



BOARD OF DIRECTORS MEETING

August 31, 2020 @ 6:30 pm

Zoom Meeting

Board of Directors Minutes

1. Call to order @ 6:37 p.m.

2. Pledge of Allegiance

3. Board of Directors Roll Call.

Directors Present: President, Steve Pittson
Vice President, Dan Robinson
Treasurer, Anne Stokman
Secretary, Becky Campo
Director, George Galloway Mac Master

Directors Absent: None

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

District Legal Council: Dave Ritchie, Cole Huber, LLP

We have a Quorum

4. Reading of the Mission Statement

"The District's primary mission is to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while continuing to expand healthcare availability to the citizens of the Del Puerto Health Care District."

5. Public Comment Period

Present: None

6. Declarations of Conflict: There were no conflicts of interest.

7. Approval of Agenda:

Items 8.B, 8.F, 8.J, 8.K, and 8.L were requested to be pulled from the consent calendar.

M/S/C To accept the agenda with items 8.B, 8.F, 8.J, 8.K, and 8.L moved to the regular calendar. Director Campo / Director Stokman

Ayes: Directors Pittson, Robinson, Stokman, Campo, Mac Master

Nays: None

Abstain: None

Passed



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

- A. *Approve Board Meeting Minutes for June 29, 2020
- B. *(Moved to Regular Calendar)
- C. *Approve Emergency Finance Committee Meeting Minutes for June 17, 2020
- D. *Approve Finance Committee Meeting Minutes for June 24, 2020
- E. *Approve Finance Committee Meeting Minutes for July 22, 2020
- F. *(moved to Regular Calendar)
- G. *Approve Monthly Warrants for June 2020
- H. *Accept Month End Financials for July 2020
- I. *Approve Monthly Warrants for July 2020
- J. *(Moved to Regular Calendar)
- K. *(Moved to Regular Calendar)
- L. *(Moved to Regular Calendar)

M/S/C That the Board of Directors accept the Consent Calendar items 8.A, 8.C, 8.D, 8.E, 8.G, 8.H, 8.I. /Director Stokman / Director Robinson

Ayes: Directors Pittson, Robinson, Stokman, Campo, Mac Master

Nays: None

Abstain: None

Passed

9. Regular Calendar

** Any Consent calendar items moved to regular calendar*

A. (8.B) *Approve 2020 Conflict of Interest Biennial Notice with no amendments

There were questions regarding what the Conflict of Interest Biennial statement was. Ms. Hennings explained that this is a required statement that is mandatory statement we send to the Clerk of the Board of Supervisors every two years. There will be no changes. A copy of the Notice was not available in the packet, therefore: this item was tabled until a copy of the Notice can be included in the next board packet.

(8.F) *Accept Tentative Month/Fiscal Year End Financials for June 2020

This item was questioned because it was labeled "Tentative". Ms. Hennings explained that it was marked Tentative until the audit because there could be adjustments. It was decided that the board would wait to accept this after the audit when it was final.



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(8.J) *Adopt “Indirect Costs Policy”

An explanation of what the Indirect Cost entailed was requested. Ms. Hennings explained That in contracts such as the one with Sacramento State that we are going to enter into for the Community Assessment, there is a “indirect costs” amount which is added to the amount of direct costs quoted to cover things like the telephone system , the electricity, or the university administration that support the project. They have a standard 25% Indirect Cost. However, since we are a public agency, they will honor our policy for Indirect Cost. She shared examples of Bill Gates Foundation’s Indirect Cost policy is 15%. It was also stated that we will need to have a policy if we apply for grants in the future because the way most grants are structured, we will be able to collect indirect costs according to our policy. There was a discussion regarding what percentage to charge for the Indirect Costs.

M/S/C: Motion: When requested and substantiated, requests for indirect costs may be paid but are limited to the rate of 8.0% of the total budget.

/Director Stokman/Director Mac Master/

Ayes: Directors Pittson, Robinson, Stokman, Campo,
Mac Master

Nays: None

Abstains: None

Passed

(8.K) *Adopt “Operational Reserve” Transfer of Net Equity to Board Directed Reserve

Ms. Hennings reviewed the Proposed Resolution. She answered all questions explaining how the amount Was calculated.

M/S/C: Motion: To approve the Resolution that the Board of Directors direct the Administrative Director/CEO to make a Balance Sheet transfer of \$105,000 to the Equity: Operating Reserve account.

/Director Stokman/Director Robinson/

Ayes: Directors Pittson, Robinson, Stokman, Campo,
Mac Master

Nays: None

Abstains: None

Passed

(8.L) *Adopt “Asset Replacement Fund” Transfer of Net Equity to Board Directed Reserve

Ms. Henning explained the proposed Resolution. She explained how the amount was calculated. Questions Were answered.

M/S/C: Motion: To approve the Resolution that the Board of Directors direct the Administrative Director/CEO to make a



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Balance Sheet transfer of \$305,000. TO THE Equity: Asset Replacement Fund account.

/Director Stokman/Director Robinson/

Ayes: Directors Pittson, Robinson, Stokman, Campo,
Mac Master

Nays: None

Abstains: None

Passed

B. Capital Expenditure – IT Network Firewall

Ms. Hennings reviewed the quote with the Board Members. She explained that we will not be using one of the optional services that was included in the quote. The cost would be \$14,290. Ms. Hennings explained the \$750 monthly fee will be credited back in the other monthly charge so it will be Budget neutral. The firewalls are necessary to protect the District's sensitive information including patient's Personal information. This is an unbudgeted cost and it will be depreciated over three years. A question was raised if we should just accept this bid or put it out for bids. Discussion was had regarding the possible amount that could be saved by a competitive bid and the value in having coverage integrated by our current carrier that is responsible for al security of the IT system. It was decided that the accountability was worth more than any potential savings by having bids. The board requested that Datapath supply a new bid that reflects just the \$14,290 cost and not the optional service.

