

Del Puerto Health Care District

1700 Keystone Pacific Parkway, Unit B
Patterson, California

BOARD OF DIRECTORS MINUTES – October 29,2018

1. Call to Order

The meeting was called to order at 6:30 pm by President Donna Sesock-Miller

2. Pledge of Allegiance

3. Board of Directors Roll Call

Directors Present:

President, Donna Sesock-Miller
Vice President, Steve Pittson
Secretary, Dan Robinson
Director, Harold Hill

Directors Absent

Treasurer, Anne Stokman (excused)

Staff Present

Administrative Director/CEO, Karin Hennings
Ambulance Director, Paul Willette
Health Center Manager, Suzie Talamantes
Financial Accounting Manager, Maria Reyes
Acting Clerk of the Board, Cheryle Pickle

Direct Legal Counsel Present Dave Ritchie, Cota Huber, LLC

Members of the Public Present Brandon Cousins (PDA employee)

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** None

6. **Declarations of Conflict:** None

7. **Acceptance of the Agenda** **The Agenda was accepted by a unanimous vote.**

8. Consent Calendar

- A. * Approve Board Minutes for September 24, 2018
- B. * Accept Board Correspondence for October 2018 – 1 item
- C. * Accept Financial Report & Warrants for August 2018

Del Puerto Health Care District

1700 Keystone Pacific Parkway, Unit B
Patterson, California

BOARD OF DIRECTORS MINUTES – October 29,2018

- D. * Accept Financial Report & Warrants for September 2018
- E. * Motion to Disband the FY 2017-18 Ad Hoc Executive Review Committee
M/S/C Director Robinson/Director Hill/
To accept the Consent Calendar.
Ayes: Directors: Sesock-Miller, Pittson,
Hill, Robinson
Nays: None
Motion Carried.

9. Regular Calendar

- A. Amendment to Change Salary & Terms of Administrative Director / CEO Contract
Discussion regarding the fact that it is a two-year contract. Ms. Hennings distributed a list for FY 2018-10 Goals and Objectives. No further discussion.

MS/C/Director Robinson/Director Hill/
To accept the Amendment to Change
Salary & Terms of Administrative
Director / CEO.
Ayes: Directors, Sesock-Miller, Pittson,
Hill, Robinson.
Nays: None
Motion Carried.

- B. Begin Process for Appointment to Open Board Member Seat 2018-2022.

This is a result of The Board of Supervisors, on October 09,2018, accepting and enacting the Voting Registers office recommendation to accept the unopposed seats as follows:
Dan Robinson appointed to a term which ends in 2020
Steve Pittson appointed to a term which ends in 2022
Cherie Lustgarten appointed to a term which ends in 2022
One seat declared Vacant by the Board of Supervisors.

This allows us to move forward with our appointment process. We need to follow the process outlined in the support documents. Blank Applications along with a copy of the Public Notice of Board Vacancy were distributed for Directors to give to interested members in the community. We will be making some amendments to include some of the items of the Board of Supervisors applications, per Director Sesock- Miller's suggestion. But for the time being, this application can be used.

M/S/C Director Pittson/Director
Robinson/ to appoint someone to fill
the Vacant seat on the Board of
Directors by posting Public Notice of
Board Vacancy & Intent to Fill by

Del Puerto Health Care District

1700 Keystone Pacific Parkway, Unit B
Patterson, California

BOARD OF DIRECTORS MINUTES – October 29,2018

Appointment. And to appoint an Ad Hoc committee to review the applications.

Ayes: Directors, Sesock-Miller, Pittson, Hill, Robinson

Nays: None

Motion Carried

The Ad-Hoc committee will be Director Pittson and Director Sesock Miller. Staff contact person will be Karin Hennings. Director Pittson is the committee chair.

Each Board member encouraged to find members of the community that would be interested.

Vote to accept the Ad-Hoc Committee with Director Pittson as Chairperson and Director Sesock Miller as committee member to make recommendations to the Board to fill the Vacant Seat.

