



**BOARD OF DIRECTORS**  
*Anne Stokman, RN, President*  
*Timothy Benefield, Vice-President*  
*Becky Campo, Secretary*  
*Luis Avila, Treasurer*  
*(Vacant), Zone 4-Director*

PO Box 187, Patterson, CA 95363  
Phone (209) 892-8781 Fax (209) 892-3755

## **BOARD OF DIRECTORS MEETING**

**Monday, March 25, 2024 @ 6:00 pm**

Del Puerto Health Center, 1700 Keystone Pacific Parkway, Ste B, North Conference Room

**PUBLIC COMMENT PERIOD:** Matters under the jurisdiction of the Board and not on the posted agenda may be addressed by the general public at the beginning of the regular agenda. If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period; however, California law prohibits the Board from acting on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board of Directors. Persons speaking during the Public Comment will be limited to five minutes. Depending on the number of persons wishing to speak, speaking time may be reduced to allow all public members to address the Board. Public comments must be addressed to the board through the President. Comments to individuals or staff are not permitted.

**CONSENT CALENDAR:** These matters include routine financial and administrative actions and are identified with an asterisk (\*). All items on the consent calendar will be voted on as a single action at the beginning of the meeting under the section titled "Consent Calendar" without discussion. If you wish to discuss an item on the Consent Calendar, please notify the Clerk of the Board prior to the beginning of the meeting or you may speak about the item during Public Comment Period.

**REGULAR CALENDAR:** These items will be individually discussed and include all items not on the consent calendar, all public hearings, and correspondence.

**CLOSED SESSION:** Is the portion of the meeting conducted in private without the attendance of the public or press to discuss certain confidential matters specifically permitted by the Brown Act. The public will be provided an opportunity to comment on any matter to be considered in closed session prior to the Board adjourning into closed session.

**ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA:** Please raise your hand or step to the podium at the time the Board President announces the item. In order that interested parties have an opportunity to speak, any person addressing the Board will be limited to a maximum of 5 minutes unless the President of the Board grants a longer period.

**BOARD AGENDAS AND MINUTES:** Board agendas and minutes are typically posted on the Internet on Friday afternoons preceding a Monday meeting at the following website: <https://dphealth.specialdistrict.org/board-meetings>.

Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District office at 875 E Street, Patterson, CA during normal business hours. Such documents are also available online, subject to staff's ability to post the documents before the meeting, at the following website <https://dphealth.specialdistrict.org/board-meetings>.

**NOTICE REGARDING NON-ENGLISH SPEAKERS:** Board of Director meetings are conducted in English and translation to other languages is not provided. Please arrange for an interpreter, if necessary.

**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (209) 892-8781. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Cell phones must be silenced or set in a mode to not disturb District business during the meeting.

**DEL PUERTO HEALTH CARE DISTRICT**  
**Board of Directors Meeting**  
**Monday, March 25, 2024 @ 6:00 pm**

Del Puerto Health Center, 1700 Keystone Pacific Parkway, Ste B, North Conference Room

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
4. **Reading the Vision, Mission, and Value Statements**  
*Vision: "A locally cultivated, healthier community."  
Mission: "To provide, promote, and partner in quality healthcare for all."  
Values: "Compassion – Commitment – Excellence"*
5. **Public Comment Period** *[Members of the public may address the Board on any issues on the Consent Calendar and items not listed on the agenda that are within the purview of the District. Comments on the agenda are made when the Board considers each item. Each speaker is allowed a maximum of five minutes. Board members may not comment or act on items not on the agenda.]*
6. **Declarations of Conflict** *[Board members disclose any conflicts of interest with agenda items]*
7. **Approval of Agenda** **Action**  
*[\*Directors may request moving any consent calendar item to the regular calendar or change the order of the agenda items.]*
8. **Consent Calendar\*** *[Routine committee reports, minutes, and non-controversial items]* **Action**  
A. \*Approve Board Meeting Minutes – February 26, 2024
9. **Regular Calendar**  
A. \*Any Consent Calendar items moved to the Regular Calendar **Action**  
B. Opening New Bank Account **Action**  
C. Budget Adjustment – Revenue **Action**  
D. CEO Evaluation Policy Review & Amendment **Information**  
E. CEO Evaluation Committee Appointment **Appt by President**
10. **Review of Written Reports** *(Directors may raise any questions they have)* **Discussion**  
A. Administration – Ms. Freese  
B. Ambulance – Mr. Willette  
C. Health Center – Ms. Benitez  
D. Human Resources – Mr. Trefault  
E. Legislative Watch List – Ms. Freese
11. **Strategic Planning**  
A. FY 2023-24 Next 90 Days Update (attached)  
B. Strategic Planning Board Retreat  
1) Warm-up – Wed, May 15 from 5:30-7:00 PM  
2) Retreat – Thu, May 16th from 10:00 AM to 4:00 PM
12. **Closed Session** *[Board of Directors may recess to closed session to discuss 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 Org: USW TEMSA Local 12911  
Negotiators: David Ritchie, JD, Karin Freese  
Paul Willette  
B. Health & Safety Code 321069(c)(2) District Health Care Trade Secret (i.e., necessary to initiate a new district service or program or add a district health care facility and, if prematurely disclosed, create a substantial probability of depriving the district of a substantial economic benefit).

**DEL PUERTO HEALTH CARE DISTRICT  
Board of Directors Meeting  
Monday, March 25, 2024 @ 6:00 pm**

Del Puerto Health Center, 1700 Keystone Pacific Parkway, Ste B, North Conference Room

- 13. **Reconvene to Open Session – Report of Closed Session**
- 14. **Director Correspondence, Comments, Future Agenda Items** **Information**
- 15. **Upcoming Regular Board and Standing Committee Meeting Dates Information**

Finance – Wed, Apr 24 @ 8:15 AM	Board – Mon, Apr 29 @ 6:00 PM
Strategic Planning Board Retreat Warm-up	Wed, May 15 from 5:30-7:00 PM
Strategic Planning Board Retreat	Thu, May 16 <sup>th</sup> from 10:00 AM to 4:00 PM
Finance – Wed, May 22 @ 8:15 AM	Board – Mon, May 20 @ 6:00 PM
Finance – Wed, June 19 @ 8:15 AM	Board – Mon, June 24 @ 6:00 PM
- 16. **Adjourn**



**DEL PUERTO HEALTH CARE DISTRICT**  
**875 E Street, Patterson, CA 95363**  
**FINANCE MEETING**  
**MINUTES February 21, 2024**

**1. Call to order/Attendance**

The meeting was called to order by Becky Campo 8:33 AM

**Other Board Members Present:** Luis Avila, Committee Chair

**Staff Members Present:** Karin Freese, Administrative Director/CEO; Maria Reyes-Palad, Financial Accounting Manager; Paul Willette, Ambulance Director; and Danae Skinner, Administrative Staff Accountant.

