

Del Puerto Health Care District Board of Directors

September 28, 2020

Regular Meeting Agenda

Page 1 of 3

BOARD OF DIRECTORS REGULAR MEETING

September 28, 2020 @ 6:30 pm

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

Screen share at <https://us02web.zoom.us/j/4792915693?pwd=VGVuSUVTbGVrdzErdTZJQnhsWVZtUT09>

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

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

Note that everyone will be muted by default.

If you would like to speak during the public comment portion of the meeting, you have the following options:

Online – raise your hand, or use the Chat options.

Phone – press *9 to raise your hand, *6 to send a request to be unmuted to submit comments

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

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

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

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

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

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

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

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

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

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

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

Del Puerto Health Care District Board of Directors
 September 28, 2020
Regular Meeting Agenda
 Page 2 of 3

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
4. **Reading of the Mission Statement**
“The District’s primary mission is to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while continuing to expand healthcare availability to the citizens of the Del Puerto Health Care District.”
5. **Public Comment Period** *[Members of the public may address the Board on any issues on the Consent Calendar and items not listed on the agenda that are within the purview of the District. Commends on matters that are list on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of five minutes. Board members may not comment or acting on items not on the agenda.]*
6. **Declarations of Conflict** *[Board members disclose any conflicts of interest with agenda items]*
7. **Approval of Agenda** **Action**
*[*Directors may request any consent calendar item be moved to regular calendar or change the order of the agenda items.]*
8. **PRESENTATION: Update on iHeart Media Advertising Campaign** **Information**
9. **PRESENTATION: Marketing via Social Media by MHD Group** **Information**
10. **Consent Calendar*** *[Routine committee reports, minutes, and non-controversial items]* **Action**
 - A. *Approve Board Meeting Minutes for August 31, 2020
 - B. *Approve 2020 Conflict of Interest Biennial Notice with no amendments
 - C. *Approve Finance Committee Meeting Minutes for August 26, 2020
 - D. *Accept Month End Financials for August 2020
 - E. *Approve Monthly Warrants for August 2020
11. **Regular Calendar**
 - A. **Any Consent calendar items moved to regular calendar* **Action**
 - B. Adopt for Employee Referral Program **Action**
 - C. Resolution 2020-07 TCB Loan 3-Yr Payment Plan **Action**
 - D. FY20-21 Budget Modification **Information**
 - E. Resolution 2020-08 Ambulance Unbudgeted Software Operational Expense **Action**
 - F. Adopt Policy on Use of Non-Appropriated Funds for Food (Non-Travel) and Employee Recognition Expense **Action**
12. **Reports**
 - A. Employee Anniversaries & New Hires

	<u>September</u>	<u>Years</u>
Ambulance:	William Calderon, Jr.	3
	Ricardo Marquez	3
Health Center:	Rosario Avina	13
	Aracely Ortiz Rodriguez	3

Del Puerto Health Care District Board of Directors

September 28, 2020

Regular Meeting Agenda

Page 3 of 3

Administration:	Yesenia Sanchez	5
	Maria Reyes-Palad	2
	Maria Manzo Lizarraga	NEW

- B. District Wide Community Assessment – Director Stokman
- C. Ambulance – Director, Paul Willette
- D. Health Center - Manager, Suzie Benitez
- E. Administration – Administrative Director/CEO, Karin Hennings

13. **Board and Standing Committee Meeting Dates**

Finance – Wednesday, October 21, 2020	Board – Monday, October 26, 2020
Finance – Wednesday, November 25, 2020	Board – Monday, November 30, 2020
Finance – Wednesday, December 23, 2020	Board – Monday, December 28, 2020

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

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

16. **Adjourn**



BOARD OF DIRECTORS MEETING

August 31, 2020 @ 6:30 pm
Zoom Meeting

Board of Directors Minutes

- 1. **Call to order** @ 6:37 p.m.
- 2. **Pledge of Allegiance**
- 3. **Board of Directors Roll Call.**

Directors Present: President, Steve Pittson
 Vice President, Dan Robinson
 Treasurer, Anne Stokman
 Secretary, Becky Campo
 Director, George Galloway Mac Master

Directors Absent: None

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

District Legal Council: Dave Ritchie, Cole Huber, LLP

We have a Quorum

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

- 5. **Public Comment Period**
Present: None

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

- 7. **Approval of Agenda:**
 Items 8.B, 8.F, 8.J, 8.K, and 8.L were requested to be pulled from the consent calendar.

M/S/C To accept the agenda with items 8.B, 8.F, 8.J, 8.K, and 8.L moved to the regular calendar. Director Campo / Director Stokman

Ayes: Directors Pittson, Robinson, Stokman, Campo, Mac Master

Nays: None

Abstain: None

Passed



BOARD OF DIRECTORS MEETING

August 31, 2020 @ 6:30 pm

Zoom Meeting

Board of Directors Minutes

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

- A. *Approve Board Meeting Minutes for June 29, 2020
- B. *(Moved to Regular Calendar)
- C. *Approve Emergency Finance Committee Meeting Minutes for June 17, 2020
- D. *Approve Finance Committee Meeting Minutes for June 24, 2020
- E. *Approve Finance Committee Meeting Minutes for July 22, 2020
- F. *(moved to Regular Calendar)
- G. *Approve Monthly Warrants for June 2020
- H. *Accept Month End Financials for July 2020
- I. *Approve Monthly Warrants for July 2020
- J. *(Moved to Regular Calendar)
- K. *(Moved to Regular Calendar)
- L. *(Moved to Regular Calendar)

M/S/C That the Board of Directors accept the Consent Calendar items 8.A, 8.C, 8.D, 8.E, 8.G, 8.H, 8.I. /Director Stokman / Director Robinson

Ayes: Directors Pittson, Robinson, Stokman, Campo, Mac Master

Nays: None

Abstain: None

Passed

9. Regular Calendar

** Any Consent calendar items moved to regular calendar*

A. (8.B) *Approve 2020 Conflict of Interest Biennial Notice with no amendments

There were questions regarding what the Conflict of Interest Biennial statement was. Ms. Hennings explained that this is a required statement that is mandatory statement we send to the Clerk of the Board of Supervisors every two years. There will be no changes. A copy of the Notice was not available in the packet, therefore: this item was tabled until a copy of the Notice can be included in the next board packet.

(8.F) *Accept Tentative Month/Fiscal Year End Financials for June 2020

This item was questioned because it was labeled "Tentative". Ms. Hennings explained that it was marked Tentative until the audit because there could be adjustments. It was decided that the board would wait to accept this after the audit when it was final.



BOARD OF DIRECTORS MEETING

August 31, 2020 @ 6:30 pm

Zoom Meeting

Board of Directors Minutes

(8.J) *Adopt “Indirect Costs Policy”

An explanation of what the Indirect Cost entailed was requested. Ms. Hennings explained That in contracts such as the one with Sacramento State that we are going to enter into for the Community Assessment, there is a “indirect costs” amount which is added to the amount of direct costs quoted to cover things like the telephone system , the electricity, or the university administration that support the project. They have a standard 25% Indirect Cost. However, since we are a public agency, they will honor our policy for Indirect Cost. She shared examples of Bill Gates Foundation’s Indirect Cost policy is 15%. It was also stated that we will need to have a policy if we apply for grants in the future because the way most grants are structured, we will be able to collect indirect costs according to our policy. There was a discussion regarding what percentage to charge for the Indirect Costs.

M/S/C: Motion: When requested and substantiated, requests for indirect costs may be paid but are limited to the rate of 8.0% of the total budget.

/Director Stokman/Director Mac Master/

Ayes: Directors Pittson, Robinson, Stokman, Campo,
Mac Master

Nays: None

Abstains: None

Passed

(8.K) *Adopt “Operational Reserve” Transfer of Net Equity to Board Directed Reserve

Ms. Hennings reviewed the Proposed Resolution. She answered all questions explaining how the amount Was calculated.

M/S/C: Motion: To approve the Resolution that the Board of Directors direct the Administrative Director/CEO to make a Balance Sheet transfer of \$105,000 to the Equity: Operating Reserve account.

/Director Stokman/Director Robinson/

Ayes: Directors Pittson, Robinson, Stokman, Campo,
Mac Master

Nays: None

Abstains: None

Passed

(8.L) *Adopt “Asset Replacement Fund” Transfer of Net Equity to Board Directed Reserve

Ms. Henning explained the proposed Resolution. She explained how the amount was calculated. Questions Were answered.

M/S/C: Motion: To approve the Resolution that the Board of Directors direct the Administrative Director/CEO to make a



BOARD OF DIRECTORS MEETING

August 31, 2020 @ 6:30 pm

Zoom Meeting

Board of Directors Minutes

Balance Sheet transfer of \$305,000. TO THE Equity: Asset Replacement Fund account.

/Director Stokman/Director Robinson/

Ayes: Directors Pittson, Robinson, Stokman, Campo, Mac Master

Nays: None

Abstains: None

Passed

B. Capital Expenditure – IT Network Firewall

Ms. Hennings reviewed the quote with the Board Members. She explained that we will not be using one of the optional services that was included in the quote. The cost would be \$14,290. Ms. Hennings explained the \$750 monthly fee will be credited back in the other monthly charge so it will be Budget neutral. The firewalls are necessary to protect the District’s sensitive information including patient’s Personal information. This is an unbudgeted cost and it will be depreciated over three years. A question was raised if we should just accept this bid or put it out for bids. Discussion was had regarding the possible amount that could be saved by a competitive bid and the value in having coverage integrated by our current carrier that is responsible for al security of the IT system. It was decided that the accountability was worth more than any potential savings by having bids. The board requested that Datapath supply a new bid that reflects just the \$14,290 cost and not the optional service.

M/S/C: Motion: The Board of directors approve the Technology Capital Expenditure request up to\$14,290.

