternoons preceding a Monday meeting at the following website: <https://dphealth.specialdistrict.org/board-meeting-agendas>.

Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District office at 875 E Street, Patterson, CA during normal business hours. Such documents are also available online, subject to staff's ability to post the documents before the meeting, at the following website <https://dphealth.specialdistrict.org/board-meeting-agendas>.

NOTICE REGARDING NON-ENGLISH SPEAKERS: Board of Director meetings are conducted in English and translation to other languages is not provided. Please make arrangements for an interpreter if necessary.

REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (209) 892-8781. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Cell phones must to be silenced or set in a mode that will not disturb District business during the meeting.

Del Puerto Health Care District Board of Directors

March 29, 2021

Regular Meeting Agenda

Page 2 of 3

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
4. **Reading of the Mission Statement**
"The District's primary mission is to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while continuing to expand healthcare availability to the citizens of the Del Puerto Health Care District."
5. **Public Comment Period** *[Members of the public may address the Board on any issues on the Consent Calendar and items not listed on the agenda that are within the purview of the District. Comments on matters that are list on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of five minutes. Board members may not comment or acting on items not on the agenda.]*
6. **Declarations of Conflict** *[Board members disclose any conflicts of interest with agenda items]*
7. **Approval of Agenda** **Action**
*[*Directors may request any consent calendar item be moved to regular calendar or change the order of the agenda items.]*
8. **Consent Calendar*** *[Routine committee reports, minutes, and non-controversial items]* **Action**
 - A. *Approve February 22, 2021 Board Meeting Minutes
 - B. *Approve Finance Committee Meeting Minutes for February 17, 2021
 - C. *Accept Month End Financials & Warrants February 2021
 - D. *Resolution 2021-04 Covid-19 Vaccination Program Vaccine Provider Participation Agreement
9. **Presentation: Public Building Projects: Introduction & Contract Types** – Joe Simile, Simile Construction Service
10. **Regular Calendar**
 - A. *Any Consent calendar items moved to regular calendar **Action**
 - B. Consider Letter of Engagement for Legal Opinion on Design-Build Option for DPHCD **Action**
 - C. Review and Adopt Employment Policies for Non-Physician Provider Employees **Action**
 - D. FY 2021 Planned Ambulance Purchase **Action**
 - E. Review for Acceptance and Referral to Foundation: LHE Grant to hire LCSW **Action**
 - F. Review and Adoption of Legislative Advocacy Policy **Action**
 - G. Appointment of Legislative Advocacy Ad Hoc Committee **Presidential Appointment**
11. **Reports**

	<u>Employee Anniversaries & New Hires</u>	<u>March</u>	<u>Years</u>
A.	Health Center	Jacqueline Palominos	9
B.	District Wide Community Assessment – Director Stokman		
C.	West Side Health Care Task Force – Director Mac Master		
D.	CEO Annual Performance Evaluation (begins April) – Director Campo		
E.	Ambulance – Director, Paul Willette		
F.	Health Center – Manager, Suzie Benitez		
G.	Administration – Administrative Director/CEO, Karin Hennings		
12. **Board Governance Education Session: Our Rural Health Clinic Patients** – Dr. Jose Rodriguez, Medical Director
13. **Director Correspondence, Comments, Future Agenda Items** **Information**

Del Puerto Health Care District Board of Directors

March 29, 2021

Regular Meeting Agenda

Page 3 of 3

14. **Upcoming Regular Board and Standing Committee Meeting Dates**

Finance – Wed, April 21, 2021, 3:00 pm

Board – Mon, April 26, 2021, 6:30 pm

Finance – Wed, May 26, 2021, 3:00 pm

Board – Mon, May 31 (No Meeting due to Holiday)

Finance – Wed, June 23, 2021, 3:00 pm

Board – Mon, June 28, 2021, 6:30 pm

15. **Adjourn**



BOARD OF DIRECTORS MEETING

February 22, 2021 @ 6:30 pm

Via Zoom

Board of Directors Minutes

1. **Call to order** @6:32 by President Pittson.
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call.**

Directors Present: Director, Steve Pittson
 Director, Anne Stokman
 Director, Luis Avila
 Director, George Galloway Mac Master

Directors Absent: Director, Becky Campo

Staff Present: Administrative Director/CEO, Karin Hennings
 Ambulance Director, Paul Willette
 Health Center Manager, Suzie Benitez
 Accounting Finance Manager, Maria Reyes-Palad
 Clerk of the Board, Cheryle Pickle

District Legal Council: Dave Ritchie, Cole Huber, LLP

We have a Quorum

4. **Reading of the Mission Statement**

"The District's primary mission is to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while continuing to expand healthcare availability to the citizens of the Del Puerto Health Care District."

5. **Public Comment Period**

Present: Joshua Brace from Westside Ambulance – He commented on the excellent partnership between Westside and PDA.

6. **Declarations of Conflict:** There were no conflicts of interest.

7. **Approval of Agenda:**

M/S/C To accept the agenda. Director Stokman / Director Avila

Ayes: Directors Pittson, Stokman, Avila, Mac Master

Nays: None

Abstain: None

Passed

8. **Consent Calendar** * [Routine committee reports, minutes, and non-controversial items]

- A. * Approve January 22, 2021 Board Meeting Minutes
- B. * Approve Finance Committee Meeting Minutes for January 20, 2021
- C. * Accept Month End Financials & Warrants January 2021



BOARD OF DIRECTORS MEETING
February 22, 2021 @ 6:30 pm
Via Zoom
Board of Directors Minutes

M/S/C To accept the Consent Calendar as presented. Director Stokman / Director Avila
Ayes: Directors Pittson, Stokman, Avila, Mac Master
Nays: None
Abstain: None
Passed

9. Regular Calendar

- A. * Any Consent calendar items moved to regular calendar. None
- B. * Adopt FY20-21 Operating Mid-Year Budget Update
Ms. Reyes reviewed the updated budget and explained the two items added items. There were no questions.

M/S/C To adopt the Operating Budget Revisions. Director Stokman / Director Mac Master.
Rollcall Vote
Ayes: Directors Pittson, Stokman, Avila, Mac Master
Nays: None
Abstain: None
Passed

10. Reports

A. <u>Employee Anniversaries & New Hires</u>	<u>February</u>	<u>Years</u>
Ambulance:	Chuck Coelho	9
	Lori Valdovinos	9
Health Center:	Daiana Flores	4
	Susi Perez	5
	Yesenia Sanchez	Welcome Back

- B. **District Wide Community Assessment** – Director Stokman
Director Stokman reviewed her report. The survey was mailed January 19,2021. As of last Friday, they had 300 responses. At this rate, they will not need to make the telephone calls to complete the survey.
- C. **West Side Health Care Task Force - Director Mac Master**
Director Mac Master stated that the next meeting is scheduled for March.



BOARD OF DIRECTORS MEETING

February 22, 2021 @ 6:30 pm

Via Zoom

Board of Directors Minutes

- D. Conversations with Patterson City Council – Directors Campo, Mac Master, Avila**
The meeting is being scheduled for March 02,2021 at 4:00 pm.
- E. CEO Annual Performance Evaluation -Director Campo**
Item was tabled due to Director Campo's absence.
- F. Ambulance – Paul Willette, Director of Ambulance Operations**
Report was disseminated.
Mr. Willette reviewed his report making note that AMR had been in our district much less. However, we still were responding to calls in the Turlock and Modesto area quite a bit. He also reviewed the payor mix report.
- G. Health Center - Suzie Benitez, Health Center Manager**
Report was disseminated.
Ms. Benitez reviewed her report. It was another slow month. Down 35% over last year. The number of patients seen by each provider has decreased as well. No shows have decreased. This can be attributed to the new software, Athenanet. It sends reminder to the patient multiple times. The providers have a 95% close rate on their charts. This has been recognized by Athenanet.

Directors Stokman and Campo have expressed interested in learning how we can market to our patients, especially those who have not returned due to COVID-19. Ms. Benitez arranged to have the nurse at HPSJ help. They will be Having a Zoom meeting to decide on how they can market and help members to come into the office.

Director Mac Master also expressed an interest in being involved with this project. It was decided that an Ad-hoc Committee on this subject of marketing and promotion would be appropriate. Therefore, Director Pittson appointed Director Stokman and Director Mac Master to serve on the Ad-hoc committee for Marketing and promotion of the Health Center.

Ms. Hennings added that Dr, Blythe's last day with us was February 19. We have been down by 25%. This equates with one provider. Therefore, we will not be hiring a Locums to fill in. Dr. Rodriquez will handle all complicated patients. We will make arrangement to refer out all complicated Neonatal cases at this time.
- H. Administration – Karin Hennings, Administrative Director / CEO (see attached report)**
Ms. Hennings referred to her submitted written report. There were no questions. To save time for the training Ms. Hennings let the submitted report stand.



BOARD OF DIRECTORS MEETING

February 22, 2021 @ 6:30 pm

Via Zoom

Board of Directors Minutes

- 11. Board Governance Training Session – “Community Engagement”** (See attached Materials)
Ms. Hennings started to share the video and start the training. Director Stokman stated that she felt this training was to help develop the board and the fact that Director Campo was not in attendance, she felt we should postpone the training. There was further discussion, and the Item was Tabled until the next Board meeting.
- 12. Director Correspondence, Comments, Future Agenda Items - None**
- 14. Upcoming Regular Board and Standing Committee Meeting Dates**
- | | |
|--|---|
| Finance – Wednesday, March 24 @ 08:00 am | Board – Monday, March 29, 2021 @ 6:30 pm |
| Finance – Wednesday, April 21 @ 3:00 pm | Board – Monday, April 26, 2021 @ 6:30 pm |
| Finance – Wednesday, May 19 @ 3:00 pm | Board – Monday, <i>May 24 Special Mtg @ 6:30 pm</i> |
| | <i>TENTATIVE</i> |
| | Board – Monday, May 31 Memorial Day no meeting |
- Adjourned to Closed Session @ 7:13 pm
- 15. Closed Session** *[Board of Directors may recess to closed session for discussion of certain matters as legally permitted. Any action taken shall be reported in open session.]*
- | | |
|----------------------------|--|
| A. Gov't Code § 54956.9(b) | Conference with Legal Counsel – Anticipated litigation or significant exposure to litigation: Two (2) potential cases. |
|----------------------------|--|
- 16. Reconvene to Open Session – Report of Closed Session**
No reportable actions. Instruction given to staff.
- 17. Adjourn @ 7:42 pm**

DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
FINANCE MEETING via Zoom Video Conference
MINUTES February 17, 2021

I. Call to order/Attendance

The meeting was called to order by Anne Stokman, Committee Chair, 8:15AM

Other Board Members Present: Becky Campo, Committee Member

Other Staff Members Present: Karin Hennings, Administrative Director/CEO; Maria Reyes-Palad, Financial Accounting Manager; Suzie Benitez, Health Center Manager; and Danae Skinner, Administrative Staff Accountant

II. Public Participation – No comments

III. Acceptance of Agenda

M/S/C Anne Stokman/Becky Campo to accept the agenda as presented.

IV. Finance Report Review

A. Review for Approval: January 20, 2020 Finance Meeting Minutes

M/S/C Becky Campo/Anne Stokman to accept the minutes for August 26, 2020 as presented.

B. Review Financial Reports for January 2021

Maria Reyes-Palad reviewed the reports and answered all questions regarding the Financial Reports.

M/S/C Anne Stokman/Becky Campo to recommend to the Board to accept the Financial Reports and Warrants as presented.

C. Review for Recommendation January 2021 Warrants

Maria Reyes-Palad reviewed the report and answered all questions regarding the Warrants.

M/S/C Becky Campo/Anne Stokman to recommend to the Board to accept the Financial Reports and Warrants as presented.

IV. Old Business - NONE

V. New Business

A. FY20-21 Budget Mid-Year Revision Draft

Maria Reyes-Palad and Karin Hennings reviewed the FY20-21 Budget Mid-Year Revision and answered all questions.

M/S/C Anne Stokman/Becky Campo to recommend to the Board the FY20-21 Budget Mid-Year Revision

VI. Accounting and Finance Manager Report

A. Update on Grant and Stimulus Monies Received

- COVID-19 Summary and Details
 - Telehealth Grant Balance as of January 2021
- Information Only – No Action

B. Set Schedule for Committee Review of Account Reconciliations

Anne Stokman stated that she would come to the District Office and review the reconciliations.

VII. Meeting adjourned – 8:53AM

Respectfully submitted,

Anne Stokman, Treasurer

Del Puerto Health Care District
Balance Sheet
As of February 28, 2021

	Feb 28, 21	Jan 31, 21	% Change	Feb 29, 20	% Change	NOTES
ASSETS						
Current Assets						
Total Checking/Savings	2,694,040	2,918,895	(8%)	2,736,709	(2%)	
Total Accounts Receivable	622,096	583,245	7%	661,567	(6%)	
Total Other Current Assets	202,779	82,653	145%	146,317	39%	
Total Current Assets	3,518,915	3,584,793	(2%)	3,544,593	(1%)	
Fixed Assets						
Total 151.000 - Capital assets	5,233,905	5,254,954	(0%)	5,499,112	(5%)	
Total Fixed Assets	5,233,905	5,254,954	(0%)	5,499,112	(5%)	
TOTAL ASSETS	8,752,820	8,839,747	(1%)	9,043,705	(3%)	
LIABILITIES & EQUITY						
Liabilities						
Total Current Liabilities	452,057	516,446	(12%)	506,162	(11%)	
Total Long Term Liabilities	2,208,168	2,217,944	(0%)	2,668,003	(17%)	
Total Liabilities	2,660,225	2,734,390	(3%)	3,174,165	(16%)	
Equity						
350.000 - Unrestricted Assets	1,076,284	1,076,284		1,064,994	1%	
Total 360.000 - Assigned Fund Balance	2,292,357	2,292,357		1,882,357	22%	
Total 370.000 - Restricted Fund Balance	240,524	240,524		226,440	6%	
390.000 - Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762		
Net Income	(9,327)	3,434	(372%)	202,988	(105%)	overall
Total Equity	6,092,600	6,105,361	(0%)	5,869,541	4%	
TOTAL LIABILITIES & EQUITY	8,752,825	8,839,751	(1%)	9,043,706	(3%)	

Operating Acct

Month End Cash Balance	2,694,040
101.015 - TCB - Keystone C 8641	(101,594)
103.100 - TCB-USDA Debt Reserve 7237	(122,879)
280.000 - Deferred Grant Revenue	(23,250)
370.010 - Mitigation Fees	(119,804)
360.030 - Asset Replacement Fund	(876,357)
AP & Payroll Liability	(328,327)
Unencumbered Cash	1,121,829
Percent of Operating Cash Reserve Goal	79%
360.070 - Operating Cash Reserve	1,416,000

Del Puerto Health Care District
YTD by Class
July 2020 through February 2021

	Total 01 DPHCD			Total 02 Patterson District Ambulanc			Total 03 Del Puerto Health Center			Total 06 Keystone Bldg C			TOTAL		
	Jul '20 - Feb 21	Budget	% of Budget	Jul '20 - Feb 21	Budget	% of Budget	Jul '20 - Feb 21	Budget	% of Budget	Jul '20 - Feb 21	Budget	% of Budget	Jul '20 - Feb 21	Budget	% of Budget
Ordinary Income/Expense															
Income															
401.000 - Gross Patient Service Revenue				5,944,392	5,623,333	106%	1,466,700	1,478,946	99%				7,411,092	7,102,279	104%
401.021 - Del Puerto Health Center															
403.000 - Adjustments				(4,075,027)	(3,762,923)	108%	(366,249)	(103,882)	353%				(4,441,276)	(3,866,805)	115%
405.000 - Bad Debt				(533,805)	(408,175)	131%	(21,761)		100%				(555,566)	(408,175)	136%
407.000 - Other Income	1,664	1,333	125%	84,349	20,517	411%	114,984	121,133	95%				200,997	142,983	141%
Total Income	1,664	1,333	125%	1,419,909	1,472,752	96%	1,193,674	1,496,197	80%				2,615,247	2,970,282	88%
Gross Profit	1,664	1,333	125%	1,419,909	1,472,752	96%	1,193,674	1,496,197	80%				2,615,247	2,970,282	88%
Expense															
601.000 - Salaries & Wages	286,008	284,460	101%	780,891	734,558	106%	590,497	734,974	80%				1,657,396	1,753,992	94%
602.000 - Employee Benefits	80,536	84,711	95%	179,288	209,714	85%	186,914	235,447	79%				446,738	529,872	84%
603.000 - Professional Fees	30,821	75,233	41%	5,654	7,740	73%	469,693	481,918	97%				506,168	564,891	90%
604.000 - Purchased Services	7,554	7,273	104%	140,095	136,845	102%	165,791	195,667	85%				313,440	339,785	92%
605.000 - Supplies	4,840	6,293	77%	75,823	61,733	123%	53,682	61,567	87%				134,345	129,593	104%
606.000 - Utilities	5,052	5,133	98%	12,071	12,867	94%	27,788	28,747	97%				44,911	46,747	96%
607.000 - Rental and Lease	3,036	3,300	92%	253	267	95%	3,819	3,940	97%				7,108	7,507	95%
608.000 - Insurance Coverages	22,949	22,245	103%	116,109	118,494	98%	80,162	77,322	104%				219,220	218,061	101%
609.000 - Maintenance & Repairs	1,430	2,067	69%	43,212	57,533	75%	17,225	18,460	93%				61,867	78,060	79%
610.000 - Depreciation and Amortization	6,736	6,391	105%	106,018	105,740	100%	49,086	48,620	101%	31,688	32,000	99%	193,528	192,751	100%
611.000 - Other operating expenses	41,650	49,449	84%	100,455	110,450	91%	49,256	53,411	92%				191,361	213,310	90%
Total Expense	490,612	546,555	90%	1,559,869	1,555,941	100%	1,693,913	1,940,073	87%	31,688	32,000	99%	3,776,082	4,074,569	93%
Net Ordinary Income	(488,948)	(545,222)	90%	(139,960)	(83,189)	168%	(500,240)	(443,876)	113%	(31,688)	(32,000)	99%	(1,160,836)	(1,104,287)	105%
Other Income/Expense															
Other Income															
701.000 - District Tax Revenues	946,664	946,667	100%	162,000	162,000	100%							1,108,664	1,108,667	100%
702.000 - Impact Mitigation Fees															
703.000 - Investment Income	5,720	9,150	63%	0			0	0%				5,720	9,150	63%	
704.000 - Interest Expense							(40,533)	(40,000)	101%	(24,865)	(28,667)	87%	(65,398)	(68,667)	95%
705.000 - Tenant Revenue							4,800	4,800	100%	92,167	86,785	106%	96,967	91,585	106%
710.000 - Misc Other Income				6,800		100%	5,608	6,500	86%				12,408	6,500	191%
Total Other Income	952,384	955,817	100%	168,800	162,000	104%	(30,125)	(28,700)	105%	67,302	58,118	116%	1,158,361	1,147,235	101%
Other Expense															
802.000 - Keystone District Expense										6,854	5,478	125%	6,854	5,478	125%
810.000 - Misc Other Expense															
Total Other Expense										6,854	5,478	125%	6,854	5,478	125%
Net Other Income	952,384	955,817	100%	168,800	162,000	104%	(30,125)	(28,700)	105%	60,448	52,640	115%	1,151,507	1,141,757	101%
Net Income	463,436	410,595	113%	28,840	78,811	37%	(530,365)	(472,576)	112%	28,760	20,640	139%	(9,329)	37,470	(25%)

