



BOARD OF DIRECTORS MEETING
September 28, 2020 @ 6:30 pm
Via Zoom
Board of Directors Minutes

1. **Call to order** @ 6:33 pm. By Vice President, Dan Robinson
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call.**

Directors Present: Director, Dan Robinson
Director, Anne Stokman
Director, Becky Campo
Director, George Galloway Mac Master

Directors Absent: Director, Steve Pittson

Staff Present: Administrative Director/CEO, Karin Hennings
Ambulance Director, Paul Willette joined @ 6:39
Accounting Finance Manager, Maria Reyes-Palad
Clerk of the Board, Cheryle Pickle

District Legal Council: Dave Ritchie, 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. **Public Comment Period**

Present: James Rightmire and Debbie Novelli of I Heart Media, Michael Courtney with Westside Community Health Care District, Maria Carlson with MHD Group

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

7. **Approval of Agenda:**

M/S/C To accept the agenda. Director Stokman / Director Campo

Ayes: Directors Robinson, Stokman, Campo, Mac Master

Nays: None

Abstain: None

Passed

8. **Presentation: Update on iHeart Media Advertising Campaign**

Mr. Rightmire reviewed the current campaign numbers. The campaign is still ongoing. He demonstrated how many times our advertising had been shown, where it was shown, and how many English/Spanish spots were run.



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He also was able to show the number of clicks that were done thru email. The numbers were higher than the average for healthcare. Ms. Novelli also will follow up with the Administrative Director/CEO to tweak the remaining campaign and give a proposal for continuing the campaign. They answered all questions.

9. Presentation: Marketing via Social Media by MHD Group

Maria Carlson with MHD Group gave a presentation which defined social media. She explained how they would approach a campaign. She shared some examples of how they had managed the Social Media Campaigns for other companies. She answered questions. Ms. Henning will forward a proposal from MHD Group to manage a Social Media campaign, to the Board members.

10. Consent Calendar * *[Routine committee reports, minutes, and non-controversial items]*

- A. *Approve Board Meeting Minutes for August 31, 2020
- B. *Approve 2020 Conflict of Interest Biennial Notice with no amendments
- C. *Approve Finance Committee Meeting Minutes for August 26, 2020
- D. *Accept Month End Financials for August 2020
- E. *Approve Monthly Warrants for August 2020

M/S/C That the Board of Directors accept the Consent Calendar as presented. /Director Campo / Director Mac Master
Ayes: Directors Robinson, Stokman, Campo, Mac Master
Nays: None
Abstains: None
Passed

11. Regular Calendar

- A. * Any Consent calendar items moved to regular calendar
- B. **Adopt for Employee Referral Program**

Ms. Hennings explained that our employees are a good source for recruitment, especially in hard to fill positions. They know what type of employee they would like to work with. They know what the job requires. She answered questions. Interns and other types of students would not qualify. It would have to be the candidate's first contact with the District. They would have to work for the District for 90 days before a referral fee would be paid. After the position was opened, the referral incentive would go to the first person who completed the form and turned it into Human Resources. The person would need to be hired and work for the district for at least 90 days. After discussion it was decided to adopt the policy as a pilot program.

M/S/C: Motion: that the Employee Referral Program be adopted on 09/28/2020 as a pilot program for 6 months.
/Director Campo/Director Mac Master/
Ayes: Directors Robinson, Stokman, Campo, Mac Master



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Nays: None
Abstains: None
Passed

C. Resolution 2020-07 TCB Loan 3-Yr Payment Plan

Ms. Hennings explained the options for reducing the loan. There is a penalty for any early payment of principle greater than 10%. However, they looked at the interest that would be saved and found that there would still be a significant savings. The finance committee recommended the 4th option but wanted the Board's opinion. After discussion it was decided that paying the prepayment penalty was acceptable since the savings in interest was so great.

M/S/C: Motion: Whereas, the Board approved TCB Loan Payment Option 4; Be it now resolved, the Board of Directors directs the Administrative Director/CEO to process payment of \$275k for each year for three (3) years from the District's operating bank account.

/Director Mac Master/Director Stokman/

Ayes: Directors, Robinson, Stokman, Campo, Mac Master

Nays: None

Abstains: None

Passed

D. FY20-21 Budget Modification - Information Only

The Finance committee asked that we modify the income to reflect expectations more accurately. It shows \$200k less income. However, there are \$98K added tax assessments that were not included in the original budget. We will revisit the budget in December/January.

E. Resolution 2020-08 Ambulance Unbudgeted Software Operational Expense

Mr. Willette explained the current ePCR (electronic patient care record) from Zoll is at end of life. We're obtaining a new SAAS ePCR at no cost. It gives us greater functionality but does not access the local CAD (Computer Assisted Dispatch) yet. We need programming to make this connection. This would be a one-time cost. The other choice would be to use software from AMR and pay a licensing fee of \$4259 per year. This board discussed this, and all questions were answered.

M/S/C Motion: I move that the Board of Directors approve the unbudgeted operational expense of \$8000. For the development of software that incorporated EMS charts into the Computer Assisted Dispatch System.

