



BOARD OF DIRECTORS

*Donna Sesock-Miller, President
Steven Pittson, DC, Vice-President
Daniel Robinson, Secretary
Anne Stokman, RN, Treasurer
Harold Hill, Member*

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

AGENDA
October 29, 2018
6:30 pm
Del Puerto Health Center Conference Room

1700 Keystone Pacific Parkway, Unit B,
Patterson, California

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: Board agendas 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.



BOARD OF DIRECTORS MEETING AGENDA
October 29, 2018 @ 6:30 pm
 Del Puerto Health Center Conference Room,
 1700 Keystone Pacific Parkway, Unit B, Patterson, CA

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** *[Limited to subjects not already on the agenda. The Brown Act prohibits the Board from discussing 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 Board Minutes for September 24, 2018
 - B. * Accept Board Correspondence for October 2018 – 1 item
 - C. * Accept Financial Report & Warrants for August 2018
 - D. * Accept Financial Report & Warrants for September 2018
 - E. * Motion to Disband the FY 2017-18 Ad Hoc Executive Review Committee
9. **Regular Calendar**
 - * *Any Consent calendar items moved to regular calendar* *Action*
 - A. Amendment to Change Salary & Terms of Administrative Director / CEO Contract **Action**
 - B. Begin Process for Appointment to Open Board Member Seat Term 2018-2022 **Action**
 - C. Review and Possible Adoption of Board of Director Policies and Procedures **Action**
 - i. Authority and Limits of the Board
 - ii. Expectations of Directors
 - iii. Board Meeting Standards
 - iv. Board Meeting Agenda Preparation
 - v. Board Meeting Management
10. **Reports**
 - A. Employees for Years of Service and New Hires in October Years

Ambulance:	Cousins, Brandon D.	4
	Estes, Daniel R.	4
	Nelson, Kirsten M.	4
Health Center: <i>(none)</i>		
Administration:	Pickle, Cheryle A	New
	Skinner, Danae Lee	New
 - B. District-wide Community Health Needs Assessment Update – Director Stokman
 - C. Ambulance Update on performance, community events, new ambulance, conference
 - D. Health Center Update on performance, community events, payor incentive received, conference
 - E. Administration Update on conferences, audit for Fiscal Year 2018



BOARD OF DIRECTORS MEETING AGENDA
October 29, 2018 @ 6:30 pm
Del Puerto Health Center Conference Room,
1700 Keystone Pacific Parkway, Unit B, Patterson, CA

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

Finance – Wednesday, Nov 21	Board – Monday, Nov 26
Finance – Wednesday, Dec 19	Board – Friday, Dec 7
Finance – Wednesday, Jan 23	Board – Monday, Jan 28

12. **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: One (1) potential case.

13. **Reconvene to Open Session – Report of Closed Session**

14. **Adjourn**

Del Puerto Health Care District

1700 Keystone Pacific Parkway, Unit B
Patterson, California

BOARD OF DIRECTORS MINUTES – September 24, 2018

1. Call to Order

The meeting was called to order at 6:30 pm by the Board Vice President, Steve Pittson.

2. Pledge of Allegiance

3. Board of Directors Roll Call

Directors Present: Vice President, Steve Pittson
Treasurer, Anne Stokman
Secretary, Dan Robinson
Director, Harold Hill (Arrived at 6:32 pm)

Directors Absent President, Donna Sesock-Miller (excused)

Staff Present Administrative Director/CEO, Karin Hennings
Ambulance Director, Paul Willette
Health Center Manager, Suzie Talamantes
Financial Accounting Manager, Maria Reyes
Acting Clerk of the Board, Cheryle Pickle

Direct Legal Council Present Dave Ritchie, Cota Huber, LLC

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

Two individuals expressed to the Board concern that the Union reach a contract with the District as soon as possible. Two community members shared their appreciation for the emergency service personnel. A copy of the letter sent to the Ambulance Employees, dated September 19, 2018, was made available.

6. Declarations of Conflict: None

7. Review of the Agenda

Ms. Hennings requested that the August 2018 Financial Reports and Warrants be removed from the agenda since the Finance Committee has not had a chance to review them.

Motion by Director Stokman, second by Director Hill to approved the Agenda as amended was made The motion was carried by a unanimous vote.

Del Puerto Health Care District

1700 Keystone Pacific Parkway, Unit B
Patterson, California

BOARD OF DIRECTORS MINUTES – September 24, 2018

8. Consent Calendar

A. Approve Board minutes for August 27, 2018

Motion by Director Robinson, second by Director Stokman to approve the Consent Calendar as amended. Carried by a unanimous vote.

9. Regular Calendar

A. *Financial Reports – removed from agenda*

B. Clinical Education & Quality Improvement Coordinator (PT to FT)

Ms. Hennings presented the documentation for the need to increase this position from part time to full time. The job description with the increased duties was reviewed. Mr. Willette answer questions.

M/S/C Motion by Director Stokman, second by Director Robinson to approve a change in status from part-time without benefits to full-time with benefits for the position of Clinical Education & Quality Improvement Coordinator in the Ambulance department and further authorize an increase to the FY 2018-19 expenses budget by \$40,000 to fund the change in status. Carried by a unanimous roll call vote.

10. Reports

A.	Employees for Years of Service and New Hires in <u>September</u>	<u>Years</u>
	Ambulance:	
	Bill Calderon,	Stockton 1
	Ricardo Marquez	Modesto 1
	Mia Marroquin	Patterson 1
	Daniel Schafer	Modesto 1
	R. J. Schulze	Valley Springs 1
	Mario Villanueva	Stockton 1
	Mike McLaughlin	Oakdale 14
	Sean Mangskau	Modesto 15
	Health Center:	
	Aracely Ortiz-Rodriguez	Modesto 1
	Yesenia Sanchez	Patterson 3
	Administration:	
	Maria Reyes-Palad	Patterson NEW

B. Board Correspondence (none)

C. Board Member Reports

- 1) Director Sesock-Miller - Absent
- 2) Director Pittson - None
- 3) Director Robinson – None

Del Puerto Health Care District

1700 Keystone Pacific Parkway, Unit B
Patterson, California

BOARD OF DIRECTORS MINUTES – September 24, 2018

- 4) Director Stokman – District-wide Community Health Needs Assessment
She has been participating on the Stanislaus County Health Assessment team. They have finally settled on a Vision statement. Next they will be reviewing the County Public Health System. Tomorrow she will have the first meeting of our local committee. She has several members of the community attending. She and Ms. Hennings are reviewing consultants.

- 5) Director Hill – None

- D. Ambulance - A copy of the Patterson District Ambulance Report for August, 2018 was handed out. Mr. Willette reviewed the Ambulance report and answered any questions. He will be going at the end of the month to pick up the new ambulance and drive it to Patterson.
- E. Health Center - The Del Puerto Health Center Report FOR August 2017/2018. The productivity per Provider August 2016-2018, and a flyer for Dr. Rodriguez's presentation were distributed. Ms. Talamantes reviewed the report for the Health Center and answered questions. She also outlined all the Health Fairs in the near future that they are participating in. Dr. Rodriguez is presenting on Diabetes in Infants. This is the fourth year he is doing a talk. Last year there were approximately 100-120 people there.
- F. Administration - Ms. Hennings distributed the Administrative Director/CEO Report – September 2018. She reported on her attendance at the Association of California Healthcare Districts' Annual Conference. She introduced Maria Reyes, the new Accounting Financial Manager. The district will be taking advantage of the Symposium presented by Beta Healthcare Group next month. She answered any questions.

11. Upcoming Regular Board and Standing Committee Meeting Dates

Finance – Wednesday, Oct 24	Board – Monday, Oct 29
Finance – Wednesday, Nov 21	Board – Monday, Nov 24

Adjourned to closed session at 7:23 pm

12. Closed Session

- A. Gov't Code § 54956.9(b) Conference with Legal Counsel – Anticipated litigation or Significant exposure to litigation: One (1) potential case.
- B. Gov't Code section 54956.8 Conference with Real Property Negotiator
Property: APN 0131-024-007

13 Reconvene to Open Session @ 7:36 pm

Report of Closed Session - Direction given to staff. There is no reportable action.

14. Adjourn @ 7:37 PM

The Board of Directors of the Del Puerto Health Care District

BOARD CONSENT CALENDAR – FINANCE REPORTS

DEPT: Finance Committee

BOARD AGENDA: 8.B

CONSENT CALENDAR: YES

AGENDA DATE: October 29, 2018

CEO CONCURRENCE: YES

4/5 VOTE REQUIRED: NO

SUBJECT: FINANCE REPORTS AS SUBMITTED BY FINANCE COMMITTEE

RECOMMENDATION: The Board of Directors accept for audit the Finance Reports and Warrants as listed below and attached.

REPORTS: Financial Report & Warrants for August 2018
Financial Report & Warrants for September 2018

Del Puerto Health Care District
Balance Sheet
As of August 31, 2018

	Aug 31, 18	Jul 31, 18	% Change	Aug 31, 17	% Change	Notes
ASSETS						
Current Assets						
Total Checking/Savings	2,038,917	2,166,979	(6%)	1,702,383	20%	
Total Accounts Receivable	906,913	818,591	11%	698,738	30%	
Total Other Current Assets	374,578	262,092	43%	277,881	35%	
Total Current Assets	3,320,408	3,247,662	2%	2,679,002	24%	
Fixed Assets						
Total 15000 - Capital assets	5,155,045	5,167,041	(0%)	5,048,210	2%	
Total Fixed Assets	5,155,045	5,167,041	(0%)	5,048,210	2%	
TOTAL ASSETS	8,475,453	8,414,703	1%	7,727,212	10%	
LIABILITIES & EQUITY						
Liabilities						
Total Current Liabilities	386,202	412,271	(6%)	383,899	1%	
Total Long Term Liabilities	2,884,391	2,891,885	(0%)	3,027,452	(5%)	
Total Liabilities	3,270,593	3,304,156	(1%)	3,411,351	(4%)	
Equity						
3900 - Unrestricted	1,664,538	1,664,538		2,167,570	(23%)	
3901 - Mitigation Fees	317,431	317,431		101,722	212%	
3902 - Asset Replacement Fund	400,000	400,000		1	39,999,900%	
3903 - Net investment capital assets	1,861,535	1,861,535		1,861,535		
3905 - Restricted for Debt Service	91,941	91,941		67,611	36%	
3906 - Operating Cash Reserve	780,000	780,000			100%	
Net Income	89,416	(4,899)	1,925%	117,426	(24%)	
Total Equity	5,204,861	5,110,546	2%	4,315,865	21%	
TOTAL LIABILITIES & EQUITY	8,475,454	8,414,702	1%	7,727,216	10%	

	Operating Acct	Separate Acct
Month End Cash on Hand	\$ 2,038,917	
3901 - Mitigation Fees		\$ 317,431
3905 - Restricted for Debt Service		\$ 91,941
3902 - Asset Replacement Fund	\$ 400,000	
3906 - Operating Cash Reserve	\$ 780,000	
A/P & Payroll Liability	\$ 137,731	
Unencumbered cash	\$ 721,186	

Capital & Asset Replacement Funds	FYE 2018	Contribution?
Mitigation Fee Balance as of July 2018	\$ 317,431	
Asset Replacement Fund (created Sep-17)	\$ 400,000	
Depreciation to ARF at FYE 2018	212,664	
FY 2017-18 Capital Purchase - Vehicles	\$(288,000)	
FY 2017-18 Capital Purchase - Property	\$(341,000)	
FY 2017-18 Capital Purchase - Equipment	\$ (24,000)	
FORECAST Capital & Asset Replacement Fund Balance	\$ 277,095	