/Director Stokman/Director Pittson/

Ayes: Directors Pittson, Robinson, Stokman, Campo,Mac Master

Nays: None

Abstains: None

Passed

C. Declaration of Surplus Property – 1999 QRV

Mr. Willette explained that the vehicle is used mostly to shuttle equipment and personnel. (an example would be for an offsite CPR class. It is also used as a secondary QRV. The paint is in bad shape since the hospital fire when it suffered damage from the falling embers. The paint is completely gone and peeling. The paint would have to be resolved to continue using the vehicle. It is a 1999 model and it does not make sense to invest that kind of money into it.

M/S/C: Motion: To approve the Resolution that the Board of Directors declare the 1999 Ford Expedition QRV retired and surplus equipment and authorize the Administrative Director/CEO to dispose of it in accordance with all applicable rules and regulations

/Director Stokman/Director Robinson/



BOARD OF DIRECTORS MEETING

August 31, 2020 @ 6:30 pm
Zoom Meeting

Board of Directors Minutes

Ayes: Directors Pittson, Robinson, Stokman, Campo, Mac Master

Nays: None

Abstains: None

Passed

D. Proposal of Inaugural Membership in Stanislaus County Chapter of CSDA

Ms. Hennings explained who the California Special District Association (CSDA) was and the type of services that they provide. They are starting a regional chapter in Stanislaus County. It was discussed that it would require Staff's time and that Ms. Hennings is already very busy. It was felt that Ms. Hennings time would be better spent with her current projects. It was decided at this time to pass on Membership in the Stanislaus Chapter at this time.

E. Approve SEMSA Ambulance 5-year Contract for Billing Services

Ms. Hennings explained that we have been in contract with SEMSA for the past five years. They have done a good job for the PDA. Their collection rate is higher than the collection rate that other local agencies have. They have worked with us on projects like the Sliding fee Scale. We were able to negotiate a reduced annual increase.

M/S/C: Motion: he Board of Directors authorize the Administrative Director/CEO to sign the proposed contract for Ambulance Billing Services with Sierra Medical Services Alliance (SEMSA).

/Director Stokman/Director Robinson/

Ayes: Directors Pittson, Robinson, Stokman, Campo, Mac Master

Nays: None

Abstains: None

Passed

10. Reports

A.	<u>Employee Anniversaries & New Hires</u>	<u>July & August</u>	<u>Years</u>
	Ambulance:	Aaron Drymon	1
		Brian Hannameyer	5
		Eddie Thompson	17
		Sean Mangskau	17
	Health Center:	Christine Cavanaugh	7
	Administration	None	

B. District Wide Community Assessment – Director Stokman



BOARD OF DIRECTORS MEETING

August 31, 2020 @ 6:30 pm
Zoom Meeting

Board of Directors Minutes

Director Stokman and Ms. Hennings have been working on this but there is no report at this time

- C. West Side Health Care Task Force - George Galloway Mac Master
Director Mac Master reported that the Task Force has been voting on a name for the next project but there have been no meetings.
- D. Ambulance – Paul Willette, Director of Ambulance Operations
Mr. Willette reviewed the reports for June and July. June was very busy. They had a record number of transports (181). July was another record setting month with 194 transports.
Mr. Willette went on to share that the PDA is part of a Mutual Aid Response team for the SCU fire. They have provided a unit for the past 10 – 11 days (24 hours) and they will be there for the duration of the fire.
- E. Health Center - Suzie Benitez, Health Center Manager
Ms. Benitez reviewed the report for July. They have been working on the Telehealth appointments. There have been increases in the number of telehealth appointments. Last month we had 110 telehealth visits.
The marketing ads started in July. The ads are on the website.
- F. Administration – Karin Hennings, Administrative Director / CEO
Ms. Hennings stated that the District is getting ready for the audit. Not sure whether it will be all virtual or in person.

Health and Human Services Federal Care provided funds due to the Covid-19 crisis. There will be an accounting of how the funds were spent. We do not have the details at this time. There may be an additional audit.

The Health Center is preparing for the start date of the new EHR system. They are spending 4-8 hours a week doing training. Susie is utilizing the rooms that Stanislaus Cardiology uses as a place for the staff to spend time concentrating on the training. They have assigned times in the rooms to train on the computers. The new system will be able to text and message our patients.

The Human Resources department did Stay Interviews with the Health Center Staff. The report was reviewed.

11. Director Correspondence, Comments, Future Agenda Items
None

Information



BOARD OF DIRECTORS MEETING

August 31, 2020 @ 6:30 pm

Zoom Meeting

Board of Directors Minutes

12. Upcoming Regular Board and Standing Committee Meeting Dates

Finance – Wednesday, September 23, 2020

Board – Monday, September 28, 2020

Finance – Wednesday, October 21, 2020

Board – Monday, October 26, 2020

Finance – Wednesday, November 25, 2020

Board – Monday, November 30, 2020

Adjourn to Closed Session @ 8:00 pm

13. 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.]*

14.

A. Gov't Code§ 54956.9(b)

Conference with Legal Counsel – Anticipated litigation or significant exposure to litigation: One (1) potential case.

A. Reconvene to Open Session – Report of Closed Session @ 8:49 pm

Direction was given to staff. No reportable action

B. Adjourn @8:50 pm

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – September 28, 2020****10.B Conflict of Interest Code****Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

SUBJECT: The Political Reform Act, Government Code, Section 81000, et seq., requires every local government to review its conflict of interest code biennially. The notice of biennial review completion must be filed with the County Board of Supervisors by October 1, 2018.

STAFF REPORT: Submit Conflict of Interest Code for approval by the Stanislaus County Board of Supervisors.

CONSIDERATIONS: No amendments are recommended

POLICY ISSUE: DPHCD is dedicated to Local government transparency.

FISCAL IMPACT: None

DISTRICT PRIORITY: State mandated compliance issue

STAFFING IMPACT: Minimal. Staff collects and files the Form 700 for all designated filers.

CONTACT PERSON: Cheryle Pickle, Acting Clerk of the Board

ATTACHMENT(S): Conflict of Interest Code,
Attachments A – Designated Positions
Attachments B – Disclosure Categories for Designated Positions
Attachments C – Place of Filing

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors approve the 2020 Conflict of Interest Code.*

DEL PUERTO HEALTH CARE DISTRICT

Conflict of Interest Code

(As reviewed and approved by the Board of Directors 2014, 2016, 2018)

The Political Reform Act, Government Code, Section 81000, et seq., requires each state and local government agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, 2 California Administrative Code, Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearing to confirm to amendments in the Political Reform Act. Therefore, the terms of 2 California Administrative Code, Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference and along with the attached Appendix consisting of Attachments A through C, in which members and employees are designated (Attachment A) and disclosure categories (Attachment B) are set forth, and the place of filing is specified (Attachment C), shall constitute the Conflict of Interest Code of the Del Puerto Health Care District.

Designated positions that make or participate in the making of governmental decisions shall file statements of economic interest with the agency. Upon receipt of the statements of the various designated members and employees, the designated agency shall make and retain a copy and forward the original to the place of filing, as indicated on Attachment C.

DEL PUERTO HEALTH CARE DISTRICT

Conflict of Interest Code

Attachment A

Designated Positions

Under provisions of the California Government Code, designated positions shall file statements of economic interest. Listed below are the designated positions for the Del Puerto Health Care District and the appropriate schedules for filing.

Agency/Positions	Disclosure Category
Members of the Board of Directors	Category I
Administrative Director / CEO	Category II
Director, Patterson District Ambulance	Category II
Manager, Health Center	Category II
Consultant(s)	Category III
Contract Physicians	Category III

DEL PUERTO HEALTH CARE DISTRICT

Conflict of Interest Code

Attachment B

Disclosure Categories for Designated Positions

Category I

Investments, interests in real property and income received during the period since the previous economic interest statement, as defined in California Government Code section 87200, et seq.

Category II

Investments, business positions, interests in real property and sources of income if, pursuant to California Government Code section 87302, the business entity in which the investment or business position is held, the interest in real property, or the income or source of income of the public official, or a member of his or her immediate family may foreseeably be affected materially, as defined in California Government Code section 87103, by any decision made or participated in by the designated employee by virtue of his or her position.

Category III

Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The Board of Directors may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of the disclosure requirements. The Board of Directors’ determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

DEL PUERTO HEALTH CARE DISTRICT

Conflict of Interest Code

Attachment C

Place of Filing

Designated Employees/Positions:

Name: Clerk of the Board, Del Puerto Health Care District Board of Directors

Where: Del Puerto Health Care District
875 E Street
Patterson, CA 95363

The District shall maintain the original of each “Statement of Financial Interests” form at the District.

DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
FINANCE MEETING via Zoom Video Conference
MINUTES AUGUST 26, 2020

I. Call to order/Attendance

The meeting was called to order by Anne Stokman, Committee Chair, 3:07 PM

Other Board Members Present: Becky Campo, Committee Member

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

II. Public Participation – No comments

III. Acceptance of Agenda

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

IV. Finance Report Review

A. Review for Approval: July 22, 2020 Finance Meeting Minutes

M/S/C Becky Campo/Anne Stokman to accept the minutes for July 22, 2020 as presented.

B. Review Financial Report for July 2020

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

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

C. Review for Recommendation July 2020 Warrants

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

M/S/C Becky Campo/Anne Stokman to recommend to the Board to approve the warrants as presented.

IV. Old Business

A. Budget Details FY2020-21

Maria Reyes-Palad reviewed the report and both Maria Reyes-Palad and Karin Hennings answered all questions regarding the Budget Details. The committee noted several items that may need to be revisited at the Budget Revision to be done at the end of December 2020.

Information Only – No Action Taken

V. New Business – None

A. Operational Reserve Funding

Karin Hennings reviewed the proposed Board Resolution to Increase the Operating Reserves per the updated calculation of monthly expenses.

M/S/C Becky Campo/Anne Stokman to recommend to the Board the Resolution as presented

B. Asset Replacement Reserve Funding

Karin Hennings reviewed the proposed Board Resolution to increase the current Asset Replacement Fund by the amount of FY2019-2020 depreciation cost.

