



BOARD OF DIRECTORS

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

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

BOARD OF DIRECTORS REGULAR MEETING

April 26, 2021 @ 6:30 pm

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

Screen share at <https://us02web.zoom.us/j/4792915693?pwd=VGVuSUVtbGVrdzErdTZlQnh5WVZtUT09>

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>.

Del Puerto Health Care District Board of Directors

April 26, 2021

Regular Meeting Agenda

Page 2 of 2

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
4. **Reading of the Mission Statement**

"The District's primary mission is to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while continuing to expand healthcare availability to the citizens of the Del Puerto Health Care District."
5. **Public Comment Period** *[Members of the public may address the Board on any issues on the Consent Calendar and items not listed on the agenda that are within the purview of the District. Comments on matters that are list on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of five minutes. Board members may not comment or acting on items not on the agenda.]*
6. **Declarations of Conflict** *[Board members disclose any conflicts of interest with agenda items]*
7. **Approval of Agenda** **Action**

*[*Directors may request any consent calendar item be moved to regular calendar or change the order of the agenda items.]*
8. **Consent Calendar*** *[Routine committee reports, minutes, and non-controversial items]* **Action**
 - A. *Approve March 29, 2021 Board Meeting Minutes
 - B. *Approve Finance Committee Meeting Minutes for March 24, 2021
 - C. *Accept Month End Financials & Warrants March 2021
9. **Regular Calendar**
 - A. * Any Consent calendar items moved to regular calendar **Action**
 - B. Appointment of CEO Annual Evaluation Ad Hoc Committee (2 members) **Appointment**
 - C. District Wide Community Health Needs Assessment **Information Only**
 - D. COVID Expense, Contributions and Possible Reimbursements **Information Only**
10. **Reports**
 - A.

<u>Employee Anniversaries & New Hires</u>	<u>April</u>	<u>Years</u>
Ambulance:	Paul Willette	6
Health Center:	Rosa Arevalo	4
	Mary Anne Barajas	6
	Isabel Vasquez	New
 - B.
 - C. West Side Health Care Task Force – Director Mac Master
 - D. Ambulance – Director, Paul Willette
 - E. Health Center – Manager, Suzie Benitez
 - F. Administration – Administrative Director/CEO, Karin Hennings
11. **Director Correspondence, Comments, Future Agenda Items** **Information**
12. **Upcoming Regular Board and Standing Committee Meeting Dates**

Finance – Wednesday, May 26, 2021, 3:00 pm *Board – Monday, May 24 (TENTATIVE)*
Finance – Wednesday, June 23, 2021, 3:00 pm *Board – Monday, June 28, 2021, 6:30 pm*
Finance – Wednesday, July 21, 2021, 3:00 pm *Board – Monday, July 26, 2021, 6:30 pm*
13. **Adjourn**



BOARD OF DIRECTORS MEETING

March 29, 2021 @ 6:30 pm

Via Zoom

Board of Directors Minutes

1. **Call to order** @ 6:30 pm by Director Campo
2. **Pledge of Allegiance** Led by Director Mac Master
3. **Board of Directors Roll Call.**

Directors Present: Director, Steve Pittson
Director, Campo
Director, Anne Stokman
Director, Luis Avila – (joined meeting @6:32 pm)
Director, George Galloway Mac Master

Directors Absent: None

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

District Legal Council: Dave Ritchie, Cole Huber, LLP

We have a Quorum

4. **Reading of the Mission Statement**

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

5. **Public Comment Period**

Present: Jeffrey Lewis with Legacy Health Endowment.
Joseph Simile with Simile Construction.
Stanislaus County, District 5, Supervisor, Chance Condit.

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

7. **Approval of Agenda:**

Director Stokman requested that Item 8.D be removed from the consent agenda.

M/S/C To accept the agenda. Director Stokman / Director Mac Master

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

Nays: None

Abstain: None

Passed



BOARD OF DIRECTORS MEETING

March 29, 2021 @ 6:30 pm

Via Zoom

Board of Directors Minutes

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

- A. *Approve February 22, 2021 Board Meeting Minutes
- B. *Approve Finance Committee Meeting Minutes for February 17, 2021
- C. *Accept Month End Financials & Warrants February 2021

M/S/C That the Board of Directors accept the Consent Calendar with item D removed to the regular calendar.

/Director Stokman/ Director Avila

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

Nays: None

Abstains: None

Passed

9. Presentation: Public Building Projects: Introduction & Contract Types – Joe Simile, Simile Construction Service

Ms. Hennings introduced Mr. Joe Simile to educate the Board on the process for a Hard Bid and a Design Build. Mr. Simile reviewed both processes step by step. He pointed out the differences and explained that the Hard Bid is a fixed price subject to change orders and no control over the final costs. It is good for a cookie cutter type of project where your costs are known.

He explained that the Design Build is much more flexible. Changes can be made as you go to control the design. Materials can be swapped out more readily. There is an incentive for the builder to work with you and many times it is a quicker process.

He answered the board's questions.

10. Regular Calendar

- A. *Resolution 2021-04 Covid-19 Vaccination Program Vaccine Provider Participation Agreement
Ms. Hennings explained that the distribution of the vaccine for Covid-19 is shifting from the county to the State. The State has elected to use a third-party administrator (TPA) to oversee the program. They have chosen Blue Shield. If the Health Center wants to continue as a vaccination provider, we need the Board to pass a resolution approving the agreement. There was discussion.

M/S/C Move that Board of Directors adopt Resolution 2021-04/

Director Stokman/Director Avila

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

Nays: None

Abstains: None

Passed

- B. Consider Letter of Engagement for Legal Opinion on Design-Build Option for DPHCD.
Ms. Hennings reviewed the two approaches to building a new building. Recently the legislature approved Design Build for Special Districts that have a clinic or a hospital.



BOARD OF DIRECTORS MEETING

March 29, 2021 @ 6:30 pm

Via Zoom

Board of Directors Minutes

Ms. Hennings then explained that while the District does have a clinic there is some concern about our qualifications because ambulance quarters are not specifically addressed in the legislation. The issue that the board needs to decide on is whether we engage an attorney to get a legal opinion on DPHCD use of Design Build.

There was a discussion. Director Campo proposed that before getting a legal opinion we meet with the City Planning department and find out how other civic buildings were built. Director Stokman brought up the issue of financing. We may qualify for better financing if we use Design Build. Discussion about the general need for the project was reviewed. This is a project that will serve the District for the next 40-50 years.

Attorney Richie was asked if he could provide this opinion. He stated that he could provide the opinion, but it would be better to get this opinion from an outside attorney. It would be cleaner and more transparent to the community if this opinion came from outside.

After discussion it was decided to table the issue.

M/S/C Move that Board of Directors table the decision to obtain a legal opinion on the Design Build/

Director Campo/Director Mac Master

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

Nays: None

Abstains: None

Passed

- C. Review and Adopt Employment Policies for Non-Physician Provider Employees
Ms. Hennings explained that she had discussed this matter with the Finance Committee. One of the mid-levels was asking for a way to be incentivized to see more patients. After discussion with counsel, he advised how we could quarterly adjust wages based on the previous quarter's performance. Dr. Rodriguez was asked for his input. He stated that he felt that incentives to see more patient only helped the patients. It was suggested that if we passed this policy then we review this in 6 months.

The second issue was the mid-level wanted more employment security. We are an "At Will" employer. The District could provide a component for these employees that are midlevel's and have been with

the District for more than 5 years where we would give them a 30-day notice and they would reciprocate with a 30-day notice.

M/S/C Moved that the Board of Directors adopt Policy # 3418 Performance-Linked Salary effective March 29, 2021.

Director Stokman/Director Mac Master

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

Nays: None

Abstains: None

Passed



BOARD OF DIRECTORS MEETING

March 29, 2021 @ 6:30 pm

Via Zoom

Board of Directors Minutes

D. FY 2021 Planned Ambulance Purchase

Mr. Willette reviewed the proposal with the board. This is outlined in the Ambulance Replacement Plan previously approved by the board. The ambulance would be ordered from Lifeline (the same company we ordered the last ambulance from). This is a good company with a good product. We upgraded the radios. This will bring them into compliance with current standards.

M/S/C Move that Board of Directors authorize the Director of Ambulance Operations to order and equip a 2021 Ford Type III Victoryliner ambulance at a cost not to exceed \$254,000 and to authorize the CEO to sign all necessary purchase orders. The CEO will propose payment options (cash, loan, lease) to the Finance Committee and board no later than July 31, 2021./ Director Stokman/Director Pittson

Roll Call Vote

Ayes: Directors Pittson, Campo, Stokman, Mac Master

Nays: None

Abstains: None

Passed

E. Review for Acceptance and Referral to Foundation: LHE Grant to hire a LCSW

Ms. Hennings explained that she had met with Jeffrey Lewis, President of Legacy Health Foundation, which is the foundation formed after the sale of Emmanuel Hospital in Turlock to Tenet Corporation. Their mission is to improve the health and healthcare of all residents residing within Stanislaus and Merced counties. The district has previously evaluated a LSCW program and approved the budget and hiring a LCSW. But due to the pandemic had decided that it was not the time to implement the program. LHE Foundation has generously offered to support the inaugural year of a LCSW with a grant of \$103,000 to cover support services. DPHCD would need to make a commitment of \$125,000 to hire a LCSW.

Ms. Hennings introduced Jeffrey Lewis to the group. He said they were pleased to be working with DPHCD. That they are committed to improve healthcare in Stanislaus and Merced county. He looks forward to working with DPHCD on this and other projects in the future.

M/S/C The Board of Directors accept the \$103,000 grant to fund the establishing of a mental health team at the Del Puerto Health Care Clinic as presented. Director Campo / Director Stokman

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

Nays: None

Abstain: None

Passed



BOARD OF DIRECTORS MEETING

March 29, 2021 @ 6:30 pm

Via Zoom

Board of Directors Minutes

- F. Review and Adoption of Legislative Advocacy Policy
Ms. Hennings introduced the proposal and explained how it would work. Ms. Henning explained that it in fact could help her by giving her a timely process to address these types of issues. There were questions about the associations we belong to. Were they not doing this for us? Ms. Hennings explained that often the associations asked for assistance in writing letters, contacting our legislative representatives, or communicating our position to the community. This would be the next level of Legislative Advocacy.

After some discussion it was suggested that wording be added to the policy that members of the Legislative Advocacy Policy inform the rest of the board whenever they make an official position statement so the board members are current on DPHCD position.

M/S/C Move that the Board of Directors adopt the Legislative Advocacy Policy, recommend the President of the Board:

- 1) Inquire who would be interested in serving on the Ad Hoc Legislative Advocacy Committee and**
- 2) appoint two Board members to serve on the Ad Hoc Legislative Advocacy Committee until January 2022**

Director Campo / Director Stokman

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

Nays: None

Abstain: None

Passed

- G. Appointment of Legislative Advocacy Ad Hoc Committee
President Pittson asked for volunteers to serve on the Ad Hoc Legislative Advocacy Committee. He assigned Director Campo and Director Avila to the Ad Hoc Legislative Advocacy Committee.

