



BOARD OF DIRECTORS BOARD OF DIRECTORS

Luis Avila, President  
Becky Campo, Vice-President  
Timothy Benefield, Secretary  
Anne Stokman, RN, Treasurer

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BOARD OF DIRECTORS MEETING MINUTES  
Monday, June 26, 2023 @ 6:00 pm

1. **Call to order** at 7:00 pm by President, Luis Avila
2. **Pledge of Allegiance**
3. **Roll Call**
  - Directors Present:** President, Luis Avila  
Vice President, Becky Campo  
Treasurer, Anne Stokman  
Secretary, Timothy Benefield
  - Directors Absent:** None
  - Staff Present:** CEO, Karin Freese  
Medical Director, Jose Rodriguez, MD  
Ambulance Director, Paul Willette  
Health Center Manager, Suzie Benitez  
Manager Clinical ED & QI, Jim Whitworth  
Clerk of the Board/HR Manager, Cheryle Pickle
  - District Legal Council:** Dave Ritchie, Cole Huber, LLP
  - Members of the Public:** none

*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."*
  - \*Accept Financial Report for the month ended Values: "Compassion – Commitment – Excellence"*
5. **Public Comment Period**

None
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 Stokman/Benefield
  - Ayes:** Directors Avila, Stokman, Campo, Benefield
  - Nays:** None
  - Abstain:** None
  - Motion: Passed**
8. **Consent Calendar\*** [Routine committee reports, minutes, and non-controversial items]
  - A. Approve Special Board Meeting Minutes, January 30, 2023
  - B. \*Approve Special Board Meeting Minutes May 22, 2023
  - C. \*Approve Special Board Meeting Minutes June 12, 2023



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

Directors Benefield/Campo

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

**Nays:** None

**Abstain:** None

**Motion: Passed**

**9. Regular Calendar\*** *[Members of the public may address the Board as the Board considers each item. Each speaker is allowed a maximum of five minutes.]*

**A.** No Items were moved from the consent calendar.

**B. Review Administrative Director/CEO Compensation & Contract**

The CEO's annual review was completed, and the list of FY 2022-23 accomplishments is included here. In April 2023, management salaries were adjusted for parity (i.e., equal compensation for individuals who perform similar work). Freese presented the 2023 salary survey for CEO positions in public entities with similar responsibilities, comparable budgets, and the approximate range of employees. Each board member was given time to express their recommendations. There was much discussion. Staff members present expressed how much they value Ms. Freese's leadership.

**M/S/C. To approve a Fifth Amendment to the CEO Employment Agreement made on June 26, 2017, with Karin Freese, with an annual salary of \$194,307.68, effective on July 01, 2023, and a one-time payment of \$ 10,409.88. All other terms and conditions of the above-referenced CEO Employment Agreement, including Amendments One through Four, remain in full-force and effect.**

Directors Stokman/Benefield

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

**Nays:** Campo

**Abstain:** None

**Motion: Passed - Roll Call Vote**

**C. Amendment to Medical Director's Contract – Other Employment**

Ms. Freese reviewed the proposed amendment to Dr. Rodriguez's contract to acknowledge his additional employment outside the district as a principal investigator for clinic research studies unrelated to DPHCD. Dr. Rodriguez shared that he is committed to his Del Puerto job. That he is happy to have his contract updated so that the Board is fully aware of his work with clinical research studies. Board members' questions and concerns were addressed. The board asked that the contract reflect clearly that the research would not take place on District property and that District resources would not be used.

**M/S/C: To accept the First Amendment to the 2019 Professional Services Agreement with Dr. Jose Rodriguez as presented with the addition that no research shall not be conducted on District property.**

Directors Stokman/Benefield

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

**Nays:** None

**Abstain:** None

**Motion: Passed**

**D. Adopt District Policy: Requests for Community Health Grants**



Ms. Freese presented the policy. The purpose of the policy is so that Del Puerto Health Care District can grant funds to support community health initiatives of public and non-profit organizations. Board members discussed, and all questions were answered.

**M/S/C: To adopt Policy #2150 Requests For Community Grants as presented.**  
Directors Campo/Benefield  
**Ayes:** Directors Avila, Campo, Benefield  
**Nays:** Stokman  
**Abstain:** None  
**Motion: Passed**

**E. Adopt District Policy: Acceptance of Donations to the District**

Ms. Freese presented the proposed policy #2152. The purpose is to memorialize how the Districts accept gifts, whose approval is required, and how in-kinds gifts are accounted for within district inventory. Questions were asked and answered.

