



**BOARD OF DIRECTORS**  
*Anne Stokman, RN, President*  
*Timothy Benefield, Vice-President*  
*Becky Campo, Secretary*  
*Luis Avila, Treasurer*  
*(Vacant), Zone 4-Director*

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

## BOARD OF DIRECTORS MEETING

**Postponed to Tuesday, December 10, 2024 @ 6:00 pm**

Del Puerto Health Center, 1700 Keystone Pacific Parkway, Ste B, North Conference Room

**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. Depending on the number of persons wishing to speak, speaking time may be reduced to allow all public members 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.

**DEL PUERTO HEALTH CARE DISTRICT  
Board of Directors Meeting  
Tuesday, December 10, 2024 @ 6:00 pm**

Del Puerto Health Center, 1700 Keystone Pacific Parkway, Ste B, North Conference Room

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
4. **Reading the 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
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.]*
7. **Declarations of Conflict** *[Board members disclose any conflicts of interest with agenda items]*
8. **Approval of Agenda** **Action**  
*[\*Directors may request moving any consent calendar item to the regular calendar or change the order of the agenda items.]*
9. **Consent Calendar\*** *[Routine committee reports, minutes, and non-controversial items]* **Action**
  - 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.
10. **Regular Calendar**
  - A. *\*Any Consent Calendar items moved to the Regular Calendar* **Action**
  - B. Accept of FY 2023-24 Financial Audit **Action**
  - C. Policy #3441A - PTO Update **Action**
  - D. Approve Engagement of HMA for Ambulance Variable Rate Range Program **Action**
  - E. Proposed Salary Scale Policy **Action**
  - F. Engagement of Realtor for 1700 Keystone Pacific Pkwy, Bldg C **Action**
  - G. HOST House is asking for \$5,000 in community support for homelessness **Action**
  - H. LDA Site Master Plan Engagement **Action**
  - I. MA 2023 Incentives **Action**
  - J. New Logo Installation **Action**
  - K. Resolution 2024-24-11 Update or New BCHIP Grant Authorization **Action**
  - L. 6<sup>th</sup> Amendment to Administrative Director / CEO Employment Agreement **Action**
11. **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. **Report of any Action taken in Closed Session**

**DEL PUERTO HEALTH CARE DISTRICT**

**Board of Directors Meeting**

**Tuesday, December 10, 2024 @ 6:00 pm**

Del Puerto Health Center, 1700 Keystone Pacific Parkway, Ste B, North Conference Room

- 13. **Director Correspondence, Comments, Future Agenda Items** Information Only
- 14. **Upcoming Regular Board and Standing Committee Meeting Dates** Information Only
  - Finance – Wed, Dec 18 CANCELLED Board – Mon, Dec 09 @ 6:00 PM
  - Board – TENTATIVE, Monday, Dec 13 @ 6:00 PM
  - Finance – Wed, Jan 22 @ 6:00 PM Board – Mon, Jan 27 @ 6:00 PM
  - Finance – Wed, Feb 19 @ 6:00 PM Board – Mon, Feb 24 @ 6:00 PM
- 15. **Adjourn**



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 Anne Stokman, RN, President  
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**BOARD OF DIRECTORS MEETING MINUTES**  
**Monday, November 18, 2024 @ 6:00 PM**

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

2. **Pledge of Allegiance**

3. **Roll Call**

**Directors Present:** President, Anne Stokman  
 Vice President, Timothy Benefield  
 Treasurer, Luis Avila  
 Secretary, Becky Campo

**Staff Present:** CEO, Karin Freese  
 Ambulance Director, Paul Willette  
 Health Center Manager, Suzie Benitez  
 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  
 Sylvia Ramires, Zone 4  
 Ma Traore, Zone 3

*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. **Public Comment Period**

- During this time, staff members formally introduced themselves to one another, and individuals from the public also took the opportunity to introduce themselves.
- No further comments were made.

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

None

7. **Approval of Agenda:**

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

Directors Benefield/Avila

**Ayes:** Directors: Stokman, Benefield, Avila, Campo

**Nays:** None  
**Abstain:** None  
**Motion:** Passed

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

- A. \*Approve Finance Committee Minutes – Oct 28, 2024
- B. \*Accept Written Department/Committee Reports – Ambulance (including Legislation), Ambulance, Health Center, Human Resources.

**M/S/C. Approve the Consent Calendar.**

Directors Avila/Campo

**Ayes:** Directors: Stokman, Benefield, Avila, Campo

**Nays:** None

**Abstain:** None

**Motion:** Passed

**9. Regular Calendar**

- A. *\*Any Consent Calendar items moved to the Regular Calendar*

None

- B. FY 2023-24 Financial Audit Presentation by David Imus, Wipfli

No Action Taken, postpone until December 9<sup>th</sup>

The balance sheet overview shows that accounts receivables grew slightly, but this was balanced by a stabilization in contractual allowances and price rate increases, which is a positive development.

Third-party payer settlements decreased, but this is not a concern, as they typically fluctuate based on cost reports. Prepaid expenses increased slightly due to timing differences, and cash and cash equivalents grew by \$1.8 million, reflecting a 43% year-over-year increase driven by overall revenue and profitability.

On the income statement, patient service revenue increased by \$1.3 million, positively impacting cash collections. Contractual allowances increased, but the revenue growth more than offset this.

Fewer recruitment and other costs highlight the management team's strong ability to control expenses in the current environment, and other expenses decreased by \$261K, showcasing effective cost management. In the financial analysis, the operating margin is low due to a large loss from operations, but the trend is improving.

The total margin stands at 25%, which indicates strong financial stability. Cash on hand is 115 days, well above the 90-day benchmark, showing strong liquidity. Days in accounts receivable is 45, suggesting efficient cash flow management, and long-term debt is decreasing, reflecting effective debt management and repayment.

As for the next steps, David plans to be part of the December meeting.

- C. Triennial Review of Legal Counsel Services and Proposal

Dave Ritchie expressed several key accomplishments over the past few years, including a successful revised MOU with the steelworkers and nearing completion of a favorable settlement on a personnel matter that was previously in arbitration. They also mentioned ongoing general counsel work and frequent HR

tasks. The bond property purchase project is progressing well, with a strong relationship with the financing team. The counsel expressed appreciation for the support and collaboration of the management team, noting that this has been one of their favorite places to work. They also addressed a small increase in the contract rate, which remains below their regular public entity rate, and confirmed the contract extension for two years. Looking ahead, they expressed eagerness to work with new board members and continue achieving success.

**M/S/C. Approve the Consent Calendar.**

Directors Benefield/Avila

**Ayes:** Directors: Stokman, Benefield, Avila, Campo

**Nays:** None

**Abstain:** None

**Motion: Passed – Roll Call Vote**

**D. CSU Sacramento Proposal for Community Health Needs Assessment**

CEO and Board President are discussing the plan for the upcoming community health needs assessment, which will be conducted in 2025. They're exploring two options for the follow-up survey: one involves sending a full survey by mail in English and Spanish, and the other would be a simpler postcard with a QR code to encourage online responses. The previous survey, conducted by California State University Sacramento, involved sending mailers to approximately 9,000 households. The response rate was 5%, which was considered good for direct mail. They plan to follow up on 17 of the same questions from the previous survey to track changes in the Patterson area and compare it to the rest of the county.

The new survey will include questions focusing on behavioral health and mental wellness, based on Stanislaus County's annual plan for behavioral health. This would include a mailer with a QR code for online responses. While it's more expensive (around \$106,000), it provides more thorough data collection.

**M/S/C. Approve the Consent Calendar.**

Directors Avila/Benefield

**Ayes:** Directors: Stokman, Benefield, Avila, Campo

**Nays:** None

**Abstain:** None

**Motion: Passed – Roll Call Vote**

**E. Proposed Salary Scale Policy**

The goal is to ensure that all employees are in the mid-range of salaries. The board president has requested that we identify the salaries to be increased, including geographic adjustments, and have them ready before July 1<sup>st</sup> to include in the budget. This adjustment will result in an increase to the budget. No action is required at this time.

**Adjourned to Closed Session @ 6:45 PM**

**10. 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).

11. **Returned to Open Session @ 7:34 PM** - Report of Closed Session – No reportable action, directions were given to staff.
12. **Continuation of Regular Calendar**  
None
13. **Director Correspondence, Comments, Future Agenda Items**  
None
14. **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
15. **Adjourned @ 7:35 PM**

**Del Puerto Health Care District**  
**Balance Sheet**  
As of September 30, 2024

	Sep 30, 24	Aug 31, 24	% Change	Sep 30, 23	% Change	Notes
<b>ASSETS</b>						
Current Assets						
<b>Total Checking/Savings</b>	6,290,264	6,162,299	2%	3,727,807	69%	
<b>Total Accounts Receivable</b>	1,040,610	1,064,354	(2%)	1,177,407	(12%)	
Total Other Current Assets	764,601	596,136	28%	723,882	6%	
<b>Total Current Assets</b>	8,095,475	7,822,789	3%	5,629,096	44%	
Fixed Assets						
Total 151.000 · Capital assets	5,050,229	5,063,206	(0%)	4,946,762	2%	
<b>Total Fixed Assets</b>	5,050,229	5,063,206	(0%)	4,946,762	2%	
Other Assets						
150.000 · Lease Receivable - Non Current	273,263	273,263		273,263		
Total Other Assets	273,263	273,263		273,263		
<b>TOTAL ASSETS</b>	<b>13,418,967</b>	<b>13,159,258</b>	<b>2%</b>	<b>10,849,121</b>	<b>24%</b>	
<b>LIABILITIES &amp; EQUITY</b>						
Liabilities						
Total Current Liabilities	580,822	543,184	7%	511,226	14%	
Total Long Term Liabilities	1,641,489	1,647,221	(0%)	1,710,062	(4%)	
<b>Total Liabilities</b>	<b>2,222,311</b>	<b>2,190,405</b>	<b>1%</b>	<b>2,221,288</b>	<b>0%</b>	
Equity						
350.000 · Unrestricted Assets	4,364,197	4,444,197	(2%)	2,705,771	61%	
Total 360.000 · Assigned Fund Balance	2,672,135	2,672,135		2,636,216	1%	
Total 370.000 · Restricted Fund Balance	1,428,856	1,344,862	6%	456,422	213%	
390.000 · Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762		
<b>Net Income</b>	<b>238,708</b>	<b>14,900</b>	<b>1,502%</b>	<b>336,664</b>	<b>(29%)</b>	<i>YTD overall result</i>
Total Equity	11,196,658	10,968,856	2%	8,627,835	30%	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>13,418,969</b>	<b>13,159,261</b>	<b>2%</b>	<b>10,849,123</b>	<b>24%</b>	

	Sep 30, 24	Aug 31, 24
<b>Month End Cash Balance</b>	6,290,264	6,162,299
101.015 - TCB Keystone C 8641	(51,195)	(42,892)
103.100 - TCB USDA Debt Reserve 7237	(122,966)	(122,964)
370.010 - Mitigation Fees	(1,305,276)	(1,301,280)
360.030 - Asset Replacement Fund	(1,181,135)	(1,181,135)
AP & Payroll Liabilities	(511,892)	(471,848)
<b>UNENCUMBERED CASH</b>	<b>3,117,800</b>	<b>3,042,180</b>
Percent of Operating Reserve	209%	204%
360.070 - Operating Reserve	1,491,000	1,491,000



Del Puerto Health Care District  
YTD by Class  
July through September 2024

	Total 01 Administration			Total 02 Patterson District Ambulance			Total 03 Del Puerto Health Center			Total 090 Other Non-Operating			Total 096 Keystone Bldg C			TOTAL		
	Jul - Sep 24	Budget	FY24-25 Budget	Jul - Sep 24	Budget	FY24-25 Budget	Jul - Sep 24	Budget	FY24-25 Budget	Jul - Sep 24	Budget	FY24-25 Budget	Jul - Sep 24	Budget	FY24-25 Budget	Jul - Sep 24	Budget	FY24-25 Budget
Ordinary Income/Expense																		
Income																		
401.000 · Gross Patient Service Revenue				2,656,796	2,691,957	11,344,486	1,140,431	1,277,043	5,108,174							3,797,227	3,969,000	16,452,660
403.000 · Adjustments				(1,466,701)	(1,453,657)	(6,736,647)	(330,105)	(168,603)	(674,412)							(1,796,806)	(1,622,260)	(7,411,059)
405.000 · Bad Debt				(290,811)	(167,301)	(669,203)	18,766	(11,488)	(45,953)							(272,045)	(178,789)	(715,156)
407.000 · Other Income		500	2,000	545	2,033	8,130	2,175	3,156	12,626							2,720	5,689	22,756
Total Income		500	2,000	899,829	1,073,032	3,946,766	831,267	1,100,109	4,400,435							1,731,096	2,173,641	8,349,201
Gross Profit		500	2,000	899,829	1,073,032	3,946,766	831,267	1,100,109	4,400,435							1,731,096	2,173,641	8,349,201
Expense																		
601.000 · Salaries & Wages	142,481	158,536	573,042	495,500	508,656	2,017,300	444,662	473,033	1,860,722							1,082,643	1,140,225	4,451,064
602.000 · Employee Benefits	30,917	42,766	149,655	114,260	116,466	466,065	124,092	141,227	559,119							269,269	300,459	1,174,839
603.000 · Professional Fees	48,405	52,500	148,000	32,301	9,750	39,000	107,627	110,446	434,392							188,333	172,696	621,392
604.000 · Purchased Services	3,139	3,570	14,733	61,733	64,413	257,651	106,087	99,374	397,494							170,959	167,357	669,878
605.000 · Supplies	857	2,070	8,280	30,550	22,878	91,511	31,629	26,683	106,734							63,036	51,631	206,525
606.000 · Utilities	2,209	2,054	8,218	7,177	6,614	26,455	12,458	11,781	47,065							21,844	20,449	81,738
607.000 · Rental and Lease	61	69	277				648	648	2,592							709	717	2,869
608.000 · Insurance Coverages	15,930	10,448	41,792	63,052	52,905	211,619	37,804	35,312	141,249							116,786	98,665	394,660
609.000 · Maintenance & Repairs	551	361	1,266	27,047	21,801	87,202	13,417	9,799	39,196							41,015	31,961	127,664
610.000 · Depreciation and Amortizatic	2,968	2,637	10,549	57,655	60,500	242,000	23,440	22,304	89,215		24,300	11,997	11,899	47,597		96,060	97,340	389,361
611.000 · Other operating expenses	39,500	32,355	83,894	140,400	127,002	563,146	29,593	34,315	137,178							209,493	193,672	808,518
699.999 · Condensed Item Adj. Expen	(269,797)	(239,629)	(958,521)	134,899	119,815	479,260	134,899	119,815	479,260									1
Total Expense	17,221	67,738	81,185	1,164,574	1,110,800	4,481,209	1,066,356	1,084,737	4,294,216		24,300	11,997	11,899	47,597	2,260,148	2,275,174	8,928,507	
Net Ordinary Income	(17,221)	(67,238)	(79,185)	(264,745)	(37,768)	(534,443)	(235,089)	15,372	106,219		(24,300)	(11,997)	(11,899)	(47,597)	(529,052)	(101,533)	(579,306)	
Other Income/Expense																		
Other Income																		
701.000 · District Tax Revenues				62,865	62,865	251,459				432,174	458,750	1,728,695				495,039	521,615	1,980,154
702.000 · Impact Mitigation Fees										226,410						226,410		
703.000 · Investment Income							0			30,217	18,000	70,000				30,217	18,000	70,000
704.000 · Interest Expense							(12,900)	(12,900)	(50,200)							(12,900)	(12,900)	(50,200)
705.000 · Tenant Revenue													33,849	29,005	116,019	33,849	29,005	116,019
710.000 · Misc Other Income			2,000						5,000									7,000
Total Other Income			2,000	62,865	62,865	251,459	(12,900)	(12,900)	(45,200)	688,801	476,750	1,798,695	33,849	29,005	116,019	772,615	555,720	2,122,973
Other Expense																		
802.000 · Keystone District Expense													4,855	4,127	16,507	4,855	4,127	16,507
810.000 · Misc Other Expense															100,000			100,000
Total Other Expense															100,000	4,855	4,127	116,507
Net Other Income			2,000	62,865	62,865	251,459	(12,900)	(12,900)	(45,200)	688,801	476,750	1,698,695	28,994	24,878	99,512	767,760	551,593	2,006,466
Net Income	(17,221)	(67,238)	(77,185)	(201,880)	25,097	(282,984)	(247,989)	2,472	61,019	688,801	476,750	1,674,395	16,997	12,979	51,915	238,708	450,060	1,427,160