**2. Public Participation – there were no comments.**

**3. Acceptance of Agenda**

M/S/C Luis Avila /Becky Campo to accept the agenda as presented.

**4. Finance Report Review**

**A. Review for Approval: January 24, 2024, Finance Meeting Minutes**

M/S/C Luis Avila /Becky Campo to accept the minutes for January 24, 2024, as presented.

**B. Review Financial Reports for January 2024**

Maria Reyes-Palad reviewed the Financial Reports for January 2024 and answered all questions regarding the reports.

M/S/C M/S/C Anne Stokman/Becky Campo to recommend that the Board accept the January 2024 Financial Reports as presented.

**C. Review for Recommendation January 2024 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 accept the Warrants as presented.

**5. Old Business – None**

**6. New Business – None**

**7. Accounting and Finance Manager Report**

**A. Asset Replacement Fund Update 2024**

Maria Reyes-Palad reviewed the Asset Replacement Fund update and answered all questions regarding the report. Paul Willette and Karin Freese explained that the Motorola radios used by the ambulances are at their end-of-life and must be replaced. The money would come from the Asset Replacement Fund, and the Approved Capital Expense funds set aside for the Tri-Band portable radio.

Information Only – No Action Taken.

**B. E Street Land & Building Details**

Maria Reyes-Palad reviewed the E Street Land & Building Details and answered all questions regarding the report.

Information Only – No Action Taken.

**C. Set Schedule for Committee Review of Account Reconciliations**

Luis Avila said he would schedule a time with Maria to review the account Reconciliations.

Paul Willette reported that the Patterson City Council acknowledged the District, and Karin Freese for the Health Center's extended hours at their meeting.

**8. Meeting adjourned – 8:57 AM**

**Next Meeting: March 20, 2024**

Respectfully submitted,

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Luis Avila, Treasurer



## BOARD OF DIRECTORS BOARD OF DIRECTORS

Anne Stokman, RN, President  
 Timothy Benefield, Vice-President  
 Becky Campo, Secretary  
 Luis Avila, Treasurer

PO Box 187, Patterson, CA 95363  
 Phone (209) 892-8781 Fax (209) 892-3755

**BOARD OF DIRECTORS MEETING MINUTES**  
**Monday, February 26, 2024 @ 6:00 pm**

1. **Call to order at 6:03 pm** by President, Anne Stokman
2. **Pledge of Allegiance**
3. **Roll Call**
  - Directors Present:** President, Anne Stokman  
 Vice President, Timothy Benefield  
 Treasurer, Luis Avila  
 Secretary, Becky Campo (absent)
  - Staff Present:** CEO, Karin Freese  
 Ambulance Director, Paul Willette  
 Clerk of the Board/Financial Accounting Manager,  
 Maria Reye-Palad  
 HR Manager, Robert Trefault  
 Clinical Ed and QI Manager, Jim Withworth
  - District Legal Council:** Dave Ritchie, Cole Huber, LLP
  - Members of the Public:** Meg Matthews, Patterson Irrigator Managing Editor  
 (arrived at 6.15pm)

*We have a quorum.*
4. **Reading of the District's Vision, Mission, and Value Statements:**
  - Vision:* "A locally cultivated, healthier community."
  - Mission:* "To provide, promote, and partner in quality healthcare for all."
  - Values:* "Compassion – Commitment – Excellence"
5. **Public Comment Period**  
 Ms. Meg Matthews from Patterson Irrigator spoke about collecting more details about the expanded healthcare hours
6. **Declarations of Conflict** [Board members disclose any conflicts of interest with agenda items]  
 None.
7. **Approval of Agenda:**
  - M/S/C:** To approve the agenda as posted.  
 Directors Avila/Benefield
  - Ayes:** Directors Avila, Stokman, Benefield
  - Nays:** None
  - Abstain:** None
  - Motion:** Passed
8. **Consent Calendar\*** [Routine committee reports, minutes, and non-controversial items]
  - A. \*Accept Finance Committee Minutes – January 24, 2024
  - B. \*Approve Board Meeting Minutes – January 29, 2024

- C. \*Approve Financial Report – January 31, 2024
- D. \*Approve Amendment of Electronic Equipment Replacement Policy to include EMS communication equipment and medical diagnostics equipment

**M/S/C. Approve the Consent Calendar.**

Directors Benefield/Avila

**Ayes:** Directors: Avila, Stokman, Benefield

**Nays:** None

**Abstain:** None

**Motion: Passed**

**9. Regular Calendar\*** *[Members of the public may address the Board as the Board considers each item. Each speaker is allowed a maximum of five minutes.]*

**A. No Items were moved from the consent calendar.**

**B. Nexus Study-Preliminary Data Presentation, Wiplfi**

Ms. Sydney Diekmann presented the preliminary report on Facility Sizing and Cost Analysis Study. This is to update the district's 2006 building infrastructure plan and primarily focusing on revising the project costs to accommodate the needs of our growing community. Questions were raised and answered by Ms. Diekmann.

**M/S/C. Acknowledging Nexus Study Preliminary Data Presentation**

Directors Benefield/Avila

**Ayes:** Directors: Avila, Stokman, Campo, Benefield

**Nays:** None

**Abstain:** None

**Motion: Passed**

**C. Love Patterson Sponsorship Proposal**

Love Patterson annual event is on April 20, 2024. The district was given an opportunity to sponsor a Gold Level commitment of \$1500. Board approval is needed since the district sponsorship policy threshold limit is \$1000. Engaging on community events like Love Patterson will demonstrate the district's response to community engagement and will result to a positive impact on the district's reputation.