M/S/C Anne Stokman/Becky Campo to recommend to the Board the Resolution with the current numbers and balance of account upon transfer of funds to be included in the resolution

DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
FINANCE MEETING via Zoom Video Conference
MINUTES AUGUST 26, 2020

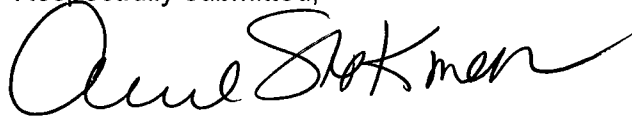
- C. Local Agency Investment Fund Options
Information Only – No Action Taken
- D. Keystone C Loan Pre-Payment Options
Karin Hennings reviewed the Keystone C Loan Pre-Payment Options.
The Committee asked for more options to be presented at the next meeting.
Information Only – No Action Taken
- E. Capital Expenses Review
Karin Hennings reviewed the Hardware Update for Computer Security (Firewalls for the Health Center and District Office computers)
M/S/C Anne Stokman/Becky Campo to recommend to the Board the Capital Expense for the Firewalls only.
The other items on the Capital Expenditure Budget report were tabled until the next meeting.

VI. Accounting and Finance Manager Report

- A. Update on Grant and Stimulus Monies Received
 - COVID-19 Summary and Details
 - Telehealth Grant Balance as of July 31, 2020 Report
Information Only – No Action
- B. Accounting Cost Savings & Other Matters
 - Accounting Cost Savings from Credit Card Processing Change
 - Meals and Recognition Details showing Investment Income Offset
 - Sale of 2003 Ambulance at auction completed
 - Ambulance on Standby at the SCU Lightning Complex Fire
 - Audit in October will be conducted remotely for part of it and COVID protocols will dictate amount and duration of onsite work. The CARES Grant may require single audit of the relief fund received which will cost \$7500. This item is not budgeted but will expense as incur.
Information Only – No Action Taken
- C. Set Schedule for Committee Review of Account Reconciliations
Becky Campo is available to review the Reconciliations on Monday, Wednesday, or Thursday between 10am and 5pm. The office will call and set up the date and time.

VII. Meeting adjourned – 4:53 PM

Respectfully submitted,



Anne Stokman, Treasurer

Del Puerto Health Care District
Balance Sheet
As of August 31, 2020

			%		
	Aug 31, 20	Jul 31, 20	% Change	Aug 31, 19	Change
ASSETS					
Current Assets					
Total Checking/Savings	3,099,649	3,166,382	(2%)	2,548,435	22%
Total Accounts Receivable	593,681	586,647	1%	889,257	(33%)
Total Other Current Assets	402,712	266,413	51%	366,977	10%
Total Current Assets	4,096,042	4,019,442	2%	3,804,669	8%
Fixed Assets					
Total 151.000 · Capital assets	5,339,886	5,365,202	(0%)	5,253,296	2%
Total Fixed Assets	5,339,886	5,365,202	(0%)	5,253,296	2%
TOTAL ASSETS	9,435,928	9,384,644	1%	9,057,965	4%
LIABILITIES & EQUITY					
Liabilities					
Total Current Liabilities	601,388	571,602	5%	500,979	20%
Total Long Term Liabilities	2,540,372	2,548,950	(0%)	2,716,961	(7%)
Total Liabilities	3,141,760	3,120,552	1%	3,217,940	(2%)
Equity					
350.000 · Unrestricted Assets	1,213,410	1,625,422	(25%)	980,351	24%
Total 360.000 · Assigned Fund Balance	2,292,357	1,882,357	22%	1,967,000	17%
Total 370.000 · Restricted Fund Balance	240,524	238,512	1%	226,440	6%
390.000 · Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762	
Net Income	55,116	25,040	120%	173,473	(68%)
Total Equity	6,294,169	6,264,093	0%	5,840,026	8%
TOTAL LIABILITIES & EQUITY	9,435,929	9,384,645	1%	9,057,966	4%

Operating Acct	
Month End Cash on Hand	\$ 3,099,649
101.015 · TCB - Keystone C 8641	\$ (82,027)
103.100 · TCB-USDA Debt Reserve 7237	\$ (120,855)
280.000 · Deferred Grant Revenue	\$ (79,581)
370.010 · Mitigation Fees	\$ (119,804)
360.030 · Asset Replacement Fund	\$ (876,357)
A/P & Payroll Liability	\$ (410,769)
Unencumbered cash	\$ 1,410,256
Percent of Operating Cash Reserve Goal	100%
3906 · Operating Cash Reserve	\$ 1,416,000

Del Puerto Health Care District
YTD by Class
 July through August 2020

	Total 01 DPHCD			tal 02 Patterson District Ambularotal 03 Del Puerto Health Cente			Total 06 Keystone Bldg C			TOTAL					
	Jul - Aug 20	Budget	% of Budget	Jul - Aug 20	Budget	% of Budget	Jul - Aug 20	Budget	% of Budget	Jul - Aug 20	Budget	% of Budget			
Ordinary Income/Expense															
Income															
401.000 · Gross Patient Service Revenue				1,530,927	1,405,833	109%	287,067	394,295	73%				1,817,994	1,800,128	101%
401.021 · Del Puerto Health Center															
403.000 · Adjustments				(1,015,900)	(940,731)	108%	(50,442)	(18,951)	266%				(1,066,342)	(959,682)	111%
405.000 · Bad Debt				(124,727)	(102,044)	122%	(1,312)		100%				(126,039)	(102,044)	124%
407.000 · Other Income	1,243	333	373%	81,768	1,017	8,040%	26,155	29,333	89%				109,166	30,683	356%
Total Income	1,243	333	373%	472,068	364,075	130%	261,468	404,677	65%				734,779	769,085	96%
Gross Profit	1,243	333	373%	472,068	364,075	130%	261,468	404,677	65%				734,779	769,085	96%
Expense															
601.000 · Salaries & Wages	72,965	71,115	103%	222,047	183,640	121%	149,860	183,743	82%				444,872	438,498	101%
602.000 · Employee Benefits	20,019	21,178	95%	50,099	52,428	96%	47,760	58,861	81%				117,878	132,467	89%
603.000 · Professional Fees	2,049	11,000	19%	1,297	1,060	122%	121,040	122,890	98%				124,386	134,950	92%
604.000 · Purchased Services	1,836	1,881	98%	41,601	32,095	130%	37,034	48,787	76%				80,471	82,763	97%
605.000 · Supplies	1,313	1,573	83%	19,938	15,433	129%	11,199	15,392	73%				32,450	32,398	100%
606.000 · Utilities	1,298	1,283	101%	3,629	3,217	113%	7,171	7,187	100%				12,098	11,687	104%
607.000 · Rental and Lease	647	825	78%	63	67	94%	955	1,000	96%				1,665	1,892	88%
608.000 · Insurance Coverages	5,558	5,561	100%	29,457	29,623	99%	19,500	19,331	101%				54,515	54,515	100%
609.000 · Maintenance & Repairs	353	517	68%	6,151	14,383	43%	3,090	4,620	67%				9,594	19,520	49%
610.000 · Depreciation and Amortization	1,630	1,630	100%	29,715	29,720	100%	13,636	13,630	100%	8,085	8,000	101%	53,066	52,980	100%
611.000 · Other operating expenses	6,764	8,337	81%	16,271	20,288	80%	15,193	12,990	117%				38,228	41,615	92%
6240 · Bank Service Charges	(102)												(102)		100%
Total Expense	114,330	124,900	92%	420,268	381,954	110%	426,438	488,431	87%	8,085	8,000	101%	969,121	1,003,285	97%
Net Ordinary Income	(113,087)	(124,567)	91%	51,800	(17,879)	(290%)	(164,971)	(83,754)	197%	(8,085)	(8,000)	101%	(234,343)	(234,200)	100%
Other Income/Expense															
Other Income															
701.000 · District Tax Revenues	236,666	236,667	100%	40,500	40,500	100%							277,166	277,167	100%
702.000 · Impact Mitigation Fees															
703.000 · Investment Income	3,171	2,950	107%	0			0						3,171	2,950	107%
704.000 · Interest Expense							(10,185)	(10,000)	102%	(7,404)	(7,167)	103%	(17,589)	(17,167)	102%
705.000 · Tenant Revenue							1,200	1,200	100%	26,791	21,550	124%	27,991	22,750	123%
710.000 · Misc Other Income								2,000						2,000	
Total Other Income	239,837	239,617	100%	40,500	40,500	100%	(8,985)	(6,800)	132%	19,387	14,383	135%	290,739	287,700	101%
Other Expense															
802.000 · Keystone District Expense										1,283	1,370	94%	1,283	1,370	94%
810.000 · Misc Other Expense															
Total Other Expense										1,283	1,370	94%	1,283	1,370	94%
Net Other Income	239,837	239,617	100%	40,500	40,500	100%	(8,985)	(6,800)	132%	18,104	13,013	139%	289,456	286,330	101%
Net Income	126,750	115,050	110%	92,300	22,621	408%	(173,956)	(90,554)	192%	10,019	5,013	200%	55,113	52,130	106%

