



## BOARD OF DIRECTORS MEETING

January 27, 2020 @ 6:30 pm

Del Puerto Health Center Conference Room,  
1700 Keystone Pacific Parkway, Unit B, Patterson

### Board of Directors Minutes

1. **Call to order @ 6:30 pm** by President, Steve Pittson
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call.**

**Directors Present:** Director, Steve Pittson  
Director, Dan Robinson  
Director, Anne Stokman  
Director, George Galloway Mac Masters

**Directors Absent:** Director, Becky Campo

**Staff Present:** Administrative Director/CEO, Karin Hennings  
Ambulance Director, Paul Willette  
Health Center Manager, Suzie Talamantes  
Financial Accounting Manager, Maria Reyes  
Clerk of the Board, Cheryle Pickle

**District Legal Council:** Elizabeth Fratarcangeli, 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. **Presentation - Delya Stolz: Domestic Violence Awareness in EMS**

6. **Public Comment Period**

**Present:** Michael Courtney, West Side Ambulance  
Chantale Pakosz, New DPHCD employee  
No Comments

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

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



## BOARD OF DIRECTORS MEETING

January 27, 2020 @ 6:30 pm

Del Puerto Health Center Conference Room,  
1700 Keystone Pacific Parkway, Unit B, Patterson

### Board of Directors Minutes

#### 9. Consent Calendar

- A. \*Approve Special Board Minutes for January 14, 2020
- B. \*Finance Committee Meeting Minutes for Approval for November 20, 2019
- C. \*Month End Financials for Acceptance - November 2019
- D. \*Monthly Warrants for Recommendation - November 2019
- E. \*Month End Financials for Acceptance - December 2019
- F. \*Monthly Warrants for Recommendation - December 2019
- G. \*Adopt "Lactation Accommodation" Policy

**M/S/C That the Board of Directors accept the Consent Calendar as presented. /Director Robinson / Director Mac Master**

**Ayes:** Directors Pittson, Robinson, Stokman, Mac Master

**Nays:** None

**Passed**

#### 10. Regular Calendar

##### A. Annual Election of Board Officers

Ms. Hennings explained that the Bylaws require the Board to elect officers every year. She stated that Director Campo had indicated that she would be agreeable to continue in the role of Secretary if the Board would like her to do so.

President Pittson opened the floor to nominations.

1. Director Robinson **Nominated** Director Pittson for President. This was **Seconded** by Director Stokman.
2. Director Mac Master **Nominated** Director Robinson for Vice-President. This was **Seconded** by Director Stokman.
3. Director Stokman **Nominated** Director Campo for Secretary. This was **Seconded** by Director Robinson.
4. Director Mac Master **Nominated** Director Stokman for Treasurer. This was **Seconded** by Director Robinson.

All the nominees accepted the position.

The Board voted on the nominated Slate of Officers

**Ayes:** Directors Pittson, Robinson, Stokman, Mac Master

**Nays:** None

This slate of Officers was **Accepted**

Director Pittson also appointed Director Stokman and Director Campo to the Finance Committee.



## BOARD OF DIRECTORS MEETING

January 27, 2020 @ 6:30 pm

Del Puerto Health Center Conference Room,  
1700 Keystone Pacific Parkway, Unit B, Patterson

### Board of Directors Minutes

#### B. Ratify CoSol Lease Preparation Expense for Keystone C4

Ms. Hennings explained that this amount is for the Keystone-C4 lease. The board had approved \$500.00 to be paid for commission. Subsequently, we needed a lease drawn up. The cost to have CoSol draft the lease and have it reviewed by our council was much cheaper than having our council draft the lease. Since it was under the CEO's limit to authorize it was approved. However, to make it clean and explain why the invoice was over \$500.00 I'm bringing it to the Board to ratify.

**M/S/C: Motion:** I move the Board of Directors ratify the expenditure of \$700.00 for drafting the Keystone C4 lease by Co Sol Commercial Real Estate Brokers.

/Director Stokman/Director Mac Master/

**Ayes: Directors** Pittson, Robinson, Stokman, Mac Master

**Nays:** None

**Abstains:** None

**Passed**

#### C. Acceptance of FYE June 30, 2019 Audited Financial Statements

This was presented at a previous meeting, but the written report was not ready. When it became available it was reviewed by the Finance Committee. The Finance Committee now is recommending it be accepted by the Board.

**M/S/C: Motion** I move that the Board accept the audited financial report for the fiscal year ending June 30, 2019

/Director Mac Master/Director Robinson/

**Ayes:** Directors Pittson, Robinson, Stokman, Mac Master

**Nays:** None

**Abstains:** None

**Passed:**

#### D. Adoption of CEO Annual Performance Evaluation Policies & Procedures

It was discussed that the Ad-hoc committee should first review these documents and make recommendations before making it policy. Want this to be set up "for the long haul". Suggested that Director Stokman be on the Ad Hoc Committee, then it was noted that Director Campo and Director Mac Master were already named to the committee. Then discussion ensued that an experienced Director should be included in this process. Discussed Timing. Decided that we would combine the evaluations for 2019 and 2020 because of the timing. Then there would be a timeline to follow for the 2021 and later evaluations. Suggested that a Special Board Meeting could be held in May or June just to discuss this item and the Budget.