**M/S/C. To approve \$ 1500 Love Patterson sponsorship.**

Directors Avila/Benefield

**Ayes:** Directors: Avila, Stokman, Benefield

**Nays:** None

**Abstain:** None

**Motion: Passed**

**D. Stars of Life Nominee**

Paramedic Lisa Vasquez

**M/S/C. To approve the 2024 Stars of Life Nominees and Resolution of Recognition and Appreciation**

Director Avila/Benefield

**Ayes;** Directors Avila, Stokman, Benefield

**Nays:** None

**Abstain:** None

**Motion: Passed** By Roll Call Vote

- E. **CEO Evaluation Policy Review & Amendment** Tabled to Next Meeting
- F. **CEO Evaluation Committee Appointment** Tabled to Next Meeting
10. **Review of Written Reports**
- A. Administration – Ms. Freese (verbal)
  - B. Ambulance – Mr. Willette
  - C. Health Center – Ms. Benitez
  - D. Human Resources – Mr. Trefault
  - E. Legislative Update – Ms. Freese
11. **Strategic Planning**
- A. FY 2023-24 Next 90 Days Update (attached)
  - B. Set a date for the Strategic Planning Workshop

**Adjourned to Closed Session @ 7:30 pm**

12. **Closed Session** *[Board of Directors may recess to closed session to discuss certain matters as legally permitted. Any action taken shall be reported in open session.]*
- A. Gov't Code § 54957.6  
Conference with Labor Negotiator  
Employee Organization: USW TEMSA  
Local 12911  
  
Negotiators: David Ritchie, JD  
Karin Freese & Paul Willette
  - C. Health & Safety Code 321069(c)(2)  
District Health Care Trade Secret (i.e., necessary to initiate a new district service or program or add a district health care facility and, if prematurely disclosed, create a substantial probability of depriving the district of a substantial economic benefit).
13. **Reconvene to Open Session @ 7:55 pm - Report of Closed Session**
14. **Director Correspondence, Comments, Future Agenda Items**
15. **Upcoming Regular Board and Standing Committee Meeting Dates Information**
- |                                 |                               |
|---------------------------------|-------------------------------|
| Finance – Wed, Mar 20 @ 8:15 AM | Board – Mon, Mar 25 @ 6:00 PM |
| Finance – Wed, Apr 24 @ 8:10 AM | Board – Mon, Apr 29 @ 6:00 PM |
| Finance – Wed, May 22 @ 8:10 AM | Board – Mon, May 20 @ 6:00 PM |
16. **Development and Training** “The Advantage” by Patrick Lencioni. A written worksheet was provided in the board packet for all board members to review the the importance of organizational health and its impact on the success of businesses.
17. **Adjourn @ 8:00 pm**



Respectfully Submitted:

\_\_\_\_\_  
Becky Campo, Board Secretary

\_\_\_\_\_  
Date Signed

DRAFT



**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – March 25, 2024**

**Item # 9B - 9B Opening A New Bank Account.Docx**

**Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: Yes

4/5 Vote Required: Yes

**SUBJECT:** **Opening a New Bank Account**

**STAFF REPORT:** Total Cash on Hand as of February 2024 is \$4.8M. These funds are with Tri Counties Bank for regular operations, and with CLASS, Stifel and LAIF for investment accounts. We recently received \$904K from City of Patterson for unpaid development impact fees for prior years. Which we deposited to CLASS investment account to earn higher interest income. The district is expecting impact fees from the city on a regular basis going forward.

These impact fees will be used for the building project and should be separated from operating accounts for accurate monitoring of funds. Therefore, the district staff is recommending to the Board to approve opening an account with a new bank, for cash management strategy.

**DISTRICT PRIORITY:** Cash Management/Internal Control

**FISCAL IMPACT:** None

**STAFFING IMPACT:** Accurate cash monitoring and recording

**CONTACT PERSON:** Karin Freese / Maria Reyes-Palad

**ATTACHMENT(S):** Total Cash and Investments as of February 2024

**RECOMMENDED BOARD ACTION:**

ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors to approve opening an account with a new bank for cash management purposes.*

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>Director Stokman</i>		
<i>Director Benefield</i>		
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>[vacant]</i>		

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Director Stokman</i>				
<i>Director Benefield</i>				
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>[vacant]</i>				

**Del Puerto Health Care District  
FY23-24 BUDGET - AMB Revenue Adjustment**

	TAX	ADM	AMBULANCE			HC	Keystone C	Mid-Yr Revised Budget FY23-24	Adjusted Budget FY23-24	Net Change
			Current Budget Amount	Adjustment	Explanation					
<b>INCOME</b>										
401.000 · Gross Patient Service Revenue			13,200,730	(1,924,977)		11,275,753	3,684,467	16,885,197	14,960,220	(1,924,977)
403.000 · Adjustments			(8,392,161)	1,224,165	adjust to payer mix report balances	(7,167,996)	(330,057)	(8,722,218)	(7,498,053)	1,224,165
405.000 · Bad Debt			(967,744)	141,231		(826,513)		(967,744)	(826,513)	141,231
407.000 · Other Income		3,000	5,700			5,700	10,000	18,700	18,700	
<b>Gross Profit</b>		3,000	3,846,525	(559,581)		3,286,944	3,364,410	7,213,935	6,654,354	(559,581)
<b>TOTAL EXPENSE</b>	25,756	55,842	4,031,574			4,031,574	3,702,393	47,597	7,863,162	7,863,162
Net Ordinary Income	(25,756)	(52,842)	(185,049)			(744,630)	(337,983)	(47,597)	(649,227)	(1,208,808)
Net Other Income	1,609,732	40,000	247,409			247,409	(48,992)	99,020	1,947,169	1,947,169
<b>NET INCOME</b>	<b>1,583,976</b>	<b>(12,842)</b>	<b>62,360</b>	<b>(559,581)</b>		<b>(497,221)</b>	<b>(386,975)</b>	<b>51,423</b>	<b>1,297,942</b>	<b>738,361</b>