Del Puerto Health Care District
Warrants by Bank Account
February 2021

Type	Date	Num	Name	Credit	NOTES
101.000 - Cash and cash equivalents					
101.010 - Tri Counties Bank					
101.011 - TCB-Operating Checking 1739					
Check	02/15/2021	eft	USDA Rural Development Loan-EFT	10,060.00	
Bill Pmt -Check	02/03/2021	EFT	DHCS GEMT-QAF	14,438.10	Q2 2020
Bill Pmt -Check	02/10/2021	EFT	City Of Patterson-H2O, sewer, garbag	337.10	
Bill Pmt -Check	02/10/2021	EFT	U.S. Bank Equipment Finance - EFT	126.27	
Bill Pmt -Check	02/10/2021	EFT	U.S. Bank Equipment Finance - EFT	149.95	
Bill Pmt -Check	02/10/2021	EFT	U.S. Bank Equipment Finance - EFT	140.24	
Bill Pmt -Check	02/22/2021	EFT	Athena Health, Inc.	6,843.00	
Check	02/01/2021	29817	SEMSA	323.53	
Bill Pmt -Check	02/01/2021	29818	MD - Blythe, Diana	23,951.33	
Bill Pmt -Check	02/01/2021	29819	MD - Rodriguez, Jose	35,333.33	
Check	02/10/2021	29820	U.S. Bank Corporate Payment Center	3,311.13	
Check	02/10/2021	29821	Wakefield	326.83	
Bill Pmt -Check	02/10/2021	29822	ADT / Protection One	230.36	
Bill Pmt -Check	02/10/2021	29823	Airgas USA, LLC	271.29	
Bill Pmt -Check	02/10/2021	29824	Amazon	169.40	
Bill Pmt -Check	02/10/2021	29825	AMR-American Medical Response	6,332.58	
Bill Pmt -Check	02/10/2021	29826	AMS Software Inc.	181.00	
Bill Pmt -Check	02/10/2021	29827	BICSEC Security, Inc	25.00	
Bill Pmt -Check	02/10/2021	29828	Bound Tree Medical LLC	195.95	
Bill Pmt -Check	02/10/2021	29829	CDC - Cheryle Duncan Consulting	888.76	
Bill Pmt -Check	02/10/2021	29830	City Of Patterson-H2O, sewer, garbag	251.93	
Bill Pmt -Check	02/10/2021	29831	Cole Huber (Cota Cole)	989.00	
Bill Pmt -Check	02/10/2021	29832	Comcast - Other	281.32	
Bill Pmt -Check	02/10/2021	29833	Crescent Work & Outdoor #1	21.55	
Bill Pmt -Check	02/10/2021	29834	Data Path, Inc	3,600.86	
Bill Pmt -Check	02/10/2021	29835	Frontier-3755	206.52	
Bill Pmt -Check	02/10/2021	29836	Frontier - HC 8639	211.46	
Bill Pmt -Check	02/10/2021	29837	Graphic Print Stop	16.57	
Bill Pmt -Check	02/10/2021	29838	Greenway Health	1,925.54	
Bill Pmt -Check	02/10/2021	29839	GreenWorks Janitorial Services	4,145.00	
Bill Pmt -Check	02/10/2021	29840	Language Line	100.00	
Bill Pmt -Check	02/10/2021	29841	Life-Assist	2,270.06	
Bill Pmt -Check	02/10/2021	29842	McAuley Ford	6,288.68	
Bill Pmt -Check	02/10/2021	29843	McKesson Medical Surgical Inc.	1,316.14	
Bill Pmt -Check	02/10/2021	29844	MedTech Billing Services, Inc	5,545.74	
Bill Pmt -Check	02/10/2021	29845	Mission Linen Supply	873.96	
Bill Pmt -Check	02/10/2021	29846	NextGen Healthcare, Inc	546.00	
Bill Pmt -Check	02/10/2021	29847	Pacific Records Management	202.15	
Bill Pmt -Check	02/10/2021	29848	Pacific Roofing	150.00	
Bill Pmt -Check	02/10/2021	29849	Patterson Irrigator	1,453.50	
Bill Pmt -Check	02/10/2021	29850	Paul Oil Co., Inc.	1,835.44	
Bill Pmt -Check	02/10/2021	29851	PG&E	704.50	
Bill Pmt -Check	02/10/2021	29852	Physicians Service Bureau	303.84	
Bill Pmt -Check	02/10/2021	29853	Pitney Bowes - Meter Refil	301.50	
Bill Pmt -Check	02/10/2021	29854	SEMSA Sierra Medical Services Allian	9,159.50	
Bill Pmt -Check	02/10/2021	29855	Solutions Group	1,818.73	
Bill Pmt -Check	02/10/2021	29856	Stanislaus County	16,057.16	Election cost
Bill Pmt -Check	02/10/2021	29857	Staples Advantage	708.64	
Bill Pmt -Check	02/10/2021	29858	Stericycle	682.50	
Bill Pmt -Check	02/10/2021	29859	Streamline/Digital Deployment	200.00	

Del Puerto Health Care District
Warrants by Bank Account
February 2021

Type	Date	Num	Name	Credit	NOTES
Bill Pmt -Check	02/10/2021	29860	Terminix	188.00	
Bill Pmt -Check	02/10/2021	29861	TID Turlock Irrigation District +06	923.38	
Bill Pmt -Check	02/10/2021	29862	Verizon Wireless	259.42	
Bill Pmt -Check	02/10/2021	29863	Westside Landscape & Concrete	292.50	
Bill Pmt -Check	02/10/2021	29864	Workbench True Value Hdwe.	101.20	
Bill Pmt -Check	02/10/2021	29865	Zoll	649.70	
Bill Pmt -Check	02/10/2021	29866	DHCS GEMT-QAF	15,504.00	Q3 2020
Bill Pmt -Check	02/19/2021	29867	MD - Blythe, Diana	18,213.50	
Check	02/22/2021	29868	REFUND - Ambulance:REFUND - Sar	472.18	
Check	02/22/2021	29869	REFUND - Ambulance:REFUND - Rav	4,090.50	
Check	02/22/2021	29870	REFUND - Ambulance:REFUND - Nor	550.84	
Bill Pmt -Check	02/22/2021	29871	A West Side Self Storage	228.60	
Bill Pmt -Check	02/22/2021	29872	Beta Healthcare - Workers Comp	5,119.00	
Bill Pmt -Check	02/22/2021	29873	Beta Healthcare Group	17,279.67	
Bill Pmt -Check	02/22/2021	29874	CARHC-CA Assoc. of Rural Health C	300.00	
Bill Pmt -Check	02/22/2021	29875	Data Path, Inc	4,687.50	
Bill Pmt -Check	02/22/2021	29876	Graphic Print Stop	19.46	
Bill Pmt -Check	02/22/2021	29877	Life-Assist	1,292.84	
Bill Pmt -Check	02/22/2021	29878	Malm Fagundes LLP	900.00	
Bill Pmt -Check	02/22/2021	29879	McKesson Medical Surgical Inc.	186.42	
Bill Pmt -Check	02/22/2021	29880	Mid Valley IT	360.00	
Bill Pmt -Check	02/22/2021	29881	Mission Linen Supply	573.48	
Bill Pmt -Check	02/22/2021	29882	MO-CAL Office Solutions	898.95	
Bill Pmt -Check	02/22/2021	29883	Patterson Irrigator	448.50	
Bill Pmt -Check	02/22/2021	29884	Paul Oil Co., Inc.	2,107.77	
Bill Pmt -Check	02/22/2021	29885	ReadyRefresh by Nestle	158.28	
Bill Pmt -Check	02/22/2021	29886	SEMSA Sierra Medical Services Allian	8,112.70	
Bill Pmt -Check	02/22/2021	29887	Shred-it US JV LLC	318.41	
Bill Pmt -Check	02/22/2021	29888	Staples Advantage	4.54	
Bill Pmt -Check	02/22/2021	29889	Stryker Sales Corporation	1,263.54	
Bill Pmt -Check	02/22/2021	29890	Vortex	1,084.00	
Bill Pmt -Check	02/22/2021	29891	West Side Storage Baldwin	187.20	
Total 101.011 · TCB-Operating Checking 1739				252,579.02	
101.012 · TCB-Payroll Account 2999					
Liability Check	02/03/2021		Payroll Direct Deposit	53,449.61	
Liability Check	02/17/2021		Payroll Direct Deposit	52,404.95	
Liability Check	02/04/2021	EFT	AIG (VALIC)	8,800.03	
Liability Check	02/18/2021	EFT	AIG (VALIC)	10,964.98	
Liability Check	02/19/2021	EFT	Metlife - Group Benefits	838.72	
Liability Check	02/04/2021	E-pay	EDD State of California	3,970.44	
Liability Check	02/04/2021	E-pay	Internal Revenue Service	21,837.32	
Liability Check	02/09/2021	E-pay	EDD State of California	0.16	
Liability Check	02/09/2021	E-pay	Internal Revenue Service	2.08	
Liability Check	02/18/2021	E-pay	EDD State of California	4,427.43	
Liability Check	02/18/2021	E-pay	Internal Revenue Service	23,242.86	
Paycheck	02/04/2021	24831	Employee Payroll	1,798.72	
Paycheck	02/04/2021	24832	Employee Payroll	969.26	
Paycheck	02/04/2021	24833	Employee Payroll	961.34	
Paycheck	02/04/2021	24834	Employee Payroll	1,464.78	
Paycheck	02/04/2021	24835	Employee Payroll	2,832.44	
Liability Check	02/04/2021	24836	United Steelworkers	428.16	
Paycheck	02/08/2021	24837	Employee Payroll	12.12	
Paycheck	02/18/2021	24838	Employee Payroll	3,563.60	

Del Puerto Health Care District
Warrants by Bank Account
 February 2021

Type	Date	Num	Name	Credit	NOTES
Paycheck	02/18/2021	24839	Employee Payroll	1,013.00	
Paycheck	02/18/2021	24840	Employee Payroll	961.35	
Paycheck	02/18/2021	24841	Employee Payroll	1,433.25	
Paycheck	02/18/2021	24842	Employee Payroll	3,009.06	
Liability Check	02/18/2021	24843	United Steelworkers	420.41	
Liability Check	02/19/2021	24844	CA Choice	30,295.31	
Liability Check	02/19/2021	24845	Delta Dental	3,101.23	
Liability Check	02/19/2021	24846	LegalShield	297.10	
Liability Check	02/19/2021	24847	MES Vision	466.94	
Total 101.012 · TCB-Payroll Account 2999				<u>232,966.65</u>	
101.015 · TCB - Keystone C 8641					
Bill Pmt -Check	02/10/2021	EFT	Tri Counties Bank-EFT	7,442.07	
Bill Pmt -Check	02/10/2021	10225	City Of Patterson-H2O, sewer, garbag	344.74	
Bill Pmt -Check	02/10/2021	10226	Gilberto Arroyo-06	385.00	
Bill Pmt -Check	02/10/2021	10227	TID Turlock Irrigation District +06	357.91	
Total 101.015 · TCB - Keystone C 8641				<u>8,529.72</u>	
Total 101.010 · Tri Counties Bank				<u>494,075.39</u>	
Total 101.000 · Cash and cash equivalents				<u>494,075.39</u>	
103.000 · Restricted Funds					
103.100 · TCB-USDA Debt Reserve 7237					
Check	02/15/2021	eft	USDA Rural Development Loan-EFT	10,060.00	
Total 103.100 · TCB-USDA Debt Reserve 7237				<u>10,060.00</u>	
Total 103.000 · Restricted Funds				<u>10,060.00</u>	
TOTAL				<u>504,135.39</u>	
Less: Irregular Items				<u>45,999.26</u>	
FEBRUARY ISSUED WARRANTS-Adjust				<u>458,136.13</u>	

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

Board Meeting – March 29, 2021

**8D Contract with State of CA Third Party Administration for COVID Vaccine
Vaccination Program Vaccine Provider Participation Agreement** **8D Covid-19
Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: Yes

4/5 Vote Required: No

SUBJECT: **DPHCD Resolution 2021-04** to enter the Covid-19 Vaccination Program Vaccine Provider Participation Agreement

STAFF REPORT: The State of California is transitioning the distribution of COVID-19 vaccines to Blue Shield as a Third Party Administrator (TPA). A Board resolution to accept the providers contract is required to continue providing COVID-19 vaccinations at the Health Center.

DISTRICT PRIORITY: Access to Health Care Services on the West Side

FISCAL IMPACT: Continued COVID-19 expenses with hope of future reimbursement from the federal AMERICAN RESCUE PLAN ACT OF 2021.

STAFFING IMPACT: None

CONTACT PERSON: Karin Hennings

ATTACHMENT(S): Resolution 2021-04 for the Administrative Director / CEO to execute the Covid-19 Vaccination Program Vaccine Provider Participation Agreement.

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: No

RECOMMENDED MOTION: *I move the Board of Directors adopt Resolution 2021-04.*

Del Puerto Health Care District

RESOLUTION NO. 2021-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE **DEL PUERTO HEALTH CARE DISTRICT** AUTHORIZING THE ADMINISTRATIVE DIRECTOR / CEO TO EXECUTE THE **COVID-19 VACCINATION PROGRAM VACCINE PROVIDER PARTICIPATION AGREEMENT**.

WHEREAS, on March 4, 2020, the State duly proclaimed a State of Emergency Proclamation and Order ("SOE") in response to the threat posed by COVID-19, and has subsequently taken other action pursuant to that State of Emergency; and

WHEREAS, the State has determined that, to mitigate the effects of COVID-19, it is in the best interests of the people of the State of California to contract with TPA for services to facilitate efficient distribution of COVID-19 vaccine; and

WHEREAS, in furtherance of TPA's provider network initiatives, TPA desires to have DPHCD participate in the Program and provide the vaccination services set forth in the Covid-19 Vaccination Program Vaccine Provider Participation Agreement; and

WHEREAS, DPHCD desires to participate in the Program under the terms and conditions set forth in said Agreement; and

WHEREAS, the Agreement requires “a county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.”; and

WHEREAS, the Administrative Director/CEO has reviewed and recommends entering the agreement so the District may continuing provide COVID-19 Vaccine.

NOW, THEREFORE, the DPHCD Board of Directors hereby authorizes the Administrative Director / CEO to execute the **Covid-19 Vaccination Program Vaccine Provider Participation Agreement**.

BE IT FURTHER RESOLVED, that this Resolution shall be effective upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2021

DEL PUERTO HEALTH CARE DISTRICT

PRESIDENT, Board of Directors

ATTEST:

SECRETARY, Board of Directors

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – March 29, 2021**

10B Legal Opinion for DPHCD Use of Design-Build, Engagement Letter **10B Legal Opinion**
for DPHCD Use of Design-Build, Engagement Letter **Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

SUBJECT: Legal Opinion for DPHCD Use of Design-Build, Engagement Letter

STAFF REPORT: The District has invested in property for the development of expanded District Office Headquarters and Ambulance Operations Facility

Looking forward to the development of said HQ and facility, the District may save dollars and improve builder accountability by using the design-build process.

Legislation in 2019 expanded the use of design build by Health Care Districts that operate a hospital or clinic.

This request is to have a legal opinion written for DPHCD as to the application of design-build process to our District Office Headquarters and Ambulance Operations Facility.

As far as a budget for the initial assignment to advise on the legislative history, depending on the level of formality you want in the final deliverable (email v. formal legal memo) and the depth of research, Mr. Gehrig expects he can provide the work for a range of \$7,000-\$15,000.

DISTRICT PRIORITY: Fiscal Transparency; Fiscal Accountability

FISCAL IMPACT: \$7,000 - \$15,000; this is an unbudgeted expense that would be attributed to the final HQ/AMB Facility project cost.

