



PROJECT PROPOSAL

West Side Extended Clinic Hours

July 10, 2023

Financial Analysis

APPENDIX B - Medium Ramp Up Period

| Key Assumptions | Year 1 | Year 2 | Year 3 |
|--|-----------|-----------|----------------|
| Extended Hours of Operation | 28 | 28 | 28 |
| Number of Providers | 1 | 1.5 | 2 |
| Patients per hour | 2.0 | 4.0 | 7.0 |
| Avg Time Per Patient (Minutes) | 15.0 | 15.0 | 15.0 |
| Patient Face Time | 30.0 | 60.0 | 105.0 |
| Capacity Utilization | 50% | 67% | 88% |
| Patients per year | 2,912 | 5,712 | 9,996 |
| Projected Income/visit | \$ 98.00 | \$ 98.00 | \$ 98.00 |
| Projected Imaging Volume (25% of Patients) | 728 | 1,428 | 2,499 |
| Projected Lab Volume (33% of Patients) | 961 | 1,885 | 3,299 |
| Projected Lab Rate | \$ 11.00 | \$ 11.00 | \$ 11.00 |
| Inflation Rate | n/a | 6.5% | 6.5% |
| | | | |
| Financial Projections | Year 1 | Year 2 | Year 3 |
| Net Patient Revenue - Visits | 285,376 | 570,752 | 998,816 |
| Net Patient Revenue - Lab | 10,571 | 20,735 | 36,285 |
| Total Net Revenue | 295,947 | 591,487 | 1,035,101 |
| Operating Expenses | | | |
| Advance Practice Clinician 1 | 163,332 | 173,949 | 185,255 |
| Advance Practice Clinician 2 | - | 86,974 | 185,255 |
| Medical Assisting Staff (4) | 183,456 | 195,381 | 208,080 |
| Facility & Admin Overhead | 124,303 | 132,383 | 140,988 |
| Marketing | 30,000 | 31,950 | 34,027 |
| Lab Star-up | 10,000 | - | - |
| Imaging Staffing | 67,400 | 67,400 | 67,400 |
| Lab Operating | 14,414 | 30,112 | 52,696 |
| Total Operating Expenses | 592,905 | 718,148 | 873,702 |
| Net Margin/(Loss) | (307,529) | (147,396) | 125,114 |
| 3-year Investment | | | 454,926 |

Financial Analysis

APPENDIX C - High Ramp Up Period

| Key Assumptions | Year 1 | Year 2 | Year 3 |
|--|-----------|----------|----------------|
| Extended Hours of Operation | 28 | 28 | 28 |
| Number of Providers | 1 | 1.5 | 2 |
| Patients per hour | 3.0 | 6.0 | 8.0 |
| Avg Time Per Patient (Minutes) | 15.0 | 15.0 | 15.0 |
| Patient Face Time | 45.0 | 90.0 | 120.0 |
| Capacity Utilization | 75% | 100% | 100% |
| Patients per year | 4,368 | 8,568 | 11,424 |
| Projected Income/visit | \$ 98.00 | \$ 98.00 | \$ 98.00 |
| Projected Imaging Volume (25% of Patients) | 1,092 | 2,142 | 2,856 |
| Projected Lab Volume (33% of Patients) | 1,441 | 2,827 | 3,770 |
| Projected Lab Rate | \$ 11.00 | \$ 11.00 | \$ 11.00 |
| Inflation Rate | n/a | 6.5% | 6.5% |
| | | | |
| Financial Projections | Year 1 | Year 2 | Year 3 |
| Net Patient Revenue - Visits | 428,064 | 856,128 | 1,141,504 |
| Net Patient Revenue - Lab | 15,856 | 31,102 | 41,469 |
| Total Net Revenue | 443,920 | 887,230 | 1,182,973 |
| Operating Expenses | | | |
| Advance Practice Clinician 1 | 163,332 | 173,949 | 185,255 |
| Advance Practice Clinician 2 | - | 86,974 | 185,255 |
| Medical Assisting Staff (4) | 183,456 | 195,381 | 208,080 |
| Facility & Admin Overhead | 124,303 | 132,383 | 140,988 |
| Marketing | 30,000 | 31,950 | 34,027 |
| Lab Star-up | 10,000 | - | - |
| Imaging Staffing | 67,400 | 67,400 | 67,400 |
| Lab Operating | 21,622 | 45,168 | 60,224 |
| Total Operating Expenses | 600,113 | 733,205 | 881,230 |
| Net Margin/(Loss) | (172,049) | 122,923 | 260,274 |
| 3-year Investment | | | 172,049 |