10:40 AM  
03/19/24  
Accrual Basis

**Del Puerto Health Care District**  
**Total Cash Investments Accounts**  
As of February 29, 2024

Bank Accounts	Feb 29, 24	Operation Accounts	Investments Accounts
<b>Checking/Savings</b>			
101.000 · Cash and cash equivalents			
101.010 · Tri Counties Bank			
101.011 · TCB-Operating Checking 1739	1,084,947		
101.012 · TCB-Payroll Account 2999	24,943		
101.013 · TCB-Money Market 4168	10,003		
101.015 · TCB - Keystone C 8641	389,992		
101.016 · TCB-HC Billing Dept Acct 7262	113,758		
101.017 · TCB-Ambulance Fund 1041	2,751		
Total 101.010 · Tri Counties Bank	1,626,394	1,626,394	
101.030 · Petty Cash in District Office	340	340	
Total 101.040 · US Bank Athena Accounts	1,634	1,634	
101.090 · LAIF-Local Agncy Invmt Fnd0002	522,610		522,610
Total 101.000 · Cash and cash equivalents	2,150,978		
103.000 · Restricted Funds			
103.100 · TCB-USDA Debt Reserve 7237	122,952	122,952	
Total 103.000 · Restricted Funds	122,952		
105.000 · BMO Bank Acct#xxx7068	148,650	148,650	
108.000 · Stifel Investments #52315547	766,347		766,347
109.000 · CLASS Investment			
109.001 · DPHCD Prime Fund Account	1,067,419		
109.002 · Building Project Fund	567,990		
Total 109.000 · CLASS Investment	1,635,409		1,635,409
Total Checking/Savings	<b>4,824,336</b>		
 Add: Impact Fees received 3/11/24 deposited to CLASS	 904,092		 904,092
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>5,728,428</b>	<b>1,899,970</b>	<b>3,828,457</b>



**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT****Board Meeting – March 25, 2024****9c Budget Adjustment - Amb****Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: Yes

4/5 Vote Required: No

**SUBJECT:** **FY23-24 Budget – AMB Revenue Adjustment****STAFF REPORT:** The district budgeted \$3,840,825 for Ambulance net patient service revenue based on the number of transports for the first half of fiscal year. In order to get a closer estimate, an analysis report was requested from the billing company, Sierra Medical Services Alliance (SEMSA).

The report came out with a result of a net patient service revenue of \$3,281,244. The submitted report is categorized by payer mix and based on past performance for the last twelve (12) months.

A decrease adjustment of \$559,581 is necessary and recommended to reflect a more accurate revenue amount for Ambulance.

**FISCAL IMPACT:** New Budget Overall Net Income of \$738,361**STAFFING IMPACT:** None**CONTACT PERSON:** Karin Freese/Maria Reyes-Palad**ATTACHMENT(S):** Revised FY23-24 Budget and SEMSA's analysis report**RECOMMENDED BOARD ACTION:**

ROLL CALL REQUIRED: YES / NO

RECOMMENDED MOTION: *I move the Board of Directors to approve Ambulance revenue budget adjustment as per discussed.*

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>Director Stokman</i>		
<i>Director Benefield</i>		
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>[vacant]</i>		

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Director Stokman</i>				

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – March 25, 2024**

**9c Budget Adjustment - Amb**

**Page 2 of 2**

<i>Director Benefield</i>				
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>[vacant]</i>				

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**Del Puerto Health Care District  
FY23-24 BUDGET - AMB Revenue Adjustment**

	TAX	ADM	AMBULANCE			HC	Keystone C	Mid-Yr Revised Budget FY23-24	Adjusted Budget FY23-24	Net Change
			Current Budget Amount	Adjustment	Explanation					
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# Del Puerto Health Care District

CEO's Report by Karin Freese  
March 2024

## Financial Summary – February 29, 2024:

• Unencumbered cash	\$2,282,448
• Accounts Receivable	\$1,056,216
• Current Liabilities	\$357,317
• Net Income FY-to-date	\$995,415

## Administration:

- Local development update: The Zacharias Project must pay impact fees imposed by various agencies, such as Stanislaus County, the Patterson Unified School District, and the Del Puerto Healthcare District. The developer must settle these fees prior to obtaining a building permit unless the respective public agency specifies otherwise.
- Rebranding: Continue development of rebranding materials and campaign with a target launch date of June 1

## Human Resources:

- Working with the HR department to update multiple policies and procedures.
- Participated in staffing interviews during the absence of the Health Center Manager; successfully onboarded three additional employees.

## Community Engagement:

- Participated in two City of Patterson Planning Commission Meetings
- Engaged City Manager and Finance Department to resolve impact mitigation fee process and payments.

## Health Center:

- Extended Clinic Hours: As of February 1, DPHC has extended clinic hours on Tuesdays and Thursdays from 8:00 am – 9:00 pm.
- Staffing = 25.5: 5 providers, 1.5 management; 9 admin; 10 clinical Mas
- Ongoing work with our billing and credentialing partners to update our RHC contract to group contracts.

## Ambulance:

- Staffing = 26: 10 Paramedics (8 FT 2 PT); 14 EMTs (6 FT 8 PT); 2 management
- Attended Merced County EMSA meeting to gain insight into the impact of their operations on PDA
- Star of Life Recognition event April 19-20. Met with Assemblymember Juan Alanis and Legislative Director Jason Laughlin for Assemblymember Heath Flora.
- Union Negotiations on March 4 and 11; negotiations continue on April 11-12.

## Legislation/Advocacy:

- ACHD Legislation Days held March 12-13; topics discussed with Legislators included 1) what are health care districts, 2) hospital seismic and funding needs, and 3) the need to increase Medi-Cal reimbursement to cover costs. (Please see separate legislation update.)

# Del Puerto Health Care District

CEO's Report by Karin Freese

March 2024

## Strategic Planning:

- Master Building Plan Update: Updated findings attached. Preparing for public hearing to discuss in a public forum.
- Building Project Financing: Updated our municipal advisors on project status and updated timeline.
- Community Health Needs Assessment: This will also happen in 2024. It addresses how to collaborate with the Legacy Health Endowment-sponsored CHNA of the west side. This is an excellent way to build on our 2021 assessment and share costs.