11. Reports

A.	<u>Employee Anniversaries & New Hires</u>	<u>March</u>	<u>Years</u>
	Health Center	Jacqueline Palominos	9



BOARD OF DIRECTORS MEETING

March 29, 2021 @ 6:30 pm

Via Zoom

Board of Directors Minutes

B. District Wide Community Assessment – Director Stokman

Director Stokman stated that the Community Needs Survey was complete. They had 538 responses (goal was 400). So the university did not have to make phone calls to get a complete sample. They only calls were to clarify answers.

The data is raw. They are working with us to “massage” the data. One of the pieces of data they got was the number of people who used telehealth in the different categories (private insurance, MediCare, MediCal) were all even.

They way the information will become available once they have it complete will be first to the Committee, then the Board and then a community presentation.

C. West Side Health Care Task Force - George Galloway Mac Master

Director Mac Master stated that it had been a great meeting. The focus of the Task Force is changing from weight loss to obtaining a 24-hour Urgent Care facility in Patterson.

Supervisor Condit added that the Task force is undergoing a bit of a reorganization. It has been operating as a non-profit. Next meeting is to discuss how they are moving forward. But the focus is the 24-hour Urgent Care facility. The next meeting is in Patterson. Everyone is invited to come and join in.

D. CEO Annual Performance Evaluation (begins April) – Director Campo

Director Campo explained that she had requested that this item be on the agenda each month so that the board would be ready for the CEO evaluation when it came time. Starting next month, she requests that Ms. Hennings start presenting the process to the Board.

E. Ambulance – Paul Willette, Director of Ambulance Operations

Mr. Willette presented his reports. PDA has been busy.

1. Starting tomorrow they are switching to Zoll EMS Charts. Their old system is very unstable. This should be a very positive step.
2. ESO payroll schedule will be starting soon.
3. Renew CE Provider Certificate with County. Training for Chantale and himself at the end of June.
4. MVEMS Agency – There has been an article in the Modesto Bee indicating some big changes in the works.
5. Ms. Hennings did a ride along recently. Turned out to be a double fatality MVA. She was able to see everyone in action. Made offer to Board members (and Supervisor Condit) to go on a ride along.

F. Health Center - Suzie Benitez, Health Center Manager



BOARD OF DIRECTORS MEETING

March 29, 2021 @ 6:30 pm

Via Zoom

Board of Directors Minutes

Ms. Benitez gave her report. Dr. Rodriguez and Lennard Hey NP have been seeing 22-27 patients a day. They are not doing as much telehealth. Patients want to be seen in person. They are giving vaccines by appointment. (5 patients every 30 minutes). They did 30 Covid test last month with 8 positives.

The no shows are improving. The new EHR, AthenaNet is helping.

- G. **Administration** – Karin Hennings, Administrative Director / CEO
Ms. Hennings deferred to her written report to give time to Dr. Rodriguez.

- 12. Board Governance Education Session:** *Our Rural Health Clinic Patients* – Dr. Jose Rodriguez, Medical Director

(See Attached Presentation)

- 13. Director Correspondence, Comments, Future Agenda Items**

Ms. Hennings stated two items had come in: (1) CA rescue Plan Act (2) ACHD, regarding funding from the American Rescue Act. They were requests to Legislative Advocacy. She will refer them to the new Ad Hoc Committee.

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

Finance – Wed, April 21, 2021, 3:00 pm
Finance – Wed, May 26, 2021, 3:00 pm
Finance – Wed, June 23, 2021, 3:00 pm

Board – Mon, April 26, 2021, 6:30 pm
Board – Mon, May 31 (No Meeting due to Holiday)
Board – Mon, June 28, 2021, 6:30 pm

- 15. Adjourned @ 8:37 pm**

DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
FINANCE MEETING via Zoom Video Conference
MINUTES March 24, 2021

I. Call to order/Attendance

The meeting was called to order by Anne Stokman, Committee Chair, 8:17AM

Other Board Members Present: Becky Campo, Committee Member

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

II. Public Participation – No comments

III. Acceptance of Agenda

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

IV. Finance Report Review

A. Review for Approval: February 17, 2021 Finance Meeting Minutes

M/S/C Becky Campo/Anne Stokman to accept the minutes for February 17, 2021 as presented.

B. Review Financial Reports for February 2021

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

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

C. Review for Recommendation February 2021 Warrants

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

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

V. Old Business - NONE

VI. New Business

A. Review Performance-Linked Salary for Mid-Level Provider Employees

Karin Hennings reviewed the Performance-Linked Salary for Mid-Level Provider Employees Policy and answered all questions.

M/S/C Anne Stokman/Becky Campo to recommend to the Policy to be presented to the Board.

B. FY 2021 Planned Ambulance Purchase Order

M/S/C Anne Stokman/Becky Campo to recommend to the Board the FY2021 Planned Ambulance Purchase Order not to exceed \$258,000.

C. Letter of Engagement for Legal Opinion on Design Build

Karin Hennings reviewed the Letter of Engagement for Legal Opinion on Design Build explaining that the engagement letter was to determine if the District is eligible to use Design Build for the upcoming Ambulance/Administration building project.

M/S/C Anne Stokman/Becky Campo to recommend that the Board be presented with additional information regarding the purpose and options related to Design Build versus Design Bid Build in addition to the Letter of Engagement for Legal Opinion on Design Build.

DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
FINANCE MEETING via Zoom Video Conference
MINUTES March 24, 2021

- D. Draft Debt Management Policy
Tabled until next meeting – No action taken.

VII. Accounting and Finance Manager Report

- A. Update on Grant and Stimulus Monies Received
- COVID-19 Summary and Details
 - Telehealth Grant Balance as of January 2021
Information Only – No Action
- B. Set Schedule for Committee Review of Account Reconciliations
Anne Stokman stated that she would come to the District Office and review the reconciliations.

VIII. Meeting adjourned – 9:36AM

Respectfully submitted,

Anne Stokman, Treasurer

Del Puerto Health Care District
Balance Sheet
As of March 31, 2021

	Mar 31, 21	Feb 28, 21	% Change	Mar 31, 20	% Change	NOTES
ASSETS						
Current Assets						
Total Checking/Savings	2,483,014	2,694,154	(8%)	2,677,927	(7%)	
Total Accounts Receivable	658,314	622,096	6%	574,348	15%	
Total Other Current Assets	333,539	202,666	65%	253,958	31%	
Total Current Assets	3,474,867	3,518,916	(1%)	3,506,233	(1%)	
Fixed Assets						
Total 151.000 · Capital assets	5,211,076	5,233,905	(0%)	5,472,164	(5%)	
Total Fixed Assets	5,211,076	5,233,905	(0%)	5,472,164	(5%)	
TOTAL ASSETS	8,685,943	8,752,821	(1%)	8,978,397	(3%)	
LIABILITIES & EQUITY						
Liabilities						
Total Current Liabilities	404,525	452,057	(11%)	522,889	(23%)	
Total Long Term Liabilities	2,198,168	2,208,168	(0%)	2,584,821	(15%)	
Total Liabilities	2,602,693	2,660,225	(2%)	3,107,710	(16%)	
Equity						
350.000 · Unrestricted Assets	1,076,284	1,076,284		1,064,994	1%	
Total 360.000 · Assigned Fund Balance	2,292,357	2,292,357		1,882,357	22%	
Total 370.000 · Restricted Fund Balance	240,524	240,524		226,440	6%	
390.000 · Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762		
Net Income	(18,673)	(9,327)	(100%)	204,136	(109%)	
Total Equity	6,083,254	6,092,600	(0%)	5,870,689	4%	
TOTAL LIABILITIES & EQUITY	8,685,947	8,752,825	(1%)	8,978,399	(3%)	

Operating Acct

Month End Cash Balance	2,483,014
101.015 · TCB - Keystone C 8641	(95,908)
103.100 - TCB USDA Debt Reserve 7237	(122,881)
280.000 · Deferred Grant Revenue	(17,512)
370.010 · Mitigation Fees	(119,804)
360.030 · Asset Replacement Fund - Other	(876,357)
AP & Payroll Liability	(287,869)
Unencumbered Cash	962,683
Percent of Operating Cash Reserve Goal	68%
360.070 - Operating Cash Reserve	1416000

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

	Total 01 DPHCD			Total 02 Patterson District Ambulanc			Total 03 Del Puerto Health Center			Total 06 Keystone Bldg C			TOTAL		
	Jul '20 - Mar 21	Budget	% of Budget	Jul '20 - Mar 21	Budget	% of Budget	Jul '20 - Mar 21	Budget	% of Budget	Jul '20 - Mar 21	Budget	% of Budget	Jul '20 - Mar 21	Budget	% of Budget
Ordinary Income/Expense															
Income															
401.000 · Gross Patient Service Revenue				6,559,192	6,326,250	104%	1,667,334	1,659,721	100%				8,226,526	7,985,971	103%
401.021 · Del Puerto Health Center				(4,502,192)	(4,233,288)	106%	(427,900)	(118,037)	363%				(4,930,092)	(4,351,325)	113%
403.000 · Adjustments				(541,858)	(459,197)	118%	(30,694)		100%				(572,552)	(459,197)	125%
405.000 · Bad Debt	1,988	1,500	133%	84,424	21,000	402%	120,819	135,800	89%				207,231	158,300	131%
407.000 · Other Income	1,988	1,500	133%	1,599,566	1,654,765	97%	1,329,559	1,677,484	79%				2,931,113	3,333,749	88%
Total Income	1,988	1,500	133%	1,599,566	1,654,765	97%	1,329,559	1,677,484	79%				2,931,113	3,333,749	88%
Gross Profit															
Expense															
601.000 · Salaries & Wages	325,225	320,018	102%	886,213	826,378	107%	662,342	826,847	80%				1,873,780	1,973,243	95%
602.000 · Employee Benefits	90,786	95,299	95%	205,178	235,929	87%	209,423	264,877	79%				505,387	596,105	85%
603.000 · Professional Fees	32,842	80,733	41%	6,184	8,270	75%	510,416	540,672	94%				549,442	629,675	87%
604.000 · Purchased Services	8,405	8,089	104%	157,374	153,082	103%	188,717	220,385	86%				354,496	381,556	93%
605.000 · Supplies	4,963	7,080	70%	81,856	69,450	118%	60,506	69,263	87%				147,325	145,793	101%
606.000 · Utilities	5,648	5,775	98%	13,321	14,475	92%	31,276	32,340	97%				50,245	52,590	96%
607.000 · Rental and Lease	3,359	3,713	90%	284	300	95%	4,297	4,430	97%				7,940	8,443	94%
608.000 · Insurance Coverages	25,728	25,025	103%	130,838	133,306	98%	89,913	86,988	103%				246,479	245,319	100%
609.000 · Maintenance & Repairs	1,966	2,325	85%	46,923	64,725	72%	19,195	20,730	93%				68,084	87,780	78%
610.000 · Depreciation and Amortization	8,283	7,206	115%	119,064	118,720	100%	55,212	54,570	101%				218,289	216,496	101%
611.000 · Other operating expenses	44,569	53,617	83%	125,713	134,944	93%	51,549	59,892	86%				221,831	248,453	89%
Total Expense	551,774	608,880	91%	1,772,948	1,759,579	101%	1,882,846	2,180,994	86%				4,243,298	4,585,453	93%
Net Ordinary Income	(549,786)	(607,380)	91%	(173,382)	(104,814)	165%	(553,287)	(503,510)	110%				(1,312,186)	(1,251,704)	105%
Other Income/Expense															
Other Income															
701.000 · District Tax Revenues	1,064,997	1,065,000	100%	182,250	182,250	100%							1,247,247	1,247,250	100%
702.000 · Impact Mitigation Fees															
703.000 · Investment Income	5,792	9,300	62%	0	0		0	(45,000)	0%			5,792	9,300	62%	
704.000 · Interest Expense							(45,654)	(45,000)	101%			(72,900)	(77,250)	94%	
705.000 · Tenant Revenue							5,400	5,400	100%			108,459	103,125	105%	
710.000 · Misc Other Income				6,800		100%	5,608	6,500	86%			12,408	6,500	191%	
Total Other Income	1,070,789	1,074,300	100%	189,050	182,250	104%	(34,646)	(33,100)	105%			75,813	65,475	116%	
Other Expense															
802.000 · Keystone District Expense												7,496	6,163	122%	
810.000 · Misc Other Expense															
Total Other Expense												7,496	6,163	122%	
Net Other Income	1,070,789	1,074,300	100%	189,050	182,250	104%	(34,646)	(33,100)	105%			75,813	65,475	116%	
Net Income	521,003	466,920	112%	15,668	77,436	20%	(587,933)	(536,610)	110%			32,587	23,312	140%	
													(18,675)	31,058	(60%)

Del Puerto Health Care District
Warrants by Bank Account
March 2021

Type	Date	Num	Name	Credit	NOTES
101.000 - Cash and cash equivalents					
101.010 - Tri Counties Bank					
101.011 - TCB-Operating Checking 1739					
Check	03/31/2021			50.00	
Check	03/15/2021	eft	USDA Rural Development Loan-EFT	10,060.00	
Bill Pmt -Check	03/03/2021	EFT	U.S. Bank Equipment Finance - EFT	126.27	
Bill Pmt -Check	03/10/2021	EFT	City Of Patterson-H2O, sewer, garbag	349.74	
Bill Pmt -Check	03/10/2021	EFT	U.S. Bank Equipment Finance - EFT	140.24	
Bill Pmt -Check	03/10/2021	EFT	U.S. Bank Equipment Finance - EFT	149.95	
Bill Pmt -Check	03/03/2021	29892	Amazon	1,466.30	
Bill Pmt -Check	03/03/2021	29893	AMS Software Inc.	181.00	
Bill Pmt -Check	03/03/2021	29894	Bound Tree Medical LLC	1,012.91	
Bill Pmt -Check	03/03/2021	29895	CLIA Clinical Lab Imprvmnt Amendme	180.00	
Bill Pmt -Check	03/03/2021	29896	DHCS GEMT-QAF	15,891.60	4Q 2020
Bill Pmt -Check	03/03/2021	29897	Hospital Biomedical Services	4,491.97	
Bill Pmt -Check	03/03/2021	29898	MD - Rodriguez, Jose	35,333.33	
Bill Pmt -Check	03/03/2021	29899	Mountain-Valley EMS Agency	5,490.34	
Bill Pmt -Check	03/03/2021	29900	Patterson Tire	1,747.62	
Bill Pmt -Check	03/03/2021	29901	PG&E	618.66	
Check	03/10/2021	29902	U.S. Bank Corporate Payment Center	3,345.23	
Check	03/10/2021	29903	REFUND - Ambulance:REFUND - Khc	100.00	
Check	03/10/2021	29904	REFUND - Ambulance:REFUND - Sirm	300.00	
Check	03/10/2021	29905	REFUND - Ambulance:REFUND - Dur	275.00	
Bill Pmt -Check	03/10/2021	29906	Airgas USA, LLC	491.84	
Bill Pmt -Check	03/10/2021	29907	AMR-American Medical Response	6,306.52	
Bill Pmt -Check	03/10/2021	29908	Bound Tree Medical LLC	453.26	
Bill Pmt -Check	03/10/2021	29909	CDPH CA Department of Health Servi	113.00	
Bill Pmt -Check	03/10/2021	29910	City Of Patterson-H2O, sewer, garbag	460.56	
Bill Pmt -Check	03/10/2021	29911	Cole Huber (Cota Cole)	2,042.28	
Bill Pmt -Check	03/10/2021	29912	Comcast - Other	281.32	
Bill Pmt -Check	03/10/2021	29913	Crescent Work & Outdoor #1	91.66	
Bill Pmt -Check	03/10/2021	29914	Data Path, Inc	7,017.50	
Bill Pmt -Check	03/10/2021	29915	Frontier-3755	206.52	
Bill Pmt -Check	03/10/2021	29916	Frontier - HC 8639	216.87	
Bill Pmt -Check	03/10/2021	29917	Greenway Health	962.77	
Bill Pmt -Check	03/10/2021	29918	GreenWorks Janitorial Services	4,145.00	
Bill Pmt -Check	03/10/2021	29919	Language Line	174.54	
Bill Pmt -Check	03/10/2021	29920	Life-Assist	981.26	
Bill Pmt -Check	03/10/2021	29921	McKesson Medical Surgical Inc.	436.95	
Bill Pmt -Check	03/10/2021	29922	MedTech Billing Services, Inc	7,243.44	
Bill Pmt -Check	03/10/2021	29923	Mission Linen Supply	285.24	
Bill Pmt -Check	03/10/2021	29924	Mountain-Valley EMS Agency	1,500.00	
Bill Pmt -Check	03/10/2021	29925	NextGen Healthcare, Inc	546.00	
Bill Pmt -Check	03/10/2021	29926	O'Reilly Auto Parts	12.17	
Bill Pmt -Check	03/10/2021	29927	Pacific Records Management	182.59	
Bill Pmt -Check	03/10/2021	29928	Patterson Irrigator	30.00	
Bill Pmt -Check	03/10/2021	29929	Paul Oil Co., Inc.	1,657.30	
Bill Pmt -Check	03/10/2021	29930	Physicians Service Bureau	266.02	
Bill Pmt -Check	03/10/2021	29931	Pitney Bowes - Meter Lease	9.22	
Bill Pmt -Check	03/10/2021	29932	Ray's Radio Shop	139.16	
Bill Pmt -Check	03/10/2021	29933	Stanislaus Co. Tax Collector	2,333.38	
Bill Pmt -Check	03/10/2021	29934	Staples Advantage	98.98	
Bill Pmt -Check	03/10/2021	29935	Stericycle	682.50	

Del Puerto Health Care District
Warrants by Bank Account
March 2021

Type	Date	Num	Name	Credit	NOTES
Bill Pmt -Check	03/10/2021	29936	Streamline/Digital Deployment	200.00	
Bill Pmt -Check	03/10/2021	29937	Terminix	60.00	
Bill Pmt -Check	03/10/2021	29938	TID Turlock Irrigation District +06	931.78	
Bill Pmt -Check	03/10/2021	29939	Verizon Wireless	264.42	
Bill Pmt -Check	03/10/2021	29940	Wagner Jones Helsley PC	158.00	
Bill Pmt -Check	03/10/2021	29941	Westside Landscape & Concrete	292.50	
Bill Pmt -Check	03/10/2021	29942	Workbench True Value Hdwe.	35.98	
Check	03/24/2021	29943	Wakefield	311.60	
Check	03/24/2021	29944	REFUNDS - Health Center:HC - Health	26.40	
Check	03/24/2021	29945	REFUNDS - Health Center:HC - Anthe	20.03	
Check	03/24/2021	29946	REFUNDS - Health Center:HC - Guille	20.00	
Check	03/24/2021	29947	REFUNDS - Health Center:HC - Villas	10.00	
Check	03/24/2021	29948	REFUNDS - Health Center:HC - Maya	5.00	
Check	03/24/2021	29949	REFUNDS - Health Center:HC - Madri	20.00	
Check	03/24/2021	29950	REFUNDS - Health Center:HC - Muno	16.78	
Check	03/24/2021	29951	REFUNDS - Health Center:HC - Miran	20.00	
Check	03/24/2021	29952	REFUNDS - Health Center:HC - Montk	15.00	
Check	03/24/2021	29953	REFUNDS - Health Center:HC - Sorci,	10.00	
Check	03/24/2021	29954	REFUNDS - Health Center:HC - Vazqi	60.00	
Check	03/24/2021	29955	REFUNDS - Health Center:HC - Maha	20.00	
Check	03/24/2021	29956	REFUNDS - Health Center:HC - Alcan	25.00	
Check	03/24/2021	29957	REFUNDS - Health Center:HC - Hellei	5.00	
Check	03/24/2021	29958	REFUNDS - Health Center:HC - Perez	20.00	
Check	03/24/2021	29959	REFUNDS - Health Center:HC - Ortiz,	20.00	
Bill Pmt -Check	03/24/2021	29960	A West Side Self Storage	228.60	
Bill Pmt -Check	03/24/2021	29961	Airgas USA, LLC	91.15	
Bill Pmt -Check	03/24/2021	29962	Beta Healthcare - Workers Comp	5,119.00	
Bill Pmt -Check	03/24/2021	29963	Beta Healthcare Group	17,279.67	
Bill Pmt -Check	03/24/2021	29964	BICSEC Security, Inc	25.00	
Bill Pmt -Check	03/24/2021	29965	Bound Tree Medical LLC	491.67	
Bill Pmt -Check	03/24/2021	29966	Comcast Business Voice Edge	1,026.96	
Bill Pmt -Check	03/24/2021	29967	Data Path, Inc	1,933.34	
Bill Pmt -Check	03/24/2021	29968	Keystone Pacific Business Park Owne	8,651.00	
Bill Pmt -Check	03/24/2021	29969	Life-Assist	2,204.93	
Bill Pmt -Check	03/24/2021	29970	Life Line	332.01	
Bill Pmt -Check	03/24/2021	29971	Malm Fagundes LLP	24.00	
Bill Pmt -Check	03/24/2021	29972	Mid Valley IT	360.00	
Bill Pmt -Check	03/24/2021	29973	Mission Linen Supply	579.60	
Bill Pmt -Check	03/24/2021	29974	MO-CAL Office Solutions	417.50	
Bill Pmt -Check	03/24/2021	29975	Mountain-Valley EMS Agency	250.00	
Bill Pmt -Check	03/24/2021	29976	Paul Oil Co., Inc.	1,558.18	
Bill Pmt -Check	03/24/2021	29977	PG&E	75.04	
Bill Pmt -Check	03/24/2021	29978	Shred-it US JV LLC	319.17	
Bill Pmt -Check	03/24/2021	29979	Staples Advantage	526.00	
Bill Pmt -Check	03/24/2021	29980	Stericycle	682.50	
Bill Pmt -Check	03/24/2021	29981	Teleflex / Arrow	83.38	
Bill Pmt -Check	03/24/2021	29982	West Side Storage Baldwin	187.20	
Bill Pmt -Check	03/24/2021	29983	Zoll	649.70	
Bill Pmt -Check	03/31/2021	29984	CDC - Cheryle Duncan Consulting	3,525.00	
Total 101.011 - TCB-Operating Checking 1739				169,866.10	
101.012 - TCB-Payroll Account 2999					
Liability Check	03/03/2021		Payroll Direct Deposit	55,365.81	
Liability Check	03/17/2021		Payroll Direct Deposit	49,935.05	