Del Puerto Health Care District Development Impact Fee Nexus Study EPS Scope of Work

EPS Scope of Work

EPS will serve as the lead consultant in charge of managing the EPS Team. This will comprise overseeing the comprehensive project schedule, milestones, meetings, and deliverables. EPS will coordinate closely with the District, communicating with the team to ensure work is on track, necessary communication is occurring, and tasks are seamlessly integrated and internally consistent.

The EPS Team will meet with the District at the outset of the project to review an overarching project schedule that includes project milestones, ongoing meetings with District staff and other stakeholders, and draft and final deliverables.

EPS Associate **Jes Stevens** will serve as Project Manager and will stay in consistent communication via e-mail and scheduled telephone meetings with the EPS Team, District staff, and other stakeholders to discuss project tasks and logistics, keep parties apprised of project status, and meet internal and project deadlines. Jes will use project management software to track project schedules and a combination of EPS's accounting system and Microsoft Excel to track and evaluate EPS Team budget expenditures. One of EPS's leading impact fee practitioners, Jes offers impact fee policy and implementation expertise and leadership informed by his experience working on several similar projects throughout California. Over the course of his career with EPS, Jes has contributed to several development impact fee programs, including fee programs in Placer County and the City of Roseville. In addition, Jes works closely with Jamie and serves as the Project Manager for EPS's work on the Placer County Infrastructure Fee Program implementation and administration support.

The EPS Team is committed to providing the District with the attention and time required to prepare high-quality deliverables that will incorporate the team's expertise and input from involved stakeholders. The EPS Team has a proven track record of providing exceptional consulting services and high-quality deliverables.

EPS appreciates the opportunity to prepare a Nexus Study for the District Fee Program. A description follows of the work program EPS will complete to produce the Fee Program Nexus Study.

Task 1: Prepare Nexus Study

EPS will focus on equity to establish fees, so each user is paying a fee based on that user's impact on public facilities. EPS will determine development impact fees for capital improvements by evaluating the facility needs of the District, projected new development, and the provisions of Government Code Section 66000. The Fee Program methodology will draw on industry best practices.

Two key components to calculating fees are the projected costs of the CIP to be allocated and the basis for allocation. To the extent CIPs have been updated recently by District staff, EPS will draw data for costs from the existing CIP and updated District data. Where CIPs have not been recently updated, EPS will meet with District department staff to develop assumptions regarding facilities that must be constructed to serve new development in the areas served by the District and to develop cost assumptions on a per-unit basis for required facilities.

EPS will allocate the projected costs to each land use based on dwelling unit equivalents (DUEs). Depending on the benefiting units, DUEs will vary by fee program component as necessary (e.g., buildings, medical equipment, vehicles, etc.), which may be the average number of residents per dwelling unit by land use, total building square feet, or some other factor that correctly assigns benefit to a developing parcel of land.