Upcoming Events:	Location	Notes
SDLA Training (April 14-17)	San Diego	Special District Leadership Academy (Director Benefield attending)
Love Patterson (April 20)	Patterson	Gold Sponsor; organizing DPHC volunteer group
CSDA Legislative Days (May 20-21)	Sacramento	Includes visits with legislators (Director Avila and Ms. Freese attending)
Apricot Fiesta (June 7-9)	Patterson	First Aid and information booth
CSDA Regional Mtg (June 7)	TBD	Meeting with districts in Stan and SJ counties
CSDA Annual Conf (Sept 9-12)	Indian Wells	All types of Special Districts present
CAA Annual Conference (Sep 17-20)	Anaheim	Ambulance industry state meeting
ACHD Annual Conference	Sacramento	Health care districts state meeting.
SDLA Training (Nov 3-6)	San Rafael	Special District Leadership Academy (Mr. Trefault attending)



## Ambulance Report February 2024

### 911 Responses in February:

- Total PDA calls: 240 responses resulting in 160 transports including one by our BLS unit.
- Within our community: 215 calls with 143 transports.
  - PDA responded to 203 (94.42%) and transported 136 of 143 (95.10%).
  - AMR had seven responses into our district.
  - Westside had five responses into our district yielding four transports.
- PDA responded into the Westside District 27 times which resulted in 19 transports.

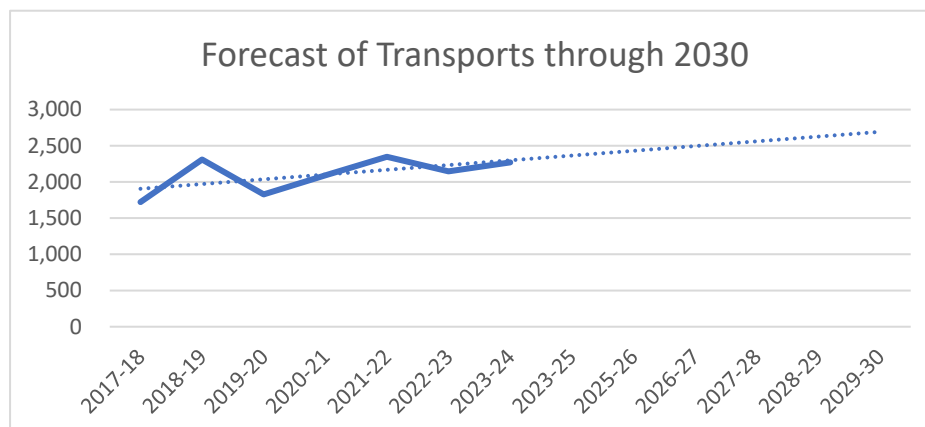
I was busy with negotiations related matters, follow up on a personnel matter, and interviews for a full-time EMT position.

Karin and I attended the Merced County EMCC meeting on February 14 to better understand the current position of EMS ambulance operations in Merced County which includes Westside Ambulance.

I attended the Patterson City Council meeting on February 20<sup>th</sup> anticipating the swearing in ceremony of Jeff Frye as the new Patterson Fire Chief. Unfortunately, he was unable to attend, and the event was rescheduled.

Jim attended the Westside board meeting which was the same night as our February 26 board meeting. The situation at Westside is not good and they must be successful in their bond measure in November to continue operations. Westside has staffing challenges that prevents them from consistently staffing both ALS ambulance. PDA has extended P93 or P294 hours to help cover the reduction in units on the westside.

Evaluating the need for purchasing additional ambulances as call volume increases on the west side.





## Del Perto Health Center- January and February 2024 Report

Jan-2024 Primary Care	Encounters	Hour worked	Avg. per hour
Rodriguez	417	144	2.9
Barragan	424	152	2.8
Singh	364	112	3.3
<b>TOTAL</b>	<b>1205</b>	<b>408</b>	<b>3</b>
Jan-2024 Behavioral Health			
Herrera	94		
<b>TOTAL</b>	<b>94</b>		
<b>TOTAL ENCOUNTERS</b>	<b>1,299</b>		

Feb-2024 Primary Care	Encounters	Hour worked	Avg. per hour
Rodriguez	421	136	3.1
Barragan	465	156	3
Singh	407	123	3.3
<b>TOTAL</b>	<b>1,293</b>	<b>415</b>	<b>3.1</b>
Jan-2024 Behavioral Health			
Herrera	105		
<b>TOTAL</b>	<b>105</b>		
<b>TOTAL ENCOUNTERS</b>	<b>1,398</b>		

## February 2024 After Hours Clinic - First Results

DATE	Provider	Schedule d Follow Ups	Scheduled Physicals	Schedule d Same Day Appointm ents /Sick Visits	Walk- Ins/Sick	No Shows	Total Seen
2/1/2024	Barragan	6	1	7	0	0	14
2/6/2024	Singh	4	1	11	1	0	17
2/8/2024	Barragan	4	2	3	8	0	17
2/13/2024	Barragan	5	0	7	8	0	20
2/15/2024	Barragan	0	1	9	11	0	21
2/20/2024	Singh	0	2	16	0	0	18
2/22/2024	Barragan	3	2	10	0	0	15
2/27/2024	Singh	1	1	4	15	0	21
2/29/2024	Barragan	2	1	2	19	0	24
<b>Totals</b>		<b>25</b>	<b>11</b>	<b>69</b>	<b>62</b>	<b>0</b>	<b>167</b>
	<b>Daily Avg</b>	<b>3.14</b>	<b>1.29</b>	<b>9.00</b>	<b>5.60</b>	<b>-</b>	<b>17.43</b>

New  
Patient/A  
ssigned to  
DPHC

Communi  
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assigned  
to us

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2	0
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0	1
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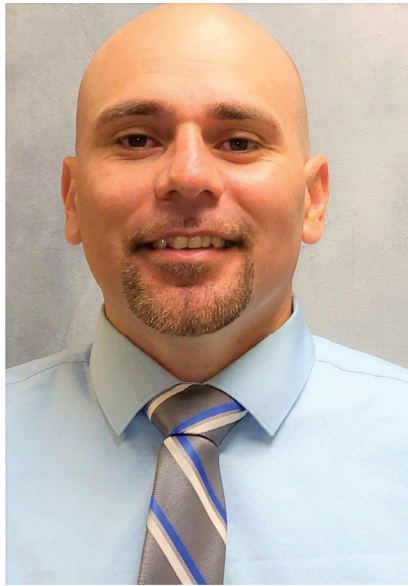