Del Puerto Health Care District
Warrants by Bank Account
March 2021

Type	Date	Num	Name	Credit	NOTES
Liability Check	03/23/2021		Payroll Direct Deposit	2,261.69	
Liability Check	03/31/2021		Payroll Direct Deposit	49,518.25	Paycheck 4/01/2021
Liability Check	03/04/2021	EFT	AIG (VALIC)	10,820.92	
Liability Check	03/18/2021	EFT	AIG (VALIC)	13,027.92	
Liability Check	03/30/2021	EFT	Metlife - Group Benefits	845.74	
Liability Check	03/02/2021	E-pay	EDD State of California	4,467.47	
Liability Check	03/04/2021	E-pay	Internal Revenue Service	23,681.18	
Liability Check	03/04/2021	E-pay	EDD State of California	2,592.50	
Liability Check	03/11/2021	E-pay	EDD State of California	160.61	
Liability Check	03/11/2021	E-pay	Internal Revenue Service	1,028.74	
Liability Check	03/18/2021	E-pay	EDD State of California	4,128.30	
Liability Check	03/18/2021	E-pay	Internal Revenue Service	22,005.60	
Liability Check	03/17/2021	E-pay	EDD State of California	1,683.62	
Liability Check	03/17/2021	E-pay	Internal Revenue Service	7,154.86	
Liability Check	03/24/2021	E-pay	EDD State of California	84.59	
Liability Check	03/24/2021	E-pay	Internal Revenue Service	673.28	
Liability Check	03/30/2021	E-pay	EDD State of California	210.36	
Paycheck	03/04/2021	24848	Employee Payroll	2,945.09	
Paycheck	03/04/2021	24849	Employee Payroll	969.23	
Paycheck	03/04/2021	24850	Employee Payroll	961.35	
Paycheck	03/04/2021	24851	Employee Payroll	1,452.16	
Paycheck	03/04/2021	24852	Employee Payroll	2,842.91	
Liability Check	03/04/2021	24853	United Steelworkers	427.65	
Liability Check	03/05/2021	24854	AFLAC	1,585.28	
Paycheck	03/11/2021	24855	Employee Payroll	2,558.90	
Paycheck	03/16/2021	24856	Employee Payroll	2,255.59	
Paycheck	03/16/2021	24857	Employee Payroll	1,920.44	
Paycheck	03/16/2021	24858	Employee Payroll	9,063.98	
Paycheck	03/16/2021	24859	Employee Payroll	1,540.48	
Paycheck	03/16/2021	24860	Employee Payroll	1,132.17	
Paycheck	03/16/2021	24861	Employee Payroll	3,115.24	
Paycheck	03/18/2021	24862	Employee Payroll	2,847.34	
Paycheck	03/18/2021	24863	Employee Payroll	1,294.91	
Paycheck	03/18/2021	24864	Employee Payroll	3,286.38	
Liability Check	03/18/2021	24865	United Steelworkers	412.90	
Liability Check	03/19/2021	24866	CA Choice	37,746.75	
Liability Check	03/19/2021	24867	Delta Dental	3,112.46	
Liability Check	03/19/2021	24868	MES Vision	529.32	
Liability Check	03/19/2021	24869	LegalShield	297.10	
Paycheck	03/24/2021	24870	Employee Payroll	128.38	
Liability Check	03/29/2021	24871	AFLAC	1,826.52	
Total 101.012 · TCB-Payroll Account 2999				<u>333,899.02</u>	
101.015 · TCB - Keystone C 8641					
Bill Pmt -Check	03/10/2021	EFT	Tri Counties Bank-EFT	7,442.07	
Bill Pmt -Check	03/10/2021	10228	City Of Patterson-H2O, sewer, garbag	194.70	
Bill Pmt -Check	03/10/2021	10229	Gilberto Arroyo-06	330.00	
Bill Pmt -Check	03/10/2021	10230	Stanislaus Co. Tax Collector	2,638.87	
Bill Pmt -Check	03/10/2021	10231	TID Turlock Irrigation District +06	347.28	
Bill Pmt -Check	03/24/2021	10234	Keystone Pacific Business Park Owne	6,923.00	
Bill Pmt -Check	03/24/2021	10235	Mr. Rooter Plumbing	426.09	
Total 101.015 · TCB - Keystone C 8641				<u>18,302.01</u>	
Total 101.010 · Tri Counties Bank				<u>522,067.13</u>	

Del Puerto Health Care District
Warrants by Bank Account
 March 2021

Type	Date	Num	Name	Credit	NOTES
Total 101.000 · Cash and cash equivalents				522,067.13	
103.000 · Restricted Funds					
103.100 · TCB-USDA Debt Reserve 7237					
Check	03/15/2021	eft	USDA Rural Development Loan-EFT	10,060.00	
Total 103.100 · TCB-USDA Debt Reserve 7237				<u>10,060.00</u>	
Total 103.000 · Restricted Funds				<u>10,060.00</u>	
TOTAL				<u>532,127.13</u>	
Less: PR 4/01/2021 Direct Deposit				-49,518.25	
GEMT QAF - 4Q 2020				-15,891.60	
WARRANTS ISSUED - March 2021				466,717.28	

ANNUAL CEO DEVELOPMENTAL REVIEW AND PERFORMANCE EVALUATION	EFFECTIVE DATE
	MAY 18, 2020

Purpose: To establish the criteria and process by which the annual performance evaluation of the CEO shall be conducted and considered by the Board of Directors

Policy: It is the policy of the DPHCD Board of Directors to conduct an annual performance evaluation of the Chief Executive Officer. The following are guidelines to be considered in conducting the annual performance evaluation of the CEO.

Procedure:

Performance Criteria

1. The quality and effectiveness of the leadership of the CEO as reflected in Board and strategic responsibilities; administration, personnel, financial, and asset management; Del Puerto Health Care District in general; and community relationships and public relations.
2. The attainment of any annual goals or objectives of the CEO established by the Board of Directors and the CEO.
3. The progress of the District towards the achievement of its strategic plan.
4. The management, recruitment, and retention of District employees and volunteers.
5. The quality and the effectiveness of the communications between the CEO and the Board of Directors.

Performance Evaluation Process

1. As part of developing the performance evaluation of the CEO, the President of the Board of Directors will designate an Ad Hoc Committee to solicit the commentary and the performance ratings of the individual members of the Board. In a closed session, the Board shall present a written and oral report to the CEO that represents a consensus of the commentary and ratings of the individual members of the Board.
2. The confidential conduct of the annual performance evaluation of the CEO is a matter of material importance to the CEO, the Board of Directors, and the District. Every member of the Board of Directors, the CEO, and anyone who participates in the evaluation shall maintain strict confidentiality of the evaluation process and the materials developed during the evaluation process.

ANNUAL CEO DEVELOPMENTAL REVIEW AND PERFORMANCE EVALUATION	EFFECTIVE DATE
	MAY 18, 2020

3. If the overall performance of the CEO is deemed satisfactory to excellent by the Board, the CEO shall receive a salary increase appropriate to the position's salary range as designated by the Board. The Board may extend other benefits as legally allowed. The Board may extend the contract of the CEO to reflect the Board's intention to retain the CEO. In cases of financial hardship, salary increases may be adjusted and/or withheld if deemed necessary by the Board.
4. If the overall performance of the CEO is deemed unsatisfactory by the Board, the CEO shall be required within 15 days to submit a written plan for improvement of performance to the President and Board for its approval.

Annual CEO Developmental Review and Performance Evaluation

The following board procedure is intended to assist in the completion of an effective CEO annual evaluation cycle.

Every member of the Board of Directors, the Chief Executive Officer, and anyone who participates in the evaluation shall maintain the strict confidentiality of the evaluation process and the materials developed during the evaluation process. This confidentiality includes contact with staff members and members of the public, unless indicated by this procedure. Board members should only communicate about the review with the Ad Hoc CEO Review Committee Chair.

Prior to the Evaluation:

1. **April:** The Board President will designate two board members, one of which may be the Board President, to facilitate the CEO evaluation process. In this procedure, the two will be known as the "Ad Hoc CEO Review Committee." One of the two shall be designated as the committee Chair. The Ad Hoc CEO Review Committee will facilitate a process of communication between the Board of Directors and the CEO.
2. In preparation for this process, an Ad Hoc CEO Review Committee Packet will be maintained by Human Resources for use by the Ad Hoc CEO Review Committee and will be available through the District office.
3. The Ad Hoc CEO Review Committee Packet will contain:
 - All Board policies and procedures related to the CEO's performance and evaluation
 - A copy of the CEO's Contract with any amendments and Job Description
 - The latest compensation study that was completed that covers the CEO's position.

ANNUAL CEO DEVELOPMENTAL REVIEW AND PERFORMANCE EVALUATION	EFFECTIVE DATE
	MAY 18, 2020

- Review forms and instructions for the Ad Hoc CEO Review Committee to distribute to board members and department heads for completion.
4. **May:** By the May meeting of the Board of Directors, the CEO will provide the Ad Hoc CEO Review Committee with:
 - a self-evaluation,
 - a list of accomplishments of the last year,
 - an update on the CEO's work plan, and
 - a suggested CEO work plan for the following year.
 5. At the regular May meeting of the Board of Directors, the Ad Hoc CEO Review Committee per an agenda item will notify the board members in Public Session of the intent to distribute a CEO evaluation packet for completion by the board and department heads and the timeline for return. The Ad Hoc CEO Review Committee will act as the point of contact for the board for forms, documents, and requests for information.
 6. **June:** The Ad Hoc CEO Review Committee will distribute the Performance Evaluation packet materials at least three weeks prior to the June board meeting. The Performance Evaluation packet will include instructions, the blank evaluation form or a third-party firm link (e.g., ACHD), the last year's original CEO work plan, the CEO's update/accomplishments, the CEO's self-evaluation, and the suggested new CEO work plan.
 7. Any additional information needed by board members shall be obtained by contacting the Ad Hoc CEO Review Committee who will route the request to Human Resources. Human Resources will respond with the additional information in the format requested to the Ad Hoc CEO Review Committee. The board members shall not contact any other person other than the Ad Hoc CEO Review Committee Chair for additional information.
 8. The board members and department heads will respond in writing regarding feedback about the CEO performance by filling out the evaluation. Each board member and department head will submit to Ad Hoc CEO Review Committee at the District Office their completed form at least (5) business days prior to the June board meeting.
 9. The Ad Hoc CEO Review Committee will assemble all the written evaluations in a summary for the board's review.
 10. The CEO annual performance evaluation will occur annually at the June meeting of the Board of Directors. The review will be presented to the board in Closed Session.