10:42 AM  
11/07/24  
Accrual Basis

**Del Puerto Health Care District**  
**Warrants by Bank Account**  
September 2024

Type	Date	Num	Name	Credit	Credit
<b>101.000 - Cash and cash equivalents</b>					
<b>101.010 - Tri Counties Bank</b>					
<b>101.011 - TCB-Operating Checking 1739</b>					
Check	09/30/2024			25.00	
Bill Pmt -Checl	09/04/2024	ACH	DeliverHealth	237.00	
Bill Pmt -Checl	09/04/2024	ACH	Life Line	807.40	
Bill Pmt -Checl	09/04/2024	ACH	Motorola Solutions, Inc.	21,165.60	Asset
Bill Pmt -Checl	09/04/2024	ACH	Beta Healthcare - Workers Comp	4,111.00	
Bill Pmt -Checl	09/16/2024	ACH	ACETECH Corp	4,320.00	Prepaid
Bill Pmt -Checl	09/16/2024	ACH	Amazon	2,293.01	
Bill Pmt -Checl	09/16/2024	ACH	Data Path, Inc	4,848.99	
Bill Pmt -Checl	09/16/2024	ACH	DeliverHealth	79.00	
Bill Pmt -Checl	09/16/2024	ACH	Motorola Solutions, Inc.	3,260.77	Asset
Bill Pmt -Checl	09/16/2024	ACH	Pacific Records Management	333.60	
Bill Pmt -Checl	09/16/2024	ACH	Stryker Sales Corporation	14,458.00	Prepaid
Bill Pmt -Checl	09/23/2024	ACH	Beta Healthcare - Workers Comp	7,492.83	
Bill Pmt -Checl	09/23/2024	ACH	Beta Healthcare Group	17,913.08	
Bill Pmt -Checl	09/23/2024	ACH	Kaiser Permanente	1,687.50	
Bill Pmt -Checl	09/23/2024	ACH	Sacramento Metro Fire District	4,029.24	Prior years' fees
Bill Pmt -Checl	09/16/2024	EFT	Athena Health, Inc.	17,267.31	
Bill Pmt -Checl	09/16/2024	EFT	City Of Patterson-H2O, sewer, garba	905.10	
Bill Pmt -Checl	09/06/2024	EFT	Umpqua Bank	10,340.70	
Bill Pmt -Checl	09/17/2024	EFT	AP Logic	2,394.00	
Bill Pmt -Checl	09/23/2024	EFT	ABW Medical, LLC	8,230.00	
Bill Pmt -Checl	09/04/2024	33105	Bound Tree Medical LLC	204.00	
Bill Pmt -Checl	09/04/2024	33106	City of Patterson-Business Licenses	110.04	
Bill Pmt -Checl	09/04/2024	33107	Data Path, Inc	6,378.64	
Bill Pmt -Checl	09/04/2024	33108	DeHart Plumblng Heating & Air Inc	99.00	
Bill Pmt -Checl	09/04/2024	33109	EMS eSchedule	4,659.20	
Bill Pmt -Checl	09/04/2024	33110	GreenWorks Janitorial Services	4,145.00	
Bill Pmt -Checl	09/04/2024	33111	MD - Rodriguez, Jose	35,333.33	
Bill Pmt -Checl	09/04/2024	33112	NVB Equipment	3,808.96	0601, 1801 & 1901 ambulance repair
Bill Pmt -Checl	09/04/2024	33113	O'Reilly Auto Parts	21.74	
Bill Pmt -Checl	09/04/2024	33114	Patterson Irrigator	30.00	
Bill Pmt -Checl	09/04/2024	33115	Stericycle	638.14	
Bill Pmt -Checl	09/04/2024	33116	Stericycle	191.45	
Bill Pmt -Checl	09/04/2024	33117	TID Turlock Irrigation District +06	1,886.92	
Bill Pmt -Checl	09/04/2024	33118	Verizon Wireless	574.27	
Bill Pmt -Checl	09/04/2024	33119	Zoll	853.96	
Bill Pmt -Checl	09/04/2024	33120	CSDA-California Special Dist Assoc	720.00	
Bill Pmt -Checl	09/16/2024	33121	Airgas USA, LLC	152.63	
Bill Pmt -Checl	09/16/2024	33122	AMR-American Medical Response	7,337.30	
Bill Pmt -Checl	09/16/2024	33123	Bound Tree Medical LLC	533.94	
Bill Pmt -Checl	09/16/2024	33124	CA Occupational Physicians	277.00	
Bill Pmt -Checl	09/16/2024	33125	City Of Patterson-H2O, sewer, garba	573.18	
Bill Pmt -Checl	09/16/2024	33126	Comcast - Other	192.57	
Bill Pmt -Checl	09/16/2024	33127	Frontier-3755	315.95	
Bill Pmt -Checl	09/16/2024	33128	Frontier - HC 8639	35.52	
Bill Pmt -Checl	09/16/2024	33129	Language Line	306.05	
Bill Pmt -Checl	09/16/2024	33130	Life-Assist	1,536.00	
Bill Pmt -Checl	09/16/2024	33131	McAuley Ford	3,158.53	1801 & 2101 ambulance repair

**Del Puerto Health Care District  
Warrants by Bank Account  
September 2024**

Type	Date	Num	Name	Credit	Credit
Bill Pmt -Checl	09/16/2024	33132	McKesson Medical Surgical Inc.	7,296.74	
Bill Pmt -Checl	09/16/2024	33133	Mission Linen Supply	874.56	
Bill Pmt -Checl	09/16/2024	33134	Monique Whitworth	600.00	
Bill Pmt -Checl	09/16/2024	33135	Mr. Rooter Plumbing	284.54	
Bill Pmt -Checl	09/16/2024	33136	Patterson Irrigator	360.00	
Bill Pmt -Checl	09/16/2024	33137	Patterson Police Services	250.00	
Bill Pmt -Checl	09/16/2024	33138	Paul Oil Co., Inc.	3,137.19	
Bill Pmt -Checl	09/16/2024	33139	Physicians Service Bureau	369.83	
Bill Pmt -Checl	09/16/2024	33140	Riggs Ambulance Service, Inc.	21.00	
					<i>2101 ambulance repair; rcvd \$7140 from insurance to offset</i>
Bill Pmt -Checl	09/16/2024	33141	Rush Truck Center Ceres	8,952.82	
Bill Pmt -Checl	09/16/2024	33142	Sanofi Pasteur, Inc	5,675.01	
Bill Pmt -Checl	09/16/2024	33143	Staples Advantage	760.81	
Bill Pmt -Checl	09/16/2024	33144	Stericycle / Shred-it	117.80	
Bill Pmt -Checl	09/16/2024	33145	Stericycle / Shred-it	341.58	
Bill Pmt -Checl	09/16/2024	33146	Westside Landscape & Concrete	1,276.00	
Bill Pmt -Checl	09/16/2024	33147	Workbench True Value Hdwe.	92.11	
Bill Pmt -Checl	09/16/2024	33148	Mountain-Valley EMS Agency	4,610.00	<i>2021 &amp; 2022 bills</i>
Bill Pmt -Checl	09/16/2024	33149	Mountain-Valley EMS Agency	7,220.00	<i>received Sep 2024</i>
Bill Pmt -Checl	09/23/2024	33150	Airgas USA, LLC	102.30	
Bill Pmt -Checl	09/23/2024	33151	Cole Huber (Cota Cole)	2,867.94	
Bill Pmt -Checl	09/23/2024	33152	Comcast Business Voice Edge	2,260.69	
Bill Pmt -Checl	09/23/2024	33153	DeHart Plumbing Heating & Air Inc	3,597.00	
Bill Pmt -Checl	09/23/2024	33154	FP Mailing Solutions	61.33	
Bill Pmt -Checl	09/23/2024	33155	Paul Oil Co., Inc.	3,163.54	
Bill Pmt -Checl	09/23/2024	33156	PG&E	39.30	
Bill Pmt -Checl	09/23/2024	33157	Rush Truck Center Ceres	698.60	
Bill Pmt -Checl	09/23/2024	33158	Staples Advantage	59.85	
Bill Pmt -Checl	09/23/2024	33159	Stericycle	638.14	
Bill Pmt -Checl	09/23/2024	33160	Stericycle	191.45	
Bill Pmt -Checl	09/23/2024	33161	West Side Storage Baldwin	216.00	
Total 101.011 · TCB-Operating Checking 1739				256,408.58	
<b>101.012 · TCB-Payroll Account 2999</b>					
Liability Check	09/11/2024		Payroll Direct Deposit	102,817.75	
Liability Check	09/25/2024		Payroll Direct Deposit	99,686.66	
Liability Check	09/13/2024	EFT	Corebridge / AIG / VALIC	15,888.63	
Liability Check	09/26/2024	EFT	Corebridge / AIG / VALIC	15,436.67	
Liability Check	09/30/2024	EFT	AFLAC	1,254.44	
Liability Check	09/30/2024	EFT	CA Choice	49,301.62	
Liability Check	09/30/2024	EFT	Principal Life Insurance Co	6,548.34	
Liability Check	09/12/2024	E-pay	EDD State of California	8,326.69	
Liability Check	09/12/2024	E-pay	Internal Revenue Service	41,545.17	
Liability Check	09/26/2024	E-pay	EDD State of California	7,809.10	
Liability Check	09/26/2024	E-pay	Internal Revenue Service	38,307.28	
Liability Check	09/26/2024	E-pay	EDD State of California	191.12	
Paycheck	09/12/2024	25820	Employee Payroll	4,252.27	
Paycheck	09/12/2024	25821	Employee Payroll	775.43	
Paycheck	09/12/2024	25822	Employee Payroll	1,366.42	
Liability Check	09/12/2024	25823	California State Disbursement Unit	296.30	
Liability Check	09/12/2024	25824	Franchise Tax Board	671.02	
Liability Check	09/12/2024	25825	Stanislaus County Sheriff - Garn 37	100.00	

10:42 AM  
 11/07/24  
 Accrual Basis

**Del Puerto Health Care District  
 Warrants by Bank Account  
 September 2024**

Type	Date	Num	Name	Credit	Credit
Liability Check	09/12/2024	25826	United Steelworkers	372.70	
Paycheck	09/26/2024	25827	Employee Payroll	5,035.11	
Paycheck	09/26/2024	25828	Employee Payroll	99.12	
Paycheck	09/26/2024	25829	Employee Payroll	1,048.66	
Liability Check	09/26/2024	25830	California State Disbursement Unit	23.07	
Liability Check	09/26/2024	25831	Franchise Tax Board	671.02	
Liability Check	09/26/2024	25832	Stanislaus County Sheriff - Garn 37	100.00	
Liability Check	09/26/2024	25833	United Steelworkers	361.59	
Liability Check	09/30/2024	25834	LegalShield	619.35	
Total 101.012 · TCB-Payroll Account 2999					402,905.53
<b>101.015 · TCB - Keystone C 8641</b>					
Bill Pmt -Checl	09/04/2024	10410	Barton Overhead Door	559.73	
Bill Pmt -Checl	09/04/2024	10411	Mr. Rooter Plumbing	240.07	
Bill Pmt -Checl	09/04/2024	10412	TID Turlock Irrigation District +06	527.53	
Bill Pmt -Checl	09/16/2024	10413	Barton Overhead Door	1,790.00	
Bill Pmt -Checl	09/16/2024	10414	City Of Patterson-H2O, sewer, garba	193.12	
Bill Pmt -Checl	09/23/2024	10415	DeHart Plumbing Heating & Air Inc	1,051.00	
Bill Pmt -Checl	09/23/2024	10416	Gilberto Arroyo-06	415.00	
Total 101.015 · TCB - Keystone C 8641					4,776.45
Total 101.010 · Tri Counties Bank					664,090.56
Total 101.000 · Cash and cash equivalents					664,090.56
<b>103.000 · Restricted Funds</b>					
<b>103.100 · TCB-USDA Debt Reserve 7237</b>					
Check	09/15/2024	eft	USDA Rural Development Loan-EFT	10,060.00	
Total 103.100 · TCB-USDA Debt Reserve 7237					10,060.00
Total 103.000 · Restricted Funds					10,060.00
<b>TOTAL</b>					<b>674,150.56</b>
Less: Irregular items (highlighted)					74,983.92
<b>NET WARRANTS ISSUED - SEPTEMBER 2024</b>					<b>599,166.64</b>

**DEL PUERTO HEALTH CARE DISTRICT**  
**875 E Street, Patterson, CA 95363**  
**FINANCE MEETING**  
**MINUTES October 23, 2024**

**1. Call to order/Attendance**

The meeting was called to order by Luis Avila 6:01 PM

**Other Board Members Present:** Becky Campo

**Staff Members Present:** Maria Reyes-Palad, Financial Accounting Manager; Suzie Benitez, Health Center Manager; and Danae Skinner, Administrative Staff Accountant. Karin Freese, Administrative Director/CEO; Paul Willette, Ambulance Operations Director; and Jim Whitworth, Clinical Education & Quality Improvement Manager arrived at 6:15 PM.

**2. Public Participation – there were no comments.**

**3. Acceptance of Agenda**

M/S/C Becky Campo/Luis Avila to accept the agenda as presented.

**4. Finance Report Review**

**A. Review for Approval: September 24, 2024, Finance Meeting Minutes**

M/S/C Becky Campo/Luis Avila to accept the minutes for September 24, 2024, as presented.

**5. Old Business – NONE**

**6. New Business – NONE**

**A. Review for Approval: Management Salary Adjustments**

Karin Freese reviewed the Update of Management Salary Ranges, she reiterated that these ranges are the same from the previous meeting, however the committee asked for updated job descriptions, and these have now been included. Karin Freese answered all questions during discussion by committee members.

M/S/C Becky Campo/Luis Avila to recommend the Update of Management Salary Ranges Resolution, as presented.

**7. Accounting and Finance Manager Report**

**A. Asset Replacement Fund Update 2024**

Maria Reyes-Palad reviewed and answered all questions regarding the Asset Replacement Fund Update 2024.

Information Only – No Action Taken.

**B. E Street Land & Building Details**

Maria Reyes-Palad reviewed and answered all questions regarding the E Street Land & Building Details.

Information Only – No Action Taken.