Ayes; Directors, Sesock-Miller, Pittson, Hill, Robinson

Nays: None

Ad-Hoc Committee Accepted

C. Review and Possible Adoption of Board of Director Policies and Procedures

- i. Authority and Limits of the Board
- ii. Expectations of Directors
- iii. Board Meeting Standards
- iv. Board Meeting Agenda Preparation
- v. Board Meeting Management

Director Stokman did not receive these drafts until she got the Board Packet. The Board was given the choice of reading the drafts now and voting on them at a future meeting or to go ahead and vote on the draft now.

Director Pittson suggested that we could go ahead and vote on the policy drafts. If the vote is unanimous, go ahead and adopt the policies. If it is less than unanimous, then carry them over to another meeting and vote then.

Discussion ensued. A typo (grammar) was found on Policy 4210. It was decided to vote on the policy drafts.

Del Puerto Health Care District

1700 Keystone Pacific Parkway, Unit B
Patterson, California

BOARD OF DIRECTORS MINUTES – October 29,2018

M/S/CDirector Robinson / Director Hill.
That the Board of Directors of Del Puerto Health Care District adopt five policies, Policy Numbers: 4000 Authority & Limits of the Board, 4120 Expectations of Directors, 4200 Board Meeting Standards, 4205 Meeting Agenda preparation, and 4210Board meeting Management, as amended

Ayes: Directors, Sesock-Miller, Pittson, Hill, Robinson

Nays: None

Motion Carried.

10. Reports

- A. Employees for Years of Service and New Hires in October
- | | | <u>Years</u> |
|--------------------------------|---------------------|--------------|
| Ambulance: | Cousins, Brandon D. | 4 |
| | Estes, Daniel R. | 4 |
| | Nelson, Kirsten M. | 4 |
| Health Center: (<i>none</i>) | | |
| Administration: | Pickle, Cheryle A | New |
| | Skinner, Danae Lee | New |
- B. District-wide Community Health Needs Assessment Update –
Ms. Hennings gave report for Director Stokman. She distributed a copy of Memo to Potential Committee Members and Document defining the Committee Charter. The committee has had two meetings – organizational meetings. Ms. Hennings reviewed the documents and explained that the potential cost would be a Consultant that would be approved by the board. The committee will be working to get a more representative sampling than previously by using multiple types of data gathering. Hope to have the assessment in 18 months' time. The Board will be kept in the loop regarding the meetings.
- C. Ambulance Update on performance, community events, new ambulance, conference
Mr. Willette distributed the Ambulance Response Report and reviewed it. In the compliance area there is less the 90% in the Suburban area. Discussion was made about the response time assigned and who and how this threshold is set. That is why the property and location we have is so important to be central. The Board of Supervisors

Del Puerto Health Care District

1700 Keystone Pacific Parkway, Unit B
Patterson, California

BOARD OF DIRECTORS MINUTES – October 29,2018

sets it and Mountain Valley assigns it based on contiguous density. Mr. Willette proposed to bring the map to the next meeting showing the different areas.

Mr. Willette attended the CAA conference. There were courses on Finance and revenue as well as data and operations. He presented a session on OSHA Compliance. He attended and pre-conference class of documentation presented by a nationally known law firm with EMS. It looks like Mountain Valley is going to try and bring them to Stanislaus county and better still, they are going to fund it. He also attended the Beta Symposium. He felt it was well worth the time.

As far as community events the football season is winding down. There is a problem with the football games becoming out of control. It is harder to staff the ambulance because of the atmosphere. One of the suggestions is for the Ambulance to speak at the parent's meetings so they know what the expectations area and how to help.

Flew back to Iowa pick up new ambulance and drive it back. Brandon Cousins went with him. Toured facility. They create a new ambulance a day. Very impressive. Looking forward to getting it on the road. Already had radios installed. Discussion about the road trip. The SUV should be here any time.

Turlock and Westside very busy. Westside having trouble staffing. We have been trying to help. However, once our ambulance is posted out of area, they keep the units busy. We had one ambulance that got 8 calls before returning to Patterson.