## HR REPORT

Jackie Palominos  
Medical Assistant  
(12-Years)





LIZANDRO  
BARRAGAN  
PHYSICIAN ASSISTANT  
(2 YEARS)



KEISHA  
RATTIGAN  
MEDICAL ASSISTANT  
(NEW HIRE)

Briana  
Williams-Davis  
Medical Assistant  
**(New Hire)**



Claudia Garcia  
Patient Service  
Representative  
**(New Hire)**





Approximately 35,000 special districts are local governments providing critical infrastructure and essential services in thousands of communities across the country. They exist when a community demands a service that another unit of government is not otherwise providing. These agencies are established and locally governed under an enabling act or special act of a state to provide a limited and specific set of public services.

## The Problem

## The Solution: H.R. 7525

Despite the significant presence of special districts in the U.S.,

### Federal law lacks a consistent definition and reference to special purpose units of local government.

*As a result, special districts:*

- May have difficulties directly accessing funding opportunities.
- Are commonly omitted as eligible in the definitions of “local government” for proposed legislation and laws intended to assist all local governments.
- Are mistaken for small businesses or nonprofit corporations.
- Lack official population figures, as they are not federally recognized as “geographic units of government.”

### The Special District Grant Accessibility Act

- Requires Federal agencies to recognize special districts as local government for the purpose of Federal financial assistance determinations.
- Codifies in Federal law a first-ever, formal definition of "special district."

## “Special District” Defined

*H.R. 7525 - The Special District Grant Accessibility Act, defines "special district" as follows:*



The term “special district” means a **political subdivision of a State**, with specified boundaries and significant budgetary autonomy or control, created by or pursuant to the laws of the State, for the **purpose of performing limited and specific governmental or proprietary functions** that distinguish it as a significantly separate entity from the administrative governance structure of any other form of local government unit within a State.



### Common Services Provided

- |                    |                        |                       |
|--------------------|------------------------|-----------------------|
| Water & Wastewater | Healthcare & Hospital  | Road & Highway        |
| Irrigation         | Park & Recreation      | Airport               |
| Fire Protection    | Port/Harbor/Navigation | Electricity           |
| Ambulance          | Library                | Mosquito Control      |
| Transit            | Cemetery               | Resource Conservation |

### Quick Facts

**35,000**

Special District Governments

**17%**

All local government revenue

**50 states**

*Connect & Engage on Solutions*

*NSDC is the only national organization representing and advocating for all types of special districts at the federal level.*



jk@paragonlobbying.com



(877) 924-2732

## Del Puerto Health Care District

### March 2024 Legislative Watch List

These bills are of interest to health care districts and emergency medical services.

<u>Bill</u>	<u>Summary/Title</u>	<u>Last Action</u>
<a href="#">AB1843</a>	Emergency ambulance employees. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-03-14</u></b> <a href="#">To Assembly Appropriations Committee</a>
<a href="#">AB2225</a>	Discovery: prehospital emergency medical care person or personnel review committees. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-03-20</u></b> Read second time. Ordered to Consent Calendar.
<a href="#">AB2303</a>	Health and care facilities: prospective payment system rate increase. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-03-18</u></b> <a href="#">To Assembly Health Committee</a>
<a href="#">AB2700</a>	Emergency medical services: alternate destinations. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-03-12</u></b> <a href="#">To Assembly Health Committee</a>
<a href="#">AB2703</a>	Federally qualified health centers and rural health clinics: psychological associates. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-03-04</u></b> <a href="#">To Assembly Health Committee</a>
<a href="#">AB2775</a>	Community paramedicine. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-03-11</u></b> <a href="#">To Assembly Health Committee</a>
<a href="#">AB2859</a>	Emergency medical technicians: peer support. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-03-19</u></b> <a href="#">To Assembly Health Committee</a>
<a href="#">AB2973</a>	Emergency services. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-02-17</u></b> From printer. May be heard in committee March 18.
<a href="#">SB1061</a>	Consumer debt: medical debt. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-03-11</u></b> <i>[Hearing: Apr 2 @ 1:30 pm]</i> <a href="#">To Senate Judiciary Committee</a>
<a href="#">SB1180</a>	Health care coverage: emergency medical services. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-02-21</u></b> <a href="#">To Senate Health Committee</a>
<a href="#">SB1382</a>	Community and rural health clinics: building standards. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-03-20</u></b> <a href="#">To Senate Rules Committee</a>
<a href="#">SB1423</a>	Medi-Cal: critical access hospitals. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-02-29</u></b> <a href="#">To Senate Health Committee</a>
<a href="#">SB1432</a>	Health facilities: seismic standards. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-03-18</u></b> <a href="#">To Senate Rules Committee</a>
<a href="#">SB975</a>	Emergency medical services: community paramedicine. <a href="#">[Detail]</a> <a href="#">[Text]</a> <a href="#">[Discuss]</a>	<b><u>2024-02-14</u></b> <a href="#">To Senate Rules Committee</a>