**C. FY23-24 Audit Result**

Maria Reyes-Palad informed the committee the Audit draft will be ready in mid-November.

Information Only – No Action Taken.

**D. Set Schedule for Committee Review of Account Reconciliations**

Becky Campo reviewed the account Reconciliations for August 2024.

Next Finance Committee Meetings scheduled as follows:

Wednesday, November 20 @ 6:00PM

**8. Meeting adjourned: 06:45 PM**

Respectfully submitted,

---

Luis Avila, Treasurer

Del Puerto Health Care District  
YTD by Class  
July through October 2024

	Total 01 Administration			Total 02 Patterson District Ambulance			Total 03 Del Puerto Health Center			Total 090 Other Non-Operating			Total 096 Keystone Bldg C			TOTAL		
	Jul - Oct 24	Budget	Annual Budget	Jul - Oct 24	Budget	Annual Budget	Jul - Oct 24	Budget	Annual Budget	Jul - Oct 24	Budget	Annual Budget	Jul - Oct 24	Budget	Jul '24 - Jun 25	Jul - Oct 24	Budget	OVERALL BUDGET
Ordinary Income/Expense																		
Income																		
401.000 · Gross Patient Service Revenue				3,344,252	3,589,275	10,767,826	1,541,176	1,702,725	5,108,174							4,885,428	5,292,000	15,876,000
403.000 · Adjustments				(1,863,627)	(1,938,209)	(5,814,626)	(497,276)	(224,804)	(674,412)							(2,360,903)	(2,163,013)	(6,489,038)
405.000 · Bad Debt				(368,792)	(223,068)	(669,203)	29,485	(15,318)	(45,953)							(339,307)	(238,386)	(715,156)
407.000 · Other Income	283	667	2,000	3,893	2,710	8,130	3,385	4,209	12,626							7,561	7,586	22,756
Total Income	283	667	2,000	1,115,725	1,430,709	4,292,127	1,076,770	1,466,812	4,400,435							2,192,778	2,898,188	8,694,562
Gross Profit	283	667	2,000	1,115,725	1,430,709	4,292,127	1,076,770	1,466,812	4,400,435							2,192,778	2,898,188	8,694,562
Expense																		
601.000 · Salaries & Wages	215,731	226,305	665,742	685,569	693,661	2,056,156	626,516	642,536	1,884,813							1,527,816	1,562,502	4,606,711
602.000 · Employee Benefits	43,537	59,359	178,073	154,101	157,236	471,893	168,695	188,521	562,698							366,333	405,116	1,212,664
603.000 · Professional Fees	87,856	60,000	148,000	33,238	13,000	39,000	158,359	146,029	434,392							279,453	219,029	621,392
604.000 · Purchased Services	4,519	4,760	14,733	79,410	85,884	257,651	138,992	132,498	397,494							222,921	223,142	669,878
605.000 · Supplies	2,342	2,760	8,280	39,141	30,504	91,511	43,217	35,578	106,734							84,700	68,842	206,525
606.000 · Utilities	2,930	2,739	8,218	9,519	8,818	26,455	16,365	15,701	47,065							28,814	27,258	81,738
607.000 · Rental and Lease	61	69	277				864	864	2,592							925	933	2,869
608.000 · Insurance Coverages	20,239	13,931	41,792	90,456	70,540	211,619	51,772	47,083	141,249							162,467	131,554	394,660
609.000 · Maintenance & Repairs	626	461	1,266	37,471	29,068	87,202	17,323	13,065	39,196							55,420	42,594	127,664
610.000 · Depreciation and Amortization	4,023	3,516	10,549	77,465	80,667	242,000	31,317	29,738	89,215				16,040	15,866	47,597	128,845	129,787	389,361
611.000 · Other operating expenses	44,174	41,080	83,894	226,976	215,796	563,146	37,797	45,745	137,178			24,300				308,947	302,621	808,518
699.999 · Condensed Item Adj. Expense	(400,289)	(363,725)	(1,091,174)	200,144	181,862	545,587	200,144	181,862	545,587									(1)
Total Expense	25,750	51,257	69,650	1,633,491	1,567,035	4,592,220	1,491,363	1,479,221	4,388,213			24,300	16,040	15,866	47,597	3,166,644	3,113,379	9,121,980
Net Ordinary Income	(25,467)	(50,590)	(67,650)	(517,766)	(136,326)	(300,093)	(414,593)	(12,409)	12,222			(24,300)	(16,040)	(15,866)	(47,597)	(973,866)	(215,191)	(427,418)
Other Income/Expense																		
Other Income																		
701.000 · District Tax Revenues				83,820	83,820	251,459				576,232	611,667	1,835,000				660,052	695,487	2,086,459
702.000 · Impact Mitigation Fees										226,410						226,410		
703.000 · Investment Income							0			39,136	26,000	70,000				39,136	26,000	70,000
704.000 · Interest Expense							(17,072)	(17,071)	(50,200)							(17,072)	(17,071)	(50,200)
705.000 · Tenant Revenue													45,261	38,673	116,019	45,261	38,673	116,019
710.000 · Misc Other Income			2,000						5,000									7,000
Total Other Income			2,000	83,820	83,820	251,459	(17,072)	(17,071)	(45,200)	841,777	637,667	1,905,000	45,261	38,673	116,019	953,786	743,089	2,229,278
Other Expense																		
802.000 · Keystone District Expense												100,000	15,790	5,502	16,507	15,790	5,502	16,507
810.000 · Misc Other Expense																		100,000
Total Other Expense												100,000	15,790	5,502	16,507	15,790	5,502	116,507
Net Other Income			2,000	83,820	83,820	251,459	(17,072)	(17,071)	(45,200)	841,777	637,667	1,805,000	29,471	33,171	99,512	937,996	737,587	2,112,771
Net Income	(25,467)	(50,590)	(65,650)	(433,946)	(52,507)	(48,634)	(431,664)	(29,481)	(32,978)	841,777	637,667	1,780,700	13,432	17,305	51,915	(35,868)	522,394	1,685,353



## Ambulance Report November 2024

Patterson responses in November: 235 responses resulting in 164 transports. Our BLS unit P294 had 8 responses and 4 transports. This unit is most commonly staffed when we are unable to staff a third paramedic unit (P93). There were 221 responses in the Patterson District Ambulance response area resulting in 152 transports. PDA units responded to 215 of 221 (97.29%) EMS calls in our district and transported 147 of 152 (96.71%) of all patients transported from our district. AMR responded into the district twice in November for 1 transport and Westside had 4 responses yielding 4 transports. PDA responded into the Westside District 15 times which resulted in 13 transports and 4 responses in AMR response area with 3 transports.

The Patterson High School varsity football season wrapped up with two playoff wins in November. This concludes our football standbys for Patteron HS and the Patterson Jr Tigers for the 2024 season.

PDA management attended Stanislaus County EMS System Status and Operations meetings at the Stanislaus OES facility. We also participated in a virtual meeting for STEMI/Chest Pain Committee at Emanuel Medical Center

On November 1, 2024 I attended an EMS Run Review hosted by Doctors Medical Center. Both DMC and MMC liaisons presented very interesting cases.

On November 5<sup>th</sup>, I joined a panel of area healthcare professionals for an interactive discussion with Patterson High School students in the high school healthcare careers program.

Jim and I traveled to southern California on November 11 – 13 to attend a Beta Safe Patient Handling training seminar.

The PDA Medicare cost report was finalized and submitted.

## Health Center Report November 2024/ Suzie Benitez

### **Encounter November 2024**

#### ***Primary Care Vacation/Sick/CME time off***

<b>Provider</b>	<b>Hours worked</b>	<b>Encounters</b>
Rodriguez	96	292
Singh	144	457
Barragan	88	200
Mercado	136	307
<b>Primary Total</b>	<b>464</b>	<b>1,256</b>

#### ***Mental Health Encounters***

Herrera		66
<i>Saturday Clinics</i>		<b>0</b>
<b>HC Total Encounters</b>		<b>1,322</b>

### **Urgent Care Clinic Encounters (Tuesday and Thursday)**

<b>Date</b>	<b>Time</b>	<b>Encounters</b>
February	5:00pm-9:00pm	170
March	5:00pm-9:00pm	134
April	5:00pm-9:00pm	133
May	5:00pm-9:00pm	82% Medi-cal 18% Private =136
June	5:00pm-9:00pm	91
July	5:00pm-9:00pm	66% Medi-cal 34% Private = 98
August	5:00pm-9:00pm	163
September	5:00pm-9:00pm	126
October	5:00pm-9:00pm	89
November	5:00pm-9:00pm	96

- Alinea Event (Mobile Mammography)- November 13<sup>th</sup>. We were able to do 22 patients for this event.
- Monthly Health Plan Meeting (HEDIS MEASURES SUPPORT)
- State Audit-November 12<sup>th</sup> and 19<sup>th</sup>. Scored 95% on Charts and 98% on our facility.





11/19/2024

Del Puerto Health Center  
1700 KEYSTONE PACIFIC PKWY UNIT B  
PATTERSON, CA. 95363

Dear Providers:

Congratulations! Health Net is pleased to report your office is in compliance with the Department of Health Care Services (DHCS) Medi-Cal Facility Site and Medical Record Review guidelines. On 11/19/2024 your Facility Site Review score was 98% and on 11/12/2024 your Medical Record Review score was 95%. Your Corrective Action Plan (CAP) was received and approved.

Enclosed is your certificate that deems your facility, located at the above address, as a DHCS Certified Quality Medical Site under the provisions of All Plan letter (APL) 22-017.

**Please retain this certificate in your records as it may be submitted to and accepted by other entities requiring a valid Facility Site and Medical Record Review.**

The certificate expires three years from the date of this review. However, Health Net is required to review sites in between the three-year review cycle based on monitoring, evaluation and/or CAP follow-up issues. The health plan may withdraw this certification if Medi-Cal requirements are below compliance standards.

Thank you for your cooperation during this process. Please contact HN - Keturah Wallace, RN at 916-963-6540, if you have any questions or concerns regarding this information.

Respectfully,

*Pam Carpenter, RN*

Pam Carpenter, RN, DHCS-CMT  
Director, Clinical Support Services  
Facility Site Review

Enclosure: Provider Certificate



## Medi-Cal Managed Care Certified Provider Site

Del Puerto Health Center  
1700 KEYSTONE PACIFIC PKWY UNIT B PATTERSON, CA 95363

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This site has successfully completed the Department of Health Care Services (DHCS) Site Review Survey and is deemed as a DHCS Certified Primary Care Site under the provisions of DHCS All Plan Letter (APL) 22-017 or any superseding APL issued by DHCS.

Certificate No: 0240016811192024

Handwritten signature of Ramiro Zuniga in black ink.

Ramiro Zuniga, MD, Vice President, Medical Director,  
Medical Affairs  
Health Net of California/California Health and Wellness

Date(s) of Review: 11/19/2024

Date Issued: 11/12/2024

Handwritten signature of Pam Carpenter in black ink.

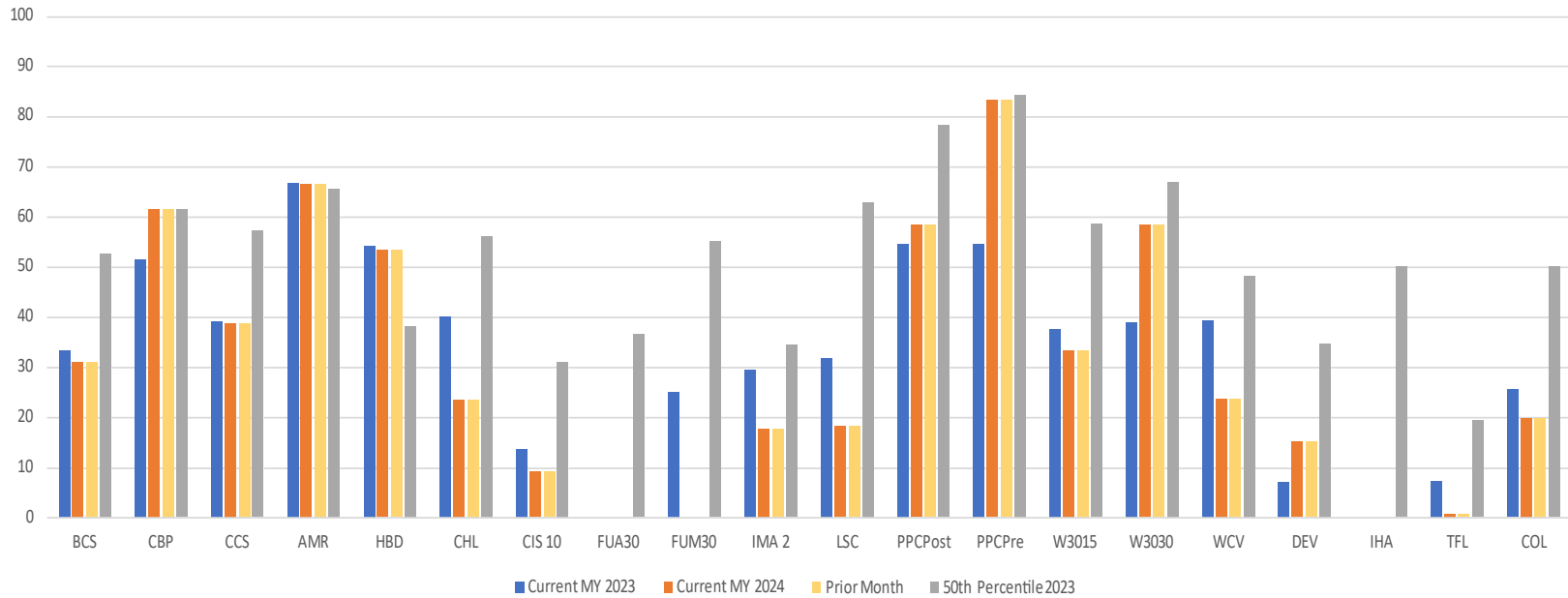
Pam Carpenter, Director Clinical Support Services  
Health Net of California/California Health and Wellness

Expiration Date: 11/19/2027

Column1	Column2
2024 Measures	2024 Measure Description
IHA	Initial Health Appointment
DEV	Developmental Screening in the First Three Years of Life
TFL-CH	Topical Fluoride for Children
BCS	Breast Cancer Screening
CCS	Cervical Cancer Screening
CIS10	Childhood Immunization Status-Combination 10
IMA	Immunizations for Adolescents-Combination 2
LSC	Lead Screening in Children
W30_1	Well-Child Visits in the First 0 to 15 Months-Six or More Well-Child Visits
W30_2	Well-Child Visits in the First 15 Months to 30 Months-Two or More Well-Child Visits
WCV	Child and Adolescent Well Care Visits
CBP	Controlling High Blood Pressure
HBD	Hemoglobin A1C Control for Patients With Diabetes-HbA1C Poor Control (>9%)
COL	Colorectal Cancer Screening
CHL	Chlamydia Screening Women
PPC_Pre	Timeliness of Prenatal Care
PPC_Post	Timeliness Postpartum Care
FUM	Follow-Up After ED Visits for Mental Illness-30 days
FUA	Follow-Up After ED Visits for Substance Abuse-30 days
AMR	Asthma Medication Ratio
WCV REL	Child and Adolscent WCV-Black or White REL Cohort