**M/S/C: To adopt Policy #2152 Acceptance of Gifts to the District as presented.**  
Directors Stokman/Campo  
**Ayes:** Directors Avila, Campo, Stokman, Benefield  
**Nays:** None  
**Abstain:** None  
**Motion: Passed**

**F. Adopt District Policy: Incentives for Health Center Support Employees**

Ms. Freese presented the policy 3420 Health Center Support Staff Incentive Plan which has the Board oversight through the budgeting process. There was a discussion. While the budget process will determine the gross amount budgeted for Health Center Support Staff incentives, the board requested a guideline limit on individual awards. It was recommended that the individual award typically not exceed \$250.00.

**M/S/C: To adopt Policy #3420 Acceptance of Gifts to the District as amended. The typical award is not to exceed \$250.00.**  
Directors Benefield/Stokman  
**Ayes:** Directors Avila, Campo, Stokman, Benefield  
**Nays:** None  
**Abstain:** None  
**Motion: Passed**

**G. Establish an Ad-Hoc Committee for the Building Project RFP**

Board members Becky Campos and Luis Avila were appointed by Board President, Luis Avila, to the Ad-Hoc Committee for the Building Project RFP. The committee will include the CEO, the Ambulance Director, the Finance Manager, and the Construction Consultant to be hired by the District for additional support and experienced assistance to staff. Legal council will also be involved. The board decided they would like to have someone from the Health Center involved. It was decided that the Manager, Suzie Benitez, would also serve on the committee.

**10. Strategic Planning**

**A. Strengths, Opportunities, Aspirations, Results (SOAR) follow-up**

Ms. Freese wanted to allow any board member to express any concerns that they had at the Strategic Planning meeting that we did not have time to discuss. The only concern expressed at this time was to ensure district financial stability in planning the new building.



**11. Building Project**

**A. Conceptual Architectural Design**

The Board reviewed two exterior designs at the last meeting and gave their feedback to consolidate the external architectural features with the straight rooflines. Ms. Freese shared the new drawings after the Board's input had been incorporated into the design (attached). There was a discussion about primary care services being offered through this project, and it was pointed out that the ambulance provides medical care to the community on a daily basis. It was suggested that the project history and building use by square footage be presented to the board.

**B. Consultant Search Update**

Ms. Freese reported that she did speak with the Wipfli Building consulting team, and while the size and needs of our project were outside their scope, Wipfli is providing free assistance to the District to search for the right person(s) to recommend. It was discussed that a special meeting might be called regarding the building project.

**12. Verbal Reports**

**A. Employee Anniversaries & New Hires**

	June	Years
Ambulance	Eugene Beres	1
	Ricardo Guaydacan	4
	Lisa Rodriguez	4
	Bryan Santos	4
	Jim Whitworth	New
Health Center	Rebecca Barron-Gonzalez	New

- B. Del Puerto Hospital Foundation – Directors Stokman & Avila – No Report
- C. West Side Health Care Task Force – Director Benefield– No Report
- D. Legislative Update-Director Avila and Ms. Freese – in packet

**13. Written Reports – No questions were asked.**

- A. Ambulance – Director Paul Willette
- B. Health Center – Manager Suzie Benitez
- C. Administration – Administrative Director/CEO Karin Hennings

**14. Director Correspondence, Comments, Future Agenda Items**

There is a letter to Senator Padilla thanking him for supporting the District's federal budget request for the building project.

**15. Upcoming Regular Board and Standing Committee Meeting Dates Information**

Finance – Wed, Jul 26, 2023 @ 8:00 AM	Board – Mon, Jul 31, 2023 @ 6:00 PM
Finance – Wed, Aug 23, 2023 @ 8:00 AM	Board – Mon, Aug 28, 2023 @ 6:00 PM
Finance – Wed, Sep 20, 2023 @ 8:00 AM	Board - Mon, Sep 25, 2023 @ 6:00 PM

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**16. Adjourned at 8:54 pm**

Respectfully Submitted:

  
Timothy Benefield, Board Secretary

8/9/23  
Date Signed