STAFFING IMPACT: None

CONTACT PERSON: Karin Hennings

ATTACHMENT(S): Letter of Engagement from David Gehrig, HansonBridgett

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors approve the engagement of David Gehrig of HansonBridgett to provide legal services related to design-build contracting, including research and advice on legislative authority, and assistance with contract documents not to exceed \$15,000.*

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

Board Meeting – March 29, 2021

10B Legal Opinion for DPHCD Use of Design-Build, Engagement Letter **10B Legal Opinion
for DPHCD Use of Design-Build, Engagement Letter**
Page 2 of 2

BOARD MEETING ACTION SUMMARY

RECOMMENDED MOTION:

ROLL CALL VOTE: **YES**
 MOTION AMENDED: **YES NO**

AMENDMENT: _____

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>Director Pittson</i>		
<i>Director Stokman</i>		
<i>Director Campo</i>		
<i>Director Mac Master</i>		
<i>Director Avila</i>		

VOICE VOTE TAKEN: **YES NO**
 _____ *Pass* _____ *Fail* _____ *Mixed – take Roll Call Vote*

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Director Pittson</i>				
<i>Director Stokman</i>				
<i>Secretary Campo</i>				
<i>Director Mac Master</i>				
<i>Director Avila</i>				

MOTION IS:
 _____ *Approved*
 _____ *Denied*
 _____ *Approved as amended*
 _____ *Other*

DAVID S. GEHRIG
PARTNER
DIRECT DIAL (415) 995-5063
DIRECT FAX (415) 995-3416
E-MAIL dgehrig@hansonbridgett.com



March 4, 2021

VIA E-MAIL ONLY: Karin.Hennings@dphealth.org

Karin Freese Hennings
Chief Executive Officer
Administrative Director
Del Puerto Health Care District
875 E Street
Patterson, CA 95363

Re: Engagement Letter & Fee Agreement

Dear Karin:

Thank you for the opportunity to represent Del Puerto Health Care District ("DPHealth"). This letter will confirm your engagement of Hanson Bridgett LLP to provide legal services related to design-build contracting, including research and advice on legislative authority, and assistance with contract documents. We look forward to working with DPHealth in pursuing these legal objectives. If we can assist DPHealth in other areas, please let me know.

I will be the attorney responsible for this matter. My billing rate for this matter is \$495 per hour, which incorporates a significant public agency discount from my full hourly rate of \$625. When appropriate, I would propose to use other attorneys to assist on your matters to handle work commensurate with their experience and expertise. For those attorneys, I propose to charge \$495 for partners, \$425 for senior counsel, and \$395 for associates. These billing rates will be increased annually on the anniversary of this engagement by 4%. I will review your invoices for accuracy and maintain responsibility for the attorney-client relationship.

Our invoices contain a detailed narrative of the services rendered, together with the name of the attorney or paralegal involved, the time spent, and the amount charged. We recommend that you treat our invoices as confidential documents and safeguard them appropriately.

Consistent with our normal practice, in order to commence work on this matter, we ask that you provide an advance payment retainer in the amount of \$5,000. This sum will be deposited in a client trust account maintained for these purposes in accordance with State Bar rules. Your advance payment will be applied against the final invoices of fees and costs to you. Accordingly, you will be expected to pay all invoices up to that time as they are received. You will be entitled to a refund or credit of any excess that remains at the conclusion of our representation of you.

Karin Freese Hennings
March 4, 2021
Page 2

Please refer to the attached Billing and Policy Summary for additional details regarding our representation, including an agreement to arbitrate disputes. Any additional matters we agree to handle for DPHealth will be governed by the terms of this letter agreement.

We realize there are many qualified firms to choose from and are pleased you have selected our firm to assist you with your matter. We care deeply about our clients and are proud to say we have many clients who have been with our firm since the firm's inception in 1958. We strive to provide exceptional client service to all of our clients. We welcome DPHealth as a valued client and look forward to assisting DPHealth in the achievement of its objectives. You can obtain more information about my background and our firm's services from our website, www.hansonbridgett.com.

Very truly yours,

David S. Gehrig
Partner

Attachment

Karin Freese Hennings
March 4, 2021
Page 3

I have read and understand this Engagement Letter/Fee Agreement and the attached Billing and Policy Summary. I hereby confirm the engagement of Hanson Bridgett LLP to represent Del Puerto Health Care District in accordance with its terms.

DEL PUERTO HEALTH CARE DISTRICT

By: Karin Freese Hennings

Title: Chief Executive Officer / Administrative Officer

Date: _____

To facilitate your acceptance of the foregoing, you may simply reply to this e-mail message with "approved on behalf of Del Puerto Health Care District" and your name. We will consider your reply message to constitute your acceptance and agreement with the terms of this letter.

Billing and Policy Summary

1. **Billing Practices.** We have learned from experience that the attorney-client relationship works best when clients receive a full explanation at the outset about fees and payment terms. California law requires written fee agreements in many cases, and we have found that our clients prefer to have them even when not legally required. This “Billing and Policy Summary” sets forth the principles underlying our fees and other charges. Please review it and let me know if you have any questions about our billing policies. In addition, you should direct any future questions about our billing practices or any particular invoices to me.
2. **Fees.** Except as otherwise agreed with a client, we bill for our services on an hourly basis. We account for our time in tenth-of-an-hour increments, and calculate fees by applying hourly rates assigned to attorneys and other staff to the time spent on a matter. On occasion, we may utilize contract employees to assist in providing legal or paralegal services, working under our direct supervision. In such cases the client is billed at an appropriate hourly rate commensurate with that of our professional staff with equal experience and expertise. All billing rates are reviewed annually and may be adjusted periodically.
3. **Other Charges.** Depending on the matter, we may have to use various in-office support systems and outside services. Therefore, you may incur and be billed for costs in addition to professional fees, subject only to written policies regarding the billing of disbursements that a client may provide to us in advance of the engagement. Usually we bill such charges to a client’s account at the time they are incurred. Examples include photocopying, overnight delivery, messenger services, computer research, travel expenses, court filings, court reporting, data storage and expert witnesses. In some cases, we may request that a client pay the invoice of an outside vendor directly. These expenses are billed at the actual cost with no additional mark up to you. We reserve the right to make periodic adjustments to these charges.
4. **Fee Estimates.** From time to time, we may be asked to provide estimates of anticipated fees. Although we will make every effort to do so in a manner appropriate to the circumstances, these estimates may be subject to uncertainties beyond our control. Such estimates should not be viewed as a maximum or minimum fee quotation, unless we expressly confirm so in writing.
5. **Billing Procedures.** Ordinarily, we will bill clients on a monthly basis. Each invoice will separately state the amount of fees and costs. Unless otherwise specified, each represents fees and disbursements charged to the client through the end of the preceding month. The full amount of each invoice is due upon receipt by the client. Although we seek to include all fees and charges for a billing period, certain time and cost items from a billing period may not appear in the invoice for that period. Instead, they may be included in a later invoice. Matters such as probate, bankruptcy, and trust services and certain financial transactions may involve billing at specified times other than monthly, as mutually agreed upon by the client and the firm, or as required by the court.
6. **Payment Terms.** Payment is due upon presentation of the invoice. Invoices that remain unpaid after thirty (30) days from the invoice date are subject to a late payment charge of ten percent (10%) per year. Payments that are made “on account” and not identified with a specific invoice will be credited to outstanding invoices chronologically, first to costs and then to fees.
7. **Credit Report.** By executing this engagement letter, you agree that we have the right to obtain a consumer report from a recognized credit reporting agency. Should we choose to

obtain such a report, it would be for the purposes of extending credit to you or to review or collect a past due account.

8. Insurer's Role. If you are insured for all or part of the costs of our representation, we will work with you to provide the insurer with the necessary information regarding the claim. However, insurers frequently assert, rightly or wrongly, that they are not obligated to pay for all fees and costs or to pay them on a current basis. For this reason, our fees and costs will be billed to you and payment will be due from you on a current basis, irrespective of any eventual reimbursement of a portion of your fees and costs by your insurer.

9. Preservation of Electronic Information. If your engagement includes a litigation matter, it is possible that it will involve electronic discovery. Under California and federal law, the obligation to provide discovery of electronic information carries with it the obligation to preserve such information. Failure to preserve all electronic and paper information that is later determined to be of potential importance to pending or threatened litigation can result in a range of sanctions, including, in extreme cases, the sanction of an adverse judgment. This evidence may also turn out to be critical to your ability to prove facts that support your position in the case, or disprove facts that the opposing party offers. Many electronic document storage systems contain programs that automatically overwrite or delete data. It is therefore important that you take appropriate steps to ensure that all information and electronic data that may be relevant is not lost, deleted, or destroyed. We will conduct an assessment of your electronic information systems. The assessment will include an initial evaluation and an in-depth identification of sources of relevant information. In the meantime, we recommend that normal document disposition policies, or automatic purging of electronic records, be suspended as to the matters at issue in any pending or threatened litigation until the matter is concluded. Please contact me for our additional fee schedule for assistance with collecting and processing electronically stored information as needed in your matter.

10. Conflicts Review. We have performed a computerized check of potential conflicts of interest that might have prevented us from providing representation in this matter. Based on information provided by you, as well as the information available in our files, we are not aware of any conflicts of interest at this time. If you later learn of any additional parties with an interest in this matter, you should notify us immediately so that we can be certain that they create no problem with this representation. We will conduct a similar search with respect to each new matter you may refer to the firm.

11. Identity of Client. Our engagement is with the person or entity to whom this letter is addressed. Unless otherwise agreed to in writing, we do not represent any parent, subsidiary, affiliate, directors, officers, or other related person or entity as a client. We do not regard a representation adverse to a parent, subsidiary, affiliate, director, officer, or other related person or entity as being adverse to you.

12. Advance Waiver. Given the scope of our firm wide business and client representations, it is possible that during or after the time we represent you, some of our present or future clients will ask us to represent them in disputes or transactions with or involving you which are substantially unrelated to our representation of you. We understand that you have no objection to our representation of parties with interests adverse to you, and that you consent to such representations and waive any actual or potential conflict of interest as long as those other engagements are not substantially related to our services to you. Accordingly, you agree that (i) we can in the future represent existing or new clients in any matter, including litigation or other disputes, so long as the matter is not substantially related to our work for you, even if those other clients' interests are adverse to you in the other matter; (ii) we may obtain confidential

information of interest to you in these other matters that we cannot share with you; and (iii) you waive any conflict of interest that might arise from any of these representations and will not seek to disqualify us in or assert a conflict of interest with respect to any of those representations.

We agree, however, that your consent to, and waiver of such representations shall not apply in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a non-public nature, that, if known to such other client, could be used in any such other matter by such client to your material disadvantage or potential material disadvantage.

Similarly, new lawyers frequently join our firm. These lawyers may have represented parties adverse to you while employed by other law firms or organizations. We assume, unless you notify us otherwise, and consistent with our ethical standards, that you have no objection to our continuing representation of you notwithstanding our lawyers' prior professional relationships, provided we timely implement an ethical screen consistent with our customary practices to prohibit those lawyers from participating in your matter and we provide you with written notice of our implementation of the ethical screen.

13. Cooperation. To perform our services effectively, we require the support of each client. You can assist us by keeping us fully informed as to facts and developments relevant to our representation of you and to each matter assigned. It is essential that each client (as well as any employees or representatives) provide us with accurate and complete information, including written materials when requested, and that each client make its personnel available to the extent required. Failure to assist in this way may affect our ability to represent a client adequately, and could result in our withdrawal as legal counsel.

14. No Warranty of Result. We cannot predict or represent that a particular result can be obtained within a specified time. We can make no promises or guarantees regarding the outcome of the matter or matters that are the subject of our services. We do not ordinarily undertake to keep clients informed about subsequent developments or changes in law once the matter in question has concluded. If you would like us to do so, please inform us in writing so that we can make the necessary arrangements to provide this service.

15. Return and Disposition of Files. After our services conclude, we will, upon your request, deliver to you the files that we created in providing representation to you, along with any funds or property of yours in our possession. If you do not request the files, we will retain them for a period of five years after the matter is closed. At the end of the five-year period, we will have no further obligation to retain the files.

16. Dispute Resolution. While we certainly do not anticipate conflict between us, in the event of any material dispute regarding the services provided or fees charged by the firm which cannot be settled amicably, we both agree that such dispute shall be submitted, as soon as practicable, to final and binding arbitration in San Francisco in accordance with the rules and procedures of JAMS Inc., a private mediation and arbitration facilitator. We further agree that the arbitration will be subject to the Federal Arbitration Act. Any dispute shall be strictly confidential between us and, except for our own representatives, will not be disclosed to any other person or entity. You have the right to consult with independent counsel before agreeing to this provision or signing this engagement letter.

17. Mandatory Fee Arbitration. Notwithstanding Section 16 above, in any dispute subject to the jurisdiction of the State of California over attorney's fees, charges, costs or expenses, you have the right to elect arbitration pursuant to the fee arbitration procedures of the State Bar of

California, as set forth in California Business and Professions Code Sections 6200-6206. Arbitration pursuant to the State Bar procedures is non-binding unless the parties agree in writing, after the dispute has arisen, to be bound by the arbitration award. These procedures permit a court trial after arbitration, or a subsequent binding contractual arbitration if the parties have agreed to binding arbitration and either party rejects the award and requests a trial de novo within 30 days after the award is mailed to the parties. If, after receiving a notice of the client's right to arbitrate, you do not elect to proceed under the State Bar fee arbitration procedures, and file a request for fee arbitration within 30 days, any dispute over fees, charges, costs or expenses, any dispute, claim or controversy arising between us, will be resolved by binding arbitration as provided in Section 16 above.

18. Internal Firm Communications. In the course of your representation, it may become necessary for our lawyers to analyze or address their or the firm's professional duties or responsibility regarding an issue in your matter by consulting the firm's General Counsel. We believe that the ability of our lawyers to consult on such issues as needed benefits the firm and our clients and is part of our efforts to maintain our high standards of ethics and professionalism. You will not be charged for such consultations if they occur. It is possible that a conflict of interest might be deemed to exist as between our lawyers and the firm on the one hand and you or your company on the other hand, arising out of these communications. As a condition of this engagement, you consent to waive any claim of conflict of interest that might be deemed to arise out of any such communications. You further agree and acknowledge that these are our attorney-client communications protected from disclosure to you or anyone else and that you will not seek to discover or inquire into them and may not be advised that they are occurring. Before agreeing to this waiver, we encourage you to seek independent counsel regarding the import of this consent. Of course, nothing in the foregoing shall diminish or otherwise affect our obligations to keep you informed of all material developments in your representation, including any conclusions arising out of such internal communications to the extent that they affect your interests. Your execution of our Engagement Letter confirms your agreement to this provision.

19. Termination. Clients may terminate our legal services at any time effective upon delivery of written notice to the firm. In this event, we will be entitled to receive all fees and costs incurred up to the date of termination. Unless we specifically agree to do so, we will provide no further services and advance no further costs on the matter after we receive notice of termination. Our right to terminate services to a client is subject to certain Rules of Professional Conduct that (a) require us to take reasonable steps to avoid foreseeable prejudice to the client from our withdrawal, and (b) establish standards for mandatory and permissive withdrawal under certain circumstances. Failure by a client to pay our bills in full, and on a timely basis, can constitute adequate grounds for us to withdraw. If we are attorney of record in any proceeding at the time we receive a termination notice, you will be required to execute and return a Substitution of Attorney consent immediately upon receipt, regardless of who initiates the termination.

20. Miscellaneous. From time to time, and consistent with our obligation to maintain your confidences, we may wish to reference our representation of you on our website, in attorney biographies, on matter lists, or in descriptions of our practice areas. We assume you have no objection to such use. We may send you emails with information about our firm, services, legal developments and upcoming events. If at any time you no longer wish to receive marketing communications from us, you may unsubscribe by clicking a link at the bottom of each marketing email which enables you to opt out of our mailing lists. Except as provided in Section 16, our agreement will be governed by California law.

21. Entire Agreement; Notice. This attached letter and this Billing and Policy Summary represent our entire agreement, which will be effective on the date of your signature. It supersedes all prior agreements, statements, or guarantees made before this time. Any notice from you amending, supplementing or superseding the terms of the attached letter and this Billing and Policy Summary will be effective only if approved by our duly authorized representative, and our agreement is memorialized in a writing signed by both parties. To signify your agreement with the terms of this letter, please sign the original and retain it for your files. Please sign a copy of the letter and return it to us for our files. You may also affix an electronic signature indicating your intent to sign this letter and return a copy to us electronically. If mailed, I am enclosing a pre-addressed envelope for your convenience. Of course, you have the right to seek the opinion of independent legal counsel or any other advisors, if you wish to do so, in order to determine whether each and every aspect of this agreement is in your best interests and is acceptable as drafted.



David S. Gehrig
Partner

David assists public agency clients with legal issues related to public works construction projects. His clients include water districts, wastewater agencies, community college districts, health care districts, cities, counties, and transit agencies. He has worked on numerous large-scale infrastructure projects, from the drafting of the contract specifications, through the bid process, to contract completion and claims resolution. He has considerable experience with contract award disputes, subcontractor substitution issues, bidder pre-qualification, and has successfully resolved several stop payment notice lawsuits for public agency clients.

Design-build and Alternative Project Delivery Methods

Design-build contracting is increasingly being recognized as a more effective project delivery method for public agencies. David has written papers and presented at conferences on this topic for a number of years, and has considerable recent experience on a number of large infrastructure projects. David is also familiar with the wider range of alternative project delivery methods, and has assisted clients with CM at Risk contracts, lease-leaseback contracts, and public-private partnership arrangements. He works closely with clients to identify which available project delivery methods are best suited for a particular project.

Water District General Counsel

David has served as general counsel to the Purissima Hills Water District for approximately 10 years. In that capacity, he has developed expertise with open meeting laws, Public Records Act compliance, compliance with Proposition 218 requirements during rate increases, and compliance with emergency drought regulations issued by the California State Water Resources Control Board.

Prevailing Wage and Labor Code Compliance

David has considerable expertise with prevailing wage and Labor Code compliance issues. He has assisted agencies and contractors with resolving Civil Wage and Penalty Assessments issued by the California Department of Industrial Relations (DIR), including the revocation of a \$6.4M Civil Wage and Penalty Assessment on behalf of a transit agency. David has also guided public agencies through SB 854 requirements, and serves as legal counsel to an in-house Labor Compliance Program for a large transit district. For private clients, he has advised on prevailing wage compliance strategies and obtained several favorable prevailing wage coverage determinations from the DIR.