Del Puerto Health Care District Warrants by Bank Account

August 2020				
Type	Date	Num	Name	Credit
101.000 - Cash and cash equivalents				
101.010 - Tri Counties Bank				
101.011 - TCB-Operating Checking 1739				
Check	08/15/2020	eft	USDA Rural Development Loan-EFT	11,066.00
Bill Pmt -Check	08/04/2020	EFT	U.S. Bank Equipment Finance - EFT	126.27
Bill Pmt -Check	08/04/2020	EFT	U.S. Bank Equipment Finance - EFT	149.95
Bill Pmt -Check	08/04/2020	EFT	U.S. Bank Equipment Finance - EFT	140.24
Bill Pmt -Check	08/17/2020	EFT	City Of Patterson-H2O, sewer, garbag	565.20
Check	08/03/2020	29348	U.S. Bank Corporate Payment Center	6,877.41
Bill Pmt -Check	08/03/2020	29349	MD - Blythe, Diana	23,951.33
Bill Pmt -Check	08/03/2020	29350	MD - Rodriguez, Jose	35,333.33
Check	08/04/2020	29351	REFUND - Equian	4,785.00
Check	08/04/2020	29352	REFUND - Morris, Manuel J	4,785.00
Bill Pmt -Check	08/04/2020	29353	AMS Software Inc.	181.00
Bill Pmt -Check	08/04/2020	29354	CDC - Cheryle Duncan Consulting	150.00
Bill Pmt -Check	08/04/2020	29355	Comcast - Other	69.51
Bill Pmt -Check	08/04/2020	29356	CrimeTek Security, Inc	7,816.96
Bill Pmt -Check	08/04/2020	29357	Greenway Health	1,921.19
Bill Pmt -Check	08/04/2020	29358	GreenWorks Janitorial Services	3,877.00
Bill Pmt -Check	08/04/2020	29359	iHeart Media	2,250.00
Bill Pmt -Check	08/04/2020	29360	J.B. Anderson Land Use Planning	490.00
Bill Pmt -Check	08/04/2020	29361	McKesson Medical Surgical Inc.	162.12
Bill Pmt -Check	08/04/2020	29362	MedTech Billing Services, Inc	213.35
Bill Pmt -Check	08/04/2020	29363	MGMA - Ca Medical Group Managemen	125.00
Bill Pmt -Check	08/04/2020	29364	Mid Valley IT	360.00
Bill Pmt -Check	08/04/2020	29365	PG&E	39.10
Bill Pmt -Check	08/04/2020	29366	Physicians Service Bureau	300.79
Bill Pmt -Check	08/04/2020	29367	Staples Advantage	448.41
Bill Pmt -Check	08/04/2020	29368	Terminix	181.00
Bill Pmt -Check	08/04/2020	29369	TID Turlock Irrigation District +06	1,727.30
Bill Pmt -Check	08/10/2020	29370	ADT / Protection One	230.36
Bill Pmt -Check	08/10/2020	29371	Amazon	235.55
Bill Pmt -Check	08/10/2020	29372	Bound Tree Medical LLC	1,329.27
Bill Pmt -Check	08/10/2020	29373	Jackson Lewis	73.00
Bill Pmt -Check	08/10/2020	29374	Life-Assist	2,816.55
Bill Pmt -Check	08/10/2020	29375	MedTech Billing Services, Inc	10,564.40
Bill Pmt -Check	08/10/2020	29376	O'Reilly Auto Parts	22.62
Bill Pmt -Check	08/10/2020	29377	Patterson Irrigator	30.00
Bill Pmt -Check	08/10/2020	29378	Paul Oil Co., Inc.	2,444.01
Bill Pmt -Check	08/10/2020	29379	Verizon Wireless	236.44
Bill Pmt -Check	08/17/2020	29380	Airgas USA, LLC	129.27
Bill Pmt -Check	08/17/2020	29381	BICSEC Security, Inc	25.00
Bill Pmt -Check	08/17/2020	29382	CHP	10.00
Bill Pmt -Check	08/17/2020	29383	City Of Patterson-H2O, sewer, garbag	495.00
Bill Pmt -Check	08/17/2020	29384	Cole Huber (Cota Cole)	1,128.80
Bill Pmt -Check	08/17/2020	29385	Comcast - Other	180.33
Bill Pmt -Check	08/17/2020	29386	Comcast Business Voice Edge	1,882.46
Bill Pmt -Check	08/17/2020	29387	Frontier-3755	199.75
Bill Pmt -Check	08/17/2020	29388	Frontier - HC 8639	196.68
Bill Pmt -Check	08/17/2020	29389	Malm Fagundes LLP	906.00
Bill Pmt -Check	08/17/2020	29390	McAuley Ford	100.00

Del Puerto Health Care District Warrants by Bank Account

August 2020				
Type	Date	Num	Name	Credit
Bill Pmt -Check	08/17/2020	29391	NextGen Healthcare, Inc	546.00
Bill Pmt -Check	08/17/2020	29392	Pacific Records Management	199.47
Bill Pmt -Check	08/17/2020	29393	Stan Med Soc / CA Medical	642.00
Bill Pmt -Check	08/17/2020	29394	Workbench True Value Hdwe.	215.90
Bill Pmt -Check	08/17/2020	29395	Westside Landscape & Concrete	292.50
Bill Pmt -Check	08/17/2020	29396	Conduent	350.00
Bill Pmt -Check	08/25/2020	29397	A West Side Self Storage	228.60
Bill Pmt -Check	08/25/2020	29398	Amazon	661.18
Bill Pmt -Check	08/25/2020	29399	AMR-American Medical Response	6,906.36
Bill Pmt -Check	08/25/2020	29400	Beta Healthcare - Workers Comp	5,119.00
Bill Pmt -Check	08/25/2020	29401	Beta Healthcare Group	17,279.67
Bill Pmt -Check	08/25/2020	29402	Bound Tree Medical LLC	1,081.43
Bill Pmt -Check	08/25/2020	29403	Crescent Work & Outdoor #1	129.43
Bill Pmt -Check	08/25/2020	29404	Digital Deployment/Streamline	300.00
Bill Pmt -Check	08/25/2020	29405	Hi-Tech EVS, Inc.	1,664.04
Bill Pmt -Check	08/25/2020	29406	Intrado (West) Interactive Services	322.90
Bill Pmt -Check	08/25/2020	29407	Language Line	100.00
Bill Pmt -Check	08/25/2020	29408	Life-Assist	842.39
Bill Pmt -Check	08/25/2020	29409	McKesson Medical Surgical Inc.	1,180.74
Bill Pmt -Check	08/25/2020	29410	Mid Valley IT	360.00
Bill Pmt -Check	08/25/2020	29411	Mission Linen Supply	1,090.72
Bill Pmt -Check	08/25/2020	29412	MO-CAL Office Solutions	850.26
Bill Pmt -Check	08/25/2020	29413	Patterson Tire	543.62
Bill Pmt -Check	08/25/2020	29414	Paul Oil Co., Inc.	1,465.59
Bill Pmt -Check	08/25/2020	29415	PG&E	21.92
Bill Pmt -Check	08/25/2020	29416	ReadyRefresh by Nestle	145.79
Bill Pmt -Check	08/25/2020	29417	Shred-it US JV LLC	459.97
Bill Pmt -Check	08/25/2020	29418	Solutions Group	107.12
Bill Pmt -Check	08/25/2020	29419	Staples Advantage	880.48
Bill Pmt -Check	08/25/2020	29420	Teleflex / Arrow	339.90
Bill Pmt -Check	08/25/2020	29421	Terminix	60.00
Bill Pmt -Check	08/25/2020	29422	West Side Storage Baldwin	187.20
Bill Pmt -Check	08/25/2020	29423	Zoll	649.70
Total 101.011 · TCB-Operating Checking 1739				176,551.83
101.012 · TCB-Payroll Account 2999				
Liability Check	08/05/2020		Payroll Direct Deposit	51,528.81
Liability Check	08/14/2020		Payroll Direct Deposit	3,864.67
Liability Check	08/19/2020		Payroll Direct Deposit	50,962.82
Check	08/31/2020		Bank Service Charge	68.00
Liability Check	08/06/2020	EFT	California State Disbursement Unit	1,202.30
Liability Check	08/20/2020	EFT	California State Disbursement Unit	1,202.30
Liability Check	08/25/2020	EFT	Metlife - Group Benefits	1,020.54
Liability Check	08/06/2020	E-pay	EDD State of California	3,897.74
Liability Check	08/06/2020	E-pay	Internal Revenue Service	22,776.48
Liability Check	08/14/2020	E-pay	EDD State of California	541.57
Liability Check	08/14/2020	E-pay	Internal Revenue Service	2,114.40
Liability Check	08/20/2020	E-pay	EDD State of California	3,874.40
Liability Check	08/20/2020	E-pay	Internal Revenue Service	22,892.94
Paycheck	08/06/2020	24660	Employee Payroll	1,667.19
Paycheck	08/06/2020	24661	Employee Payroll	1,115.84
Paycheck	08/06/2020	24662	Employee Payroll	1,002.09

Del Puerto Health Care District Warrants by Bank Account

August 2020				
Type	Date	Num	Name	Credit
Paycheck	08/06/2020	24663	Employee Payroll	1,036.92
Paycheck	08/06/2020	24664	Employee Payroll	1,451.24
Paycheck	08/06/2020	24665	Employee Payroll	2,665.64
Paycheck	08/06/2020	24666	Employee Payroll	1,938.50
Liability Check	08/06/2020	24667	AIG (VALIC)	11,139.40
Liability Check	08/06/2020	24668	Franchise TB Garnishment 22	28.03
Liability Check	08/06/2020	24669	United Steelworkers	414.08
Paycheck	08/20/2020	24670	Employee Payroll	2,264.94
Paycheck	08/20/2020	24671	Employee Payroll	1,481.76
Paycheck	08/20/2020	24672	Employee Payroll	1,009.66
Paycheck	08/20/2020	24673	Employee Payroll	1,048.26
Paycheck	08/20/2020	24674	Employee Payroll	1,447.61
Paycheck	08/20/2020	24675	Employee Payroll	3,054.05
Paycheck	08/20/2020	24676	Employee Payroll	1,943.85
Liability Check	08/20/2020	24677	AIG (VALIC)	11,378.10
Liability Check	08/20/2020	24678	United Steelworkers	420.27
Liability Check	08/25/2020	24679	CA Choice	33,110.93
Liability Check	08/25/2020	24680	AFLAC	2,523.58
Liability Check	08/25/2020	24681	LegalShield	325.00
Liability Check	08/25/2020	24682	MES Vision	584.57
Total 101.012 · TCB-Payroll Account 2999				248,998.48
101.015 · TCB - Keystone C 8641				
Bill Pmt -Check	08/04/2020	EFT	Tri Counties Bank-EFT	7,442.07
Bill Pmt -Check	08/04/2020	10201	Gilberto Arroyo-06	395.00
Bill Pmt -Check	08/04/2020	10202	TID Turlock Irrigation District +06	618.63
Bill Pmt -Check	08/17/2020	10203	City Of Patterson-H2O, sewer, garbag	151.20
Check	08/17/2020	10204	C1-West Orthodontics	5,410.13
Total 101.015 · TCB - Keystone C 8641				14,017.03
Total 101.010 · Tri Counties Bank				439,567.34
Total 101.000 · Cash and cash equivalents				439,567.34
103.000 · Restricted Funds				
103.100 · TCB-USDA Debt Reserve 7237				
Check	08/15/2020	eft	USDA Rural Development Loan-EFT	10,060.00
Total 103.100 · TCB-USDA Debt Reserve 7237				10,060.00
Total 103.000 · Restricted Funds				10,060.00
TOTAL				449,627.34

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – September 28, 2020****Employee Referral Program****Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

SUBJECT: Employee Referral Program

STAFF REPORT: While we have many online and publication sources, recruiting qualified individuals often happens by word of mouth. Our best ambassadors are our employees. When the District finds itself recruiting for positions, our own workforce can be an excellent resource. Management would like to offer an incentive program to employees who refer qualified candidates for open positions and pay a referral incentive if an employee referred individual is hired by the District. The District rarely hires more than 4-5 employees per year, so the potential annual expense is minimal.

