DEL PUERTO HEALTH CARE DISTRICT

1700 Keystone Pacific Parkway, Unit B Patterson, California

BOARD OF DIRECTORS MINUTES SEPTEMBER 25, 2017

1. CALL TO ORDER / ROLL CALL:

The meeting was called to order at 6:30 PM by Vice President Donna Sesock-Miller.

ROLL CALL

Directors present:

Vice President Donna Sesock-Miller

Treasurer Anne Stokman Secretary Frank Daras Director Harold Hill

President Steven Pittson – Arrived at 6:37

Directors absent:

None

Staff present:

Administrative Director / CEO Karin Hennings

Ambulance Director Paul Willette

Health Center Manager Suzie Talamantes

District Legal Counsel Present: Jason Epperson

Others Present:

Medtech Billing Inc.

2. PLEDGE OF ALLEGIANCE & READING OF 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."

3. PUBLIC COMMENT - None

Ms. Hennings introduced Miriam Talamantes, CEOO representing Medtech Billing Services, Inc. Medtech provides billing services for the Health Center. Ms. Hennings invited Medtech to give a presentation of their services to the Board. Ms. Talamantes introduced owner, Mike Wells and Director of Operations, Jennifer Beretta. She provided a brief statement on Medtech staff and operations. She also provided a report outlining the billing procedures required by Del Puerto Health Center. A discussion ensued.

4. ACCEPTANCE OF AGENDA

M/S/C Donna Sesock-Miller, Frank Daras to approve the agenda as presented. Vote 5-0

5. **CONSENT CALENDAR***

- A. * Approve Board Meeting Minutes for August 28, 2017
- B. * Approve Finance Committee Special Meeting Minutes August 21, 2017
- C. * Approve Finance Committee Special Meeting Minutes August 30, 2017
- D. * Accept August Financial Reports
- E. * Approve Warrants August
- F. * Accept District Employee Organizational Chart as of August 27, 2017
- G. * Extended Sick Leave (ESL) Policy

M/S/C/ Donna Sesock-Miller, Harold Hill to approve the consent agenda items as presented. Vote 5-0

6. REGULAR CALENDAR

A. Employee Recognition for Years of Service and New Hires

Health Center:

2 years:

Yesenia Sanchez

6 years:

Rosario Avina

New Hire: Aracely Ortiz-Rodriguez

Ambulance:

13 years:

Michael McLaughlin

14 years:

Sean Mangskau

New Hires: William Calderon, Ricardo Marquez, Mia Marroguin

Daniel Schafer, Raymond Schulze, Mario Villanueva

B. Fund Transfers to Board Restricted Funds

1. Resolution 2017-06: Financial Transparency of Mitigation Fees Ms. Hennings presented this resolution for approval. A discussion ensued.

> M/S/C Frank Daras, Harold Hill to adopt Resolution 2017-06 Financial Transparency of Mitigation Fees

as presented. Vote 5-0

2. Resolution 2017-07: Transfers to Operating and Asset Replacement Fund Reserves Ms. Hennings presented the Resolutions this resolution for approval. Ms. Hennings recommended a 2-month operating reserve of \$780,000.00 with a goal of 3-months. The recommendation for the asset replacement fund is \$400,000.00 to catch up for prior years, in the future the asset replacement should be funded at the annual depreciation budget. A discussion ensued.

> M/S/C Frank Daras, Harold Hill to adopt Resolution 2017-07 Transfers to Operating and Asset and Replacement Fund Reserves as recommended. Vote 4-1.

3. Resolution 2017-08: Reduction of Keystone C Loan Principal Ms. Hennings presented this resolution for approval. She reported the Keystone C property, through tenant rents net profit of \$60,000 after expenses and interest. Her recommendation is to apply this amount toward the loan principal, creating a \$2,200 savings on interest per year. A discussion ensued.