EPS proposes to complete the Study using the following work plan:

- **Subtask 1.1:** Conduct Kick-Off Meeting
- **Subtask 1.2:** Collect and Develop Data
- **Subtask 1.3:** Prepare Fee Calculation and Analysis
- **Subtask 1.4:** Prepare Draft Impact Fee Nexus Study Update
- **Subtask 1.5:** Prepare and Present Nexus Study Update Materials
- **Subtask 1.6:** Prepare and Present Nexus Study Update Report

Subtask 1.1: Project Initiation and Kick-Off Meeting

EPS will work with District staff to confirm the overall project purpose and goals, clarify team roles, and refine each of the project scope tasks to ensure the Study will be both accurate and appropriate to the District's needs. EPS will discuss the specific fee categories with the District and confirm what methodological approach for cost allocation may be most appropriate (e.g., service population, resident population, service calls) depending on how development and population growth impact demand for each type of facility.

EPS will conduct a kick-off meeting with District staff to refine the work plan, purpose, uses, and goals of the Study to ensure that it will be accurate, defensible, and appropriate to the District's needs. EPS will prepare a detailed project schedule with specific deliverable dates that incorporates time for District review of draft work products. EPS will review the project schedule with District

staff and answer questions pertaining to the successful development of the Study. These topics may be discussed at this meeting:

- Review of overall work program and fee update process.
- Overview of the Mitigation Fee Act, AB 602, and other relevant statutes and their implications.
- Capital Facilities Lists and Costs by Fee Type: Status on the update of the District Strategic Plan, Facility Master Plans, etc.
- Consultant information needs from District staff.
- Meetings with District departments to develop/review capital improvements.
- Development pipeline and forecasts.
- Public meetings and stakeholders.
- Schedule and next steps.
- Communication protocol.

EPS will work with staff to identify key sources of data, establish communication protocol with District staff, and establish procedures for monitoring project progress.

Subtask 1.1 Meetings

Staff Meeting 1: Kick-off meeting.

Subtask 1.2: Collect and Develop Data

EPS will meet with District staff and conduct interviews to gain an understanding of the District's processes and operations. EPS will conduct a comprehensive review of development impact fee programs that are imposed on new development within the District's boundaries, including fees imposed for health care and medical facilities and services. Fees reviewed will include those imposed by the City of Patterson (City) and Stanislaus County (County). The goal of collecting data on all fees imposed within the District territory is to establish a consistent and objectively based fee structure that meets the needs of the District.

Subtask 1.2a: Land Use and Development Forecasts

As necessary, EPS will review prior nexus studies, current City and County General Plan documents, existing and proposed specific plan documents, development capacity, and City and County data on planned and proposed development over a 30-year period. Then, in coordination with the City and the County, EPS will research, assemble, and analyze City and County existing housing inventory and land use and demographic data to estimate the amount of existing development in each land use category for the zone of benefit (when applicable). There may be components of the CIP that benefit Crow's Landing but

would not benefit Diablo Grande. As such, there will need to be a geographical assessment of growth by region to determine benefits provided to distinct geographical areas of the District. This estimate may include the use of industry standards for population and employment densities, floor-area ratios, and planning documents, as available. EPS assumes the City and the County will assist EPS in providing a summary of the existing land use and development base, needed planning documents, and other appropriate maps, documents, or data. In addition, other published demographic data sources may be used to provide additional support (e.g., Claritas, California Department of Finance).

Once the land use categories are defined and land use data are available, EPS will prepare a schedule of land uses for both existing and anticipated future growth to form the basis of the Study. EPS will prepare a table set summarizing preliminary land uses for review.

Based on District staff feedback on the project understanding presented in the draft technical memorandum, EPS will prepare a final technical memorandum that will identify the capital facility requirements needed to serve new development through a period specified by the District, the costs of required facilities, and growth projections by land use.

Subtask 1.2b: Capital Facility Needs Analysis

EPS will work closely with District staff to develop and review the existing CIP and projected cost of public facility needs projected to serve future development. EPS understands that updated information on projects, current cost assumptions, outstanding debt obligations, and associated data will be provided by the District. EPS will work with the District to update costs where necessary.

