

DEL PUERTO HEALTH CARE DISTRICT
875 E Street, Patterson, CA 95363
FINANCE MEETING
MINUTES March 20, 2023

- 1. Call to order/Attendance**

The meeting was called to order by Anne Stokman, Committee Chair, 8:00 AM

Other Board Members Present: Becky Campo, Committee Member

Staff Members Present: Karin Freese, Administrative Director/CEO; Maria Reyes-Palad, Financial Accounting Manager; Susie Benitez, Health Center Manager; and Danae Skinner, Administrative Staff Accountant; and Cheryle Pickle, Human Resources Manager (called in mid-meeting)
- 2. Public Participation** – there were no comments.
- 3. Acceptance of Agenda**

M/S/C Anne Stokman/Becky Campo to accept the agenda as presented.
- 4. Finance Report Review**
 - A. Review for Approval: November 28, 2022 Finance Meeting Minutes**

M/S/C Anne Stokman/Becky Campo to accept the minutes for November 28, 2022 as presented.
 - B. Review Financial Reports for January and February 2023**

Maria Reyes-Palad reviewed the Financial Reports for January and February 2023 and answered all questions regarding the reports. Page 6 and page 75 were reprinted for clarity and given to the committee for review.

M/S/C M/S/C Anne Stokman/Becky Campo to recommend to the Board to accept the January and February 2023 Financial Reports as presented.
 - C. Review for Recommendation January and February 2023 Warrants**

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

M/S/C Becky Campo/Anne Stokman to recommend to the Board to accept the Warrants as presented.
- 5. Old Business – None**
- 6. New Business**
 - A. FY22-23 Budget Mid-Year Revision**

Maria Reyes-Palad reviewed the Budget Mid-Year Revision and answered all questions. After much discussion regarding the projected budget impact of the Triennial Salaries Review (item 6.D below) being included in the Budget Mid-Year Revision, the committee decided to discuss the Triennial Salaries Review and the recommendations from that discussion would determine the impact on the Budget Mid-Year Revision to be presented to the Board.
 - B. Increase Asset Replacement Fund FY2022**

Karin Freese reviewed the resolution to Increase the Asset Replacement Fund and answered all questions regarding the resolution.

M/S/C Anne Stokman/Becky Campo to recommend to the Board to accept the Resolution as presented.
 - C. Increase Operation Reserve Proposal FY2023**

Karin Freese reviewed the resolution to Increase the Operation Reserve and answered all questions regarding the resolution.

M/S/C Stokman/Becky Campo to recommend to the Board to accept the Resolution as presented.
 - D. Triennial Salaries Review**

Karin Freese presented the Triennial Salaries Review information. Karin Freese explained that the District reviews hourly wages and salary ranges for all positions every 3 years and the hourly positions were updated April and December 2022 and now the salaried positions were being reviewed.

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Karin Freese explained that the Human Resources staff had researched the salary ranges for all the salaried positions. After much discussion Cheryle Pickle, Human Resources Manager, was called into the meeting to clarify the methodology used for the salary ranges. Cheryle Pickle explained that the District usually uses the salary information from other government Districts however the last three years have seen unprecedented salary shifts and the government information is two years old rendering it no longer accurate. To find accurate information several job listing sites were utilized along with public job listings by government entities of comparable size and job description.

After much discussion the committee decided to remove the CEO's salary from the review to be presented to the Board. The committee decided that all salary position rates should go to the Board except the CEO. The committee decided to wait until the CEO's annual review, in June 2023 to address the CEO salary rate issue. The committee asked for a copy of the Triennial Salary Review Policy and a possible policy revision to review salaries annually.

7. Accounting and Finance Manager Report

A. Asset Replacement Fund Update 2023

Maria Reyes-Palad reviewed the Asset Replacement Fund update and answered all questions regarding the report. The committee asked for it to be updated to include the new 2023 ambulance approved by the Board.

Information Only – No Action Taken.

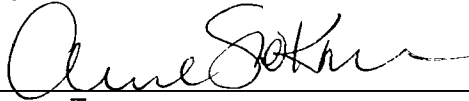
B. Set Schedule for Committee Review of Account Reconciliations

Anne Stokman reviewed the Account Reconciliations after the meeting.

8. Meeting adjourned – 9:42 AM

Next Meeting: TBA

Respectfully submitted,



Anne Stokman, Treasurer