#### Item Tab

#### E. Appointment of Finance Committee Member

Already addressed in Item 9.A Director Stokman to serve on the Finance Committee and she is to be joined by Director Campo.



**BOARD OF DIRECTORS MEETING**

January 27, 2020 @ 6:30 pm  
 Del Puerto Health Center Conference Room,  
 1700 Keystone Pacific Parkway, Unit B, Patterson

**Board of Directors Minutes**

**11. Reports**

- |    |   |                 |              |
|----|---|-----------------|--------------|
| A. | <u>Employee Anniversaries &amp; New Hires</u> | <u>January</u>  | <u>Years</u> |
|    | PDA   | Barry Bartlett  | New          |
|    |   | Chantale Pakosz | New          |
|    | HC  | Eneida Barrera  | 16 Years     |
- B. District Wide Community Assessment** – Director Stokman  
 There was a handout which gave an update on the status of things. Director Stokman explained the report and answer questions.
- C. West Side Health Care Task Force** - George Galloway Mac Masters  
 Director Mac Master has not been able to attend recent meeting of the West Side Care Task Force due to conflicts in this schedule.
- D. Ambulance** – Paul Willette, Director of Ambulance Operations  
 Mr. Willette review the Ambulance reports for the past two months. He explained that the Urban Code 3 compliance period ended. We ended up with a 90.00% compliance rate. Had to schedule an additional ambulance to reach the compliance rate but was able to keep our rate in compliance.
- Received a letter from the West Side County Fire to thank our EMS personnel for the job they did during a long (16 hours) fire at the recycling plant. Recology, graciously donated a large amount. The Fire Department forward to PDA \$1000.00 for our part in the process.
- The Spartan Races will be back in the area on February 15 and 16 this year. We again will be providing EMS Services.
- We are working out an agreement with Patterson Fire as required by our MVEMS contract. We have proposed and agreement which provides some clarity on roles and responsibilities. We have sent it to them and they are reviewing it.
- E. Health Center** - Suzie Benitez, Health Center Manager  
 Saw an increase in December. They are working hard on recalling the no shows and getting them in within a few days. They are really excited to have Dr. Blythe back. Dr. Rodriguez is seeing 23 patients a day. Dr. Blythe is seeing 21 patients a day. Their booking for well child visit is out two weeks.



## BOARD OF DIRECTORS MEETING

January 27, 2020 @ 6:30 pm

Del Puerto Health Center Conference Room,  
1700 Keystone Pacific Parkway, Unit B, Patterson

### Board of Directors Minutes

#### F. **Administration** – Karin Hennings, Administrative Director/CEO

1. We are now having provider meetings. We are planning to have quarterly meetings, however; since this is the beginning of having these meetings and there is a lot to talk about, we are having them monthly for the first quarter. The first meeting was very successful.
2. Keystone C has vacated the premises. We are working with Golden Bear to prepare the space for them. They are planning very little changes.
3. Dr. West has not given a date when his new suite will be ready, and he will be moving.
4. Health Center: Health Plan of San Joaquin has decided not to send us HEDIS bonus this year.

Since Dr. Blythe has returned, all four providers are now sharing call schedule. This provides some relief to Dr. Rodriguez. We have very few calls. This is a direct result of our providers educating our patients on what to do.

The providers have now had two sessions of training on our new EHR. They now have modules of training to complete. It is going well. Dr. Rodriguez and Susie are working on the templates.

We are changing our relationship with our billing vendor, Med Tech. In meeting with them now to figure out the process. Our EHR changes the billing process. Most likely we will be having a Med Tech employee logging into our system to complete the process.

John Anderson, our land use consultant notified us the City of Patterson will be updating the mitigation fees. We last updated in 2004. The Community Needs Assessment will be useful in this process.

ADHD is having a conference in Sacramento. Reminder to any Board member who is interested in attending.

#### 12. **Upcoming Regular Board and Standing Committee Meeting Dates**

- |                                     |                             |
|-------------------------------------|-----------------------------|
| a. Finance – Wednesday, February 19 | Board – Monday, February 24 |
| b. Finance – Wednesday, March 25    | Board – Monday, March 30    |
| c. Finance – Wednesday, April 22    | Board – Monday, April 27    |

#### 13. **Director Correspondence, Comments, Future Agenda Items, Information**

None to report



**BOARD OF DIRECTORS MEETING**

January 27, 2020 @ 6:30 pm

Del Puerto Health Center Conference Room,  
1700 Keystone Pacific Parkway, Unit B, Patterson

**Board of Directors Minutes**

14. **Adjourn @ 7:40 pm**

DRAFT