San Francisco

Hanson Bridgett LLP
425 Market Street, 26th Floor
San Francisco, CA 94105

415-995-5063 Direct Phone
415-995-3416 Fax

dgehrig@hansonbridgett.com

Firm Leadership

Infrastructure Practice Co-Leader

Practices/Industries

Construction

Government

Municipal and Public Agency

Green Building

Infrastructure

Public Transit & Transportation

Water Law

Cannabis Law

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – March 29, 2021****10.C Performance Linked Salary for Non-Physician Providers****Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

SUBJECT: Performance Linked Salary for Non-Physician Providers**STAFF REPORT:** Professional employees are eligible for FSLA exempt positions when they exercise independent judgement and how their work is conducted. Nurse Practitioners have been employed at an hourly wage that was not tied to perform metrics. It didn't provide any incentive to perform more income generating patient visits.

The District has been approached by a Nurse Provider hourly requesting a salaried position. He is open to productivity-based compensation.

Attached is the policy and methodology recommended by our general counsel. It conforms with public agency regarding incentive/compensation guidelines.

DISTRICT PRIORITY: Fiscal Transparency; Fiscal Accountability**FISCAL IMPACT:** Improved fiscal outcome with greater productivity**STAFFING IMPACT:** None**CONTACT PERSON:** Karin Hennings**ATTACHMENT(S):** Draft Policy #3418 Performance Linked Salary**RECOMMENDED BOARD ACTION:****ROLL CALL REQUIRED:** YES**RECOMMENDED MOTION:** *I move the Board of Directors adopt Policy #3418 Performance-Linked Salary effective March 29, 2021.*

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: PERSONNEL
POLICY NUMBER: 3418

PERFORMANCE-LINKED SALARY	EFFECTIVE DATE
	TBD

REVIEW DATE:	REVISION DATE:
POLICY SOURCE: David Ritchie, COLE HUBER, District General Counsel	

- Purpose:** To provide a performance-based compensation model that links the provision of patient care to the established salary range. This policy establishes a base salary of \$146,520 or the equivalent of an annual wage of 2080 hours times \$70.42 for a minimum expected productivity equivalent to 2.25 patients per hour. Performance is based on the number of patient visits/patients seen during a fixed period. Productivity steps at performance incentivized salary levels above the base performance step range and require enhanced productivity 1,100 to 1,430 patients per quarter.
- Policy:** DPHC provides performance-based compensation to certain FLSA-exempt employee providers, as approved by the CEO/Administrative Director, to improve patients seen performance and reward higher levels of productivity. Providers are also subject to patient satisfaction survey results and medical care/documentation oversight by the DPHC Medical Director.
- Definitions:**
- Mid-Level Employee: Non-Physician Provider (NPP), Nurse Practitioner (NP), Physician Assistant (PA) employed by the DPHCD to provide patient care.
- Quarterly Patient Volumes: Number of patients seen per calendar quarter (Jan-Mar, Apr-Jun, July-Sep, Oct-Dec).
- Patient Visits: Billable patient visits, or
- Community Service Days: When NPP, NP, or PA participates in an approved community service day they will be credited with their current salary step level of daily patient volume towards the patient count for that quarter.
- Procedure:** Mid-Level qualifying employees approved by the Administrative Director/CEO may be placed into performance-based salary steps that are based on Quarterly Patient Volumes. Employees in these classifications are professional in nature and must FLSA exempt, which means they are paid the same bi-weekly salary regardless of the hours worked and are not eligible for overtime.

For those employees, patient volume is assessed on a quarterly basis at the end of each calendar quarter (January-March, April-June, July-September, and October-December). At the end of the last day of each quarter, Patient Volumes for the quarter will be tabulated.

The employee salary for the subsequent quarter is established at the step reflective of the patient volume from the prior quarter.

Salary Steps	1	2	3	4	5
Hourly Volume Equivalent	2.25	2.50	2.75	3.00	3.25
Quarterly Patient Volume	990	1,100	1,210	1,320	1,430
Annual Patient Volume	3,960	4,400	4,840	5,280	5,720
Bi-Weekly Salary	\$ 5,635	\$ 6,262	\$ 6,888	\$ 7,514	\$ 8,140
Annual Equivalent Salary	\$146,520	\$162,800	\$179,080	\$195,360	\$211,640

For example: In the quarter ending June 30, Nurse Practitioner X was found to have seen 1,244 patients in the preceding quarter. This is an hourly Volume Equivalent of greater than 2.75 but less than 3.00. That employee would therefore be assigned to Step 3 and for all paydays that occur between July 1 and September 30 would have a bi-weekly salary set at \$6,888. At the end of the quarter ending September 30, the patient volume would be updated and a new salary step set for the successive quarter.

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: PERSONNEL
POLICY NUMBER: XXXX

MID-LEVEL EMPLOYEE ADVANCE NOTICE OF NOT-FOR-CAUSE SEPARATION	EFFECTIVE DATE
	MARCH 29, 2021

REVIEW DATE:	REVISION DATE:
POLICY SOURCE: David Ritchie, COLE HUBER, District General Counsel	

Purpose: To provide a notice component for those employees who are mid-level providers once they have completed five years of employment with the district and in the event the employment relationship is scheduled to end, rather than a model involving no notice requirement.

Policy: DPHCD and the employee (the parties) agree, after a mid-level employee has completed five years of employment that each party will provide the other with 30 days advance notice of an intention to separate from employment without cause. This does not alter the at-will relationship between employee and employer which allows for a separation of employment with or without cause, but merely adds a notice component to ensure continuity of services and avoid disruption to patients of the Health Center.

Definitions: Mid-Level Employee: Non-Physician Provider (NPP), Nurse Practitioner (NP), Physician Assistant (PA) employed by the DPHCD to provide patient care.
Notice: In writing from either the Mid-Level Employee or DPHCD advising the other of an intention to terminate the employment relationship.

Procedure: Mid-Level qualifying employees who have completed five years of service with the District shall be provided with at least thirty (30) days of advance notice prior to the effective date of termination of their at-will employment in the event of a not-for-cause termination of the employment relationship initiated by the District. Notice shall be in writing and provided to the Mid-Level Employee through their District email address with a written copy to follow by regular mail or in-person delivery.

Mid-Level Employees shall, reciprocally provide the District with at least thirty (30) days of advance notice of an intention to leave employment, prior to any resignation or retirement from service with the District. Employees who provide such notice shall be deemed to be eligible for re-hire into District service as part of their personnel records. Employees who do not provide such notice shall be deemed "ineligible" for re-hire with the District.

The Board of Directors of the Del Puerto Health Care District

Board Meeting – March 29, 2021

10D Purchase New AmbulancePurchase New Ambulance

Page 1 of 2

DEPT: Patterson District Ambulance

BOARD AGENDA: 10D

CEO CONCURRENCE: YES

AGENDA DATE: March 29, 2021

CONSENT CALENDAR: NO

4/5 Vote Required: No

SUBJECT: Purchase of New Ambulance

STAFF RECOMMENDATION:

1. Follow the Ambulance Replacement Plan outlined at the February 2021 Board Meeting
2. Purchase replacement ambulance and retire an existing ambulance that has higher than average repairs costs and low reliability.
3. Approve a “not to exceed” \$254,000 budget for a new Type III ambulance.
4. Authorize CEO to approve Director of Ambulance Services ambulance ordered within Board approved cost range.

DISCUSSION:

Age of Fleet = Increasing Costs & Less reliability:

Cost: Staff proposes to purchase the same ambulance as in 2019. The estimate has come in 6.8% higher than the ambulance we purchased two years ago, additionally the State of California charges all agencies a Sales and Use Tax:

	Lifeline Victoryliner
2021 Type 3 Ambulance	\$213,211
Power Load System (Installed)	-included-
Sales Tax / Use Fee (7.735%)	\$15,724
SUB TOTAL AMBULANCE:	\$228,935

Radios, Modem, antennas, and installation	\$7,576
Radio Modem Installation	\$1,200
Delivery from Ohio	\$4,100
SUB TOTAL EQUIPMENT/INSTALLS:	\$12,876

CONTINGENCY 5%:	\$12,189
------------------------	-----------------

TOTAL AMBULANCE PURCHASE COST:	\$254,000
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Financing: As replacement equipment this ambulance is not eligible for use of mitigation impact fees. As of Fiscal Year End 2020 the District has \$809,500 in the asset replacement fund. Financing may be an option to explore, and the CEO will propose payment options (cash, loan, lease) to Finance Committee and Board no later than August 31, 2021.

The Board of Directors of the Del Puerto Health Care District

Board Meeting – March 29, 2021

TBD Purchase New AmbulancePurchase New Ambulance

Page 2 of 2

BOARD ACTION AS FOLLOWS:

RESOLUTION NO. 2021-01

MOTION: To authorize the Director of Ambulance Operations to order and equip a 2021 Ford Type III Victoryliner ambulance at a cost not to exceed \$254,000 and to authorize the CEO to sign all necessary purchase orders. The CEO will propose payment options (cash, loan, lease) to the Finance Committee and Board no later than July 31, 2021.

BOARD MEETING ACTION SUMMARY

MOTION AMENDED: YES NO
 AMENDMENT:

<i>Made By</i>	<i>Motion</i>	<i>Second</i>
<i>President Pittson</i>		
<i>Vice President Campo</i>		
<i>Secretary Avila</i>		
<i>Treasurer Stokman</i>		
<i>Director Mac Master</i>		

VOICE VOTE TAKEN: YES NO
 _____ Pass _____ Fail _____ Mixed – take Roll Call Vote

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>President Pittson</i>				
<i>Vice President Campo</i>				
<i>Secretary Avila</i>				
<i>Treasurer Stokman</i>				
<i>Director Mac Master</i>				

MOTION IS:
 ___2418___
 _____ Denied
 _____ Approved as amended
 _____ Other

Approved

Attest:

Luis Avila, Secretary of the Board of Directors



LIFE LINE
EMERGENCY VEHICLES
Proven in Every Direction.

P.O. Box 299 - Sumner, IA 50674

Phone (563) 578-3317 - Fax (563) 578-3305

03-22-2020

**Del Puerto Health Care District
dba Patterson District Ambulance
Attn: Paul Willette, Director
Karin Hennings, CEO
875 E Street / P.O. Box 187
Patterson, CA. 95363**

Purchase Contract Proposal for; Del Puerto Health Care District

- (1) One NEW Type III Victoryliner Ambulance. Module Length 168" & 72" headroom on a 2022 Ford E-450 DRW Chassis with 158" Wheelbase and Liquid Spring Suspension.**

Thank you very much for allowing Life Line Emergency Vehicles this opportunity to submit a Contract proposal for your next New Ambulance.

Below is Life Line Emergency Vehicles Contract price for a 2022 Ford E-450 Victoryliner model with the attached work order.

A New Type III Victoryliner Ambulance that will be on a 2022 Ford E-450 with a 7.3 Liter Gas engine and 158" wheelbase. Life Line will also install a Stryker Power Load 6390 cot litter retention system along with floor structure upgrades and electrical hook ups. Does not include a Cot.

The amount due to Life Line Emergency Vehicles upon pick up will be.....\$ 213,211.00.

This price includes for one person.

- (1) one-way airfare from California to Cedar Rapids, Iowa.**
- One- or two-nights hotel accommodations and transportation to and from airport and hotel to factory.**
- And all meals included while at Life Line.**

OPTIONAL ITEMS:

Delivery

The ambulance can be trucked to Patterson, California thru a Transportation trucking company that Life Line will set up for the customer for an additional..... \$4,100.00.



LIFE LINE
EMERGENCY VEHICLES
Proven in Every Direction.

P.O. Box 299 - Sumner, IA 50674

Phone (563) 578-3317 - Fax (563) 578-3305

Pg. 2

If you agree with the Quotation & work order that is attached along with the Contract proposal, please sign and date below.
Or you may provide a letter of intent on your Letterhead or a P.O.

Date Accepted: _____

Life Line Emergency Vehicles Inc.

David B. Seitsinger 03-22-2021

Signed: _____

Del Puerto Health Care dba Patterson
District Ambulance. Karin Hennings CEO.

David B. Seitsinger, Regional Sales Mgr.
Life Line Emergency Vehicle Officer



QUOTE-1437157

Billing Address:
 PATTERSON, CITY OF
 PO BOX 667
 PATTERSON, CA 95363
 US

Quote Date:03/16/2021
 Expiration Date:05/01/2021
 Quote Created By:
 Dan Chiesa
 dchiesa@deltawireless.com

End Customer:
 Patterson District Ambulance
 Paul Willette
 Paul.Willette@dphealth.org
 (209) 639-9491

Contract: 17724 - HGAC (TX)

Summary:

Equipment Quote only.

Quote does not include installation or programming.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6500 / Enh Series	APX6500				
1	M25SSS9PW1AN	APX6500 UHF R2 MID POWER MOBILE	1	\$2,438.00	\$1,779.74	\$1,779.74
1a	G806BE	ADD: ASTRO DIGITAL CAI OPERATION	1	\$515.00	\$375.95	\$375.95
1b	GA00235AA	ADD: NO GPS ANTENNA NEEDED APX	1	\$0.00	\$0.00	\$0.00
1c	G628AC	ADD: REMOTE MOUNT CABLE 17 FT APX	2	\$15.00	\$10.95	\$21.90
1d	G51AU	ENH: SMARTZONE OPERATION APX6500	1	\$1,200.00	\$876.00	\$876.00
1e	G78AT	ENH: 3 YEAR ESSENTIAL SVC	1	\$176.40	\$176.40	\$176.40
1f	GA00092AU	ADD: APXM DUAL E5 CH	1	\$570.00	\$416.10	\$416.10
1g	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	2	\$60.00	\$43.80	\$87.60
1h	G426AD	ADD: ANT 1/4 WAVE WHIP 450-470 MHZ	1	\$25.00	\$18.25	\$18.25



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.



QUOTE-1437157

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1i	G67EG	ADD: REMOTE MOUNT E5 MID POWER	1	\$297.00	\$216.81	\$216.81
1j	G444AE	ADD: APX CONTROL HEAD SOFTWARE	1	\$0.00	\$0.00	\$0.00
1k	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)	1	\$0.00	\$0.00	\$0.00
1l	GA01670AA	ADD: APX E5 CONTROL HEAD	1	\$572.00	\$417.56	\$417.56
1m	W22BA	ADD: STD PALM MICROPHONE APX	2	\$72.00	\$52.56	\$105.12
1n	G361AH	ENH: P25 TRUNKING SOFTWARE APX	1	\$300.00	\$219.00	\$219.00
2	HLN1457A	HANDSET/HANGUP (HANGUP CUP)	1	\$395.00	\$315.96	\$315.96
APX™ 4500 Enhanced						
3	M22KSS9PW1BN	APX4500 ENHANCED VHF MOBILE	1	\$1,714.00	\$1,251.22	\$1,251.22
3a	G628AD	INT: REMOTE MOUNT CABLE 17 FT APX	1	\$0.00	\$0.00	\$0.00
3b	G24AX	ENH: 3 YEAR ESSENTIAL SVC	1	\$137.55	\$137.55	\$137.55
3c	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	1	\$60.00	\$43.80	\$43.80
3d	GA00804AA	ADD: APX O2 CH (GREY)	1	\$492.00	\$359.16	\$359.16
3e	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1	\$0.00	\$0.00	\$0.00
3f	G299AE	ADD: 1/4 WAVE ROOF TOP 150.8-162	1	\$19.50	\$14.24	\$14.24
3g	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)	1	\$0.00	\$0.00	\$0.00
3h	G67DQ	ADD: REMOTE MOUNT O2 APXM	1	\$297.00	\$216.81	\$216.81
3i	W22BA	ADD: STD PALM MICROPHONE APX	1	\$72.00	\$52.56	\$52.56



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.



QUOTE-1437157

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
3j	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	1	\$0.00	\$0.00	\$0.00
3k	Q811BU	ADD: SOFTWARE P25 CONVENTIONAL	1	\$650.00	\$474.50	\$474.50

Grand Total

\$7,576.23(USD)

Notes:

- Equipment Quote only.
Quote does not include installation or programming.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – March 29, 2021****10.E Legacy Health Endowment Grant for LCSW Clinician****Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

SUBJECT: Legacy Health Endowment Grant for Licensed Clinical Social Worker**STAFF REPORT:** Legacy Health Endowment (LHE) is the foundation formed after the sale of Emanuel Hospital in Turlock to Tenet Corporation.

LHE's mission: To improve the health and healthcare of all residents residing within Stanislaus and Merced Counties (19 specific cities and zip codes) under Legacy Health Endowment's (LHE) jurisdiction, by increasing access to various healthcare services and educating people about healthy lifestyle decisions. LHE currently supports behavioral health/mental health services on the west side by providing mental health counselors in the local school district. LHE is offering to support the startup of mental health services through DPHCD through a grant to support the inaugural year of a LCSW program.

DPHCD has previously evaluated the budget for and approved an LCSW program at DPHC, but due to the COVID pandemic determined it was not the time to expand health center programming. LHE seeks to partner with DPHCD to initiate a fiscally sustainable mental health provider model.

This grant requires acceptance from the DPHCD Board and the Foundation Board.

