



BOARD OF DIRECTORS BOARD OF DIRECTORS

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

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

**BOARD OF DIRECTORS MEETING MINUTES**  
**Monday March 27, 2023 @ 6:00 pm**

1. **Call to order** @ 6:04 pm by Vice President Becky Campo
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call.**

**Directors Present:** Vice President, Becky Campo  
Treasurer, Anne Stokman  
Director, Timothy Benefield

**Directors Absent:** Luis Avila (Arrived at meeting @ 6:19 pm)

**Staff Present:** Administrative Director/CEO, Karin Freese  
Ambulance Education Coordinator, Chantale Pakosz  
Health Center Manager, Suzie Benitez  
Finance Accounting Manager, Maria Reyes-Palad  
Clerk of the Board, Cheryle Pickle

**District Legal Council:** Dave Ritchie, Cole Huber, LLP

We have a Quorum.

**Members of the Public:** None

4. **Reading of 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**

None

6. **Declarations of Conflict:** Director Campo announced that her son was a recent new hire of the District. She would excuse herself any time in the future that a conflict was present.

7. **Approval of Agenda:**

**M/S/C To approve the agenda as presented.**

Director Stokman/Director Benefield

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

**Nays:** None

**Abstain:** None

**Motion:** Passed

8. **Consent Calendar\*** *[Routine committee reports, minutes, and non-controversial items]*
- A. \*Approve Board Meeting Minutes February 27, 2023
  - B. \*Approve Finance Committee Minutes October 19, 2022
  - C. \*Approve Finance Committee Minutes November 28, 2022 (No Dec/Jan/Feb Mtgs)
  - D. \*Approve of Financial Report and Warrants January 31, 2023
  - E. \*Approve of Financial Report and Warrants February 28,
  - F. \*Adopt Resolution for Continuation of Emergency Meeting Protocol

Director Campo abstains from item 8.A since she was not present for that meeting.

**M/S/C. Approve the Consent Calendar as presented with Director Campo abstaining for Item 8.A**

Director Stokman/ Benefield

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

**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. \*Any Consent calendar items moved to the regular calendar**

**B. Review and Adopt Compensation Governance and Management Policy**

*Ms. Freese stated that this proposed policy is being brought to the Board as a result of a conversation with the Finance Committee. There are three parts, and this is the first one. This policy will establish compensation ranges. The Board will establish the salary ranges. It establishes how and when we will evaluate salary ranges. Then it also states what will trigger another analysis – 5% percent or greater inflation the previous year. This will allow time to include any increases in the budget for the following fiscal year. Of course, our represented employees (union) salaries are defined by the MOU. This policy establishes the philosophy of compensation in a written format to establish consistency in compensation and transparency for the future.*

*There was some discussion. It was decided that the word “guidelines” should be replaced with the word Policies. There is also a change in the Frequency of Review of Salary Ranges – It should read December instead of March. This will allow time for the analysis to be done prior to the budget proposals. Another concern was to make sure the District is protected in financial difficulties.*

*The second policy would be the Cost-of-Living Adjustment policy (which is next on the agenda). And the third part is the Performance/incentive portion. This policy will be proposed at the next month’s board meeting.*

**M/S/C. To adopt the Compensation Governance and Management policy with the changes of guideline to policies and the review to be in December instead of March. / Director Avila/Director Stokman**

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

**Nays:** None

**Abstain:** None

**Passed**

**C. Review and Adopt a Cost-of-Living-Adjustment (COLA) Policy**

The Finance Committee recommended that the District should have a policy that addresses Cost of Living Adjustments (COLAs). Ms. Freese explained this policy would establish a practice of looking at the Cost of Living each year. The District would determine this value by using the CPI Western Region rate from the Bureau of Labor Statistics for a 12 month period ending in December. Then propose a COLA for the following fiscal year's budget. The Board may adjust the COLA percentage or determine to give no COLA, based on the District's financial situation.

This would allow the process to be consistent.

**M/S/C. That the Board adopt the Cost-of-Living Adjustment Policy as presented/** Director Stokman/ Director Benefield

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

**Nays:** None

**Abstain:** None

**Passed**

**D. Approve Updated Salary Ranges for the Following Management Positions:**

- a. Director of Ambulance Operations
- b. Manager of Health Center
- c. Manager of Human Resources
- d. Manager of Finance and Accounting
- e. Coordinator of EMS Quality Improvement and Clinical Education

Ms. Freeze presented the review of salary ranges for management staff. She explained that the salary data from the other Districts were used to determine the range. The most recent data was from 2020-21. Then the inflation rate (8.15%) was applied. All the salary ranges were adjusted by the Geo adjustment factor. Similar districts with Similar size districts were used to determine the ranges. Then the private sector average was added. A Salary Survey was provided for each management position.

