



BOARD OF DIRECTORS MEETING

February 25, 2019 @ 6:30 pm
Del Puerto Health Center Conference Room,
1700 Keystone Pacific Parkway, Unit B, Patterson

Board of Directors Minutes

1. **Call to Order at 6:32**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
 - Directors Present:** Director, Steve Pittson (arrived at 6:33)
Director, Dan Robinson
Director, Anne Stokman
Director, Becky Campo
 - Directors Absent:** Director, Sheree Lustgarten
 - Staff Present:** Administrative Director/CEO, Karin Hennings
Ambulance Director, Paul Willette
Health Center Manager, Suzie Talamantes
Financial Accounting Manager, Maria Reyes
Clerk of the Board, Cheryle Pickle
 - District Legal Council:** Dave Ritchie, Cate, Huber, LLP
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**

There were no public comments. The Board welcome employee, Danae Skinner from Administration.
6. **Declarations of Conflict:** There were no conflicts declared
7. **Approval of Agenda**
 - M/S/C To accept the agenda.**
Director Stokman/Director Robinson/
Ayes; Directors Pittson, Robinson, Stokman, Campo
Nays: None
Absent: Director Lustgarten
8. **Consent Calendar**
 - M/S/C To accept the Consent Calendar**
Director Stokman/Director Campo
Ayes: Directors Pittson, Robinson, Stokman, Campo
Nays: None
Absent: Director Lustgarten

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- A. * Approve Board Minutes for January 28, 2019
- B. * Accept Finance Committee Minutes for Meeting November 26, 2018
- C. * Accept Financial Report & Warrants for November 2018, December 2018, and January 2019

9. **Regular Calendar**

- A. Resolution # 2019-01 Banking access and Security Resolution
Ms. Hennings explained the reason for the Resolution each year is that the Banks require a resolution anytime there is a change in signatories. She explained the changes and recommendations. This was reviewed and recommended by the Finance Committee on 02/18/19.

**M/S/C To Accept Resolution
#19-02, The 2019 Banking Access
And Security Resolution/
Director Stokman/Director Campo
Ayes: Directors Pittson, Robinson,
Stokman, Campo
Nays: None
Absent: Director Lustgarten**

- B. Resolution # 2019-02 Authorizing Signers for the Local Agency Investment Fund (LAIF)
The Local Agency Investment Fund (LAIF) was explained by Ms. Hennings. It is administered by the State for Public Agencies. A handout, "LAIF Interest Income Analysis" was distributed by Ms. Hennings. The purpose of the handout was to demonstrate possible options the District may take advantage of in the future. At this time, we are not transferring any funds. The purpose of the Resolution is to establish who would be able to authorize the deposits and withdrawals of funds (with directions from the Board) into/out of the account.

It was discussed that the Board of Directors would need to have a Resolution to make deposits/withdrawals from this account. It was discussed that if the Board did invest in this account and wanted to withdraw funds, it would take a Resolution by the Board and 10 business days to process.

**M/S/C To Pass and adopt Resolution
#19-02 Authorizing Investment of Monies in
the Local Agency Investment Fund
Director Robinson/Director Campo
Ayes: Directors Pittson, Robinson
Stokman, Campo
Nays: None
Absent: Director Lustgarten**

- C. West Side Health Care Task Force - Appointment of Board Representative
Need a Representative on the West Side Health Care Taskforce. Director Pittson recommended Director Lustgarten. Ms. Hennings added that Director Lustgarten had indicated that she would accept this assignment. The next meeting is March 12, 2019.