DISTRICT PRIORITY: Improving Access to Health Care Services on the West Side**FISCAL IMPACT:** \$103,000 grant covers support services; DPHCD commitment of \$125,000 to hire an LCSW. Gross income estimate \$204k-\$477k in the first year. Net positive impact to DPHC annual income estimated at \$114k-4365k including grant income.**STAFFING IMPACT:** Addition of new services in the Health Center**CONTACT PERSON:** Karin Hennings**ATTACHMENT(S):** LHE Granting Letter to DPHF
LCSW Job Description
LCSW Estimated budget including staffing costs and income**RECOMMENDED BOARD ACTION:**

ROLL CALL REQUIRED: YES

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – March 29, 2021****10.E Legacy Health Endowment Grant for LCSW Clinician****Page 2 of 2**

RECOMMENDED MOTION: *I move the Board of Directors adopt the Legislative Advocacy Policy, recommend the President of the Board inquire who would be interested in serving on the Ad Hoc Legislative Advocacy Committee and appoint two Board members to serve until January 2022.*

BOARD MEETING ACTION SUMMARY**RECOMMENDED MOTION:**

ROLL CALL VOTE: **YES**
MOTION AMENDED: **YES** **NO**

AMENDMENT: _____

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>Director Pittson</i>		
<i>Director Stokman</i>		
<i>Director Campo</i>		
<i>Director Mac Master</i>		
<i>Director Avila</i>		

VOICE VOTE TAKEN: **YES** **NO**
_____ *Pass* _____ *Fail* _____ *Mixed – take Roll Call Vote*

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Director Pittson</i>				
<i>Director Stokman</i>				
<i>Secretary Campo</i>				
<i>Director Mac Master</i>				
<i>Director Avila</i>				

MOTION IS:

- _____ *Approved*
_____ *Denied*
_____ *Approved as amended*
_____ *Other*



March 19, 2021

Karin Freese Hennings
Chief Executive Officer
Del Puerto Hospital Foundation
875 E Street
Patterson, CA 95363

RE: Agreement for Grant # 6360.20/21

Dear Karin,

It is my pleasure to inform you that Legacy Health Endowment (“Grantor”) has approved funding of \$103,000 for Del Puerto Hospital Foundation (“Grantee”) for the purposes set forth in this letter agreement. Grantor will disburse \$103,000 to Grantee by not later than March 31, 2021.

The purpose of this grant is to fund Grantee’s project of establishing a mental health team at the Del Puerto Health Clinic to address the behavioral health needs of children and adults who are residents of the 19 ZIP codes set forth on Exhibit A (the “LHE Service Area”). ***This grant is restricted to providing healthcare services and expanding access thereto for residents of the LHE Service Area.*** Exhibit A is hereby incorporated in this letter as if set forth in full herein.

This letter is a legally binding grant agreement (“Agreement”). It will be effective upon our receipt of a copy of this Agreement signed by an authorized representative of your organization.

Please read the terms and conditions of this Agreement very carefully, including the reporting requirements. Grantor will not consider grant renewals for grantees who fail to meet reporting requirements.

TERMS AND CONDITIONS

- 1. Grantee.** Grantee represents that it is a California nonprofit healthcare provider which is exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code of 1986, as amended (“IRC”), and classified as a public charity under IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

2881 Geer Road – Suite A Turlock, CA 95382 209/250-2315

Legacy Health Endowment is a nonprofit healthcare grantmaking foundation that works solely within Merced and Stanislaus Counties in the California Central Valley. LHE is not a hospital or healthcare services provider.

Ms. Karin Freese Hennings
 Del Puerto Hospital Foundation
 Grant # 6360.20/21
 Page 2 of 6

2. **Use of Funds.** Grantee shall use the funding from this grant only for the purposes described above, and subject to the restrictions and covenants set forth in this Agreement. Any changes in the purposes for which grant funds are spent must be approved in writing by Grantor before the funds are so spent.
3. **Reporting.** To enable Grantor to evaluate the effectiveness of its funding under this Agreement, Grantee shall submit to Grantor a final report which incorporates items (a) through (c) listed below. The final report is due to Grantor by March 2022.

The final report shall contain:

- (a) a description of the progress that Grantee has made toward achieving the purposes for which Grantor has provided funding hereunder;
 - (b) a financial accounting of the expenditure of grant funds; and
 - (c) a report on Grantee's compliance with the terms of this Agreement.
4. **Recordkeeping.** Grantee shall keep adequate records to substantiate its expenditures of grant funds. Grantee shall make these books and records available to Grantor at reasonable times for review and audit and shall comply with all reasonable requests of Grantor for information and interviews regarding the use of grant funds. Grantee shall keep copies of all relevant books and records and all reports to Grantor for at least four years after completion of the use of the grant funds.
 5. **Sub-grantees.** Grantee shall retain full discretion and control over the selection of any sub-grantees, contractors, or other agents to carry out the purposes of these grants and shall act completely independently of Grantor. Grantor and Grantee acknowledge that there is no agreement, written or oral, by which Grantor may cause Grantee to choose any particular sub-grantee. Grantee shall require any sub-grantee to comply with the requirements of the Agreement, substituting Grantee for Grantor and the sub-grantee for Grantee, as applicable. All obligations of Grantee under these Paragraphs shall remain in full force and effect.
 6. **Prohibited Uses.** Grantee shall not use any portion of the funds granted:
 - a. To attempt to influence legislation, within the meaning of Section 501(c)(3) of the IRC;
 - b. To undertake any activity for any purpose other than a religious, charitable, scientific, literary, educational, or other purpose specified in Section 170(c)(2)(B) of the IRC; or
 - c. To participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, or to take any other action inconsistent with Section 501(c)(3) of the IRC.

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Ms. Karin Freese Hennings
Del Puerto Hospital Foundation
Grant # 6360.20/21
Page 3 of 6

7. **Grant Announcements.** Grantee shall submit in advance to Grantor, for review and revision at the sole discretion of Grantor, any announcements Grantee intends to make regarding the grant, and any publications referring to the grant that Grantee intends to publish other than in its annual reports or tax returns. The Grantor may include information on the grant in its periodic public reports.
8. **Notice.** Grantee shall give Grantor immediate written notice of any change in (a) Grantee's nonprofit or tax status; or (b) Grantee's executive staff, key staff responsible for achieving the grant purposes, or the members of its governing body.
9. **Publications; License.** Any information contained in publications, studies, or research funded by this grant shall be made available to the public following such reasonable requirements or procedures as Grantor may establish from time to time. Grantee agrees to grant to Grantor an irrevocable, non-exclusive license to publish any publications, studies, or research funded by this grant at Grantor's sole discretion.
10. **No Agency.** The Grantee is solely responsible for all activities supported by the grant funds, the content of any product created with the grant funds, and the way any such product may be disseminated. This Agreement shall not create any agency relationship, partnership, or joint venture between the parties, and Grantee shall make no such representation to anyone.
11. **Terrorist Activity.** Grantee represents that it does not and will not support or conduct, directly or indirectly, violence or terrorist activity of any kind.
12. **No Pledge.** Neither this Agreement nor any other statement, oral or written, nor the making of any contribution or grant to Grantee, shall be interpreted to create any additional pledge or any commitment by Grantor. The grant contemplated by this Agreement shall be a separate and independent transaction from any other transaction between Grantor and Grantee.
13. **Further Assurances.** Grantee acknowledges that it understands its obligations imposed by this Agreement, including but not limited to those obligations imposed by reference to the IRC. Grantee agrees that if Grantee has any doubts about its obligations under this Agreement, including those incorporated by reference to the IRC, Grantee will promptly contact Grantor or its own legal counsel.
14. **Indemnification.** Grantee irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless Grantor, its officers, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of Grantee, its employees or agents, in applying for or accepting the grant, in expending or applying the grant funds, or in carrying out any project or program supported by the grant, except to the extent that such claims, liabilities, losses, or expenses arising from any act or omission of Grantor, its officers, directors, employees, or agents.

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Ms. Karin Freese Hennings
Del Puerto Hospital Foundation
Grant # 6360.20/21
Page 4 of 6

15. **Remedies.** If Grantor determines, in its sole discretion, that Grantee has substantially violated or failed to carry out any provision of this Agreement, including but not limited to failure to submit the final report when due, Grantor may, in addition to any other legal remedies it may have, refuse to make any further grant payments to Grantee under this or any other grant agreement between Grantor and Grantee, and Grantor may demand the return of all or part of the unexpended grant funds, which Grantee shall immediately repay to Grantor. The Grantor may also avail itself of any other remedies available by law.
16. **Captions.** All captions and headings in this Agreement are for reference and convenience only. They shall not limit or expand the provisions of this Agreement.
17. **Entire Agreement.** This Agreement supersedes any prior or contemporaneous oral or written understandings or communications between the parties and constitutes the entire Agreement between the parties concerning its subject matter. This Agreement may not be amended or modified except in writing signed by both parties.
18. **Governing Law.** This Agreement and all claims arising out of this Agreement shall be governed by the laws of the State of California applicable to contracts to be performed entirely within the State.

Signature Page Follows

* * *

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Ms. Karin Freese Hennings
Del Puerto Hospital Foundation
Grant # 6360.20/21
Page 5 of 6

Please have an authorized officer of Grantee sign the enclosed original of the letter and return it to Grantor. Please keep a copy for your files.

Please direct all future communications concerning this grant to me. On behalf of Legacy Health Endowment’s Board of Trustees and staff, let me express how delighted we are to support the purposes of this Project. We wish you every success.

Sincerely,



Jeffrey R. Lewis
President and CEO

The undersigned hereby accepts the foregoing Agreement on behalf of Del Puerto Hospital Foundation and provides the information set forth below:

Authorized Signature

Date: _____

Name

Title

Fiscal year ends: ____/____
Month / Day

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Ms. Karin Freese Hennings
 Del Puerto Hospital Foundation
 Grant # 6360.20/21
 Page 6 of 6

Exhibit A

The **LHE Service Area** consists of the following 19 ZIP codes:

ZIPs	Community
95380	Turlock
95382	Turlock
95315	Delhi
95334	Livingston
95324	Hilmar
95316	Denair
95363	Patterson
95307	Ceres
95301	Atwater
95360	Newman
95326	Hughson
95388	Winton
95328	Keyes
95322	Gustine
95381	Turlock
95374	Stevinson
95358	Modesto
95303	Ballico
95313	Crows Landing

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Del Puerto Health Care District Job Description

Licensed Clinical Social Worker (LCSW)

Page 1 of 2

DEPARTMENT:	Heath Center	JOB TITLE:	Licensed Clinical Social Worker	
FLSA STATUS:	Exempt	SUPERVISES:	Directly - 1	Indirectly - 0
REPORTS TO:	Medical Director	Date:	03/01/2020	
PREPARED BY:	Human Resources	Date:	03/01/2020	
APPROVED BY:	Karin Hennings, CEO			

SUMMARY: Under the Supervision of the Medical Director, the Licensed Clinical Social Worker (LCSW), provides services to patients within the Del Puerto Health Clinic primary care setting. The LCSW functions as an integral member of a team delivering a variety of services to patients referred by a primary care provider. The LCSW engages in population-based education, prevention and early intervention with patients, and participates in chronic disease management, including psychosocial assessments to identify emotional, social, and environmental strengths and problems related to their, illness, treatment, and or life situation. A strong background in childhood development is desirable.

REQUIRED LANGUAGE, LICENSE, EDUCATION, AND EXPERIENCE:

- Bi-Lingual English/Spanish, required
- California Licensed Clinical Social Worker, required
- Master's Degree from an accredited school
- Valid Cardiopulmonary Resuscitation Card (CPR), required
- Experience in multi-cultural health care delivery

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work effectively in a fast-paced primary care environment.
- Displays exceptional interpersonal skills as part of a multi-disciplinary personnel team.
- Provides clinical assessment, patient care planning and effective treatment implementation to children, adults and families.
- Work collaboratively with patients and family members using a wellness, recovery or resilient-based approach and engage patients in treatment pathways and/or brief psychotherapy when indicated.
- Complete brief diagnostic assessments for mental health and other co-occurring addictive or medical disorders.
- Monitors and coordinates the delivery of health services for patients as related to behavioral care, including linking with other treatment providers not only within the primary care setting but, with the patient's permission, outside it as well.
- Provides patients with self-management skills and educational information needed so they can be full participants in their own treatment.
- Provide and communicate recommendations for interventions.
- Collaborates with the provider and the patient.
- Provides relatives/caregivers with information concerning patients in person, by phone, or by correspondence as approved by Supervisor and only after receiving the patients signed release of information consent for that specific individual.
- Work collaboratively with a wide range of clinical and non-clinical disciplines to assess patient and family needs, design effective care planning or service goals or medical treatment plans regarding utilization of additional resources.
- Oversee CPS case management.
- Management of teen crisis.
- Demonstrate multicultural skills, knowledge and experience, including the influence of cultural issues and providing services with appropriate cultural context.

Del Puerto Health Care District Job Description

Licensed Clinical Social Worker (LCSW)

Page 2 of 2

- Ability to respond to common inquires or complaints from patients and family members.
- Develops a therapeutic relationship with the patient, families and caretakers, as assigned by the supervisor, to enhance effective treatment delivery.
- Facilitate education, support groups and referrals.
- Prepare and maintain complex treatment and progress reports and document patient medical charts as needed which include diagnostic and treatment recommendations, discharge planning and follow-up services.
- Assess patients and their families in understanding and coping with emotional and social problems.
- Advise patients of available community resources and act as a liaison and/or advocate for patient/families to use the available services/resources effectively.
- Performs other duties and responsibilities as assigned or requested.

OTHER PROVEN SKILLS and ABILITIES:

- Relating in a professional manner and handle confidential information and protected health information.
- Performing behavioral health evaluations along with complex social and psychotherapy work with patients.
- Preparing clear concise casework records; make recommendations based on information; organize and manage caseload.
- Good organizational skills.
- Proper spelling and use of medical terminology.
- A high degree of initiative, judgement, discretion, and decision making.
- Analyzing situations accurately and taking effective action.
- Establishing and maintaining effective working relationships with employees, patients, families, and community.
- Proficient in use of Microsoft Office Suite and electronic medical/health records.

WORK ENVIRONMENT: The business office work environment characteristics described here are representative of those they encounter while performing the essential functions of this job.

RISK EXPOSURE CATEGORY I: Risk of exposure to blood/body fluids, based on Health Clinic location

DISCLAIMER: This job description indicates the critical features as described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reason.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop or crouch. The employee may occasionally lift and/or move up to 40 pounds and push up to 100 pounds on wheels. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. (See complete "Physical Requirements" attached).

Licensed Clinical Social Worker

Sources	Annual Salary		
	25th percentile	50th percentile	75th percentile
EDD	\$ 66,389	\$ 78,723	\$ 97,720
Indeed	\$ 43,576	\$ 87,152	\$ 130,832
Salary.com	\$ 65,716	\$ 71,303	\$ 77,060
Special District	\$ 75,181	\$ 83,534	\$ 91,888
Average	\$ 62,716	\$ 80,178	\$ 99,375
Mean	\$ 66,053	\$ 81,129	\$ 94,804
Range	\$ 64,384	\$ 80,653	\$ 97,090

Potential Income

Weeks per year	48	48	48
Days per week	5	5	5
Encounters per day	6	10	14
Reimbursement per encounter	142	142	142
Total Reimbursement	204,480	340,800	477,120

Expense

LCSW Salary	\$ 85,000	\$ 85,000	\$ 85,000
Benefits	\$ 16,800	\$ 16,800	\$ 16,800
Taxes	\$ 6,593	\$ 6,593	\$ 6,593
Conference	\$ 2,000	\$ 2,000	\$ 2,000
Licensing, Memberships	\$ 1,500	\$ 1,500	\$ 1,500
LCSW Annual Expense	\$ 111,893	\$ 111,893	\$ 111,893

1.0 FTE (could be reassignment for \$0 add'l cost)	\$ 55,000	\$ 55,000	\$ 55,000
Program Resources	\$ 10,000	\$ 10,000	\$ 10,000
Billing Costs	\$ 16,358	\$ 27,264	\$ 38,170
Support Expenses	\$ 81,358	\$ 92,264	\$ 103,170
Behavioral Health Program Total	\$ 193,252	\$ 204,157	\$ 215,063
Net LCSW Forecast Income	\$ 11,228	\$ 136,643	\$ 262,057

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – March 29, 2021****10.F Legislative Advocacy Policy & 10.G Ad Hoc Committee****Page 1 of 3**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

SUBJECT: Adoption of Legislative Advocacy Policy & Appointment of Legislative Advocacy Ad Hoc Committee

STAFF REPORT: The purpose of the policy is to guide Del Puerto Heath Care District (DPHCD) officials and staff in considering legislative or regulatory proposals that are likely to have an impact on DPHCD, and to allow for a timely response to important legislative issues.

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to DPHCD staff about monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Directors. The Legislative Advocacy Procedures and Advocacy Priorities will provide DPHCD Administrative Director/CEO, or other designee, discretion to advocate in DPHCD best interests in a manner consistent with the goals and priorities adopted by the Board of Directors.

The appointment of a Legislative Advocacy Ad Hoc Committee will provide the District with a body to discern and propose Legislative Priorities to the Board of Directors.

A timely and actual ask for support from CSDA is attached.

DISTRICT PRIORITY: Involvement in the Local and State Legislative Process

FISCAL IMPACT: None

STAFFING IMPACT: Ability to respond to our Legislative Partners when proposals that are likely to have an impact on DPHCD need a timely response.

CONTACT PERSON: Karin Hennings

ATTACHMENT(S): Draft Policy #4XXX Legislative Advocacy
Draft 2021 Advocacy Priorities
ACHD Advocacy Committee Packet

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: YES

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – March 29, 2021****10.F Legislative Advocacy Policy & 10.G Ad Hoc Committee****Page 2 of 3**

RECOMMENDED MOTION: *I move the Board of Directors adopt the Legislative Advocacy Policy, recommend the President of the Board 1) inquire who would be interested in serving on the Ad Hoc Legislative Advocacy Committee and 2) appoint two Board members to serve on the Ad Hoc Legislative Advocacy Committee until January 2022.*

BOARD MEETING ACTION SUMMARY**RECOMMENDED MOTION:**

ROLL CALL VOTE: **NO**
 MOTION AMENDED: **YES NO**

AMENDMENT: _____

Motion Made By	Motion	Second
<i>Director Pittson</i>		
<i>Director Stokman</i>		
<i>Director Campo</i>		
<i>Director Mac Master</i>		
<i>Director Avila</i>		

VOICE VOTE TAKEN: **YES NO**
 _____ *Pass* _____ *Fail* _____ *Mixed – take Roll Call Vote*

Roll Call Vote	Aye	No	Abstain	Absent
<i>Director Pittson</i>				
<i>Director Stokman</i>				
<i>Secretary Campo</i>				
<i>Director Mac Master</i>				
<i>Director Avila</i>				

MOTION IS:

_____ *Approved*
 _____ *Denied*
 _____ *Approved as amended*

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: GOVERNANCE
POLICY NUMBER: TBD

LEGISLATIVE ADVOCACY POLICY	EFFECTIVE DATE
	TBD

REVIEW DATE:	REVISION DATE:
POLICY SOURCE: California Special Districts Association Best Practice	

Purpose

The purpose of the policy is to guide Del Puerto Health Care District (DPHCD) officials and staff in considering legislative or regulatory proposals that are likely to have an impact on DPHCD, and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited (Cal. Gov. Code § 54964), the expenditure of public funds can advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds. (Cal. Gov. Code § 53060.5; *Stanson v. Mott* (1976) 17 Cal. 3d 206.)²

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to DPHCD staff about monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Directors. The Legislative Advocacy Procedures and Advocacy Priorities will provide DPHCD Administrative Director/CEO, or other designee, discretion to advocate in DPHCD best interests in a manner consistent with the goals and priorities adopted by the Board of Directors. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of DPHCD.