With this adjustment in wages and the new policy for COLA increases and incentive pay, it would make the process more transparent. The goal would be a review of the COLA annually and a complete Salary Survey every three years except if COLA is greater than 5.0%.

The incentive pay would be a one-time pay and not continuous. The parameters will be defined in the policy that the board will review next month.

Much discussion was had and questions were answered.

***M/S/C. To approve the salary scales of the positions presented for the ambulance director, manager of the health center, human resources manager, finance and accounting manager, and the ambulance clinical education and quality improvement position./*** Director: Stokman/Campo

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

**Nays:** None

**Abstain:** None

**Passed:** By roll call vote.

**E. Approve Res 2023-08 to Increase the Asset Replacement Fund FY2022**

Ms. Freese explained that the Asset Replacement Fund holds monies set aside to replace or acquire equipment, buildings, and property. Capital expenses are paid out of the Asset Replacement Fund. Staff is not asking for approval to spend money, just to put funds into the Asset Replacement Fund. This was presented to the Finance Committee. The Finance Committee recommends the transfer of funds. Resolution 2023-08: Transfer to Asset Replacement Fund Reserves

**M/S/C. Whereas, the Board desires to designate funds as an Operating Reserve; and**

**Whereas the Board desires to designate specific funds for future replacement or acquisition of equipment, buildings, or property;**

**Now, therefore, be it now resolved; the Board of Directors directs the Administrative Director / CEO to make a Balance Sheet transfer of \$310,000 to the Equity: Asset Replacement Fund as recommended by the Finance Committee./**

Director Benefield/Director Stokman

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

**Nays:** None

**Abstain:** None

**Passed:** By Roll Call Vote

**F. Approve Res 2023-09 to Increase of Operational Reserve FY2023**

Ms. Freese indicated that there was a typo on the calculation presented on the Board information page. Under Fiscal Impact the line FY2021-22 average warrants should read \$472,000 instead of \$498,000.

The monthly cost has increased by 5.2% since the last increase to reserve was made in August 2020. An increase would be necessary to maintain a 3-month cash reserve.

**M/S/C. Whereas, the Board desires to designate funds as an Operating Reserve; and**

**Whereas, the best practice is to have three months of operating expenses in a reserve, now therefore**

**Be it now resolved, the Board of Directors directs the CEO to make a Balance Sheet transfer of \$75,000 to the Equity: Operating Reserve account./** Director Campo/Director Stokman

**Ayes;** Directors

**Nays:** None  
**Abstain:** None  
**Passed**

**G. Approve of Mid-Year Budget Adjustment as of March 1, 2023**

Presented by Ms. Reyes-Palad. She detailed the Budget FY22-23 and the proposed Budget FY22-23. She answered questions. This was presented to the Finance Committee. Ms. Freese explained that for the second half of this fiscal year, the district will benefit from an updated encounter rate at the health center, and a new Medi-Cal reimbursement rate for ALS transports. Additionally, we have received additional income from prior years’ expense reports (e.g., GEMT 2019-2021). Expense-wise, we have updated our depreciation of the new ambulance that was entered into service last fall, additional expenses for health clinic billing, and budget educational expenses for staff and board members. The net positive revenue is greater than \$284,000.

**M/S/C.** *To amend the FY 2022-23 Budget as presented and recommended by the Finance Committee.* / Director

Benefield/ Director Campo

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

**Nays:** None

**Abstain:** None

**Passed**

**H. Triennial Review of Governance Policies**

Ms. Freese reviewed a list of policies for the board to review and make recommendations or ratify the existing policies. It was mentioned that since we changed the time for the meetings could there be food available. We will email board members for their preferences.

**I. Proposal of New Governance Policies**

Ms., Freese explained the board of directors will review the report and make the necessary decisions about policy updates, revisions, or elimination. The CEO will communicate any changes to policies and procedures to all stakeholders.