ANNUAL CEO DEVELOPMENTAL REVIEW AND PERFORMANCE EVALUATION	EFFECTIVE DATE
	MAY 18, 2020

The Evaluation Board Meeting

1. **June:** The board will meet in Closed Session, in accordance with the Brown Act, which allows for the evaluation of personnel in closed session. The Ad Hoc CEO Review Committee will present the personnel summary of the CEO to the board. The Board President will facilitate a discussion regarding the CEO's performance.
2. Immediately following, and continuing in closed session, the board will give the CEO their performance feedback and new CEO workplan, and discuss items related to compensation, contract, and benefit package to be adjusted or changed. The Board President will then adjourn the Closed Session.
3. The Board President will start the Open Session. Items related to compensation, the CEO contract, or benefit package that are to be adjusted or changed will be addressed by the Board President as a regular agenda item. The Board President and Ad Hoc CEO Review Committee Chair will complete and sign the Employee Action Form for any changes regarding the CEO compensation package.

Follow Up to the Board Meeting

Within thirty (30) days of the board meeting:

1. The Ad Hoc CEO Review Committee will give the CEO a written summary of the performance feedback of the board meeting and a copy of the CEO work plan for the next year.
2. The CEO and Human Resources will ensure a copy of the new work plan is placed in the Ad Hoc CEO Review Committee Packet.
3. If not completed fully and signed in Open Session, the Board President and Ad Hoc CEO Review Committee Chair will complete and sign the status change form for any changes regarding the CEO compensation package.
4. The CEO and Human Resources will facilitate any documents regarding potential amendments or changes to the CEO's Employment Contract. The CEO will act only to facilitate documentation related to board actions that have already been approved. The contract will be completed with board signatures at the next regularly scheduled board meeting.
5. The CEO and Human Resources will review the Ad Hoc CEO Review Committee Packet and assure that it is updated and ready for the next annual CEO review cycle.



1



2



6 Years
Paul Willette

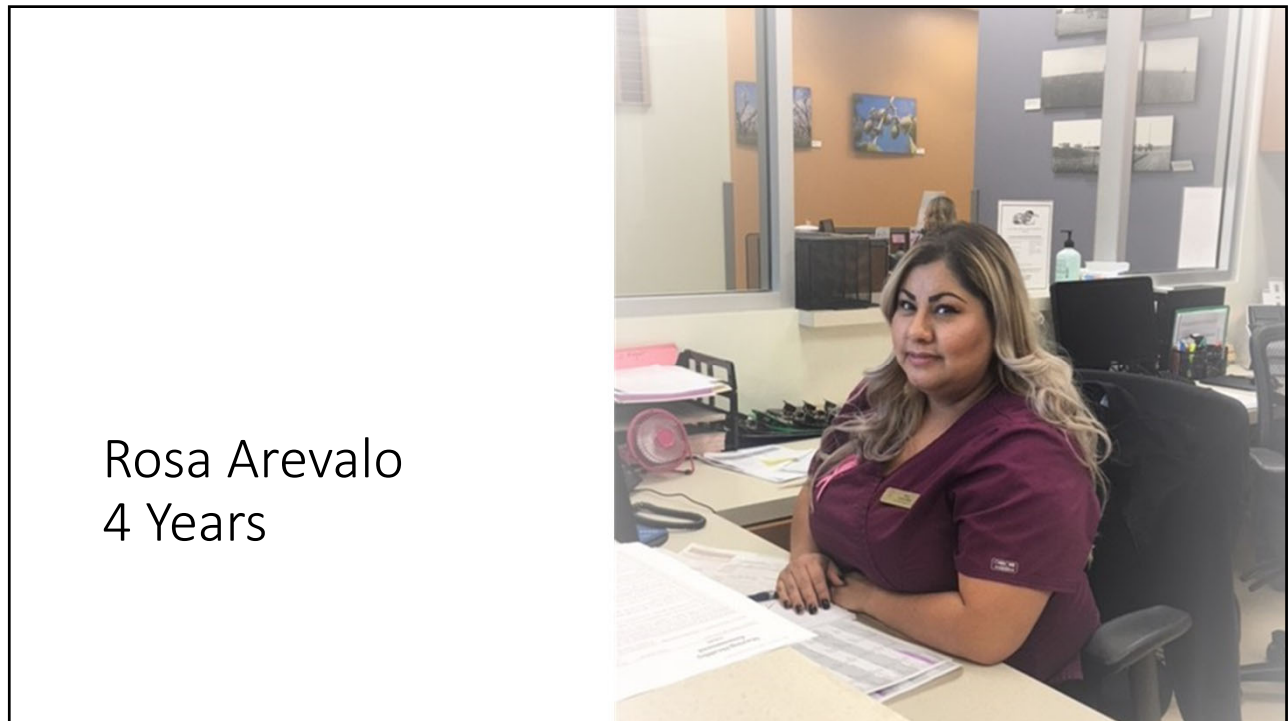
3



4



5



Rosa Arevalo
4 Years

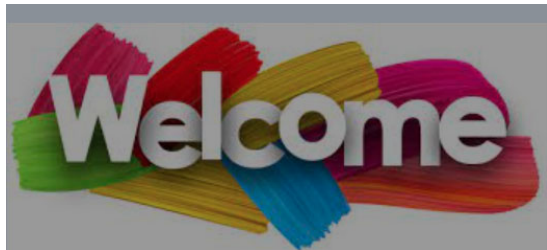
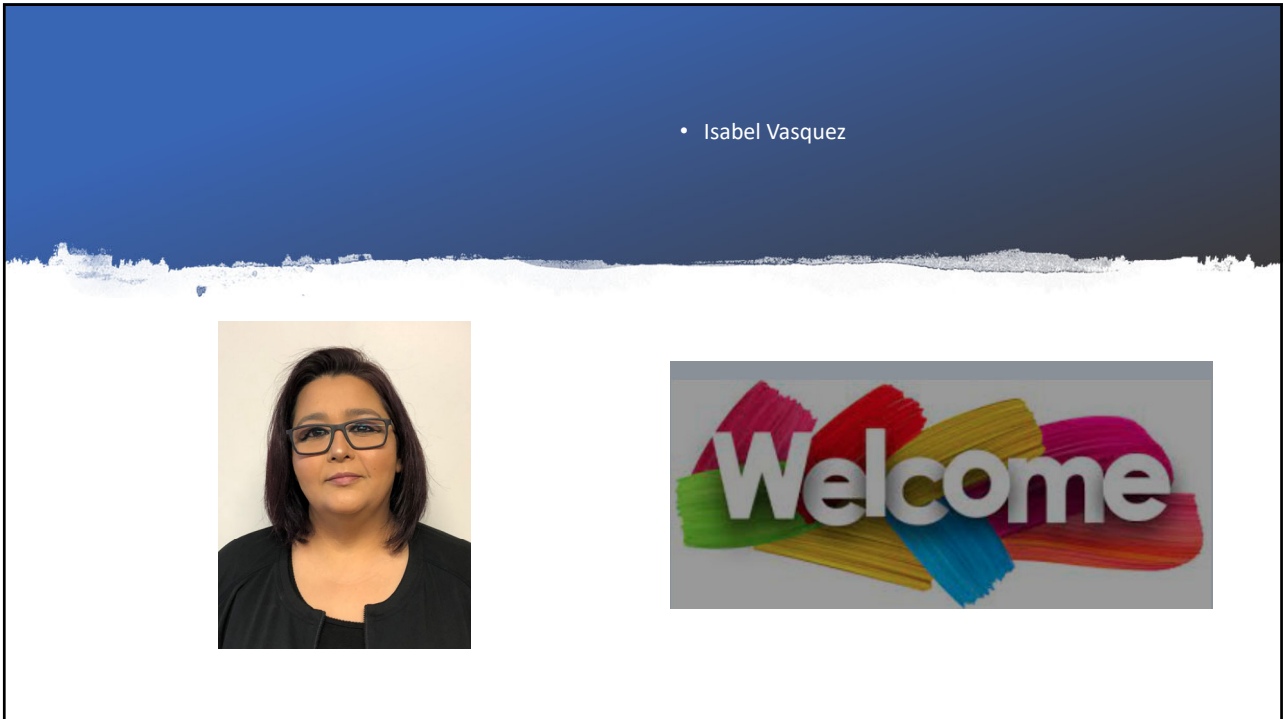
6



4 Years

Mary Anne Barajas

7



8

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Executive Summary Snapshot



Revenue Cycle Performance

03/31/21 02/28/21 12 Month Avg

03/31/21 02/28/21 12 Month Avg

Gross Charges

Month Ending

Charges by Class

\$608,537.00 \$729,768.00 \$720,884.67

03/31/21

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$232,792.00	\$279,533.00	\$292,388.42
Medicaid	\$193,410.00	\$207,410.00	\$220,917.92
Insurance	\$125,795.00	\$152,195.00	\$125,850.83
Self Pay	\$56,540.00	\$90,630.00	\$81,727.50
Facility			

Transports & Billable Dry Runs

156 189 177

03/31/21 02/28/21 12 Month Avg

Collections

Collection % Gross

Collections by Class

\$204,049.00 \$150,655.00 \$169,711.33

33.5% 20.6% 23.5%

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$33,132.00	\$42,069.00	\$39,447.42
Medicaid	\$28,880.00	\$17,082.00	\$24,782.17
Insurance	\$132,147.00	\$83,674.00	\$94,784.83
Self Pay	\$9,890.00	\$7,830.00	\$10,696.92
Facility		\$0.00	

Contractual Adjustments

Accounted for Funds

\$411,202.00 \$447,598.00 \$528,317.67

101.1% 77.0% 80.6%

Write Offs

Aging by Range

Transports by Class

\$83,252.00 \$44,509.00 \$66,397.50

Payor Class	Current Month	Previous Month	12 Month Avg
0 - 30	\$186,642.00	\$267,964.00	\$218,285.08
31 - 60	\$183,010.00	\$166,113.00	\$172,815.58
61 - 90	\$76,847.00	\$125,396.00	\$88,647.08
91 - 120	\$65,693.00	\$57,172.00	\$37,249.33
120+	\$105,815.00	\$82,760.00	\$109,814.33

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	50	70	67
Medicaid	56	51	55
Insurance	30	35	30
Self Pay	20	33	26
Facility			

Average Daily Revenue

\$20,284.57 \$23,540.90 \$24,029.49

Revenue Per Transport

Aging Payor Class

Pay Mix Transports

\$3,900.88 \$3,861.21 \$4,063.23

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$49,329.00	\$70,834.00	\$45,903.92
Medicaid	\$46,327.00	\$55,828.00	\$51,982.92
Insurance	\$255,644.00	\$282,202.00	\$251,763.50
Self Pay	\$257,487.00	\$281,031.00	\$273,184.17
Facility	\$9,490.00	\$9,510.00	\$3,915.31

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	32.1%	37.0%	37.8%
Medicaid	35.9%	27.0%	30.8%
Insurance	19.2%	18.5%	16.6%
Self Pay	12.8%	17.5%	14.8%
Facility	0.0%	0.0%	0.0%