**Del Puerto Health Care District  
Board of Directors Board Responsibilities**

	<b>Board</b>	<b>Individuals</b>	<b>Staff</b>
<b>January</b>	AGENDA: Annual Meeting & Election of Officers;  AGENDA: Banking Access & Security of Resolution;  AGENDA: Biannual update of Conflict of Interest Policy in even years;  AGENDA: Mid-Fiscal Year Operating Budget Update;	<b>ACTIVITY: Biennial Harrassment Training (Odd years)</b>	PREPARE: Mid-Fiscal Year Operating Budget Update
<b>February</b>		<b>ACTIVITY: Ethics training (Odd years)</b>	
<b>March</b>	Review of Policies (Finance, Governance, Personnel, Ambulance, Health Center)  CEO Eval: Ad Hoc committee named		PREPARE: Annual Review of Salary ranges
<b>April</b>	<b>ACTIVITY: Annual Board Retreat for Strategic Plan Update</b>  <b>ACTIVITY: CEO 360 Review to staff</b>	<b>ACTIVITY: Form 700 due annually</b>	PREPARE: First Draft of next FY budget (EE COLA)  CEO compiles accomplishments and suggested goals
<b>May</b>	CEO Eval: Distribute evaluation packet to Directors  AGENDA: First Draft next FY budget to Board	<b>ACTIVITY: Complete CEO evaluation survey</b>	CEO: Annual Management Team Reviews  PREPARE: Second Draft of next FY budget
<b>June</b>	CEO Eval: Compile results  AGENDA: CEO Evaluation in Closed Session. Contract and Compensation in Open Session  AGENDA: Adopt Budget for next Fiscal Year		PREPARE: Fall election (even years)  PRESENT: Final Draft of next FY budget
<b>July</b>	AGENDA: Adoption of Election Actions for November ballot (even years)  AGENDA: Presentation of Departmental Goals & Objectives	Election notices and candidacy filing in even years	
<b>August</b>		<b>ACTIVITY: Complete Board Self-Assessment Survey</b>	
<b>September</b>	<b>AGENDA: Annual Board Self-Assessment</b>		
<b>October</b>			
<b>November</b>		Elections in even years for four year terms	
<b>December</b>	<b>ACTIVITY: Installation of new or re-elected District Directors</b>		





### Del Puerto Health Care District FY 2023-24 Strategic Plan Worklist Next 90 Days

Interest	Priority	Key Deadlines	Status	Primary Responsibility	Objective & Key Result (OKR)	Update	Resource(s) Required	Cost	Percent Complete
<b>Community Engagement</b>	Board discussion on the meaning of "Community" and establishing quantifiable goals	Jul-23		Board	Common understanding of "Community" and measurable engagements			\$ -	100%
<b>Strategic Planning</b>	2023-24 From the Board/Management strategic planning sessions, identify priorities, provide a timeline for the strategic plan completion process, and list of required resources (e.g., staffing, funding, time) required for the execution of the objectives to reach the goals.	Jul-23		CEO	Monthly Strategic Plan updates at Board meetings			\$ -	100%
<b>Board</b>	Conduct Board self-evaluation (August-September 2023)	Sep-23		Board	Review Self Evaluation in Sept 2023			\$ -	90%
<b>Human Resources</b>	Evaluate benefit package for financial sustainability	Sep-23		CEO/HR Mgr	The same or greater benefits with minimal increase in ER and EE cost	Additional insurance packages added and adjustment to 78/22 ER/EE share on original packages		\$ -	100%
<b>DPAC</b>	Secure property for project	Sep-23		CEO/Ad Hoc	Legal ownership of land	Update 12/11/2023	purchase of add'l land	\$300,000	25%
<b>Employee Relations</b>	Legal update to Personnel Rules Book	Oct-23		CEO/HR	Update and to Employees by January 1, 2024		Legal Counsel	\$ 4,175	75%
<b>Community Engagement</b>	Publish District Annual Report	Nov-23		CEO	All households in the district receive a summary report in the mail	Waiting for financial statements	Audit completed, Layout, print, Mail	\$ 10,000	25%
<b>Human Resources</b>	Recruit, Hire, and On-board New HR Manager	Nov-23		CEO	New HR Manager onboarded by November 30, 2023			\$ -	100%
<b>Community Engagement</b>	Community Presentation on Depression with Promotoras	Dec-23		HC Mgr/MD	One event open to the public	Postponed due to illness of presenter		\$ -	50%
<b>Health Center</b>	Health Center Operations Policy and Procedure Manual review	Dec-23		HC Mgr	Pass state audits >95%	On-sight audit Dec 16, 2023		\$ -	90%
<b>Community Engagement</b>	Rebranding: two-year plan written and initiated	Jan-24		CEO	Plan delivered to Board of Directors			TBD	60%
<b>Health Center</b>	Expand the availability of after-hours care	Jan-24		CEO/HC Mgr	After-hours clinic open Jan 2024	Extended Hours Tu&Th effective 2/1	Providers, imaging	\$ -	65%
<b>Human Resources</b>	Develop an annual training plan for all employees	Feb-24		HR Mgr	Written plan for each employee			\$ 10,000	25%
<b>Ambulance</b>	Union Contract Negotiations (October 2023 – February 2024)	Feb-24		CEO/AMB Dir	current contract expires Feb 29, 2024		Legal Support	\$ 15,000	60%
<b>Community Engagement</b>	Triennial Update to Community Health Needs Assessment (Jan 2024)	Mar-24		CEO/Ad Hoc	Updated CHNA	May be coordinating with additional partners		TBD	
<b>Human Resources</b>	Triennial Review of Personnel Policies and Procedures	Mar-24		HR Mgr	Recommendations presented at the March 2024 board meeting	waiting for completion of ambulance negotiations to incorporate any changes		\$ -	85%
<b>Health Center</b>	Leverage targeted marketing campaign regarding mental health and access to services	Apr-24		CEO					

**Del Puerto Health Care District  
FY 2023-24 Strategic Plan  
Worklist Next 90 Days**

Interest	Priority	Key Deadlines	Status	Primary Responsibility	Objective & Key Result (OKR)	Update	Resource(s) Required	Cost	Percent Complete
<b>Employee Relations</b>	The Board wishes to conduct a 360 Degree review of the CEO prior to the Board's evaluation	Apr-24		Board					
<b>Community Engagement</b>	Community Presentation on Heart Disease with Promotoras	Apr-24		HC Mgr/MD	One event open to the public			\$ -	
<b>Strategic Planning</b>	2024-25 Build Annual Budget Based on Strategic Priorities	Apr-24		CEO					
<b>Strategic Planning</b>	2024-25 Conduct annual Board strategic planning retreat (May 2024)	May-24		CEO					15%
<b>Strategic Planning</b>	2024-25 Publish Annual Strategic Plan update/worklist	May-24		CEO				\$ -	
<b>Human Resources</b>	Ensure all annual employee reviews are completed	May-24		HR Mgr	Every employee has a review that is less than 18 months old			\$ -	
<b>Safety</b>	Annual review of safety policies and procedures and IIPP	Jun-24		HR Mgr					
<b>Finance</b>	Operating & Capital Budgets completed	Jun-24		FIN Mgr	Budgets approved by Board by June 30, 2024			\$ -	