CONSIDERATIONS: Incentivizing employees will assist our HR department seek and hire qualified individuals when we have an open position.

DISTRICT PRIORITY: Engage our workforce; become an employer of choice.

FISCAL IMPACT: A \$350.00 incentive would be paid after 90 days of employment to any employee making a new hire referral.

STAFFING IMPACT: Assists HR with finding qualified candidates

CONTACT PERSON: Karin Hennings

ATTACHMENT(S): Employee Referral Program Draft Policy

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors approve the Employee Referral Program Policy, effective September 28, 2020.*

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: COMPENSATION & BENEFITS
POLICY NUMBER: 3418

EMPLOYEE REFERRAL PROGRAM	EFFECTIVE DATE
	TBD

Purpose:

Del Puerto Health Care District is always looking for good people, and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer, and are more cost-effective recruits. That's where you come in!

Policy:

If you know someone who would be a good addition to Del Puerto Health Care District, you may be awarded an incentive of \$350.00 (less taxes) if you refer a candidate, he or she is hired, and the new employee completes at least 90 days of employment after their start date. All referral incentive payments will be paid on the next payroll 90 days after the new employee's start date.

Additional Quarterly Drawing. At the end of each quarter, we will hold a drawing for a valuable prize. For every qualified referral (completed referral form and application) you make during the quarter, your name will be entered in the drawing.

Procedure:

- Employees must refer candidates to Human Resources by using the attached candidate referral form.
- All Del Puerto Health Care District employees, except Human Resources personnel and managers with hiring authority over the referred candidates are eligible for the referral incentive and quarterly drawing.
- The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with Del Puerto Health Care District.
- Temporary, summer, contract and former employees of Del Puerto Health Care District are not eligible candidates for referral incentives.
- To be eligible for the \$350.00 incentive, an employee must submit a candidate referral form and a resume or employment application to Human Resources.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee to refer a candidate will be the only referring employee eligible for payment or quarterly award.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by Del Puerto Health Care District to receive payment of the referral incentive and entry into the quarterly drawing.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- Referral incentive payments will be paid with the payroll following 90 days after the start date of the new employee at Del Puerto Health Care District.

Form: Candidate Referral Form (follows)



P.O. Box 187
Patterson, CA. 95363

Phone 209-892-8781
Fax 209-892-3755

CANDIDATE REFERRAL FORM

Job Title:	Does the District have current openings for this position? YES / NO
Candidate's Name:	Referral Date:
Referring Employee's Name:	
Phone:	E-mail:

I have read and understand the referral program rules.	
Referring Employee's Signature:	Date
***Attach the candidate's resume or application and submit this form to Human Resources.	

INTERNAL USE ONLY:

To: *Payroll*

From: *Human Resources*

Charge To: *(Department)*

Referred candidate's start date:

Payroll Date for incentive payment: *(90 days after start date)*

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

Board Meeting – September 28, 2020

Agenda Item 11.C – Resolution #2020-07 TCB Loan 3-Yr Payment Plan

Page 1 of 1

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: Yes

SUBJECT: TCB Loan 3-Yr Payment Plan

STAFF REPORT: Loan will be due on June 2023, with 34 months remaining to pay and requires balloon payment. This will require district to have around \$900K on maturity date. Presented various payment options to Finance committee considering factors such as the district's cash flow, interest rates of the loan against rates on investment and pre-payment clause statement.

CONSIDERATIONS: Finance Committee approves and recommend Option 4 payment plan. District will pay \$275K each year on top of the regular monthly payments that will leave us zero balance at maturity date.

DISTRICT PRIORITY: Paying the loan which requires no balloon payment on maturity date.

FISCAL IMPACT: \$275K Cash outflow each year on top of the regular monthly payments.

STAFFING IMPACT: Monitors and process annual payments

CONTACT PERSON: Karin Hennings

ATTACHMENT(S): TCB Loan Payment Options

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: YES NO

RECOMMENDED RESOLUTION:

Whereas, the Board approve TCB Loan Payment Option 4;

Be it now resolved, the Board of Directors directs the Administrative Director/CEO to process payment of \$275K for each year for three (3) years from District's operating bank account.

Del Puerto Health Care District
TCB Loan Payment Options

CURRENT PAYMENT				
DATE	Annual Payments	Interest	Principal	Balance
6/30/2020	Balance			1,029,874
6/17/2021	89,305	43,770	45,535	984,339
6/17/2022	89,305	41,834	47,471	936,868
6/17/2023	89,305	39,817	49,488	887,380
	267,915	125,421	142,494	

NOTE:
Outstanding Balance as of 6/30/20 **\$ 1,029,874**
10% Allowed to Prepay w/o Penalty
Prepayment Penalty Fee (4th yr-2020) **2%**
Prepayment Penalty Fee (5th yr-2021) **1%**
Loan Interest Rate **4.25%**
Investment Interest Rate (as of this report date) **1.00%**

Option 1 ONE LUMP SUM FULL PAYMENT				
DATE	Annual Payments	Interest	Principal	Balance
6/30/2020	Balance			1,029,874
6/17/2021	1,073,644	43,770	1,029,874	-
6/17/2022				-
6/17/2023				-
	1,073,644	43,770	1,029,874	

Prepayment Penalty Fee on full payment (\$1,030K x 2%) (20,597)
Potential Investment Income on prepayment penalty (\$20K x 1) (206)
Interest on full payment (\$1,030K x 4.25%) 43,770
Potential Investment Income if invested (\$1,030 x 1%) (10,299)

Net Savings (1st year) \$ 12,667

Long-term Interest Savings
Total Interest per Regular pymnt schedule \$ 125,421
Less: Total Interest (Option 1) 43,770
Net Interest Expense Savings \$ 81,651

Unencumbered Cash as of 8/31/2020 1,410,256
Less: Full payment amount (1,029,874)
Less: Prepayment penalty (20,597)
Add: Bank Acct -Loan Reserve 82,026
UNENCUMBERED CASH BALANCE AFTER FULL PAYMENT 441,811

Rate to Operating Reserve 31%
3 Mos Operating Reserve \$ 1,416,000

Option 2 \$500K PARTIAL PAYMENT				
DATE	Annual Payments	Interest	Principal	Balance
6/30/2020	Balance			\$ 1,029,874
	500,000	-	500,000	529,874
6/17/2021	89,305	22,520	66,785	463,089
6/17/2022	89,305	19,681	69,624	393,465
6/17/2023	89,305	16,722	72,583	\$ 320,882
	767,915	58,923	708,992	

Prepayment Penalty Fee on partial payment (\$500K x 2%) (10,000)
Potential Investment Income on prepayment penalty (\$10K x 1) (129)
Interest on partial payment (\$500K x 4.25%) 21,250
Potential Investment Income if invested (\$500K x 1%) (5,000)

Net Savings (1st year) \$ 6,121

Long-term Interest Savings
Total Interest per Regular pymnt schedule \$ 125,421
Less: Total Interest (Option 2) 58,923
Net Interest Expense Savings \$ 66,498

Unencumbered Cash as of 8/31/2020 \$ 1,410,256
Less: Partial payment amount (500,000)
Less: Prepayment penalty (10,000)
UNENCUMBERED CASH BALANCE AFTER PARTIAL PAYMENT \$ 900,256

Rate to Operating Reserve 64%
3 Mos Operating Reserve \$ 1,416,000

Option 3 WITH PARTIAL NO PENALTY				
DATE	Annual Payments	Interest	Principal	Balance
6/30/2020	Balance			\$ 1,029,874
	102,987		102,987	926,887
6/30/2021	89,305	39,393	49,912	876,974
	87,697		87,697	789,277
6/30/2022	89,305	33,544	55,761	\$ 733,516
	\$ 73,352		73,352	\$ 660,165
6/30/2023	89,305	28,057	61,248	\$ 598,916
	531,951	100,994	430,958	

Interest on partial pymnt (\$102,987 x 4.25%) \$ 4,377
Potential Investment Income on \$103k (\$103K x 1%) (1,030)

Net Savings (1st year) \$ 3,347

Long-term Interest Savings
Total Interest per Regular pymnt schedule \$ 125,421
Less: Total Interest (Option 3) 100,994
Net Interest Expense Savings \$ 24,427

Unencumbered Cash as of 8/31/2020 \$ 1,410,256
Less: Partial payment amount (102,987)
UNENCUMBERED CASH BALANCE AFTER PARTIAL PAYMENT \$ 1,307,269