EPS understands that, given staffing and potential time constraints, the District may need EPS to complete some or all of the cost estimates for various projects not included in the master plans. In those circumstances, EPS will be prepared to assist the District in developing cost estimates for those facilities. Depending on the nature of the cost estimates required, EPS will either prepare the cost estimates or engage an outside specialist cost estimator.

OPTIONAL Subtask 1.2c: Prepare Further Detailed Cost Estimates

*Please note, in the event that cost estimates for some improvements require additional research and expertise to prepare, this **OPTIONAL Subtask 1.2c** would be included in the Work Program. If all cost estimates can be developed by working directly with departmental staff or by applying appropriate cost adjustment factors, then this optional subtask will not be necessary.*

Subtask 1.2 Deliverables

Draft Technical Memorandum: Preliminary findings on required capital facilities and anticipated development through a period specified by the District.

Final Technical Memorandum: Final findings on required capital facilities and anticipated development through a period specified by the District.

Subtask 1.2 Meetings

Staff Meeting 2: Discuss capital facility needs and costs.

Conference Call 1: Discuss growth assumptions by geographical area through a period specified by the District.

Subtask 1.3: Prepare Fee Calculation and Analysis

EPS will use the following methodology to develop fee calculations:

- **Review Existing Levels of Service in the District.** EPS will prepare a review of the existing levels of service, based on facilities and services provided by the District as compared to existing development levels within District territory. EPS will establish current levels of service provided to existing development and land uses and will establish as basis for level of services based on DUEs or persons served, for example. EPS will then compare the existing level of service to the level of service established in the Strategic Plan. The Study will include assumptions and the basis for the assumptions regarding specific facilities to be constructed and the number of DUEs or new developments to be served. Based on the level of service established by facility type, EPS will estimate if additional facilities will be required because of projected new development over a 30-year period. EPS will briefly describe the types of facilities required to serve new development. EPS will discuss the impact on level of service once these new facilities are provided.
- **Review/Revise DUE Factors.** Development impact fees typically are based on DUEs for various land uses. DUEs convert the demand for public facilities into similar-measurement units for various land uses. These DUEs measure the demand for facilities generated by each land use type. EPS will review and revise, if necessary, the DUE factors for each land use to be charged.
Note that California AB 602, which was adopted on September 28, 2021, requires that jurisdictions establish all development impact fees on a per-square-foot basis (including residential fees) beginning on July 1, 2022, or make findings that justify why per-square-foot fees would be infeasible. EPS will discuss the impacts of this requirement with the District and develop fees that comply with AB 602.
- **Distribute Infrastructure Costs by Land Use Category.** Based on existing and forecasted development developed in **Subtask 1.2**, EPS will determine the units served that will benefit from the capital improvements proposed for each fee component. The facility costs then are allocated to each land use, based on the relative demand for or benefit from each facility component. As such, a cost-per-unit-served is established.

- **Apply DUE Factors to Determine the Fee.** The DUE factors are multiplied by the cost-per-unit-served to establish the development impact fee by land use category and by zone of benefit.
- **Incorporate an Administrative Fee Component.** The City and the County will include an administrative cost component to the fee, which will allow these entities to recover administrative costs in administering the fee program.

In this subtask, EPS will use the findings of **Subtask 1.2** to prepare tables allocating costs of capital facilities to estimated new development, taking into consideration any existing deficiencies in capital facilities required to serve existing development. To ensure the defensibility of the Study, EPS will identify any existing deficiencies in capital facilities to ensure that only capital facility costs required to serve new development are used to calculate the development impact fee.

EPS will work with the District to identify other Health Care Districts (HCDs) in the state that are similar in size to the District and collect development impact fee information for these districts to provide a comparison of maximum justified fees to help inform the reasonableness of the District fee structure.

Because the HCDs will likely be in markets that are not directly competitive for new growth with the District, EPS will also develop a chart comparing the total fee burden for land uses included in the Study to cities within the areas surrounding the District, such as Tracy, Merced, or Modesto.