Del Puerto Health Care District
Balance Sheet
As of September 30, 2018

	Sep 30, 18	Aug 31, 18	% Change	Sep 30, 17	% Change	Notes
ASSETS						
Current Assets						
Checking/Savings						
1000a · Cash and cash equivalents	1,380,200	1,637,647	(16%)	1,521,362	(9%)	Ambulance purchase \$194K still in BOTW account
1003 · Restricted Funds	94,983	93,969	1%	82,814	15%	
1080 · BOTW-Mitigation Fee Acct	307,426	307,401		105,354	192%	
1120 · Wash Account	(35)	(35)			(100%)	
Total Checking/Savings	1,782,574	2,038,982	(13%)	1,709,530	4%	
Accounts Receivable						
11000 · Patient Accounts - Net	747,244	791,726	(6%)	576,209	30%	
1170 · Keystone C Accts Rec	6,383	14,156	(55%)	(529)	1,307%	
1200 · Other Accounts Receivable	4,747	2,713	75%	350	1,256%	
1260a · Government Reimbursements	98,269	98,269		141,348	(30%)	
Total Accounts Receivable	856,643	906,864	(6%)	717,378	19%	
Other Current Assets						
12000 · Undeposited Funds	8,670		100%	5,563	56%	
1225 · Unassigned Deposits	15,659	15,659		9,800	60%	
1280 · Accrued Tax & Fee Receivables	363,600	242,400	50%	292,163	24%	
1300 · Medical Supply Inventory	36,957	36,957		32,981	12%	
1400 · Prepays	55,506	65,098	(15%)	44,607	24%	
2102 · Health Benefits Prepaid	14,075	15,541	(9%)	11,625	21%	
Total Other Current Assets	494,467	375,655	32%	396,739	25%	
Total Current Assets	3,133,684	3,321,501	(6%)	2,823,647	11%	
Fixed Assets						
15000 · Capital assets						
1450 · E St Building	815,861	815,861		815,861		
1500 · Equipment	1,036,126	1,028,768	1%	1,022,614	1%	
1510 · Health Center Bldg & Property	2,471,792	2,471,792		2,471,792		
1511 · Keystone C Bldg	1,950,451	1,950,451		1,950,451		
1515 · Electronic Med. Record Software	95,955	95,955		94,056	2%	
1520 · Health Center Equipment	319,787	319,787		304,183	5%	
1540 · Construction Work-in-Progress	539,258	337,185	60%	4,084	13,104%	
1560 · Accumulated Depreciation	(1,886,009)	(1,864,418)	(1%)	(1,626,643)	(16%)	
Total 15000 · Capital assets	5,343,221	5,155,381	4%	5,036,398	6%	
Total Fixed Assets	5,343,221	5,155,381	4%	5,036,398	6%	
TOTAL ASSETS	8,476,905	8,476,882	0%	7,860,045	8%	
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable	144,952	145,354	(0%)	170,550	(15%)	
Credit Cards	1,334	2,576	(48%)	2,155	(38%)	
Total Other Current Liabilities	277,615	261,248	6%	276,356	0%	
Total Current Liabilities	423,901	409,178	4%	449,061	(6%)	
Long Term Liabilities						
2180 · USDA Loan - 1700 Keystone B	1,674,926	1,679,499	(0%)	1,728,680	(3%)	
2185 · TCB Loan - Keystone C	1,201,961	1,204,892	(0%)	1,294,058	(7%)	
Total Long Term Liabilities	2,876,887	2,884,391	(0%)	3,022,738	(5%)	

Del Puerto Health Care District
Balance Sheet
 As of September 30, 2018

	Sep 30, 18	Aug 31, 18	% Change	Sep 30, 17	% Change	Notes
Total Liabilities	3,300,788	3,293,569	0%	3,471,799	(5%)	
Equity						
3900 · Unrestricted	1,665,426	1,665,426		966,307	72%	
3901 · Mitigation Fees	123,386	317,431	(61%)	152,232	(19%)	
3902 · Asset Replacement Fund	400,000	400,000		400,000		
3903 · Net investment capital assets	2,055,580	1,861,535	10%	1,861,535	10%	
3905 · Restricted for Debt Service	91,941	91,941		67,611	36%	
3906 · Operating Cash Reserve	780,000	780,000		780,000		
Net Income	59,786	66,981	(11%)	160,562	(63%)	
Total Equity	5,176,119	5,183,314	(0%)	4,388,247	18%	
TOTAL LIABILITIES & EQUITY	8,476,907	8,476,883		7,860,046	8%	Position unchanged from prior month

Bank Cash

Month End Cash on Hand	\$1,782,574
3901 · Mitigation Fees	\$ 123,386
3905 · Restricted for Debt Service	\$ 91,941
3902 · Asset Replacement Fund	\$ 400,000
3906 · Operating Cash Reserve	\$ 780,000
A/P & Payroll Liability	\$ 196,179
Unencumbered cash	\$ 191,068

Del Puerto Health Care District
Total Operations vs Budget by Month & YTD
September 2018

	Sep 18	Budget	Budget	18	Budget	Budget	Budget	Notes
Ordinary Income/Expense								
Income								
4000 · Net patient service revenue	256,944	324,027	79%	869,243	986,855	88%	3,935,490	Ambulance Write-off of \$127k
44000 · Tenant Income	600	600	100%	1,800	1,800	100%	7,200	
5905 · Other Income	9,419	9,350	101%	31,768	28,050	113%	112,200	
Total Income	266,963	333,977	80%	902,811	1,016,705	89%	4,054,890	
Gross Profit	266,963	333,977	80%	902,811	1,016,705	89%	4,054,890	
Expense								
6100 · Salaries & Wages	172,527	190,157	91%	504,594	570,470	88%	2,281,880	
6200 · Employee Benefits	35,934	46,794	77%	106,741	140,383	76%	556,957	
7000 · Professional Fees	65,116	95,706	68%	200,432	243,587	82%	914,245	
7100 · Purchased Services	33,844	38,172	89%	98,329	114,850	86%	458,398	
7200 · Supplies	13,603	16,605	82%	40,385	49,815	81%	199,260	
7600 · Utilities	5,156	5,545	93%	16,002	16,635	96%	66,540	
7800 · Rental and Lease	997	1,145	87%	2,781	3,435	81%	13,740	
8000 · Insurance	30,876	30,394	102%	92,495	91,182	101%	364,727	
8500 · Maintenance & Repairs	7,556	10,450	72%	41,426	31,636	131%	126,137	Repairs on Ambulances
9400 · Depreciation and Amortization	17,836	17,837	100%	53,509	53,511	100%	214,044	
9610 · Other operating expenses	20,432	19,028	107%	60,793	57,720	105%	236,530	
Total Expense	403,877	471,833	86%	1,217,487	1,373,224	89%	5,432,458	
Net Ordinary Income	(136,914)	(137,856)	99%	(314,676)	(356,519)	88%	(1,377,568)	
Other Income/Expense								
Other Income								
4300 · District Tax Revenues	121,200	121,200	100%	363,600	363,600	100%	1,454,400	
5920 · Investment Income	157	185	85%	946	555	170%	2,220	
9615 · Interest Expense	(5,487)	(5,300)	104%	(16,461)	(15,900)	104%	(63,600)	
Total Other Income	115,870	116,085	100%	348,085	348,255	100%	1,393,020	
Net Other Income	115,870	116,085	100%	348,085	348,255	100%	1,393,020	
Net Income	(21,044)	(21,771)	97%	33,409	(8,264)	(404%)	15,452	Overall on target.

Del Puerto Health Care District
YTD by Class
July through September 2018

	Total 01 DPHCD			Total 02 Patterson District Ambulance			Total 03 Del Puerto Health Center			Total 06 Keystone Bldg C			TOTAL		
	Jul - Sep 18	Budget	% of Budget	Jul - Sep 18	Budget	% of Budget	Jul - Sep 18	Budget	% of Budget	Jul - Sep 18	Budget	% of Budget	Jul - Sep 18	Budget	% of Budget
Ordinary Income/Expense															
Income															
4000 · Net patient service revenue				360,648	442,808	81%	508,595	544,047	93%				869,243	986,855	88%
44000 · Tenant Income							1,800	1,800	100%				1,800	1,800	100%
5905 · Other Income	200	600	33%	530	750	71%	31,038	26,700	116%				31,768	28,050	113%
Total Income	200	600	33%	361,178	443,558	81%	541,433	572,547	95%				902,811	1,016,705	89%
Gross Profit	200	600	33%	361,178	443,558	81%	541,433	572,547	95%				902,811	1,016,705	89%
Expense															
6100 · Salaries & Wages	50,823	98,250	52%	234,655	232,020	101%	219,118	240,200	91%				504,596	570,470	88%
6200 · Employee Benefits	9,140	31,105	29%	48,942	52,296	94%	48,658	56,982	85%				106,740	140,383	76%
7000 · Professional Fees	23,976	49,241	49%	6,679	13,500	49%	169,778	180,846	94%				200,433	243,587	82%
7100 · Purchased Services	2,436	2,505	97%	36,013	43,075	84%	59,879	69,270	86%				98,328	114,850	86%
7200 · Supplies	1,917	2,430	79%	16,491	16,935	97%	21,977	30,450	72%				40,385	49,815	81%
7600 · Utilities	1,839	1,800	102%	3,641	3,720	98%	10,521	11,115	95%				16,001	16,635	96%
7800 · Rental and Lease	1,045	1,740	60%	69			1,668	1,695	98%				2,782	3,435	81%
8000 · Insurance	8,197	7,663	107%	47,581	47,204	101%	36,716	36,315	101%				92,494	91,182	101%
8500 · Maintenance & Repairs	499	676	74%	34,212	23,595	145%	6,715	7,365	91%				41,426	31,636	131%
9400 · Depreciation and Amortization	7,766	7,770	100%	23,917	23,916	100%	21,826	21,825	100%				53,509	53,511	100%
9610 · Other operating expenses	13,486	12,392	109%	28,566	28,500	100%	18,741	16,828	111%				60,793	57,720	105%
Total Expense	121,124	215,572	56%	480,766	484,761	99%	615,597	672,891	91%				1,217,487	1,373,224	89%
Net Ordinary Income	(120,924)	(214,972)	56%	(119,588)	(41,203)	290%	(74,164)	(100,344)	74%				(314,676)	(356,519)	88%
Other Income/Expense															
Other Income															
4300 · District Tax Revenues	304,500	304,500	100%	59,100	59,100	100%							363,600	363,600	100%
4400 · Non-Guaranteed Grant Revenue															
5910 · Impact Mitigation Fees	7,643		100%										7,643		100%
5920 · Investment Income	946	555	170%										946	555	170%
5945 · Net Property Income										18,734	16,500	114%	18,734	16,500	114%
9615 · Interest Expense							(16,461)	(15,900)	104%				(16,461)	(15,900)	104%
Total Other Income	313,089	305,055	103%	59,100	59,100	100%	(16,461)	(15,900)	104%	18,734	16,500	114%	374,462	364,755	103%
Net Other Income	313,089	305,055	103%	59,100	59,100	100%	(16,461)	(15,900)	104%	18,734	16,500	114%	374,462	364,755	103%
Net Income	192,165	90,083	213%	(60,488)	17,897	(338%)	(90,625)	(116,244)	78%	18,734	16,500	114%	59,786	8,236	726%