Policy Goals

- Provide leadership in advocacy on legislation, regulatory changes, budget proposals, ballot initiatives, educational programs, outreach, and services that support and promote the interests of DPHCD and the communities we serve.
- Advocate DPHCD legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Directors and district staff on the legislative process and key issues and legislation that could have a potential impact on the district.
- Serve as an active participant with other local governments, the California Special Districts Association, and local government associations on legislative and regulatory issues that are important to the district and the region.
- Seek grant and funding assistance for DPHCD projects, services, and programs to enhance services for the community.

Policy Principles

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: GOVERNANCE
POLICY NUMBER: TBD

LEGISLATIVE ADVOCACY POLICY	EFFECTIVE DATE
	TBD

The Board of Directors recognizes the need to protect DPHCD interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of DPHCD to proactively monitor and advocate for legislation as directed by the District's Advocacy Priorities and by the specific direction of the Board of Directors.

This policy provides DPHCD Administrative Director/CEO, or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Directors to set Advocacy Priorities to provide policy guidance. The Board of Directors shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without board approval.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting DPHCD, the matter shall be brought before the Board of Directors at a regularly scheduled board meeting for formal direction from the Board of Directors.

The Board of Directors may choose to establish an ad hoc committee of two Directors, known as the "Legislative Advocacy Committee", with the authority to adopt a position when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process.

Generally, DPHCD will not address matters that are not pertinent to the district's local government services, such as international relations issues.

Legislative Advocacy Procedures

It is the policy of DPHCD to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors. This process involves interaction with local, state, and federal government entities both regarding specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by DPHCD.

Monitoring legislation is a shared function of the Board of Directors and Administrative Director/CEO or designated staff. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The Administrative Director/CEO, or other designee, will act on legislation utilizing the following procedures:

1. The Administrative Director/CEO or other designee shall review requests that DPHCD take a position on legislative issues to determine if the legislation aligns with the district's current approved Advocacy Priorities.
2. The Administrative Director/CEO or other designee will conduct a review of positions and analysis completed by the California Special Districts Association and other local government associations when formulating positions.
3. If the matter aligns with the approved priorities, DPHCD response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the district, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the Administrative Director/CEO or designee. The Administrative Director/CEO or designee shall advise

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: GOVERNANCE
POLICY NUMBER: TBD

LEGISLATIVE ADVOCACY POLICY	EFFECTIVE DATE
	TBD

staff to administer the form of advocacy, typically via letters signed by the Administrative Director/CEO, or designee, on behalf of the Board of Directors.

4. All draft legislative position letters initiated by the Administrative Director/CEO or designee shall state whether the district is requesting “support”, “support if amended”, “oppose”, or “oppose unless amended” action on the issue and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the district, (e.g., “the funding the district will lose due to this bill could pay for X capital improvements”).
 - a. Support – legislation in this area advances the district’s goals and priorities.
 - b. Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the district, or does not advance the district’s goals and priorities.
5. The Administrative Director/CEO may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the Administrative Director/CEO or designee.
6. When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing DPHCD shall be included as a copy or “cc” on the letter. The appropriate contacts at the California Special Districts Association and other local government associations, if applicable, shall be included as a cc on legislative letters.
7. A position may be adopted by the Administrative Director/CEO or designee if any of the following criteria is met:
 - a. The position is consistent with the adopted Advocacy Priorities;
 - b. The position is consistent with that of organizations to which the district is a member, such as the California Special Districts Association and the Association of California Healthcare Districts; or
 - c. The position is approved by the Board of Directors.
8. All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Directors at the next regularly scheduled Board Meeting. When appropriate, the Administrative Director/CEO or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Directors.

Del Puerto Health Care District

2020-21 Advocacy Priorities

The California Legislative Year convenes on December 7, 2020 and adjourns on September 10, 2021.

Revenue, Finances, and Taxation

Ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies. Protect and preserve special districts' property tax allocations and local flexibility with revenue and diversify local revenue sources.

Support opportunities that allow the district to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs.

Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the district to maximize local revenues, offset and leverage capital expenditures, and maintain district goals and standards.

Support proposals to improve reimbursement funding for outpatient, mental health, substance abuse, case management, workforce needs and population health.

Oppose any reduction in funding for healthcare districts.

Governance and Accountability

Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant, or one-size-fits all approaches.

Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.

Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.

Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining LAFCO authority over local government jurisdictional reorganizations and/or consolidations.

Support proposals to: 1) expand special district representation on LAFCO, 2) ensure LAFCOs have adequate resources to accomplish their statutory obligations, 3) preserves/advances the autonomy of healthcare districts and other special districts, 4) updates the healthcare district enabling act to demonstrate healthcare districts' commitment to good governance.

Oppose proposals to: 1) erode the autonomy of healthcare districts and other special districts, 2) undermine the existing LAFCO process.

Human Resources and Personnel

Promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees.

Del Puerto Health Care District

2020-21 Advocacy Priorities

Support special districts' ability to exercise local flexibility by minimizing state mandated contract requirements.

Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies using contracted services.

Support proposals to: 1) improve the workers' compensation system, 2) create costs savings for employers, 3) enhances the relationship between employers and labor unions, 4) ensure that healthcare districts are exempt from legislation that limits the ability of local agencies to contract for services.

Oppose proposals to: 1) increases workers' compensation rates, 2) increase financial liability for employers, 3) create opportunities for potential litigation or labor disputes. Monitor proposals that relate to diversity and inclusion in employment behaviors and the workplace.

Access to Care

Support proposals to: 1) reduce health inequities and eliminate barriers to good health, 2) ensure equitable distribution of resources necessary to serve vulnerable populations, 3) expand health care workforce loan assumption programs, 4) increase funding for telehealth services, 5) authorize healthcare districts to directly employ physicians, 6) expand the practice authority for advance practice health care professionals, 7) expand capacity and funding of health care workforce training programs, 8) address gaps in coverage, 9) provide funding to educational and health-related programs and institutions that historically serve communities of color including but not limited to; black, Latino and Asian American populations 10) integrate cultural competency training into health care curriculum.

Oppose proposals that erode current provisions to the Medical Injury Compensation Reform Act (MICRA).

Community Health

Support proposals to: 1) address social determinants of health, 2) illness prevention, 3) community health and wellness, 4) increased overall health, 5) ensure healthcare districts are included in funding or grant opportunities that address these issues in their communities.

Public Works & Facilities

Support proposals to: 1) reduce burdens and costs associated with complying with CEQA, 2) reduce CEQA related litigation, 3) authorize all healthcare districts to utilize the design-build process for construction projects.

Oppose proposals to increase public works projects' regulatory and financial burdens on healthcare districts, including CEQA.

Emergency, Pandemic & Disaster Preparedness

Support proposals to: 1) aide healthcare districts during a pandemic, statewide, or local emergency or PSPS event, including but not limited to grants, reimbursement, loans, incentives, and credits, 2) that establish flexibilities for facilities during an emergency, pandemic or disaster.

Oppose proposals to puts additional requirements or mandates on healthcare districts when impacted by a pandemic, statewide, or local emergency or PSPS event, such as increased back up generation requirements.



DATE: March 25, 2021
 TO: ACHD Advocacy Committee
 FROM: Amber King, VP Advocacy & Membership, ACHD
 SUBJECT: ACHD Sponsored State Budget Proposal

Background:

The State of California is expected to receive \$26 billion dollars through the Federal American Rescue Plan Act (ARPA), along with \$16 billion for counties and cities, for specific purposes: to respond to coronavirus disease 2019 and its negative economic impacts, to replace a reduction in revenue, among others. These funds are available until December 31, 2024.

As such, ACHD is recommending a state budget proposal to appropriate \$32,000,000 for healthcare districts that have and continue to provide direct health services related to the COVID-19 pandemic. These funds could be used for costs incurred, revenue lost, delayed, or decreased, and funds expended to address economic impacts of the COVID-19 pandemic.

Proposal:

Allotments: 3 buckets of money for the following types of healthcare districts: district hospitals, community-based districts, and direct provider, non-hospital districts allocated through the following matrix.

Funding Matrix					
Tier	Type	Number of Districts	Attestation up to	Total	
Tier 1	Community Based	24	100,000	1,800,000	
Tier 2	Direct Provider, Non-Hospital	14	300,000	4,200,000	
Tier 3	Hospital	33	787,000	26,000,000	
Total:				32,000,000	

Recommended Action:

Approve the proposed ACHD State budget proposal and recommend approval to the ACHD Board of Directors.

EMBARGOED

TO BE FINALIZED WITH SUPPORTERS LIST MARCH 31 AND SUBMITTED APRIL 1

April 1, 2021

The Honorable Gavin Newsom
Governor, State of California
State Capitol, 1st floor
Sacramento, CA 95814

The Honorable Toni Atkins
Senate President pro Tempore
State Capitol, Room 205
Sacramento, CA 95814

The Honorable Anthony Rendon
Speaker of the Assembly
State Capitol, Room 219
Sacramento, CA 95814

Re: COVID-19 Impacts – Fiscal Assistance for California’s Independent Special Districts

Dear Governor Newsom, Pro Tem Atkins, and Speaker Redon:

We, the undersigned organizations, strongly urge your Administration and the Legislature to extend special district local governments access to Coronavirus fiscal relief to help these vital units of local governments stabilize operations and impacts due to pandemic response.

California’s special districts have received no direct access to COVID-19 relief funding programs unlike other government entities: the state, schools, cities and counties.

Special districts provide vital services that many cities and counties cannot, such as fire protection, health and wellness programs, and core infrastructure, including access to reliable water, wastewater, and electricity. These special purpose local governments are struggling under the burden of an estimated \$1.92 billion collective unmet fiscal need since the March 2020 Emergency Proclamation and a projected \$2.43 billion anticipated unmet fiscal need by December of 2021.

1) California has both the authority and the resources to assist the state’s special districts.

- **Through the American Rescue Plan Act (ARPA), Congress has provided a flexible solution by explicitly empowering states with authority to transfer Coronavirus State Fiscal Recovery monies to special districts.** We respectfully urge you to use this authority to its fullest extent and distribute a portion of our State Fiscal Recovery funding to California’s special districts for the benefit of the millions of Californians they serve statewide.

California’s revenues are enough to share. The January 2021-2022 Budget Proposal reflected an unexpected revenue windfall of \$15 billion—with major additional revenues indicated in February and March, of which billions are reported to be discretionary. Further, between the Coronavirus Relief Fund (CRF) and the American Rescue Plan Act, Congress has approved a projected \$57.955 billion in relief funds to aid California and its local governments. Between these two funds, the State will have received a total \$36.14 Billion in discretionary dollars to address COVID-19 impacts, with cities and counties receiving the other \$21.8 billion in direct allocations from the federal government.

- **Dedicating a portion of these unanticipated one-time funds to address COVID-19 response impacts on special districts and the communities they serve is an appropriate use, consistent with the near \$1.8 billion California previously distributed to cities and counties from its CRF funds.** To date, Federal and State relief have appropriately focused on stabilizing individuals and families and on allocations to cities and counties directly involved in the pandemic response. These funds and programs have been and will continue to be essential, and we applaud your vigilance and recognition that more can be done. The time has come to also focus on special districts.
- **There is precedent that supports this request and your ability to grant it.** Last year, the States of Colorado and Oregon included special districts in distributions of Coronavirus Relief Fund monies to local governments. We encourage California to follow their examples of distributing essential funding to special districts.

COVID-19 Impacts – Fiscal Assistance for California’s Independent Special Districts

Page 2 of 2

2) Many special district funding streams have been dramatically compromised due to pandemic response operations and, for some districts, expenses have skyrocketed to pay for mandated health and safety protocols for their frontline workers and the public they serve. The pandemic’s fiscal toll on special districts and their communities is greater than previously expected, with many districts in the early months responsibly dipping into reserves to mitigate impacts. Reported revenue losses, unmet by federal or state relief programs, are most substantial among districts providing fire protection; healthcare and emergency services; community services and parks; ports, harbors, and transit; and utilities.

- **When special districts are excluded from relief, essential frontline workers and community residents are excluded from relief.** As of February 5, 2021, 42 percent of special districts reported reducing essential services, and 33 percent reported reducing workforce due to COVID-19 response impacts.
- **Universally experienced special district impacts include deferred/delayed/cancelled infrastructure projects, increased workers compensation/FMLA/unemployment/overtime costs, and unbudgeted expenditures necessary to safely maintain operations, as well as public and employee health and safety.** As public agencies, special districts were not eligible for COVID-19 relief programs, such as PPP, tax credits, and grants, provided to businesses and non-profits to address these impacts.
- **Other special district impacts vary depending on service type and primary revenue source.** Examples include a staggering amount of past due water, wastewater, and electric bills (utilities); unprecedented losses in operational revenues due to restricted activities, rentals, and charges; loss of lease and other business enterprise revenues; overwhelming increased operational expenses and notable revenue losses due to pivoted services.

3) Special districts would utilize funding allocated by the state to benefit their residents, stabilize services, and boost the local economy. They would do this through reimbursing expenditures related to pandemic response; assisting their residents with utility arrearages; restoring services following a year’s worth of losses; rehiring or boosting frontline workers with premium pay where appropriate; and investing in critical water, sewer, and broadband infrastructure – including many capital projects which have been delayed, deferred, or canceled due to the pandemic’s fiscal impacts.

In conclusion, we the undersigned implore you utilize the tools Congress has provided to transfer relief funds to special districts expeditiously, and to ensure these critical, essential service providers continue to provide uninterrupted services to our recovering communities.

Collectively,

CC: The Honorable Nancy Skinner, Chair, Senate Committee on Budget and Fiscal Review
 The Honorable Jim Nielsen, Vice-Chair, Senate Committee on Budget and Fiscal Review
 The Honorable Phil Ting, Chair, Assembly Committee on Budget
 The Honorable Ving Fong, Vice-Chair, Assembly Committee on Budget
 The Honorable Mike McGuire, Chair, Senate Governance and Finance Committee
 The Honorable Cecilia Aguiar-Curry, Chair, Assembly Local Government Committee
 Committee Members, Senate Committee on Budget and Fiscal Review
 Committee Members, Chair of the Assembly Committee on Budget
 Keely Bosler, Director, Department of Finance

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COVID-19 Impacts – Fiscal Assistance for California’s Independent Special Districts

Page 2 of 2

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 Keely Bosler, Director, Department of Finance



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Executive Summary Snapshot



Revenue Cycle Performance

02/28/21	01/31/21	12 Month Avg
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02/28/21	01/31/21	12 Month Avg
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Gross Charges

Month Ending

Charges by Class

\$729,768.00	\$721,222.00	\$725,395.58
--------------	--------------	--------------

02/28/21

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$279,533.00	\$293,292.00	\$295,353.50
Medicaid	\$207,410.00	\$222,775.00	\$222,190.42
Insurance	\$152,195.00	\$126,890.00	\$124,091.67
Self Pay	\$90,630.00	\$78,265.00	\$83,760.00
Facility		\$0.00	

Transports & Billable Dry Runs

189	183	178
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02/28/21	01/31/21	12 Month Avg
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Collections

Collection % Gross

Collections by Class

\$150,655.00	\$136,059.00	\$166,423.67
--------------	--------------	--------------

20.6%	18.9%	22.9%
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Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$42,069.00	\$39,962.00	\$40,201.25
Medicaid	\$17,082.00	\$16,121.00	\$25,111.00
Insurance	\$83,674.00	\$61,638.00	\$90,596.17
Self Pay	\$7,830.00	\$18,338.00	\$10,515.25
Facility	\$0.00	\$0.00	

Contractual Adjustments

Accounted for Funds

\$447,598.00	\$508,063.00	\$539,566.67
--------------	--------------	--------------

82.0%	80.9%	84.6%
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Write Offs

Aging by Range

Transports by Class

\$44,509.00	\$75,726.00	\$65,776.75
-------------	-------------	-------------

Payor Class	Current Month	Previous Month	12 Month Avg
0 - 30	\$267,964.00	\$211,092.00	\$222,096.83
31 - 60	\$166,113.00	\$194,259.00	\$173,809.67
61 - 90	\$125,396.00	\$101,025.00	\$88,679.50
91 - 120	\$57,172.00	\$35,500.00	\$38,025.92
120+	\$82,760.00	\$67,344.00	\$115,597.33

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	70	67	68
Medicaid	51	59	55
Insurance	35	29	29
Self Pay	33	28	27
Facility			

Average Daily Revenue

\$24,325.60	\$23,265.23	\$24,179.85
-------------	-------------	-------------

Revenue Per Transport

Aging Payor Class

Pay Mix Transports

\$3,861.21	\$3,941.10	\$4,065.74
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Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$70,834.00	\$46,938.00	\$45,336.17
Medicaid	\$55,828.00	\$38,673.00	\$54,303.42
Insurance	\$282,202.00	\$258,744.00	\$256,360.17
Self Pay	\$281,031.00	\$255,354.00	\$278,593.92
Facility	\$9,510.00	\$9,510.00	\$3,322.19