# Quality Performance – NOVEMBER 2024MY

Performance for Del Puerto Health Center

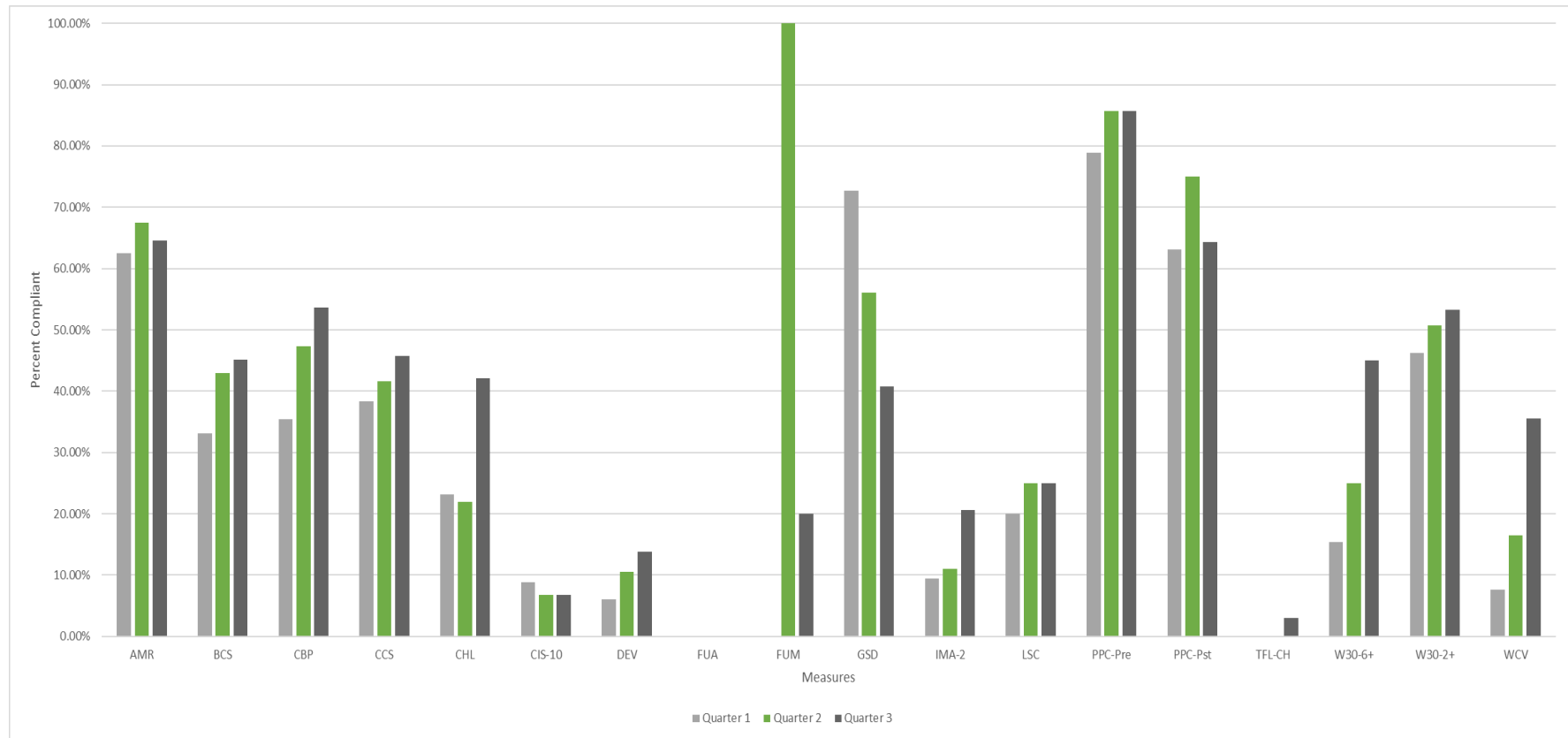


	BCS*	CBP*	CCS*	AMR	HBD*^	CHL	CIS10*	FUA30	FUM30	IMA2*	LSC*	PPC POST	PPC PRE*	W30_15*	W30_30*	WCV*	DEV*	IHA*	TFL*	COL*	WCV REL*
Cur MY 2023	33.3%	51.4%	39.1%	66.7%	54.2%	40.1%	13.6%	0%	25%	29.5%	31.8%	54.5%	54.5%	37.5%	38.9%	39.3%	7.0%	0%	7.2%	25.5%	-
Cur MY 2024	31.03%	61.54%	38.78%	66.67%	53.33%	23.53%	9.09%	-	-	17.65%	18.18%	58.33%	83.33%	33.33%	58.33%	23.68%	15.15%	0%	.62%	19.82%	-
2024 Den	29	39	196	6	45	14	11	0	0	34	11	12	12	6	12	561	33	176	657	111	-
Prior Month	31.03%	61.54%	38.78%	66.67%	53.33%	23.53%	9.09%	-	-	17.65%	18.18%	58.33%	83.33%	33.33%	58.33%	23.68%	15.15%	0%	.61%	19.82%	-
50 <sup>th</sup> Percentile	52.6%	61.3%	57.1%	65.5%	38%	56%	30.9%	36.5%	54.9%	34.3%	62.8%	78.1%	84.2%	58.4%	66.8%	48.1%	34.7%	50%	19.3%	50%	-





# Trend November Report



## **Human Resources Status Report December 2024**

By Robert Trefault, Human Resources Manager

The Del Puerto Health Care District's Human Resources Department continues to be actively involved in the District's growth and employee engagement. We are still recruiting a Pediatrician and an Advanced Practice Provider (e.g., NP, PA). We are also currently recruiting Clinical Medical Assistants, Patient Service Representatives, and Paramedics. We were able to recruit and process one Paramedic and the X-Ray Technician, both have completed their physicals and backgrounds and will be starting later in December.

We have also drafted several policies, two of which are being presented this month, and will have them ready for presentation in the coming months. Human Resource intends to have policies in place for several areas of Human Capital by Spring of 2025. We have also implemented tracking system for job protected leaves within BambooHR.

We are still working with the Language Line to have some employees take the Interpreter Skills Test for certification. This would meet the requirements should we be audited for State compliance. The cost for testing is \$200 per employee for the first 49 staff members, we also intend to offer the certification to the Ambulance team. We will report on its progress once we have had a few individuals take the test.

# BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

## Board Meeting – December 10, 2024

### 10B. Fiscal Year 2023-24 Financial Audit

**Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

**SUBJECT:** The Fiscal Year 2023-24 Financial Audit

**STAFF REPORT:** The audit report was presented by Wipfli who is available to answer any questions. Staff requests the board adopt the audited finance statements.

**DISTRICT PRIORITY:** Fiscal Accountability and Transparency

**FISCAL IMPACT:** None

**STAFFING IMPACT:** None

**CONTACT PERSON:** Karin Freese / Maria Reyes-Palad

**ATTACHMENT(S):** Fiscal Year 2023-24 Financial Audit

### RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors to adopt the Fiscal Year 2023-24 financial audit as presented.*

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				

# BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

## Board Meeting – December 10, 2024

**10C. 3441 District PTO Policy**
**Page 1 of 1**
**Department:** Human Resources

**CEO Concurrence:** Yes

**Consent Calendar:** No

**4/5 Vote Required:** No

**SUBJECT:** **Policy 3441 – District PTO Policy**

**STAFF REPORT:** The District recognizes providing employees with clear guidance on the use of Paid Time Off (PTO) is in the best interest of all. Policy 3441 outlines the procedures for usage of PTO, to include procedures for receiving payment in lieu of PTO for hardship or emergencies and an explanation of ensuring employees do not exceed PTO maximums.

Adopting Policy 3441 ensures district employees are provided with a means of understanding the usage of PTO and ways it can be used should illness or emergencies occur. The policy enables the Board to maintain oversight of employee satisfaction and morale.

**DISTRICT PRIORITY:** Regular review of policy to ensure it is current with the needs of the District, State and Federal laws, and coordination with Union agreements.

**CONTACT PERSON:** Karin Freese / Robert Trefault

**ATTACHMENT(S):** Draft Policy 3441 – District PTO Policy

**RECOMMENDED BOARD ACTION:**
**ROLL CALL REQUIRED:** YES / NO

**RECOMMENDED MOTION:** *I move the Board of Directors to adopt Policy 3403 - Establishing and Updating Salary Ranges.*

<i><b>Motion Made By</b></i>	<i><b>Motion</b></i>	<i><b>Second</b></i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<i><b>Roll Call Vote</b></i>	<i><b>Aye</b></i>	<i><b>No</b></i>	<i><b>Abstain</b></i>	<i><b>Absent</b></i>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				



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

**Board Meeting – December 10, 2024**

**10D. Approval of Health Management Associates Project Agreement**

**Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

**SUBJECT: Approval of Health Management Associates Project Agreement**

**STAFF REPORT:** Health Management Associates, Inc. (HMA) has proposed a retainer agreement to assist Del Puerto Health Care District. However after discussion with HMA, two proposals with not to exceed prices will be presented by the CEO at the meeting. These projects are:

- Investigate and apply for the Ambulance Variable Rate Range Program to recover the deficit between Medi-Cal net reimbursement and actual costs of providing services..
- Securing funding opportunities through Health Plan Incentive Funding and Medi-Cal programs.

This agreement will support the district's strategic initiatives in accessing additional funding and strengthening healthcare services.

**DISTRICT PRIORITY:** Enhance healthcare access and funding through strategic partnerships.

**FISCAL IMPACT:** A not to exceed price will be presented at the board meeting to address these two specific projects.

**STAFFING IMPACT:** No additional staffing impacts are anticipated.

**CONTACT PERSON:** Karin Freese, Chief Executive Officer.

**ATTACHMENT(S):** HMA Letter Agreement Retainer, dated December 6, 2024.

**RECOMMENDED BOARD ACTION:**

The Board is requested to approve the retainer agreement with Health Management Associates, effective December 16, 2024, through December 31, 2025.

**ROLL CALL REQUIRED:** YES / NO

**RECOMMENDED MOTION:** *I move the Board of Directors to authorize the CEO to engage HMA on a project-by-project basis with not to exceed prices as follows: \_\_\_\_\_*

\_\_\_\_\_

<i><b>Motion Made By</b></i>	<i><b>Motion</b></i>	<i><b>Second</b></i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<i><b>Roll Call Vote</b></i>	<i><b>Aye</b></i>	<i><b>No</b></i>	<i><b>Abstain</b></i>	<i><b>Absent</b></i>

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

**Board Meeting – December 10, 2024**

**10D. Approval of Health Management Associates Project Agreement**

**Page 2 of 2**

<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				

# HEALTH MANAGEMENT ASSOCIATES

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December 6, 2024

Karin Freese  
Chief Executive Officer  
Del Puerto Health Care District  
1700 Keystone Parkway Suite B  
Patterson, CA 9563

Re: Summary of Services

Dear Karin:

On behalf of Health Management Associates, Inc. (HMA), thank you for the opportunity to submit our agreement to provide strategic support to assist in maintaining the Rural Health Clinic (RHC) designation Del Puerto Health Care District enjoys when the new facility is relocated as part of the new medical services plaza. In addition, HMA will provide Del Puerto Health District with a range of Medi-Cal technical assistance services.

HMA has successfully tackled a wide variety of healthcare issues, working directly with federal, state, and local government agencies, health systems, health plans, providers, foundations, investors, community organizations, and associations to effect change. We stand ready to assist Del Puerto Health District with ensuring it maintains its RHC designation and is able to access additional funding through Medi-Cal program opportunities.

As a follow-up to our discussion, we propose the following Letter Agreement.

## SCOPE OF SERVICES

HMA will provide the following services and any other tasks, as requested:

### RURAL HEALTH CLINIC

HMA is positioned to assist Del Puerto Health Care District in offering consultative and strategic support for retaining its existing Rural Health Clinic designation as part of its long-term strategy in moving the clinic to the forthcoming medical services plaza in the city of Patterson. HMA will work with Del Puerto Health Care District, supporting its interactions with the California Department of Public Health (CDPH) and the California Department of Health Care Access and Information (HCAI), and provide strategic guidance on how to meet CDPH and HCAI's requirements.

### Health Plan Incentive Funding

HMA will identify and help Del Puerto Health Care District work with MCPs to apply for and receive incentive payment program funding and community reinvestment funding from the MCP to develop infrastructure, processes, information technology, and other systems, as well as a workforce to provide ECM and CS services to MCP enrollees.

### Department of Health Care Services Funding

HMA will identify and help Del Puerto Health Care District pursue Providing Access and Transforming Health (PATH) funding directly from the Department of Health Care Services. This specifically would be

**Company**

12/6/2024

Page 2

through the Capacity and Infrastructure Transition, Expansion and Development initiative and the Technical Assistance Vendor MarketPlace, where HMA is a prequalified vendor of services.

The opportunities above will be identified and developed, depending on strategic and financial considerations, to ensure Del Puerto Health Care District's maximizes community partnership funding opportunities.

**Medi-Cal Program Analysis and Strategic Response**

HMA will work with Del Puerto Health Care District to identify new initiatives and program requirements in the Medi-Cal program and facilitate the development of strategies in response to these initiatives and requirements to protect the interests of Del Puerto Health Care District, including:

- Regular updates on Medi-Cal program developments and areas of opportunity and risk
- Technical assistance as requested on interpretation of statutory or regulatory requirements
- Identification of regional partnership opportunities with community and/or safety net providers for initiatives that benefit and portray Del Puerto Health Care District as committed to the Medi-Cal program.

**STAFFING**

Nai Kasick will serve as the project manager and will ensure timely completion of deliverables, coordinate team activities, and provide consistent communication with Del Puerto Healthcare District. Matthew Sandoval, Steve Soto, and Warren Brodine will be the primary staff on this project. Additional HMA staff will provide services for the project, as appropriate.

**TERM OF AGREEMENT**

This Agreement will begin on December 16, 2024 and shall continue in effect until December 31, 2025, unless terminated earlier by either party giving the other party thirty (30) days written notice of termination. If this Agreement is terminated by a party's written notice of termination, you agree to compensate HMA for all services rendered prior to HMA's actual knowledge of termination and for all out-of-pocket expenses incurred to date. The staffing arrangements and the scope of work stated in this letter apply to this project only.

**PROJECT FEES**

The services described above will be provided beginning January 1, 2025 for a monthly fee of \$15,000. For this amount, HMA will provide up to 30 hours of service and travel time each month. Services and travel time beyond this amount will not be conducted without your prior approval. Hourly rates for services beyond the monthly fee will be billed as indicated in the table below. Expenses associated with travel and material preparation will be itemized separately. Monthly invoices will be issued detailing hours spent and expenses incurred. These invoices will be payable upon receipt.

Title	Professional Hourly Rates	Travel Time Rates
<b>Physician Principal</b>	545	545
<b>Managing Principal/Director/Vice President</b>	475	475

Title	Professional Hourly Rates	Travel Time Rates
<b>Principal</b>	465	515
<b>Associate Principal</b>	420	420
<b>Senior Consultant</b>	380	380
<b>Consultant</b>	290	290

HMA billing rates increase on January 1 of each calendar year unless agreed otherwise in writing. The parties agree that the January 1, 2025 rate increase shall be waived and the hourly rates herein will remain in effect through December 31, 2025 unless otherwise agreed to in a written amendment signed by both parties.