M/S/C: Motion: The Board of directors approve the Technology Capital Expenditure request up to\$14,290.

/Director Stokman/Director Pittson/

Ayes: Directors Pittson, Robinson, Stokman, Campo,Mac Master

Nays: None

Abstains: None

Passed

C. Declaration of Surplus Property – 1999 QRV

Mr. Willette explained that the vehicle is used mostly to shuttle equipment and personnel. (an example would be for an offsite CPR class. It is also used as a secondary QRV. The paint is in bad shape since the hospital fire when it suffered damage from the falling embers. The paint is completely gone and peeling. The paint would have to be resolved to continue using the vehicle. It is a 1999 model and it does not make sense to invest that kind of money into it.

M/S/C: Motion: To approve the Resolution that the Board of Directors declare the 1999 Ford Expedition QRV retired and surplus equipment and authorize the Administrative Director/CEO to dispose of it in accordance with all applicable rules and regulations

/Director Stokman/Director Robinson/



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Ayes: Directors Pittson, Robinson, Stokman, Campo,
 Mac Master

Nays: None

Abstains: None

Passed

- D. Proposal of Inaugural Membership in Stanislaus County Chapter of CSDA
 Ms. Hennings explained who the California Special District Association (CSDA) was and the type of services that they provide. They are starting a regional chapter in Stanislaus County. It was discussed that it would require Staff's time and that Ms. Hennings is already very busy. It was felt that Ms. Hennings time would be better spent with her current projects. It was decided at this time to pass on Membership in the Stanislaus Chapter at this time.

- E. Approve SEMSA Ambulance 5-year Contract for Billing Services
 Ms. Hennings explained that we have been in contract with SEMSA for the past five years. They have done a good job for the PDA. Their collection rate is higher than the collection rate that other local agencies have. They have worked with us on projects like the Sliding fee Scale. We were able to negotiate a reduced annual increase.

M/S/C: Motion: he Board of Directors authorize the Administrative Director/CEO to sign the proposed contract for Ambulance Billing Services with Sierra Medical Services Alliance (SEMSA).

/Director Stokman/Director Robinson/

Ayes: Directors Pittson, Robinson, Stokman, Campo, Mac Master

Nays: None

Abstains: None

Passed

10. Reports

A.	<u>Employee Anniversaries & New Hires</u>	<u>July & August</u>	<u>Years</u>
	Ambulance:	Aaron Drymon	1
		Brian Hanameyer	5
		Eddie Thompson	17
		Sean Mangskau	17
	Health Center:	Christine Cavanaugh	7
	Administration	None	

- B. District Wide Community Assessment – Director Stokman



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Director Stokman and Ms. Hennings have been working on this but there is no report at this time

- C. West Side Health Care Task Force - George Galloway Mac Master
Director Mac Master reported that the Task Force has been voting on a name for the next project but there have been no meetings.
- D. Ambulance – Paul Willette, Director of Ambulance Operations
Mr. Willette reviewed the reports for June and July. June was very busy. They had a record number of transports (181). July was another record setting month with 194 transports.
Mr. Willette went on to share that the PDA is part of a Mutual Aid Response team for the SCU fire. They have provided a unit for the past 10 – 11 days (24 hours) and they will be there for the duration of the fire.
- E. Health Center - Suzie Benitez, Health Center Manager
Ms. Benitez reviewed the report for July. They have been working on the Telehealth appointments. There have been increases in the number of telehealth appointments. Last month we had 110 telehealth visits.
The marketing ads started in July. The ads are on the website.
- F. Administration – Karin Hennings, Administrative Director / CEO
Ms. Hennings stated that the District is getting ready for the audit. Not sure whether it will be all virtual or in person.

Health and Human Services Federal Care provided funds due to the Covid-19 crisis. There will be an accounting of how the funds were spent. We do not have the details at this time. There may be an additional audit.

The Health Center is preparing for the start date of the new EHR system. They are spending 4-8 hours a week doing training. Susie is utilizing the rooms that Stanislaus Cardiology uses as a place for the staff to spend time concentrating on the training. They have assigned times in the rooms to train on the computers. The new system will be able to text and message our patients.

The Human Resources department did Stay Interviews with the Health Center Staff. The report was reviewed.

11. Director Correspondence, Comments, Future Agenda Items
None

Information



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12. Upcoming Regular Board and Standing Committee Meeting Dates

Finance – Wednesday, September 23, 2020	Board – Monday, September 28, 2020
Finance – Wednesday, October 21, 2020	Board – Monday, October 26, 2020
Finance – Wednesday, November 25, 2020	Board – Monday, November 30, 2020

Adjourn to Closed Session @ 8:00 pm

13. **Closed Session** [Board of Directors may recess to closed session for discussion of certain matters as legally permitted. Any action taken shall be reported in open session.]

14.

A. Gov't Code § 54956.9(b) Conference with Legal Counsel – Anticipated litigation or significant exposure to litigation: One (1) potential case.

A. **Reconvene to Open Session – Report of Closed Session @ 8:49 pm**

Direction was given to staff. No reportable action

B. **Adjourn @8:50 pm**

Respectfully Submitted by:

Becky Campo, Board Secretary