Rate to Operating Reserve 92%
3 Mos Operating Reserve \$ 1,416,000

*** FINANCE COMM RECOMMENDATION *** Option 4 PAY FULL in 3 YRS				
DATE	Annual Payments	Interest	Principal	Balance
6/30/2020	Balance			\$ 1,029,874
	275,000	-	275,000	754,874
6/17/2021	89,305	32,082	57,223	697,651
	275,000		275,000	422,651
6/17/2022	89,305	17,963	71,342	351,309
	275,000		275,000	76,309
6/17/2023	79,552	3,243	76,309	-
	1,083,162	53,288	1,029,874	
				Prepayment Penalty Fee on full payment (\$275K x 2%) (5,500)
				Potential Investment Income on prepayment penalty (\$5.5K : (71)
				Saved Interest on partial payment (\$275K x 4.25%) 11,688
				Potential Investment Income if invested (\$275K x 1%) (2,750)
				Net Savings for the 1st year \$ 3,367
				Long-term Interest Savings
				Total Interest per Regular pymnt schedule \$ 125,421
				Less: Total Interest (Option 4) 53,288
				Net Interest Expense Savings \$ 72,133
				Unencumbered Cash as of 8/31/2020 \$ 1,410,256
				Less: Partial payment amount (275,000)
				Less: Prepayment penalty (5,500)
				BALANCE AFTER 1st PAYMENT \$ 1,129,756
				Rate to Operating Reserve 80%
				3 Mos Operating Reserve \$ 1,416,000

Del Puerto Health Care District
Revised Budget
FY 2020-2021

	ADMINISTRATION			AMBULANCE			HEALTH CENTER			KEYSTONE C	OVERALL			Notes
	1st Budget	2nd Budget	Inc (Dec)	1st Budget	2nd Budget	Inc (Dec)	1st Budget	2nd Budget	Inc (Dec)	Budget	1st Budget	2nd Budget	Changes	
Ordinary Income/Expense														
Income														
401.000 - Gross Patient Service Revenue				8,435,000	8,435,000		2,365,772	2,202,046	(163,726)		10,800,772	10,637,046	(163,726)	<i>Average of 2 yr</i>
403.000 - Adjustments				(5,644,384)	(5,644,384)		(113,705)	(160,502)	(46,797)		(5,758,089)	(5,804,886)	(46,797)	<i>Actuals</i>
405.000 - Bad Debt				(612,263)	(612,263)		(3,080)	(3,080)			(615,343)	(615,343)	-	
407.000 - Other Income	2,000	2,000		32,500	32,500		172,282	172,282			206,782	206,782	-	
Total Income	<u>2,000</u>	<u>2,000</u>		<u>2,210,853</u>	<u>2,210,853</u>		<u>2,421,269</u>	<u>2,210,746</u>			<u>4,634,122</u>	<u>4,423,599</u>		
Gross Profit	2,000	2,000		2,210,853	2,210,853		2,421,269	2,210,746			4,634,122	4,423,599		
Expense														
601.000 - Salaries & Wages	426,690	426,690		1,101,838	1,101,838		1,102,463	1,102,463			2,630,991	2,630,991		
602.000 - Employee Benefits	127,066	127,066		314,572	314,572		353,169	353,169			794,807	794,807		
603.000 - Professional Fees	92,000	92,000		9,860	9,860		716,936	716,936			818,796	818,796		
604.000 - Purchased Services	10,785	10,785		192,730	192,730		294,400	294,400			497,915	497,915		
605.000 - Supplies	9,400	9,400		92,600	92,600		92,350	92,350			194,350	194,350		
606.000 - Utilities	7,700	7,700		19,300	19,300		43,100	43,100			70,100	70,100		
607.000 - Rental and Lease	4,950	4,950		400	400		5,800	5,800			11,150	11,150		
608.000 - Insurance Coverages	33,367	33,367		177,741	177,741		115,983	115,983			327,091	327,091		
609.000 - Maintenance & Repairs	3,100	3,100		86,300	86,300		27,500	27,500			116,900	116,900		
610.000 - Depreciation and Amortization	9,600	9,600		156,000	156,000		72,000	72,000		48,000	285,600	285,600		
611.000 - Other operating expenses	70,020	70,020		180,225	180,225		77,804	77,804			328,049	328,049		
Total Expense	<u>794,678</u>	<u>794,678</u>		<u>2,331,566</u>	<u>2,331,566</u>		<u>2,901,505</u>	<u>2,901,505</u>		<u>48,000</u>	<u>6,075,749</u>	<u>6,075,749</u>		
Net Ordinary Income	(792,678)	(792,678)		(120,713)	(120,713)		(480,236)	(690,759)		(48,000)	(1,441,627)	(1,652,150)		
Other Income/Expense														
Other Income														
701.000 - District Tax Revenues	1,326,000	1,420,000	94,000	239,000	243,000	4,000					1,565,000	1,663,000	98,000	<i>Actual received FY19-20</i>
702.000 - Impact Mitigation Fees											-	-		
703.000 - Investment Income	12,400	12,400									12,400	12,400		
704.000 - Interest Expense							(60,000)	(60,000)		(43,000)	(103,000)	(103,000)		
705.000 - Tenant Revenue							7,200	7,200		130,878	138,078	138,078		
710.000 - Misc Other Income							6,500	6,500			6,500	6,500		
Total Other Income	<u>1,338,400</u>	<u>1,432,400</u>		<u>239,000</u>	<u>243,000</u>		<u>(46,300)</u>	<u>(46,300)</u>		<u>87,878</u>	<u>1,618,978</u>	<u>1,716,978</u>		
Other Expense														
802.000 - Keystone District Expense										8,217	8,217	8,217		
810.000 - Misc Other Expense														
Total Other Expense	<u></u>	<u></u>		<u></u>	<u></u>		<u></u>	<u></u>		<u>8,217</u>	<u>8,217</u>	<u>8,217</u>		
Net Other Income	1,338,400	1,432,400		239,000	243,000		(46,300)	(46,300)		79,661	1,610,761	1,708,761		
Net Income	545,722	639,722	94,000	118,287	122,287	4,000	(526,536)	(737,059)	(210,523)	31,661	169,134	56,611	(112,523)	

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – September 28, 2020****Agenda Item 11.E – Res # 20-08 Ambulance Unbudgeted Operational Expense Page 1 of 1**

Department: Ambulance

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

SUBJECT: Ambulance ePCR Connection to Dispatch - Unbudgeted Expense

STAFF REPORT: The Ambulance is converting to a new electronic Patient Care Record (ePCR) called EMS Charts. This new ePCR will give us greater functionality and record keeping ability for our ambulance patients. To incorporate EMS Charts into the regional Mountain Valley Computer Assisted Dispatch (CAD) system an investment of \$8,000 is required for software connectivity. There is no other anticipated investment at this time, but perhaps hardware in the future.

CONSIDERATIONS: The ePCR program will not function without connectivity to the CAD system.

DISTRICT PRIORITY: Providing the tools required for our employees and patient care.

FISCAL IMPACT: \$8,000 in software development

STAFFING IMPACT: None

CONTACT PERSON: Paul Willette

ATTACHMENT(S): none

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: YES NO

RECOMMENDED MOTION: *I move the Board of Directors approve the unbudgeted operational expense of \$8,000 for the development of software that incorporates EMS Charts into the Computer Assisted Dispatch system.*

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

Board Meeting – September 28, 2020

11.F Policy on Use of Non-appropriated Funds for Non-Travel Food and Employee Recognition Expense. 11.F Policy on Use of Non-appropriated Funds for Non-Travel Food and Employee Recognition Expense.

Page 1 of 1

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

SUBJECT: Policy on Use of Non-Appropriated Funds for Non-Travel Food and Employee Recognition Expense

STAFF REPORT: Annually the District may provide meals for staff meeting convenience and/or employee recognition to incentivize and encourage future performance. Our auditors have recommended this policy to codify and establish procedures for the budgeting and application of non-appropriated (non-tax based) funds to these types of proper expenses. The District operates on 25% tax-based (appropriated funds) and 75% service revenue (non-appropriated). Another type of non-appropriated funds is the interest earned from District assets.

CONSIDERATIONS: Follow best practices as recommended by District auditors

DISTRICT PRIORITY: Fiscal transparency and stewardship

FISCAL IMPACT: Employee recognition and meal expenses are budgeted annually. Unbudgeted requests will be handled according to District policy

STAFFING IMPACT: none

CONTACT PERSON: Karin Hennings

ATTACHMENT(S): 2127 Policy on Use of Non-Appropriated Funds for Non-Travel Food and Employee Recognition Expense

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors approve Policy 2127 Use of Non-Appropriated Funds for Non-Travel Food and Employee Recognition Expense, effective September 28, 2020.*

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCE
POLICY NUMBER: 2127

POLICY ON USE OF NON-APPROPRIATED FUNDS FOR NON-TRAVEL FOOD AND EMPLOYEE RECOGNITION EXPENSE	EFFECTIVE DATE
	TBD

PURPOSE

To provide guidelines for purchases of non-travel food and employee recognition with non-appropriated District funds.

POLICY

1. The District will generally charge food and employee recognition expenditures against income earned on District deposits to ensure that appropriated/tax funds are not used for food or employee recognition expenses that are not travel related.
2. In limited circumstances, Departments may provide food and employee recognition with District funds. All food and expenditures shall be paid from each department's existing budget; unbudgeted expenses shall follow District policy for Board approval. Examples of situations for which District funds may be used for food and employee recognition include:
 - Staff training sessions where it is not practical to disrupt the session for an offsite lunch break. For this policy, staff training may be defined as development, leadership, or specialized training essential to help staff acquire subject matter expertise in their functional areas.
 - Employees attending trainings or conferences that do not meet the requirements for the Travel Policy may submit an Employee Reimbursement form with itemized receipts to receive reimbursement for meals not included as part of the training/conference registration fee. All costs must comply with the CONUS rates for the jurisdiction.
 - Non-regularly scheduled meetings, held during the lunch hour, where it is not practical to go off-site for lunch to complete District business or meetings held during non-business hours (i.e. early morning meetings, evening meetings, or weekends) where it is not practical or may be disruptive to go offsite to obtain food/beverages.
 - Anticipated long District Board meetings where it would not be practical for the District Board and staff to go offsite.
 - Employee recognition events, receptions, special events, and/or meetings where the District Board or District is hosting individuals, groups, etc. and provide food/beverage services to reflect the District's hospitality.
 - Minimal food and beverage purchases, such as bagels and coffee, may be made for meetings and trainings as approved by the department head or District CEO. These purchases should be reasonable for the meeting purpose and attendees. Any questionable expenses may be reviewed by the Finance Manager for appropriateness.
 - A Business Meal is a meal with a District employee and one or more non-District employee(s) to discuss business-related matters. For pre-approved business meals, the amount of money spent on food and beverage exclusive of tax and tip must be compliant with the 150% of the Per Diem rates established by the U.S. General Services Administration (GSA) for federal travel conducted in the Continental United States (CONUS) and internationally. The CONUS rate schedule can be found

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCE
POLICY NUMBER: 2127

POLICY ON USE OF NON-APPROPRIATED FUNDS FOR NON-TRAVEL FOOD AND EMPLOYEE RECOGNITION EXPENSE	EFFECTIVE DATE
	TBD

online. In limited circumstances, this will also include offsite meals with employees as approved by the department manager.