# Strategic Planning

2024 - 2030

Proposed Process to Update Strategic Plan  
February 20, 2024

Jim Rice, PhD, LFACHE, Chairman, The Akadimi Foundation



## Interdependent Prerequisites for Health Care District Vitality

**Strategic Business Planning**

- Trends in Market and Environment of District regarding 5 Success Spheres:
  - Patient experience and service quality
  - Revenue and cash maximization
  - Operational efficiencies and expense optimization
  - District human resources supply, morale and talent
  - Trust in and effectiveness/efficiency of decision making
- District's understanding of and how they have been addressing these trends
- How have competitors and partners been addressing these trends
- Conclusions about the District's SWOT preparedness for these trends
- Attitudes, actions, and investments for group success in the market/environment

**Governance Enhancement**

- Trends in Market and Environment of District regarding SMART Governance Principles & Practices to be:
  - Stakeholder Engaged
  - Mission Driven
  - Accountability Assured
  - Resource Mobilized
  - Transparency Empowered
- District's understanding of and how they have been addressing these trends
- How have competitors and partners been addressing these trends
- Conclusions about the District's SWOT preparedness for these trends
- Attitudes, actions, and investments for District's success in the market/environment

**Provider Leadership**

- Trends in Market and Environment of District regarding Physician and Provider Engagement and Problem Solving & Decision Making
- District's understanding of and how they have been addressing these trends
- How have competitors and partners been addressing these trends
- Conclusions about the District's SWOT preparedness for these trends
- Attitudes, actions, and investments for group success in the market/environment

To what degree is The Del Puerto Health Care District Performing Well in all of these dimensions?



## 2. Scope of Work

2

Stakeholder  
Assessment  
of Needs  
and Insights  
11-13 Interviews  
Of board and  
executives

This phase of work encompasses these activities

1. Develop interview guide to gather insights from District leaders regarding District performance challenges, opportunities for growth and enhanced quality and financial vitality
2. Conduct 11-13 45 minute interviews via phone to save time and travel costs. These would be conducted Dr. Jim Rice
3. Develop a comprehensive identification of the Strengths, Weaknesses, Opportunities and Threats (SWOT) facing the Del Puerto Health Care District for use in the Strategy Retreat described in the next phase of work



## 2. Scope of Work

4

Develop  
Strategic  
Roadmap  
2024-2030  
Imperatives  
Objectives  
Resource Needs  
Calendar

This phase of work encompasses these activities

1. Hierarchy of performance imperatives and related initiatives and investments would be captured in the final Strategic Del Puerto Health Care District Plan 2024-2030.
2. Clear and measurable performance targets and strategies are anticipated in at least these strategic imperative arenas:
  - Service volume growth
  - Quality of care and service excellence
  - Payer value based contracting
  - Population health enhancements and partnerships
  - Workforce talent, pride, and enthusiasm development
  - Provider recruitment
  - Provider payment philosophy
  - Del Puerto Health Care District governance
  - Leadership spans of control
  - Digital tools for clinic growth and operational vitality
3. Budget and calendar implications would be defined for the priority District goals and programs



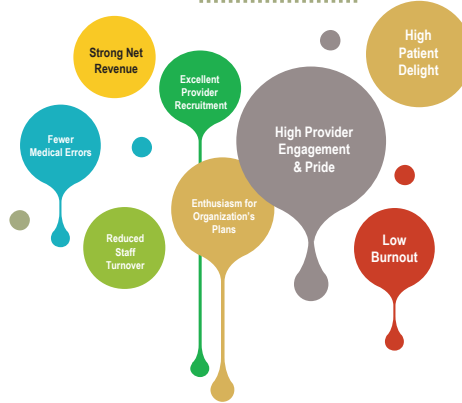


## 2. Scope of Work

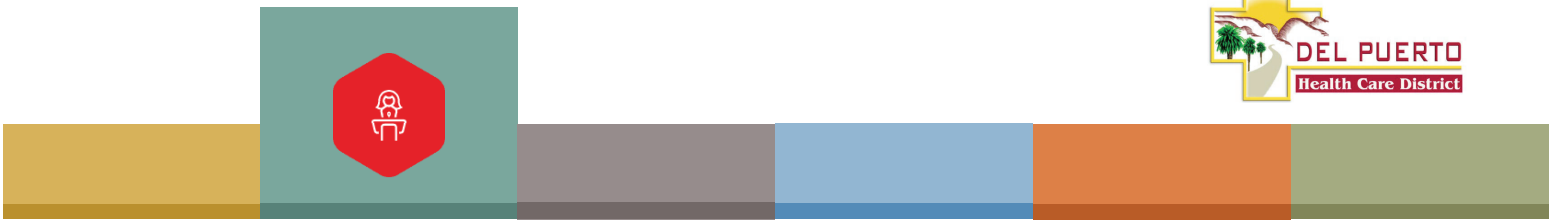
**4**

**Develop Strategic Roadmap 2024-2030**  
 Imperatives  
 Objectives  
 Resource Needs  
 Calendar

An Enhanced District Performance Alignment Culture Yields These Type Results



The strategic planning process seeks to design strategies, governance, and service models that optimize these type results



## 2. Scope of Work

**5**

**Action Plan for Roadmap Launch**  
 Accountabilities  
 Metrics  
 Monitoring  
 Incentives

This phase of work encompasses these activities

1. Adoption of the Strategic Roadmap to Del Puerto Health Care District Growth and Vitality is a hollow promise if it is not implemented. This element of wrapping up the process requires the definition of actions and accountabilities to implement each of the strategic imperatives/goals in the plan.
2. A final calendar of work for each component of the strategic plan is reviewed with each of the accountable parties to anticipate obstacles to the implementation, and practical ways to reduce, remove or work around each obstacle to the successful implementation.
3. Performance management protocols and incentive programming to guide the roll-out of the plan would be addressed in this component.