EPS will review capital facilities required to serve certain geographical sectors of the District to determine whether development impact fees should be adjusted to account for other funding sources that are available to fund new capital facilities required to serve new development.

EPS will assist the District in preparing the appropriate ordinance/resolution language to be adopted by the Board.

Subtask 1.3 Deliverable

Table Set 1: Preliminary fee calculations.

Ordinance/Resolution: EPS to provide sample language.

Subtask 1.3 Meeting

Conference Call 2: Discuss preliminary fee calculations.

Subtask 1.4: Prepare Draft Impact Fee Nexus Study Update

In this subtask, EPS will use the development impact fees for public facilities calculated in **Subtask 1.3**. The development impact fees will be segregated by land use type, based on the nexus requirements of Government Code Section

66000 and on standard methods of allocating costs. In the Draft Study, EPS will identify the costs associated with new capital facilities required to serve new growth, discuss growth assumptions presented in tables from **Subtask 1.3**, discuss cost allocation methodologies for all land uses, and identify any sources of existing funding for capital facilities required to serve new development. In addition, the Draft Study will include an implementation chapter summarizing the implementation and administration actions proposed as a part of the ongoing administration of the Fee Program.

Subtask 1.4 Deliverable

Report 1: Administrative Draft Public Facilities Fee Nexus Study Update.

Subtask 1.4 Meeting

Conference Call 3: Discuss Administrative Draft Public Facilities Fee Nexus Study Update with District staff.

Subtask 1.5: Prepare and Present Nexus Study Update Materials

EPS will prepare presentation materials and be prepared to present the Study, including all the above elements and development impact fee recommendations, at meetings with the development community and other interested stakeholders. EPS envisions 1 meeting with District staff and the community will be necessary to complete this subtask.

Subtask 1.5 Deliverable

Presentation Materials: Nexus findings and supporting materials.

Subtask 1.5 Meetings

Conference Call 4: Discuss preliminary fees and allocation methodology and outreach strategies.

~~*Conference Call 5: Discuss findings with other public agencies.*~~

Outreach Meeting 1: Meet with the development community to present findings.

Subtask 1.6: Prepare and Present Nexus Study Update Report

Once EPS has prepared an Administrative Draft Study for District, City, and County staff review and comment and has considered input on the nexus findings from the development community and other interested parties, EPS will prepare a Draft Hearing Report for the City Council and the County Board of Supervisors and seek approval or direction. If the District Board requests adjustments to the report before adoption, EPS will revise the analysis and Hearing Report as needed for a final Board of Directors' presentation.

In addition to adoption by the District's Board, EPS recognizes that the jurisdictions within the District will need to adopt the fee and the accompanying necessary legislation for justification of the fee on behalf of the District. This

scope of work is based on the assumption that District Staff will meet with and present the findings of the Draft Hearing Report to representatives of the City and County. EPS will ~~lead and~~ present at 24 public meetings: ~~1 City Council Study Session reviewing the Public Review Draft Technical Report,~~ 1 City Council Adoption Hearing/First Reading of the Final Technical Report with the City, ~~1 County Council Study Session reviewing the Public Review Draft Technical Report,~~ and 1 County Council Adoption Hearing/First Reading of the Final Technical Report with the County.

The EPS budget is based on the assumption that where practical, meetings and this presentation presentations will take place ~~in person~~ virtually. ~~Virtual attendance would result in cost savings. Note that a budget has not been estimated for additional meetings beyond the 4 public meetings described above. Should it be determined that additional public presentations are needed, they can be accommodated through a scope and budget amendment as additional budget will be necessary.~~

OPTIONAL Subtask 1.6a: Additional Public Engagement/Outreach

In fee program updates, the stakeholder outreach and engagement process is often difficult to determine at the outset of the work. This fee update cost estimate is based on the number of outreach and public agency meetings specified herein. However, given the unpredictable nature of stakeholder engagement, EPS requests the Board include an **OPTIONAL Subtask 1.6a** as a contingent budget authorization that would only be considered if the stakeholder engagement and outreach exceeds original expectations. Use of the contingent budget for additional stakeholder outreach and engagement would be at the discretion of the Board and only utilized after approval from the Board. Finally, EPS would only bill on a time and materials basis up to that authorization.