**10. Reports**

**A. Employee Anniversaries & New Hires**

	<u>October/November</u>	<u>Years</u>
Ambulance	Angela Cioli	New
Heath Center	Lizandro Barragan PA	1
	Marisol Juarez Pinon	1
	Jacqueline Palominos	11

- B. Del Puerto Hospital Foundation** – Director Avila– No Report
- C. West Side Health Care Task Force** – Director Benefield – No Report  
Director Avila explained that he was currently in the process of getting Director Benefield introduced to the members.
- D. Ambulance** – Director Paul Willette  
Discussion: Mr. Willette was not present. In his absence Chantale Pakosz reported that there had been 245 responses and 145 transports in February. They have been busy. In fact, one weekend both Paul and Chantale had worked a unit. They have staffed a BLS ambulance. Added the third unit. Paul is working with the EMS agency to establish standards for using the BLS ambulances.
- Love Patterson is next month, and PDA is participating.
- Ms. Freese added that May 6 is Public Safety Day and Every 15 minutes. PDA will participate. And there is an Active Shooter program that PDA will also be involved with. Lots of Community involvement.
- Ms. Pakosz thanked the board for giving her the chance to participate in the Stars of Life.
- E. Health Center** – Manager Suzie Benitez  
Discussion: Ms. Benitez does not have a written report due to updates in the Athena system. The month of January was busy for the Health Center. They had 1291 visits (1035 last year).  
1089 Primary Care  
102 Behavioral Health  
Behavioral Health is growing. But we have a big need for Behavioral Health. We are working on ways to help the LCSW to see even more. Dr. Rodriguez is having the LCSW look into classes to be able to expand the services that are offered. Things like childhood obesity, Diabetes, Cancer Diagnosis counseling. Perhaps we can offer some groups.
- F. Administration** – Administrative Director/CEO Karin Hennings  
Discussion: Ms. Freese. Deferred to her written report. Reminded board members regarding the ACHD and CSDA Legislative day and encouraged attendance. Reminded board members regarding the Annual Board Retreat coming up in April. Reminded of required board training,
- Reviewed Employee satisfaction scores. The scores are pretty low, especially at the Health Center. We have already put things in place to try and improve matters. One of things was Ms. Freeze took the staff of the Health Center out to lunch (in small groups) to give the employees the opportunity to share their concerns. This is very helpful and informative.
- G. CEO Annual Evaluation Process** – Director Avila- Reviewer of process.  
The process was reviewed. There was a suggestion to keep the item on the agenda each month to keep everyone aware of the schedule. It was also suggested that the process start earlier. Also, there should be clarification on the output and the goals for the year should be stated.  
It was also suggested that the CEO report be received earlier.  
The goals should be set at the Strategic Planning Session and the goals should also reflect the Community needs.
- President Avila appointed Directors Campo and Stokman to the CEO Evaluation Ad Hoc Committee.
- H. Legislative Update-** ACHD Legislative Days April 26-27, 2023  
Ms. Freese informed the Board about legislation that the board supports:  
Legislation being proposed to allow Districts to employ physicians in rural areas and 15 miles from secondary road.

Legislation that the board opposes:

Senate bill that proposes a minimum health care wage of \$25.00 per hour. **Anyone** working in health care would receive a minimum wage of \$25.00 per hour.

I. **Building Project Update** – Ms. Freese

Ms. Freese reported that we are waiting for the concepts from the architect. We are also waiting for second bid for the security fence.

**11. Strategic Planning**

Strategic Planning Retreat – April 22, 2023, 8:30 AM – 1:00 PM

The management team will be there. We will have a timed agenda. We will review last year. We will determine what direction the board wants to go.

**12. Director Correspondence, Comments, Future Agenda Items -None**

Adjourned to Closed Session @ 8:27 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 an open session.]*

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|------------------------------|--|
| A. Gov't Code § 54956.2      | Report Involving Trade Secret<br>The discussion will concern a new service.<br>Estimated date of public disclosure: April 2023 |
| B. Gov't Code § 54956.9(b)   | Conference with Legal Counsel; anticipated litigation or significant exposure to litigation                                    |
| C. Gov't Code section 54957: | Public Employment Employee Performance Evaluation<br>Title: Administrative Director / CEO                                      |

**Reconvene to Open Session @ 9:05pm – Report of Closed Session**

No reportable actions. Instructions given to staff.

**14. Upcoming Regular Board and Standing Committee Meeting Dates Information**

Finance – Wed, Apr 19, 2023, @ 8:00 AM

Finance – Wed, May 24, 2023, @ 8:00 AM

Finance – Wed, Jun 21, 2023, @ 8:00 AM

Board – Mon, Apr 24, 2023, @ 6:00 PM

Board – Mon, May 22, 2023, @ 6:00 PM

Board - Mon, Jun 26, 2023 @ 6:00 PM

Note the date in April should be the 4<sup>th</sup> Monday in April -the 24<sup>th</sup> (not the 30<sup>th</sup> as in agenda). In May the date is the 4<sup>th</sup> Monday instead of the last Monday because of Memorial Day

**15. Adjourn @ 9:06pm**

Respectfully Submitted by



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Timothy Benefield, Secretary of the Board

Date

4/12/23

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