- D. Health Center Update on performance, community events, payor incentive received, conference

Ms. Talamantes reviewed the months numbers. They had 3 health fairs. One was with City about Childhood Diabetes. This was in Spanish. About 100 attendees. Dr. Rodriguez presented. Then they had one at the City of Newman. And lastly, one for the City of Patterson. Staff did blood pressures and glucose testing. They did about 85 glucose tests.

Health Plan of San Joaquin surprised us. They delivered a nice check for \$119,000.00. They had indicated they would not be able to give incentive check for all our work. They have made decision that it is allowed.

We will be working with Health Net to provide a Saturday clinic to their members to meet their metrics. It will be an additional 8-5 Saturday clinic in addition to our regular Saturday Clinic.

She attended the Beta Symposium. They invited 6 of our staff. It was about having a great team, good employees. They had great speakers. They awarded trophies for their programs.

Ms. Henning explained the trophies.

Del Puerto Health Care District

1700 Keystone Pacific Parkway, Unit B
Patterson, California

BOARD OF DIRECTORS MINUTES – October 29,2018

Ms. Talamantes also attended the Rural Healthcare Conference. She says there is lots of homework to be done. She has already started updating the policies for the Health Center.

E. Administration Update on conferences, audit for Fiscal Year 2018

Ms. Hennings reported that in addition to the CAA, Beta Symposium, National Association of Rural Health Clinics Conference she also attended (and reported last month) the California Association of California Health Care Districts. Ms. Pickle has written a report of the Beta Symposium and her Attendance at the Clerk of the Board Conference. It has been busy. Ms. Hennings thanked the Board on behalf of herself and the staff for allowing them to attend these conferences and being able to bring back better tools and more importantly build better teams and build relationships and work better together.

Update of Audit. We have lost another auditor with Wipfli. We have now had 5 auditors in 3 years. Spoke with Jeff Johnson and requested that they bring an auditor here to this area rather than the Seattle office. They will be at our location November 13- 16. Danae and Maria have done a great job getting everything ready. Maria has also done an excellent job with all the reports. They will be submitted on time this year.

Ms. Pickle reported on her attendance at Beta Symposium. She stated that in addition to the information included in her written report she really appreciated being able to work with the team and get to know them. She also attended the Clerk of the Board Conference and said that it was not as inspirational but was more technical, in a room with attorneys all day. It provided much information and information about working for a Public Agency. She also applied for and received a scholarship for her registration from the California Special Districts Leadership Forum.

On the Goals and Objectives that were handed out earlier, these are things that will be accomplished this year and, in some cases, later. They are more open ended. The Board is encouraged to read over these. Updates will be given in written form so if you have any questions you can ask.

There are two forms included that are from the California Special Districts Leadership Foundation and the Association of California Health Districts. They contain what is legally required and the best practices. We are already doing many of the items and there are some other areas that we need to work on. For example, on the Board members training and policies. This is one of the very specific goals.

We cannot do everything. We will keep you informed on the progress

Del Puerto Health Care District

1700 Keystone Pacific Parkway, Unit B

Patterson, California

BOARD OF DIRECTORS MINUTES – October 29,2018

11. Upcoming Regular Board and Standing Committee Meeting Dates

Finance – Wednesday, Nov 21

Board – Monday, Nov 26

Finance – Wednesday, Dec 19

Board – Friday, Dec 7

Finance – Wednesday, Jan 23

Board – Monday, Jan 28

Community Assessment - Nov 9 @ 12:00 pm

12. Closed Session

A. Gov't Code § 54956.9(b)

Conference with Legal Counsel – Anticipated litigation or significant exposure to litigation: One (1) potential case.

Meeting adjourned to Closed Session @ 7:57

13. Reconvene to Open Session – Report of Closed Session

No reportable action. Directions give to staff.

14. Adjourn

Meeting adjourned 8:39

Respectfully Submitted,

Daniel Robinson, Secretary, DPHCD Board of Directors

Date