



SPECIAL BOARD OF DIRECTORS MEETING
May 18, 2020 @ 6:30 pm
Zoom Meeting

Board of Directors Minutes

1. **Call to order** @ 6:45 pm
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call.**

Directors Present: Director, Steve Pittson
Director, Anne Stokman
Director, Becky Campo
Director, George Galloway Mac Masters

Directors Absent: Director, Dan Robinson - joined call at 6:49 pm

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

District Legal Council: Dave Ritchie, Attorney, 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:**

M/S/C To accept the agenda. Director Campo / Director Stokman
Ayes: Directors Pittson, Robinson, Stokman, Campo, Mac Master
Nays: None
Abstain: None
Passed

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

- A. *Approve Regular Board Minutes for February 24, 2020
- B. *Accept Finance Committee Meeting Minutes for February 19, 2020
- C. *Accept Finance Committee Meeting Minutes for March 18, 2020
- D. *Month End Financials for Acceptance - February 2020
- E. *Monthly Warrants for Recommendation - February 2020



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- F. *Month End Financials for Acceptance - March 2020
- G. *Monthly Warrants for Recommendation - March 2020

M/S/C That the Board of Directors accept the Consent Calendar as presented. /Director Stokman/ Director Mac Master
Ayes: Director Pittson, Director Robinson, Director Stokman, Director Compo, Director Mac Master
Nays: None
Abstain: None
Passed: Roll Call Vote

9. Regular Calendar

- A. * Any Consent calendar items moved to regular calendar **None**
- B. Adoption of Policies on CEO Evaluation & Compensation
Director Stokman explained that the Annual CEO Developmental Review and Performance Evaluation policy was enclosed in the packet. It had been reviewed by the committee and the recommended changes are noted in red. The committee tried to think of this in terms of any board and any CEO, not just for this board and CEO. Tried to make it something that would be a working document.
The committee may need to get information from the CEO. A Salary Survey will need to be done. They will gather the information and present to Board. HR will act as a clearing house. Surveys will be send to staff and information will be collected by ACHD.
Attention to the first item under Follow up to the Board Meeting. It may also include any amendments that need to be made to the employment contract.
Items 3,4,5 Attorney, Dave Ritchie stated that less is more so as not to lock into a specific process.

M/S/C: That the Board of Directors adopt the CEO Annual Developmental Review and Performance Evaluation Policy, Form and Compensation of the Chief Executive Officer Policy with the changes discussed tonight, effective May 18,2020 Director Pittson/ Director Mac Master
AYES: Director Pittson, Director Robinson, Director Stokman, Director Campo, Director Mac Master
Nays: None
Abstains: None
PASSED: Roll Call Vote



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D. Review of Financial Impact of COVID -19

Ms. Hennings reported the due the COVID-19 Pandemic the Health Center is down 7% from 12 months ago. There has been a 7% decline in the number of visits. The Ambulance has seen an increase of 6 %since January.

Financially, The Health Human Services and the Cares Fund provided \$79K for the Ambulance Service and \$218K for the Health Center. We have had to spend \$10K on equipment. We are tracking the hours we have paid employees for childcare etc. We will be able to account for our cost if we need to. To date we have received near \$300K in stimulus money. None of the money we have received needs to be repaid. We did not participate in the Paycheck Protection, which is a loan that may be forgiven. Many of the conferences that staff normally attends in the fall season have been cancelled.

We currently have a 3- month reserve of operating expenses.

Keystone: Golden Bear asked for a 50% deferred payment on their rent. Construction has been halted on C-4. This payment had already been deferred thru May. May have to be extended. Golden Bear has only seen an 11% decrease in the Patterson office, but their company has experienced a 40% decrease in revenue.