Del Puerto Health Care District
Warrants by Bank Account
 September 2018

Type	Date	Num	Name	Credit
1000a - Cash and cash equivalents				
1000 - Tri Counties Bank				
1001 - TCB-Operating Checking 1739				
Check	09/30/2018		Tri Counties Bank-EFT	30.00
Check	09/17/2018	eft	USDA Rural Development Loan-EFT	11,066.00
Check	09/15/2018	eft	Tri Counties Bank-EFT	50.00
Bill Pmt -Check	09/11/2018	EFT	City Of Patterson-H2O, sewer, garbage	209.93
Bill Pmt -Check	09/11/2018	EFT	TSYS Health Services - CC processing	87.42
Bill Pmt -Check	09/06/2018	EFT - HC	U.S. Bank Equipment Finance - EFT	290.19
Bill Pmt -Check	09/20/2018	EFT-Dist	U.S. Bank Equipment Finance - EFT	104.43
Check	09/01/2018	wd	CC Machine Lease Pymt	45.72
Check	09/01/2018	wd	CC Machine Lease Pymt	45.72
Bill Pmt -Check	09/24/2018	WIRE	Life Line	174,640.80
Bill Pmt -Check	09/05/2018	27383	Ray-Datta, Ishani (MD)	21,602.58
Bill Pmt -Check	09/05/2018	27384	Rodriguez, Jose (MD)	33,333.33
Bill Pmt -Check	09/06/2018	27385	Availability Professional Staffing	74.56
Bill Pmt -Check	09/06/2018	27386	Bound Tree Medical LLC	660.40
Bill Pmt -Check	09/06/2018	27387	Comcast - E Street	77.92
Bill Pmt -Check	09/06/2018	27388	Cole Huber (Cota Cole)	4,458.75
Bill Pmt -Check	09/06/2018	27389	Data Path, Inc	4,505.00
Bill Pmt -Check	09/06/2018	27390	Greenway Health	1,225.21
Bill Pmt -Check	09/06/2018	27391	GreenWorks Janitorial Services	3,538.00
Bill Pmt -Check	09/06/2018	27392	Life-Assist	1,353.37
Bill Pmt -Check	09/06/2018	27393	McAuley Ford	20,992.48
Bill Pmt -Check	09/06/2018	27394	McKesson Medical Surgical Inc.	996.19
Bill Pmt -Check	09/06/2018	27395	MHD Group	378.62
Bill Pmt -Check	09/06/2018	27396	Mission Linen Supply	227.35
Bill Pmt -Check	09/06/2018	27397	Motorola Solutions, Inc.	8,226.79
Bill Pmt -Check	09/06/2018	27398	Physicians Service Bureau	259.31
Bill Pmt -Check	09/06/2018	27399	Pickle, Cheryle	3,100.00
Bill Pmt -Check	09/06/2018	27420	Staples Advantage	173.12
Bill Pmt -Check	09/06/2018	27421	Stericycle	499.70
Bill Pmt -Check	09/06/2018	27422	Thompson Chevrolet Buick GMC Inc.	21.40
Bill Pmt -Check	09/06/2018	27423	TID Turlock Irrigation District +06	2,182.88
Bill Pmt -Check	09/06/2018	27424	U.S. Bank Corporate Payment Center	4,497.28
Bill Pmt -Check	09/06/2018	27425	Verizon Wireless	206.20
Check	09/11/2018	27426	Damas, Larry - Refund	150.00
Check	09/11/2018	27427	EMI/Kaiser - Refunds	3,540.00
Check	09/11/2018	27428	The Rawlings Co. - Refund	3,026.63
Check	09/11/2018	27429	Begg, Tawaaf - Refund	200.00
Check	09/11/2018	27430	Sutter Physician Services -Refunds	415.41
Check	09/11/2018	27431	Anthem Blue Cross - Refund	3,256.94
Bill Pmt -Check	09/11/2018	27432	Airgas USA, LLC	355.33
Bill Pmt -Check	09/11/2018	27433	AMR-American Medical Response	3,894.00
Bill Pmt -Check	09/11/2018	27434	Arrow International, Inc.	1,203.35
Bill Pmt -Check	09/11/2018	27435	Availability Professional Staffing	1,048.04
Bill Pmt -Check	09/11/2018	27436	BICSEC Security, Inc	25.00
Bill Pmt -Check	09/11/2018	27437	City Of Patterson-H2O, sewer, garbage	125.66
Bill Pmt -Check	09/11/2018	27438	Doctors Medical Center	400.00
Bill Pmt -Check	09/11/2018	27439	Hi-Tech EVS, Inc.	752.39
Bill Pmt -Check	09/11/2018	27440	HireRight, LLC	115.52
Bill Pmt -Check	09/11/2018	27441	Life-Assist	180.85
Bill Pmt -Check	09/11/2018	27442	M & M Computer Services	181.00

Del Puerto Health Care District
Warrants by Bank Account
September 2018

Type	Date	Num	Name	Credit
Bill Pmt -Check	09/11/2018	27443	Malm Fagundes LLP	1,360.52
Bill Pmt -Check	09/11/2018	27444	McKesson Medical Surgical Inc.	740.66
Bill Pmt -Check	09/11/2018	27445	MedTech Billing Services, Inc	11,011.97
Bill Pmt -Check	09/11/2018	27446	Mid Valley IT	360.00
Bill Pmt -Check	09/11/2018	27447	Mission Linen Supply	227.62
Bill Pmt -Check	09/11/2018	27448	O'Reilly Auto Parts	4.30
Bill Pmt -Check	09/11/2018	27449	Pacific Records Management	167.64
Bill Pmt -Check	09/11/2018	27450	Patterson Irrigator	30.00
Bill Pmt -Check	09/11/2018	27451	Paul Oil Co., Inc.	1,764.92
Bill Pmt -Check	09/11/2018	27452	Physio-Control, Inc.	1,175.42
Bill Pmt -Check	09/11/2018	27453	Ray's Radio Shop	471.18
Bill Pmt -Check	09/11/2018	27454	Sanofi Pasteur, Inc	821.33
Bill Pmt -Check	09/11/2018	27455	Staples Advantage	663.99
Bill Pmt -Check	09/11/2018	27456	Streamline/Digital Deployment	200.00
Bill Pmt -Check	09/11/2018	27457	WageWorks, Inc.	58.20
Bill Pmt -Check	09/11/2018	27458	Workbench True Value Hdwe.	32.31
Bill Pmt -Check	09/11/2018	27459	Zoll	650.00
Bill Pmt -Check	09/11/2018	27460	Language Line	100.00
Bill Pmt -Check	09/20/2018	27461	A West Side Self Storage	214.20
Bill Pmt -Check	09/20/2018	27462	Availability Professional Staffing	875.42
Bill Pmt -Check	09/20/2018	27463	Beta Healthcare - Workers Comp	2,422.00
Bill Pmt -Check	09/20/2018	27464	Beta Healthcare Group	18,605.34
Bill Pmt -Check	09/20/2018	27465	Bound Tree Medical LLC	825.86
Bill Pmt -Check	09/20/2018	27466	Cole Huber (Cota Cole)	3,105.75
Bill Pmt -Check	09/20/2018	27467	Comcast - E Street	181.30
Bill Pmt -Check	09/20/2018	27468	Comcast Business Voice Edge	1,857.07
Bill Pmt -Check	09/20/2018	27469	Frontier-3755	199.29
Bill Pmt -Check	09/20/2018	27470	Frontier - HC 8639	167.38
Bill Pmt -Check	09/20/2018	27471	Life-Assist	444.94
Bill Pmt -Check	09/20/2018	27472	Mission Linen Supply	227.79
Bill Pmt -Check	09/20/2018	27473	MO-CAL Office Solutions	437.44
Bill Pmt -Check	09/20/2018	27474	Motorola Solutions, Inc.	5,741.25
Bill Pmt -Check	09/20/2018	27475	Mountain-Valley EMS Agency	250.00
Bill Pmt -Check	09/20/2018	27476	Patterson Tire	1,077.23
Bill Pmt -Check	09/20/2018	27477	Paul Oil Co., Inc.	1,813.38
Bill Pmt -Check	09/20/2018	27478	PG&E	16.72
Bill Pmt -Check	09/20/2018	27479	Physio-Control, Inc.	253.72
Bill Pmt -Check	09/20/2018	27480	Pickle, Cheryle	2,660.00
Bill Pmt -Check	09/20/2018	27481	QPCS LLC	387.52
Bill Pmt -Check	09/20/2018	27482	ReadyRefresh by Nestle	183.79
Bill Pmt -Check	09/20/2018	27483	Shred-it US JV LLC	327.17
Bill Pmt -Check	09/20/2018	27484	Staples Advantage	442.74
Bill Pmt -Check	09/20/2018	27485	Stericycle	150.30
Bill Pmt -Check	09/20/2018	27486	West Side Storage Baldwin	180.90
Bill Pmt -Check	09/21/2018	27487	Conduent	**VOID**
Bill Pmt -Check	09/21/2018	27488	Conduent	350.00
Bill Pmt -Check	09/24/2018	27489	Life Line	19,404.00
Bill Pmt -Check	09/24/2018	27490	MedTech Billing Services, Inc	360.05
Bill Pmt -Check	09/24/2018	27491	Paul Willette Exp Reimb	2,369.42
Total 1001 · TCB-Operating Checking 1739				403,402.80
1002 · TCB-Payroll Account 2999				
Liability Check	09/05/2018		Employee Payroll	42,739.57
Liability Check	09/20/2018		Employee Payroll	43,113.74

Del Puerto Health Care District
Warrants by Bank Account
September 2018

Type	Date	Num	Name	Credit
Liability Check	09/20/2018		Employee Payroll	1,613.79
Liability Check	09/20/2018		Employee Payroll	2,123.50
Liability Check	09/06/2018	E-pay	EDD State of California	3,088.77
Liability Check	09/06/2018	E-pay	Internal Revenue Service	17,951.14
Liability Check	09/07/2018	E-pay	EDD State of California	8.81
Liability Check	09/07/2018	E-pay	Internal Revenue Service	144.64
Liability Check	09/20/2018	E-pay	EDD State of California	3,706.78
Liability Check	09/20/2018	E-pay	Internal Revenue Service	19,245.38
Liability Check	09/20/2018	E-pay	Internal Revenue Service	16.40
Liability Check	09/20/2018	E-pay	EDD State of California	689.47
Liability Check	09/19/2018	E-pay	EDD State of California	0.65
Liability Check	09/19/2018	E-pay	Internal Revenue Service	9.88
Liability Check	09/06/2018	24018	AFLAC	**VOID**
Liability Check	09/06/2018	24019	California State Disbursement Unit	513.94
Liability Check	09/06/2018	24020	Franchise Tax Board	267.63
Liability Check	09/06/2018	24021	Franchise TB Garnishment 21	100.00
Liability Check	09/06/2018	24022	Monterey County Dept. of Child Support	46.61
Liability Check	09/06/2018	24023	United Steelworkers	351.11
Liability Check	09/06/2018	24024	VALIC	5,528.71
Paycheck	09/06/2018	24025	Employee Payroll	1,348.03
Paycheck	09/06/2018	24026	Employee Payroll	1,771.82
Paycheck	09/06/2018	24027	Employee Payroll	921.84
Paycheck	09/06/2018	24028	Employee Payroll	4,683.59
Paycheck	09/07/2018	24029	Employee Payroll	494.85
Paycheck	09/07/2018	24030	Employee Payroll	**VOID**
Liability Check	09/07/2018	24031	United Steelworkers	8.63
Liability Check	09/07/2018	24032	VALIC	26.40
Paycheck	09/07/2018	24033	Employee Payroll	290.42
Paycheck	09/20/2018	24034	Employee Payroll	1,827.56
Paycheck	09/20/2018	24035	Employee Payroll	154.31
Paycheck	09/20/2018	24036	Employee Payroll	1,233.26
Paycheck	09/20/2018	24037	Employee Payroll	921.83
Paycheck	09/20/2018	24038	Employee Payroll	4,454.93
Liability Check	09/20/2018	24039	California State Disbursement Unit	653.46
Liability Check	09/20/2018	24040	Franchise Tax Board	194.40
Liability Check	09/20/2018	24041	Franchise TB Garnishment 21	100.00
Liability Check	09/20/2018	24042	Monterey County Dept. of Child Support	46.61
Liability Check	09/20/2018	24043	United Steelworkers	371.99
Liability Check	09/20/2018	24044	VALIC	5,635.32
Liability Check	09/20/2018	24045	VALIC	1,107.08
Liability Check	09/20/2018	24046	Delta Dental	2,577.22
Liability Check	09/20/2018	24047	MES Vision	381.38
Liability Check	09/20/2018	24048	CA Choice	18,254.80
Liability Check	09/20/2018	24049	AFLAC	1,603.28
Paycheck	09/21/2018	24050	Employee Payroll	58.99
Total 1002 · TCB-Payroll Account 2999				190,382.52
1007 · TCB - Keystone C 8641				
Bill Pmt -Check	09/11/2018	EFT	Tri Counties Bank-EFT	7,442.07
Bill Pmt -Check	09/06/2018	10103	TID Turlock Irrigation District +06	568.20
Bill Pmt -Check	09/11/2018	10104	City Of Patterson-H2O, sewer, garbage	463.04
Bill Pmt -Check	09/11/2018	10105	Gilberto Arroyo-06	425.00
Total 1007 · TCB - Keystone C 8641				8,898.31

Del Puerto Health Care District
Warrants by Bank Account
September 2018

Type	Date	Num	Name	Credit
Total 1000 · Tri Counties Bank				<u>602,683.63</u>
Total 1000a · Cash and cash equivalents				602,683.63
1003 · Restricted Funds				
1003a · TCB-USDA Debt Reserve 7237				
Check	09/17/2018	eft	USDA Rural Development Loan-EFT	10,060.00
Check	09/17/2018	eft	USDA Rural Development Loan-EFT	
Total 1003a · TCB-USDA Debt Reserve 7237				<u>10,060.00</u>
Total 1003 · Restricted Funds				<u>10,060.00</u>
TOTAL				<u><u>612,743.63</u></u>

The Board of Directors of the Del Puerto Health Care District

BOARD AGENDA ITEM – Disband the FY 2017-18 Ad Hoc Executive Review Committee

DEPT: CHIEF EXECUTIVE OFFICE

BOARD AGENDA: 8.E

CONSENT CALENDAR: NO

AGENDA DATE: October 29, 2018

CEO CONCURRENCE: YES

4/5 VOTE REQUIRED: NO

SUBJECT: Disband the FY 2017-18 Ad Hoc Executive Review Committee

MOTION: That the Board of Directors disband the FY 2017-18 Ad Hoc Executive Review committee chaired by Vice-President Steve Pittson.

