

DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
FINANCE MEETING
MINUTES SEPTEMBER 18, 2019

I. Call to order/Attendance

The meeting was called to order by Anne Stokman, Committee Chair, 3:01 PM

Other Board Members Present: Becky Campo, Committee Member

Other Staff Members Present: Karin Hennings, Administrative Director/CEO; Maria Reyes-Palad, Finance and Accounting Manager; Paul Willette, Ambulance Director; Suzie Talamantes, 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: August 21, 2019 Minutes

M/S/C Becky Campo/Anne Stokman – to accept the minutes for August 21, 2019 as presented.

B. Review Financial Report for August 2019

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 August 2019 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.

V. Old Business – None

VI. New Business

A. Capital Expense Request – Ambulance Request for Stryker Gurney

M/S/C Becky Campo/Anne Stokman to recommend to the Board to approve the Ambulance request for Stryker Gurney as presented.

B. Capital Expense Request – Ambulance Request for Stair Chair.

M/S/C Becky Campo/Anne Stokman to recommend to the Board to approve the Ambulance request for Stryker Stair Chair as presented.

C. Keystone C1 Lease End

Maria Reyes-Palad reviewed the Keystone C1 Lease End report. Karin Hennings explained that Dr. West will be moving out of Keystone C1 probably by the end of January. We are investigating the possibility of offering dental services as part of the Health Center due to its status as a Rural Health Clinic. The committee recommended that we have a Plan B and look at the market value for leasing the space out.
Information only – No Action Taken.

D. Expense Reimbursement Policy - Draft

M/S/C Becky Campo/Anne Stokman to recommend to the Board to approve the Expense Reimbursement Policy with the change in the title to include Travel/Business.

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- E. Ambulance Director Compensation Policy
Karin Hennings gave a description of the current issues regarding the Ambulance Director's regular salaried hours and that he fills shifts on an Ambulance as a Paramedic outside of his regular salaried hours. The committee discussed staffing and not wanting to overwork Paul. Karin Hennings told the committee that the policy was not yet completed and the Committee wanted to investigate the matter further.
Information only – No Action Taken.

VII. Accounting and Finance Manager Report

- A. TCB Loan Payment Options
Maria Reyes-Palad reviewed the TCB Loan Payment Options report and answered all questions regarding the report.
Information only – No Action Taken.
- B. Account Reconciliations presented for Committee review
Committee reviewed the Account Reconciliations for each account with their supporting documents.

VIII. Meeting adjourned – 4:33 PM

Respectfully submitted,



Anne Stokman, Treasurer