Collections Per Transport

\$1,308.01 \$797.12 \$956.57

Contractual Allowance Per Transport

Days Sales Outstanding

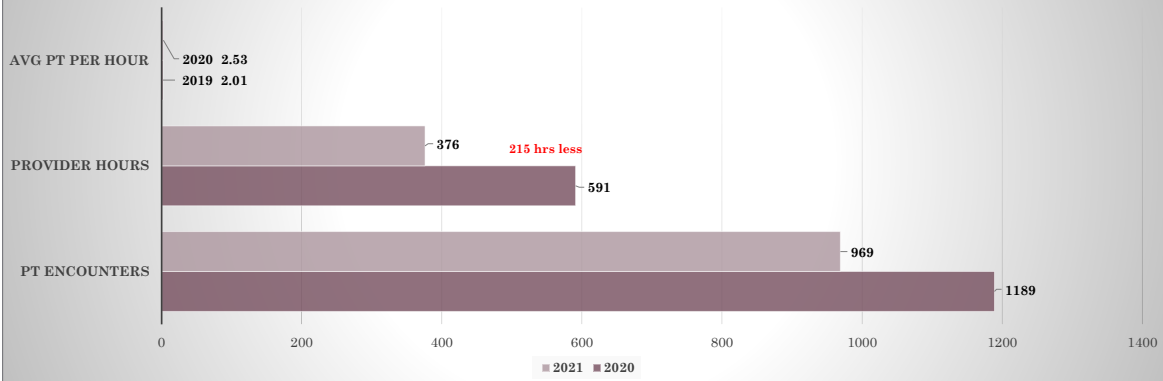
Pay Mix Aging

\$2,635.91 \$2,368.24 \$2,977.84

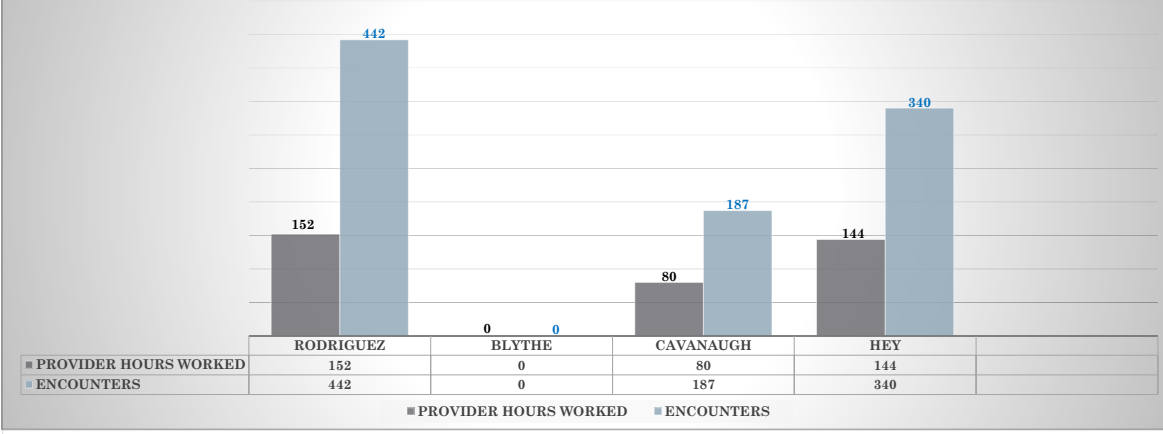
30 34 31

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	8.0%	10.1%	7.3%
Medicaid	7.5%	8.0%	8.3%
Insurance	41.3%	40.3%	40.2%
Self Pay	41.6%	40.2%	43.6%
Facility	1.5%	1.4%	0.6%

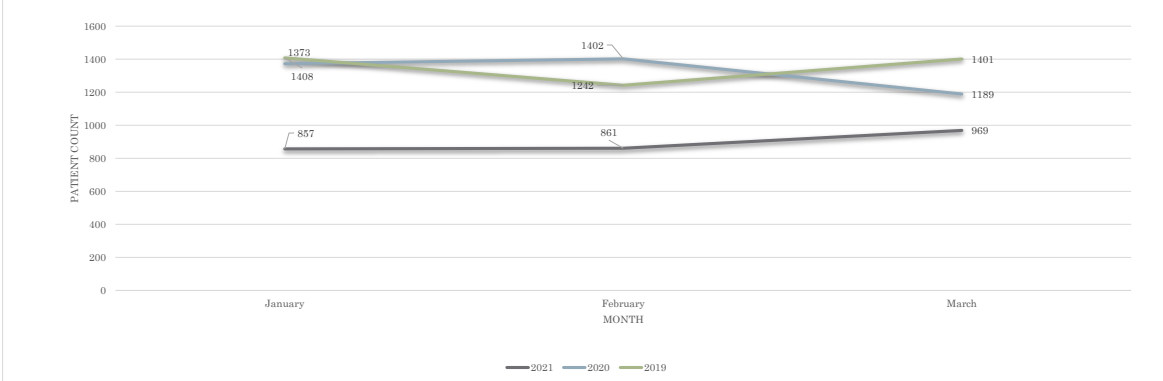
MARCH 2020-2021 PROVIDER PRODUCTIVITY



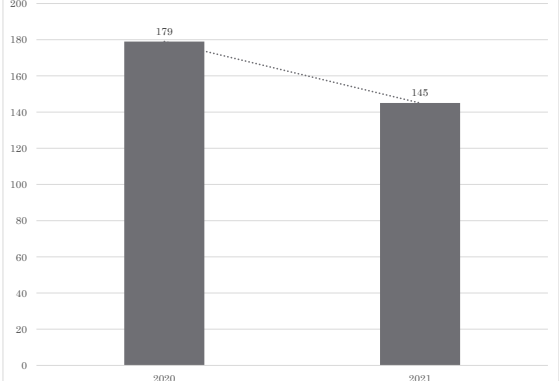
ENCOUNTERS BY PROVIDER / MARCH 2021



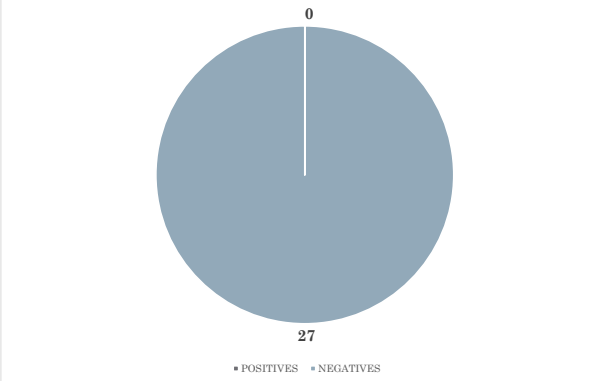
PREVIOUS COUNT VS CURRENT



NO SHOW/CANCELLATION MARCH 2021



COVID-19 TESTING MARCH 2021



Del Puerto Health Care District

Administrative Director / CEO Update – April 2021

Karin Freese Hennings

Strategic Planning:

- District Health Needs Assessment (see detailed report)

Financial Summary Report in Board Packet

- Current financial Position
 - \$2.5 million in cash (including \$876k in asset replacement funds)
 - \$658k in accounts receivable
 - \$404k in current liabilities
- Working with CSDA and ACHD coalitions seeking reimbursement/capital project funding from American Recovery Act of 2021
 - **CSDA** is building a coalition of legislators, counties, and special districts to petition the state for funding specifically for special districts.
 - **ACHD** has a proposal that is being considered at the state government level for \$32,000,000 for which we may be eligible to receive up to \$500,000 for past, current and future COVID-19 expenditures and revenue losses.
- HealthNet Telehealth Grant summary fiscal report grant dates May 1, 2020 – April 30, 2021

Human Resources

- Recruiting Mid-levels and Medical Assistants to bring staffing back to a minimal level.
- Pediatrician Dr. Susan Okpara has begun working with us as of April 20 and is seeing patients Tuesday-Friday at least through the end of May.

In Process/On going

- Patterson COVID Vaccination Site Report – a total of 12 vaccination clinics have been conducted with the county providing over 7,400 vaccinations to those who live or work in Stanislaus County.
- Online employee time clock and scheduling system (vs. paper manual system currently used)
- Online policy and procedure publication and reference access for all District personnel.

Board/Committee Deferred Items

- Board Governance Training Session – “Community Engagement” Board
- Obtain Legal Opinion Regarding District Use of Design-Build Board
- Adopt Debt Management Policy Finance Committee/Board

Board Governance Training – (Power DMS-see attached)

MEMO



TO: All Staff

FROM: Karin Hennings, Administrative Director / CEO

DATE: Thursday, April 22, 2021

SUBJECT: PowerDMS – Online Policy Portal Instructions

We are launching an online portal service (PowerDMS®) so all our policies are available to you 24/7. These are the policies that have summaries in our Personnel Rules and Regulations as well as the governance, finance, and administrative policies by which we govern the District.

PowerDMS uses a message system when a new policy has been assigned for you to review and “sign” that you have reviewed it. The online signing through PowerDMS is the use of your login and password to date and time stamp when you completed the assignment.

This system does not replace Target Solutions. Target Solutions will still be used for training and keeping track of license and certification expirations.

PowerDMS is the home for our policies and eventually procedures that you can reference at anytime.

Attached you will find the instructions to log into PowerDMS.

- You should receive an invitation through email to the email address you use primarily for work.
 - Your username is the first initial of your first name and your last name
 - (e.g., FLastname)
- Decide whether you will use a computer or your personal device to login to PowerDMS.
 - PowerDMS has an app through Apple and GooglePlay
 - Computers are available at your workstation or the Ambulance Crew Office
- During your first login select forgot password so that you can register a password of your choice.

Following is the how to!

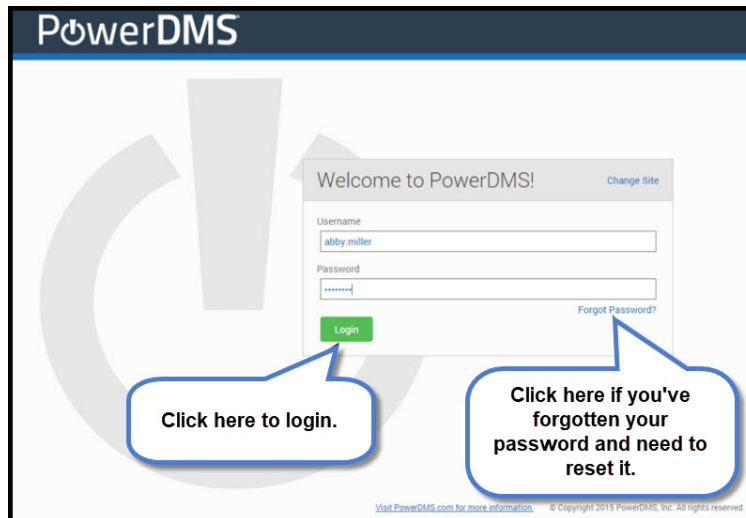
Del Puerto Health Care District

PowerDMS - Basic User Guide

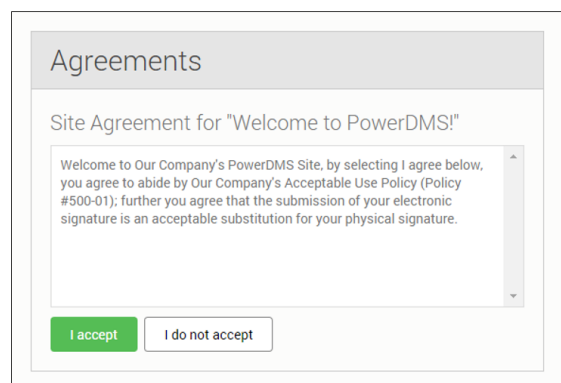
This guide will give you basic information on how to login and navigate your PowerDMS site.