CONSIDERATIONS: Ad Hoc Committees serve a limited, specific purpose and are disbanded when that purpose is fulfilled. Administrative Director / CEO review for FY 2017-18 is complete, therefore the executive committee can be disbanded.

POLICY ISSUE: The governing Board shall annually appoint an Ad Hoc committee to survey the Board, complete an executive review, and submit their findings to the full Board for action.

FISCAL IMPACT: None

DISTRICT PRIORITY: Use Ad Hoc committees to investigate and make recommendations to the full Board of Directors.

STAFFING IMPACT: None

CONTACT PERSON: Steve Pittson

ATTACHMENT(S): None

The Board of Directors of the Del Puerto Health Care District

BOARD AGENDA ITEM

DEPT: AD HOC ADMIN DIR/CEO REVIEW COMMITTEE **BOARD AGENDA:** 9.A
CONSENT CALENDAR: NO **AGENDA DATE:** October 29, 2018
4/5 VOTE REQUIRED: Yes

SUBJECT: Amendment to Change Salary & Terms of Administrative Director / CEO Contract

RECOMMENDATION: Amend contract to adjust salary to current market rate in our industry and county and provide additional term to contract to protect key employee from termination without cause within six months of public election of Board members.

CONSIDERATIONS: The District is committed to providing equitable pay and contract terms to recruit and retain employees best qualified to fulfill the Districts mission.

Base Pay Range: Each covered position classification has a discrete salary range. Salary ranges are based on relevant public and private sector market, data gathered every two years or as the Board deems necessary. Movement within defined salary ranges is driven by the annual employee performance appraisal process or other compelling circumstances such as equity or retention industry standards and best practices relative to compensation.

Special Pay: Special within-range salary movement may be granted to address retention, internal equity, or other extraordinary circumstances subject to appropriate approvals. Additional compensation may be granted in conjunction with interim assignment of additional responsibilities until a position is filled. A recruitment differential, or one-time payment upon appointment to a position, may be provided to eligible appointees based on an individual's specific circumstances

POLICY ISSUE: Equity adjustment over two years to reach median 2016 salary of comparable Stanislaus County public agencies and California special districts for retention of key employee. Providing stability and continuity to public agency leadership in times of governance transition.

FISCAL IMPACT: Executive compensation of \$145,000 in FY 2018-19 and \$158,000 in FY 2019-20.

DISTRICT PRIORITY: Key employee retention

STAFFING IMPACT: None

CONTACT PERSON: Steve Pittson

ATTACHMENT(S): District Salary Surveys; First Amendment to Administrative Director CEO Contract

Del Puerto Health Care District

Administrative Director / CEO Salary Range Study

Source: Government Compensation in California at <http://publicpay.ca.gov/>

1. Special Districts – 3,063 Districts, 162,764 Employees
 - a. Hospital – 57 Districts, 36,687 employees
 - b. Health – 29 Districts, 1,036 employees
 - c. Ambulance – 68 districts, 4,701 employees
2. Stanislaus County – 72 Districts, 2,775 employees

Source: Geographic Cost Adjust (<https://swz.salary.com/CostOfLivingWizard>) from Modesto MSA

- | | |
|---|---|
| <ul style="list-style-type: none"> • San Jose 14.9% • Los Angeles 6.5% • Petaluma 5.9% • Monterey 4.6% • Santa Rosa 2.8% | <ul style="list-style-type: none"> • San Diego 1.2% • Ventura 1.0% • Riverside 0.8% • San Bernardino 0.3% • Fresno -5.6% |
|---|---|

California Primary Care Association Salary Survey 2017 is available for \$200.00 at <https://www.cPCA.org>

Base Salary: Positioning includes benchmarking of executive roles and a geographic differential.

Three Peer Groups Evaluated:

- | | |
|--|------------------|
| 1. Health Care Districts (Geographic Adjustment = 50th percentile | \$158,098 |
| <ol style="list-style-type: none"> a. Includes DPHCD b. Do not operate hospitals c. Revenue/Expenses between \$3 and \$7 million d. Current salary adjusted for location | |
| 2. Stanislaus County District Leadership = 50th percentile | \$158,780 |
| <ol style="list-style-type: none"> a. Within Stanislaus County (includes DPHCD) b. Evaluated top management positions to adjust for size of organization c. Multiple types of operations including <ol style="list-style-type: none"> i. Hospital, Electric/Water ii. Waste Disposal, Emergency Medical Services Planning iii. Government Service, Pest Control | |
| 3. Mix of Health Care Districts (Geo Adjusted) & Stanislaus County | \$157,182 |
| <ol style="list-style-type: none"> a. Three from out of county – three from Stanislaus (includes DPHCD) b. Budget range \$1.9 to \$6.2 million c. Comparable employee counts (23 to 64) d. Range of comparative salaries = \$120k to \$198k e. Highest and lowest removed = \$112k and \$248k | |

Average of three studies and recommended mid-point salary \$158,018

Salary range: Development is driven by the midpoint, which allows variability within the range while maintaining consistency. At an organization’s highest employee levels, the range is +/- 20% from the midpoint. This, on average, is similar to the 25th to 75th percentile.

RECOMMENDED RANGE FOR ADMINISTRATIVE DIRECTOR / CEO

Percentile	25 th	50 th	75 th
Salary	\$126,000	\$158,000	\$189,600

**California Health Care Districts
No Hospital w/Revenue = \$3-\$7 million
CEO Salary**

Similar Health Care Districts	Operations	Revenue	Expenses	# Ees	Total Wages	Title	Range Minimum	Current Salary	Range Maximum	Percentile	County	Type	Geographic Wage Factor	Geo Adjusted Current Wage
Peninsula Health Care District	leases out 2 hospitals	3,973,108	3,617,389	9	381,521	CEO		\$ 225,869		94%	San Mateo	Health	14.9%	\$ 196,579
Petaluma Health Care District	leases out hospital; community education; grants	1,904,725	3,251,079	24	806,541	CEO		\$ 198,234		93%	Sonoma	Health	2.8%	\$ 192,835
Bloss Memorial Healthcare District	RHC; Dental surgery	4,633,250	5,039,419	39	1,371,523	CEO	\$ 195,998	\$ 195,998	\$ 274,352	92%	Merced	Health	-5.9%	\$ 208,287
Soledad Community Health Care District	community clinic; rehab care center	6,492,923	5,971,023	154	4,874,925	CEO		\$ 160,068		80%	Monterey	Hospital	4.6%	\$ 153,029
Camarillo Health Care District	community wellness programs & classes; grants	3,693,135	3,521,255	44	1,310,081	CEO	\$ 151,840	\$ 157,849	\$ 214,240	77%	Ventura	Hospital	1.0%	\$ 156,286
Big Bear City Community Services District	Ambulance; fire; waste; water; lighting	7,087,440	7,119,336	70	4,715,301	GM		\$ 155,002		71%	San Bernardino	Community	0.3%	\$ 154,538
Desert Healthcare District	leased hospitals; grants; community wellness	3,562,620	3,579,603	11	580,435	CEO	\$ 160,000	\$ 154,860	\$ 200,000	66%	Riverside	Hospital	0.8%	\$ 153,631
Community Human Services Project	Substance abuse & mental health counseling	4,963,766	5,007,039	132	2,871,305	CEO	\$ 90,000	\$ 140,058	\$ 140,060	60%	Monterey	Health	4.6%	\$ 133,899
Chowchilla Memorial Healthcare District	SNF; short term rehabilitation; grants	3,536,389	3,647,949	69	1,590,522	CEO		\$ 133,874		50%	Madera	Hospital Enterprise	-5.9%	\$ 142,268
Del Puerto Health Care District	RHC; ambulance	5,358,459	5,017,590	52	1,952,421	AD / CEO		\$ 132,000		33%	Stanislaus	Health	0.0%	\$ 132,000
Eden Township Healthcare District	grant making; leases out 2 hospital properties	6,057,937	7,932,805	8	335,870	CEO	\$ 120,000	\$ 129,156	\$ 180,000	0%	Alameda	Health	11.6%	\$ 115,731
11	Average						\$ 129,670	\$ 162,088	\$ 194,506				GEO ADJUSTED AVG WAGE	\$ 158,098

1. Health Care Districts w/ Geographic Adjustment = 50th percentile

- a. Includes DPHCD
- b. Do not operate hospitals
- c. Revenue/Expenses between \$3 and \$7 million
- d. Current salary adjusted for location