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT****Board Meeting – December 10, 2024****10E. Policy for Establishing and Updating Salary Ranges****Page 1 of 2****Department:** CEO / Human Resources**CEO Concurrence:** Yes**Consent Calendar:** No**4/5 Vote Required:** No**SUBJECT:** **Policy 3499 - Establishing and Updating Salary Ranges**

**STAFF REPORT:** The Board of Directors requested a comprehensive compensation policy. This policy reflects the district's commitment to fair employee compensation practices while supporting recruitment and retention efforts. The policy mandates an annual salary range review between March and April and incorporates third-party independent compensation analysis to maintain competitiveness. Additionally, the policy excludes represented employees and sets guidelines for handling exceptions. The proposed policy simplifies the compensation practices by replacing existing compensation policies with a single comprehensive policy.

Adopting Policy 3499 ensures the district employs industry-standard compensation practices aligned with best practices outlined by the California Special Districts Association (CSDA) and other reliable benchmarks. The policy enables the Board to maintain oversight of salary governance while delegating appropriate discretion to the CEO and management staff for individual employee placement within approved ranges.

**DISTRICT PRIORITY:** Annual reviews and third-party analyses will enhance the district's ability to respond to market shifts and ensure equitable compensation.

**CONTACT PERSON:** Karin Freese / Robert Trefault

**ATTACHMENT(S):** Draft Policy 3499 – Comprehensive Compensation  
Policies to retire – 3401, 3402, 3417

**RECOMMENDED BOARD ACTION:**

**ROLL CALL REQUIRED:** YES / NO

**RECOMMENDED MOTION:** *I move the Board of Directors to adopt Policy 3499 – Comprehensive Compensation and retire policies 3401, 3402, and 3417.*

<b><i>Motion Made By</i></b>	<b><i>Motion</i></b>	<b><i>Second</i></b>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

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

**Board Meeting - December 10, 2024**

**10E. Policy for Establishing and Updating Salary Ranges**

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				

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<b>COMPREHENSIVE COMPENSATION POLICY</b>	EFFECTIVE DATE

REVIEW DATE:	REVISION DATE:
POLICY SOURCE: DPHCD Policies, CSDA Best Practices (2023), CPI Data, Government Compensation in California	

**Purpose:** The purpose of this policy is to outline a structured, fair, and transparent framework for employee compensation, including salary ranges, cost-of-living adjustments (COLA), incentive payments, and CEO compensation. This ensures competitiveness, equity, and alignment with market standards and organizational goals.

**Policy:** **Compensation Philosophy:** DPHCD is committed to providing fair and competitive compensation to attract and retain talent, recognizing employee contributions, and maintaining equity through market-based and performance-driven adjustments.

**Scope:** This policy applies to all employees, with specific provisions for exempt employees, represented employees, and the CEO. Compensation for represented employees is determined through collective bargaining agreements.

**Neutral Third-Party Analysis:** An external consultant specializing in compensation analysis shall conduct salary range studies annually to maintain trust in the process.

**Definitions:**

- Salary Range:** The minimum, mid-point, and maximum salary levels for each position, set between 85%-115% of the mid-market rate.
- Cost-of-Living Adjustment (COLA):** An annual salary adjustment based on CPI for the Western Region.
- Performance Incentive:** A performance-based lump-sum payment of up to 5% of the base salary.
- Governance of Compensation:** The Board of Directors establishes salary ranges.
- Management of Compensation:** The CEO oversees individual salary placements based on responsibilities, performance, and skillset
- CEO Compensation:** An external consultant determines the current market range for the CEO. The Board reviews the annual recommended CEO compensation range. The Board places the CEO at or above the midpoint of the recommended range unless there is a performance deficit or negative financial conditions. All decisions are documented in Board minutes.

**Procedure:**



<b>COMPREHENSIVE COMPENSATION POLICY</b>	<b>EFFECTIVE DATE</b>

**1. Establishing Salary Ranges**

- a. An external consultant will conduct the analysis.
- b. Board review of the recommended ranges will be conducted annually (March-April) with Board-approved adjustments implemented by July 1.
- c. External data sources include Government Compensation in California, industry surveys, and private-sector job platforms.

**2. Placement within the salary range**

- a. The CEO manages individual salary placements within approved ranges based on job responsibilities, experience, performance, and skillset.
- b. The Board places the CEO at or above the midpoint of the recommended range unless there is a performance deficit or negative financial conditions. All decisions are documented in Board minutes.

**3. Merit-Based Incentive Payments**

- a. Performance reviews occur annually.
- b. Employees rated "Meets Expectations" or higher may receive lump-sum payments not to exceed 5% of their annual salary.

**4. Communication and Documentation**

- a. All changes are communicated via email, distribution of salary ranges, and staff meetings.
- b. Decisions are recorded and retained for accountability.

**5. Continuous Improvement**

- a. Feedback is solicited annually to refine the process.

<b>COMPENSATION GOVERNANCE AND MANAGEMENT</b>	<b>EFFECTIVE DATE</b>
	MARCH 27, 2023

REVIEW DATE:	REVISION DATE:
POLICY SOURCE: CSDA and Compensation Best Practices (2023)	

**Purpose:** This policy outlines the policies and procedures for determining employee compensation ranges based on mid-market rates. The objective is to ensure that employees are compensated fairly and equitably in relation to the market rate for their positions.

#### Definitions

- **Governance of Compensation:** The Board of Directors establishes the salary ranges for each position.
- **Management of Compensation:** The CEO and management staff exercise discretion in determining where each employee falls within the position's salary range.

**Policy:** DPHCD organization is committed to paying employees at the mid-market rate to ensure they are compensated fairly and equitably. DPHCD believes that this policy will enable us to attract and retain top talent while remaining competitive within the healthcare industry.

- **Compensation Philosophy:** DPHCD organization aims to provide competitive and fair compensation to all employees in alignment with industry standards, business objectives, and DPHCD's overall compensation philosophy.
- **Compensation Structure:** DPHCD's compensation structure will be based on a pay-for-performance model. DPHCD will differentiate compensation based on job responsibilities, experience, performance, and skillset.
- **Represented Employees:** Employees represented by an organized bargaining group are excluded from this policy. The compensation for these employees is determined through collective bargaining, which takes place on a periodic basis. As such, any adjustments to the compensation of these employees will be addressed through the collective bargaining process. We will work collaboratively with the bargaining group to ensure that their compensation remains fair and competitive with the market. We value our relationship with the organized bargaining group and will continue to engage in good-faith bargaining to achieve mutually beneficial outcomes for our employees and the company.
- **Exceptions:** Exceptions to the compensation ranges will be made on a case-by-case basis and require approval from the Board of Directors.
- **Frequency of Review of Salary Ranges:** Salary ranges are reviewed triennially unless inflation exceeds 5% in the year leading up to December, which triggers a review according to policy. Bargaining unit employees excluded. We will communicate any changes to our salary ranges to all employees promptly and transparently, and we will

**COMPENSATION GOVERNANCE AND MANAGEMENT**

EFFECTIVE DATE

MARCH 27, 2023

work to ensure that our compensation packages remain competitive and attractive to current and potential employees.

- **Annual Cost of Living Adjustments (COLA):** A cost-of-living pay adjustment refers to an increase in income based on an estimation of how much money is needed to maintain a standard of living. Please refer to the Board of Directors' adopted policy of cost of living adjustments.

**Procedure:** The policy will be reviewed and updated periodically to ensure it meets DPHCD objectives and aligns with DPHCD's compensation philosophy.

- **Market Data:** DPHCD will conduct a comprehensive market analysis of the DPHCD industry and geographic location to determine the mid-market rate for each position within the DPHCD organization. The market analysis will include external compensation data from reliable sources such as industry surveys and salary databases. DPHCD will regularly review and update DPHCD compensation ranges to ensure alignment with the mid-market rate.
- **Value of Benefits:** Based on DPHCD health and retirement benefits, while public employer salary rates are emphasized, private employer wages are utilized to bolster the proposed range and ensure competitiveness in the job market.
- **Pay Ranges:** DPHCD will establish and communicate the compensation range for each position within the DPHCD organization. The minimum of each range will be set at 85% of the mid-market rate, and the maximum will be set at 115% of the mid-market rate.
- **Salary Adjustments:** Salary adjustments within each compensation range will be made based on performance, market trends, and internal equity. Performance-based adjustments will be linked to DPHCD's annual performance appraisal process. Adjustments for market trends will be based on periodic reviews of external market data. Internal equity adjustments will be made to ensure that employees are compensated fairly and equitably relative to their job responsibilities and experience.
- **Communication:** DPHCD compensation philosophy and practices will be communicated to all employees through the DPHCD Personnel Rulebook, new hire orientation, and other communication channels. Employees will have access to information about their compensation ranges and how they can progress within the range.

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: PERSONNEL  
POLICY NUMBER: 3402  
PAGE: 1/1

<b>ANNUAL COST OF LIVING ADJUSTMENT (COLA)</b>	<b>EFFECTIVE DATE</b>
	MARCH 27, 2023

REVIEW DATE:	REVISION DATE:
POLICY SOURCE: Board Requested and Best Practice (2023)	

**Purpose:** A cost-of-living pay adjustment refers to an increase in income based on an estimation of how much money is needed to maintain a standard of living. DPHCD values its employees and recognizes the importance of ensuring their compensation keeps up with the rising cost of living. This policy demonstrates the District's commitment to its employees and recognition of their hard work and contributions to the success of our organization.

**Policy:** The Board of Directors may provide an annual cost of living adjustment (COLA) to account for inflation, provide a fair and consistent COLA to all eligible employees, and ensure employee salaries remain competitive with market rates. The COLA adjustment will be based on the Consumer Price Index (CPI), which measures the average change over time in the prices paid by urban consumers and clerical workers for a basket of goods and services. Eligibility for the COLA adjustment will be based on the employee's job classification.

**Definitions:**

- COLA – a cost of living adjustment approved by the board of directors.
- Eligible Employee – an employee who is not in a represented group.

**Procedure:**

- **Determination of the COLA:** The District will use the CPI Western Region rate from the Bureau of Labor Statistics( [https://www.bls.gov/regions/west/news-release/consumerpriceindex\\_west.htm](https://www.bls.gov/regions/west/news-release/consumerpriceindex_west.htm), as of March 23, 2023) for the 12-month period ending in each December to propose to the Board of Directors an annual COLA for the following fiscal year's budget.
- **Board Discretion:** The Board may adjust the COLA percentage, or determine there will be no COLA, based on the district's financial situation.
- **Implementation of the COLA:** The Board shall authorize the CEO to implement the COLA for eligible employees. The COLA shall be calculated as a percentage of the employee's base salary. The COLA shall be effective at the beginning of the new fiscal year.
- **Eligibility for the COLA:** All exempt and nonexempt employees not in a represented bargaining group shall receive the COLA. Employees represented by an organized bargaining group are excluded from this policy. The compensation for these employees is determined through collective bargaining, which takes place on a periodic basis.
- **Communication of the COLA:** The CEO shall summarize the COLA policy to all employees. The CEO shall communicate in writing the annual COLA to eligible employees.
- **Review of the COLA policy:** The Board shall review the effectiveness of the COLA policy triennially. The Board may revise the COLA policy to ensure its effectiveness.

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: ADMINISTRATION  
POLICY NUMBER: 3417

SALARY RANGE OF THE CHIEF EXECUTIVE OFFICER	EFFECTIVE DATE
	MAY 18, 2020

**Purpose:** The Chief Executive Officer of Del Puerto Health Care District (the “District”) is the principal representative of District, and the person responsible for the efficient operation of the District. Therefore, it is the desire of the District to provide a fair yet reasonable and not excessive compensation for the Chief Executive Officer.

**Policy:** At a minimum of every three years, the Board will adopt a salary study and establish a salary range for the Chief Executive Officer.

**Procedure:**

- A. A Compensation Ad Hoc Committee shall be appointed by the Board President.
1. No member of the Compensation Ad Hoc committee shall be a relative of a staff member or have any relationship with staff that could present a conflict of interest.
  2. The Committee assisted by staff will research and obtain information to make a recommendation to the full board for the compensation range (salary and benefits).
  3. Compensation and benefits will be based on a review of comparable data. The Compensation Ad Hoc committee will secure data that documents compensation levels and benefits for similarly qualified individuals in comparable positions at similar organizations. The primary source of data will include the special district chief executive officer information from the “Government Compensation in California” website  
<https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistricts.aspx>
- B. To approve the annual compensation for the Chief Executive Officer, the board must document how it reached its decisions, including the data on which it relied, in the minutes of the meeting during which the compensation was approved. Documentation will include:
1. A description of the compensation and benefits and the date it was approved.
  2. The members of the board who were present during the discussion about compensation and benefits, and the results of the vote.
  3. A description of the comparability data relied upon and how the data was obtained.
  4. Any actions taken (such as abstaining from discussion and vote) with respect to consideration of the compensation by anyone who is otherwise a member of the board but who had a conflict of interest with respect to the decision on the compensation and benefits.

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT****Board Meeting – December 10, 2024****10F. Realtor Proposals for Listing 1700 Keystone C****Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

**SUBJECT: Consideration of Realtor Proposals for Listing 1700 Keystone Pacific Parkway, Building C**

**STAFF REPORT:** The property at 1700 Keystone Pacific Parkway, Building C, Patterson, CA, will be listed for sale. Realtor proposals are to be reviewed:

1. Mountain Valley Properties (George Mac Master):
  - Listing Price Recommendation: \$2,950,000.
  - Commission Structure: 4% of the sale price.
  - Marketing: Utilizes MLS, Crexi, LoopNet, professional materials (brochures, virtual tours), and community outreach.
  - Expertise: Established experience in Patterson's commercial real estate market.
2. Brekke Real Estate, Inc. (Randy Brekke):
  - Commission: 5% if a buyer is represented by another broker; 4% if not.
  - Marketing: Brochures, signage, emails to potential buyers, postings on LoopNet, Crexi, and CoStar, and direct solicitation of businesses.
  - Expertise: 20+ years of experience in Patterson real estate.
3. Lee & Associates (Chris Sill): to be submitted

**DISTRICT PRIORITY:** Optimize financial outcomes through strategic property sales.

**FISCAL IMPACT:** Commissions vary based on the selected realtor and the sale price of the property. Mountain Valley Properties offers a flat 4% commission, while Brekke Real Estate has a 4-5% range depending on buyer representation. \$80,000 to \$100,000

**STAFFING IMPACT:** No additional staffing impacts are anticipated

**CONTACT PERSON:** Karin Freese, Chief Executive Officer.

**ATTACHMENT(S):** Realtor Proposals from Mountain Valley Properties  
Brekke Real Estate, Inc.

**RECOMMENDED BOARD ACTION:**

The Board is requested to approve a realtor to list the property for sale at 1700 Keystone Pacific Parkway, Building C.

**ROLL CALL REQUIRED:** YES / NO

**RECOMMENDED MOTION:** *I move the Board of Directors to approve \_\_\_\_\_ to list the 1700 Keystone Pacific Pkwy, Bldg. C property and authorize the CEO to sign any and all agreements to facilitate the sale of the property.*

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

**Board Meeting – December 10, 2024**

**10F Realtor Proposals for Listing 1700 Keystone C**

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				

## **Proposed Listing and Marketing Strategy**

### **1. Listing Price Recommendation**

Based on an extensive Broker Price Opinion (BPO), I recommend a listing price of **\$2,950,000**, positioned competitively to attract buyer interest while maintaining alignment with current market conditions.

### **2. Commission Structure**

I propose a competitive commission rate of 4%, which includes:

- Comprehensive marketing efforts.
- Full-service transaction management.
- Expert negotiations to maximize the property's value.