M/S/C To assign Director Lustgarten

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**to be the Board Representative to the
 West Side Health Care Team**

Director Pittson/ Director Robinson
 Ayes: Directors Pittson, Robinson,
 Stokman, Campo
 Nays: None
 Absent: Director Lustgarten

10. **Reports**

A.	<u>Employee Anniversaries & New Hires</u>	<u>February</u>	<u>Years</u>
	Ambulance:	Chuck Coelho	7
		Lori Valdovinos	7
	Health Center:	Daiana Flores	2
		Susi Perez	3
B.	District Wide Community Health Assessment – Director Stokman		

Director Stokman informed the Board that she had learned that the County data can be accessed by zip code. This will help to filter the information that we receive for the county data. She was invited to the Patterson focus group but did not stay since all (4) participants were speaking Spanish. It is a slow process, but we need to learn as much as we can from the county data before we spend any funds. We will be able to better focus the information we need when we get ready to hire consultants to complete our assessment.

Next Meeting is 03/08/2019 at 11:00 am.

C. Ambulance

Mr. Willette reviewed the numbers for January Transports. He distributed the January report. The numbers are down from last year. This is due to a less aggressive flu season, there were 35 less calls a, and 14 less transports. Yet, today it was very busy in Modesto and both of our ambulances were called into their area to cover calls.

Mr. Willette brought charts to demonstrate the different zones that PDA is responsible for. The Urban area has 100 people or more in the square mile. The Suburban has 50-99 in a square mile. The Rural area has 7-49 people in a square mile. Wilderness has < 6 people in a square mile. Each of these zones has different times to respond to a call. He explained that some areas might have more people, but the area must be contiguous to be given the designation.

There was also a handout of the Patterson Monthly KPI Dashboard. This is a new report provided by our billing company which delineates our payor mix. It provides a lot more information than we have had in the past.

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D. Health Center

Ms. Talamantes reviewed the January report. The numbers are down. Trying to get a Locum and another pediatrician. They also would like to add another mid-level provider.

Last week they had an audit of the Vaccines of Children. This covered the last 3 years. This program provided \$178k for Vaccines. The audit was very extensive. She is happy to report they had zero deficiencies. The results of the audit just prove how the staff is working to do things right.

Next, they have 3 weeks of chart audits.

There were questions about how many patients we have lost to the new pediatrician at Livingston. They have some data from Health Net, but it needs to be qualified because it includes patients that left Health Net but not necessarily the clinic. But we have definitely lost some patients.

E. Administration

Ms. Hennings distributed the Administrative Director / CEO Report – February 2019.
Ambulance

She noted that our QI Educator, Jacob Schulke, was presenting at the Annual Regional Pre-Hospital Cardiovascular Conference tomorrow. The ambulance has been undergoing Infrequent Skills training. This has been in conjunction with Stryker and PH1 Air Transport.

Stanislaus county released the Proposal for ambulance services. We do not have to bid for our area. They are proposing to add areas along the 99-corridor that previously not been assigned. We had been providing some services in this area, however we are fine with these areas being added to the 99-corridor.

She shared that the State Controller's office published the 2019 Special District Uniform Accounting and Reporting Procedures. We will be changing our accounting numbering system to comply. We will be working with the Finance Committee during this transition.

She provided a list of Educational Webinars provided by CSDA and encouraged the Board members to attend. Some are no charge, and some have a fee. We have funds available for those who are interested in attending. Please contact Ms. Hennings for details.

11. Upcoming Regular Board and Standing Committee Meeting Dates

Finance – Wednesday, Mar 20

Board – Monday, Mar 25

Finance – Wednesday, Apr 24

Board – Monday, Apr 29

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Finance – Wednesday, May 22

Board – May 27 No Meeting (due to holiday)

Adjourned to Closed Session at 7:40

12. **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.
- C. Gov't Code section 54957.6 Conference with Labor Negotiator
Employee Organization: USW TEMSA Local 12911
Negotiators: David Ritchie, JD, Karin Hennings
Paul Willette
13. **Reconvene to Open Session – Report of Closed Session** at 8:58 pm.
There were no reportable actions. Instructions were given to staff
14. **Adjourn at 8:59 pm.** Pittson, Robinson, Stokman, Campo

***Note due to technical error the Board of Director Meeting was not recorded.

Respectfully Submitted,

Becky Campo, Secretary
Board of Directors

Date _____

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