**Del Puerto Health Care District
Wage Study of Stanislaus County District Leadership**

Stanislaus County Special Districts	Office level	# EEs	Wages	Position	Range Minimum	Current Salary	Range Maximum	%	Activity
Oak Valley Hospital District	1	738	22,844,927	Chief Executive Officer	192,483	288,986	299,998	100%	Hospital Enterprise
Oakdale Irrigation District	1	75	5,211,140	General Manager		248,114		97%	Electric Enterprise
Modesto Irrigation District	2	488	41,798,484	Assistant General Manager	192,442	246,314	300,186	94%	Electric Enterprise
Turlock Irrigation District	1	521	43,719,158	General Manager		235,880		91%	Water Enterprise
Modesto Irrigation District	1	488	41,798,484	General Manager	212,160	225,598	330,970	88%	Electric Enterprise
Modesto Irrigation District	2	488	41,798,484	Agm-Finance And Treasurer	158,309	200,755	246,979	85%	Electric Enterprise
Stanislaus Council of Governments	1	32	982,746	Executive Director		187,228		82%	Government Services
Oak Valley Hospital District	1	738	22,844,927	Vice Pres, Nursing Services	129,438	181,167	185,182	79%	Hospital Enterprise
Del Puerto Water District	1	15	426,705	General Manager		170,833		76%	Water Enterprise
Modesto Irrigation District	2	488	41,798,484	Operations Manager	138,611	170,033	177,424	73%	Electric Enterprise
Oak Valley Hospital District	41	738	22,844,927	Vice Pres, Quality & Risk Mang	141,024	165,578	182,395	70%	Hospital Enterprise
Oak Valley Hospital District	1	738	22,844,927	Vice Pres, Of Admin Services	135,429	163,192	180,003	67%	Hospital Enterprise
Oak Valley Hospital District	1	738	22,844,927	Chief Financial Officer	131,747	163,093	194,438	64%	Hospital Enterprise
Oakdale Irrigation District	1	75	5,211,140	Chief Financial Officer	112,674	161,603	140,842	61%	Electric Enterprise
Oak Valley Hospital District	1	738	22,844,927	Vice Pres, Of Long Term Care	139,048	159,526	180,003	58%	Hospital Enterprise
Turlock Irrigation District	2	521	43,719,158	Director Of Human Resources	128,316	159,311	163,788	55%	Electric Enterprise
Modesto Irrigation District	2	488	41,798,484	Controller	118,144	156,299	184,288	52%	Electric Enterprise
Salida Sanitary District (Stanislaus)	1	16	626,763	District Manager		153,850		48%	Waste Disp Enterprise
Turlock Irrigation District	3	521	43,719,158	Accounting Department Manager	133,668	152,136	170,604	45%	Electric Enterprise
Oak Valley Hospital District	2	738	22,844,927	Vice Pres, Human Resources	123,594	147,430	174,242	42%	Hospital Enterprise
West Stanislaus Irrigation District	1	23	947,589	General Manager	110,902	145,000	145,000	39%	Water Enterprise
Modesto Irrigation District	3	488	41,798,484	General Services Manager	116,605	134,231	149,261	36%	Electric Enterprise
Denair Community Services District	1	12	555,573	General Manager	99,426	132,568	165,710	33%	Water Enterprise
Oak Valley Hospital District	3	738	22,844,927	Dir, Finance	91,998	132,405	157,997	30%	Hospital Enterprise
Del Puerto Health Care District	1	52	1,952,421	Administrative Director / CEO		132,000		27%	Ambulance Service
Mountain Valley EMSA	1	16	704,078	Executive Director	100,653	131,480	133,900	24%	EMS Planning
Central Region School Insurance Group	2	35	311,935	Executive Director		128,312		21%	Self Insurance
Turlock Mosquito Abatement District	1	26	841,018	General Manager		120,197		18%	Pest Control
Oak Valley Hospital District	3	738	22,844,927	Manager, Clinics	86,466	112,277	123,718	15%	Hospital Enterprise
Patterson Irrigation District	1	21	783,818	General Manager		112,200		12%	Water Enterprise
Oak Valley Hospital District	3	738	22,844,927	Manager, Ambulance	57,200	102,758	102,000	9%	Hospital Enterprise
Salida Sanitary District (Stanislaus)	2	16	626,763	Operations Manager		96,083		6%	Waste Disp Enterprise
Mountain Valley EMSA	2	16	704,078	Deputy Director	81,903	95,316	112,256	3%	EMS Planning
Del Puerto Health Care District	2	69	1,952,421	Dir. Ambulance Operations	78,000	86,765	91,000	0%	Ambulance Service
Total	34			Average	127,024	158,780	190,536		

2. Stanislaus County District Leadership = 50th percentile

- a. Within Stanislaus County (includes DPHCD)
- b. Evaluated top management positions to adjust for size of organization
- c. Multiple types of operations including
 - i. Hospital, Electric/Water
 - ii. Waste Disposal, Emergency Medical Services Planning
 - iii. Government Service, Pest Control

Del Puerto Health Care District Administrative Director / CEO Salary Study

Similar Health Care Districts	Operations	Revenue	Expense	# Ees	Total Wages	Title	Range Minimum	Current Salary	Range Maximum	Percentile	Type	County	Geographic Wage Factor	Geo Adjusted Wage
Petaluma Health Care District	leases out hospital; community education; grants	1,904,725	3,251,079	24	1,215,024	CEO	<i>158,587</i>	198,234	<i>237,881</i>	100%	Health	Sonoma	2.8%	\$ 192,835
Stanislaus Council of Governments	Government services	3,380,442	3,423,167	32	982,746	ED	<i>149,782</i>	187,228	<i>224,674</i>	83%	Government Services	Stanislaus	0.0%	\$ 187,228
Running Springs Water District	Ambulance; fire; waste; water	6,210,146	5,970,126	64	2,599,139	GM	<i>133,784</i>	167,230	<i>200,676</i>	67%	Community	San Bernardino	0.3%	\$ 166,730
Del Puerto Health Care District	RHC; ambulance	5,358,459	5,017,590	52	1,952,421	AD / CEO		132,000		17%	Health	Stanislaus	0.0%	\$ 132,000
Camarillo Health Care District	community wellness programs & classes; grants	3,693,135	3,521,255	44	1,310,081	CEO	151,840	157,849	214,240	50%	Hospital	Ventura	1.0%	\$ 156,286
West Stanislaus Irrigation District	Irrigation	4,995,769	<i>4,745,981</i>	23	947,589	GM	110,902	145,000	145,000	33%	Water Enterprise	Stanislaus	0.0%	\$ 145,000
Turlock Mosquito Abatement District	Mosquito Abatement	2,457,807	2,418,760	26	841,018	GM	<i>96,158</i>	120,197	<i>144,236</i>	0%	Pest Control	Stanislaus	0.0%	\$ 120,197
6 comparable districts sorted in order of current salary					Average Current w/40% Spread			\$ 126,599	\$ 158,248	\$ 189,898			Geo Adjusted Comp CEOs	\$ 157,182
<i>Red Italicized = specific information not available so estimate made based on averages. Expense = 95% of income. Salary range 20% above and below current.</i>					Geo Adjusted Salary Range			\$ 125,746	\$ 157,182	\$ 188,619			Health Care District Avg	\$ 158,091
					Recommend AD/CEO Salary Range			\$ 126,400	\$ 158,000	\$ 189,600			Stanislaus Districts Avg	\$ 158,780
													Average of three studies	\$ 158,018
3. Mix of Health Care Districts & Stanislaus County = 50th percentile														
a. Three from out of county – three from Stanislaus (includes DPHCD)														
b. Budget range \$1.9 to \$6.2 million														
c. Staff counts between 23 and 64 employees														
d. Range of comparative salaries = \$120k to \$198k														
e. Highest and lowest removed = \$112k and \$248k (see below)														
Oakdale Irrigation District	Irrigation	13,863,290	12,614,166	75	5,211,140	GM	<i>198,491</i>	248,114	<i>297,737</i>	100%	Electric Enterprise	Stanislaus	0.0%	\$ 297,737
Patterson Irrigation District	Irrigation	2,584,974	2,856,509	21	783,818	GM	<i>89,760</i>	112,200	<i>134,640</i>	0%	Water Enterprise	Stanislaus	0.0%	\$ 112,200

Del Puerto Health Care District

FIRST AMENDMENT TO ADMINISTRATIVE DIRECTOR / CEO EMPLOYMENT AGREEMENT

This FIRST AMENDMENT TO THE Executive Director Employment Agreement (“Agreement”) is made this 29th day of October, 2018, by and between the **Del Puerto Health Care District** (hereinafter referred to as the “DISTRICT”) and **Karin Freese Hennings**, the Administrative Director / CEO (hereinafter referred to as “AD/CEO”).

The terms and conditions included in the Agreement, pursuant to the requirements of Article 2.4, that the parties shall meet to negotiate and undertake such modifications to adjust pay and benefits respectively, only through an executed extension to the Original Agreement.

Amendment to Article 2.1: Article 2.1 of the Agreement is hereby amended to reflect an increase in the Base Salary level for the AD/CEO. The salary shall be increased, effective upon ratification, to \$145,000 annually. Effective July 1, 2019, the salary shall be increased to \$158,000 annually, and continuing thereafter, payable in equal installments pursuant to the District’s normal payroll practices.

Upon ratification, the District shall pay a one-time payment to Hennings of \$4,000.

Addition of Article 2.3.4: Section 2.3.4 shall be added, as follows: “2.3.4 TERMINATION NOT FOR CAUSE The District shall not terminate the AD/CEO’s employment without cause for a minimum period of six (6) months following an election in which one or more Board members are replaced with new Board members. Such Termination not for cause, shall otherwise require a 4/5 majority vote of the Board.”

Amendment to Article 2.4: Article 2.4 of the Agreement is hereby amended to read as follows: “At least 90 days prior to June 25, 2020, the Parties shall meet to discuss the terms and shall commence negotiations with respect to any amendments to this Agreement, including any changes to salary and benefits. In the event the AD/CEO continues to render services to the District after the June 25, 2020 anniversary date, and does so without the District and AD/CEO executing an extension or renewal of this Agreement, the terms of the Agreement shall continue unaltered.”

Other than the changes expressly provided for in this First Amendment to the Agreement, the remaining terms and conditions contained in the Agreement, effective June 26, 2017, shall remain in full force and effect.

EXECUTION:

Date: _____

Date: _____

By: _____

By: _____

Donna Sesock-Miller
President, Board of Directors

Karin Freese Hennings
Administrative Director / CEO

The Board of Directors of the Del Puerto Health Care District

BOARD AGENDA ITEM

DEPT: Chief Executive Office **BOARD AGENDA:** 9.B
CONSENT CALENDAR: NO **AGENDA DATE:** October 29, 2018
CEO CONCURRENCE: YES **4/5 VOTE REQUIRED:** No

SUBJECT: Ad Hoc Committee – Board of Directors Vacancy Calendar

RECOMMENDATION: The Board of Directors direct staff to publicize Board vacancy, appoint an Ad-hoc Committee, the Ad-hoc Committee to receive and review letters of interest, and the Ad-hoc Committee to present top two candidates at November 26, 2018 Board Meeting for interview and selection of appointment to a vacant seat.

CONSIDERATIONS: On October 9, 2018, the Stanislaus County Board of Supervisors Consent Calendar Item 5.A.13 appointed in lieu of election Daniel Robinson, Steven M. Pittson, and Sheree D. Lustgarten. This action results in a one remaining seat available for appointment by the Board. DPHCD Bylaws and California State Law provide how Board vacancies are filled. Following is the recommended calendar for notice and appointment:

October 30, 2018	Appointment Ad Hoc Committee. Notify Stanislaus County Board of Supervisors; Post for 15 Days <u>Public Notice of Board Vacancy & Intent to Fill by Appointment</u> . Post Public Notice on District website. Submit Public Notice for publication in Patterson Irrigator November 1, 8 and 15.
November 16, 2018	Close acceptance period November 16, 2018 (or extend if no letters of interest received).
November 17-21, 2018	Ad-hoc Committee review letters of interest and select two proposed candidates to be invited to November 26, 2019 Board meeting
November 26, 2018	Proposed candidates presented and interviewed by full Board to select best candidate.
December 7, 2018	Administer Oath of Office to elected and appointed candidates. Directors assume seats immediately.

POLICY ISSUE: Transparent process to add community members to the board of a public agency.

FISCAL IMPACT: None

DISTRICT PRIORITY: Governance by community residents

STAFFING IMPACT: None

CONTACT PERSON: Karin Hennings, Ad Hoc Chair - To Be Determined

ATTACHMENT(S): Board Vacancy Policy, Office of Elections Certification of Unopposed Candidates, Board of Supervisors Consent Calendar Approving Appointment

Del Puerto Health Care District

Effective: April 1, 2011

Supersedes: N/A

Reviewed: 03/28/2011

Policies and Procedures

Operational Directive

Board Vacancy

Policy #: 311.02D

Policy: When a Director resigns, or a vacancy is otherwise created on the District Board of Directors, the remaining Board of Directors shall fill the vacancy, generally by appointment and pursuant to their bylaws, Government Code 1780 and these procedures.

Purpose: To establish clear and consistent procedures to guide administrative staff and the Board in filling vacancies on the Board.

Procedure: Pursuant to District's Amended and Restated Bylaws any Director may resign effective upon giving written notice to the President, the Secretary/Treasurer, or the Board, unless the notice specifies a later time or effective date.

The Board of Directors official date of notification shall be determined by the date of the next regular meeting of the Board following the written notice of the vacancy. If the regularly scheduled meeting has been cancelled or postponed, a special meeting shall be called and held within 15 days of the written notice.