### **3. Marketing Plan**

Our strategy is tailored to secure a qualified buyer efficiently:

- Targeted Campaigns: Utilize online platforms, including MLS, Crexi, LoopNet, and our proprietary commercial buyer database.
- Local and Regional Exposure: Focused outreach to established businesses and investors familiar with Patterson's market.
- Professional Materials: High-quality brochures, virtual tours, and property videos to enhance the presentation.

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### **Brokerage Expertise**

Mountain Valley Properties is deeply embedded in the Patterson community, with a proven record of success in the commercial real estate market. My team and I specialize in showcasing properties like 1700 Keystone-Pacific Parkway to their fullest potential, ensuring a seamless sales process and maximum return for the seller.

### **Deliverables Timeline**

If selected, we can launch the listing immediately, utilizing our existing resources and buyer network to generate strong interest



**From:** [George Mac Master](#)  
**To:** [Karin Freese](#)  
**Subject:** Subject: Proposed Commission Rate for Property Sale to Larry Buehner  
**Date:** Friday, November 29, 2024 11:15:36 AM

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**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Dear Karin,  
I hope Thanksgiving was fantastic! I wanted to share my proposed commission rate based on a potential property sale to Larry Buehner.

Given the appraisal and a proposed sale price of \$2,000,000, I request a significantly reduced commission rate of \$24,000.

Please let me know your thoughts or if you'd like to discuss any adjustments. I'm happy to collaborate to achieve the best outcome for this property, whether that's proceeding with the reduced rate for Larry Buehner or launching a full-scale marketing campaign with a 4% commission structure.

Looking forward to hearing from you.

Best regards,

**George Galloway Mac Master**

Broker / Partner

CA License No. 01184629

**Direct +1 209 996 4672** | Text Mobile +1 209 996 4672

Main +1 209 892 8300 | [www.iLovePatterson.com](http://www.iLovePatterson.com)

[MVP95363@outlook.com](mailto:MVP95363@outlook.com)

**Mountain Valley Properties**

515 Keystone Blvd.

Patterson, CA 95363 | United States

[www.iLovePatterson.com](http://www.iLovePatterson.com)



December 2, 2024

Karin Freese, CEO  
Del Puerto Health Care District  
875 E Street  
Patterson, CA 95363  
karin.freese@dphealth.org

Re: 1700 Keystone Pacific Parkway, Building C, Patterson, CA 95363

Dear Karin,

I appreciate the consideration for being selected to represent Del Puerto Health Care District in the sale of the subject property. As you know, I have been involved in the sales, leasing and management of commercial properties in Patterson for 20+ years and welcome the opportunity to work with Del Puerto Health Care District again. If selected, I will personally provide you and the Board with a level of service and professionalism that will not disappoint.

I propose a 6-month listing agreement, with a commission schedule of five percent (5%) of the gross purchase price if the buyer is represented by another broker and four percent (4%) of the gross purchase price if the buyer is not represented by another broker.

Marketing of the subject property for sale shall include the following:

- Prepare an attractive and informative sale brochure that will include a description of property and surrounding building park, interior and exteriors photos (including aerial), floor plan, location map, demographics, amenities, and price.
- "For Sale" signage placed on site and/or on the building fascia.
- Direct marketing via e-mail of sale brochures to potential buyers.
- Direct marketing via recurring emails of the sales brochure to commercial brokers and agents in Stanislaus, San Joaquin, Merced, Fresno, Sacramento, and East and South Bay Area counties.
- Post on the websites LoopNet, Crexi and CoStar and on the Brekke Real Estate website.
- Regularly network with business owners and managers in the community.
- Directly solicit targeted businesses that I think might be candidates for the building.

Call or email me if you have any questions and thank you for the opportunity to submit this proposal.

Yours truly,

Randy Brekke  
Brekke Real Estate, Inc.  
DRE #00856863

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT****Board Meeting – December 10, 2024****10H. Site Master Plan Contract****Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

**SUBJECT:** Site Master Plan Contract**STAFF REPORT:** Expanding on the work the district began in 2017, LDA Partners is uniquely suited to provide the services required to meet the City of Patterson's requirements for a site master plan. LDA Partners will present at multiple meetings and fulfill the City of Patterson Planning requirements (attached).

The proposal for all services is \$415,000 (or approximately \$0.425 per sf) and includes comprehensive site planning services, including boundary and topography surveys.

The district is separately responsible for contracting for an environmental survey, ALTA survey (i.e., used to provide a comprehensive view of a property, including its boundaries, easements, and improvements. They are a key part of real estate due diligence and are required to obtain title insurance), and traffic study.

Additional anticipated costs include:

- CEQA Report \$10,000 to \$65,000
- Traffic Study - \$15,000 to \$50,000
- Property Survey - \$5,000 to \$ 15,000
- Environmental and Utilities Engineering - \$20,000 to \$50,000

Total planning costs are estimated between \$465,000 to \$645,000

**RECOMMENDATION:** The board approves the contract with LDA partners, which will help the District obtain approval for the site master plan from the City of Patterson.**DISTRICT PRIORITY:** Fiscal Transparency; Fiscal Accountability**STAFFING IMPACT:** None**CONTACT PERSON:** Karin Hennings**ATTACHMENT(S):** LDA Proposal**RECOMMENDED BOARD ACTION:**

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

**Board Meeting – December 10, 2024**

**10H. Site Master Plan Contract**

**Page 2 of 2**

ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors to accept the proposal of LDA Partners not to exceed \$415,200 for Site Master Plan design services and authorize the CEO to execute the agreement.*

<i><b>Motion Made By</b></i>	<i><b>Motion</b></i>	<i><b>Second</b></i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<i><b>Roll Call Vote</b></i>	<i><b>Aye</b></i>	<i><b>No</b></i>	<i><b>Abstain</b></i>	<i><b>Absent</b></i>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				



13 October 2024

Karin Freese, MBA  
 Chief Executive Officer  
 Del Puerto Health Care District.  
 875 E Street  
 Patterson, CA 95363

Re: Del Puerto Health Master Plan and  
 Ambulance Station Criteria Documents  
 Assessment Parcel No. 048-047-028-000 & 048-048-007-000

Dear Mr. Freese:

Thank you for the opportunity to submit our proposal for architectural planning and consulting services for the Del Puerto Health Master Plan. The proposed project is located between Sperry Street, 9th Street, and Ward Avenue, and is bisected by Las Palmas Avenue in Patterson, CA.

**Project Scope:**

We will serve as the master plan architect, providing the planning and design services necessary for master plan approval by the City of Patterson for the Del Puerto Health Medical Park at the vacant site identified above in Patterson, CA. This agreement is proposed to be between Del Puerto Health Care District (OWNER) and LDA Partners, Inc. (ARCHITECT). Our proposal is based on our discussions with and documents provided by the OWNER, listed below:

- Buildings Square Footage parking water retention estimates.xls
- DPHCD Community Mental Wellness Clinic Building and Therapeutic Program.doc
- Master Plan Narrative for Medical Park.doc
- Walker 2023 concept layouts for Medical Park components.pdf

Our Planning services may include:

- Review of planning requirements, procedures, and needs to accommodate the entitlement process for a proposed Healthcare campus.
- Research CA building code and local zoning and development codes as applicable to the project.
- Review project goals and coordinate scope and deliverables with Owners' consultant team
- Provide conceptual site design and coordinate site scope with Del Puerto Health.
- Provide conceptual/schematic site plans and exhibits for City of Patterson Planning application.
- Participate in internal project meetings.
- Assist owner with presentation of master plan with City of Patterson Planning Agency.
- Assist owner with presentation of master plan to Del Puerto Health Board of Directors.
- Assist owner with presentation of master plan in Town Hall format for public understanding.
- Provide Owner representation with City of Patterson Planning agency, as requested.

Project deliverables will be documents required for the approval of Master Plan required for City of Patterson. These deliverables are listed in the City of Pattersons Planning information page and include:

- Elevations of proposed buildings, structures, facilities
  - Color rendering of the project which states colors and materials to be utilized
  - Floor plans showing proposed seating or public assembly areas
  - Location of all on-site vehicular and pedestrian circulation
  - Location of all on-site parking, garages or carports
  - Location and extent of street improvements
  - Location of all garbage and refuse facilities
  - All dimensions required by the applicable provisions of the Patterson Municipal Code
  - All proposed signage and on-site lighting
  - All proposed structures and anticipated timing of their construction
  - The landscaping and irrigation plan in accordance with the adopted Water Efficiency Landscape Ordinance
  - Written summary of the proposed project
  - Any evidence or other information that demonstrates that the required findings can be made
  - Proof of owner's interest in property (i.e. copy of deed, tax bill, etc.)
  - Location Map
  - Site Plan, depicting proposed project with dimensions
  - A written list of and other permits or approvals required or already obtained for this project
  - A completed Environmental Information Form (to be completed by the owner)
  - Other information and/or attachments as may be required by the Community Development Director
- Based on early discussions and materials provided by Del Puerto Health, the master plan may include the following facilities:
    - Ambulance & Administration 15,600 SF
    - Medical Office Building 74,141 SF
    - Behavior Health Center 14,000 SF
    - Senior Care (101 beds) 101,000 SF
    - Hospital (25 beds) 94,500 SF
    - Mixed Use (Commercial and Housing) TBD SF
    - General commercial space TBD SF
  - Our team will provide 3<sup>rd</sup> Party Cost Estimate for only Mental Health Building Grant Application due 12/8/2024.
  - We will provide post-Planning submittal and Planning approval project support as requested, these services are not included in with this proposal. If these services are requested by the owner, LDA will provide an additional fee request proposal.
  - We have not included work for CEQA, Environmental Studies or Traffic Analysis or design. We understand these services will be provided by the owner.

**FEE:**

LDA Partners, Inc is pleased to offer these services on a time and materials basis. Our fee includes landscape architecture for the masterplan and cost estimating for the Mental Health Facility Grant Application only.

**Total Fee: Four hundred fifteen thousand dollars (\$415,000)**

**Hourly Rates:**

Principal Architect:	\$280/hour
Project Manager/ Architect:	\$250/hour
Planner:	\$200/hour
Designer / Interior:	\$175/hour

Job Captain:	\$175/hour
Draftsperson:	\$150/hour
Clerical/Staff:	\$95/hour

**SCHEDULE:**

See attached schedule.

**ASSUMPTIONS / EXCLUSIONS:**

Changes to the scope of work will be provided on an hourly basis, in accordance with the enclosed fee schedule as an additional service contract amendment. Should the project be terminated or extended beyond sixty days from the date of this proposal, the Architect shall be compensated for all services performed to date. All work will be billed on a monthly basis for service performed to date.

Project scope does not include geotechnical investigations, boundary, topographic, other site surveys, or hydrological engineering. If additional consultants are required by the approval or planning process, additional fees may be required.

Reimbursable expenses are in addition to the compensation for basic services and shall include the actual expenditures made by the Architect and his employees in the interest of the project, at cost plus 15%, which are itemized as follows:

Reproduction Costs	Shipping/Postage
Computer Plotting	Mileage/Travel

All monthly billings not paid within 30 days shall be considered past due, and shall accrue interest from the 31<sup>st</sup> day at a rate of 1-1/2% per month or 18% per annum. The Architect may at his discretion terminate services if payments are not made within 30 days. Changes to the scope of work shall be subject to renegotiation. This proposal is subject to renegotiation if not agreed upon within thirty (30) days.

Drawings and specifications as instruments of service, not products, shall remain the property of the Architect, whether the project for which they are intended is executed or not. The Owner shall be permitted to retain copies of Architects work for information and reference in connection with the Owner's use of the project. The drawings or other work shall not be used by the Owner or others, for other projects, for additions to the project, or completion of the project by others, except by written agreement by Architect.

The Owner agrees to defend, indemnify, and hold the Architect, his employees, and consultants harmless from any claim or third party claim related to services for the investigation of or remedial work related to asbestos, toxic, hazardous, and/or dangerous materials resulting from the services provided by the Architect pursuant to this Agreement.

Services provided by the Architect and his Consultants will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Architects are licensed and regulated by the California Architects Board located at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834

Should any litigation be commenced between the parties hereto concerning any provision of this Agreement or the rights and obligations of either in relation thereto, the party, the Owner, or the Architect, prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as and for attorney's fees and court costs as incurred in such litigation, as determined by a court of competent jurisdiction.

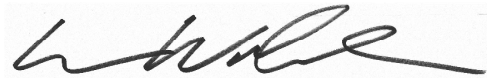
This agreement may be terminated by either party upon seven days' written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event of termination not the fault of the Architect, the Architect shall be compensated for all services performed to termination date, together with all other expenses that may be incurred as a result of the termination of this agreement. Termination expenses shall include those

expenses directly attributable to termination of this agreement for which the Architect is not otherwise compensated, plus an amount computed as the percentage of the total basic services and all other non-includable services earned to the time of termination.

Thank you for your interest in our firm and we look forward to working with the Del Puerto Health team. Our office looks forward to the opportunity to work with you, as an effective team, to achieve a successful project. If this proposal meets with your approval, please endorse and return a copy to our office, thereby authorizing us to proceed.

If you have any questions, please let me know.

Cordially,

A handwritten signature in black ink, appearing to read 'Eric W. Wohle', written over a light gray rectangular background.

Eric W. Wohle, A.I.A., LEED ap  
President  
LDA Partners, Inc.



ID	Task Name	Duration	Start	Finish	September 2021	October 2021	November 2021	December 2021	January 2025	February 2025	March 2025
1	Kickoff Meeting	0 days	Mon 10/28/24	Mon 10/28/24			10/28				
2	Study Phase	10 days	Mon 10/28/24	Fri 11/8/24							
3	Meeting #2 - Precedents & Initial Sketches	0 days	Mon 11/11/24	Mon 11/11/24			11/11				
4	Concept Phase	10 days	Mon 11/11/24	Fri 11/22/24							
5	Meeting #3 - building sketches + MasterPlan Update	0 days	Mon 11/25/24	Mon 11/25/24			11/25				
6	thanksgiving	2 days	Thu 11/28/24	Fri 11/29/24							
7	Meeting #4	0 days	Mon 11/25/24	Mon 11/25/24			11/25				
8	design phase	10 days	Mon 11/25/24	Fri 12/6/24							
9	Mental Health Cost Estimating	0 days	Sun 12/8/24	Sun 12/8/24			12/8				
10	Meeting #5	0 days	Mon 12/9/24	Mon 12/9/24			12/9				
11	Design Phase	10 days	Mon 12/9/24	Fri 12/20/24							
12	Meeting #6	0 days	Mon 12/23/24	Mon 12/23/24			12/23				
13	Holiday Break	11 days	Mon 12/23/24	Mon 1/6/25							
14	Design Phase	20 days	Mon 12/23/24	Fri 1/17/25							
15	Meeting #7	0 days	Mon 1/20/25	Mon 1/20/25				1/20			
16	Draft Renders and Write Up	10 days	Mon 1/20/25	Fri 1/31/25							
17	Owner Detail Review	10 days	Mon 2/3/25	Fri 2/14/25							
18	Final Master Plan Documents	10 days	Mon 2/17/25	Fri 2/28/25							

Project: Del Puerto Health - Pro  
Date: 10/28/2024



Community Development Department  
 1 Plaza, PO Box 667  
 Patterson, CA 95363  
 Ph. 209.895.8020  
 Fax 209.895.8019  
[www.ci.patterson.ca.us](http://www.ci.patterson.ca.us)

## MASTER PLAN

This information is provided as a guide to assist you in the preparation of the application for a **Master Plan**. It is also intended to explain the process by which the City analyzes and acts upon the application.