Subtask 1.6 Deliverables

Report 2: Public Review Draft Public Facilities Fee Nexus Study Update.

Report 3: Hearing Report.

Subtask 1.6 Meetings

Board Meeting 1: Present Draft Hearing Report for Board of Directors' consideration.

~~*City Council Study Session 1: Present Draft Hearing Report at a Study Session with City Officials and answer questions from Officials before Adoption Hearing with the City.*~~

City Council Adoption Hearing 1: Present Final Report.

~~*County Council Study Session 2: Present Draft Hearing Report at a Study Session with County Officials and answer questions from Officials before Adoption Hearing with the County.*~~

County Council Adoption Hearing 2: Present Final Report

Table 1
Del Puerto Health Care District Development Impact Fee Nexus Study
EPS Proposed Budget

| Subtask/Description | Principal-in-Charge Gomes | Project Manager Stevens | Senior Advisor Powell | EPS | | | Staff Cost Subtotal | Direct Expenses [1] | Total EPS Costs | |
|---|------------------------------|----------------------------|--------------------------|------------------|----------|------------------|---------------------|---------------------|-----------------|----------|
| | | | | Production Staff | Staff | Production Staff | | | | |
| Task 1: Prepare Del Puerto Health Care District Fee Program Nexus Study Update | | | | | | | | | | |
| Subtask 1.1: Conduct Project Initiation | | | | 6 | 12 | 0 | \$4,140 | \$0 | \$4,140 | |
| Subtask 1.2: Collect and Develop Data | | | | 4 | 12 | 4 | \$4,540 | \$0 | \$4,540 | |
| Subtask 1.2a: Land Use and Development Forecasts | | | | 4 | 24 | 4 | \$6,760 | \$0 | \$6,760 | |
| Subtask 1.2b: Capital Facility Needs Analysis | | | | 0 | 0 | 0 | \$0 | \$0 | \$0 | |
| Subtask 1.2c: Prepare Further Detailed Cost Estimates (optional) [2] | | | | 8 | 24 | 6 | \$8,560 | \$0 | \$8,560 | |
| Subtask 1.3: Prepare Fee Calculation and Analysis | | | | 8 | 36 | 6 | \$11,320 | \$0 | \$11,320 | |
| Subtask 1.4: Prepare Draft Impact Fee Nexus Study | | | | 6 | 8 | 2 | \$4,280 | \$150 | \$4,430 | |
| Subtask 1.5: Prepare and Present Nexus Study Materials | | | | 8 | 10 | 0 | \$4,950 | \$300 | \$5,250 | |
| Subtask 1.6: Prepare and Present Nexus Study Report | | | | | | | | | | |
| TOTAL HOURS | | | | 44 | 126 | 22 | 16 | | | |
| Billing Rates (per hour) | | | | \$320 | \$185 | \$260 | \$90 | | | |
| TOTAL PROJECT COSTS (Excluding Optional Outreach Contingency) | | | | \$14,080 | \$23,310 | \$5,720 | \$1,440 | \$44,550 | \$450 | \$45,000 |
| Subtask 1.6a: Optional Public Outreach Contingency (if approved) [3] | 14 | 14 | 1 | \$4,480 | \$2,590 | \$364 | \$90 | \$7,500 | \$0 | \$7,500 |
| TOTAL PROJECT COSTS (Including Optional Outreach Contingency) | | | | \$18,560 | \$25,900 | \$6,084 | \$1,530 | \$52,050 | \$450 | \$52,500 |

[1] Direct expenses include travel costs, shipping, printing and data acquisition. Mileage is billed at the IRS-established rate. Direct expenses are billed at cost and do not include any overhead.
 [2] If Subtask 1.2c is needed, EPS will submit a specific scope of work and budget amendment based on the specific facilities' cost estimates that EPS is charged with preparing.
 [3] In case additional outreach is greater than originally anticipated, EPS is requesting a contingency of \$7,500 only to be utilized after approval by the Del Puerto HCD Board.

From G.C.A

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

Board Meeting – Monday, August 18, 2023

9C. Contract for Development Impact Fee Nexus Study

Page 1 of 1

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

SUBJECT: Review Proposals and Award Contract for Development Impact Fee Nexus Study

STAFF REPORT: This is a follow-up to the same item tabled from the previous meeting to allow staff to acquire more information from references and address the target budget amount established by the Board of Directors.

References were checked and an adjusted proposal will be presented from one of the consultants for board review and consideration.

DISTRICT PRIORITY: Fiscal Transparency and Legal Requirements

FISCAL IMPACT: \$33,500 to \$61,000

STAFFING IMPACT: Assistance during process; requires updating 2006 list of projects

CONTACT PERSON: Karin Freese

ATTACHMENT(S): None

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors to accept the proposal for a Nexus Study of Development Impact Fees for the Del Puerto Health Care District from EPS in an amount not to exceed \$45,000. and if an additional public meeting is needed, it needs to be approved by the Board.*

| <i>Motion Made By</i> | <i>Motion</i> | <i>Second</i> |
|---------------------------|---------------|---------------|
| <i>Director Avila</i> | | |
| <i>Director Campo</i> | ✓ | |
| <i>Director Benefield</i> | | ✓ |
| <i>Director Stokman</i> | | |
| <i>[vacant]</i> | | |

| <i>Roll Call Vote</i> | <i>Aye</i> | <i>No</i> | <i>Abstain</i> | <i>Absent</i> |
|---------------------------|------------|-----------|----------------|---------------|
| <i>Director Avila</i> | ✓ | | | |
| <i>Director Campo</i> | ✓ | | | |
| <i>Director Benefield</i> | ✓ | | | |
| <i>Director Stokman</i> | ✓ | | | |
| <i>[vacant]</i> | | | | |

Passed

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

Board Meeting – August 28, 2023

9D – Personnel Rules Book Update

Page 1 of 1

| | | | |
|-------------------|------------------------|--------------------|-----|
| Department: | Chief Executive Office | CEO Concurrence: | Yes |
| Consent Calendar: | No | 4/5 Vote Required: | No |

SUBJECT: **Personnel Rules Book Update - Board Approval**

BACKGROUND: The District employees are governed by federal and state law, the Employer-Employee Relations Resolution, District Policy, Departmental Policies and Personnel Rules (formerly known as the Employee Handbook). This update modifies **Section 7: Payroll, Wage & Hour Guidelines and Section 10: Leaves of Absence** to comply with current law, language, and best practices. The Board of Directors updates the Personnel Rules as policies for all employees to follow. Other non-substantial updates and changes to language are also included in the update of the 2021 Personnel Rules.

DISTRICT PRIORITY: Clear, Effective Communication; Transparency; Good Operational Policies

FISCAL IMPACT: None

STAFFING IMPACT: None

CONTACT PERSON: Karin Hennings

ATTACHMENT(S): Personnel Rules – Effective October 1, 2023

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: NO

RECOMMENDED MOTION: *I move the Board of Directors to approve the updates to Sections 7 and 10 of the Personnel Rules effective October 1, 2023.*

Motion: Director Benefield, Second: Director Stokman

Ayes: Directors Avila, Campo, Stokman, Benefield

Passed

Ambulance Report – August 2023

8/1 PDA crews, Jim, and I participated in the National Night Out event consolidated at north park. The event was well attended and fun for all.

8/2 Jim and I, along with Patterson fire crews, assisted the freshman welcome event at PHS. We cooked at least 500 hotdogs, dropped them in a bun, and wrapped them to be delivered to the hungry incoming freshman.

8/5 I participated in the Back to School block party at the PHS football stadium with Suzie and her team.

8/7 Jim and I met with DMC staff to walk through their conference facility on McHenry Ave in the planning phase of an active shooter mass casualty exercise this fall.

8/16 I worked a 24-hour shift on the ambulance due to unexpected staffing change.

8/17 Assisted with 2 major vehicle accident responses. I arrived first on the second MVA and initiated patient care.

8/21 Kickoff training event to update the health center emergency plan.

8/23 Attended another general planning session for active shooter mass casualty exercise.

Football is back. PDA has provided free EMS standby for PHS football games. Patterson Jr Tigers (formerly Raven's) first home game is 9/9.

PDA community CPR is back next month 9/23

Del Puerto Health Center
August 2023 / Suzie Benitez

The primary aim of emergency response training is to prepare our staff to follow the set emergency plan protocol. This is beneficial as the plans are designed to reduce physical injuries to our staff and patients.

Annual Staff Training on Situational Risks:

1. Fire
 - Hands on Drill with Paul Willette's help
2. Threat
 - Covered actual situations that occur.
3. Electrical Power Outage
 - Planned standard operating procedures.
4. Earthquake
 - Talked about the recent earthquake in Southern California
5. Flood
 - Reviewed as outlined in Emergency Operation Plan
6. Tornado
 - Reviewed as outlined in Emergency Operation Plan
7. Extreme Temperatures
 - Reviewed as outlined in Emergency Operation Plan
8. Loss of water
 - Reviewed as outlined in Emergency Operation Plan.

HC MANAGEMENT TEAM MINUTES

Location: HC
Date: 08/24/2023
Time: 9:30 a.m.

Attendance:
Suzie, Jenn & Tina

Agenda items

Emergency Response

- a. Designation and Awareness
- b. A power outage (emergency lights in exam rooms)
- c. Emergency announcements (who, what, name tag cards with color codes listed on one side and patient greeting acronym on other side).

2. Externships & Staffing

| Action Items | Owner's | Action | Status |
|--------------------|-----------------------|--|--|
| Awareness | Suzie | Going to every section each day and quizzing staff on what areas they are responsible for and what to do | New: Going Well Overall. Staff are getting it |
| Designation | Suzie | Assigned every section to put on their white board who is in charge their section. Asked everyone to remove themselves at the end of their shift | New: Going well. Needs new laminated names tags to go on the white boards with magnets on the back |
| Designation | Jenn | making new laminated names tags to go on the white boards with magnets on the back | New- Due by 9/1 |
| Awareness | Suzie | Updating and making laminated flip charts for each area including the exits of directions and what emergency | New: Reviewing old ones and adding if not already in there: where to find, how to turn off/on water & Power. How to use the generator and where to find it |
| Emergency lighting | Tina | Checking each room to make sure there is a flashlight in it with working batteries. Going to add to their lab duties to have flashlights checked once a month. | New: Starting to check inventory of flashlights and updating the lab duties sheet. |
| Safety | Suzie | Having the cameras outside and panic buttons serviced | New: reached out to the alarm company to come and service cameras and panic buttons |
| Safety | Jenn | Creating badge buddies with the codes on one side with color and action. Greeting Acronym AIDET on the other side | New: create when back at the district and have the badges approved before making the rest. Goal to have by next monthly meeting |
| Staffing | Suzie | Saturday Clinic Staffing & Labor day staffing | Handed out sign ups for everyone and will review and schedule staff |
| Externship | Suzie, Cheryle & Jenn | Possible M.A Extern to start on 9/25 | Suzie setting up meeting when Cheryle returns to interview M.A and review program |