At the meeting of the Board where notice of the vacancy is given, the remaining Board members shall:

1. direct Administration to send notification of the vacancy to the county elections official no later than 15 days after the effective date of the vacancy
2. determine by a motion to fill the vacancy by appointment or by calling for an election

When filling the vacancy by appointment the remaining Board shall:

1. have the President appoint an ad hoc Board Appointment Subcommittee
2. direct Administration to post notification of the vacancy for a period of at least 15 days in three conspicuous places within the district;
 - a. at the District office in the usual posting place for Board meeting agendas and job announcements
 - b. at the clinic near the entryways,
 - c. at City Hall in an area for public announcements,
 - d. on the District website,
 - e. and optionally as an announcement in the local newspaper

3. direct Administration to accept letters of interest from the public until close of business on the 15th day after the posting of the vacancy
4. direct the Board Appointment Subcommittee to
 - a. schedule and conduct interviews with each person who submitted a letter of interest
 - b. select from among all the candidates, who in their opinion are the two best candidates for the position
 - c. bring the two candidates selected before the remaining Board in open session at the next regularly scheduled meeting of the Board
 - d. call a special meeting of the Board for the purpose of appointing a new member, should the regularly scheduled meeting be cancelled or postponed, so that the appointment can be made within 60 days of the effective date of notice
5. have opportunity at the regular or special meeting of the Board, conducted after the Subcommittee has completed their interviews, examine the letters of intent and interview each of the two recommended candidates
6. expect the President, after each remaining Board member has had opportunity to question the candidates, to call for nomination of a single candidate. And shall elect by majority vote a new member to the Board
7. have the newly elected Director take the oath, administered by the Secretary/Treasurer or, in his/her absence, the President or Vice President, and immediately take their seat on the Board
8. direct Administration to notify the county elections official of the appointment no later than 15 days after the appointment.

When filling the vacancy by election the remaining Board shall:

1. direct Administration to contact the Stanislaus County elections office to determine the process, protocols and costs to the District
2. execute those processes and protocols so that the election is called within 60 days of the effective date of the notice of vacancy
3. have the newly elected Director take the oath, administered by the Secretary/Treasurer or, in his/her absence, the President or Vice President at the regularly scheduled meeting of the Board following the general election and immediately take his/her seat

The term of office held by the appointed Director shall be pursuant to the provisions of Government Code 1780 sections d2, d3, e3 & e4.

THE BOARD OF SUPERVISORS
OF THE COUNTY OF STANISLAUS
STATE OF CALIFORNIA

Regular Session
All Supervisors Present
Pledge of Allegiance to the Flag

Tuesday

October 9, 2018

Invocation was given by Jeff Pishney, Executive Director of Love Our Cities.

Donna Ferreira from Sons of Italy accepted the resolution proclaiming October 2018 as Italian-American Heritage Month.

Will Richards from Code Enforcement received the resolution regarding Code Enforcement Officer Appreciation Week.

Frank Johnson, CEO and President for National Association for the Advancement of All People (NAAAP) and CEO of Interventional Health Administrative Services (IHAS) along with Kayla Inthalong, New York State President for NAAAP invited the Board to attend the Cambodian Temple Community Event. This will be the first event with the New Mobile Medical Unit to be held 10/13/2018, 8:00 a.m. - 4:00 p.m., at 1538 Grimes, Modesto.

Chiesa/Withrow unan. Adopted the consent calendar

- 5.A.1 Approved the minutes of 09/25/2018
- 5.A.2 Adopted and waived the second reading of Ordinance C.S. 1218 amending fares for transit services provided by StaRT
- 5.A.3 Adopted and waived the second reading of Ordinance C.S. 1219 amending existing fees for the Stanislaus Animal Services Agency
- 5.A.4 Proclaimed 10/21/2018 through 10/28/2018 as Family Promise Week in Stanislaus County
- 5.A.5 Approved the Amended Conflict of Interest Code for the Shiloh Elementary School District
- 5.A.6 Approved the Amended Conflict of Interest Code for the Del Puerto Health Care District
- 5.A.7 Approved the Amended Conflict of Interest Code for the Stanislaus County Regional Fire Authority
- 5.A.8 Approved the Amended Conflict of Interest Code for the Hughson Unified School District
- 5.A.9 Approved the 2019 Meeting Calendar for the Stanislaus County Board of Supervisors
- 5.A.10 Declared a vacancy on the Stanislaus County Parks and Recreation Commission
- 5.A.11 Appointed Supervisor Chiesa as the Primary Member and Supervisor DeMartini as the Alternate Member to the 2018-2019 CSAC Board of Directors
- 5.A.12 Appointed Kimberly Stokes to the Denair Municipal Advisory Council
- 5.A.13 Appointed in lieu of election Daniel Robinson, Steven M. Pittson, and Sheree D. Lustgarten to the Del Puerto Health Care District
- 5.A.14 Appointed in lieu of election John M. Azevedo, and Frank Trinta to the Patterson Irrigation District
- 5.A.15 Approved appointments in lieu of election where no candidates filed for the Westside Community Health Care District

related immediate action required by that emergency, and to procure the necessary equipment, services and supplies for those purposes, without giving notice for bids to let a contract; and, required the CEO to report to the Board on the status of the emergency project at its next regularly scheduled meeting and every 14 days thereafter, as required by the Public Contract Code until the repairs are completed – CEO

Withdraw/Olsen unan. **7.3** Accepted the update from Mountain Valley Emergency Medical Services Agency (MVEMSA) regarding Cumulative Response Compliance by Emergency Medical Service providers between 01/01/2018 through 07/2018; **corrected** the typographical error located on page one of the Response Time Compliance Table for Zone 1 Urban Code 2 to reflect the correct percentage of 93% (not 73%); and, **amended** the item to direct staff to provide another update to the Board in 6 months – HSA

Corr 1 Referred to the Department of Planning and Community Development, a resolution from the Ceres Unified School District regarding the increase of their school facilities fees for residential and commercial/industrial development.

Corr 2 Designated CEO Hayes to represent the Board on the Election Observer Panel for the General Election on Tuesday, 11/06/2018.

Corr 3 Referred to the Department of Public Works, a notice from the State Department of Transportation regarding the preparation of an Environmental Impact Report/Environmental Assessment and public meeting for the State Route 132 Dakota Avenue to Gates Road Project.

Corr 4 Acknowledged receipt of claims and referred to the CEO-Risk Management Division the following claims: Alec (Alex) Macias Carlos; Christian Rangel; Susan Kelso; Robert Kelso; Jessica M. Franklin; and, Connie Asher.

Supervisor Chiesa reported that the County will be reconstructing two roads in District 1 using new advanced technology. He noted that the “Dirty Bird Music Festival” was held at the Modesto Reservoir this past weekend and the Parks and Recreation Department did an outstanding job. 7,500-people attended this event with very little incident.

CEO Hayes commended the Parks and Recreation Department for the “Dirty Bird Music Festival” and acknowledged how well organized the event was.

Prior to adjourning into Closed Session an opportunity was given to the public to address matters listed under Closed Session.

Adjourned to closed session at 10:15 a.m. for Conference with Legal Counsel - Significant Exposure to Litigation: One Case related to Claim No. GL20170138 presented April 16, 2018 by Lynelle Solomon. Government Code Section 54956.9 (d)(2). Conference with Legal Counsel - Existing Litigation: Two Cases: Hanibal Yadegar, et al. v. County of Stanislaus, San Joaquin County Superior Court Case No. STK-CV-UNPI-2017-11432. Government Code Section 54956.9 (d)(1); and, County of Stanislaus v. City of Modesto, Stanislaus County Superior Court Case No. 667397.

Chairman DeMartini left at 10:55 a.m.

Adjourned at 11:35 a.m.

ATTESTED: ELIZABETH A. KING, Clerk
of the Board of Supervisors
of the County of Stanislaus
State of California

BY: PAM VILLARREAL, Assistant Clerk of the Board of Supervisors
(The above is a summary of the minutes of the Board of Supervisors. Complete minutes are available
from the Clerk of the Board's Office.)

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Elections

BOARD AGENDA:5.A.13
AGENDA DATE: October 9, 2018

CONSENT:

CEO CONCURRENCE: YES

4/5 Vote Required: No

SUBJECT:

Approval of Appointment in Lieu of Election to the Del Puerto Health Care District for the November 6, 2018 General Election

STAFF RECOMMENDATION:

1. Whereas not more than one person was nominated for the elective offices to be filled at the General Election to be held on Tuesday, November 6, 2018, or there were no nominees as of 5:00 p.m. on Wednesday, August 15, 2018, the Registrar of Voters requests the Board of Supervisors make appointments in lieu of election as indicated:

One Director (2 Year Short Term): Daniel Robinson

Three Directors (4 Year Full Term): Steven M. Pittson and Sheree D. Lustgarten
No Other Candidate(s) Filed

DISCUSSION:

Pursuant to California Elections Code Section 10515, the County Clerk-Recorder - Registrar of Voters submits to the Board of Supervisors and requests that the Board of Supervisors, in its capacity as the supervising authority of the district, make appropriate appointment(s) in lieu of the election.

California Elections Code Section 10515 provides the following directive to elections officials and district boards:

(a) If, by 5 p.m. on the 83rd day prior to the day fixed for the general district election:

- (1) only one person has filed a declaration of candidacy for any elective office to be filled at that election,
- (2) no one has filed a declaration of candidacy for such an office,
- (3) in the case of directors to be elected from the district at large, the number of persons who have filed a declaration of candidacy for director at large does not exceed the number of offices of director at large to be filled at that election, or
- (4) in the case of directors who must reside in a division but be elected at large, the number of candidates for director at large from a division does not exceed the number required to be elected director at large while residing in that division; and if a petition signed by 10 percent of the voters

or 50 voters, whichever is the smaller number, in the district or division if elected by division, requesting that the general district election be held has not been presented to the officer conducting the election, he or she shall submit a certificate of these facts to the supervising authority and request that the supervising authority, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, appoint to the office or offices the person or persons, if any, who have filed declarations of candidacy.

The supervising authority shall make these appointments.

As of the close of the candidate nomination filing period, not more than one person had been nominated for each of the elective offices of the Del Puerto Health Care District (District) to be filled at the General Election to be held on Tuesday, November 6, 2018, and no petition signed by the voters of said District requesting the election be conducted was presented to the County Clerk-Recorder - Registrar of Voters. Accordingly, the County Clerk-Recorder – Registrar of Voters requests the Board of Supervisors make District appointments in lieu of election as follows:

One Director (2 Year Short Term): Daniel Robinson

Three Directors (4 Year Full Term): Steven M. Pittson and Sheree D. Lustgarten
No Other Candidate(s) Filed

POLICY ISSUE:

Pursuant to California Election Code Section 10515, the Board of Supervisors shall make appointments of those who have filed declarations of candidacy in lieu of election.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

BOARD OF SUPERVISORS' PRIORITY:

The recommended action is consistent with the Board's priority of *Delivering Efficient Public Services and Community Infrastructure* by maintaining and improving the efficiency of County government processes through the Appointment in Lieu of Election process.

STAFFING IMPACT:

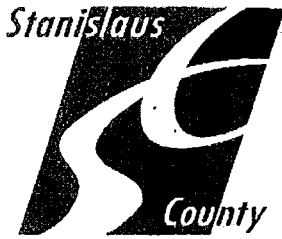
There is no staffing impact associated with this item; existing County Clerk-Recorder Elections division staff have prepared and issued the attached certificate.

CONTACT PERSON:

Lee Lundrigan, County Clerk-Recorder (209) 525-5211

ATTACHMENT(S):

1. Certificate Of County Clerk



**OFFICE OF COUNTY CLERK / RECORDER
& REGISTRAR OF VOTERS
ELECTIONS DIVISION**

LEE LUNDRIGAN
County Clerk / Recorder / Registrar of Voters &
Commissioner of Civil Marriage

Elections: 1021 "I" Street, Suite 101, Modesto, CA 95354
Telephone: 209.525.5200 Facsimile: 209.525.5802

**CERTIFICATE OF COUNTY CLERK
REQUEST FOR APPOINTMENT OF OFFICES
IN LIEU OF ELECTION FOR THE
DEL PUERTO HEALTH CARE DISTRICT**

I, LEE LUNDRIGAN, County Clerk of the County of Stanislaus, hereby certify as follows:

As of the close of the candidate nomination filing period at 5:00 p.m. on August 10, 2018, or if applicable, the extended candidate nomination filing period at 5:00 p.m. on August 15, 2018, not more than one person had been nominated for each of the elective offices for said District to be filled at the General Election to be held on Tuesday, November 6, 2018, and no petition signed by the voters of said District requesting the election be conducted was presented to this office.