### What is a Master Plan?

The purpose of a Master Plan is to allow for the coordinated comprehensive planning of a subarea of the City in order to protect a unique environmental, historical, architectural or other significant area and provide flexibility for developments beyond conventional zoning regulations.

### Application Submittal

An application for a Master Plan shall be filed by the property owner or their representative/agent on forms prescribed for this purpose. The application shall be submitted to the Planning Department, 1 Plaza (P.O. Box 667), Patterson, CA 95363.

### Processing the Application

The processing time for a completed application for a Master Plan varies depending on the complexity of the application, any required environmental documentation and public noticing requirements. A hearing before the Planning Commission will be scheduled and open to the public. It is recommended that the applicant or their agent attend the hearing to speak on behalf of the application and to answer questions the Planning Commission may have. Planning staff will prepare a staff report to the Planning Commission. The staff report contains an analysis of the application and a recommendation for action by the Planning Commission.

**Note:** If the application is not completed within thirty (30) days of receipt the City of Patterson Planning Department will deem the application incomplete, request additional information or return the application and application fee(s) to the applicant.



Community Development Department  
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 Patterson, CA 95363  
 Ph. 209.895.8020  
 Fax 209.895.8019  
[www.ci.patterson.ca.us](http://www.ci.patterson.ca.us)

## Procedure

### Master Plan Review:

1. Pre-Application Conference with Planning Department Staff (Optional).
2. Submit Application.
3. Staff Review Application for Completeness.
4. Staff Evaluation of Application.
5. Staff Produces Staff Report and Recommendations.
6. Public Notice sent to the newspaper and surrounding properties at least 10 days in advance of the Planning Commission Hearing.
7. Planning Commission Meeting.
8. After meeting:
  - a. If Approved: Application is valid 10 business days after Planning Commission meeting, unless an aggrieved party appeals the Planning Commission decision to the City Council.
  - b. If Denied: Petitioner can appeal the decision of the Planning Commission to the City Council.

## Decisions and Appeal Process

After the Planning Commission has rendered a decision, you will receive written communication of this determination, and if approved, any conditions of the approval. Any interested party, aggrieved by the determination of the Planning Commission, may appeal this decision to the City Council, within ten (10) business days after such date of determination.

Approval of the application is not in effect until the appeal period has expired, or any appeal filed has been acted upon by the City Council. An appeal must be made in written form, addressed to the City Council and accompanied by the required fee of \$605.00.

## Building Permits

Application for a Master Plan does not constitute an application for a building permit. Separate building permit applications are required prior to any construction. Building permits shall not be issued until the appeal period has expired or any appeal filed has been acted upon by the City Council.



Community Development Department  
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 Patterson, CA 95363  
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 Fax 209.895.8019  
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## Required Findings

In order to grant approval of a Master Plan application, the Planning Commission/City Council must find the following:

- The proposed master plan is consistent with the goals, policies, and objectives of the general plan.
- The proposed master plan meets the requirements set forth in this title.

## Application Contents

- Elevations of proposed buildings, structures, facilities
- Color rendering of the project which states colors and materials to be utilized
- Floor plans showing proposed seating or public assembly areas
- Location of all on-site vehicular and pedestrian circulation
- Location of all on-site parking, garages or carports
- Location and extent of street improvements
- Location of all garbage and refuse facilities
- All dimensions required by the applicable provisions of the Patterson Municipal Code
- All proposed signage and on-site lighting
- All proposed structures and anticipated timing of their construction
- The landscaping and irrigation plan in accordance with the adopted Water Efficiency Landscape Ordinance (\$210.00)
- A completed Environmental Information Form
- Written summary of the proposed project
- Any evidence or other information that demonstrates that the required findings can be made
- Proof of owner's interest in property (i.e. copy of deed, tax bill, etc.)
- Location Map
- Site Plan, depicting proposed project with dimensions
- A written list of and other permits or approvals required or already obtained for this project
- A completed Environmental Information Form (attached)
- Other information and/or attachments as may be required by the Community Development Director
- Application Fee \$3190.00**



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**Note: Should your project require an environmental review, the applicant is responsible for the environmental filing fees (effective 1-1-2024) as follows:**

- Negative Declaration (ND) or Mitigated Negative Declaration (MND)\* \$2916.75
  - Environmental Impact Report (EIR)\* \$4051.25
  - Environmental Document Pursuant to a Certified Regulatory Program\* \$1377.25
  - County Clerk Processing Fee \$57.00
- (\*Department of Fish and Game Fees)

**Note: At least one copy of all the maps, site plans, floor plans, etc., must be provided as an 8.5 x 11" or 11" x 17" reproducible copy.**



Community Development Department  
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Ph. 09.895.8020  
Fax 09.895.8019  
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## Application for Master Plan

**Project #:** \_\_\_\_\_

\_\_\_\_\_  
Name of Project / Community

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Mailing Address / City/State /Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Mailing Address / City/State /Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

Property Description / Location:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Assessor's Parcel Number(s) APN:

### SIGNATURES:

The above information as well as the plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct.

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## Environmental Information Form

This information is provided as a guide to assist you in the preparation of the **Environmental Information Form**. It is also intended to explain the process by which the City analyzes and acts upon the form.

The State of California requires that most development projects submitted to the City of Patterson undergo some level of review under the California Environmental Quality Act (CEQA). CEQA is a state law that requires an analysis and public report on the potential environmental effects of any project that is carried out or approved by the City. The Environmental Information Form is used to determine whether a project needs to be reviewed under the CEQA regulations. The City of Patterson is responsible for reviewing the project to determine whether it is exempt from CEQA review.

If CEQA review is required, three types of reports are typically prepared for projects: 1) CEQA Exemption, 2) a Negative Declaration, or 3) an Environmental Impact Report. A majority of projects are either Exempt or Negative Declarations. Planning Staff will let you know what type of documentation is required based upon the type of project that is being proposed, the characteristics of the property, and other factors that are spelled out in State CEQA regulations.

### Application Submittal

The Environmental Information Form shall be filed by the property owner or their representative agent on forms prescribed for this purpose. The application shall be submitted to the Planning Department, 1 Plaza (P.O. Box 667), Patterson, CA 95363.

Additional information may be required by the Planning Director during the review of the application.



---

Number of Units, Unit Size, Range of Sale Prices/Rents, and Type of Household Size expected (Residential Only)

---

Type of Development (Regional, City or Neighborhood), Square Footage of Sales Area and Loading facilities (Commercial Only)

---

Type, Number of Employees per Shift and Number of Loading Facilities (Industrial Only)

---

Major Function Employees per Shift, Occupancy, Loading Facilities, Community Benefit of Project (Institutional Only)

---

Are the following items Applicable to the project or its effects? Please explain on additional sheets all items checked 'Yes'.

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Inconsistent with the City of Patterson's General Plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Affect the use of a recreation area or area of important aesthetic value.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Affect the functioning of an established community/neighborhood.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Displace community/neighborhood residence.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Affect unique natural or man-made features in the project area  |
| <input type="checkbox"/> | <input type="checkbox"/> | Significantly affect the potential use, extraction or conservation of a scarce natural resource                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Significantly affect a historical or archeological site   |
| <input type="checkbox"/> | <input type="checkbox"/> | Serve as wildlife habitat for rare/endangered plant or animal species   |
| <input type="checkbox"/> | <input type="checkbox"/> | Affect fish, wildlife or plant life   |
| <input type="checkbox"/> | <input type="checkbox"/> | Result in soil erosion of agricultural land   |
| <input type="checkbox"/> | <input type="checkbox"/> | Change the pattern, scale, or character of the general area of the project  |
| <input type="checkbox"/> | <input type="checkbox"/> | Require certification, authorization or issuance of a permit by a Local, State, or Federal environmental control agency |
| <input type="checkbox"/> | <input type="checkbox"/> | Require facilities to be constructed in a flood plain   |
| <input type="checkbox"/> | <input type="checkbox"/> | Require facilities to be constructed on land with greater than a 15% slope  |
| <input type="checkbox"/> | <input type="checkbox"/> | Require constructing facilities on an active geologic fault   |
| <input type="checkbox"/> | <input type="checkbox"/> | Generate significant amounts of dust or noise (in either the construction or operational stages)                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Generate significant amounts of solid waste   |
| <input type="checkbox"/> | <input type="checkbox"/> | Substantially change existing noise or vibration levels   |
| <input type="checkbox"/> | <input type="checkbox"/> | Endanger the quality of the regional air or water resources   |
| <input type="checkbox"/> | <input type="checkbox"/> | Cause a significant change in the hydrology of the area   |





Community Development Department  
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Yes No

- On in a series of foreseeable actions that may ultimately have an impact on the environment
- Involve the application, use or disposal of potentially hazardous waste

certification: I hereby certify that the statements furnished above and in the attached exhibits represent the data and information required for this initial evaluation to the best of my ability and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. **If any of the facts represented here change it is my responsibility to inform the City of Patterson.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT****Board Meeting – December 10, 2024****10I. Health Center CY 2023 Incentive Sharing****Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

**SUBJECT: Health Center CY 2023 Incentive Sharing**

**STAFF RECOMMENDATION:** The CEO, Medical Director, and HC Manager recommend a one-time performance incentive for current hourly Health Center staff. While incentives are not guaranteed, this payment aims to motivate continued efforts to meet payer performance measures.

**CONSIDERATIONS:**

1. Certain health plans offer monetary incentives for achieving specific HEDIS (Healthcare Effectiveness Data and Information Set) and utilization benchmarks. Meeting these measures requires additional effort from Health Center staff.
2. From January to December 2024, the Health Center received \$52,660 in incentive payments for improved HEDIS performance in CY 2023.
3. Del Puerto Health Care District recognizes the value of rewarding employees for their contributions to improving HEDIS measures. Sustained performance benefits the public through better service delivery.
4. Offering this incentive reinforces employee commitment to high performance, supporting the district's goal of providing a significant public benefit.

**FISCAL IMPACT:** 12.5% incentive distribution of the \$52,660 incentive payment = \$6,582

<b>Program</b>	<b>Discretionary Incentive</b>
<b>Bonus Amount</b>	\$52,660
<b>Recommended Share</b>	12.5%
<b>Total for Distribution</b>	\$6,582

<b>Recipients</b>	<b>Currently employed HC Medical Assistants</b>			
<b>Recommended Share</b>	<b>Net Bonus</b>	<b>Estimated Gross up</b>	<b>EEs in category</b>	<b>Total to be Paid</b>
MA = 1 year +	\$350.00	\$386	15	\$5,790
Staff = .75 year	\$262.50	\$290	2	\$580
Staff = .5 year	\$175.00	\$193	1	\$193
			<u>18</u>	<u>\$6583</u>

**CONTACT PERSON:** Karin Hennings**ATTACHMENT(S):** None**BOARD ACTION AS FOLLOWS:**

**RECOMMENDED MOTION:** *I move the Del Puerto Health Care District Board of Directors to ratify a one-time incentive payment to Health Center employees based on 12.5% of the CY 2023 HEDIS and utilization measures incentive payments totaling \$52,660 paid in December 2024*

***BOARD MEETING ACTION SUMMARY***

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

**Board Meeting – December 10, 2024**

**10I. Health Center CY 2023 Incentive Sharing**

MOTION AMENDED:                      YES    NO

AMENDMENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<i><b>Motion Made By</b></i>	<i><b>Motion</b></i>	<i><b>Second</b></i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<i><b>Roll Call Vote</b></i>	<i><b>Aye</b></i>	<i><b>No</b></i>	<i><b>Abstain</b></i>	<i><b>Absent</b></i>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				

\_\_\_\_\_

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

**Board Meeting - December 10, 2024**

Page 1 of 1

**10J. Del Puerto Health Care District New Logo Installation**

Department: Chief Executive Officer

CEO Concurrence: YES

Consent Calendar: NO

4/5 Vote Required: NO

**SUBJECT:** New logo building signage.

**STAFF REPORT:** This estimate is for the Del Puerto Health Care Districts installation of the new logo. The goal is to modernize and refresh the district's public-facing image, ensuring a cohesive and professional brand that reflects our values, mission, and forward-thinking approach.

**DISTRICTS PRIORITIES:** Visible community presence.

**FISCAL IMPACT:** The estimated amount of **\$8,686.82** will be the immediate fiscal impact. This includes the signs, and installations of the new logo.

**STAFFING IMPACT:** NONE

**CONTACT PERSON:** Karin Freese

**ATTACHMENT(S):** Estimate from City Signs, and proofs of each sign.

**RECOMMENDED BOARD ACTION:**



ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors approve the estimate for the development of Del Puerto Health Care District's new logo and installations at a cost not to exceed \$8,686.82, as presented.*

<i><b>Motion Made By</b></i>	<i><b>Motion</b></i>	<i><b>Second</b></i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<i><b>Roll Call Vote</b></i>	<i><b>Aye</b></i>	<i><b>No</b></i>	<i><b>Abstain</b></i>	<i><b>Absent</b></i>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				



 1101 Doker Drive, Suite D  
 Modesto CA 95351  
 (209) 549-2412  
[www.citysignsmodesto.com](http://www.citysignsmodesto.com)

# ESTIMATE

Estimate #:35287  
 Date: 11/18/2024

**Bill To:** Del Puerto Health Patterson  
 1700 Keystone Pacific Parkway  
 Patterson, CA 95363

**Ship To:** Del Puerto Health Patterson  
 1700 Keystone Pacific Parkway  
 Patterson, CA 95363

Office Rep: EP    Install Rep:    Manufacturing Rep:    Design Rep:    Terms:    P.O.:

Item Description	Quantity	Unit Price	Total
Page 1:			
Acrylic	46 5/8" x 97 5/8" New Acrylic Sign Face for Existing Cabinet	1	1,627.70
Installation	Installation of Sign(s)	1	285.00
Page 2:			
Aluminum	42" x 96" Aluminum Sign(s)	1	978.28
Aluminum	16" x 35" Aluminum Sign(s)	1	191.49
Installation	Installation of Sign(s)	1	285.00
Page 3:			
Service	Cost to Relocate Existing Sign Cabinet to New Location/Wall	1	285.00
Page 4:			
Channel Letters	33" x 45" Illuminated Channel Letter Capsule	1	1,689.65
Installation	Installation of Sign(s)	1	760.00
Page 5:			
FCO	36" x 88" Acrylic Dimensional Flat Cut Out Letters	1	1,540.06
Installation	Installation of Sign(s)	1	570.00



#### Deposit

We require a deposit of 50% of the Grand Total to begin manufacturing. The remaining balance is due upon pick up, delivery or installation.



#### Terms and Conditions

The above prices and specifications are satisfactory and accepted. Payment will be made as outlined above. All unpaid balances more than 30 days old will be subject to a 1.5% monthly finance charge.



#### Payment Methods

We accept cash, check, money order and bank transfers at no additional charge. All major credit cards are accepted with a 3% service fee.

