

**BOARD OF DIRECTORS**

*Becky Campo, President  
Luis Avila, Vice-President  
(Vacant), Secretary  
Anne Stokman, RN, Treasurer  
(Vacant), Board Member*

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

**BOARD OF DIRECTORS MEETING**

**Friday, December 9, 2022 @ 7:45 AM - Virtual**

<https://us02web.zoom.us/j/84914953945?pwd=QUVidnUvMUZDMnlMZDBLTkM1UTN1QT09>

**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 or, depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity 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.

**SPECIAL BOARD OF DIRECTORS MEETING**

**Friday, December 9, 2022 @ 7:45 AM**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
4. **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.]
5. **Declarations of Conflict** [Board members disclose any conflicts of interest with agenda items]
6. **Approval of Agenda** **Action**
7. **Regular Calendar**
  - A. Consideration to Increase Salary Scales of Medical Assistants **Action**
  - B. Consideration of Productivity Incentive Payment for Medical Assistants **Action**
8. **Adjourn**

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT****Board Meeting – December 9, 2022****7A. Consideration to Increase Salary Scales of Medical Assistants Item # Title Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

**SUBJECT: Consideration to Increase Salary Scales of Medical Assistants**

**STAFF REPORT:** The district's compensation goal is that the lowest step on the hourly wage scale is at least 10% above the California minimum wage. The state minimum wage will increase to \$15.50 on January 1, 2023; therefore, the lowest step on the Health Center pay scale should be \$17.05. The steps on the Health Center hourly employees scale are present with approximately 2.9 to 5.8 percent per step, with more significant steps early in the pay scale.

The Health Center has submitted for an increase in the encounter rate per Medi-Cal visit. The projection is that the average income per encounter will increase by \$48 per visit or \$600,000 in additional health center revenue for the Fiscal Year 2022-23.

**DISTRICT PRIORITY:** Competitive compensation that recruits, rewards, and retains employees.**FISCAL IMPACT:** Spending that includes a 5.5% wage increase beginning the first paycheck in January 2023 will still be under budget at the end of the fiscal year.

<b>Six Month Paid Wages</b>	<b>5.5% Increase 6 month cost</b>	<b>FYE 2023 Forecast</b>	<b>FY 2023 Budget</b>	<b>Over (Under) Budget</b>
\$296,000	\$16,390	608,390	\$615,600	(\$7,210)

**CONTACT PERSON:** Dr. Jose Rodriguez, Karin Freese**ATTACHMENT(S):** Proposed pay scale January 1, 2023**RECOMMENDED BOARD ACTION:****ROLL CALL REQUIRED:** YES**RECOMMENDED MOTION:** *I move the Board of Directors to approve a 5.5% increase to the Health Center hourly employee wage scale for the health center, effective with the first paycheck after January 1, 2023.*

## Del Puerto Health Care District Health Center - Wage Scale

Source: EDD Modesto Area Market - Medical Assistants Q1 2022

	Hourly	Annual	
25th percentile	\$ 18.47	\$ 38,418	
50th percentile	\$ 19.46	\$ 40,477	
75th percentile	\$ 25.39	\$ 52,811	
<b>Local Median</b>	<b>\$ 22.37</b>	<b>\$ 46,530</b>	<b>Proposed Del Puerto Median = \$21.63 \$ 44,990</b>