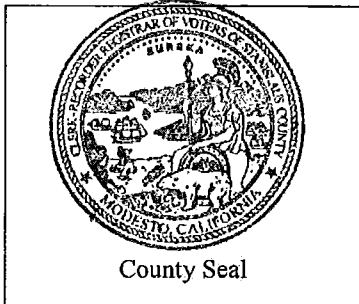
The following person(s) have been nominated:

One Director (2 Year Short Term) – Daniel Robinson
Three Directors (4 Year Full Term) – Steven M. Pittson and Sheree D. Lustgarten
No Other Candidate(s) Filed

Request is hereby made that, pursuant to Section 10515 of the Elections Code, the Board of Supervisors of the County of Stanislaus declare elected said nominees. If no person filed for any office, the supervising authority shall appoint any qualified person to the office who is qualified by the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected at the general district election.

I certify under penalty of perjury that the foregoing is true and correct.

Dated this 31st day of August 2018.



County Seal

Lee Lundrigan
County Clerk / Recorder / Registrar of Voters
County of Stanislaus
State of California

AUTHORITY & LIMITS OF THE BOARD	EFFECTIVE DATE
	00/00/2018

- 4000.01 Establishment**
The Del Puerto Health Care District is established by Division 23 of the California Health & Safety Code § 32000 - 32492 which is known as the Local Health Care District Law.
- 4000.02 Subject to District Bylaws**
The Board of Directors has adopted Bylaws. Rules and Procedures serve to further clarify the Bylaws. If there is any conflict between the Bylaws and Rules and Procedures, the Bylaws shall prevail.
- 4000.03 Authority of the Board**
The Board of Directors is the governing body of the District. The Board shall act only at its regular meetings, regular adjourned meetings, special meetings, or emergency meetings.
- 4000.04 The Board is Singular Body**
The Board of Directors is the governing body of the District. Apart from his or her normal function as a part of this governing body, a Director has no individual authority. Directors do not have authority to commit the District to any policy, act, or expenditure, unless the Board of Directors takes specific action to grant such authority as to a given matter. Once the Board of Directors takes action, Directors shall commit to supporting the collective Board action and not to create barriers to the implementation of said action.
- 4000.05 Representing the Entire District**
Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the district. The Board member carries out his or her responsibilities in recognition of a fiduciary responsibility and does not represent the interests of any constituency or individual.
- 4000.06 Legal Duties**
The board, acting in good faith and in a reasonably prudent manner, has three legal duties:
- a. A duty of obedience to the legal purpose of the District, a duty that should be demonstrable in all the board's decisions.
 - b. A duty of loyalty, to act based on best interests of the District and the wider community it serves, not the narrow interests of an individual or stakeholder group.
 - c. A duty of care, to be diligent in carrying out the work of the board by preparing for meetings, attending faithfully, participating in discussions,

AUTHORITY & LIMITS OF THE BOARD	EFFECTIVE DATE
	00/00/2018

asking questions, making sound and independent business judgments, and seeking independent opinions when necessary.

4000.07 Roles of the Board

The character of the Board is to govern, not manage, the District. To that end, the Board carries out four roles:

- a. Establish the ends and goals of the District.
- b. Make policies and decisions to support those ends.
- c. Oversee performance and exercise accountability for results.
- d. Build relationships with the District's key stakeholders.

4000.08 Governance Responsibilities of the Board

In fulfilling its role, the Board of Directors have specific responsibilities:

- a. **Provide for excellent management.** Select, support, advise and evaluate the chief executive officer.
- b. **Establish executive compensation.** Establish a compensation program for senior management and approve annual compensation for the Administrative Director / CEO.
- c. **Establish policies.** Approve and periodically review major District policies affecting the organization and the operation of the Board.
- d. **Approve strategic direction and monitor performance.** Approve a mission, vision, and strategic direction for the District; approve a strategic plan; review and approve major transactions and significant new programs and services; and monitor organizational performance against goals.
- e. **Ensure financial viability.** Approve financial goals; approve a long-range financial plan and annual, operating, and capital budgets; approve investment policies; monitor financial performance and investment performance against goals; and oversee the audit process.
- f. **Build relationships.** Build relationships and support the organization's policies with key stakeholders, political leaders and donors.
- g. **Ensure compliance.** Establish and oversee programs to ensure that the

AUTHORITY & LIMITS OF THE BOARD	EFFECTIVE DATE
	00/00/2018

organization fulfills legal, regulatory and accreditation requirements.

- h. **Ensure board effectiveness.** Select members of subsidiary boards and ensure the effectiveness of board governance through regular self-assessment and improvement of governance.

4000.09 Policy Setting

The primary responsibility of the Board of Directors is the formulation and evaluation of policy.

- a. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- b. Routine operation of the District is delegated to the Administrative Director / CEO and to other members of the District staff, as appropriate.
- c. The Board and individual Board Members shall have no authority over day-to-day operations of the District.

4000.10 Time Commitment

Directors make a significant commitment to their Board service, normally 10-20 hours per month.

- a. Directors are expected to become familiar with District financial reports, and carefully review all materials in advance of Board meetings.
- b. Directors are expected to become and stay current on District affairs and projects.
- c. Directors are expected to serve on District Ad Hoc committees.
- d. Directors are encouraged to represent the District at community events, attend intergovernmental meetings at which health care issues are discussed and decided. Official representation of the District at community events and visits to facilities should be coordinated through the Administrative Director/CEO to ensure compliance with the Brown Act.

4000.11 Non-interference

Board Members may not direct, coerce, or influence any District employee. Violation of these provisions of this section by a member of the Council is a criminal misdemeanor. A conviction would trigger immediate forfeiture of office.

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- a. A Board Member may contact District department heads and employees only to make inquiries. All other communications about the administration of the District must only be through the Administrative Director / CEO.
- b. A Board Member shall not give orders to any District employee, either publicly or privately. A District employee shall not carry out the orders of a Board Member. Instead, the employee should consult and follow the direction of the Administrative Director / CEO or department head.
- c. A Board Member shall not attempt to coerce or influence the Administrative Director / CEO or any employee in respect to any contract, purchase of supplies or any other action. A District employee should not be influenced in respect to any contract, purchase of supplies or any other action by a Board Member.
- d. A Board Member may not in any manner direct or request the appointment or removal of any person from District employment.

4000.12 Directions from Individual Directors

Individual Directors shall not instruct District staff, District legal counsel, or District consultants, advisors, vendors, or contractors, but shall work through the Board as a whole, who shall work through the Administrative Director / CEO. However, the chairperson of any Board Standing or Ad Hoc committee shall be authorized to work with District staff and receive information and support from District staff with respect to matters within the Ad Hoc committee's jurisdiction.

4000.13 Board Requests for Information

When requesting information from staff or making public records requests, Directors are encouraged to identify their specific issue of concern rather than making broad requests that require significant amounts of staff time and hinder staff's ability to devote the time necessary to the business of running the District.

- a. Information provided at the request of any Board member shall be distributed to all Board members.
- b. Any request by an individual Director for substantive information and/or research from District staff or advisors (other than a request for existing records), the response to which will require the use of material District staff time or resources, shall be submitted in writing (which includes email) through the Board President, who shall decide whether or not it is in the District's best interests to expend District resources in such a fashion and, for

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approved requests, shall advise staff regarding the appropriate level of resources to be devoted to the matter.

- c. If an individual Director's request is denied by the Board President, the request shall, if the individual Director wishes, be placed on the agenda of the next meeting of the Board (for which an agenda has not yet been posted).
- d. If a majority of the Directors approve the request for information and/or research, the Administrative Director/CEO shall respond to the individual Director's request for substantive information and/or research. Requests for existing District records shall be governed by the Public Records Act.

4000.14 Personal Conduct

Differing viewpoints are healthy in the decision-making process and must be conducted with decorum. Board Members shall

- a. Conduct themselves with dignity,
- b. Treat other board members and district staff with courtesy,
- c. Respect the rights of other board members to give opinions,
- d. Listen attentively and respond appropriately in a professional manner,
- e. Give first priority to the needs and best interests of the district, and
- f. Emphasize the positive.

4000.15 Focus on Issues

Board members shall use the District Strategic Plan as a general basis and focus when developing and considering future policy. Board Members shall focus on issues and not personalities, respect differing points of view, disagree without being disagreeable.

4000.16 Complaints

The needs of the District's constituents should be the priority of the Board of Directors. Board Members shall refer complaints directly to the Administrative Director/CEO, report public health and safety concerns immediately to the Administrative Director/CEO, and seek clarification and information from the Administrative Director/CEO on such issues as policy, personnel, legal action, land acquisition and development, finances, and other matters related to the operation of the District.

4000.17 Interactions with District Personnel

If approached by District personnel concerning specific District policy, Directors shall direct inquiries to the Administrative Director / CEO.

EXPECTATIONS OF DIRECTORS	EFFECTIVE DATE
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4120.1 Meeting Preparation

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors may request information before meetings.

- a. Requests by individual Directors for substantive information and/or research from District staff will be channeled through the Administrative Director / CEO.
- b. The Administrative Director / CEO shall be responsible for providing the requested information and shall make all information equally available to all Directors.
- c. If writings are distributed to a majority of the Board in connection with an agenda item, those writings shall be made available to the public in the manner required by law.

4120.2 Meeting Decorum

- a. Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.
- b. Directors shall defer to the presiding officer for conduct of meetings of the Board but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
- c. Directors may request for inclusion into the meeting minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a brief statement on position for an abstention or dissenting vote).

4120.3 Abstentions and Failure to Vote

- a. Directors should not abstain from the Board's decision-making responsibilities unless a personal or financial conflict of interest exists.
- b. Directors abstaining due to a disqualifying conflict of interest will not be counted as part of a quorum and will be considered absent for the purposes of determining the outcome of a vote on the matter.
- c. Directors who fail to vote, in the absence of a declared conflict of interest, will be counted as part of the quorum and in effect consent that a majority of the quorum will determine the outcome of a vote on the matter.

4120.4 Conflicts of Interest

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Director shall declare at the beginning of each Board Meeting if they have a real or perceived conflict of interest with which agenda item and what is the nature of the conflict. Directors with a conflict will leave the meeting during the discussion and not participate in any voting for the agenda item.

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4200.1 Brown Act Compliance

The Legislature adopted the Brown Act, commonly referred to as California’s “Open Meetings Laws” in 1964. It is the policy of Del Puerto Health Care District and its Board of Directors that all meetings shall be conducted in accordance with the Ralph M. Brown Act, Government Code 54950 et seq. The Brown Act is broadly construed, and compliance is constitutionally mandated.

- a. Meetings occur whenever the majority of the Members of the Board of Directors meets to discuss District business.
- b. All meetings of the Board of Directors shall comply with the Brown Act.
- c. “Member of the Board” includes newly elected and appointed officials prior to assuming office.
- d. Meetings through the use of intermediaries, serial communications, or emails are prohibited.
- e. The Board shall only take action during a properly noticed meeting.
- f. All Board meetings shall be open and freely accessible to the public, including those with disabilities.

4215.3 Standing Committees

Standing Committees created by formal action of the Board shall comply with the Brown Act.

4200.4 Location

Meetings of the Board of Directors shall be held at the District’s Health Center located at 1700 Keystone Pacific Parkway, Patterson, CA 95363 except as otherwise set forth in Government Code Section 54954(b) or (e) and Section 54953(b)(3) or successor provision. District staff shall insure physical facilities for meetings are functional and appropriate.

4200.5 Regular Meetings Date and Time

The regular meetings of the Board shall be held on the last Monday of every month. Regular meetings of the Board shall be scheduled for 6:30 p.m. and shall begin at that time or as soon thereafter as a quorum is present.

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4200.6 Special Meetings

Additional special meetings, study sessions, or workshops can be called by the President of the Board as necessary to conduct business of the District. These meetings are subject to the Brown Act.

4200.7 Emergency Meetings

The provisions of the Ralph M. Brown Act applicable to emergency meetings shall be followed.

- a. Emergency meetings of the Board may be called by the Board President or by a majority of the Directors at a time and for the purpose(s) specified in the call of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities.
- b. An emergency situation is “a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body” or “a crippling disaster, mass, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting...may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.”

4200.8 Quorum

Section 32106 of the California Health and Safety Code provides that “A majority of the members of the board shall constitute a quorum for the transaction of business.” To be counted as present for any meeting, Board Members must be present for the duration of the meeting.

4200.9 Absences

Members of the Board of Directors are expected to, and shall, attend all regular, special, and emergency meetings of the Board unless there is good cause for absence.

- a. Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at

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a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

- b. A Board Member who will be absent for good cause shall notify the President by email, telephone, or letter. The President shall notify the Administrative Director / CEO and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.
- c. A vacancy shall occur if a Board Member is absent, without good cause, from three (3) consecutive regular meetings, or any three (3) of five (5) consecutive regular, special, or emergency meetings except as otherwise provided for by law or as authorized by the Board.

4200.10 Adjourment

Regular and special meetings (including adjourned regular and adjourned special meetings) may be adjourned to a future date and time.

- a. If, after a meeting has been convened, the number of Directors present drops below the number required for a quorum, no further action may be taken except that less than a quorum of the Board shall adjourn the meeting to a future date and time or to the next regular meeting.
- b. If no Directors are present, the clerk of the Board shall adjourn the meeting to a future date and time and shall give notice of the adjournment in the same manner as for special meetings. The subsequent meeting is known as an “adjourned regular meeting” or “adjourned special meeting.” A notice of the adjournment, including the future date and time of the adjourned meeting, shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.
- c. If the future date of the adjourned meeting is within five (5) days of the original meeting, no new agenda need be posted (so long as the adjourned meeting is limited to the original agenda). If the date of the adjourned meeting is more than five (5) days from the original meeting, a new agenda must be prepared and posted.

4200.11 Annual Activities

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Certain Board activities are generally expected to occur at a standard time each year. Any of these items can be continued from the designated meeting to a future meeting upon vote of the Board.

- a. **Annual Meeting.** The annual organizational meeting of the Board shall be the Board's regular meeting in January or an earlier meeting, if called. At that meeting, annual officers shall be elected.
- b. **Annual Budget.** The Administrative Director/CEO should present the fiscal year (July 1 – June 30) budget no later than the June meeting.
- c. **State of the District Report.** The Administrative Director/CEO shall report on the state of the District in simultaneous to delivery of Audited Financial Statements.

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MEETING AGENDA PREPARATION	EFFECTIVE DATE
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4205.1 Agenda preparation

The Board President and Administrative Director / CEO shall jointly prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act. Any Director may contact the Board President and request an item to be placed on the agenda no later than 5:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.

4205.2 Public Requests for Matter to be Included on Agenda

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- a. The request must be in writing and be submitted to the District Office, together with supporting documents and information, if any, at least seven business days prior to the date of the meeting. The Administrative Director / CEO shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The Administrative Director / CEO shall determine the timing of when the item will be placed on the agenda.
- b. If denied a place on the agenda, the public member requesting the agenda item may appeal the Administrative Director / CEO's decision at the next Regular Meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting. No matter legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
- c. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

4205.3 Agenda Descriptions

All Board agendas shall include an unambiguous description of each item on the agenda to be discussed, including closed session items. The Administrative Director / CEO shall ensure that the description gives notice to the public of the essential nature of business to be considered.

- a. **Consent Calendar.** These matters include routine financial and administrative actions and are identified with an asterisk (*). All items on the

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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.

- b. **Regular Calendar.** These items will be individually discussed and include all items not on the consent calendar, all public hearings and correspondence.
- c. **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.

4205.4 Agenda Posting

Agendas for regular meetings shall be posted 72 hours in advance of the meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. Agendas are typically posted on the Internet on Friday afternoons preceding a Monday meeting. Posting occurs in a place that is freely accessible to the public and on the District's website.

4205.5 Agenda Packages

Distribution of agenda packages and other materials to Board Members shall occur at substantially the same time. Agenda packages, except for closed session materials, should also be made available to the public once distributed to the Board.

4205.6 Meeting Materials not in Agenda Package

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. Such documents are also available online, subject to staff's ability to post the documents before the meeting, at the following website

4205.7 Closed Sessions

The Board may conduct a Closed Session during a properly noticed meeting for certain matters, as identified on the properly posted agenda, when it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending litigation. The Board shall allow public comment on any closed session

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item before going into closed session.

4205.8 **Items not on the agenda**

The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days, as authorized by the Brown Act.

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4210.1 Rules of Order

Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 4230, "Rules of Order for Board and Committee Meetings," shall be used as a general guideline for meeting protocol.

4210.2 Agenda Timing

All Board meetings shall commence at the time stated on the agenda and shall be guided by same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in that particular order. The Board President, with concurrence of a majority of the Board, may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

4210.3 Conduct of Meetings

The following concepts shall be applied to Board meetings:

- a. The meetings shall be conducted in an open and fair manner.
- b. The public shall be given ample opportunity to participate in the meetings.
- c. Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.
- d. The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.
- e. The Board may receive, consider, and take any needed action with respect to reports of accomplishment of District operations.
- f. Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.
- g. The Board may weigh and determine the credibility of evidence and public comment.

4210.4 Public Comment

Public comment is welcome under the following guidelines

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- a. The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.
- b. The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.
- c. Public comments must be addressed to the Board as a whole through the President. Comments to individuals or staff are not permitted.
- d. For regular meetings the Board shall provide the public with an opportunity to address any item not on the agenda and within the subject matter jurisdiction of the District.
 - 1. This Public Comment period is held at the beginning of the meeting.
 - 2. 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.
 - 3. Persons speaking during 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.
- e. For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.
- f. Members of the public who wish to speak on an item on the agenda, are welcome to do so during consideration of the agenda item itself. Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.
- g. The Board president may allow additional per speaker and per subject comment time when necessary for a full and fair proceeding.

4210.5 Disruption of meetings

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No disruptive conduct shall be permitted at any Board meeting. If the presiding officer finds that there is willful disruption of any meeting of the Board by any person present, the presiding office may do the following:

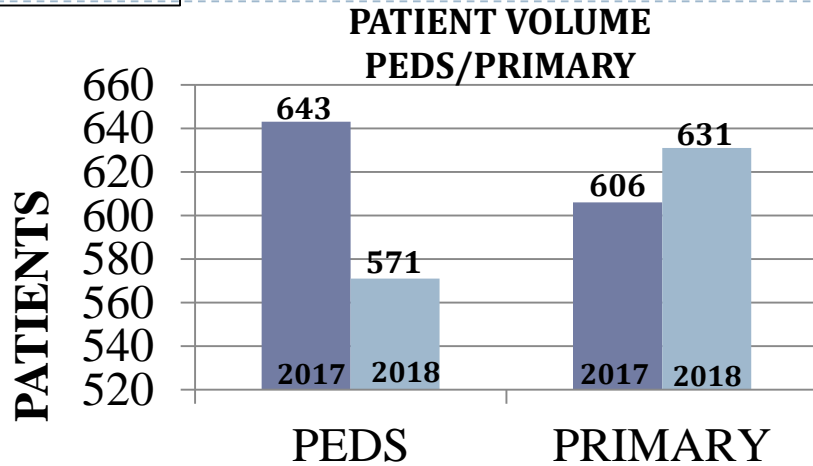
- a. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that person's privilege of address.
- a. Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.
- b. If the behavior continues after notice, order the disrupting parties out of the room and conduct the Board's business without them present.
- c. In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.
- d. Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

DEL PUERTO HEALTH CENTER

SEPTEMBER 2017/2018

2017=1,249
2018=1,202

- 3.8 %



PRIMARY CARE

2017 **RODRIGUEZ/ CHRISTINE / LENNARD**

2018 **RODRIGUEZ/ CHRISTINE/ LENNARD**

PEDIATRICS

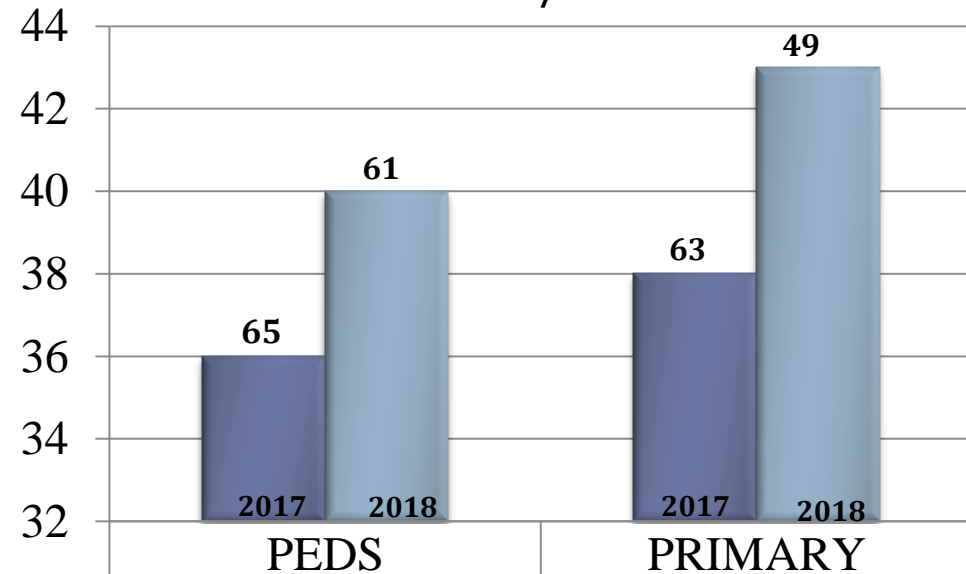
2017 **CHRISTINE/RODRIGUEZ/LENNARD/BLYTHE**

2018 **CHRISTINE/ RODRIGUEZ/ LENNARD /RAY-DATTA**

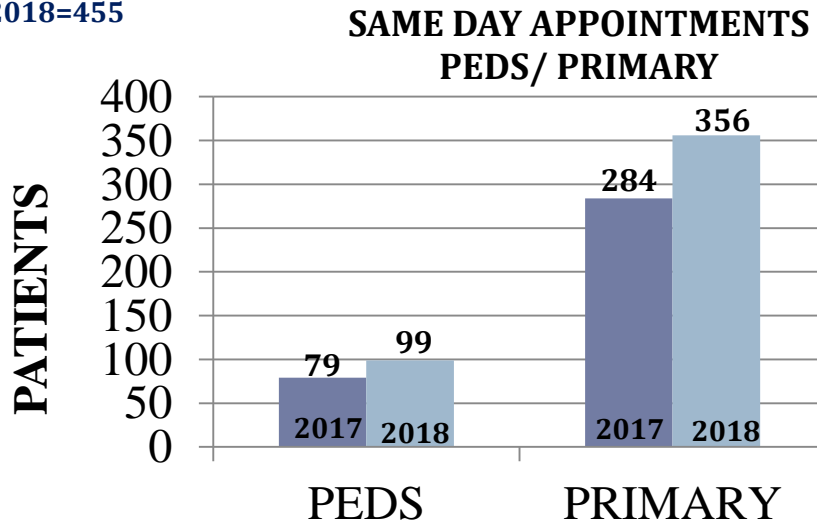
2017 = 74
2018 = 84

+7.7 %

**NEW PATIENT VOLUME
PEDS / PRIMARY**



2017=363 + 25.3 %
2018=455



■ 2017	36	38
■ 2018	40	43

Productivity per Provider

SEPTEMBER 2016-2018

