

**DEL PUERTO HEALTH CARE DISTRICT**  
**875 E Street - Patterson, California 95363**  
**FINANCE MEETING via Zoom Video Conference**  
**MINUTES SEPTEMBER 23, 2020**

**I. Call to order/Attendance**

The meeting was called to order by Anne Stokman, Committee Chair, 3:04PM

**Other Board Members Present:** Becky Campo, Committee Member

**Other Staff Members Present:** Karin Hennings, Administrative Director/CEO; Maria Reyes-Palad, Financial Accounting Manager; Paul Willette, Ambulance Director; Suzie Benitez, 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: August 26, 2020 Finance Meeting Minutes**

M/S/C Becky Campo/Anne Stokman to accept the minutes for August 26, 2020 as presented.

**B. Review Financial Report for August 2020**

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 August 2020 Warrants**

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

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

**IV. Old Business**

**A. Budget Details FY2020-21**

Maria Reyes-Palad reviewed the report answered all questions regarding the Budget Details.

The committee recommended that it be sent to the Board as an Information Item.

**B. Keystone C Loan Pre-Payment Options**

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

M/S/C Anne Stokman/Becky Campo to send the Pre-Payment Options to the Board with the Committee's recommendation that the Board approve Pre-Payment Option Number 4.

**C. Policy on Non-Travel Meals & Employee Recognition**

Karin Hennings reviewed the policy and explained that as a public entity we cannot pay for employee meals or recognition from public funds and this policy would ensure that such expenses come from income earned from District deposits.

M/S/C Becky Campo/Anne Stokman to recommend the Policy to the Board with language stating that the expenses not exceed the budget.

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**V. New Business – None**

- A.** FY2020-21 Insurance Cost & Rebate Allocation  
Maria Reyes-Palad reviewed the report answered all questions regarding the Insurance Cost & Rebate Allocation.  
Information Only – No Action Taken
- B.** Ambulance ePCR Software Connection to Dispatch - Capital Expense  
Karin Hennings and Paul Willette presented the Resolution and answered all questions regarding the Ambulance ePCR Software Connection to Dispatch - Capital Expense Resolution.  
M/S/C Anne Stokman/Becky Campo to recommend to the Board the Ambulance ePCR Software Connection to Dispatch - Capital Expense Resolution.
- C.** Employee Referral Program.  
Karin Hennings presented the Resolution and answered all questions regarding Employee Referral Program Resolution.  
M/S/C Becky Campo/Anne Stokman to recommend the Employee Referral Program Resolution be sent to the Board.

**VI. Accounting and Finance Manager Report**

- A.** Update on Grant and Stimulus Monies Received
- COVID-19 Summary and Details
  - Telehealth Grant Balance as of July 31, 2020 Report
- Information Only – No Action
- B.** Updates on E Street Expansion Details  
Maria Reyes-Palad presented the report.  
Information Only – No Action
- C.** Set Schedule for Committee Review of Account Reconciliations  
Anne Stokman set date of Thursday, September 24, 2020 to come to the District Office and review Reconciliations.

**VII. Meeting adjourned – 3:58PM**

Respectfully submitted,



Anne Stokman, Treasurer