Sub Total: \$8,212.18

Sales Tax: (7.875%) \$474.64

Grand Total:  
**\$8,686.82**

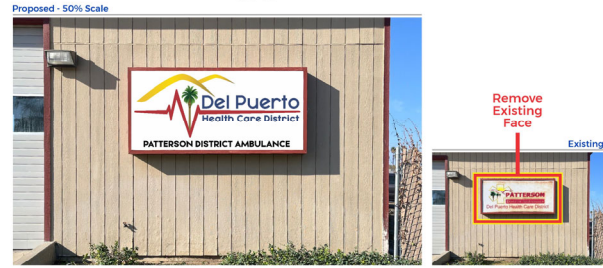
X

Signature

**Thank You For Your Business**

Page 1 | New Acrylic Face for Existing Cabinet Sign

Install  Pickup  Deliver  Ship



**Description**  
 A 1/2" White Acrylic Face  
 3/4" 350C Translucent Printed Vinyl w/ 858L Laminates  
 - Installed onto Existing Sign Cabinet

**Colors**  
 A 1 Acrylic - White  
 B Vinyl - Printed to match Customer Provided Artwork

**Color Verification Needed**

100 Oaker Drive  
Modesto, CA 95350  
209-549-2432  
info@gitasigns.com

**Project Details**  
 Date Order: 11/22/24  
 Project Name: 5683 - Del Puerto Health Care  
 Project Address: Patterson, CA  
 Project Manager: Elizabeth  
 Designer: Fabian  
 Customer: Karin  
 Customer Email: karin.freese@dphealth.org  
 Customer Phone Number: 209-894-8201  
 1000 Street Address: 875 E. Street  
 1000 City: Patterson, CA

**Customer Approval**

Date: \_\_\_\_\_  
 Double check spelling, colors and scope of proof! By signing this proof, you agree that everything shown above is correct and approved for production.

Contractors License # 769900

Page 2 | Aluminum Signs

Install  Pickup  Deliver  Ship



**Description**  
 A 1/2" Doubled Aluminum Panels  
 3/4" 350C Printed Vinyl w/ 858L Laminates  
 - Installed onto Chain Link Fence

**Colors**  
 A 1 Vinyl - Printed to match Customer Provided Artwork

**Color Verification Needed**

100 Oaker Drive  
Modesto, CA 95350  
209-549-2432  
info@gitasigns.com

**Project Details**  
 Date Order: 11/22/24  
 Project Name: 5683 - Del Puerto Health Care  
 Project Address: Patterson, CA  
 Project Manager: Elizabeth  
 Designer: Fabian  
 Customer: Karin  
 Customer Email: karin.freese@dphealth.org  
 Customer Phone Number: 209-894-8201  
 1000 Street Address: 875 E. Street  
 1000 City: Patterson, CA

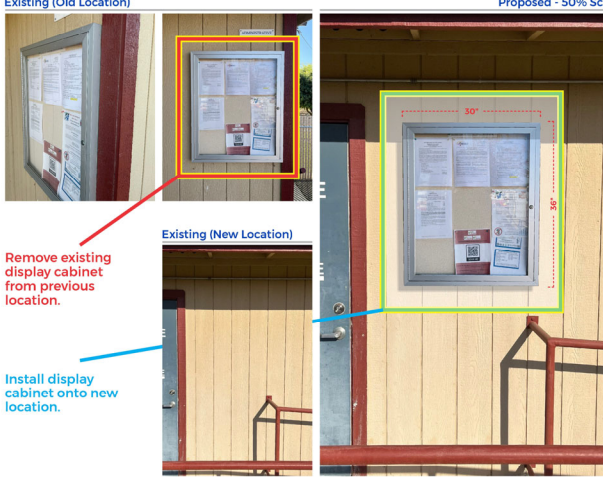
**Customer Approval**

Date: \_\_\_\_\_  
 Double check spelling, colors and scope of proof! By signing this proof, you agree that everything shown above is correct and approved for production.

Contractors License # 769900

Page 3 | Relocation of Existing Sign Cabinet to New Location/Wall

Install  Pickup  Deliver  Ship



**Description**  
 A 1 Remove display sign from previous location  
 Patch & Paint Wall (Color TBD)  
 - Install display cabinet onto new wall

100 Oaker Drive  
Modesto, CA 95350  
209-549-2432  
info@gitasigns.com

**Project Details**  
 Date Order: 11/22/24  
 Project Name: 5683 - Del Puerto Health Care  
 Project Address: Patterson, CA  
 Project Manager: Elizabeth  
 Designer: Fabian  
 Customer: Karin  
 Customer Email: karin.freese@dphealth.org  
 Customer Phone Number: 209-894-8201  
 1000 Street Address: 875 E. Street  
 1000 City: Patterson, CA

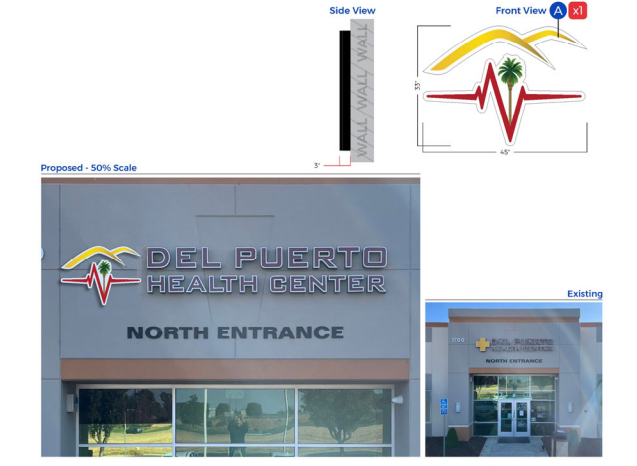
**Customer Approval**

Date: \_\_\_\_\_  
 Double check spelling, colors and scope of proof! By signing this proof, you agree that everything shown above is correct and approved for production.

Contractors License # 769900

Page 4 | Face-Lit Channel Letter Capsule

Install  Pickup  Deliver  Ship



**Description**  
 A 1 3" Deep Channel Letter Returns  
 3/4" 350C Caps  
 - Old pre-painted white aluminum letter backs  
 - White Acrylic Faces w/ Vinyl Overlay  
 - White LED Internal Illumination  
 - Remote power supply connected to on-site power (within 6' of sign)  
 - Letters mounted flush to wall  
 - UL Listed

**Colors**  
 A 1 Trimcaps - Black  
 B Returns - Black  
 C Acrylic - White  
 D LED - White  
 E Vinyl - Printed to match Customer Provided Artwork

**Color Verification Needed**

100 Oaker Drive  
Modesto, CA 95350  
209-549-2432  
info@gitasigns.com

**Project Details**  
 Date Order: 11/22/24  
 Project Name: 5683 - Del Puerto Health Care  
 Project Address: Patterson, CA  
 Project Manager: Elizabeth  
 Designer: Fabian  
 Customer: Karin  
 Customer Email: karin.freese@dphealth.org  
 Customer Phone Number: 209-894-8201  
 1000 Street Address: 875 E. Street  
 1000 City: Patterson, CA

**Customer Approval**

Date: \_\_\_\_\_  
 Double check spelling, colors and scope of proof! By signing this proof, you agree that everything shown above is correct and approved for production.

Contractors License # 769900

Page 5 | Routed Acrylic FCOs

Install  Pickup  Deliver  Ship



**Description**  
 A 1/2" Clear Acrylic  
 Routed to Shape  
 - Painted w/ Matthews Paint to match Logo (COLORS TBD)  
 - 3/4" 350C Printed Vinyl w/ 858L Laminates  
 - Mounted Flush to wall w/ Studs & Silicone

**Colors**  
 A 1 Acrylic - Printed to match Customer Provided Artwork  
 B Vinyl - Printed to Match Logo

**Color Verification Needed**

100 Oaker Drive  
Modesto, CA 95350  
209-549-2432  
info@gitasigns.com

**Project Details**  
 Date Order: 11/22/24  
 Project Name: 5683 - Del Puerto Health Care  
 Project Address: Patterson, CA  
 Project Manager: Elizabeth  
 Designer: Fabian  
 Customer: Karin  
 Customer Email: karin.freese@dphealth.org  
 Customer Phone Number: 209-894-8201  
 1000 Street Address: 875 E. Street  
 1000 City: Patterson, CA

**Customer Approval**

Date: \_\_\_\_\_  
 Double check spelling, colors and scope of proof! By signing this proof, you agree that everything shown above is correct and approved for production.

Contractors License # 769900

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT****Board Meeting – December 10, 2024****10K. Adoption of Resolution No. 2024-12 for Participation in the Behavioral Health Continuum Infrastructure Program (BHCIP)****Page 1 of 1**Department: Chief Executive Office  
Consent Calendar: NoCEO Concurrence: Yes  
4/5 Vote Required: No**SUBJECT:** Adoption of Resolution No. 2024-12 for Participation in the Behavioral Health Continuum Infrastructure Program (BHCIP)**STAFF REPORT:** On October 28, 2024, this Board adopted Resolution 2024-11, which was the same as this resolution but with a maximum grant request of \$15 million. However, the architect's Rough Order of Magnitude (ROM) indicates a more likely cost of \$18 million. Therefore, staff requests the Board adopt Resolution 2024-12 containing a higher grant amount of the ROM plus 11% or \$20 million dollars.**DISTRICT PRIORITY:** Expand behavioral health services, benefiting the community**FISCAL IMPACT:** If awarded, the grant would provide up to \$20 million in funding to support infrastructure improvements, program enhancements, and related activities. The District would be responsible for matching the grant with \$2 million in cash and land to participate in this program.**STAFFING IMPACT:** Time to create and submit the grant.**CONTACT PERSON:** Karin Freese**ATTACHMENT(S):** Resolution 2024-12**RECOMMENDED BOARD ACTION:****ROLL CALL REQUIRED:** YES**RECOMMENDED MOTION:** *I move the Board of Directors to adopt Resolution No. 2024-12 to replace Resolution 2024-11.*

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				



## RESOLUTION NO. 2024-12

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DEL PUERTO HEALTH CARE DISTRICT AUTHORIZING APPLICATION TO AND PARTICIPATION IN THE BEHAVIORAL HEALTH CONTINUUM INFRASTRUCTURE PROGRAM (“BHCIP”)

#### WHEREAS:

- A. The California Department of Health Care Services, through its contractor Advocates for Human Potential, Inc., (“**Department**”) has issued a Request for Applications, dated July 15, 2024 (“**RFA**”), for the BHCIP Round 1 (2024) Launch Ready Program (“**Program**”). The Department has issued the RFA for Program grant funds pursuant to California Welfare and Institutions Code sections 5965-5967.01 (“**Behavioral Health Infrastructure Bond Act of 2024**”).
- B. **DEL PUERTO HEALTH CARE DISTRICT**, a California special district (“**Applicant**”), desires to apply for Program grant funds and has submitted an application for Program grant funds (“**Application**”) to the Department for review and consideration.
- C. The Department is authorized to administer BHCIP pursuant to the Behavioral Health Infrastructure Bond Act of 2024. Program funding allocations are subject to the terms and conditions of the RFA, the Application, Program Funding Agreement (“**Program Funding Agreement**”), and all other legal requirements of the Program.

#### THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to submit an Application to the Department in response to the RFA, and to apply for Program grant funds in a total amount not to exceed **\$20,000,000**.
2. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver a Program Funding Agreement for the total award amount, and all other documents required or deemed necessary or appropriate to secure the Program grant funds from the Department and to participate in the Program, and all amendments thereto (collectively, the “**Program Documents**”).
3. Applicant acknowledges and agrees that it shall be subject to the terms and conditions specified in the Program Funding Agreement. Any and all activities,



expenditures, information, and timelines represented in the Application are enforceable through the Program Funding Agreement. Funds are to be used for the allowable expenditures and activities identified in the Program Funding Agreement.

- 4. **KARIN FREESE, CHIEF EXECUTIVE OFFICER** (the “**Authorized Signatory**”), is authorized to execute the Application and the Program Documents on behalf of Applicant for participation in the Program.

PASSED AND ADOPTED this 10 day of December 2024, by the following vote of the Corporation’s Board of Directors:

<b>Motion Made By</b>	<b>Motion</b>	<b>Second</b>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<b>Roll Call Vote</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				

The undersigned, **BECKY CAMPO, BOARD SECRETARY** of Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Corporation’s governing body adopted at a duly convened meeting on the date above-mentioned and that the resolution has not been altered, amended, or repealed.

SIGNATURE: \_\_\_\_\_  
NAME: BECKY CAMPO

DATE: \_\_\_\_\_  
TITLE: BOARD SECRETARY

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**  
**Board Meeting – Dec. 10, 2024**

**10L. AD/CEO Amendment to Employment Agreement Setting Compensation****Page 1 of 2**

Department: Chief Executive Office  
 Consent Calendar: No

CEO Concurrence: Yes  
 4/5 Vote Required: No

**SUBJECT:** Approval of Amendment to AD/CEO Employment Agreement Setting Annual Compensation

**STAFF REPORT:** Following the Board of Directors' completion of the Administrative Director/CEO annual performance review, the Board approved a \$25,000 increase in compensation, effective August 26, 2024. All other terms and conditions in the Employment Agreement originally adopted on October 29, 2018, and in the first through fifth amendments are affirmed. This Sixth Amendment to the Employment Agreement affirms that action; however, the motion did not include authorization for the Board President to sign the employment agreement.

**This action authorizes the Board President to sign the Sixth Amendment to the AD/CEO's employment agreement.**

**CONTACT PERSON:** David Ritchie, District General Counsel

**ATTACHMENT(S):** Sixth Amendment to Administrative Director-CEO Agreement

**RECOMMENDED MOTION:** *I move the Board of Directors to authorize the Board President to sign the Sixth Amendment to the AD/CEO's employment agreement effective August 26, 2024.*

**ROLL CALL REQUIRED:** YES

<i><b>Motion Made By</b></i>	<i><b>Motion</b></i>	<i><b>Second</b></i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<i><b>Roll Call Vote</b></i>	<i><b>Aye</b></i>	<i><b>No</b></i>	<i><b>Abstain</b></i>	<i><b>Absent</b></i>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				

## Del Puerto Health Care District

### SIXTH AMENDMENT TO ADMINISTRATIVE DIRECTOR / CEO EMPLOYMENT AGREEMENT

This SIXTH AMENDMENT TO THE Administrative Director / CEO Employment Agreement ("Agreement") is made this 26th day of August, 2024, by and between the **Del Puerto Health Care District** (hereinafter referred to as the "DISTRICT") and **Karin Freese**, the Administrative Director / CEO (hereinafter referred to as "AD/CEO").

The terms and conditions included in the Agreement, pursuant to the requirements of Article 2.4, include that the parties shall meet to negotiate and undertake such modifications to adjust pay and benefits respectively, only through an executed extension to the Original Agreement.

Amendment to Article 2.1:

Article 2.1 of the Agreement is hereby amended to reflect an increase in the Base Salary level for the AD/CEO. The salary shall be increased by \$25,000.00 to \$219,307.69 annually. Such change is effective for the pay period that includes September 1, 2024 of the Health Care District by action on a duly agendized and noticed agenda item at the regularly scheduled board meeting of the District Board of Directors held on August 26, 2024.

The Director's salary shall thereafter, be payable in equal installments pursuant to the District's normal payroll practices.

Other than the changes expressly provided for in this SIXTH AMENDMENT TO THE ADMINISTRATIVE DIRECTOR / CEO EMPLOYMENT AGREEMENT, the remaining terms and conditions of the Employment Agreement effective August 26, 2024, as amended by the FIRST SECOND, THIRD, FOURTH and FIFTH AMENDMENT(S) TO ADMINISTRATIVE DIRECTOR / CEO Employment Agreement dated October 29, 2018, shall remain in full force and effect.

EXECUTION:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Anne Stokman  
Board President

By: \_\_\_\_\_

Karin Freese  
Administrative Director / CEO