10, Reports

A. Employee Anniversaries & New Hires

Ambulance:

March & April & May

Years

| | |
|----------------------|-----|
| Paul Willette | 5 |
| Jeffery Wilson | New |
| Ivonne Arcadia | 1 |
| Rosa Arevalo | 3 |
| Maryanne Barajas | 5 |
| Melanie Quezada | 5 |
| Jacqueline Palominos | 9 |
| Tamara Gonzales | 1 |
| Maria Zamora Salazar | 1 |
| Andrea Zuniga | 1 |
| Suzie Benitez | 10 |
| Alejandra Godinez | 1 |
| Karin Hennings | 4 |

Health Center:

Administration

B. District Wide Community Assessment – Director Stokman – No Report

C. West Side Health Care Task Force - George Galloway Mac Masters – Meeting was postponed. No Report



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D. CEO Annual Performance Evaluation – Director Campo - Tabled

E. Ambulance – Paul Willette, Director of Ambulance Operations

Mr. Willette reviewed the reports for the past 3 months. The Ambulance was very busy in February. March was about where it should have been. But in April it dropped off. This most certainly was due to COVID-19. Emergency room volume was down, and inpatient census was also down. Had an employee who was sick. He had been running a low-grade temperature while he was working another job. We sent him for testing. He came back negative for COVID -19. The Board asked if they had started anti-body testing. They have not done antibody testing. We are requiring the employees to log in their temperatures and answer questions regarding symptoms prior to their shifts each 24 hours. This is done through email and sent to an account that Mr. Willette monitors.

F. Health Center - Suzie Benitez, Health Center Manager

Ms. Benitez also reviewed her reports for the prior months. They were doing well in the month of February with increases in new patient and same day appointments, In March we started to see a decline. The Health Center has done testing for the COVID-19 Virus. They have tested 62 individuals with 10 positives. They have changed their routines. See regular patients in the am. If there is a patient that is suspect of the virus, we see them in the afternoon. They are seen by limited staff. The staff have been using PPE with the N95 masks. In April. They saw a 50 % decrease in patient visits.

The staff is taking their temperatures and using PPE. He county has been helpful. They have made available PPE and hand sanitizer. Working closely with the County Health Department. Have been able to help supply testing on the Westside.

Dr. Rodriguez spoke. He said that the 50-% decrease in patient visits has been seen across the country. Specialty Care has seen 85-95% decreases. People are scared. It is affecting everybody. We are providing telehealth visits. 2-4 telehealth visits a day. In April we had 134 telehealth calls. Public Health has been working closely with us. They seem to be excited about our protocols. We seem to be adapting quickly to the new protocols. Said we were leading healthcare. We have been making calls to our pediatric patient to come in for vaccines etc. I feel that it is starting to get better. Not doing the antibody testing yet.

Ms. Hennings added that we will be placing an ad in the Patterson Irrigator to let people know we are seeing patients, have telehealth visits.



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- G. Administration – Karin Hennings, Administrative Director / CEO
Ms. Hennings reviewed statistics from the Human Resources Department. We have improved our retention rates

11. Director Correspondence, Comments, Future Agenda Items – None

12. Upcoming Regular Board and Standing Committee Meeting Dates

| | |
|-------------------------------------|---------------------------------|
| Finance – Wednesday, May 20, 2020 | Board – Monday, June 29, 2020 |
| Finance – Wednesday, June 24, 2020 | Board – Monday, July 29, 2020 |
| Finance – Wednesday July 22, 20-20, | Board – Monday, August 24, 2020 |

Adjourn to Closed Session @ 7:54 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.]*

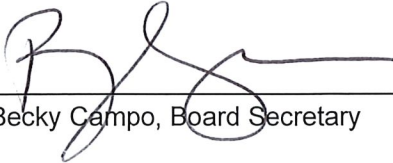
- A. Gov't Code section 54956.8 Conference with Real Property Negotiator
Property: APN 0131-024-007
- B. Gov't Code § 54956.9(b) Conference with Legal Counsel – Anticipated litigation or
significant exposure to litigation: One (1) potential case.

14. Reconvene to Open Session – Report of Closed Session @ 7:57 pm

Instruction were given to staff. There was no reportable information

15. Adjourn @ 7:58 pm

Respectfully Submitted by:


Becky Campo, Board Secretary