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	37.0%	36.6%	37.9%
Medicaid	27.0%	32.2%	31.0%
Insurance	18.5%	15.8%	16.2%
Self Pay	17.5%	15.3%	14.9%
Facility	0.0%	0.0%	0.0%

Collections Per Transport

\$797.12	\$743.49	\$932.78
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Contractual Allowance Per Transport

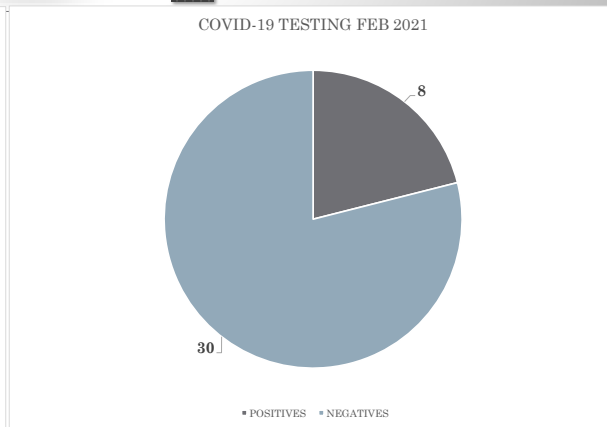
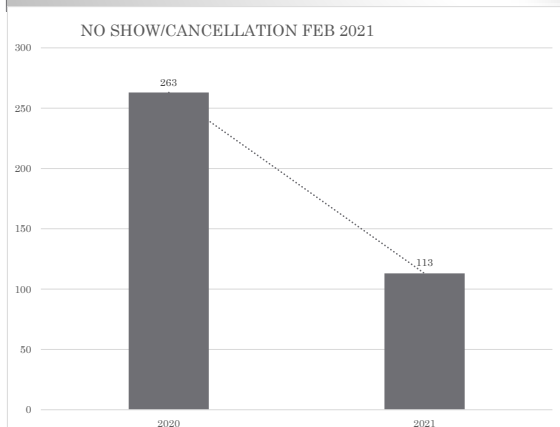
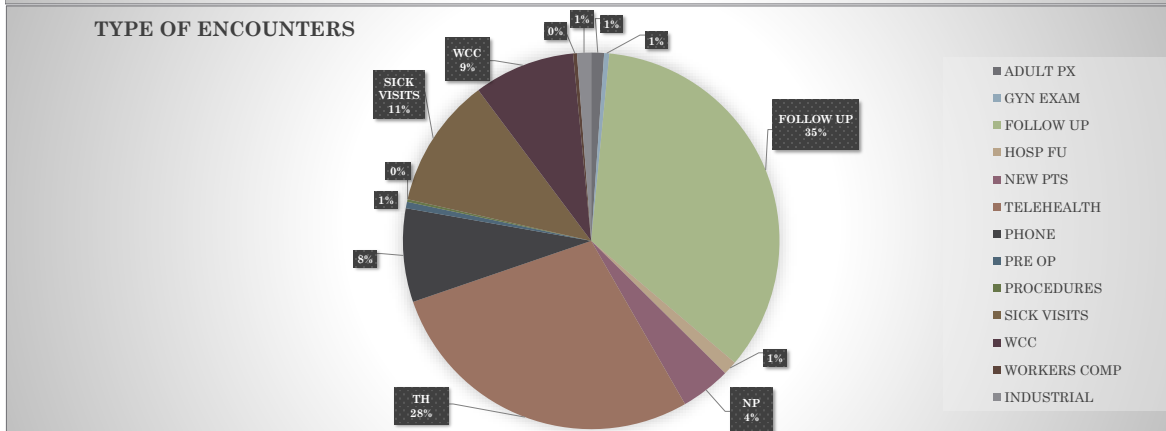
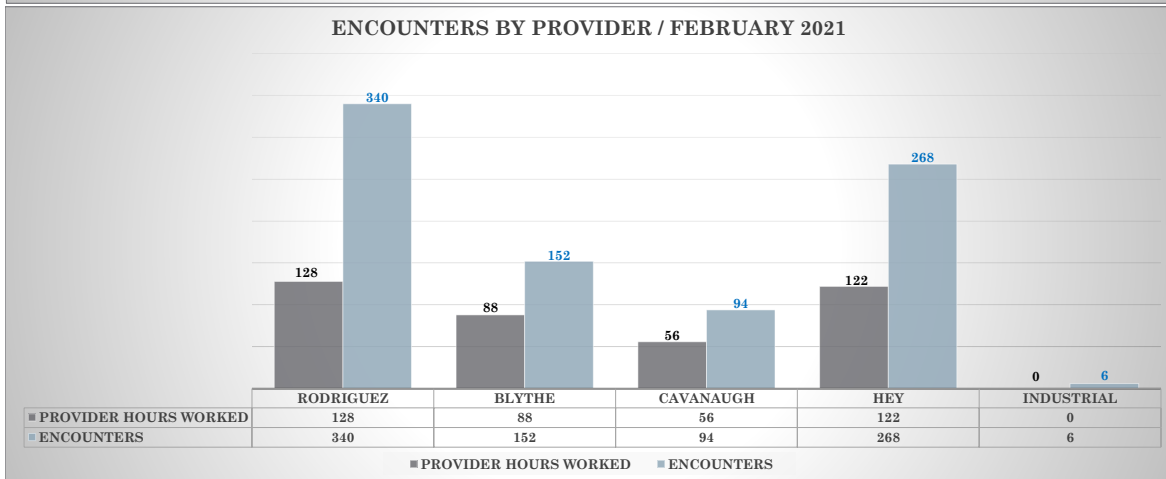
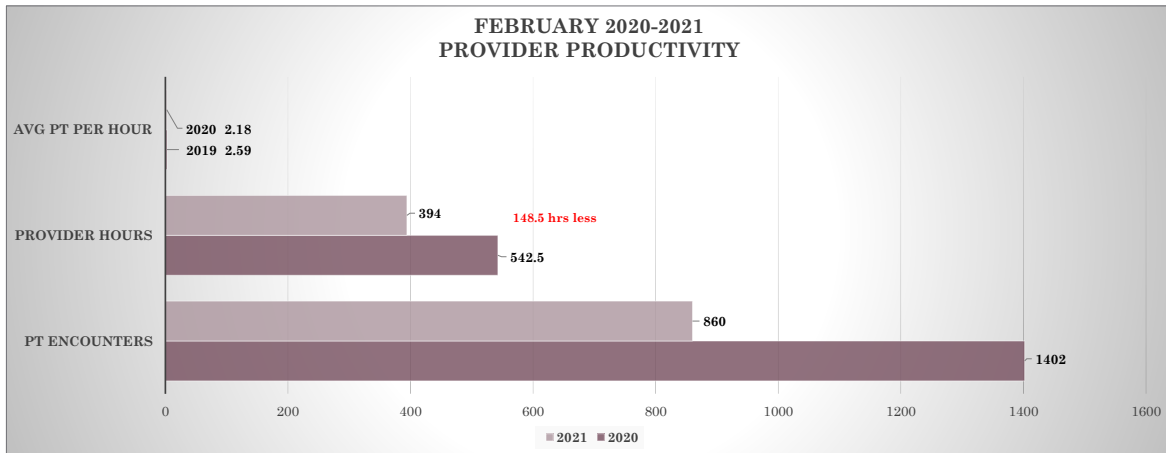
Days Sales Outstanding

Pay Mix Aging

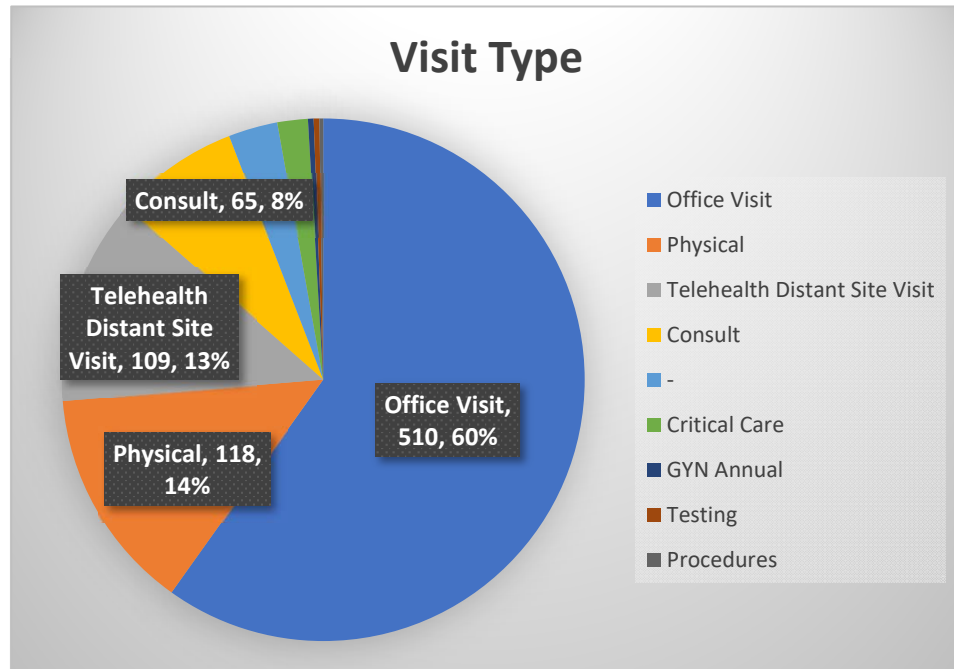
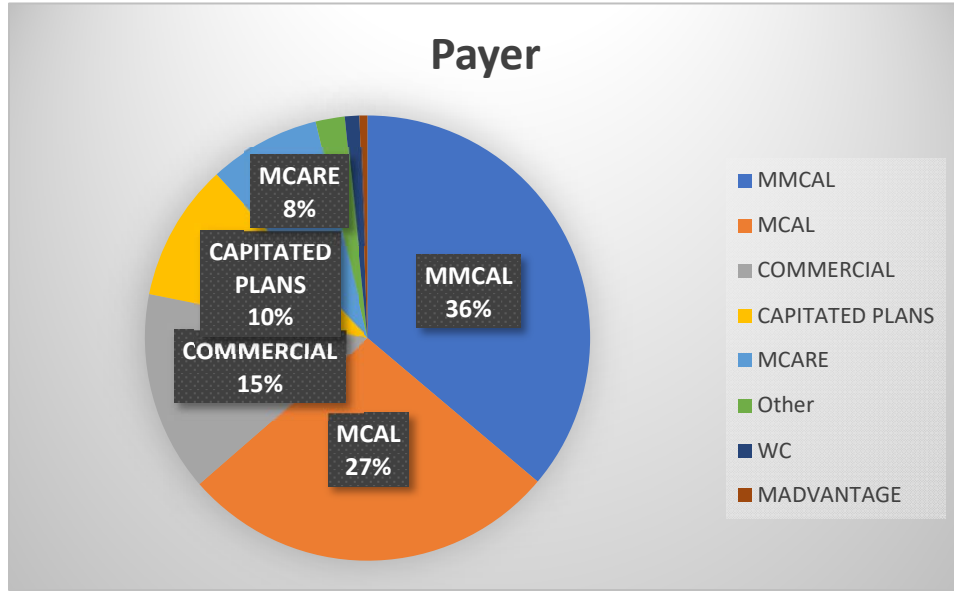
\$2,368.24	\$2,776.30	\$3,024.19
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29	25	26
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Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	10.1%	7.7%	7.1%
Medicaid	8.0%	6.3%	8.5%
Insurance	40.3%	42.5%	40.2%
Self Pay	40.2%	41.9%	43.7%
Facility	1.4%	1.6%	0.5%



Visits
February 2021



Del Puerto Health Care District

Administrative Director / CEO Update – March 2021

Karin Freese Hennings

Strategic Planning:

- District Health Needs Assessment (see detailed report)
 - Initial results evaluated
 - Received 535 completed surveys
 - Next step communicating results with stakeholders

Financial Summary Report in Board Packet

- Current financial Position
 - \$2.7 million in cash (including \$876k in asset replacement funds)
 - \$622k in accounts receivable
 - \$452k in current liabilities
- Working with CSDA and ACHD coalitions seeking reimbursement/capital project funding from American Recovery Act of 2021
- COVID-19 Summary fiscal report attached showing COVID-19 related company unreimbursed expenses (including staff time off related to COVID, support for the County Vaccination PODs, and Personal Protective Equipment additional costs)
- HealthNet Telehealth Grant summary fiscal report grant dates May 1, 2020 – April 30, 2021
- USAC Summary fiscal report attached showing the monies received from the Universal Service Administration Company (USAC) provides grants that reimburse for costs of telecommunications (phone and internet access)

Project Completion

- Information Technology – new tools
 - Office 365 conversion – successfully completed March 15.

Human Resources

- SB 85 has added 80 additional hours of COVID related leave for each employee
- Interviewing for mid-level provider and medical assistants at the Health Center

In Process/On going

- Patterson COVID Vaccination Site
 - 500-1000 vaccines dispensed weekly
 - 1st and 2nd doses
 - Now using “My Turn” state online scheduling system for appointments
 - Added Promotoras for translation assistance.
- Monthly Board Policies Review
- Online employee time clock and scheduling system (vs. paper manual system currently used)
- Online policy and procedure publication and reference access for all District personnel.

Board Governance Training – (deferred to next meeting due to other presentations)

Del Puerto Health Care District
COVID-19 Summary

March 2020 through February 2021

	Mar-Nov20	Dec 20	Jan 21	Feb 21	TOTAL
Ordinary Income/Expense					
Income					
407.000 · Other Income					
407.070 · COVID-19 Supplemental income	347,414				347,414
Expense					
601.000 · Salaries & Wages	29,337	11,782	6,366	810	48,294
602.000 · Employee Benefits	2,128	875	554	61	3,618
604.000 · Purchased Services	-				-
604.030 · Health Screenings	200				200
605.000 · Supplies	-				-
605.020 · Operating Supplies	29	202	141		373
605.040 · Medical Consumable	-				-
605.043 · Medical Supplies	-				-
605.044 · Medical Supplies - COVID	17,152	7,637	1,559	1,499	27,848
605.047 · Infection Control	6,826				6,826
605.080 · Small Tools & Minor Equipment	434	468	169		1,071
609.000 · Maintenance & Repairs	-				-
609.050 · Uniforms	526	574	342		1,443
611.000 · Other operating expenses	-				-
611.120 · Marketing/PR	1,000				1,000
Total Expense	57,632	21,538	9,131	2,370	90,672
Net Ordinary Income	289,782	(21,538)	(9,131)	(2,370)	256,742
Net Income	289,782	(21,538)	(9,131)	(2,370)	256,742

Lost Health Center Income over Prior year

March	(56,582)
April	(97,062)
May	(77,114)
June	(26,936)
July	(35,018)
August	(49,325)
September	(12,565)
COVID Grant Money Used up	
TOTAL LOST INCOME	(354,602)
NET REMAINING	(97,860)

Del Puerto Health Care District
COVID-19 Profit & Loss Details
July 2019 through February 2021

Type	Date	Memo	Class	Debit	Credit	Balance
407.000 - Other Income						
407.070 - COVID-19 Supplemental income						
Sales Receipt	04/24/2020	HHS - Health & Human Services (COVID-102 Patterson District Ambulance		22,131		22,131
Sales Receipt	05/06/2020	HHS - Health & Human Services (COVID-103 Del Puerto Health Center		218,556		240,687
Sales Receipt	05/15/2020	HHS - Health & Human Services (COVID-102 Patterson District Ambulance		57,265		297,952
Sales Receipt	05/20/2020	HHS - Health & Human Services (COVID-103 Del Puerto Health Center		49,461		347,414
Total 407.070 - COVID-19 Supplemental income					347,413	347,414
Total 407.000 - Other Income					347,413	347,414
601.000 - Salaries & Wages						
Total 601.000 - Salaries & Wages				48,292		(48,293)
602.000 - Employee Benefits						
Total 602.000 - Employee Benefits				3,616		(3,618)
604.000 - Purchased Services						
604.030 - Health Screenings						
Bill	10/01/2020	COVID Testing of employees	03 Del Puerto Health Center	200		(200)
Total 604.030 - Health Screenings				200		(200)
Total 604.000 - Purchased Services				200		(200)
605.000 - Supplies						
605.020 - Operating Supplies						
605.022 - Office Supplies						
Bill	01/30/2021	Clipboards & Sign Holders	02 Patterson District Ambulance	134		(134)
Bill	01/30/2021	COVID - Vaccine POD Supplies - Post - it r	02 Patterson District Ambulance	7		(141)
Total 605.022 - Office Supplies				141		(141)
605.023 - Facility Supplies						
Credit Card Charge	12/09/2020	COVID - Personell Screen	01 DPHCD	202		(202)
Total 605.023 - Facility Supplies				202		(202)
605.020 - Operating Supplies - Other						
Credit Card Charge	05/01/2020	13 spray bottles for us of CavaCide Disinfe	03 Del Puerto Health Center	17		(17)
Bill	05/25/2020	COVID - Pink Duct Tape to mark Social Dis	03 Del Puerto Health Center	12		(29)
Total 605.020 - Operating Supplies - Other				29		(29)
Total 605.020 - Operating Supplies				372		(372)
605.040 - Medical Consumable						
605.043 - Medical Supplies						
605.044 - Medical Supplies - COVID						
Bill	03/04/2020	COVID - Hand Sanitizer	03 Del Puerto Health Center	64		(64)
Bill	03/04/2020	COVID - Lysol, sanicloth	03 Del Puerto Health Center	455		(519)
Bill	03/11/2020	COVID - Alcohol spray, biohazrd bags, tem	03 Del Puerto Health Center	487		(1,007)
Bill	03/12/2020	COVID - Exam Gloves Nitril	03 Del Puerto Health Center	115		(1,122)
Credit Card Charge	03/24/2020	COVID-19 - White Coveralls	02 Patterson District Ambulance	172		(1,294)
Bill	03/25/2020	COVID - Clianser, Multi-Enzymatic	03 Del Puerto Health Center	33		(1,326)
Bill	03/26/2020	COVID-19 - Non-Sterile Disposable Prote	02 Patterson District Ambulance	2,378		(3,704)
Bill	03/30/2020	COVID - Cover, Probe Tympanic F/Pro 40	03 Del Puerto Health Center	101		(3,805)
Credit Card Charge	04/01/2020	COVID-19 CaviCide surface disinfectant cl	02 Patterson District Ambulance	376		(4,182)
Bill	04/08/2020	COVID - Super sani-Cloth Wipes	02 Patterson District Ambulance	101		(4,283)
Bill	04/10/2020	COVID - Gloves	03 Del Puerto Health Center	94		(4,377)
Bill	04/14/2020	COVID- Lysol, oral probe covers	03 Del Puerto Health Center	259		(4,636)
Bill	04/20/2020	COVID-Masks	03 Del Puerto Health Center	73		(4,709)
Bill	04/21/2020	COVID - Medical supplies (Safety Glasses)	02 Patterson District Ambulance	31		(4,740)
Credit Card Charge	04/23/2020	COVID - CaviCide - Disinfectant	03 Del Puerto Health Center	150		(4,890)
Credit Card Charge	04/27/2020	COVID - CaviCide - Disinfectant	02 Patterson District Ambulance	150		(5,039)
Bill	04/28/2020	COVID-19 - Respirator Masks	02 Patterson District Ambulance	219		(5,258)
Bill	04/30/2020	COVID - Lysol Pine	03 Del Puerto Health Center	111		(5,369)

