

DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
FINANCE MEETING
MINUTES OCTOBER 23, 2019

I. Call to order/Attendance

The meeting was called to order by Anne Stokman, Committee Chair, 3:13 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: September 18, 2019 Minutes

M/S/C Becky Campo/Anne Stokman to accept the minutes for September 18, 2019 as presented.

B. Review Financial Report for September 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 September 2019 Warrants

Maria Reyes-Palad reviewed the report and answered all questions regarding the warrants.

M/S/C Becky Campo/Anne Stokman to recommend to the Board to approve the warrants as presented.

V. Old Business – None

VI. New Business

A. 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 asked how many hours Paul worked on an ambulance and were informed that it was tracked for each pay period. The committee discussed staffing and not wanting to overwork or burnout Paul Willette and asked if the District had posted job openings to address the matter. Both Karin Hennings and Paul Willette stated yes.

Karin Hennings read section 1.4, Supervisor Work on Base Units, of the new MOU to clarify to the committee when the Ambulance Director would have to work on an ambulance.

M/S/C Anne Stokman/Becky Campo to recommend to the Board to approve the Ambulance Director Compensation Policy as presented.

B. Retirement Plan 1 Increase to 4% Resolution.

Karin Hennings read the resolution and answered all questions regarding the Retirement Plan 1 Increase to 4% for all employees.

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M/S/C Becky Campo/Anne Stokman to recommend to the Board to approve the Retirement Plan 1 Increase to 4% Resolution as presented.

VII. Accounting and Finance Manager Report

- A. Salary Expense Comparison**
Maria Reyes-Palad reviewed the Salary Expense Comparison 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.
- C. Audit Fieldwork Review Information**
Karin Hennings gave an overview of the audit fieldwork that commenced on October 15th through October 18th and spoke regarding the feedback from the audit manager and audit partner she received.
Information only – No Action Taken.

CEO Updates:

Keystone C tenants – Karin Hennings informed the committee that two of our tenants will be terminating their leases. West Orthodontics will move at the end of January 2020 and Stampede Crossfit will be going out of business at the end of the year. Maria Reyes-Palad gave the committee projections regarding the loss of income and its impact on Keystone C

Employer Contribution Fund (Valic) – Karin Hennings asked that the committee recommend to the Board that an Ad Hoc committee of Steve Pittson, President, and Anne Stokman, Treasurer, be formed to investigate whether the District should move the Employer Contribution funds (default fund) from a Money Market fund to a Lifestyle fund to earn a better return since the District is the fiduciary of the fund.

Health Center – Dr Blythe will be returning to the District after the 1st of the year. Atwater (Castle Healthcare District) came to the school district and performed physicals and immunizations. Karin Hennings said that she would investigate it.

Property – Karin Hennings informed the committee that before a deal on the E Street property would be finalized a two-part environmental evaluation would be conducted. Phase I is projected to commence within weeks and would cost approximately \$1,800 to \$1,900 and would determine whether to proceed to Phase II which is projected to cost several thousand dollars. The committee stated that since the District has not voted to purchase the property that any costs of acquiring it should be charged to consultants.

VIII. Meeting adjourned – 4:33 PM

Respectfully submitted,

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Anne Stokman, Treasurer

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