> M/S/C Anne Stokman, Frank Daras to adopt Resolution 2017-08 Reduction of Keystone C Loan Principal as recommended. Vote 5-0

C. Presentation of FY 2017-18 Budget

Ms. Hennings presented the FY 2017-18 Budget for adoption. Ms. Hennings pointed out additional dollars were budgeted for Administration for the Board of Directors to attend educational and training conferences; District employee benefit costs are increased for qualified employees due to the standard increase in healthcare coverage premium rates. Ambulance vaccines and medications will be expensed differently showing actual costs as well as the amounts for waste due to expiration of medications. Health Center salaries will be increased to match minimum wage adjustments. Providers are budgeted at current staffing and an amended budget will be presented as hiring takes place. Marketing efforts will be increased for the Health Center. A discussion ensued.

> M/S/C Donna Sesock-Miller, Anne Stokman to adopt the 2017-18 Budget as presented

7. REPORTS

- A. Correspondence: None
- B. Ad Hoc Committees:
 - 1. Board Governance No Report
 - 2. Westside Health Care Task Force Report Director Sesock-Miller reported Jeff Rowe,
 Director of Career and Technical Education from Patterson High School presented
 information on a new project "Healthcare Career Pathway Program". The Taskforce is also
 in reaching out for donations from entity members. Ms. Hennings recommends the District
 provide a \$300.00 donation. This item will be agendized next meeting for consideration.
- C. Ambulance: Mr. Willette presented the August activity report.
- D. Health Center: Ms. Talamantes presented the August activity report. Discussion ensued.
- E. District Administration: Ms. Hennings reported the following to the Board:
 - Dr. Diana Blythe's last day working will be November 9, 2017.
 - Contract negotiations are near finalization with Dr. Ray-Datta. It will take approximately 6-10 weeks to obtain CA Medical License creating a gap for a pediatrician provider.
 - Golden Bear Physical Therapy renewed their lease option for 5 years.
 - Stampede CrossFit is still on a month to month lease.
 - West Orthodontist is negotiating their lease renewal with the District. Discussions have included subleasing to other dental providers, the District could elect to expand services to include dental under the Rural Health Clinic certification.
 - IT upgrade is complete at both sites.
 - She attended the ACHD conference earlier this month, and now sits on the ACHD Board of Directors.
 - Lyft's national programs are partnering with EMS providers and hospitals to return patients to their homes after being treated in the emergency room.
 - The Little Hoover commission came out with a bill that is on the governor's desk for signature it
 will give special district's a simpler process to have representation with their local LAFCO
 agencies.
 - She gave an overview of the District's employee retirement plan and said she plans to provide regular reports to the Board on the plans balances and contributions.
 - CSDA is sponsoring a Legislative day's tour October 10, 2017. Del Puerto Health Care District will be one of the special districts hosting 25 legislative staffers. They are scheduled to spend 3 hours with us. Tour will start at the Ambulance Station and Paul will give demonstrations on various equipment, next stop is to the Health Center where Suzie and Dr. Rodriguez will give a presentation on the services provided, the tour ends at Fire Station 2 where the District will provide lunch and provide an overview of our partnering with the fire department and the oversight PDA provides to their ALS program. The tour allows the District to build relationships with Legislative staff, show how we connect with our community and utilize the public's funds effectively and efficiently.
 - Staffing update. Cherie Swenson will be out 6-8 weeks on medical leave. Yumi Edwards will be out on medical leave 4-6 weeks. Planning to bring in an experienced person for HR and administrative support during this time.
 - Handed out graphs on staff salaries and benefits.

8. AGENDA ITEMS FOR FUTURE MEETINGS

- Westside Healthcare Taskforce donation

9. 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 54957.6:

Conference with Labor Negotiator

Employee Organization:

USW Local 12911

Negotiators:

David Ritchie, JD, Karin Hennings Paul Willette, Cherie Swenson

B. Gov't Code section 54956.8

Conference with Real Property Negotiator

Property: APN 0131-024-007

10. RECONVENE TO OPEN SESSION - REPORT OF CLOSED SESSION

The Board reconvened from Closed Session reporting they discussed closed session items A. and B. direction was given to staff and negotiators.

11. There being no further business; the meeting was adjourned at 9:35 pm

Respectfully Submitted,

Frank Daras, Secretary

(Date)

Board of Directors

Upcoming Regular Board and Standing Committee Meeting Dates:

Board - Monday, October 30, 2017

Finance – Wednesday, October 25, 2017

Board - Monday, November 27, 2017

Finance - Wednesday, November 22, 2017

Board - December - Discussed

Finance – December – Discussed