/Director Campo/ Director Stokman/

Ayes: Directors Robinson, Stokman, Campo, Mac Master

Nays: None

Abstain: None

Passed



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F. Adopt Policy on Use of Non-Appropriated Funds for Food (Non-Travel) and Employee Recognition Expense

Ms. Hennings explained that the auditors pointed out that the non-appropriated funds (non-tax based) should be used to provide meals for staff meetings, or employee recognition. The auditors recommended this policy to codify and establish procedures for the budgeting and application of non-appropriated funds to these types of proper expenses. The policy was discussed, and questions answered.

M/S/C: Motion: I move that the Board of Directors approve Policy 2127, Use of Non-appropriated Funds for Non-Travel Food and Employee Recognition Expense, effective September 28, 2020.

/Director Mac Master/Director Campo/

Ayes: Directors, Robinson, Stokman, Campo, Mac Master

Nays: None

Abstains: None

Passed

12. Reports

A.	<u>Employee Anniversaries & New Hires</u>	<u>September</u>	<u>Years</u>
	Ambulance:	William Calderon, Jr.	3
		Ricardo Marquez	3
	Health Center:	Rosario Avina	13
		Aracely Ortiz Rodriguez	3
		Yesenia Sanchez	5
	Administration:	Maria Reyes-Palad	2
		Maria Manzo Lizarraga	NEW

B. District Wide Community Assessment – Director Stokman

Ms. Stokman stated that the questionnaire will be going out sometime in November, after the election. The committee needs to scale down the questions. They currently have 65 questions and need to scale it down to 20-25 questions. The next step is to take it to the pros at Sac State, who will be conducting the survey.

C. West Side Health Care Task Force - George Galloway Mac Masters – No Report

D. Ambulance –

Ms. Hennings reviewed the ambulance report. She highlighted the number of times the ambulance was pulled into Modesto/Turlock area. Therefore, we had more mutual aid into our area from Westside. Mr. Willette is working with MVEMS regarding the AMR Shortage in the Modesto/Turlock area.



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E. Health Center

Ms. Hennings gave the report. She said that the Health Center is going live with the new EHR on October 01, 2020. She has a meeting tomorrow with the physicians to discuss any final concerns. The staff has been training. There is a mock live on Wednesday and they will go live on Thursday. Visits for the month were 900. This is an improvement. This has been due to the media campaign and the staff's efforts to contact all assigned patients. Telehealth is 15-18% of the visits. We are aiming for 20% of visits in the future. School physicals were down due to the children not returning to in person classes. There was a meeting with the Finance Committee and the physicians. We will continue to engage our staff in the solutions to fiscal sustainability.

F. Administration – Karin Hennings, Administrative Director / CEO

The Board received notice from the County Clerk's office that the two short term seats have been appointed, unopposed. The seats are Director Campo and Director Mac Master. There is a contested election for the other two seats. So, there will be a election cost for this contest.

The board also received notice from Stanislaus County LAFCO (Local Agency Formation Commission) regarding the Countywide Redevelopment Agency (RDA) Oversight Board: Selection of Regular/Alternative Special District Representative. We can submit a nomination for the Special District Representative Regular/Alternative on the Stanislaus Countywide Redevelopment Agency Oversight Board. Director Campo is interested if Director Pittson is ot available/interested. Ms. Hennings will check with Director Pittson.

Ms. Hennings asked Director Campo to share the idea that she had for the Board. Director Campo feels that we need to work on community relations. She believes that the District, City of Patterson, Fire Department and Law Enforcement should be meeting together. She feels that there are no cohesive relationships. We could have quarterly meetings and share needs and have better communications. We all share the same mission. We need a committee. Wants to place on the agenda for next board meeting. Perhaps we can instruct Ms. Hennings to send a letter to each of the different players to start the interest in the group.

13. Upcoming Regular Board and Standing Committee Meeting Dates

Finance – Wednesday, October 21, 2020	Board – Monday, October 28, 2020
Finance – Wednesday, November 25, 2020	Board – Monday, November 30, 2020
Finance – Wednesday, December 23, 2020	Board – Monday, December 28, 2020

It was recommended that the Finance Committee meeting in November be moved to November 18, 2020 and the December meeting be cancelled but the reports be sent to committee members by December 16, 2020.



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The first Friday in December, December 04, 2020 @ 10:00 a.m. we can have a short meeting to have the new Board Members take the Oath of Office. We can have a short Board meeting on either the 4th or the 7th and cancel the December 28, 2020 meeting.

Every 2 years we need to do Sexual Harassment Training and Ethics Training. We also have to do Non-Conflict of Interest. We can consider doing this in January, perhaps Monday, January 11, 2021. We will decide and send a memo.

Adjourned to Closed Session @ 8:51

14. **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 open session.]*


- A. Gov't Code section 54956.8 Conference with Real Property Negotiator
Property: APN 0131-024-007

- B. Gov't Code § 54956.9(b) Conference with Legal Counsel – Anticipated litigation or
significant exposure to litigation: One (1) potential case

A. Reconvene to Open Session – Report of Closed Session
No reportable items. Instructions given to staff.

B. Adjourn @ 9:06

Respectfully Submitted By _____


Becky Campo

Date 12/2/2020