Del Puerto Health Care District
COVID-19 Profit & Loss Details
July 2019 through February 2021

Type	Date	Memo	Class	Debit	Credit	Balance
Credit Card Charge	05/05/2020	COVID Medical Supplies - Face Masks	03 Del Puerto Health Center	171		(5,540)
Bill	05/11/2020	COVID - Sani-Cloth Super Germicide Wipe	03 Del Puerto Health Center	97		(5,636)
Bill	05/12/2020	COVID-19 - Hand sanitizer	02 Patterson District Ambulance	76		(5,713)
Bill	05/20/2020	COVID - Bio-Hazard bags	03 Del Puerto Health Center	213		(5,926)
Bill	05/22/2020	COVID - Respirator Patriculate Masks	03 Del Puerto Health Center	228		(6,154)
Bill	05/29/2020	COVID - Eyewear	02 Patterson District Ambulance	87		(6,242)
Bill	06/01/2020	COVID - Super Sain-Cloth Wipes	02 Patterson District Ambulance	180		(6,422)
Bill	06/01/2020	COVID - Gloves	03 Del Puerto Health Center	114		(6,536)
Bill	06/01/2020	COVID - Bio-hazard Bags	03 Del Puerto Health Center	49		(6,586)
Credit Card Charge	06/01/2020	COVID - Face Masks	02 Patterson District Ambulance	129		(6,715)
Credit Card Charge	06/01/2020	COVID - Face Masks	02 Patterson District Ambulance	195		(6,910)
Credit Card Charge	06/03/2020	COVID - CaviWipes & CaviCide	03 Del Puerto Health Center	273		(7,182)
Bill	06/07/2020	COVID - Bio Hazard Bags	03 Del Puerto Health Center	355		(7,537)
Credit Card Charge	06/07/2020	COVID - Gowns for Health Center	03 Del Puerto Health Center	190		(7,727)
Bill	06/17/2020	COVID - CaviCide	02 Patterson District Ambulance	191		(7,918)
Credit Card Charge	06/19/2020	COVID - Masks	03 Del Puerto Health Center	402		(8,320)
Bill	06/20/2020	COVID - 4 Cases Surgical Masks (300/cas	02 Patterson District Ambulance	792		(9,111)
Bill	06/20/2020	COVID - 1 Case Purell Hand Sanitizer (24	02 Patterson District Ambulance	46		(9,157)
Credit Card Charge	06/20/2020	COVID - Face Shields	03 Del Puerto Health Center	149		(9,306)
Bill	06/29/2020	COVID - Super Sani-Cloth Wipes	02 Patterson District Ambulance	33		(9,339)
Bill	07/13/2020	Gloves	03 Del Puerto Health Center	80		(9,419)
Credit Card Charge	07/13/2020	COVID - Full Face Shield with visor PPE	03 Del Puerto Health Center	54		(9,473)
Credit Card Charge	07/14/2020	COVID - Hand Sanitizer	03 Del Puerto Health Center	162		(9,634)
Bill	07/15/2020	COVID - Super Sani-Cloth Wipes & Gloves	03 Del Puerto Health Center	165		(9,799)
Bill	08/01/2020	COVID - Foaming Disinfectant Cleaner	02 Patterson District Ambulance	139		(9,938)
Bill	08/06/2020	COVID - Cavicide & Face Masks	02 Patterson District Ambulance	456		(10,393)
Bill	08/19/2020	COVID - Exam Gloves	03 Del Puerto Health Center	55		(10,449)
Credit Card Charge	08/25/2020	COVID - Gowns	03 Del Puerto Health Center	257		(10,705)
Bill	09/03/2020	Face Masks	02 Patterson District Ambulance	191		(10,897)
Bill	09/04/2020	COVID - Exam Gloves	02 Patterson District Ambulance	142		(11,039)
Bill	09/08/2020	COVID - Hand Sanitizers & gowns	02 Patterson District Ambulance	329		(11,369)
Bill	09/09/2020	Sanicloth wipes	03 Del Puerto Health Center	48		(11,417)
Bill	09/10/2020	COVID - Gloves	03 Del Puerto Health Center	143		(11,560)
Bill	09/16/2020	COVID - exam gloves	03 Del Puerto Health Center	80		(11,640)
Bill	09/16/2020	Hand sanitizer w/pump	03 Del Puerto Health Center	52		(11,692)
Bill	09/24/2020	COVID - Gloves	02 Patterson District Ambulance	212		(11,904)
Bill	09/25/2020	COVID - Gloves	03 Del Puerto Health Center	43		(11,947)
Bill	09/29/2020	COVID - Gloves	02 Patterson District Ambulance	118		(12,065)
Bill	10/05/2020	COVID - Gloves	02 Patterson District Ambulance	65		(12,130)
Bill	10/06/2020	COVID - Gloves	02 Patterson District Ambulance	85		(12,215)
Credit Card Charge	10/07/2020	COVID - ProSpray Disenfectant Wipes	03 Del Puerto Health Center	245		(12,460)
Bill	10/09/2020	Safety Glasses	02 Patterson District Ambulance	62		(12,522)
Bill	10/09/2020	COVID - Exam Gloves	02 Patterson District Ambulance	52		(12,574)
Credit Card Charge	10/12/2020	COVID - 16x16 4 MIL reclosable bags for l	02 Patterson District Ambulance	178		(12,752)
Bill	10/13/2020	COVID - Exam Gloves	02 Patterson District Ambulance	118		(12,870)
Bill	10/13/2020	COVID - Sani-Cloth wipes	03 Del Puerto Health Center	215		(13,085)
Bill	10/16/2020	Gloves	03 Del Puerto Health Center	143		(13,228)
Bill	10/17/2020	Face Masks	03 Del Puerto Health Center	28		(13,256)
Bill	10/20/2020	COVID - Gloves & Gowns	02 Patterson District Ambulance	304		(13,559)
Bill	11/03/2020	COVID - gowns & masks	03 Del Puerto Health Center	1,502		(15,061)
Bill	11/06/2020	COVID - Germicide Wipes	03 Del Puerto Health Center	16		(15,077)
Bill	11/06/2020	COVID - Germicide Wipes	03 Del Puerto Health Center	32		(15,109)
Bill	11/12/2020	CaviCide Disinfectant	02 Patterson District Ambulance	357		(15,466)

Del Puerto Health Care District
COVID-19 Profit & Loss Details
July 2019 through February 2021

Type	Date	Memo	Class	Debit	Credit	Balance
Bill	11/19/2020	COVID - Gloves	02 Patterson District Ambulance	78		(15,544)
Bill	11/20/2020	COVID - Masks	02 Patterson District Ambulance	583		(16,126)
Bill	11/30/2020	Gloves	02 Patterson District Ambulance	620		(16,746)
Bill	11/30/2020	Sani-Cloth wipes	02 Patterson District Ambulance	406		(17,152)
Bill	12/01/2020	COVID - N95 Masks	02 Patterson District Ambulance	3,236		(20,388)
Bill	12/01/2020	COVID - Sani-Cloth Germicidal Wipes	02 Patterson District Ambulance	163		(20,551)
Bill	12/03/2020	N95 Respirator Masks	02 Patterson District Ambulance	159		(20,710)
Credit Card Charge	12/16/2020	COVID - Disinfectant Spray	03 Del Puerto Health Center	39		(20,749)
Credit Card Charge	12/17/2020	COVID - Isolation Gowns	03 Del Puerto Health Center	214		(20,962)
Bill	12/18/2020	COVID - Exam Gloves	02 Patterson District Ambulance	216		(21,178)
Bill	12/18/2020	COVID - Exam Gloves	02 Patterson District Ambulance	94		(21,272)
Bill	12/18/2020	COVID - Exam Gloves	02 Patterson District Ambulance	35		(21,308)
Credit Card Charge	12/18/2020	COVID - Isolation Gowns	03 Del Puerto Health Center	73		(21,381)
Bill	12/21/2020	COVID - Gloves	02 Patterson District Ambulance	216		(21,597)
Bill	12/22/2020	COVID - Gloves	02 Patterson District Ambulance	1,419		(23,016)
Bill	12/28/2020	Gloves	03 Del Puerto Health Center	97		(23,113)
Bill	12/29/2020	COVID - N95 masks	02 Patterson District Ambulance	1,320		(24,432)
Bill	12/30/2020	COVID - Gloves	02 Patterson District Ambulance	357		(24,789)
Bill	01/01/2021	COVID - N95 masks	02 Patterson District Ambulance	239		(25,028)
Bill	01/07/2021	COVID - Gloves	02 Patterson District Ambulance	59		(25,087)
Bill	01/15/2021	COVID - N95 Masks	02 Patterson District Ambulance	133		(25,220)
Bill	01/18/2021	COVID - Protective Face Shields	02 Patterson District Ambulance	502		(25,722)
Bill	01/18/2021	band aids, sharps container, syringes	02 Patterson District Ambulance	424		(26,146)
Bill	01/25/2021	COVID - Gloves	03 Del Puerto Health Center	202		(26,348)
Bill	02/08/2021	COVID - Masks	02 Patterson District Ambulance	860		(27,209)
Bill	02/08/2021	COVID - Masks	02 Patterson District Ambulance	606		(27,815)
Bill	02/22/2021	COVID - Multi-Enzymatic Cleanser	03 Del Puerto Health Center	33		(27,848)
Total 605.044 · Medical Supplies - COVID				27,850		(27,848)
605.047 · Infection Control						
Bill	07/02/2020	COVID - Exam Gloves	02 Patterson District Ambulance	234		(234)
Bill	07/03/2020	COVID - Gloves - 40 boxes LG, 40 boxes >	02 Patterson District Ambulance	1,304		(1,539)
Bill	07/03/2020	COVID - N95 Masks	02 Patterson District Ambulance	1,510		(3,049)
Bill	07/03/2020	COVID - N95 Masks	02 Patterson District Ambulance	1,510		(4,559)
Bill	07/06/2020	COVID - Exam Gloves	02 Patterson District Ambulance	247		(4,805)
Bill	07/09/2020	COVID - Super Sani Cloth Wipes	02 Patterson District Ambulance	149		(4,955)
Bill	07/09/2020	COVID - Super Sani Cloth Wipes	02 Patterson District Ambulance	336		(5,291)
Bill	07/13/2020	COVID - N95 Masks (Duck bill)	02 Patterson District Ambulance	1,618		(6,909)
Credit	07/13/2020	COVID - Gloves	02 Patterson District Ambulance		173	(6,736)
Bill	07/16/2020	COVID - Super Sani-Cloth Wipes	02 Patterson District Ambulance	90		(6,826)
Total 605.047 · Infection Control				6,998	173	(6,826)
Total 605.043 · Medical Supplies				34,848	173	(34,674)
Total 605.040 · Medical Consumable				34,848	173	(34,674)
605.080 · Small Tools & Minor Equipment						
605.081 · Minor Medical Equipment						
Bill	12/18/2020	Thermometer (2)	03 Del Puerto Health Center	468		(468)
Total 605.081 · Minor Medical Equipment				468		(468)
605.080 · Small Tools & Minor Equipment - Other						
Credit Card Charge	05/18/2020	COVID - Portable Counter top Sneeze and	03 Del Puerto Health Center	434		(434)
Bill	01/21/2021	COVID - Hand held counter	02 Patterson District Ambulance	14		(448)
Bill	01/22/2021	COVID - LED Clock to support Patterson P	02 Patterson District Ambulance	156		(604)
Total 605.080 · Small Tools & Minor Equipment - Other				604		(604)
Total 605.080 · Small Tools & Minor Equipment				1,072		(1,072)

Del Puerto Health Care District
COVID-19 Profit & Loss Details
July 2019 through February 2021

Type	Date	Memo	Class	Debit	Credit	Balance
Total 605.000 · Supplies				36,292	173	(36,118)
609.000 · Maintenance & Repairs						
609.050 · Uniforms						
Credit Card Charge	12/15/2020	COVID - Face Masks	02 Patterson District Ambulance	353		(353)
Credit Card Charge	12/30/2020	COVID - PDA Masks	02 Patterson District Ambulance	221		(574)
Credit Card Charge	01/11/2021	COVID - PDA Masks	02 Patterson District Ambulance	342		(917)
Total 609.050 · Uniforms				<u>916</u>		<u>(917)</u>
Total 609.000 · Maintenance & Repairs				916		(917)
611.000 · Other operating expenses						
611.120 · Marketing/PR						
611.124 · Ads						
Bill	07/22/2020	COVID Ads	03 Del Puerto Health Center	1,000		(1,000)
Total 611.124 · Ads				<u>1,000</u>		<u>(1,000)</u>
Total 611.120 · Marketing/PR				1,000		(1,000)
611.140 · Meals and Recognition						
611.142 · Recognition						
Credit Card Charge	04/10/2020	COVID - COVID Warrior Shirts for Crew	03 Del Puerto Health Center	276		(276)
Credit Card Charge	04/10/2020	COVID - COVID Warrior Shirts for Crew	03 Del Puerto Health Center	83		(359)
Credit Card Charge	04/28/2020	COVID - COVID Warrior Shirts - 6 Shirts	03 Del Puerto Health Center	167		(526)
Total 611.142 · Recognition				<u>526</u>		<u>(526)</u>
Total 611.140 · Meals and Recognition				526		(526)
Total 611.000 · Other operating expenses				1,526		(1,526)
TOTAL				<u><u>90,842</u></u>	<u><u>347,586</u></u>	<u><u>256,742</u></u>

Del Puerto Health Care District
Telehealth Grant P & L
June 2020 through February 2021
END DATE: April 30, 2021

	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	TOTAL	Budget FY20-21	Actual FY 19-20	Grant Amount	Grant Remaining Balance
Ordinary Income/Expense														
Income														
407.000 · Other Income	4,484	9,080	6,856	6,842	7,097	10,810	8,140	5,183	18,259	76,750	95,516	4,484	100,000	23,250
Expense														
601.000 · Salaries & Wages	2,989	6,719	5,282	5,255	5,514	4,818	6,458	3,863	1,577	42,475	60,324	2,989	63,313	20,838
602.000 · Employee Benefits	426	635	954	951	987	946	1,136	774	476	7,285	19,308	426	19,734	12,449
604.000 · Purchased Services													-	-
604.050 · Billing									1,448	1,448			-	(1,448)
604.100 · IT - Labor									3,879	3,879			-	(3,879)
604.110 · Communication for Patients									332	332			-	(332)
606.020 · Phones					50				1,318	1,368				(1,368)
611.000 · Other operating expenses														-
611.030 · I.T.	1,069	726	620	546	546	546	546	546	2,728	7,873	5,884	1,069	6,953	(920)
611.080 · Recruitment costs	6,032			90						90			-	(90)
611.120 · Marketing/PR		1,000				4,500			6,500	12,000	10,000		10,000	(2,000)
Total Expense	10,516	9,080	6,856	6,842	7,097	10,810	8,140	5,183	18,259	82,782	95,516	4,484	100,000	23,250

Del Puerto Health Care District
USAC RHC Healthcare Connect Fund

Funding Year	2016*	2017	2018	2019	2020***	TOTAL
Total DSL	\$ 10,828.63	\$ 7,593.62	\$ 3,915.90	\$ 5,037.02		\$ 27,375.17
Total Phones	\$ 13,594.93	\$ 12,675.28	\$ 11,880.30	\$ 12,122.62		\$ 50,273.13
Total Cost	\$ 24,423.56	\$ 20,268.90	\$ 15,796.20	\$ 17,159.64		\$ 77,648.30
Eligible Costs	\$ 18,317.67	\$ 4,743.46	\$ 11,629.92	\$ 13,524.00		\$ 48,215.05
Funding Received	\$ 13,027.01	\$ 2,247.44	\$ 8,314.11	\$ 5,607.56		\$ 29,196.12
SOLIX Fees**	\$ (3,104.08)	\$ (516.91)	\$ (1,912.25)	\$ -		\$ (5,533.23)
Net Paid	\$ 9,922.93	\$ 1,730.53	\$ 6,401.86	\$ 5,607.56		\$ 23,662.89
Grant income as % Eligible Costs	54%	36%	55%	41%		

* 2016 Eligible Costs are an estimate

**No Fees for 2019 forward (filed by DPHCD Staff)

***2020 is under review by USAC