

DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
FINANCE MEETING via Zoom Video Conference
MINUTES MAY 20, 2020

I. Call to order/Attendance

The meeting was called to order by Anne Stokman, Committee Chair, 3:05 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 Becky Campo/Anne Stokman to accept the agenda as presented.

IV. Finance Report Review

A. Review for Approval: April 22, 2020 Minutes

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

B. Review Financial Report for April 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 April 2020 Warrants

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

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

IV. Old Business

A. FY 2020-21 Budget Review – Draft 1

M/S/C Anne Stokman/Becky Campo to table until June meeting.

V. New Business – None

VI. Accounting and Finance Manager Report

A. Update on Grant and Stimulus Monies Received

Karin Hennings reviewed the grant and Stimulus monies received thus far by the District for both the Ambulance and Health Center from Health and Human Services (HHS).

Anne Stokman asked what the Health Center was doing to mitigate the COVID impact. Health Center's revenue was 44% of its' budget but its' labor was 100% of budget.

Suzie Benitez replied that she was using the staff to scan patient medical records into the EHR system, and they had completed the thousands of older records and were now working on the pending charts. They have been running seven scanners at full capacity. The salaried providers were using PTO as well as staff. She is working with employees to start painting the Pediatrics exam rooms first. Suzie stated that she was going to use her employees to do the painting instead of hiring a contractor as was previously planned.

Karin Hennings told the Committee that she would have a plan to furlough Health Center employees in June if necessary.

Information Only – No action taken

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- B.** Set Schedule for Committee Review of Account Reconciliations
Committee decided that the Account Reconciliations for each account with their supporting documents would be reviewed by Anne Stokman on May 22, 2020.

VII. Meeting adjourned – 4:00 PM

Respectfully submitted,

A handwritten signature in cursive script that reads "Anne Stokman".

Anne Stokman, Treasurer