Logging into PowerDMS

1. Navigate to <https://powerdms.com/>
2. You may be prompted to enter a **Site Key**. Our site key is **DelPuertoHC**
3. To log into PowerDMS, enter your **Username** and **Password** into the appropriate fields of your PowerDMS login screen then click the green **Login** button.
4. If you have forgotten your password, select **Forgot Password** and PowerDMS will email you a password reset link to the address in the PowerDMS system.



5. After entering your username and password, you may have to review and agree to a **Site Agreement**. Typically, this agreement outlines acceptable uses of PowerDMS. Review the agreement and make your selection by clicking the appropriate button. Selecting **I accept** continues your login; selecting **I do not accept** takes you back to the login screen.



Del Puerto Health Care District

5. If you haven't verified your email address with PowerDMS before, you may be prompted to do so. Click, select **Send Verification Email**, and you will receive an email message with instructions on how to verify your email address.

Email Verification

In order to provide you with secure service, we would like to take a moment to confirm your email address. Please confirm that the email address below is the correct email for your PowerDMS user.

Work Email: abby.miller@samplesite.com

If this email address is not correct, please [contact your administrator](#) to have it changed to the correct address.

If you can't find the verification email, click below to **Send Verification Email**.

[Send Verification Email](#) [Continue to PowerDMS](#)

6. In order to verify your email, click on the **Confirm Email Address** button. PowerDMS will let you know once your email address has been verified.

PowerDMS Email Verification

Hi Abby,

Please click on the button below to confirm your email address for **Welcome to PowerDMS!**. Providing you with secure service is our top priority, and verifying your email for your PowerDMS account helps us do that.

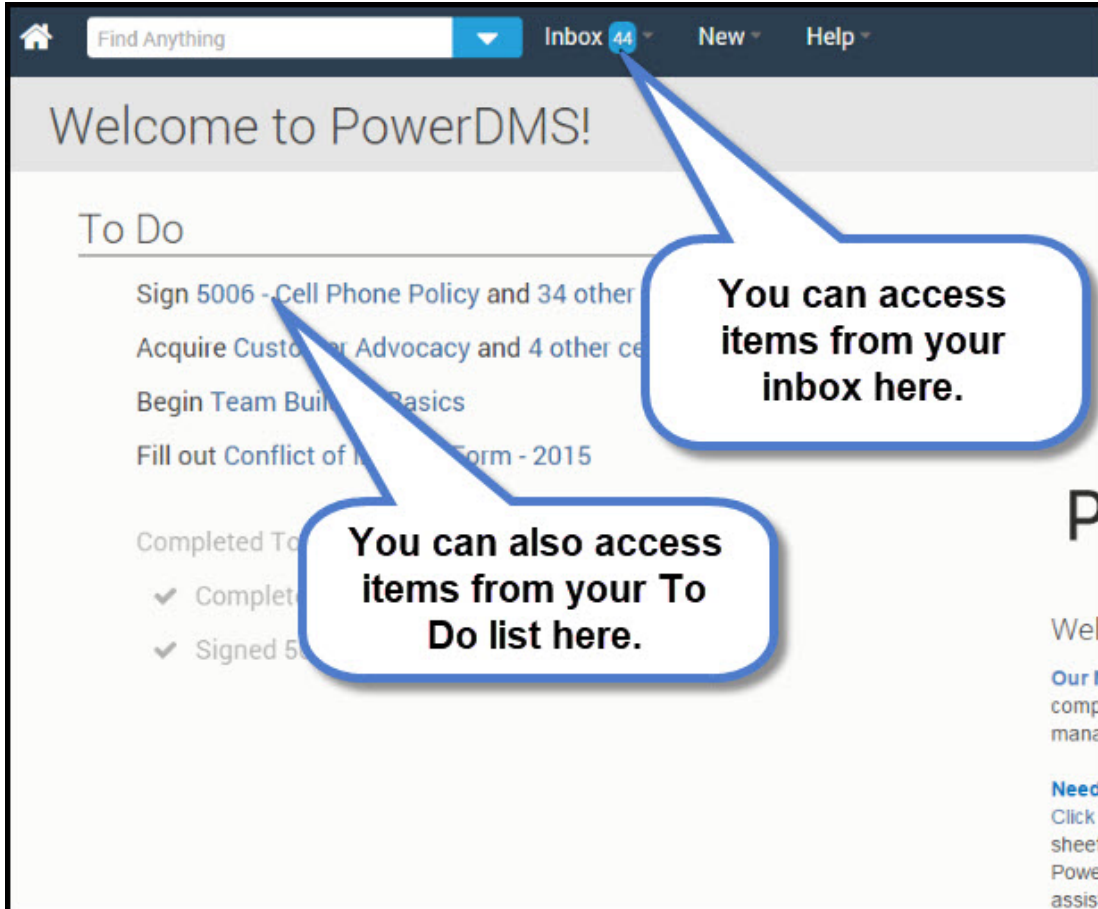
[Confirm Email Address](#)

If you need to contact us, feel free to call us at [1.800.749.5104](tel:1.800.749.5104)

Del Puerto Health Care District

PowerDMS Homepage

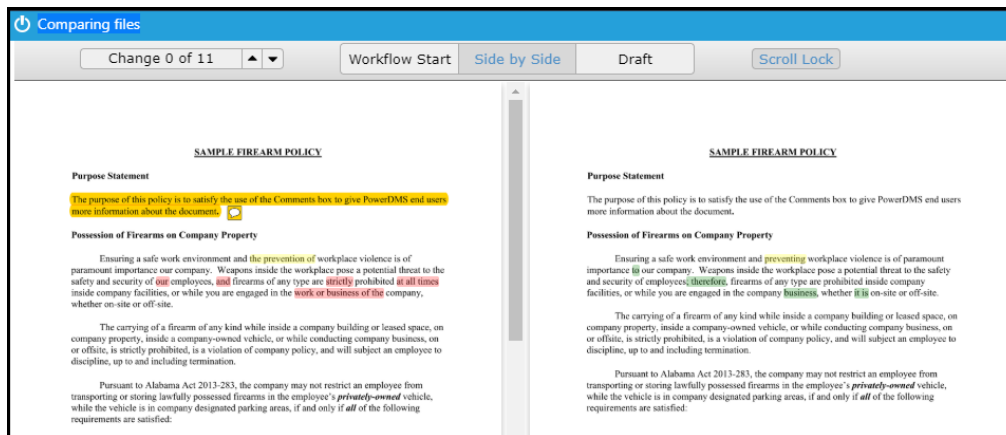
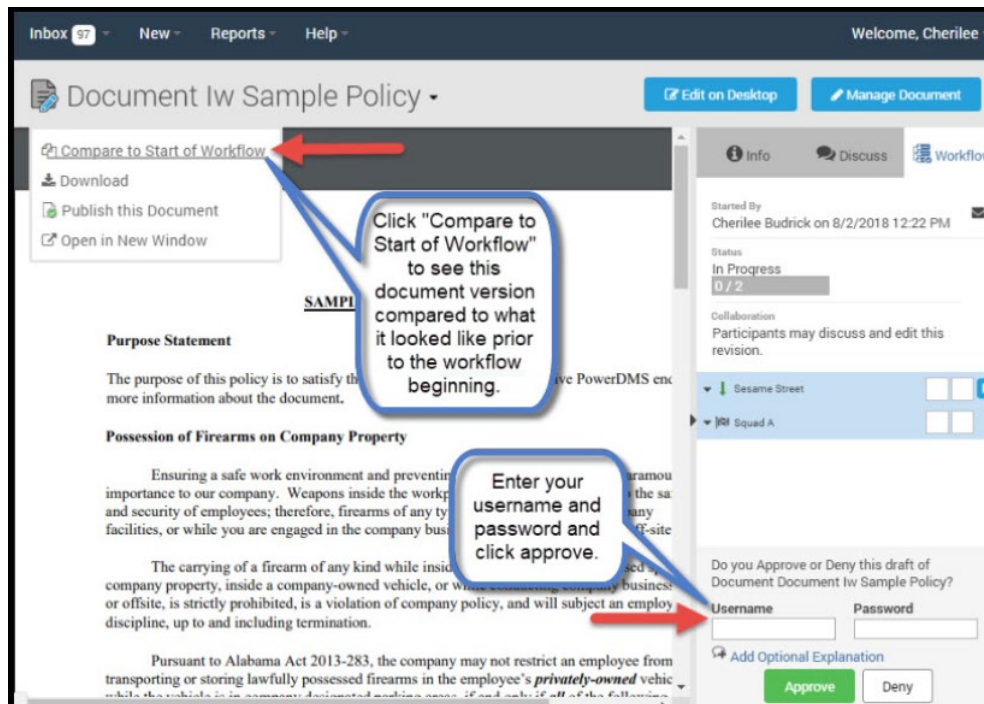
Your homepage shows a snapshot of your assignments, what you completed, as well as any other notifications or messages you receive. Your **To Do** list is a snapshot of all the items you are required to complete or sign. You can access those documents by clicking the appropriate item title.



Del Puerto Health Care District

Signing a Document

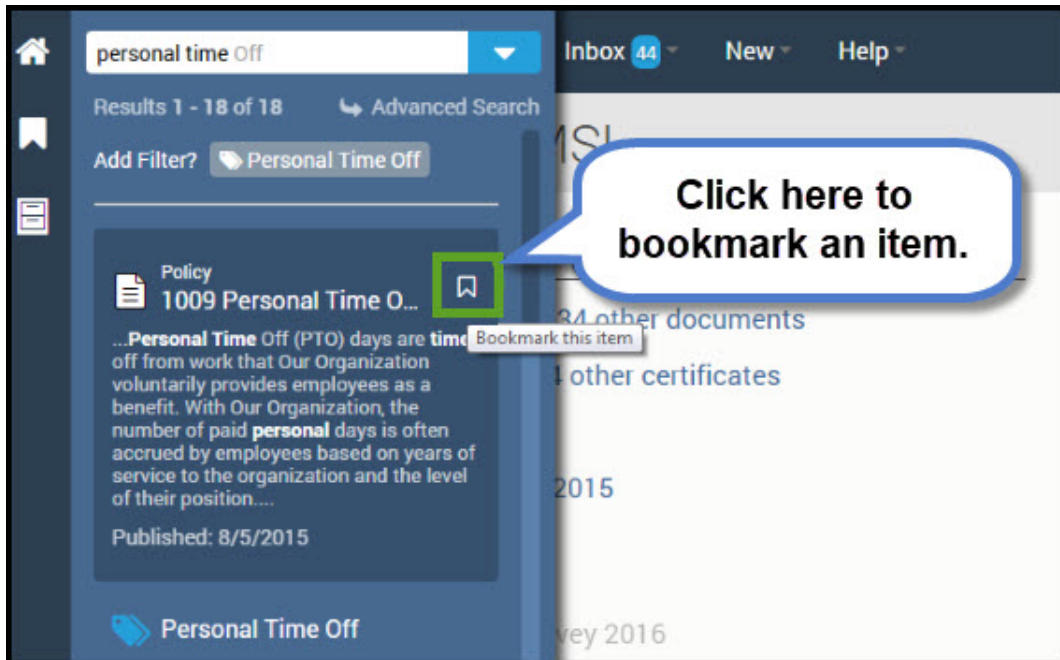
1. To sign off on a document you've been assigned, go to your **To Do** list and click the title of the document. Once your document opens, enter your username and password in the boxes in the bottom right of the screen. PowerDMS records your electronic signature as soon as you click the **Approve** button. Each document disappears from your **To Do** list and **Inbox** once you read and sign them.
2. If someone changed a document from a prior version, you may want to look at the previous version to see the changes before you sign off on the new version. Hover over the document name at the top of the screen and select **Compare to Start of Workflow** from the drop down menu. The current and former versions of the document then popup side-by-side for you to compare.



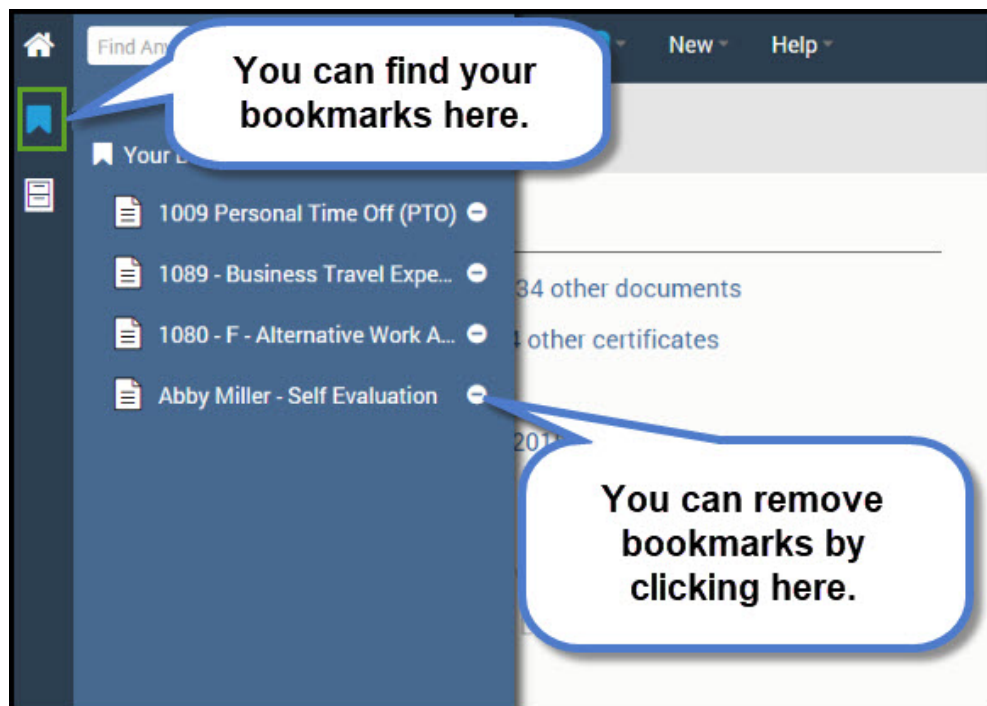
Del Puerto Health Care District

Bookmarks

1. PowerDMS allows you to bookmark specific items you'd like to keep handy and access quickly and saves them for you in a special **Bookmark** folder. To create a bookmark, locate the file you'd like to mark and click the bookmark icon to the right of the title.



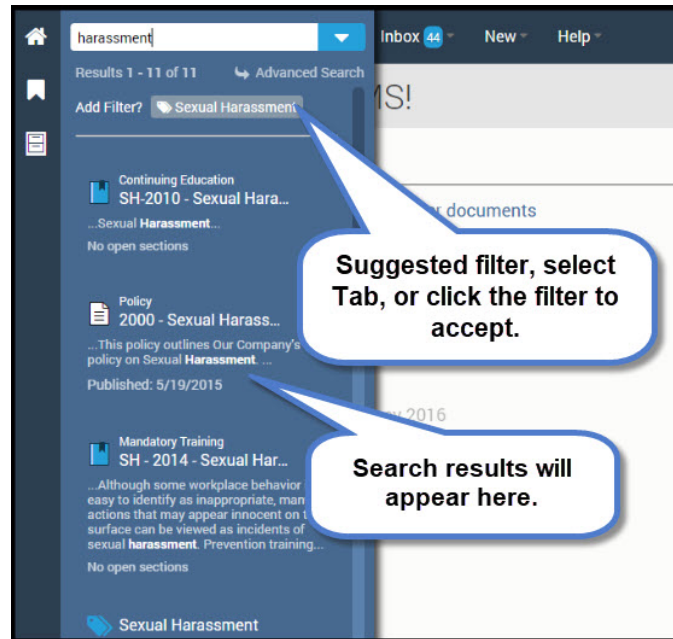
Once you bookmark files, they are linked from their original folder to your **Bookmark Folder**. You can now avoid a long search through all your documents and quickly find within your **Bookmark Folder** those files you may use most. You may have as many bookmarks as you want and can delete a bookmark at any time by clicking the minus symbol next to the name of the bookmarked file.



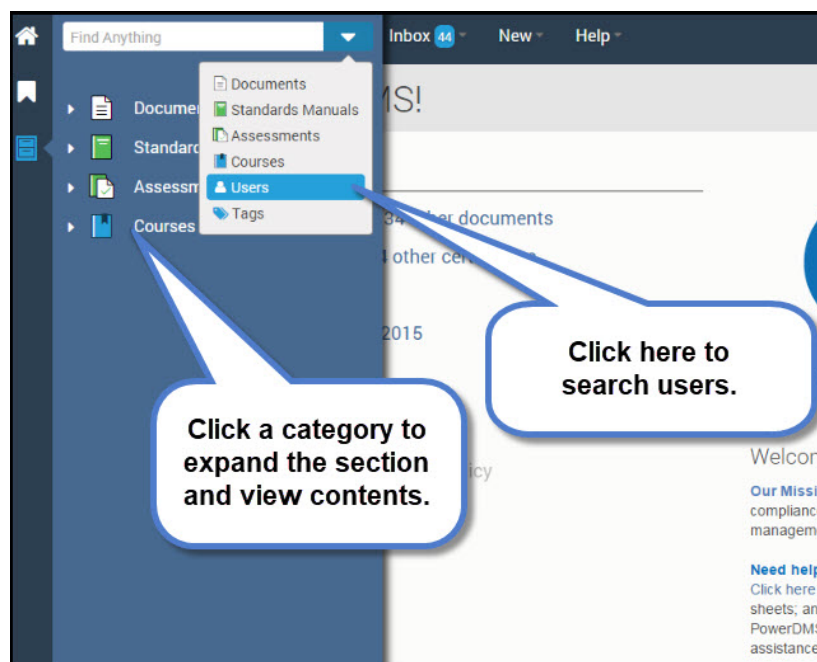
Del Puerto Health Care District

File/Document Search

1. To access the document search feature, place your cursor over the **Find Anything** search box at the top of your blue left-side menu. You can choose to browse a category or enter keywords in the **Find Anything** search box. In the example pictured below, we used the key word, "harassment" and several sexual harassment policies popped up. PowerDMS also offers the option of adding filters to enhance your search. To accept a suggested filter, click the suggested word(s) or press your tab key.



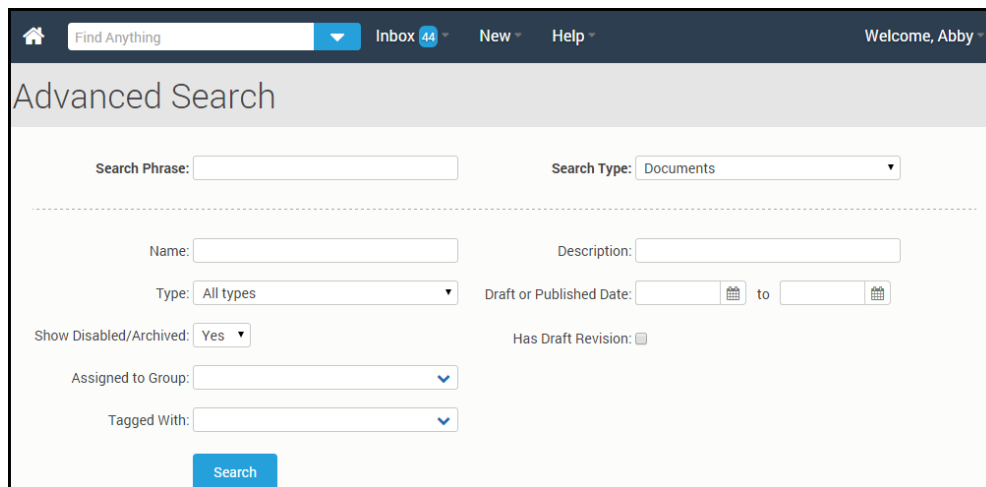
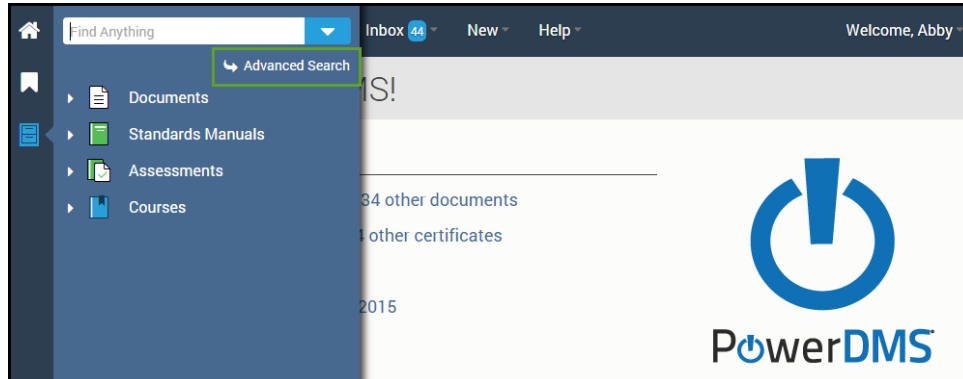
2. To view all items in a specific category (Documents, Courses, Users etc.), hover over **Find Anything** and select the applicable category from the drop-down menu or click the appropriate category in your blue menu.



Del Puerto Health Care District

3. Using **Advanced Filters**, you can search for a file based on the following criteria:

- Name
- Description
- Type
- Revision Date range
- Tagged With (Keyword Tags)



Logging Out of PowerDMS Logout of PowerDMS by hovering over your name and clicking **Logout**. Some site Administrators also set your site so that your account will automatically log out after a certain designated period of inaction.