### Proposed Pay Scale Adjustment for January 5, 2023

	Clerk		Patient Services Representative - Level I				Patient Services Representative - Level II								
	Administrative		Administrative MA - Level I				Administrative MA - Level II								
	Clinical MA		Clinical MA - Level I				Clinical MA - Level II								
	Admin & Clinical MA						Senior MA - Level III				Senior MA - Level IV				
Recommended Increase	Step Value													Patient Engagement Coordinator	Floor Supervisor
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12			
	base	5.6%	5.6%	3.7%	3.8%	3.8%	3.8%	3.8%	3.8%	3.8%	2.9%	2.9%	n/a	n/a	
5.50%															
	<b>Hourly Wage</b>	\$17.05	\$18.00	\$19.01	\$19.72	\$20.46	\$21.23	\$22.03	\$22.87	\$23.73	\$24.64	\$25.34	\$26.08	\$25.32	\$28.56
	<b>Annualized Wage</b>	\$35,459	\$37,438	\$39,536	\$41,018	\$42,559	\$44,163	\$45,830	\$47,564	\$49,367	\$51,243	\$52,706	\$54,238	\$52,666	\$59,402
Over March 2022	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%
Over 2023 minimum wage	10.0%	16.1%	22.6%	27.2%	32.0%	37.0%	42.2%	47.5%	53.1%	58.9%	63.5%	68.2%	63.4%	84.3%	

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

**Board Meeting – December 9, 2022**

**7B Health Center Productivity Incentive Payment to Hourly Employees** Item # Title Page 1  
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Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

**SUBJECT: Health Center Productivity Incentive Payment to Hourly Employees**

**STAFF REPORT:** In 2021, the District modified its employed providers (i.e., physician assistants and nurse practitioners) compensation from an hourly rate without consideration of total patients to a salary-based model that increased compensation as the total patients seen per quarter increased. The benefit of this model is that as the provider provides care for more patients, both the income of the provider and the health center increase.

The clinic's support staff (i.e., medical assisting staff, phone room, front desk, medical records, and referrals) are necessary for the providers to effectively see their patients while providing excellent care.

419 extra patients were seen in the 1<sup>st</sup> Quarter of FY 2022-23. Staff recommends providing a one-time productivity bonus of \$1 per patient grossed up. The total cost estimated for the Q1 hourly staff productivity bonus is \$6440, which is still available in the FY 2022-23 budget. A policy for further productivity incentives will be presented at January 2023 regular meeting.

The Health Center has submitted for an increase in the encounter rate per Medi-Cal visit. However, we lost one advanced practice provider who will not return from a family medical leave. Additional Revenue Projection is now:

<b>Health Center</b>								
<b>Revenue</b>	<b>APP</b>	<b>APP</b>	<b>APP</b>	<b>MD</b>	<b>LCSW</b>			
Providers	1	1	1	1	1			
days per week	4.5	4.5	4.5	4	5			
Weeks worked	46.5	46.5	26	46	26			
Patients per day	20	24	16	25	6			
Total Visits	4185	5022	1872	4600	780	<b>Original Rate</b>	<b>Updated Rate</b>	
						16,459	14,587	Projected Visits
						\$140.00	\$178.00	Paid on Visit
						\$18.00	\$36.00	Capitation and PPS Revenue
						\$158.00	\$214.00	Total Revenue Per Encounter
						\$2,600,522	\$3,121,618	Projected Income
							<b>\$521,096</b>	<b>Unbudgeted income</b>

**DISTRICT PRIORITY:** Providing high-quality care to as many patients as possible

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

**Board Meeting – December 9, 2022**

**7B Health Center Productivity Incentive Payment to Hourly Employees** Item # Title Page 2  
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**FISCAL IMPACT:** Gross cost of Q1 productivity incentive cost

<b>Productivity Payment Per EE</b>	<b>Gross-Up</b>	<b>Number of EE's</b>	<b>Total Cost FY 2023 Q1</b>	<b>FY 2023 Original Budget left over after 5.5% increase</b>	<b>Over (Under) Original Budget</b>
\$419	\$460	14	\$6440	\$7,210	(\$770)

**CONTACT PERSON:** Dr. Jose Rodriguez, Karin Freese,

**ATTACHMENT(S):** None

**RECOMMENDED BOARD ACTION:**

**ROLL CALL REQUIRED:** YES

**RECOMMENDED MOTION:** *I move the Board of Directors to approve the Fiscal Year 2022-23 first quarter productivity bonus of \$419 net per Health Center hourly employee and that a policy for future productivity incentives be presented at the January 2023 regular board meeting.*