- Note: If a training or a meeting runs through an employee’s lunch, hourly employees may need to be compensated for that time. Please consult with Human Resources.
3. The Department Director or Manager shall be responsible for all food and employee recognition expenditures and shall ensure that these expenditures are reasonable, are within budgetary limits, and are consistent with the intent of this policy.
 4. Alcoholic Beverages. Under no circumstances will expenses for alcoholic beverages be reimbursed by the District.

PROCEDURES

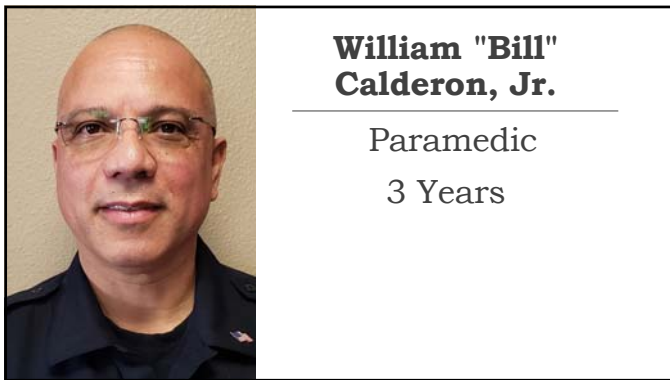
1. **Manager.** Approved the purchase of food and/or employee recognition using either District Procurement card or personal funds.
2. **Manager.** Submit receipt to Finance Department. If employee reimbursement is required, send Employee Reimbursement Form to Finance (Accounts Payable) for review and processing.
3. **Finance Manager.** Review food and employee recognition purchases for compliance with the District’s Food and Employee recognition Policy.
4. **Finance Manager.** Review and approve Procurement card statements or approve reimbursement on the Employee Reimbursement Form.
5. **Finance Manager.** Track non-travel food and employee recognition expenditures for the Department.
6. **Accounts Payable.** If applicable, process employee reimbursement through Payroll.



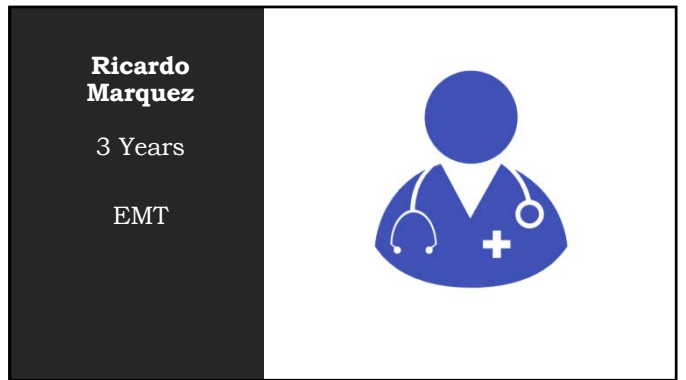
1



2



3



4



5



6



Aracely Ortiz Rodriguez

Medical Assistant

3 Years

7



8

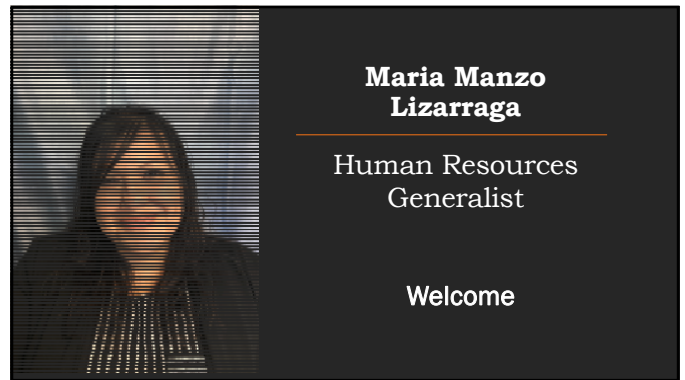


Maria Reyes-Palad

**Financial Accounting
Manager**

2 Years

9



**Maria Manzo
Lizarraga**

**Human Resources
Generalist**

Welcome

10

You have limited access to Smartsheet. [Upgrade to use premium features](#)

Executive Summary Snapshot

08/31/20 07/31/20 12 Month Avg

Gross Charges

\$648,730.00 \$881,989.00 \$717,869.92

Transports & Billable Dry Runs

158 204 170

Collections

\$210,156.00 \$190,326.00 \$178,387.42

Contractual Adjustments

\$465,078.00 \$654,949.00 \$524,985.17

Write Offs

\$66,065.00 \$93,490.00 \$59,745.00

Average Daily Revenue

\$21,624.33 \$28,451.26 \$23,929.00

Revenue Per Transport

\$4,105.89 \$4,323.48 \$4,216.56

Collections Per Transport

\$1,330.10 \$932.97 \$1,047.80

Contractual Allowance Per Transport

\$2,943.53 \$3,210.53 \$3,083.61



Month Ending

08/31/20

08/31/20 07/31/20 12 Month Avg

Collection % Gross

32.4% 21.6% 24.8%

Accounted for Funds

104.1% 74.3% 89.6%

Aging by Range

Payor Class	Current Month	Previous Month	12 Month Avg
0 - 30	\$214,579.00	\$242,895.00	\$226,641.67
31 - 60	\$235,507.00	\$147,228.00	\$177,231.33
61 - 90	\$83,236.00	\$68,762.00	\$98,064.33
91 - 120	\$43,228.00	\$17,172.00	\$56,784.42
120+	\$107,249.00	\$134,287.00	\$155,118.58

Aging Payor Class

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$28,885.00	\$41,068.00	\$36,728.00
Medicaid	\$53,148.00	\$48,530.00	\$65,012.75
Insurance	\$251,898.00	\$260,175.00	\$300,311.83
Self Pay	\$349,867.00	\$260,571.00	\$309,442.00
Facility	\$0.00	\$0.00	

Days Sales Outstanding

32 28 33

Revenue Cycle Performance

08/31/20 07/31/20 12 Month Avg

Charges by Class

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$227,787.00	\$342,079.00	\$273,074.00
Medicaid	\$199,130.00	\$224,730.00	\$232,980.42
Insurance	\$114,783.00	\$184,425.00	\$125,397.58
Self Pay	\$107,030.00	\$130,755.00	\$86,417.92
Facility	\$0.00		

Collections by Class

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$52,202.00	\$61,461.00	\$38,132.00
Medicaid	\$19,928.00	\$25,670.00	\$34,827.92
Insurance	\$120,370.00	\$94,130.00	\$96,703.67
Self Pay	\$17,656.00	\$9,065.00	\$8,723.83
Facility			

Transports by Class

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	54	76	61
Medicaid	47	53	56
Insurance	26	39	28
Self Pay	31	36	25
Facility	0		

Pay Mix Transports

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	34.2%	37.3%	35.8%
Medicaid	29.7%	26.0%	33.0%
Insurance	16.5%	19.1%	16.7%
Self Pay	19.6%	17.6%	14.4%
Facility	0.0%	0.0%	0.0%

Pay Mix Aging

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	4.2%	6.7%	5.1%
Medicaid	7.8%	8.0%	9.1%
Insurance	36.8%	42.6%	42.1%
Self Pay	51.2%	42.7%	43.3%
Facility	0.0%	0.0%	0.0%



OFFICE OF COUNTY CLERK-RECORDER

DONNA LINDER
County Clerk-Recorder, Registrar of Voters &
Commissioner of Civil Marriage

**REGISTRAR OF VOTERS
ELECTIONS DIVISION:**

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

COPY

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

I, DONNA LINDER, County Clerk-Recorder & Registrar of Voters 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 7, 2020, 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 3, 2020, 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:

Two Directors *Short Term* – Becky Campo, George Galloway Mac Master

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 27th day of August 2020.

Sincerely,

Donna Linder
Stanislaus County Clerk-Recorder & Registrar of Voters



RECEIVED

SEP 10 2020

DONNA LINDER
County Clerk-Recorder, Registrar of Voters &
Commissioner of Civil Marriage

REGISTRAR OF VOTERS
ELECTIONS DIVISION:

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

September 8, 2020

Stanislaus County Board of Supervisors
Attn: Elizabeth King, Clerk of the Board
1010 10th Street, 6th Floor
Modesto, CA 95354

RE: Appointments in Lieu of the General Election to be held Tuesday, November 3, 2020

Dear Ms. King,

Enclosed is the list of special district candidates who filed for candidacy for the upcoming November 3, 2020 General Election and who shall be declared elected in lieu of election pursuant to California Elections Code 10515. Additionally, in districts where no candidate(s) or an insufficient number of candidates filed, the supervising authority can appoint a qualified person to the office by the date when the election would have been held, November 3, 2020. The person appointed shall qualify and take office and serve exactly as if elected at the general district election. Districts should contact the Clerk of the Board of Supervisors directly to obtain information for the appointment process.

Offices are FULL TERM unless otherwise noted:

- Burbank-Paradise Fire Protection District – Full Term (Two Directors): Evette Andre, Curtis King
Burbank-Paradise Fire Protection District – Short Term (One Director): no candidate(s) filed
Ceres Fire Protection District (Two Directors): Gary Marchy (no other candidate filed)
Crows Landing Community Services District (Two Directors): David W. Scheel (no other candidate filed)
Del Puerto Health Care District – Short Term (Two Directors): Becky Campo, George Galloway Mac Master
Denair Community Services District (Three Directors): Joel Comfort, Kenneth W. Edwards (no other candidate filed)
Denair Municipal Advisory Council (Two Councilmembers): Kimberly Stokes (no other candidate filed)
Empire Municipal Advisory Council – Full Term (Two Councilmembers): no candidate(s) filed
Empire Municipal Advisory Council – Short Term (Three Councilmembers): – no candidate(s) filed
Grayson Community Services District (Three Directors): no candidate(s) filed
Hickman Municipal Advisory Council – Full Term (Three Councilmembers): Meredith Clark (no other candidate filed)
Hickman Municipal Advisory Council – Short Term (One Councilmember): no candidate(s) filed
Keyes Municipal Advisory Council (Three Councilmembers): William H. Alexander, Jeff Reed, Ernie Garza
Knights Ferry Community Services District – Full Term (Two Directors): no candidate(s) filed
Knights Ferry Community Services District – Short Term (One Director): no candidate(s) filed
Knights Ferry Municipal Advisory Council (Three Councilmembers): no candidate(s) filed
Modesto Irrigation District (One Director – Division 5): Nick C. Blom
Oak Valley Hospital District (Two Directors): Jim Teter, Louise Pooley Sanders
Patterson Irrigation District (One Director – Division 1): David Fantozzi
Patterson Irrigation District (One Director – Division 2): David Reichmuth
Patterson Irrigation District (One Director – Division 4): Richard J. Barbaste
Riverdale Park Tract Community Services District (Three Directors): Diana Culwell Caro (no other candidate(s) filed)
Salida Fire Protection District – Full Term (Two Directors): Mark Riggins, Susan Dignan
Salida Fire Protection District – Short Term (One Director): Conni Janitz
Salida Municipal Advisory Council – Full Term (Two Councilmembers): John W. Martin (no other candidate(s) filed)
Salida Municipal Advisory Council – Short Term (One Councilmember): no candidate(s) filed
Salida Sanitary District (Three Directors): Gary Horton, Brad Johnson, Donna Murphy
South Modesto Municipal Advisory Council (Two Councilmembers): Matthew Harrington (no other candidate(s) filed)

- Turlock Irrigation District (One Director – Division 1): Michael Frantz
- Turlock Irrigation District (One Director – Division 4): Robert Santos
- West Side Community Health Care District (One Director – Zone 1): no candidate(s) filed
- West Side Community Health Care District – Short Term (One Director – Zone 2): George Schmidt
- West Side Community Health Care District (One Director – Zone 3): Kenneth Helms
- West Stanislaus Irrigation District (One Director – Division 2): James P. Cox
- West Stanislaus Irrigation District – Short Term (One Director – Division 3): Justin Goubert
- West Stanislaus Irrigation District (One Director – Division 5): Lee DelDon
- Westley Community Services District (Three Directors): Henry R. Galvan, Donald A. Little (no other candidate(s) filed)
- Westport Fire Protection District – Full Term (Three Directors): Stacy Cardoso, Norman E. Hyer, John A. Varni
- Westport Fire Protection District – Short Term (One Director): Ross W. Lee
- Wood Colony Municipal Advisory Council (Two Councilmembers): Todd W. Heinrich, Lina L. Alldredge

If you have any questions, please call our Candidate Services Unit at (209) 525-5237.

Sincerely,



Donna Linder
Stanislaus County Clerk-Recorder & Registrar of Voters

It is anticipated that the appointment
in lieu requests from the ROV will be
scheduled and approved at the
September 22, 2020 Board of
Supervisors meeting.

1010 TENTH STREET, 3RD FLOOR
MODESTO, CA 95354



RECEIVED

SEP 16 2020

PHONE: (209) 525-7660

FAX: (209) 525-7643

www.stanislauslafco.org

September 14, 2020

To: Chair and Clerk to the Board

Subject: **Countywide Redevelopment Agency (RDA) Oversight Board: Selection of Regular/Alternate Special District Representative**

Dear District Chair:

This letter is being sent to you as an invitation for your district to nominate a representative for the position of regular/alternate special district member on the Countywide Redevelopment Agency Oversight Board for Stanislaus County. The letter describes the process of selecting the regular/alternate special district representative.

Reason for Nomination

There is currently a vacancy for the regular member position. The alternate will fill in for the regular member until the position has been filled.

Selection of Special District Regular/Alternate Representative

Up to seven members (and alternates) serve on each countywide RDA oversight board, one of whom may be a member appointed by an "independent special district selection committee." The independent special district selection committee is comprised of the presiding officer, or his or her designee, of independent special districts under the "umbrella" of the Local Agency Formation Commission (LAFCO). Stanislaus LAFCO has been tasked with coordinating this effort for a special district representative and alternate on Stanislaus County's RDA Oversight Board.

Eligible Special Districts

Although there are 50 independent special districts that operate in the County, the California Health and Safety Code limits eligibility on the Countywide RDA Oversight Board to those special districts that have territory in the jurisdiction of a former RDA and are eligible to receive property tax residual for the Redevelopment Property Tax Trust Fund (RPTTF). Only these districts may nominate and vote for the special district representative to the Countywide RDA.

The Stanislaus County Auditor-Controller has provided the following list of 29 eligible special districts. Your district has been identified as one that is eligible to have a representative serve on the Stanislaus County RDA Oversight Board.

Selection of Regular/Alternate Special District Representative
Page 2

Eligible Special Districts

Burbank-Paradise Fire Protection District	Patterson Cemetery District
Ceres Fire Protection District	Salida Fire Protection District
Del Puerto Health Care District	Salida Sanitary District
Denair Community Services District	Stanislaus Consolidated Fire Protection Dist.
Denair Fire Protection District	Turlock Rural Fire Protection District
Eastside Mosquito Abatement District	Turlock Irrigation District
Empire Sanitary District	Turlock Mosquito Abatement District
Grayson Community Services District	West Stanislaus Fire Protection District
Hills Ferry Cemetery District	West Stanislaus Irrigation District
Hughson Fire Protection District	West Stanislaus Resource Conservation Dist.
Industrial Fire Protection District	Westley Community Services District
Keyes Community Services District	Westport Fire Protection District
Keyes Fire Protection District	Westside Community Healthcare District
Oakdale Irrigation District	Woodland Avenue Fire Protection District
Oakdale Rural Fire Protection District	

Selection Process

The process will consist of nomination and election periods as described below:

Nomination

- The above-listed districts may nominate any candidate for the RDA oversight board special district representative position.
- Candidates must complete the attached application and provide a current resume. Applications submitted without a resume will be considered incomplete and will not be accepted. The application is also available on the Stanislaus LAFCO website: www.stanislauslafco.org

Election

- After the close of the nomination period, Stanislaus LAFCO will mail a ballot to each district eligible to vote for the special district RDA oversight board representative, along with copies of completed application forms and candidate resumes and voting instructions, so that a mail-in ballot can be conducted.
- For the election to be valid, at least a quorum of the eligible special districts must submit valid ballots. The candidate receiving the most votes will be elected.

Note: If only one candidate is nominated, pursuant to State law, that candidate will be deemed elected, and no ballot will be mailed out.

Selection of Regular/Alternate Special District Representative
Page 3

Schedule

The following table shows the schedule for the mail ballot nomination and election process:

Monday	Sept. 14, 2020	Start of Nomination Period (Letter sent to the 29 eligible special districts)
Wednesday	Oct. 14, 2020	End of Nomination Period (Stanislaus LAFCO must receive nomination materials by 4:00 p.m.)
Friday	Oct. 16, 2020	Start of Voting Period (Ballots mailed to the 29 eligible special districts*)
Monday	Nov. 16, 2020	End of Voting Period (Stanislaus LAFCO must receive ballots by 4:00 p.m.)
Wednesday	Nov. 18, 2020	Ballots Counted (Must receive a Quorum of districts voting)
Wednesday	Nov. 18, 2020	Results Announced; Districts Notified

**If more than one candidate is nominated*

Email Instead of U.S. Mail

State law allows provision of ballot materials from LAFCO and response from a district by electronic mail, with the prior concurrence of the presiding officer of the district or his or her alternate as designated by the governing body.

If your district is willing to receive the ballot and associated materials by email instead of U.S. mail, please notify Stanislaus LAFCO, at lafco@stancounty.com by the end of the nomination period of October 14, 2020.

Stanislaus LAFCO encourages your district to consider and submit a nomination for the special district representative to the Stanislaus County RDA oversight board. Nominations must be received by **October 14, 2020 at 4:00 p.m.** If you have any questions about the position or the process, please contact Stanislaus LAFCO staff at (209) 525-7660, Monday-Friday, between 8:00 a.m. – 4:00 p.m.

Sincerely,



Sara Lytle-Pinhey
Executive Officer

Attachment



1010 TENTH STREET, 3RD FLOOR
MODESTO, CA 95354

PHONE: (209) 525-7660
FAX: (209) 525-7643
www.stanislauslafco.org

**APPLICATION FOR SPECIAL DISTRICT REPRESENTATIVE
REGULAR/ALTERNATE ON THE STANISLAUS COUNTYWIDE REDEVELOPMENT
AGENCY OVERSIGHT BOARD**

This application has been designed to provide pertinent information about each candidate* applying for the position of the Regular/Alternate Special District Representative to the Stanislaus Countywide Redevelopment Agency Oversight Board. Please read the application carefully and type your responses or print in ink. **An electronic version is available online at: www.stanislauslafco.org. Applications may be submitted by U.S. mail or email (lafco@stancounty.com) and must be received by October 14, 2020 at 4:00 p.m.**

Name: _____

Mailing Address: _____

Telephone(s): _____

Email: _____

Name of District You Represent: _____

Position: _____

Total years with District: _____

Total Years Associated with Government or Community Service: _____

List any other agencies/special districts with which you have been or are currently involved:

List any community service activities including names of organizations and dates of service:

