



BOARD OF DIRECTORS
Luis Avila, Zone 1 Director
Anne Stokman, Zone 2 Director
Ma Traore, Zone 3 Director
Sylvia Ramirez, Zone 4 Director
Becky Campo, Zone 5 Director
PO Box 187, Patterson, CA 95363
Phone (209) 892-8781 Fax (209) 892-3755

BOARD OF DIRECTORS MEETING MINUTES
Tuesday, December 10, 2024 @ 6:00 PM

1. **Call to order @ 6:01PM** by President, Anne Stokman

2. **Pledge of Allegiance**

3. **Roll Call**

Directors Present: Zone 1 Director, Luis Avila
Zone 2 Director, Anne Stokman
Zone 3 Director, Ma Traore
Zone 4 Director, Sylvia Ramirez
Zone 5 Director, Becky Campo

Staff Present: CEO, Karin Freese
Clinical Education Manager, Jim Whitworth
Health Center Manager, Suzie Benitez
Health Center Assistant Manager, Jennifer Gurski
Human Resources Manager, Robert Trefault
Financial Accounting Manager, Maria Reyes-Palad
Board Clerk/District Executive Secretary, Jasmine Sanchez

District Legal Council: Dave Ritchie, Cole Huber, LLP

Members of the Public: Jessica Wilkinson, Patterson Irrigator

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. **Oath of Office:** Anne Stokman, Luis Avila, Ma Traore, Sylvia Ramirez

The Board Clerk administered the Oath.

6. **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.]

None

7. **Declarations of Conflict** [Board members disclose any conflicts of interest with agenda items]

Board Director, Betsy Campo, acknowledges a potential conflict of interest with item 10G and requests an opportunity to seek clarification from the council at the appropriate time on whether she should participate and vote on the matter.

8. **Approval of Agenda:**

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

Directors Campo/Avila

Ayes: Directors: Avila, Stokman, Ma, Sylvia,
Campo

Nays: None

Abstain: None

Motion: Passed

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

- A. *Approve Board Meeting Minutes – Nov 18, 2024
- B. *Accept Finance Report and Warrants – September 30, 2024
- C. *Accept Finance Committee Meeting Minutes – October 23, 2024
- D. *Accept Finance Report and Warrants – October 31, 2024
- E. *Accept Written Department Reports – Ambulance, Health Center, and Human Resources.

M/S/C. Approve the Consent Calendar.

Directors Avila/Campo

Ayes: Directors: Avila, Stokman, Ma, Sylvia,
Campo

Nays: None

Abstain: None

Motion: Passed

10. **Regular Calendar**

- A. *Any Consent Calendar items moved to the Regular Calendar* **None**
- B. Accept of FY 2023-24 Financial Audit

Dave Imus provided an overview of the audit process, emphasizing the required communications letter and the importance of financial statement reviews, while noting no significant accounting standard changes will impact the current financial year. Key financial observations include a 14% increase in operating revenue, a stable yet slightly rising accounts receivable trend, and positive overall financial margins driven by tax subsidies. The audit revealed no major internal control deficiencies, disagreements, or difficulties with management, highlighting a cooperative and efficient working relationship. Areas for potential improvement include revenue cycle management and accounts receivable efficiency. Overall, the district's financial health is stable, with controlled costs, adequate liquidity, and a consistent focus on community service rather than profit generation.

M/S/C. Approve the Consent Calendar.

Directors Ramirez/Campo

Ayes: Directors: Avila, Stokman, Ma, Sylvia,
Campo

Nays: None

Abstain: None

Motion: Passed-Roll Call Vote

- C. Policy #3441A - PTO Update
The policy aims to strike a balance between managing district liabilities, complying with IRS and state laws, and supporting employee flexibility and financial well-being. Adoption of this policy ensures fiscal responsibility while maintaining employee benefits and operational efficiency.
M/S/C. Approve the Consent Calendar.
Directors Avila/Stokman
Ayes: Directors: Avila, Stokman, Ma, Sylvia, Campo
Nays: None
Abstain: None
Motion: Passed
- D. Approve Engagement of HMA for Ambulance Variable Rate Range Program
Discussed & Tabled: Board President asked for specific details as to what the services would be and the price for each service that they would provide.
- E. Proposed Salary Scale Policy
Discussed & Tabled: The proposed policy aims to consolidate three existing compensation policies (3401, 3402, and 3417) into a single, streamlined framework for employee compensation. It seeks to establish fair, transparent, and competitive salary ranges, annual cost-of-living adjustments (COLA), incentive payments, and CEO compensation. The policy recommends using an external consultant annually to ensure alignment with market standards, reducing reliance on outdated internal data. COLA would follow the CPI for the Western region, with performance incentives capped at 5% of base salaries. The CEO would oversee individual salary placements, except their own, which would remain under board control. The HR manager is suggested as a key advisor in salary placement decisions. The policy emphasizes maintaining fiscal sustainability, addressing historical salary gaps, and allowing flexibility to adapt to financial or performance-related variations. Further refinements and board feedback are anticipated before final approval.
- F. Engagement of Realtor for 1700 Keystone Pacific Pkwy, Bldg C
The board was presented with two brokers proposing listing agreements for the sale of Keystone C. George Mac Master recommends a higher listing price based on the property's revenue potential. While Randy Brekke offers flexible commission structures depending on representation. The board approved moving forward with Randy Brekke.
M/S/C. Approve the Consent Calendar.
Directors Avila/Ramirez
Ayes: Directors: Avila, Stokman, Ma, Sylvia, Campo
Nays: None
Abstain: None
Motion: Passed-Roll Call Vote
- G. HOST House is asking for \$5,000 in community support for homelessness
Host House requesting \$5,000 to cover operational expenses, but the goal is to support six months' worth of rent and expenses, totaling \$56,000. To make the donation more meaningful, the suggestion is to pay for one month of their expenses, which would amount to approximately \$9,333. This approach would

clearly communicate the intention to sponsor a specific month's worth of operations, rather than just providing a general donation. This plan aligns with the organization's strategic goal of giving back to the community, which is already in the budget for community-focused initiatives this year.

M/S/C. Approve the Consent Calendar.

Directors Stokman/Avila

Ayes: Directors: Avila, Stokman, Ma, Sylvia

Nays: None

Abstain: Campo

Motion: Passed-Roll Call Vote

H. LDA Site Master Plan Engagement

LDA Partners, having worked with the district since 2017, is well-suited to provide the necessary services for meeting the City of Patterson's requirements for a site master plan. The contract proposal, totaling \$415,000 (approximately \$0.425 per square foot), includes comprehensive site planning services, including boundary and topography surveys. However, the district is separately responsible for contracting an environmental survey, ALTA survey, and traffic study. Additional costs are anticipated for the CEQA report (\$10,000 to \$65,000), traffic study (\$15,000 to \$50,000), property survey (\$5,000 to \$15,000), and environmental and utilities engineering (\$20,000 to \$50,000). The total estimated planning costs range from \$465,000 to \$645,000.

M/S/C. Approve the Consent Calendar.

Directors Campo/Stokman

Ayes: Directors: Avila, Stokman, Ma, Sylvia, Campo

Nays: None

Abstain:

Motion: Passed-Roll Call Vote

I. MA 2023 Incentives

The Health Center has hourly and salaried staff, with providers on a productivity bonus schedule. Medical assistants play a key role in patient intake and meeting payer requirements. Incentive payments from payers have decreased significantly, with \$52,660 received in 2023. Staff recommend distributing 12.5% of this amount among 18 hourly staff members, with full, three-quarter, and half shares based on tenure. The total distribution is \$6,583.

M/S/C. Approve the Consent Calendar.

Directors Avila/Campo

Ayes: Directors: Avila, Stokman, Ma, Sylvia, Campo

Nays: None

Abstain:

Motion: Passed-Roll Call Vote

J. New Logo Installation

CEO presented the quote for the installment of the new logo for the district.

M/S/C. Approve the Consent Calendar.

Directors Ramirez/Traore

Ayes: Directors: Avila, Stokman, Ma, Sylvia, Campo

Nays: None

Abstain:

Motion: Passed-Roll Call Vote

- K. Resolution 2024-24-11 Update or New BCHIP Grant Authorization
BCHIP grant related to the Prop 1 behavioral health program, which was approved by California voters in March 2024 with \$6.6 billion in available infrastructure grants. The proposal was developed with input from grant consultants and staff, and a grant application to be submitted by December 13. The resolution will authorize applying for the grant and entering into a funding agreement. The agreement includes funding for the project, responsibility for cost overages, and a 30-year lien on the property for behavioral health use. The initial request for \$15 million has increased, with a current estimate around \$18–20 million. There will be two grant phases, with a second round for unmet needs in the Central Valley. Even if the current competition is tough, the opportunity to apply again in the second round remains.

M/S/C. Approve the Consent Calendar.

Directors Campo/Stokman

Ayes: Directors: Avila, Stokman, Ma, Sylvia, Campo

Nays: None

Abstain:

Motion: Passed-Roll Call Vote

- L. 6th Amendment to Administrative Director / CEO Employment Agreement
This is to finalize the CEO evaluation and employment agreement, which was not yet been signed. The purpose of this item is to approve the agreement amount, which was not determined at the time of previous discussions. The contract amendment was prepared and provided. This amendment will take effect on the same date previously approved by the board. The board authorized the board president to sign the agreement, but that step was missed.

M/S/C. Approve the Consent Calendar.

Directors Avila/Campo

Ayes: Directors: Avila, Stokman, Ma, Sylvia, Campo

Nays: None

Abstain:

Motion: Passed-Roll Call Vote

Adjourned to Closed Session @ 8:10 PM

11. **Recess to 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. 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).
12. **Returned to Open Session @ 8:47 PM - Report of Closed Session – No reportable action, directions were given to staff.**
13. **Continuation of Regular Calendar**
None

14. Director Correspondence, Comments, Future Agenda Items

Director Avila asked about Director Stokmans term for Oath of Office. CEO stated the bylaws, and that the county Board of Supervisors appointed Anne Stokman.

CEO requested to consider a tentatively to schedule a special meeting on January 13th. Also to cancel the December 18th Finance meeting.

15. Upcoming Regular Board and Standing Committee Meeting Dates Information Only

Finance – Wed, Nov 20 @ 6:00 PM Board – Mon, Nov 18 @ 6:00 PM

Finance – Wed, Dec 18 CANCELLED Board – Mon, Dec 9 @ 6:00 PM

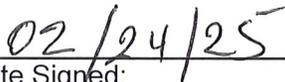
Finance – Wed, Jan 22 @ 6:00 PM Board – Mon, Jan 27 @ 6:00 PM

16. Adjourned

Respectfully Submitted:



Ma Traore, Board Secretary



Date Signed: