

**BOARD OF DIRECTORS**

Steve Pittson, DC, President
 Becky Campo, Vice-President
 Luis Avila, Secretary
 Anne Stokman, RN, Treasurer
 Gallo Mac Master, Board Member

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

BOARD OF DIRECTORS REGULAR MEETING

July 26, 2021 @ 6:30 pm

To be Held In Person ~ 1700 Keystone Pacific Parkway, Bldg B, Conference Room, Patterson

You can join on your computer and/or call in.

Screen share at <https://us02web.zoom.us/j/4792915693?pwd=VGVuSUVTbGVrdzErdTZlQnh5WVZtUT09>

If you are unable to join via computer, or do not have speakers or a microphone on your computer, you can dial in for audio.

Call (669) 900-6833 and enter ID 479 291 5693. The meeting password is DelPuerto

Note that everyone will be muted by default.

If you would like to speak during the public comment portion of the meeting, you have the following options:

Online – raise your hand or use the Chat options.

Phone – press *9 to raise your hand, *6 to send a request to be unmuted to submit comments

The Del Puerto Health Care District welcomes you to this meeting, which is regularly held the last Monday of each month, and your interest is encouraged and appreciated.

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 taking action 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 or, depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Public comments must be addressed to the board as a whole 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 item is announced by the Board President. 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 of time.

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-meeting-agendas>.

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-meeting-agendas>.

NOTICE REGARDING NON-ENGLISH SPEAKERS: Board of Director meetings are conducted in English and translation to other languages is not provided. Please make arrangements 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.

Del Puerto Health Care District Board of Directors

July 26, 2021

Regular Meeting Agenda

Page 2 of 3

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
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** *[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 matters that are list on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of five minutes. Board members may not comment or acting on items not on the agenda.]*
6. **Declarations of Conflict** *[Board members disclose any conflicts of interest with agenda items]*
7. **Approval of Agenda** **Action**
*[*Directors may request any consent calendar item be moved to regular calendar or change the order of the agenda items.]*
8. **Consent Calendar*** *[Routine committee reports, minutes, and non-controversial items]* **Action**
 - A. * Approve June 28, 2021 Board Meeting Minutes
 - B. * Approve May 19 Finance Committee Meeting Minutes
 - C. * Review and Approve Finance Report and Warrants for May 2021
 - D. * Finance Policies - Triennial Review
 - E. * Finance Report and Warrants for June 2021
9. **Regular Calendar**
 - A. **Any Consent calendar items moved to regular calendar* **Action**
 - B. Public Hearing #1 – Election Districting **Action**
 - C. Approve FY 2021-22 Budget FINAL **Action**
 - D. AD/CEO Amendment to Employment Agreement and Compensation-Resolution 2021-07 **Action**
 - E. 875 E Street Building Project (Administration and Ambulance Operations) Information
10. **Reports**
 - A. Employee Anniversaries & New Hires

	<u>June/July</u>	<u>Years</u>
Ambulance:	Ricardo Guaydacan, Jr.	2
	Kevin Hurd	2
	Lisa Rodriguez	2
	Bryan Santos	2
	Brian Hannameyer	6
	Earlene "Brianne" Silva	12
	Eddie Thompson	18
 - B. District Wide Community Assessment – Director Stokman
 - C. West Side Health Care Task Force – Director Mac Master
 - D. Legislative Advocacy Committee – Director Avila and Campo
 - E. Ambulance – Director, Paul Willette
 - F. Health Center – Manager, Suzie Benitez
 - G. Administration – Administrative Director/CEO, Karin Hennings
11. **Board Governance Education Session**
 - A. Community Engagement Discussion
 - B. Governance vs. Management Discussion



BOARD OF DIRECTORS MEETING

June 28, 2021 @ 6:30 pm

1700 Keystone Pacific Parkway, Unit C
Patterson, CA 95363 and Via Zoom

Board of Directors Minutes

1. **Call to order** @ 6:32 by President Steve Pittson

2. **Pledge of Allegiance**

3. **Board of Directors Roll Call**

Directors Present: President, Steve Pittson
Vice President, Becky Campo
Secretary, Luis Avila via Zoom
Treasurer, Anne Stokman
Director, George Galloway Mac Masters

Directors Absent: None

Staff Present: Administrative Director/CEO, Karin Hennings
Ambulance Director, Paul Willette
Health Center Manager, Suzie Benitez
Accounting Finance Manager, Maria Reyes-Palad
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: City of Patterson Staff (Ken Irwin, David James and Fernando Ayala)

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

7. **Approval of Agenda:**

M/S/C To accept the agenda. Director Stokman / Director Campo

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

Nays: None

Abstain: None

Passed

8. **Presentation – City of Patterson Planning Department – Building Grow**

Ken Irwin, David James, and Fernando Ayala from the City of Patterson Planning Department delivered a presentation to educate the board on the building process, estimated times for approvals, and estimated fees. Mr. Irwin stated that the city had seen and liked the preliminary presentation and concept.



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June 28, 2021 @ 6:30 pm

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Board of Directors Minutes

The slide presentation is attached.

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

- A. * Approve May 24, 2021 Board Meeting Minutes
- ~~B. * Approve May 19 Finance Committee Meeting Minutes~~
- C. * Health Center Sliding Fee Scale Program Policy Update
- ~~D. * Finance Policy Updates~~
- ~~E. * Review and Approve Finance Report and Warrants for May 2021~~

M/S/C That the Board of Directors accept the Consent Calendar Items A and C. /Director Stokman / Director Mac Master

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

Nays: None

Abstains: None

Passed

10. **Regular Calendar**

- A. **Any Consent calendar items moved to regular calendar.*
- B. CA Ambulance Association Stars of Life Nomination – Brandon Cousins
Mr. Willette explained that the Stars of Life is an award that is given by the California Ambulance Association at the end of August to EMS personnel that have been involved in saving a life or other acts of rescue. The award is also given to those who are community minded. We would like to recommend Brandon Cousins for the award. He has been employed with PDA since 2014.
MS. Hennings read the recommended Resolution of Recognition and Appreciation.

M/S/C That the Board of Directors pass the Resolution of Recognition and Appreciation to Brandon Cousins. /Director Stokman / Director Campo

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

Nays: None

Abstains: None

Passed

C. Review and Approve NDC Proposal for Election Districting Services

Ms. Hennings stated that we had received a demand letter alleging our district was not represented according to the California Voting Rights Act. We previously had a discussion in October when we discussed the need to hire a company to make recommendations on dividing the District into equally represented areas. She has spoke with the National Demographics Corporation or NDC and they have provided a proposal (in packet) to do the necessary study and hold the necessary Public Hearings to



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Board of Directors Minutes

complete this task. We calculated the time needed to have everything done before the next election and decided that we would need to have the first Public Hearing in July 2021.

Ms. Hennings explained that the request is to cover the \$25,000 for NDC's study and mapping consulting fees and the additional \$35,000 is for the legal fee to the petitioning attorney as mandated by law.

M/S/C That the Board of Directors accept the proposal by the National Demographics Corporation and approve up to \$60,000 to be budgeted. /Director Stokman / Director Avila

Ayes: Directors Pittson, Campo, Avila, Stokman

Nays: Director Mac Master

Abstains: None

Passed by 4-1 by roll call vote.

D. Review and Approve FY 2021-22 Budget

Ms. Hennings reviewed the Budget Summary. She stated that the finance committee had reviewed the Budget. She asked if there were any questions on the narrative portion of the budget. There was none. She reviewed the income. There were no questions. She reviewed the expenses. There were no questions. She asked if there were questions on the Synopsis of the Budget.

There was a question about the LCSW and the funding that was received and if it was included in the budget. This funding is still with the Foundation and will be allocated to the District on a month to month basis.

The budget will be reviewed in December/January. There were no more questions.

M/S/C That the Board of Directors accept the FY 2021-22 Operating Budget. /Director Pittson / Director Mac Master

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

Nays: None

Abstains: None

Passed by roll call vote.

~~**E. Review and Approve FY 2021-22 Capital Expenditure Budget**~~

F. Health Center Incentive Proposal

Ms. Hennings explained that while receiving incentives is never guaranteed Administration recommends a one-time performance incentive to be paid to current Health staff to encourage future efforts to meet Payer Performance Measures. Each year Health Plan of San Joaquin monetarily incentivizes providers to reach specific HEDIS and utilization measures for its members. We would like to incentivize good performance of all employees of the Health Center and encourage continued good HEDIS measures reporting because it ultimately provides a substantial public benefit.

The Health Center received \$226,635. Incentives are not included in the annual budget. We are proposing approximately a 6% incentive distribution to Health Center staff.



BOARD OF DIRECTORS MEETING

June 28, 2021 @ 6:30 pm

1700 Keystone Pacific Parkway, Unit C
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Board of Directors Minutes

M/S/C That the Board of Directors approve a one-time payment to Health Center employees based on 6% of the CY 2020 HEDIS and utilization measures incentive payments totaling \$226,635 /Director Campo / Director Pittson
Ayes: Directors Pittson, Campo, Avila, Stokman, Mac Master
Nays: None
Abstains: None
Passed by roll call vote.

Adjourned to Closed Session @ 7:33 p.m.

11. **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.]*

- A. Gov't Code § 54956.9(b) Conference with Legal Counsel – Anticipated litigation or significant exposure to litigation: One (1) potential case
- B. Gov't Code section 54957: Public Employment Employee Performance Evaluation
Title: Administrative Director / CEO

12. **Reconvene to Open Session – @ 8:52 Report of Closed Session**

No reportable items. Instructions given to staff.

13. **Regular Calendar (continued)**

Director Pittson announced the remaining agenda would be continued until next month's meeting.

Ms. Hennings did share the slide of the new Physician Assistant, Corina Clark, PA. And she reported that \$100,000 was received towards Covid Expenses.

It was requested that at the next meeting the HQ/AMB OPS building plans be reviewed with the Board to bring new members up to speed on the plans.

14. **Adjourn * 8:59 pm**

M/S/C That the Board of Directors adjourn the meeting
/Director Campo / Director Stokman
Ayes: Directors Pittson, Campo, Avila, Stokman, Mac Master
Nays: None
Abstains: None
Passed

**DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
SPECIAL FINANCE MEETING
MINUTES June 28, 2021**

1. **Call to order/Attendance**
The meeting was called to order by Anne Stokman, Committee Chair, 4:11 PM
Other Board Members Present: Becky Campo, Committee Member
Staff Members Present: Karin Hennings, Administrative Director/CEO; Maria Reyes-Palad, Financial Accounting Manager; Paul Willette, Ambulance Director; and Danae Skinner, Administrative Staff Accountant
2. **Public Participation – NONE**
3. **Acceptance of Agenda**
M/S/C Becky Campo/Anne Stokman to accept the agenda with items 6A and 6D tabled until the next meeting.
4. **Finance Report Review**
 - A. Review for Approval: May 19, 2021 Finance Meeting Minutes
M/S/C Anne Stokman/Becky Campo to accept the minutes for May 19, 2021 as presented.
 - B. Review Financial Reports for May 2021
Maria Reyes-Palad reviewed the reports and answered all questions regarding the Financial Reports.
M/S/C Anne Stokman/Becky Campo to recommend to the Board to accept the Financial Reports as presented.
 - C. Review for Recommendation May 2021 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**
 - A. FY 2021-22 Operating Budget – 2nd Draft
Karin Hennings reviewed the report and answered all questions regarding the Budget.
M/S/C Becky Campo/Anne Stokman to recommend to the Board to accept the FY 2021-22 Operating Budget as presented.
6. **New Business**
 - A. FY 2021-22 Capital Expense Budget – 1st Draft.
Tabled until next meeting – No action taken.
 - B. Health Center Incentive Proposal
Karin Hennings reviewed the report and answered all questions regarding the Health Center Incentive Proposal.
M/S/C Becky Campo/Anne Stokman to recommend to the Board to accept the Health Center Incentive Proposal as presented.

**DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
SPECIAL FINANCE MEETING
MINUTES June 28, 2021**

- C. Health Center Sliding Scale "Fixed" Fee Proposal
Karin Hennings reviewed the report and answered all questions regarding the Health Center Sliding Scale "Fixed" Fee Proposal.
M/S/C Anne Stokman/Becky Campo to recommend to the Board to accept the Health Center Sliding Scale "Fixed" Fee Proposal as presented
- D. Triennial Finance Policies Review
Tabled until next meeting – No action taken.

7. Accounting and Finance Manager Report

- A. Update on Grant and Stimulus Monies Received
 - COVID-19 Summary and Details
 - Telehealth Grant Balance as of January 2021
Information Only – No Action Taken
- B. COVID-Vaccine POD Details
Information Only – No Action Taken
- C. Set Schedule for Committee Review of Account Reconciliations
Anne Stokman reviewed the Account Reconciliations.

A Special Finance Committee meeting will be held July 14, 2021 at 3:00 PM to address items 6.A and 6.D

Meeting adjourned – 4:40 PM

Respectfully submitted,



Anne Stokman, Treasurer

Del Puerto Health Care District
Balance Sheet
As of May 31, 2021

		%	%			
	May 31, 21	Apr 30, 21	Change	May 31, 20	Change	Notes
ASSETS						
Current Assets						
Total Checking/Savings	3,067,887	2,493,696	23%	3,444,004	(11%)	
Total Accounts Receivable	388,330	641,975	(40%)	507,483	(23%)	
Total Other Current Assets	(53,203)	487,765	(111%)	(86,444)	38%	
Total Current Assets	3,403,014	3,623,436	(6%)	3,865,043	(12%)	
Fixed Assets						
Total 151.000 · Capital assets	5,190,377	5,194,131	(0%)	5,417,088	(4%)	
Total Fixed Assets	5,190,377	5,194,131	(0%)	5,417,088	(4%)	
TOTAL ASSETS	8,593,391	8,817,567	(3%)	9,282,131	(7%)	
LIABILITIES & EQUITY						
Liabilities						
Total Current Liabilities	349,142	408,583	(15%)	542,018	(36%)	
Total Long Term Liabilities	2,177,645	2,187,770	(0%)	2,568,181	(15%)	
Total Liabilities	2,526,787	2,596,353	(3%)	3,110,199	(19%)	
Equity						
350.000 · Unrestricted Assets	1,108,223	1,086,586	2%	1,064,994	4%	
Total 360.000 · Assigned Fund Balance	2,260,417	2,282,054	(1%)	1,882,357	20%	
Total 370.000 · Restricted Fund Balance	240,524	240,524		226,440	6%	
390.000 · Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762		
Net Income	(35,318)	119,288	(130%)	505,380	(107%)	YTD overall result
Total Equity	6,066,608	6,221,214	(2%)	6,171,933	(2%)	
TOTAL LIABILITIES & EQUITY	8,593,395	8,817,567	(3%)	9,282,132	(7%)	

Operating Acct	
Month End Cash Balance	3,067,887
101.015 - TCB - Keystone C 8641	(104,065)
103.100 - TCB - USDA Debt Reserve 7237	(122,885)
370.0.10 - Mitigation Fees	(119,804)
360.030 - Asset Replacement Fund	(844,417)
AP & Payroll Liability	(252,031)
UNENCUMBERED CASH	1,624,685
Percent of Operating Cash Reserve Goal	115%
360.070 - Operating Cash Reserve	1,416,000

Del Puerto Health Care District
YTD by Class
July 2020 through May 2021

	Total 00 Tax Revenue			Total 01 DPHCD			Total 02 Patterson District Ambulan			Total 03 Del Puerto Health Center			Total 06 Keystone Bldg C			TOTAL		
	Jul '20 - May 21	Budget	% of Budget	Jul '20 - May 21	Budget	% of Budget	Jul '20 - May 21	Budget	% of Budget	Jul '20 - May 21	Budget	% of Budget	Jul '20 - May 21	Budget	% of Budget	Jul '20 - May 21	Budget	% of Budget
Ordinary Income/Expense																		
Income																		
401.000 · Gross Patient Service Revenue							8,214,328	7,732,083	106%	1,947,420	2,021,271	96%				10,161,748	9,753,354	104%
401.021 · Del Puerto Health Center																		
403.000 · Adjustments							(5,592,483)	(5,174,019)	108%	(701,082)	(146,347)	479%				(6,293,565)	(5,320,366)	118%
405.000 · Bad Debt							(755,747)	(561,241)	135%	8,195		100%				(747,552)	(561,241)	133%
407.000 · Other Income				1,988	1,833	108%	84,454	32,017	264%	350,362	166,615	210%				436,804	200,465	218%
Total Income				1,988	1,833	108%	1,950,552	2,028,840	96%	1,604,896	2,041,540	79%				3,557,436	4,072,213	87%
Gross Profit				1,988	1,833	108%	1,950,552	2,028,840	96%	1,604,896	2,041,540	79%				3,557,436	4,072,213	87%
Expense																		
601.000 · Salaries & Wages				395,548	391,133	101%	1,092,193	1,010,018	108%	775,398	1,010,591	77%				2,263,139	2,411,742	94%
602.000 · Employee Benefits				110,089	116,477	95%	261,572	288,358	91%	247,021	323,738	76%				618,682	728,573	85%
603.000 · Professional Fees				44,578	86,500	52%	14,179	9,330	152%	607,973	658,181	92%				666,730	754,011	88%
604.000 · Purchased Services				10,530	9,970	106%	197,326	185,067	107%	204,659	269,692	76%				412,515	464,729	89%
605.000 · Supplies				6,544	8,633	76%	95,199	84,883	112%	68,726	84,654	81%				170,469	178,170	96%
606.000 · Utilities				6,897	7,058	98%	16,123	17,692	91%	38,019	39,517	96%				61,039	64,267	95%
607.000 · Rental and Lease				4,006	4,538	88%	347	367	95%	4,961	5,360	93%				9,314	10,265	91%
608.000 · Insurance Coverages				31,286	30,586	102%	160,294	162,929	98%	109,412	106,318	103%				300,992	299,833	100%
609.000 · Maintenance & Repairs				2,557	2,842	90%	57,143	79,108	72%	19,829	25,250	79%				79,529	107,200	74%
610.000 · Depreciation and Amortization				9,328	8,811	106%	144,486	143,850	100%	68,617	66,270	104%	43,685	44,000	99%	266,116	262,931	101%
611.000 · Other operating expenses	22,782	20,000	114%	49,964	61,954	81%	148,343	155,731	95%	88,875	71,344	125%				309,964	309,029	100%
Total Expense	22,782	20,000	114%	671,327	728,502	92%	2,187,203	2,137,334	102%	2,233,490	2,660,915	84%	43,685	44,000	99%	5,158,487	5,590,751	92%
Net Ordinary Income	(22,782)	(20,000)	114%	(669,339)	(726,669)	92%	(236,652)	(108,494)	218%	(628,595)	(619,375)	101%	(43,685)	(44,000)	99%	(1,601,053)	(1,518,538)	105%
Other Income/Expense																		
Other Income																		
701.000 · District Tax Revenues	1,290,158	1,301,667	99%				221,366	222,750	99%							1,511,524	1,524,417	99%
702.000 · Impact Mitigation Fees																		
703.000 · Investment Income				6,516	12,250	53%	0			0		100%				6,516	12,250	53%
704.000 · Interest Expense										(55,002)	(55,000)	100%	(32,378)	(39,417)	82%	(87,380)	(94,417)	93%
705.000 · Tenant Revenue										6,600	6,600	100%	124,843	119,827	104%	131,443	126,427	104%
710.000 · Misc Other Income							6,800		100%	5,608	6,500	86%				12,408	6,500	191%
Total Other Income	1,290,158	1,301,667	99%	6,516	12,250	53%	228,167	222,750	102%	(42,794)	(41,900)	102%	92,465	80,410	115%	1,574,512	1,575,177	100%
Other Expense																		
802.000 · Keystone District Expense													8,779	7,532	117%	8,779	7,532	117%
810.000 · Misc Other Expense																		
Total Other Expense													8,779	7,532	117%	8,779	7,532	117%
Net Other Income	1,290,158	1,301,667	99%	6,516	12,250	53%	228,167	222,750	102%	(42,794)	(41,900)	102%	83,686	72,878	115%	1,565,733	1,567,645	100%
Net Income	1,267,376	1,281,667	99%	(662,823)	(714,419)	93%	(8,485)	114,256	(7%)	(671,388)	(661,275)	102%	40,001	28,878	139%	(35,319)	49,107	(72%)

Del Puerto Health Care District
Warrants by Bank Account
May 2021

Type	Date	Num	Name	Credit	Notes
101.000			Cash and cash equivalents		
101.010			Tri Counties Bank		
101.011			TCB-Operating Checking 1739		
Check	05/31/2021			50.00	
Check	05/15/2021	eft	USDA Rural Development Loan-EFT	10,060.00	
Bill Pmt -Check	05/03/2021	EFT	U.S. Bank Equipment Finance - EFT	126.27	
Check	05/10/2021	EFT	Umpqua Bank	11,289.43	
Bill Pmt -Check	05/12/2021	EFT	City Of Patterson-H2O, sewer, garbage	419.26	
Bill Pmt -Check	05/21/2021	EFT	Athena Health, Inc.	6,843.00	
Bill Pmt -Check	05/21/2021	EFT	U.S. Bank Equipment Finance - EFT	126.27	
Bill Pmt -Check	05/03/2021	30057	Barton Overhead Door	1,275.00	
Bill Pmt -Check	05/03/2021	30058	Bound Tree Medical LLC	2,462.30	
Bill Pmt -Check	05/03/2021	30059	Greenway Health	91.35	
Bill Pmt -Check	05/03/2021	30060	Life-Assist	1,783.48	
Bill Pmt -Check	05/03/2021	30061	McKesson Medical Surgical Inc.	146.33	
Bill Pmt -Check	05/03/2021	30062	MD - Rodriguez, Jose	35,333.33	
Bill Pmt -Check	05/03/2021	30063	Mission Linen Supply	473.98	
Bill Pmt -Check	05/03/2021	30064	MO-CAL Office Solutions	1,870.26	
Bill Pmt -Check	05/03/2021	30065	PG&E	154.26	
Bill Pmt -Check	05/03/2021	30066	Staples Advantage	455.74	
Bill Pmt -Check	05/03/2021	30067	Verizon Wireless	247.28	
Bill Pmt -Check	05/10/2021	30068	MD - Okpara, Susan	8,857.84	
Bill Pmt -Check	05/10/2021	30069	MD - Okpara, Susan	4,159.04	
Check	05/12/2021	30070	REFUND - Ambulance:REFUND - Anthem Blue	4,212.80	
Check	05/12/2021	30071	REFUND - Ambulance:REFUND - Blue Shield	4,535.00	
Check	05/12/2021	30072	REFUND - Ambulance:REFUND - Craven, Mel	222.28	
Check	05/12/2021	30073	REFUND - Ambulance:REFUND - Vital, Guada	250.00	
Check	05/12/2021	30074	REFUND - Ambulance:REFUND - Loder, Greg	325.00	
Check	05/12/2021	30075	REFUND - Ambulance:REFUND - Vandewark,	588.67	
Bill Pmt -Check	05/12/2021	30076	ADT / Protection One	251.11	
Bill Pmt -Check	05/12/2021	30077	Airgas USA, LLC	379.60	
Bill Pmt -Check	05/12/2021	30078	Amazon	3,176.82	
Bill Pmt -Check	05/12/2021	30079	AMR-American Medical Response	7,192.56	
Bill Pmt -Check	05/12/2021	30080	AMS Software Inc.	181.00	
Bill Pmt -Check	05/12/2021	30081	BICSEC Security, Inc	25.00	
Bill Pmt -Check	05/12/2021	30082	Bound Tree Medical LLC	26.71	
Bill Pmt -Check	05/12/2021	30083	CDC - Cheryle Duncan Consulting	150.00	
Bill Pmt -Check	05/12/2021	30084	City Of Patterson-H2O, sewer, garbage	464.66	
Bill Pmt -Check	05/12/2021	30085	Cole Huber (Cota Cole)	1,548.00	
Bill Pmt -Check	05/12/2021	30086	Comcast - Other	100.37	
Bill Pmt -Check	05/12/2021	30087	Crescent Work & Outdoor #1	108.64	
Bill Pmt -Check	05/12/2021	30088	Data Path, Inc	8,334.16	
Bill Pmt -Check	05/12/2021	30089	DeHart Plumbing Heating & Air Inc	838.00	
Bill Pmt -Check	05/12/2021	30090	GreenWorks Janitorial Services	4,145.00	
Bill Pmt -Check	05/12/2021	30091	Hospitalists of Modesto Medical Group	385.39	
Bill Pmt -Check	05/12/2021	30092	Language Line	100.00	
Bill Pmt -Check	05/12/2021	30093	Life-Assist	932.66	
Bill Pmt -Check	05/12/2021	30094	Malm Fagundes LLP	188.00	
Bill Pmt -Check	05/12/2021	30095	McAuley Ford	870.14	
Bill Pmt -Check	05/12/2021	30096	McKesson Medical Surgical Inc.	3,592.36	
Bill Pmt -Check	05/12/2021	30097	MedTech Billing Services, Inc	7,001.37	
Bill Pmt -Check	05/12/2021	30098	Mission Linen Supply	459.58	
Bill Pmt -Check	05/12/2021	30099	Pacific Records Management	248.14	
Bill Pmt -Check	05/12/2021	30100	Patterson Irrigator	30.00	
Bill Pmt -Check	05/12/2021	30101	Paul Oil Co., Inc.	2,762.87	
Bill Pmt -Check	05/12/2021	30102	Physicians Service Bureau	298.35	

Del Puerto Health Care District
Warrants by Bank Account
May 2021

Type	Date	Num	Name	Credit	Notes
Bill Pmt -Check	05/12/2021	30103	ReadyRefresh by Nestle	92.59	
Bill Pmt -Check	05/12/2021	30104	Sanofi Pasteur, Inc	779.43	
Bill Pmt -Check	05/12/2021	30105	Stericycle	708.75	
Bill Pmt -Check	05/12/2021	30106	Streamline/Digital Deployment	200.00	
Bill Pmt -Check	05/12/2021	30107	Teleflex / Arrow	2,408.75	
Bill Pmt -Check	05/12/2021	30108	Terminix	193.00	
Bill Pmt -Check	05/12/2021	30109	TID Turlock Irrigation District +06	1,041.88	
Bill Pmt -Check	05/12/2021	30110	TSL Target Solutions Learning, LLC	5,186.50	
Bill Pmt -Check	05/12/2021	30111	Westside Landscape & Concrete	292.50	
Bill Pmt -Check	05/12/2021	30112	WIPFLi LLP	8,763.00	
Bill Pmt -Check	05/12/2021	30113	Workbench True Value Hdwe.	21.56	
Check	05/21/2021	30114	REFUNDS - Health Center:HC - HPSJ	380.02	
Check	05/21/2021	30115	REFUNDS - Health Center:HC - Health Net of (33.11	
Check	05/21/2021	30116	REFUNDS - Health Center:HC - Caremore	109.15	
Check	05/21/2021	30117	REFUNDS - Health Center:HC - Maya, Beatriz	5.00	
Check	05/21/2021	30118	REFUNDS - Health Center:HC - Caranza, Naye	9.97	
Check	05/21/2021	30119	REFUNDS - Health Center:HC - Diaz, Ciera	35.00	
Check	05/21/2021	30120	REFUNDS - Health Center:HC - Garcia-Martine	26.00	
Check	05/21/2021	30121	REFUNDS - Health Center:HC - Gonzales, Dav	40.00	
Check	05/21/2021	30122	REFUNDS - Health Center:HC - Jaime, Rosari	10.00	
Check	05/21/2021	30123	REFUNDS - Health Center:HC - Jara, Maria	35.00	
Check	05/21/2021	30124	REFUNDS - Health Center:HC - Sanchez, Sopl	20.00	
Check	05/21/2021	30125	REFUNDS - Health Center:HC - Sotelo, Monic	15.00	
Check	05/21/2021	30126	REFUNDS - Health Center:HC - Sweetwater, V	15.00	
Check	05/21/2021	30127	REFUNDS - Health Center:HC - Ventura Rios,	15.00	
Check	05/21/2021	30128	REFUNDS - Health Center:HC - Leyva, Emili	20.00	
Bill Pmt -Check	05/21/2021	30129	A West Side Self Storage	228.60	
Bill Pmt -Check	05/21/2021	30130	Airgas USA, LLC	65.71	
Bill Pmt -Check	05/21/2021	30131	Amazon	63.02	
Bill Pmt -Check	05/21/2021	30132	Beta Healthcare - Workers Comp	5,119.00	
Bill Pmt -Check	05/21/2021	30133	Beta Healthcare Group	17,279.67	
Bill Pmt -Check	05/21/2021	30134	Bound Tree Medical LLC	1,337.32	
Bill Pmt -Check	05/21/2021	30135	CA Occupational Physicians	271.00	
Bill Pmt -Check	05/21/2021	30136	Comcast - Other	185.50	
Bill Pmt -Check	05/21/2021	30137	Comcast Business Voice Edge	2,040.93	
Bill Pmt -Check	05/21/2021	30138	Data Path, Inc	1,633.34	
Bill Pmt -Check	05/21/2021	30139	Delta Wireless	326.27	
Bill Pmt -Check	05/21/2021	30140	Frontier-3755	207.72	
Bill Pmt -Check	05/21/2021	30141	Frontier - HC 8639	197.70	
Bill Pmt -Check	05/21/2021	30142	Greenway Health	962.77	
Bill Pmt -Check	05/21/2021	30143	Life-Assist	1,422.98	
Bill Pmt -Check	05/21/2021	30144	McKesson Medical Surgical Inc.	146.33	
Bill Pmt -Check	05/21/2021	30145	Mid Valley IT	360.00	
Bill Pmt -Check	05/21/2021	30146	Mission Linen Supply	459.58	
Bill Pmt -Check	05/21/2021	30147	MO-CAL Office Solutions	672.18	
Bill Pmt -Check	05/21/2021	30148	Modesto Rotary Club	701.00	
Bill Pmt -Check	05/21/2021	30149	NextGen Healthcare, Inc	510.77	
Bill Pmt -Check	05/21/2021	30150	Paul Oil Co., Inc.	2,565.39	
Bill Pmt -Check	05/21/2021	30151	SEMSA Sierra Medical Services Alliance	16,120.72	Mar & April
Bill Pmt -Check	05/21/2021	30152	Shred-it US JV LLC	1,228.75	
Bill Pmt -Check	05/21/2021	30153	Stryker Sales Corporation	175.10	
Bill Pmt -Check	05/21/2021	30154	West Side Storage Baldwin	187.20	
Bill Pmt -Check	05/21/2021	30155	Zoll	649.70	
Bill Pmt -Check	05/26/2021	30156	MD - Okpara, Susan	8,318.08	
Bill Pmt -Check	05/27/2021	30157	Amazon	21.56	
Bill Pmt -Check	05/27/2021	30158	Bound Tree Medical LLC	421.18	

Del Puerto Health Care District
Warrants by Bank Account
May 2021

Type	Date	Num	Name	Credit	Notes
Bill Pmt -Check	05/27/2021	30159	GreenWorks Janitorial Services	4,096.00	
Bill Pmt -Check	05/27/2021	30160	Life-Assist	428.15	
Bill Pmt -Check	05/27/2021	30161	MD - Rodriguez, Jose	35,333.33	Pay early due to holiday
Bill Pmt -Check	05/27/2021	30162	MO-CAL Office Solutions	6,720.52	Copier purchase
Bill Pmt -Check	05/27/2021	30163	PG&E	71.03	
Bill Pmt -Check	05/27/2021	30164	Staples Advantage	84.44	
Bill Pmt -Check	05/27/2021	30165	Terminix	60.00	
Bill Pmt -Check	05/27/2021	30166	Verizon Wireless	247.28	
Total 101.011 · TCB-Operating Checking 1739				271,524.69	
101.012 · TCB-Payroll Account 2999					
Liability Check	05/12/2021		Payroll Direct Deposit	50,478.72	
Liability Check	05/26/2021		Payroll Direct Deposit	55,324.39	
Liability Check	05/03/2021	EFT	AIG (VALIC)	1,251.86	
Liability Check	05/13/2021	EFT	AIG (VALIC)	8,577.80	
Liability Check	05/27/2021	EFT	AIG (VALIC)	9,747.76	
Liability Check	05/27/2021	EFT	Metlife - Group Benefits	644.57	
Liability Check	05/13/2021	E-pay	EDD State of California	3,341.73	
Liability Check	05/13/2021	E-pay	Internal Revenue Service	18,686.60	
Liability Check	05/27/2021	E-pay	EDD State of California	4,097.93	
Liability Check	05/27/2021	E-pay	Internal Revenue Service	21,706.46	
Liability Check	05/03/2021	24898	AFLAC	1,632.68	
Paycheck	05/13/2021	24899	Employee Payroll	1,754.46	
Paycheck	05/13/2021	24900	Employee Payroll	996.60	
Liability Check	05/13/2021	24901	United Steelworkers	431.64	
Paycheck	05/27/2021	24902	Employee Payroll	2,323.27	
Paycheck	05/27/2021	24903	Employee Payroll	969.25	
Liability Check	05/27/2021	24904	United Steelworkers	429.44	
Liability Check	05/27/2021	24905	CA Choice	31,540.78	
Liability Check	05/27/2021	24906	Delta Dental	3,046.80	
Liability Check	05/27/2021	24907	MES Vision	503.48	
Liability Check	05/27/2021	24908	LegalShield	297.10	
Liability Check	05/31/2021	24909	AFLAC	1,632.68	
Total 101.012 · TCB-Payroll Account 2999				219,416.00	
101.015 · TCB - Keystone C 8641					
Bill Pmt -Check	05/12/2021	EFT	Tri Counties Bank-EFT	7,442.07	
Bill Pmt -Check	05/12/2021	10237	City Of Patterson-H2O, sewer, garbage	152.68	
Bill Pmt -Check	05/12/2021	10238	DeHart Plumbing Heating & Air Inc	561.00	
Bill Pmt -Check	05/12/2021	10239	Gilberto Arroyo-06	355.00	
Bill Pmt -Check	05/12/2021	10240	TID Turlock Irrigation District +06	295.72	
Bill Pmt -Check	05/21/2021	10241	Mr. Rooter Plumbing	414.18	
Total 101.015 · TCB - Keystone C 8641				9,220.65	
Total 101.010 · Tri Counties Bank				500,161.34	
Total 101.000 · Cash and cash equivalents				500,161.34	
103.000 · Restricted Funds					
103.100 · TCB-USDA Debt Reserve 7237					
Check	05/15/2021	eft	USDA Rural Development Loan-EFT	10,060.00	
Total 103.100 · TCB-USDA Debt Reserve 7237				10,060.00	
TOTAL				510,221.34	
Less: Irregular Items				50,174.57	
NET MONTH WARRANT ISSUED				460,046.77	

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

Board Meeting – July 26, 2021

8D. Finance Policies Triennial Review **Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: Yes

4/5 Vote Required: No

SUBJECT: **Triennial Review of Finance Policies**

STAFF REPORT: District practice of reviewing Finance, Administration, and Personnel Policies on a triennially (a different department each year) begins with Finance policies. Amendments are for clarity or to add Finance Committee annual review to process.

CONSIDERATIONS: Finance Committee has reviewed and recommends the attached amendments for adoption.

DISTRICT PRIORITY: Good governance, fiscal transparency

FISCAL IMPACT: None

STAFFING IMPACT: Updated policy review

CONTACT PERSON: Karin Hennings

ATTACHMENT(S):

- 2110 Cell Phone Reimbursement
- 2127 Non-travel and employee recognition expense
- 2130 Travel Expenditures
- 2133 Expense Reimbursement
- 2140 Purchasing
- 2145 Mileage
- 2155 Reserves
- 2170 Services and Consultants
- 2181 Petty Cash
- 2190 Banking Access
- 2225 Electronic Device Replacement

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors approve the amendments to the listed policies as presented.*

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCE
POLICY NUMBER: 2110
PAGE: 1/2

ACCOUNTABLE CELL PHONE PLAN	EFFECTIVE DATE
	08/01/2011

REVIEW DATE: JULY 26, 2021	REVISION DATE: July 26, 2021
POLICY SOURCE: DPHCD Existing Policy	

Policy: District employees with an identified need for regular cell phone use as a part of their ordinary duties shall be given an allowance of a predetermined amount based on level of service, to maintain a personal cell phone that they will use for District business.

Purpose: It is the District's responsibility to safeguard our assets, to provide the appropriate tools for employees to meet their job responsibilities, and to comply with applicable regulations as efficiently as possible

Procedure: The ~~Executive Administrator~~[Administrative Director/CEO](#) shall approve cell phone allowances. The basic criteria for establishing need for cellular service are:

1. A requirement to travel frequently on District business Large proportion of time spent away from the office;
2. A need for others to be in constant communication with the individual;
3. A need for the employee to communicate constantly with the District while traveling;
4. A need to contact the employee after normal business hours on a constant basis, for example individuals in an on-call status; or
5. Required by the ~~Executive Administrator~~[Administrative Director/CEO](#).

Once an employee is approved for the plan, a monthly allowance will be provided for a portion of the employee's personal monthly cellular plan costs. Under this plan, the employee is responsible for paying their monthly cellular service invoices and:

1. Allowance amounts shall be reviewed annually, and adjustments made as needed;
2. The Executive Director will determine the most economical and reasonable allowance plan an employee should be assigned to and a different plan selection can be made no more often than every 6 months;
3. The employee's personal cell number must be provided to administration for business purposes;
4. The employee's department/cost center will be responsible for allowance expense;
5. The employee is responsible for all costs associated with equipment, plan overages, activation, and incidentals;
6. The allowance will be paid to the employee in the payroll period that ends on the first payday for the month the expense is expected to be incurred;
7. ~~The employee shall provide a summary bill from the wireless provider for each month they have been provided an allowance to the District~~

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCE
POLICY NUMBER: 2110
PAGE: 2/2

ACCOUNTABLE CELL PHONE PLAN	EFFECTIVE DATE
	08/01/2011

~~within 30 days of receipt.~~

8. Substantiation of the expense shall occur on an annual basis by the employee providing a copy of their bill to Accounts Receivable. Te reimbursement shall be limited to the actual cost incurred by the employee not to exceed \$50.00 per month. ~~must occur within 60 days after it is paid or incurred, or an amount returned to the District within 120 days after an expense is paid or incurred. Any amounts not substantiated or returned will be considered wages paid under a non-accountable plan.~~

The available price plans are as follows:

Plan #	# of Monthly Minutes	Monthly Gross Allowance	Maximum Annual Gross Allowance
Voice Only			
1	0-450	\$25	\$300
Voice > 500 or Voice and Data			
<u>21</u>	=>500 / 2gb	\$50	\$600

The cell phone allowance will terminate when any one of the following occurs:

1. Employee termination.
2. Employee continuously chooses not to use the phone for business use or is continuously unavailable.
3. Failure to substantiate the expense in a reasonable time.
4. Administrative discretion.

It is the employee's responsibility to use the cell phone safely, including abiding by any local, state, or federal laws, or District policy and procedures.

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCE
POLICY NUMBER: 2127
PAGE: 1/2

POLICY ON USE OF NON-APPROPRIATED FUNDS FOR NON-TRAVEL FOOD AND EMPLOYEE RECOGNITION EXPENSE	EFFECTIVE DATE
	09/30/2020

REVIEW DATE: JULY 26, 2021	REVISION DATE:
POLICY SOURCE: AUDITOR RECOMMENDATION	

PURPOSE

To provide guidelines for purchases of non-travel food and employee recognition with non-appropriated District funds.

POLICY

1. The District will generally charge food and employee recognition expenditures against income earned on District deposits to ensure that appropriated/tax funds are not used for food or employee recognition expenses that are not travel related.
2. In limited circumstances, Departments may provide food and employee recognition with District funds. All food and expenditures shall be paid from each department's existing budget; unbudgeted expenses shall follow District policy for Board approval. Examples of situations for which District funds may be used for food and employee recognition include:
 - Staff training sessions where it is not practical to disrupt the session for an offsite lunch break. For this policy, staff training may be defined as development, leadership, or specialized training essential to help staff acquire subject matter expertise in their functional areas.
 - Employees attending trainings or conferences that do not meet the requirements for the Travel Policy may submit an Employee Reimbursement form with itemized receipts to receive reimbursement for meals not included as part of the training/conference registration fee. All costs must comply with the CONUS rates for the jurisdiction.
 - Non-regularly scheduled meetings, held during the lunch hour, where it is not practical to go off-site for lunch to complete District business or meetings held during non-business hours (i.e. early morning meetings, evening meetings, or weekends) where it is not practical or may be disruptive to go offsite to obtain food/beverages.
 - Anticipated long District Board meetings where it would not be practical for the District Board and staff to go offsite.
 - Employee recognition events, receptions, special events, and/or meetings where the District Board or District is hosting individuals, groups, etc. and provide food/beverage services to reflect the District's hospitality.
 - Minimal food and beverage purchases, such as bagels and coffee, may be made for meetings and trainings as approved by the department head or District CEO. These purchases should be reasonable for the meeting purpose and attendees. Any questionable expenses may be reviewed by the Finance Manager for appropriateness.
 - A Business Meal is a meal with a District employee and one or more non-District employee(s) to discuss business-related matters. For pre-approved business meals, the amount of money spent on

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCE
POLICY NUMBER: 2127
PAGE: 2/2

POLICY ON USE OF NON-APPROPRIATED FUNDS FOR NON-TRAVEL FOOD AND EMPLOYEE RECOGNITION EXPENSE	EFFECTIVE DATE
	09/30/2020

food and beverage exclusive of tax and tip must be compliant with the 150% of the Per Diem rates established by the U.S. General Services Administration (GSA) for federal travel conducted in the Continental United States (CONUS) and internationally. The CONUS rate schedule can be found online. In limited circumstances, this will also include offsite meals with employees as approved by the department manager.

- Note: If a training or a meeting runs through an employee's lunch, hourly employees may need to be compensated for that time. Please consult with Human Resources.
3. The Department Director or Manager shall be responsible for all food and employee recognition expenditures and shall ensure that these expenditures are reasonable, are within budgetary limits, and are consistent with the intent of this policy.
 4. Alcoholic Beverages. Under no circumstances will expenses for alcoholic beverages be reimbursed by the District.

PROCEDURES

1. **Manager.** Approved the purchase of food and/or employee recognition using either District Procurement card or personal funds.
2. **Manager.** Submit receipt to Finance Department. If employee reimbursement is required, send Employee Reimbursement Form to Finance (Accounts Payable) for review and processing.
3. **Finance Manager.** Review food and employee recognition purchases for compliance with the District's Food and Employee recognition Policy.
4. **Finance Manager.** Review and approve Procurement card statements or approve reimbursement on the Employee Reimbursement Form.
5. **Finance Manager.** Track non-travel food and employee recognition expenditures for the Department.
6. **Accounts Payable.** If applicable, process employee reimbursement through Payroll.

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCE
POLICY NUMBER: ~~TBD~~2130

TRAVEL EXPENDITURES POLICY	EFFECTIVE DATE
	TBD <u>SEPT 5, 2019</u>

REVIEW DATE: <u>JULY 26, 2021</u>	REVISION DATE: <u>JULY 26, 2021</u>
POLICY SOURCE: California Special Districts Association Best Practice	

Purpose:

To explain District policy on travel expenditures

Scope:

This Policy applies to all personnel and any person being sponsored by the District.

Policy:

Del Puerto Health Care District recognizes the necessity for its board members and employees to travel to conduct business, training, or attend meetings. This document is intended to clarify what is the District's responsibility and to provide guidelines to its employees and board members.

Procedure:

1. The Department Manager and Administrative Director / CEO shall pre-approve any traveling or expense related to traveling whenever possible.
2. The request should be made in writing, dated, and signed by the parties making such a request.
3. Under normal conditions those expenses should be budgeted in that program.
4. For non-budgeted travel the Administrative Director / CEO or their designee shall have the authority to approve or deny any request made.
5. Request should include cost of transportation, hotel, meals, vehicle rental, parking, and incidentals.
6. If the person wants to travel by his/her personal vehicle they must receive pre-approval by the Department Manager.
7. If the distance travel is greater than 700 miles round trip, it is expected that the employee will travel by air. However, if the employee wants to use her/his own vehicle they can with the approval of the Department Manager. Unless other arrangements are made the employee will only receive payment for expenses equal to the lesser cost for traveling.
8. Hourly employees who qualify for overtime will be paid for the actual hours while in attendance of the class or meeting.
9. On days for traveling employees will be paid for actual travel time outside of their normal work hours. This will include 1 and ½ hours on either side of their flight time for a total of 3 hours.
10. The exception for this is if the employee decides to use his or her own vehicle instead of using air travel the ~~over~~time will be compensated for the equivalent of air travel time plus 3 hours.

TRAVEL EXPENDITURES <u>POLICY</u>	EFFECTIVE DATE
	TBD <u>SEPT 5, 2019</u>

11. On meetings that start before 9 am the District will allow the employee to travel the night before if the distance is greater than 120 miles or the meeting is a municipal area where on-time arrival in commute traffic would make departure for unreasonably early (before 5:00 AM).
12. If the reason for travel ends prior to 6 pm and the travel distance is less than 500-miles it is expected that the employee will return on that day. In the event of any unforeseen circumstances, the Division Chief must be contacted.
13. If there are any questions about what is covered make sure to ask and get approval prior to incurring the expense.
14. Reimbursement for traveling by personal vehicle will be at the standard IRS mileage rate.
15. Per Diem - \$64.00 per day for meals for one-day travel or more. For less than one day travel, meal expense compensation shall be \$8.00 for breakfast \$12.00 lunch, \$ 20.00 for dinner and \$6.00 incidentals. This per diem shall not include the purchase of alcoholic beverages.
16. Employees will be paid per diem after the conference and only for meals not included in the conference package ~~have a choice to either be paid up front the per diem rate prior to leaving or be paid back for actual expenditures based on receipts up to the per diem rate listed in 15.~~
17. All travel and lodging arrangements should be made through the administration office.
- ~~17.~~18. The Finance Committee shall review travel expenses annually.

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCE
POLICY NUMBER: 213380
PAGE: 1/2

EXPENSE REIMBURSEMENT: TRAVEL/BUSINESS	EFFECTIVE DATE
	OCT 01, 2019

REVIEW DATE: <u>JULY 26, 2021</u>	REVISION DATE: SEPTEMBER 2014 <u>JULY 26, 2021</u>
POLICY SOURCE: DPHCD Past Practice	

Purpose:

This policy establishes standards for Del Puerto Health Care District (“District”) Employees & Board Members who incur expenses during business activities on behalf of or at the request of District. The purpose of this policy is to provide uniform standards for those employees who incur, authorize, and approve business travel, out-of-pocket, and entertainment expenses. The policy also defines the documentation necessary to support reimbursement for business travel, out-of-pocket and entertainment expenses.

Policy:

Business Travel Expenses

Business travel expenses are reasonable and necessary expenses that an employee incurs while traveling away from home on District business or related activities approved by District. This Section applies to basic expenses associated with travel on District business. ~~Section B contains~~ There are separate requirements related to business entertainment expenses.

1. Hotel Accommodations - Employees should use hotels that balance the needs for convenience, safety, and lower cost. Employees may not stay at luxury hotels such as Ritz Carlton, Four Seasons or utilize similarly expensive lodging unless it is a designated conference hotel. Employees will not be reimbursed for bottled water, in-room movies, or mini-bar expenses.
2. Airfare - Employees must travel coach/economy class at the most economical rate available to reasonably accommodate business schedules. Use of the long-term parking lots and/or off airport parking is encouraged to reduce overall travel costs.
3. Mileage/Ground Transportation - When it is more practical to use a personal automobile when traveling on business, reimbursement will be made at the currently established IRS rate per mile for the actual miles necessary to conduct the relevant business. Other ground transportation (e.g. taxi, bus, subway, rail, etc.) will be reimbursed if it relates to District business. Other costs associated with ground transportation such as parking and bridge tolls will be reimbursed.
4. Rental Cars - Luxury and premium cars are not reimbursable.
5. Meals - District will reimburse reasonable meal expenses incurred by employees traveling out-of-town on District business. Such meals will be reimbursed at the currently established IRS rate per meal. District will not reimburse meal expenses for an employee’s spouse.
6. Telephone Calls/Faxes/Mail Service While Traveling - Necessary business-related telephone calls, faxes or mail service and business use of personal cell phone, home phone or faxes will be reimbursed with appropriate documentation.
7. Personal calls while traveling, such as reasonable calls to home, family members, baby sitters, etc., are allowable business expenses.
8. Spouse Travel - No reimbursement is allowed for travel expenses, (including, but not limited to, airfare, hotel, meals, transportation, tips, etc.) paid or incurred by an employee with respect to a spouse, dependent or other individual accompanying an employee on a business trip.

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCE
POLICY NUMBER: 2133~~80~~
PAGE: 2/2

EXPENSE REIMBURSEMENT: TRAVEL/BUSINESS	EFFECTIVE DATE
	OCT 01, 2019

Business Entertainment Expenses (including meals and gifts)

Business entertainment expenses are those expenses incurred by the employee while (i) conducting/discussing District business and (ii) meeting with other District employees (including subordinates) and/or other persons who directly (or through another entity) do business with or support the District.

1. All travel requires a Travel Request Form to be submitted and approval granted prior to travel dates.
- ~~4.2.~~ Business Meals - Business entertainment and meal expenses must be reasonable and appropriate, taking into consideration the location of the meal/event, the participants, the nature of the event, and other relevant factors.
- ~~2.3.~~ District will only reimburse meal expenses involving District-only participants when a significant amount of the discussion/purpose of the meal is business related – whether the meeting takes place in a restaurant or the office.
- ~~3.4.~~ Employees are reminded that they represent the District while on company business and that alcohol use, if any, must be responsible and in conjunction with a meal.
- ~~4.5.~~ Gifts to Employees - Generally, District will not reimburse an employee for gifts (including flowers) to subordinates, peers, or supervisors, including events such as a birthday, holiday (e.g., Christmas), wedding, special days (i.e., secretary day), birth of child or other life event.
- ~~5.6.~~ Business Gifts to Non-Employees - Modest business gifts to non-employees (including board members and sponsors) will be reimbursed with the approval of the District's CEO or Board President and appropriate documentation.
- ~~6.7.~~ With the CEO's or Board President prior approval, an employee may expense a gift to a District employee or board member for exceptional performance, as a thank you for a special effort, as a going away gift, or as an acknowledgement for completing a degree or training program. In addition, an employee may expense flowers or another appropriate and reasonable gift sent to a subordinate, peer, supervisor, or board member in the event of the death of an employee or immediate family member, the hospitalization of the employee or employee family member or other family crisis.

Procedure

Expense reports must be completed in accordance with the requirements of this policy.

1. Expense Reporting Signature and Approvals - Expense reports must be signed by the employee and approved by the employee's supervisor or the Board President. By signing the expense reports, employees and the individual approving reports are representing and confirming that the expense report complies with these standards.
2. Forms to be Used - Employees must use the current District expense report form(s) for reimbursement of out-of-pocket expenses, the current District mileage and associated reimbursement form for reimbursement of mileage.
3. Attachments to Forms - When preparing expense reports, receipts should be attached.
4. Substantiation of Expenses - Generally, a receipt should be provided in support of out of pocket expense items. Exceptions to this general requirement include bridge tolls, highway tolls, modest bus or subway fares, and tips to baggage handlers in hotels, airports. A receipt should accompany all District credit card purchases.

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCE
POLICY NUMBER: 2140
PAGE: 1/1

PURCHASING POLICY	EFFECTIVE DATE
	SEPTEMBER 2011

REVIEW DATE: JULY 26, 2021	REVISION DATE: SEPTEMBER 2014 JULY 26, 2021
POLICY SOURCE: DPHCD Past Practice	

Purpose: Establish purchasing protocols designed to increase accountability of staff assigned to originate, place, receive and store supplies and equipment necessary to conducting business.

Policy: All supplies and equipment purchased by Del Puerto Health Care District and associated departments will be properly accounted for by following established protocols as outlined in the procedure listed below.

Procedure:

Placing Order:

- Evaluate need for item or items.
- ~~Select appropriate vendors from approved vendor list (Appendix A)~~
- ~~If appropriate vendor is not available, request an exception from CEO~~
- [Department Manager or Department Head are authorized to process and purchase recurring operating supplies up to \\$2,500](#)
- [Complete Purchase ~~Justification form~~ Order for new purchases with an amount exceeding \\$2,500; requires Administrative Director/CEO approval](#)
- [Purchases exceeding \\$10,000 requires three vendor quotes](#)
- Place the order and print a confirmation for online orders, print email confirmation, or request fax confirmation of order

Receiving Order

- Upon receipt of supplies or equipment, compare the contents of the packing slip and order confirmation.
- Call or email vendor regarding any back-order items and document status on packing slip
- Back-ordered items are not to be paid for until received
- Check off each received item off the packing slip, sign and date packing slip and submit to ~~supervisor~~ [Department Head](#)
- ~~Supervisor~~ [Department Head](#) will submit complete packing slip and order confirmation to A/P for processing

Invoice Receipt

- Upon receipt of invoice, forward to A/P
- A/P will compare invoice to packing slip and order confirmations for accuracy of prices and back orders
- Submit Invoice to ~~CEO~~ [Department Manager and Finance Manager](#) for payment approval

Definitions: Competitive Pricing – prices of supplies or equipment will be of a price that is appropriate for the supply or equipment requests.

Quality – the supply or equipment purchased will be of sufficient quality to meet the need of the intended purpose without unnecessary re-order or replacement.

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCE
POLICY NUMBER: 2145
PAGE: 1/1

MILEAGE REIMBURSEMENT	EFFECTIVE DATE
	MAY 2, 2008

REVIEW DATE: JULY 26, 2021	REVISION DATE: JULY 26, 2021
POLICY SOURCE: DPHCD Past Practice	

Policy: Employees of the District may be required to travel in their private vehicle on District business and they will be reimbursed for that travel at the current IRS Standard ~~Deduction-Mileage~~ Rate after proper submission of the reimbursement request.

Purpose: To fully reimburse employees for business expenses they have been asked to incur during the regular course of their employment.

Procedure: Any employee that has used their private vehicle for District business during the course of their employment, after incurring the travel expense, shall:

1. Enter the details of the trip on a ~~log-sheet~~ [Mileage Reimbursement Form](#), noting the date, destination, [purpose](#), and mileage.
2. Submit a completed ~~check/mileage requisition form along with the log-sheet-mileage reimbursement form~~ to their supervisor for approval [at the end of each month](#).
3. Submit the above ~~check-requisition~~ form at the end of each pay period that they incurred [other](#) travel expenses.
4. Have on file a copy of their current valid California driver's license.
5. Have on file a copy of their current valid Proof of Insurance for their vehicle.
- 5-6. [Mileage reimbursement will be reviewed annual by the Finance Committee.](#)

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCIAL
POLICY NUMBER: 2155
PAGE: 1/2

RESERVE POLICY	EFFECTIVE DATE
	FEBRUARY 27, 2017

REVIEW DATE: JULY 26, 2021	REVISION DATE: JULY 26, 2021
POLICY SOURCE: <u>Little Hoover Commission 2001 Recommendation; California Special Districts Association Best Practice</u>	

Purpose: The Board of Directors wants to ensure that the District will always have sufficient funding available to meet its operating, capital, and debt service cost obligations, and recognizes the need to establish the finances necessary to secure additional health care services for the benefit of existing and future residents. Therefore, the Board is establishing the Del Puerto Health Care District Reserve Policy.

Policy: **DPHCD** complies with requirements imposed by law for the handling of developer related fees. DPHCD wants financial planning to address the planned needs for capital projects and equipment purchases. DPHCD desires a reserve for unanticipated and unforeseeable expenses and recognizes a need for long term strategic financial policies.

Procedure:

Legally Restricted Reserves:

Legally restricted reserves are managed according to restrictions and rules established by law. The Board of Directors has limited discretion in the management and designation of legally restricted reserves. Such funds used according to Board action.

1. Mitigation Fees:

DPHCD will establish a Mitigation Fee (aka Impact Fee or Developer Fee) account and keep separate the funds collected from developers to pay for the mitigation of costs related to new facilities or equipment necessary to deliver health care to newly developed commercial and residential property. These funds are subject to the requirements of the Mitigation Fee Act (AB 1600). The funds may not be used to support ongoing operations of the District. The District is legally required to account for these funds separately. An annual report is required to show balance forward, fees collected, income earned, expenditures, and future comments. All funds collected must be committed or expended within five years of being collected or they must be refunded. These funds are restricted to the design and construction of capital facilities or capital equipment for health care delivery with the District boundaries.

2. USDA Debt Service Reserve:

DPHCD will maintain a Debt Service Reserve accounting on its balance sheet. This fund is governed by legal conditions required by the USDA for the District's loan financing. The loan conditions require that this fund be maintained at an amount at least equal to an average annual loan installment. This reserve will be accumulated at the rate of at least one-tenth of that average installment each year until the required level is reached which is one average annual loan installment.

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCIAL
POLICY NUMBER: 2155
PAGE: 2/2

RESERVE POLICY	EFFECTIVE DATE
	FEBRUARY 27, 2017

Board Restricted Funds:

Board designated funds are set to accomplish systematic and strategic goals or provide for prudent management of operations. The Board of Directors has complete discretion in the management and designation of self-adopted funds. Such funds can be modified, transferred, or altered by Board action.

4. Operating Reserve:

The Operating Reserve will vary over time with a goal of maintaining three-months average operating expenses excluding depreciation. This reserve is considered a working cash requirement. It bridges the gap between the time expenses are paid and the time revenues from services are collected.

5. Asset Replacement Fund:

The Asset Replacement Fund pays for the replacement of existing facilities and equipment as it reaches the end of its useful life or major repairs that extend the useful life of facilities and equipment. At the end of each fiscal year, the Board will evaluate the depreciation expense for the year and by the fall will transfer, by resolution, the Board determined sum related to depreciation according to District need into the Asset Replacement Fund.

6. Unrestricted Reserves:

Unrestricted Reserves represent a remainder balance of cash that is not yet designated for some use by the Board of Directors.

7. Transfers

No later than September of each year staff shall propose to the Finance Committee and the Board of Directors recommended amounts to transfer from FYE unrestricted equity to Board Restricted Funds.

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: TBD
POLICY NUMBER: 2170
PAGE: 1/1

EMPLOYMENT OF OUTSIDE CONTRACTORS CONTRACT SERVICES AND CONSULTANTS	EFFECTIVE DATE
	JANUARY 1, 2012

REVIEW DATE: <u>JULY 26, 2021</u>	REVISION DATE: June 1, 2015 <u>JULY 26, 2021</u>
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POLICY SOURCE: California Special Districts Association Best Practice

Purpose: The District employs outside contractors or consultants for construction, engineering, planning, and environmental review projects, or for auditing, legal, financial, revenue cycle management, physician services purposes.

Policy: The ~~CEO/Administrator~~ Administrative Director / CEO will approve any contract for ~~goods and~~ services up to \$5000.00 per vendor/consultant/contractor.

Board of Director approval of consultant contracts is required for contracted amounts over \$5000.00.

Multi-year contracts and changes to multi-year service contracts will be approved by the Board of Directors.

Any approved contracts will be reported to the Finance Committee.

Procedure: **Contracts.** Engagement contracts for on-going, budgeted, regular business services will be approved by the ~~CEO/Administrator~~ Administrative Director / CEO.

- Non-budgeted services or additional special services over \$5,000 provided by an existing contractor will be reviewed by the Finance Committee and approved by the Board of Directors ~~in the event the special service cost will result in a budget overage.~~
- Any change of budgeted vendors will be reported to the Finance Committee.

Consultants with contracts greater than \$5,000 will be selected by the ~~CEO/Administrator~~ Administrative Director/CEO and are subject to approval by the Board of Directors.

- The ~~CEO/Administrator~~ Administrative Director / CEO and/or Board of Directors will make their selection based on the consultant's experience and qualifications.
- The consultant ~~will also be~~ is required to provide an explanation of scope of work, hours to complete, and applicable cost estimate for their services that will be used in their evaluation in the selection process.
- Consultants for engineering and architectural services shall be evaluated based upon qualification and not on cost of services per state law.

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCE
POLICY NUMBER: 2181
PAGE: 1/1

PETTY CASH POLICY	EFFECTIVE DATE
	JAN 27, 2009

REVIEW DATE: JULY 26, 2021	REVISION DATE: JULY 26, 2021
POLICY SOURCE: DPHCD Past Practice	

Purpose:

The purpose of this policy is to ensure that requests for reimbursement of business expenses through petty cash follow defined guidelines.

Policy:

Petty Cash transactions will be processed according to the following guidelines:

Procedure:

Dollar Amounts: _____ A business expense of \$100 or less may be reimbursed through Petty Cash, if current balance allows.

Documentation: _____ Supporting documentation in the form of original receipts should be remitted in order for reimbursement. Receipts should clearly document the purchase. Petty Cash Log must be completed at time of each usage.

Reconciliation &

Replenishing: _____ Upon request for replenishment of Petty Cash, the petty cash log should be attached to the Check Requisition form and the disbursement documentation for all paid receipts.

Balance: _____ At all times the petty cash balance plus all receipt will total \$100.00. Failure to comply with the Petty Cash Policy may result in disciplinary actions up to and including termination of employment.

Review: _____ [Finance Committee will review the petty cash balance and register annually.](#)

BANKING ACCESS AND SECURITY	EFFECTIVE DATE
	JULY 30, 2018

REVIEW DATE: JULY 26, 2021	REVISION DATE: JULY 26, 2021
POLICY SOURCE: DPHCD Past Practice	

Policy: This Board of Directors' policy establishes reasonable limits, safeguards, and procedures to ensure the money and financial transactions of the District are kept and conducted in a safe and transparent manner.

Purpose: To establish clear and consistent procedures to guide administrative staff and the Board in check writing, online, and in-person access to District banking accounts.

Procedure: At least annually, the Board of Directors shall update the Banking Access and Security Resolution to ensure only authorized staff and Board Directors can access the finances and financial records of the organization. These procedures pertain to all banking accounts the District holds, reasonably ensure unauthorized transfers will not be made, and may vary based on the system of each banking institution.

- I. **Banking Access:** Banking is controlled by annual Board resolution naming those employees and board member of the District who are authorized at one or more of the following levels:
 - A. Online: look-up information, print statements, place stop-payments
 - B. Transactions:
 1. sign checks;
 2. phone, in-person, and online transfers
 - C. Banking Security Manager:
 1. authorize online users,
 2. verify transactions, as required by bank
- II. **Transaction Authorization Limits:** check signing, in-person, and online transfers are subject to the following financial limits:
 - A. Checks up to \$10,000.00
 1. Administrative Director / CEO as single signatory or approver
 2. Board of Directors - two signers
 - B. All Checks greater than \$10,000.00 require two-signers.
 - C. Intra-bank transfers of any amount (e.g., payroll) requires documentation of the amount and purpose of the transfer, verification by a staff member, and authorization by a Board member or the Administrative Director / CEO.
- III. **Online Banking Access**
 - A. The Board Treasurer is generally the Board designee to act as the District's Banking Security Manager unless another person is designated per Board resolution.
 - B. *User Online access and passwords are established by the Bank.*
 - C. A monthly report of occasions when online banking was accessed should be reviewed by the Finance Committee for security.

BANKING ACCESS AND SECURITY	EFFECTIVE DATE
	JULY 30, 2018

IV. **Electronic Payment and Transfers**

- A. Stop payments can be authorized by any staff or Board member with view-only or higher online access
- B. Electronic banking allows wire transfers, electronic transfers, stop payments on checks, and account balance inquiries be initiated and completed via computer or telephone.

V. **Internal Accounting Software – QuickBooks Administrator**

- A. The default Administrator of QuickBooks user permissions is the Administrative Director / CEO who acts as the District's CFO
- B. QuickBooks access level is determined by the Administrative Director / CEO and permission is set to allow the appropriate level of access depending on staff positions and job duties.
- C. Upon separation of a staff member, their password is immediately removed to prohibit any unauthorized activities or entries, and keys to DPHCD's offices and cash box are returned.

VI. **Expenditure Approvals:** The Board of Directors or Administrative Director / CEO will authorize expenditures as follows:

- A. General operations and maintenance expenses, payroll, budgeted purchases of equipment, contracts for services, and any unbudgeted purchase under \$2500.
- B. The Administrative Director / CEO has the authority to purchase items more than \$2500 if the item(s) were approved by the Board of Directors as part of the annual budget or by Board resolution.
- C. Authorization up to \$2,500 for periodic, standard expenditures (e.g., medical supplies, vaccines) may be delegated to Department Managers.

VII. **Requests for Payment**

- A. Payment for supplies or services will be made based on invoices, not statements. If an invoice for services or supplies is lost, a duplicate invoice must be sought from the vendor. If a duplicate is unable to be obtained, a note explaining the expense and detailing the cost is submitted with the PA stamp for approval by the ~~Administrative Director / CEO~~ [Finance Manager](#).
 1. A Payment Authorization Stamp ("PA") is applied to all original invoices. The PA indicia is coded by staff as to the account and department to be charged.
 2. The PA indicia is initialed by the Department Manager and ~~Administrative Director~~ [Finance Manager](#) indicating approval for payment.
 3. Approved invoices are processed for payment and stamped "ENTERED" when entered as a payable to the QuickBooks accounting system.
- B. After payment is created the check stub and all corresponding documentation is stapled together and retained per the Record Retention Policy.

VIII. **Accounts Payable Check Writing Procedures**

BANKING ACCESS AND SECURITY	EFFECTIVE DATE
	JULY 30, 2018

- A. Accounts Payable Checks are processed on or about the 5th, 10th, and 25th of each month.
- B. Checks are written through the District's accounting software. The Administrative Director / CEO will designate staff with access to the check printing system.
- C. Checks are pre-numbered and recorded by the accounting system.
- D. Checks are not to be postdated or made out to "Cash."
- E. The "Payment Record" portion or check stub printed by QuickBooks is attached to the Authorized Invoice plus any other documentation (e.g., purchase order, shipping documents) and filed by alphabetical order of the vendor's name in the District's A/P vendor files.
- F. Voided or spoiled checks will be clearly marked VOID, filed in numerical order in a locked file cabinet maintained by the Accounting Manager, and disclosed as part of the monthly warrant report.

IX. **Check Signing and Approval Process**

This procedure is designed to ensure that all checks have adequate documentation and authorization and there are no missing checks or checks written to phantom vendors.

- A. The authorization stamp is reviewed for proper account coding, appropriateness of expenditure, and authorized signatures.
- B. The authorization stamp is compared with the invoice and the check amount. The copy of the check is initialed by the Accounting Manager to indicate the review has been completed and the documentation is in order.
- C. The batch of checks and Check Run Report is reviewed by signer (Administrative Director / CEO or Board member) in check number sequence to assure no checks are unaccounted.
- D. If there are no questions to be resolved, the Check Run Report and signed checks are returned to the Staff Accountant as authorization to mail or release the check to the vendor.
- E. Checks are mailed to vendors by the office staff unless specific arrangements had been made in advance for pickup of checks at the office. If a check is picked up, the person picking up the check must provide identification which agrees with the payee on the check or must have verifiable written authorization from the payee to pick up the check.

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: FINANCE
POLICY NUMBER: 2225
PAGE: 1/1

ELECTRONIC DEVICE REPLACEMENT POLICY	EFFECTIVE DATE
	JAN 13, 2021

REVIEW DATE: JULY 26, 2021	REVISION DATE: JULY 26, 2021
POLICY SOURCE:	

Purpose: To establish an IT-related equipment replacement and upgrade policy for the Del Puerto Health Care District in order to stay compliant with evolving technology requirements, reduce technical support issues, and improve employee's technical efficiency.

Policy: It is the District's policy to replace technology-related equipment as follows, based on the equipment's purchase date:

- Tablets and cellular phones ~~will~~ may be replaced on a three- to five-year cycle or as needed.
- Computers (workstations & laptops) ~~will~~ may be replaced on a five- to seven-year cycle or as needed.
- Servers will be replaced on a five- to seven-year cycle or as needed.

Procedure: Guidelines and procedures are required to maintain a replacement cycle of District electronic equipment within the useful and expected lifetime of the equipment while preventing a proliferation of aging, obsolete, out-of-warranty, unsupported, and incompatible systems.

CYCLE OF REPLACEMENT

- Workstations, laptops, and servers that have been replaced and are no longer appropriate for continued District use will have their hard drives removed and destroyed. The remaining components will be recycled, disposed, or donated in accordance with established District Surplus Policy.
- Tablets and cellular phones will have their memories flashed and reset to factory default settings. The devices will then be recycled disposed or donated in accordance with established District Surplus Policy.
- A list of IT equipment and assets shall be furnished to Accounting at the time of disposal for accurate recording. The list should include the asset tag number, serial number, location, and how disposed.

Del Puerto Health Care District
Balance Sheet
As of June 30, 2021

	Jun 30, 21	May 31, 21	Change	Jun 30, 20	% Change	NOTES
ASSETS						
Current Assets						
Total Checking/Savings	3,058,481	3,067,893	(0%)	3,248,951	(6%)	
Total Accounts Receivable	396,536	388,330	2%	415,901	(5%)	
Total Other Current Assets	65,848	(52,638)	225%	161,752	(59%)	
Total Current Assets	3,520,865	3,403,585	3%	3,826,604	(8%)	
Fixed Assets						
Total 151.000 · Capital assets	5,177,288	5,190,377	(0%)	5,391,594	(4%)	
Total Fixed Assets	5,177,288	5,190,377	(0%)	5,391,594	(4%)	
TOTAL ASSETS	8,698,153	8,593,962	1%	9,218,198	(6%)	
LIABILITIES & EQUITY						
Liabilities						
Total Current Liabilities	505,167	349,766	44%	558,485	(10%)	
Total Long Term Liabilities	2,143,867	2,177,645	(2%)	2,557,788	(16%)	
Total Liabilities	2,649,034	2,527,411	5%	3,116,273	(15%)	
Equity						
350.000 · Unrestricted Assets	1,108,223	1,108,223		1,059,064	5%	
350.001 · Suspense account for athena adj	(263,114)	(263,114)			(100%)	
Total 360.000 · Assigned Fund Balance	2,260,417	2,260,417		1,882,357	20%	
Total 370.000 · Restricted Fund Balance	240,524	240,524		232,476	3%	
390.000 · Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762		
Net Income	210,309	227,742	(8%)	435,268	(52%)	YTD Prelim result
Total Equity	6,049,121	6,066,554	(0%)	6,101,927	(1%)	
TOTAL LIABILITIES & EQUITY	8,698,155	8,593,965	1%	9,218,200	(6%)	

Operating Acct	
Month End Cash Balance	3,058,481
101.015 - TCB - Keystone C 8641	(105,175)
103.100 - TCB - USDA Debt Reserve 7237	(122,887)
370.0.10 - Mitigation Fees	(119,804)
360.030 - Asset Replacement Fund	(844,417)
AP & Payroll Liability	(382,982)
UNENCUMBERED CASH	1,483,216
Percent of Operating Cash Reserve Goal	105%
360.070 - Operating Cash Reserve	1,416,000

Del Puerto Health Care District
YTD by Class
July 2020 through June 2021

	Total 00 Tax Revenue			Total 01 DPHCD			Total 02 Patterson District Ambulanc			Total 03 Del Puerto Health Center			Total 06 Keystone Bldg C			TOTAL		
	Jul '20 - Jun 21	Budget	% of Budget	Jul '20 - Jun 21	Budget	% of Budget	Jul '20 - Jun 21	Budget	% of Budget	Jul '20 - Jun 21	Budget	% of Budget	Jul '20 - Jun 21	Budget	% of Budget	Jul '20 - Jun 21	Budget	% of Budget
Ordinary Income/Expense																		
Income																		
401.000 · Gross Patient Service Revenue							9,019,990	8,435,000	107%	1,761,938	2,202,046	80%				10,781,928	10,637,046	101%
401.021 · Del Puerto Health Center																		
403.000 · Adjustments							(6,124,276)	(5,644,384)	109%	(163,756)	(160,502)	102%				(6,288,032)	(5,804,886)	108%
405.000 · Bad Debt							(828,300)	(612,263)	135%	5,930	(3,080)	(193%)				(822,370)	(615,343)	134%
407.000 · Other Income				2,899	2,000	145%	84,469	32,500	260%	439,285	172,282	255%				526,653	206,782	255%
Total Income				2,899	2,000	145%	2,151,883	2,210,853	97%	2,043,396	2,210,746	92%				4,198,178	4,423,599	95%
Gross Profit				2,899	2,000	145%	2,151,883	2,210,853	97%	2,043,396	2,210,746	92%				4,198,178	4,423,599	95%
Expense																		
601.000 · Salaries & Wages				432,180	426,690	101%	1,193,319	1,101,838	108%	849,015	1,102,463	77%				2,474,514	2,630,991	94%
602.000 · Employee Benefits				120,431	127,066	95%	287,266	314,572	91%	266,661	353,169	76%				674,358	794,807	85%
603.000 · Professional Fees				117,885	92,000	128%	14,749	9,860	150%	663,836	716,936	93%				796,470	818,796	97%
604.000 · Purchased Services				11,349	10,785	105%	215,016	201,305	107%	220,746	294,400	75%				447,111	506,490	88%
605.000 · Supplies				6,941	9,400	74%	103,127	92,600	111%	79,258	92,350	86%				189,326	194,350	97%
606.000 · Utilities				7,576	7,700	98%	17,675	19,300	92%	41,561	43,100	96%				66,812	70,100	95%
607.000 · Rental and Lease				4,348	4,950	88%	360	400	90%	5,148	5,800	89%				9,856	11,150	88%
608.000 · Insurance Coverages				34,065	33,367	102%	175,076	177,741	99%	119,162	115,983	103%				328,303	327,091	100%
609.000 · Maintenance & Repairs				2,769	3,100	89%	62,192	86,300	72%	21,702	27,500	79%				86,663	116,900	74%
610.000 · Depreciation and Amortization				11,042	9,600	115%	156,757	156,000	100%	75,198	72,000	104%	47,597	48,000	99%	290,594	285,600	102%
611.000 · Other operating expenses	22,782	20,000	114%	54,929	66,122	83%	160,786	180,225	89%	97,662	77,804	126%				336,159	344,151	98%
Total Expense	22,782	20,000	114%	803,517	790,780	102%	2,386,324	2,340,141	102%	2,439,948	2,901,505	84%	47,597	48,000	99%	5,700,168	6,100,426	93%
Net Ordinary Income	(22,782)	(20,000)	114%	(800,618)	(788,780)	102%	(234,440)	(129,288)	181%	(396,551)	(690,759)	57%	(47,597)	(48,000)	99%	(1,501,988)	(1,676,827)	90%
Other Income/Expense																		
Other Income																		
701.000 · District Tax Revenues	1,411,077	1,420,000	99%				240,232	243,000	99%							1,651,309	1,663,000	99%
702.000 · Impact Mitigation Fees																		
703.000 · Investment Income				6,608	12,400	53%	0			0	100%				6,608	12,400	53%	
704.000 · Interest Expense										(60,009)	(60,000)	100%	(34,959)	(43,000)	81%	(94,968)	(103,000)	92%
705.000 · Tenant Revenue										7,200	7,200	100%	135,735	130,878	104%	142,935	138,078	104%
710.000 · Misc Other Income							6,800		100%	9,051	6,500	139%				15,851	6,500	244%
Total Other Income	1,411,077	1,420,000	99%	6,608	12,400	53%	247,033	243,000	102%	(43,757)	(46,300)	95%	100,776	87,878	115%	1,721,737	1,716,978	100%
Other Expense																		
802.000 · Keystone District Expense												9,440	8,217	115%	9,440	8,217	115%	
810.000 · Misc Other Expense																		
Total Other Expense												9,440	8,217	115%	9,440	8,217	115%	
Net Other Income	1,411,077	1,420,000	99%	6,608	12,400	53%	247,033	243,000	102%	(43,757)	(46,300)	95%	91,336	79,661	115%	1,712,297	1,708,761	100%
Net Income	1,388,296	1,400,000	99%	(794,010)	(776,380)	102%	12,592	113,712	11%	(440,309)	(737,059)	60%	43,739	31,661	138%	210,308	31,934	659%

Del Puerto Health Care District
Warrants by Bank Account
June 2021

Type	Date	Num	Name	Credit
101.000 · Cash and cash equivalents				
101.010 · Tri Counties Bank				
101.011 · TCB-Operating Checking 1739				
Check	06/30/2021			50.00
Check	06/15/2021	eft	USDA Rural Development Loan-EFT	10,060.00
Check	06/17/2021	EFT	Umpqua Bank	2,480.96
Bill Pmt -Check	06/18/2021	EFT	Athena Health, Inc.	16,245.10
Bill Pmt -Check	06/18/2021	EFT	City Of Patterson-H2O, sewer, garbag	482.46
Bill Pmt -Check	06/09/2021	30167	Airgas USA, LLC	489.93
Bill Pmt -Check	06/09/2021	30168	AMR-American Medical Response	7,505.28
Bill Pmt -Check	06/09/2021	30169	AMS Software Inc.	181.00
Bill Pmt -Check	06/09/2021	30170	Crescent Work & Outdoor #1	318.29
Bill Pmt -Check	06/09/2021	30171	Greenway Health	91.35
Bill Pmt -Check	06/09/2021	30172	McAuley Ford	3,436.27
Bill Pmt -Check	06/09/2021	30173	McKesson Medical Surgical Inc.	978.15
Bill Pmt -Check	06/09/2021	30174	MD - Okpara, Susan	8,318.08
Bill Pmt -Check	06/09/2021	30175	MD - Rodriguez, Jose	3,300.00
Bill Pmt -Check	06/09/2021	30176	MedTech Billing Services, Inc	7,104.14
Bill Pmt -Check	06/09/2021	30177	O'Reilly Auto Parts	44.19
Bill Pmt -Check	06/09/2021	30178	Pacific Records Management	214.12
Bill Pmt -Check	06/09/2021	30179	Patterson Irrigator	130.00
Bill Pmt -Check	06/09/2021	30180	Paul Oil Co., Inc.	2,827.79
Bill Pmt -Check	06/09/2021	30181	SEMSA Sierra Medical Services Allian	8,217.38
Bill Pmt -Check	06/09/2021	30182	Solutions Group	2,563.97
Bill Pmt -Check	06/09/2021	30183	Staples Advantage	582.62
Bill Pmt -Check	06/09/2021	30184	Streamline/Digital Deployment	200.00
Bill Pmt -Check	06/09/2021	30185	TID Turlock Irrigation District +06	1,218.40
Bill Pmt -Check	06/09/2021	30186	Wagner Jones Helsley PC	593.01
Bill Pmt -Check	06/09/2021	30187	Westside Landscape & Concrete	292.50
Bill Pmt -Check	06/09/2021	30188	Workbench True Value Hdwe.	177.45
Bill Pmt -Check	06/09/2021	30189	Zoll	1,489.18
Check	06/18/2021	30190	U.S. Bank Corporate Payment Center	335.86
Check	06/18/2021	30191	Wakefield	546.91
Bill Pmt -Check	06/18/2021	30192	ACHD-Assoc of CA Healthcare Distric	4,058.00
Bill Pmt -Check	06/18/2021	30193	Airgas USA, LLC	95.73
Bill Pmt -Check	06/18/2021	30194	BICSEC Security, Inc	25.00
Bill Pmt -Check	06/18/2021	30195	Bound Tree Medical LLC	919.97
Bill Pmt -Check	06/18/2021	30196	City of Patterson-Business Licenses	55.02
Bill Pmt -Check	06/18/2021	30197	City Of Patterson-H2O, sewer, garbag	VOID
Bill Pmt -Check	06/18/2021	30198	Cole Huber (Cota Cole)	7,767.50
Bill Pmt -Check	06/18/2021	30199	Comcast - Other	193.05
Bill Pmt -Check	06/18/2021	30200	Data Path, Inc	4,767.50
Bill Pmt -Check	06/18/2021	30201	Frontier-3755	207.72
Bill Pmt -Check	06/18/2021	30202	Frontier - HC 8639	197.59
Bill Pmt -Check	06/18/2021	30203	Language Line	100.00
Bill Pmt -Check	06/18/2021	30204	Life-Assist	2,805.37
Bill Pmt -Check	06/18/2021	30205	McKesson Medical Surgical Inc.	1,309.89
Bill Pmt -Check	06/18/2021	30206	MHD Group	640.01
Bill Pmt -Check	06/18/2021	30207	Mid Valley IT	360.00
Bill Pmt -Check	06/18/2021	30208	Mission Linen Supply	919.16
Bill Pmt -Check	06/18/2021	30209	MO-CAL Office Solutions	205.25
Bill Pmt -Check	06/18/2021	30210	Patterson Irrigator	100.00
Bill Pmt -Check	06/18/2021	30211	Patterson Tire	1,087.23
Bill Pmt -Check	06/18/2021	30212	Physicians Service Bureau	277.00
Bill Pmt -Check	06/18/2021	30213	ReadyRefresh by Nestle	158.48
Bill Pmt -Check	06/18/2021	30214	Sanofi Pasteur, Inc	1,340.94

Del Puerto Health Care District
Warrants by Bank Account
June 2021

Type	Date	Num	Name	Credit
Bill Pmt -Check	06/18/2021	30215	SEMSA Sierra Medical Services Allian	9,525.88
Bill Pmt -Check	06/18/2021	30216	Shred-it US JV LLC	340.59
Bill Pmt -Check	06/18/2021	30217	Staples Advantage	93.52
Bill Pmt -Check	06/18/2021	30218	Stericycle	1,088.33
Bill Pmt -Check	06/18/2021	30219	Thompson Chevrolet Buick GMC Inc.	357.53
Bill Pmt -Check	06/18/2021	30220	Tony's Plumbing	1,241.00
Bill Pmt -Check	06/18/2021	30221	US Postal Service	424.00
Bill Pmt -Check	06/18/2021	30222	Zoll	5,149.70
Bill Pmt -Check	06/18/2021	30223	City Of Patterson-H2O, sewer, garbag	427.37
Bill Pmt -Check	06/22/2021	30224	MD - Okpara, Susan	4,209.04
Bill Pmt -Check	06/22/2021	30225	MD - Okpara, Susan	4,159.04
Check	06/24/2021	30226	REFUNDS - Health Center/Athena:HC	45.33
Check	06/24/2021	30227	REFUNDS - Health Center/Athena:HC	50.00
Check	06/24/2021	30228	REFUNDS - Health Center/Athena:HC	80.00
Check	06/24/2021	30229	REFUNDS - Health Center/Athena:HC	25.00
Bill Pmt -Check	06/24/2021	30230	A West Side Self Storage	228.60
Bill Pmt -Check	06/24/2021	30231	Beta Healthcare - Workers Comp	5,830.00
Bill Pmt -Check	06/24/2021	30232	Bound Tree Medical LLC	335.45
Bill Pmt -Check	06/24/2021	30233	Comcast Business Voice Edge	2,040.93
Bill Pmt -Check	06/24/2021	30234	Keystone Pacific Business Park Owne	4,306.00
Bill Pmt -Check	06/24/2021	30235	McKesson Medical Surgical Inc.	439.15
Bill Pmt -Check	06/24/2021	30236	Paul Oil Co., Inc.	3,051.85
Bill Pmt -Check	06/24/2021	30237	PG&E	21.76
Bill Pmt -Check	06/24/2021	30238	West Side Storage Baldwin	187.20
Total 101.011 · TCB-Operating Checking 1739				151,722.07
101.012 · TCB-Payroll Account 2999				
Liability Check	06/09/2021		Payroll Direct Deposit	56,839.11
Liability Check	06/23/2021		Payroll Direct Deposit	53,499.45
Liability Check	06/10/2021	EFT	AIG (VALIC)	9,466.07
Liability Check	06/24/2021	EFT	AIG (VALIC)	10,221.78
Liability Check	06/24/2021	EFT	Metlife - Group Benefits	743.77
Liability Check	06/10/2021	E-pay	EDD State of California	4,319.99
Liability Check	06/10/2021	E-pay	Internal Revenue Service	22,690.66
Liability Check	06/17/2021	E-pay	EDD State of California	1.73
Liability Check	06/17/2021	E-pay	Internal Revenue Service	22.04
Liability Check	06/24/2021	E-pay	EDD State of California	3,861.52
Liability Check	06/24/2021	E-pay	Internal Revenue Service	21,311.38
Liability Check	06/24/2021	E-pay	EDD State of California	1,206.99
Liability Check	06/30/2021	E-pay	EDD State of California	275.84
Liability Check	06/30/2021	E-pay	Internal Revenue Service	2,497.10
Check	06/07/2021	24910	Employee Payroll	VOID
Check	06/07/2021	24911	Employee Payroll	VOID
Paycheck	06/10/2021	24912	Employee Payroll	2,166.33
Paycheck	06/10/2021	24913	Employee Payroll	1,056.76
Paycheck	06/10/2021	24914	Employee Payroll	976.41
Liability Check	06/10/2021	24915	United Steelworkers	460.66
Paycheck	06/17/2021	24916	Employee Payroll	131.35
Paycheck	06/24/2021	24917	Employee Payroll	1,956.26
Paycheck	06/24/2021	24918	Employee Payroll	969.25
Paycheck	06/24/2021	24919	Employee Payroll	1,076.08
Paycheck	06/24/2021	24920	Employee Payroll	1,225.67
Liability Check	06/24/2021	24921	United Steelworkers	443.36
Liability Check	06/24/2021	24922	CA Choice	35,331.06
Liability Check	06/24/2021	24923	Delta Dental	3,127.42
Liability Check	06/24/2021	24924	LegalShield	297.10
Liability Check	06/24/2021	24925	MES Vision	549.82

Del Puerto Health Care District
Warrants by Bank Account
 June 2021

Type	Date	Num	Name	Credit
Paycheck	06/29/2021	24926	Employee Payroll	1,000.00
Paycheck	06/29/2021	24927	Employee Payroll	1,000.00
Paycheck	06/29/2021	24928	Employee Payroll	1,000.00
Paycheck	06/29/2021	24929	Employee Payroll	1,000.00
Paycheck	06/29/2021	24930	Employee Payroll	1,000.00
Paycheck	06/29/2021	24931	Employee Payroll	1,000.00
Paycheck	06/29/2021	24932	Employee Payroll	1,000.00
Paycheck	06/29/2021	24933	Employee Payroll	1,000.00
Paycheck	06/29/2021	24934	Employee Payroll	1,000.00
Paycheck	06/29/2021	24935	Employee Payroll	250.00
Paycheck	06/29/2021	24936	Employee Payroll	2,000.00
Paycheck	06/29/2021	24937	Employee Payroll	250.00
Liability Check	06/30/2021	24938	AFLAC	1,632.68
Total 101.012 · TCB-Payroll Account 2999				249,857.64
101.015 · TCB - Keystone C 8641				
Bill Pmt -Check	06/18/2021	EFT	Tri Counties Bank-EFT	7,442.07
Bill Pmt -Check	06/09/2021	10242	Gilberto Arroyo-06	365.00
Bill Pmt -Check	06/09/2021	10243	TID Turlock Irrigation District +06	360.67
Bill Pmt -Check	06/18/2021	10244	City Of Patterson-H2O, sewer, garbag	174.16
Bill Pmt -Check	06/24/2021	10245	Keystone Pacific Business Park Owne	3,435.00
Total 101.015 · TCB - Keystone C 8641				11,776.90
Total 101.010 · Tri Counties Bank				413,356.61
Total 101.000 · Cash and cash equivalents				413,356.61
103.000 · Restricted Funds				
103.100 · TCB-USDA Debt Reserve 7237				
Check	06/15/2021	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
TOTAL				423,416.61

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – June 28, 2021****9B Election Districting PUBLIC HEARING****Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

SUBJECT: DISTRICT BOARD TO HOLD A PUBLIC HEARING ON MONDAY JULY 26, 2021, AT 6:30 P.M. TO RECEIVE A PRESENTATION ON THE ELECTION DISTRICTING PROCESS AND RECEIVE INPUT FROM THE COMMUNITY

STAFF REPORT: On June 28, 2021, the Board of Directors approved an agreement with National Demographics Corporation, Inc. for professional demographer services to assist the District in facilitating an inaugural Board of Directors Election Mapping. In accordance with the Fair Maps Act (adopted as AB849, revised by AB 1276) the District is required to hold at least four public hearing during regular or special meetings before adopting a final map.

Redistricting Rules and Goals

Redistricting is governed by certain laws, criteria, and traditional principles. Federal laws require:

- Each election district shall contain a nearly equal population
- Each election district shall be drawn in a manner that complies with the Federal Voting Rights Act. No election district shall be drawn with race as the predominate factor.

In addition to the federal law, the FAIR MAPS Act enacted on January 1, 2020, requires the following criteria be used to the extent practicable when revising districts:

- Each election district shall be a geographically contiguous territory.
- Each election district shall contain undivided neighborhoods and “communities of interest.”
- Each election district border shall be easily identifiable and follow visible natural and man-made geographical and topographical features.
- Each election district shall be as compact as possible. Districts cannot bypass one group of people to get to a more distant group.

It is prohibited to favor or discriminate against a political party.

Some traditional districting principles that may be considered when creating districts include:

- Minimizing shifting voters to different election years.
- Future population growth.
- Respecting voter choices from previous elections.
- Preserving the core of existing districts.



HEARING SCHEDULE: July 26, 2021 @ 6:30 PM – Public Hearing #1
 August 30, 2021 @ 6:30 PM – Public Hearing #2
 February 28, 2022 @ 6:30 PM – Public Hearing #3 Draft Map
 March 28, 2022 @ 6:30 PM – Public Hearing #4 Draft Map
 April 25, 2022 @ 6:30 PM – Final Adoption

CONSIDERATIONS: The California Voting Rights Act holds us responsible to have districted elections with districts that do not dilute the minority vote.

DISTRICT PRIORITY: Transparent elections

CONTACT PERSON: Karin Hennings

ATTACHMENT(S): Public Hearing #1 Presentation



DEL PUERTO
Health Care District

Del Puerto Health Care District
Introduction to Districting

July 26, 2021


Dr. Jeff Tilton, Senior Consultant
National Demographics Corporation

1

Election Systems

1. **“At Large”**
2. **“From District” or “Residence” Districts**
3. **“By District”**

The California Voting Rights Act was written to specifically encourage by-district elections.



July 26, 2021

2

California Voting Rights Act (CVRA)

- Under the Federal Voting Rights Act (passed in 1965), a jurisdiction must fail 4 factual tests before it is in violation of the law.

- The California VRA makes it significantly easier for plaintiffs to force jurisdictions into “by-district” election systems by eliminating two of the US Supreme Court Gingles tests:
 - ~~□ Can the protected class constitute the majority of a district?~~
 - Does the protected class vote as a bloc?
 - Do the voters who are not in the protected class vote in a bloc to defeat the preferred candidates of the protected class?
 - ~~□ Do the “totality of circumstances” indicate race is a factor in elections?~~

- Liability is now determined only by the presence of racially polarized voting



July 26, 2021

3

CVRA Impact

- **Switched (or in the process of switching) as a result of CVRA:**
 - At least 240 school districts
 - 34 Community College Districts
 - 154 cities
 - 1 County Board of Supervisors
 - 35 water and other special districts.

 - **Cases So Far:**
 - Palmdale, Santa Clara and Santa Monica went to trial on the merits. Palmdale and Santa Clara lost. Santa Monica is awaiting a decision.
 - Modesto and Palmdale each spent about \$1.8 million on their defense (in addition to the attorney fee awards in those cases).
 - Santa Monica has spent an estimated \$7 million so far. Plaintiffs in Santa Monica requested \$22 million in legal fees after the original trial.
- **Key settlements:**
 - Palmdale: \$4.7 million
 - Modesto: \$3 million
 - Highland: \$1.3 million
 - Anaheim: \$1.1 million
 - Whittier: \$1 million
 - Santa Barbara: \$600,000
 - Tulare Hospital: \$500,000
 - Camarillo: \$233,000
 - Compton Unified: \$200,000
 - Madera Unified: about \$170,000
 - Hanford Joint Union Schools: \$118,000
 - Merced City: \$42,000
 - **An estimated \$16 million in total settlements and court awards so far.**



July 26, 2021

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Districting Process

Step	Description
Two Initial Hearings July 26 & August 30 6:30 p.m.	<ul style="list-style-type: none"> • Held prior to release of draft maps. • To educate and solicit input on the communities in the District.
Draft Map Hearing February 28, 2022 6:30 p.m.	<ul style="list-style-type: none"> • Discuss and revise the draft maps • Discuss the election sequence • Draft maps due: February 14, 2022, 5 p.m. • Draft maps posted to website by February 7, 5 p.m.
Draft Map Hearing March 28, 2022 6:30 p.m.	<ul style="list-style-type: none"> • Discuss and select a map • Discuss and determine the election sequence • Draft maps due: March 14, 2022, 5 p.m. • Draft maps posted to website by March 21, 2022, 5 p.m.
Final Adoption April 25, 2022 6:30 p.m.	<ul style="list-style-type: none"> • Adopt final map and election sequence • Final map posted to website by April 18, 5 p.m.



July 26, 2021

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Districting Rules and Goals

Federal Laws	Traditional Redistricting Principles
<ul style="list-style-type: none"> <input type="checkbox"/> Equal Population <input type="checkbox"/> Federal Voting Rights Act <input type="checkbox"/> No Racial Gerrymandering 	<ul style="list-style-type: none"> <input type="checkbox"/> Communities of interest <input type="checkbox"/> Compact <input type="checkbox"/> Contiguous <input type="checkbox"/> Visible (Natural & man-made) boundaries <input type="checkbox"/> Respect voters' choices / continuity in office <input type="checkbox"/> Planned future growth



July 26, 2021

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Defining Neighborhoods

1st Question: What is your neighborhood?

2nd Question: What are its geographic boundaries?

Examples of physical features defining a neighborhood boundary:

- Natural neighborhood dividing lines, such as highway or major roads, rivers, canals and/or hills
- Areas around parks or schools
- Other neighborhood landmarks

In the absence of public testimony, planning records and other similar documents may provide definition.



July 26, 2021

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Beyond Neighborhoods: Communities

Under the California Elections Code, “community of interest” has a very specific definition in the context of districting and redistricting cities and counties:

A “community of interest” is a population that shares common social or economic interests **that should be included within a single district for purposes of its effective and fair representation.**

Communities of interest do not include relationships with political parties, incumbents, or political candidates.

(emphasis added)



July 26, 2021

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Beyond Neighborhoods: Defining Communities of Interest

1st Question: What defines your community?

- Geographic Area, plus
- Shared issue or characteristic
 - Shared social or economic interest
- Tell us “your community’s story”

2nd Question: Would this community benefit from being “included within a single district for purposes of its effective and fair representation”?

- Or would it benefit more from having multiple representatives?

Definitions of Communities of Interest may not include relationships with political parties, incumbents, or political candidates.

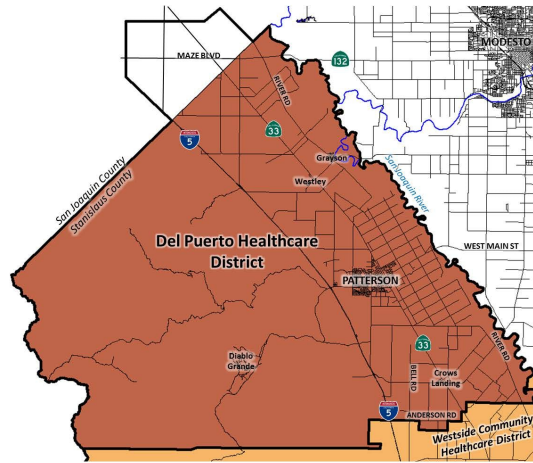


July 26, 2021

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Possible Neighborhoods / Communities



 District Boundary (234,000± acres or 366 sq. miles)
 Sphere of Influence (249,000± acres or 389 sq. miles)
 Outside of District

Source: LAFCO Files, June 2014



July 6, 2021

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Public Hearing & Discussion

- What is your community of interest and what are its boundaries?
- Would you prefer your community of interest be in one district or that it have multiple representatives on the Board?



July 26, 2021

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Share Your Thoughts

Website

www.dphealth.com

Phone

209.892.8781

Email

karin.hennings@dphealth.org



July 26, 2021

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Del Puerto Health Care District
FY2021-22 BUDGET Final
 July 2021 through June 2022

	Total 00 Tax Revenue	Total 01 DPHCD	Patterson District Ambulance	Total 03 Del Puerto Health Center	Total 06 Keystone Bldg C	OVERALL BUDGET
Ordinary Income/Expense						
Income						
401.000 · Gross Patient Service Revenue			8,892,390	2,632,800		11,525,190
403.000 · Adjustments			(5,957,901)	(120,000)		(6,077,901)
405.000 · Bad Debt			(764,746)	(20,000)		(784,746)
407.000 · Other Income		2,000	2,000	123,000		127,000
Total Income		2,000	2,171,743	2,615,800		4,789,543
Gross Profit		2,000	2,171,743	2,615,800		4,789,543
Expense						
601.000 · Salaries & Wages		440,660	1,237,832	1,106,740		2,785,232
602.000 · Employee Benefits		135,064	281,080	330,340		746,484
603.000 · Professional Fees		103,000	10,640	423,389		537,029
604.000 · Purchased Services		11,355	201,363	201,040		413,758
605.000 · Supplies		6,380	89,300	82,150		177,830
606.000 · Utilities		7,850	18,200	42,400		68,450
607.000 · Rental and Lease		4,117	380	2,250		6,747
608.000 · Insurance Coverages		40,047	178,781	113,333		332,161
609.000 · Maintenance & Repairs		2,630	59,500	24,894		87,024
610.000 · Depreciation and Amortization		11,330	147,899	79,154	47,597	285,980
611.000 · Other operating expenses	17,000	47,192	179,393	119,086		362,671
Total Expense	17,000	809,625	2,404,368	2,524,776	47,597	5,803,366
Net Ordinary Income	(17,000)	(807,625)	(232,625)	91,024	(47,597)	(1,013,823)
Other Income/Expense						
Other Income						
701.000 · District Tax Revenues	1,385,200		240,700			1,625,900
703.000 · Investment Income		6,500				6,500
704.000 · Interest Expense				(57,700)	(28,596)	(86,296)
705.000 · Tenant Revenue				600	130,704	131,304
710.000 · Misc Other Income				5,500		5,500
Total Other Income	1,385,200	6,500	240,700	(51,600)	102,108	1,682,908
Other Expense						
802.000 · Keystone District Expense					11,205	11,205
Total Other Expense					11,205	11,205
Net Other Income	1,385,200	6,500	240,700	(51,600)	90,903	1,671,703
Net Income	1,368,200	(801,125)	8,075	39,424	43,306	657,880

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

Board Meeting – July 26, 2021

9D AD/CEO Amendment to Employment Agreement Setting Compensation

Page 1 of 2

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

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 Committee brings forward this proposed change to the AD/CEO Employment Agreement. This Third Amendment to the Employment Agreement would adjust the annual salary by 3% from \$162,740.00 annually to \$167,622.20 annually. All other terms and conditions in the Employment Agreement originally adopted on June 26, 2017 and as amended on October 29, 2018 and July 21, 2020 (First and Second Amendment).

CONSIDERATIONS: The AD/CEO compensation was last updated in July of 2020. This increase of 3% is consistent with the percentage increases for other employees of the Health Care District for the 2021-22 Fiscal Year.

DISTRICT PRIORITY: Competitive Employment Benefits and Compensation

FISCAL IMPACT: An increase to AD/CEO compensation of \$4,882.20 plus salary-related costs. These increased costs are already anticipated and included in the FY 2021-22 District Budget.

STAFFING IMPACT: None

CONTACT PERSON: DPHCD Ad-Hoc Committee for AD/CEO Evaluation, Finance Committee, District General Counsel

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

RECOMMENDED BOARD ACTION: Approval of Resolution No. 2021-07 RESOLUTION OF THE DEL PUERTO HEALTH CARE DISTRICT APPROVING AN AMENDMENT TO THE AD/CEO EMPLOYMENT AGREEMENT AND SETTING THE AD/CEO ANNUAL COMPENSATION

ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors approve Resolution No. 2021 – 07 as submitted.*

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT Board Meeting – July 26, 2021

RESOLUTION NO. 2021-07

RESOLUTION OF THE DEL PUERTO HEALTH CARE DISTRICT APPROVING AN AMENDMENT TO THE AD/CEO EMPLOYMENT AGREEMENT AND SETTING THE AD/CEO ANNUAL COMPENSATION

RESOLVED, the Del Puerto Health Care District ("District") is a health care district organized under California's Health Care District Act (Government Code § 32000, et seq.) which provides health care services in the northwestern portion of Stanislaus County, California, as follows:

WHEREAS, the Health Care District previously entered into an employment agreement with Karin Hennings to serve as Administrative Director / CEO of the District on June 26, 2017; amended on October 29, 2018 and on July 21, 2020 and,

WHEREAS, annually the Board of Directors conducts and has completed a performance evaluation of the Administrative Director / CEO mutually desire to continue the employment of the AD/CEO and to amend the compensation amount (annual salary) of the AD/CEO in a manner consistent with adjustments provided to other employees of the Health Care District;

NOW, THEREFORE, it is hereby **ORDERED** and **DETERMINED**, as follows:

Section 1. The Third Amendment to the AD/CEO Employment Agreement, attached hereto as Exhibit "A" to the staff report is hereby approved.

Section 2. The annual salary for the AD/CEO shall be increased by 3% from \$162,740.00 and is established at \$167,622.20. This increase shall take effect and be reflected in the pay received at the next regular payday following adoption of this resolution.

Section 3. The updated annual salary for the AD/CEO shall be posted to the Health Care District publicly available pay schedules.

Section 4. This Resolution shall be effective upon adoption by the Board of Directors.

* * * * *

The foregoing Resolution was duly and regularly passed and adopted by the Board of Directors of the Del Puerto Health Care District at a meeting of said Board duly noticed and held on the 26th day of July, 2021, as follows:

AYES:

NOES:

ABSTAIN:

ABSENT:

President of the Board of Directors of the Del Puerto Health Care District

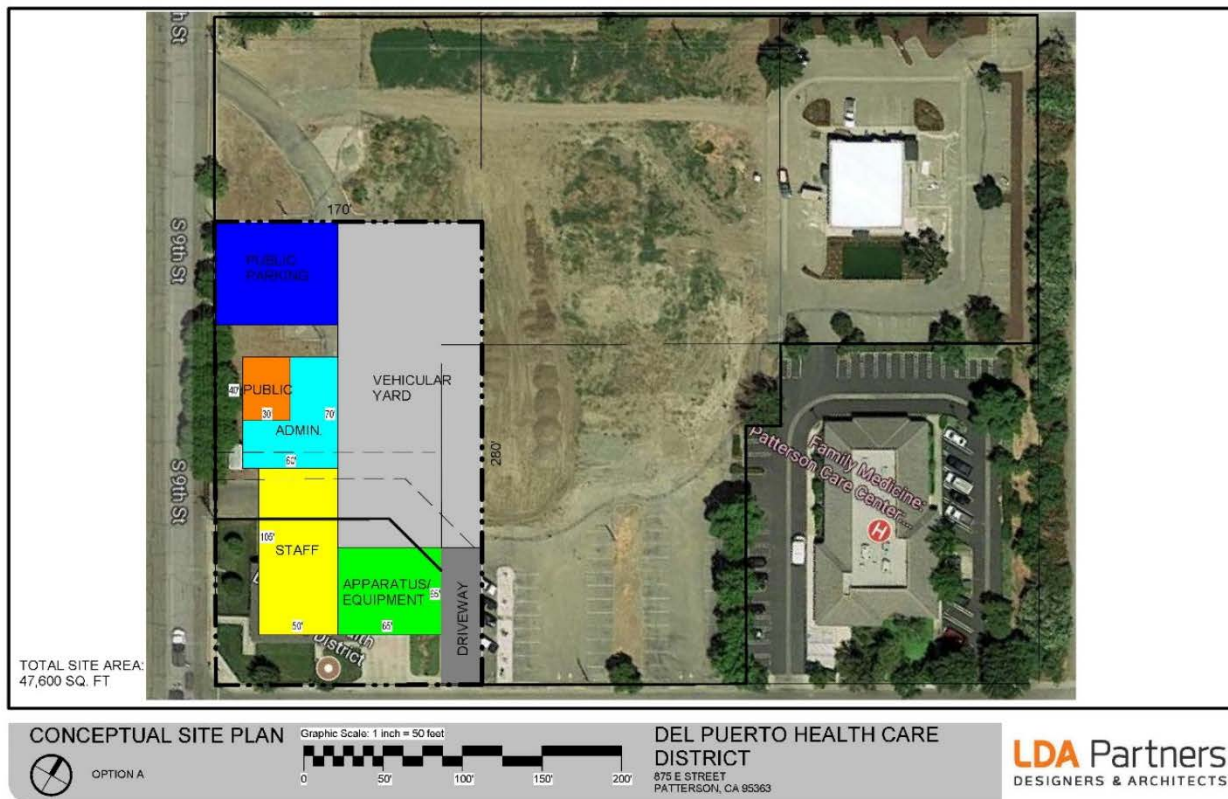
ATTEST _____
Secretary of the Board of Directors of the Del Puerto Health Care District

Del Puerto Health Care District

Building Requirements – by area type

Based on above requirements, a study was conducted by LDA Partners, to estimate the total square foot required for buildings, public and employee parking, crew quarters, training or community room, offices, equipment, and protected apparatus parking.

Program A Prelim. Estimate OPT #1



Del Puerto Health Care District

Patterson District Ambulance Requirements

Patterson District Ambulance (PDA) staffs two 24-hour ALS ambulances at 875 E Street in Patterson. This location is a very good central location in the City of Patterson with good access to main roadways - Hwy 33 for north/south access, Las Palmas east, and Sperry west. This location allows us the best opportunity to meet our urban response time requirements.

There are four crew members on-duty at any given time. It is common to have an intern or student rider with an ambulance crew. Interns are with crews the entire 24-hour shift while students are generally limited to 12-hour day shifts.

READY ROOM

There needs to be a room large enough to accommodate 5 persons using recliner type chairs to watch TV or otherwise relax during down time between calls. There needs to be space for a dry erase board and at least two bulletin boards. Radio and pager chargers as well as spare batteries need to be accessible. The existing facility space is too small.

DINING ROOM

The crews need a table area where they can eat their meals. The existing facility does not have dining room space and depends on crew members using a shared counter space with the kitchen. There are bar stools at the counter that frequently impede the travel path through the room to the apparatus bay.

KITCHEN

The existing kitchen area is small and has limited cabinet space and no pantry area to store food. It is cramped if two people try to use the space at the same time. The existing refrigerator is up against a wall that limits the opening of the refrigerator door. A new facility needs a better kitchen layout with more work space plus cabinet and drawer storage space. Room two refrigerators for adequate food storage and ice makers. A dishwasher is required. There should be enough space that trash and recycling can be stored out of sight.

OFFICE SPACE

There needs to be adequate space for crew members to have desk and computer access. The office should have adequate file storage space, book shelves, and crew member mailboxes. Station alerting equipment including radios, an amplifier, and lighting and speaker control systems should most likely be located in this area.

DORMATORY ROOMS

The existing dorm rooms are cramped due to two lockers in each of the four rooms. The lockers should be moved out of the dorm rooms to male/female locker rooms. There needs to be enough room for a chair and a night stand. Need a minimum of 6 dorm rooms.

BATHROOM / LOCKER ROOMS

There should be male and female locker rooms. There are currently 11 full-time paramedics and EMTs. There could be two additional full-time employees. There should be at least two extra lockers in each locker room for part-time employees working a shift. The bathrooms need vanity cabinets with adequate counter space and two sinks. Bathrooms should allow for toilet and shower use without preventing use to sink/mirror space and lockers. Shower areas need adequate space for a crew member to sit on a bench to dress and to have clothes quickly accessible out of the shower.

EXERCISE/WORKOUT ROOM

The current facility does not have any space for exercise equipment or machines. We currently have an elliptical, a treadmill, and a weight machine/system. A new facility should have enough space for this existing equipment at minimum and some floor space for stretching or other non-machine exercises.

Del Puerto Health Care District

APPARATUS BAYS

PDA currently has four ambulances and a supervisor SUV. There is only apparatus bay space for two ambulances inside. Between the existing facility and a new facility, all ambulances and the supervisor vehicle should be stored inside an apparatus bay. There needs to be space for a washer and dryer, a utility sink with some counter space to clean equipment. There needs to be space for automotive supplies, tools, a portable BBQ, and crew safety equipment that should not be stored inside ie: jackets, rain gear, rescue gloves, and helmets.

MEDICATION / SUPPLY ROOM

There needs to be a temperature-controlled room for medications and medical supplies. This room is a good location for battery chargers.

SUPPLY ROOM / MEDICAL WASTE ROOM

There needs to be a room for general storage of equipment ie backboards, standby tents, tables, chairs. Medical waste needs to be secured pending pickup by a waste company.

GENERAL STORAGE

There is a general lack of storage space in the current ambulance station/crew quarters. Space to store cleaning equipment, cleaning and station supplies, and repair parts and supplies, probably more.

CREW PARKING

Ambulance crews and interns should have secured parking. There should be adequate parking for shift changes.

OUTSIDE/EXTERIOR

There should be a small patio area where crews can relax outside and BBQ rather than having to BBQ in the driveway.

OTHER THOUGHTS

Consider a small community room for community interaction walk-in patients, immunization clinics, or small community health related meetings.

Access to the crew quarters without having to go through the apparatus bay. A man door access to apparatus bay rather than depending on apparatus doors.

Emergency power to be sized to allow near full, or near full, capacity use of facility - cooking, refrigerator(s), HVAC, lighting, alerting system, apparatus doors, lighting and general plugs so facility can remain operational in extended power outages.

OFFICE SPACE

Ambulance Director and QI person require offices. Currently the QI person uses a corner of the classroom area without privacy.

Current District offices include: Admin Director/CEO, Human Resources, and general office staff with counter area and lobby. A record and office supply room, break room and/or mini kitchen, bathroom – handicapped accessible. A small classroom with storage space. Could use at least one more office.

Del Puerto Health Care District

1/30/2018

Program A Preliminary Estimate OPTION #1

Variable Grossing Factor

	Program Heading	Space	Quantity	Area	Net Area	Area Factor	Gross SF	Cost / Area	Extended Cost
1.00	Public Areas								
		Community Room	1	750	750	1.25	937.5		
		Public RR	2	60	120	1.25	150		
		Public RR	2	60	120	1.25	150		
		Community Room Storage	1	150	150	1.25	187.5		
		Clinic	1	200	200	1.25	250		
		Exam	2	200	400	1.25	500		
		Storage	1	100	100	1.25	125		
		Reception	1	150	150	1.25	187.5		
		Public Lobby	1	250	250	1.25	312.5		
		Workstation	2	100	200	1.25	250		
		Public Areas Subtotal					1,238	\$ 315	\$ 389,813
2.00	Administrative Areas								
		Public Reception	1	250	250	1.25	312.5		
		Staff Office	5	100	500	1.25	625		
		Director Office	2	150	300	1.25	375		
		Public RR- Single Occupancy	1	65	65	1.25	81.25		
		Administrative Storage	2	150	300	1.25	375		
		IT	1	100	100	1.25	125		
		Elect Room	1	200	200	1.25	250		
		MPOE	1	75	75	1.25	93.75		
		Janitor	1	75	75	1.25	93.75		
		Work Room	1	150	150	1.25	187.5		
		Men Restroom	1	125	125	1.25	156.25		
		Women Restroom	1	125	125	1.25	156.25		
		Mech Room	1	150	150	1.25	187.5		
		Administrative Areas Subtotal					3,019	\$ 300	\$ 905,625
3.00	Staff Areas								
		Chief Quarters	1	150	150	1.25	188		
		Crew Quarters	6	125	750	1.25	938		
		Ready room	1	700	700	1.25	875		
		Lockers Room- (men)	1	500	500	1.25	625		
		Lockers Room - Women)	1	500	500	1.25	625		
		Kitchen	1	300	300	1.25	375		
		Pantry	1	50	50	1.25	63		
		Dining Area	1	300	300	1.25	375		
		Exercise	1	350	350	1.25	438		
		Dispatch	1	50	50	1.25	63		
		Medical Cabinet	1	25	25	1.25	31		
		General Storage	2	100	200	1.25	250		
		Medical Enclosure	1	80	80	1.25	100		
		Laundry	1	150	150	1.25	188		
		Staff Areas Subtotal					5,131	\$ 350	\$ 1,795,938
4.00	Vehicle								
		SUV	1	175	175	1.50	262.5		
		Front Line Ambulance	2	475	950	1.50	712.5		
		Reserve Ambulance	3	280	840	1.50	420		
		Future Ambulance	1	290	290	1.50	435		

Del Puerto Health Care District

		Emergency trailer (exterior)	1	145	145	0.00	0		
		Engine (3/0 staffing)	1	146	146	1.50	219		
		10 KW portable generator on wheels (exterior)	1	50	50	0.00	0		
		Vehicle Subtotal					2,049	\$ 200	\$ 409,800
5.00	Equipment								
		Workshop	1	200	200	1.25	250		
		Turnout / Gear Storage	1	100	100	1.25	125		
		Equip Storage	1	275	275	1.25	343.75		
		Decontamination	1	85	85	1.25	106.25		
		Equipment Subtotal					825	\$ 200	\$ 165,000
		Total Building					12,262		\$ 3,256,375
6.00	Site								
		General Site	1	47,600	47,600	1	47,600	\$ 25.00	\$ 1,190,000
		Exterior Patio	1	500	500	1	500	\$ 45.00	\$ 22,500
		Utilities	1	100,000	100,000	1	100,000	\$ 4.50	\$ 450,000
		Total Site							\$ 1,662,500
		CONSTRUCTION SUBTOTAL							\$ 4,918,875
	HARD COSTS								
		General Conditions						10.0%	\$491,888
		General Requirements, Overhead						2.0%	\$98,378
		Profit						5.0%	\$245,944
		Bonds						1.0%	\$49,189
		Estimating Contingency						3.0%	\$147,566
		TOTAL PROJECT HARD COST							\$ 5,951,839
	SOFT COSTS								
		Design Fees						8.5%	\$ 505,906
		Materials Testing						1.0%	\$ 59,518
		Geotech						L/S	\$ 10,000
		Permit Fees						LS	\$ 75,000
		Misc Utility Fee Allowance						LS	\$ 50,000
		FFE						L/S	\$ 200,000
		Contingency						3.0%	\$ 178,555
		TOTAL PROJECT SOFT COST							\$ 1,078,980
		TOTAL PROJECT COST							\$ 7,030,819



2



3



4





5

BRYAN SANTOS
PARAMEDIC



6



BRIAN HANNAMEYER
PARAMEDIC
6 years

7




EARLENE "BRI" SILVA
PARAMEDIC
12 YEARS




PATTERSON
District Ambulance

8



EDDIE THOMPSON
PARAMEDIC
4 ; #|hdv

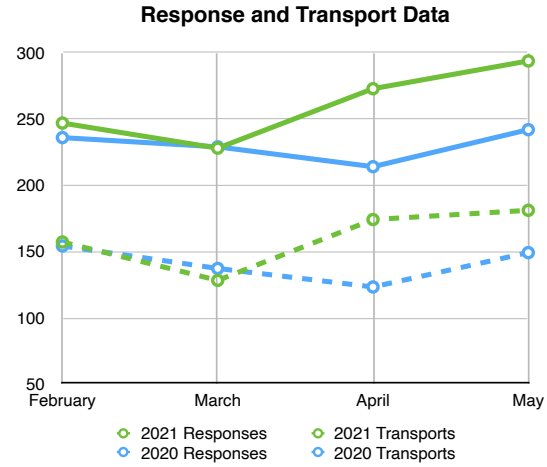
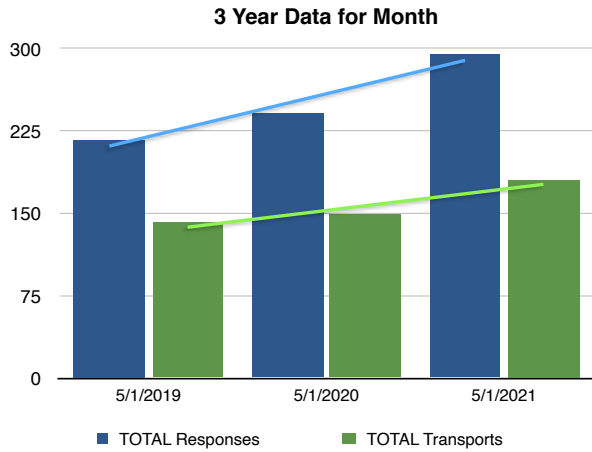


PATTERSON
District Ambulance

9

Patterson District Ambulance Response Report May 1, 2021 - May 31, 2021 Monthly Response Summary

	P91	P92	P93	P1	WS	AMR	PDA TOTALS	Other TOTALS	GRAND TOTALS
Responses	135	134	25	9	6	2	294	8	302
Transports	78	85	18	0	5	1	181	6	187
Transport %	57.78%	63.43%	72.00%		83.33%	50.00%	61.56%	75.00%	61.92%
Cancelled Response	15	10	3						
Adjusted Transport %	65.00%	68.55%	81.82%						



Mutual Aid Responses

	Westside		AMR	
	Responses	Transports	Responses	Transports
INTO District	6	5	2	1
OUT of District	2	1	30	16

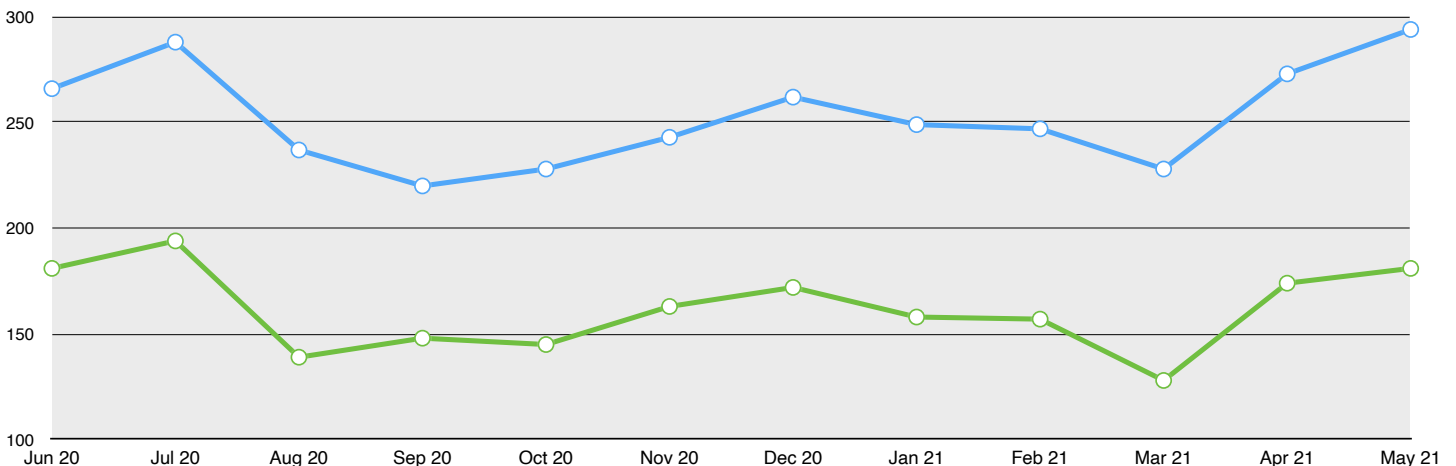
PDA In District Response %

Last Month %	This Month %	NET Change %
92.86%	97.35%	4.49%

Rolling Compliance Periods - Snapshot on <Pending>

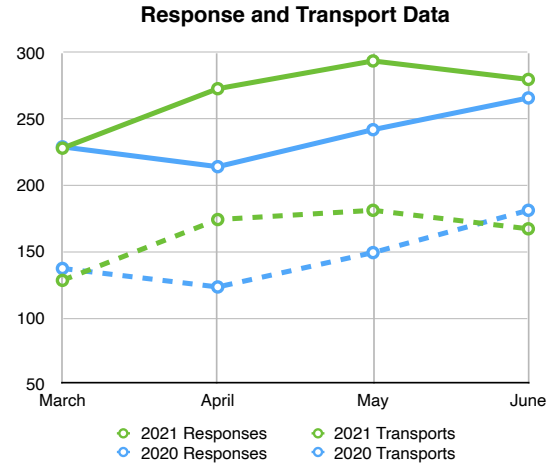
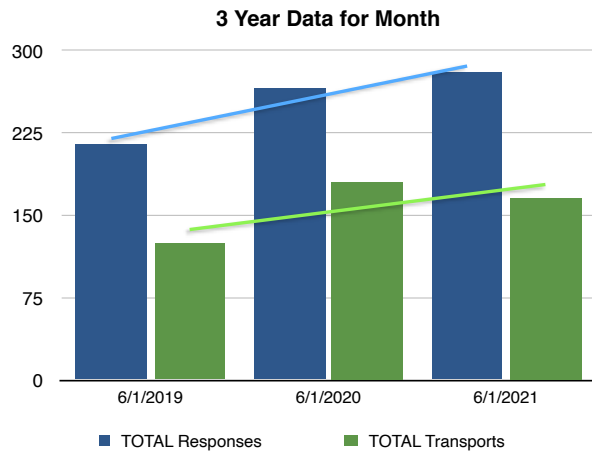
Urban		Suburban		Rural	
Code 3	Code 2	Code 3	Code 2	Code 3	Code 2
0%	0%	0%	0%	0%	0%

Rolling 12 Months - Responses / Transports



Patterson District Ambulance Response Report June 1, 2021 - June 30, 2021 Monthly Response Summary

	P91	P92	P93	P1	WS	AMR	PDA TOTALS	Other TOTALS	GRAND TOTALS
Responses	121	120	39	2	13	5	280	18	298
Transports	71	72	24	0	6	1	167	7	174
Transport %	58.68%	60.00%	61.54%		46.15%	20.00%	59.64%	38.89%	58.39%
Cancelled Response	0	0	0						
Adjusted Transport %	58.68%	60.00%	61.54%						



Mutual Aid Responses

	Westside		AMR	
	Responses	Transports	Responses	Transports
INTO District	13	6	5	1
OUT of District	8	3	77	22

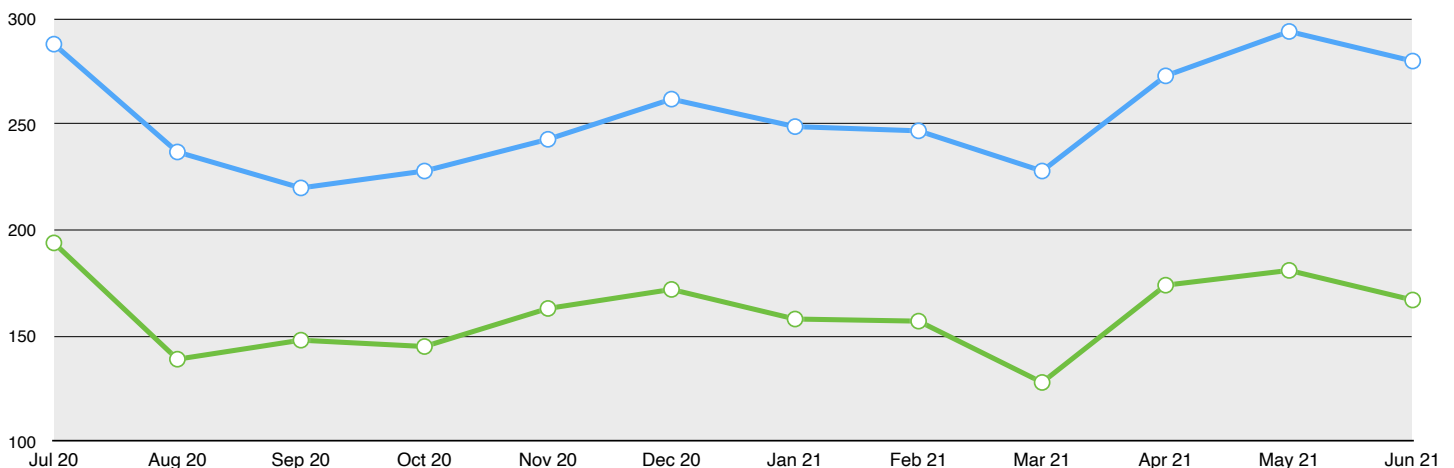
PDA In District Response %

Last Month %	This Month %	NET Change %
97.35%	93.96%	-3.39%

Rolling Compliance Periods - Snapshot on <Pending>

Urban		Suburban		Rural	
Code 3	Code 2	Code 3	Code 2	Code 3	Code 2
0%	0%	0%	0%	0%	0%

Rolling 12 Months - Responses / Transports



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Executive Summary Snapshot

06/30/21 05/31/21 12 Month Avg



Revenue Cycle Performance

06/30/21 05/31/21 12 Month Avg

Gross Charges

\$782,593.00 \$829,624.00 \$748,894.92

Month Ending

06/30/21

Charges by Class

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$324,373.00	\$351,754.00	\$305,527.58
Medicaid	\$259,480.00	\$239,380.00	\$227,428.75
Insurance	\$122,205.00	\$118,605.00	\$127,188.17
Self Pay	\$76,535.00	\$119,885.00	\$88,750.42
Facility			

Transports & Billable Dry Runs

186 207 185

06/30/21 05/31/21 12 Month Avg

Collections

\$161,270.00 \$166,880.00 \$170,801.33

Collection % Gross

20.6% 20.1% 22.8%

Collections by Class

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$45,197.00	\$38,132.00	\$40,815.17
Medicaid	\$24,199.00	\$18,340.00	\$23,543.00
Insurance	\$85,456.00	\$101,047.00	\$95,051.67
Self Pay	\$6,418.00	\$9,361.00	\$11,391.50
Facility			

Contractual Adjustments

\$557,583.00 \$565,013.00 \$543,685.25

Accounted for Funds

91.9% 87.3% 97.3%

Write Offs

\$44,748.00 \$105,024.00 \$63,521.58

Aging by Range

Payor Class	Current Month	Previous Month	12 Month Avg
0 - 30	\$257,610.00	\$210,253.00	\$220,590.50
31 - 60	\$207,837.00	\$189,288.00	\$182,430.08
61 - 90	\$100,666.00	\$83,777.00	\$91,308.17
91 - 120	\$39,346.00	\$46,308.00	\$40,141.58
120+	\$104,947.00	\$96,702.00	\$99,826.08

Transports by Class

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	74	81	70
Medicaid	67	65	57
Insurance	26	26	29
Self Pay	19	35	28
Facility			

Average Daily Revenue

\$26,086.43 \$26,762.06 \$24,963.16

Revenue Per Transport

\$4,207.49 \$4,007.85 \$4,055.39

Aging Payor Class

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$53,589.00	\$45,907.00	\$48,596.42
Medicaid	\$44,821.00	\$51,344.00	\$48,755.25
Insurance	\$222,583.00	\$218,101.00	\$239,066.58
Self Pay	\$379,684.00	\$296,380.00	\$291,490.58
Facility	\$9,730.00	\$14,595.00	\$5,418.13

Pay Mix Transports

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	39.8%	39.1%	38.0%
Medicaid	36.0%	31.4%	31.1%
Insurance	14.0%	12.6%	15.8%
Self Pay	10.2%	16.9%	15.2%
Facility	0.0%	0.0%	0.0%

Collections Per Transport

\$867.04 \$806.18 \$924.92

Contractual Allowance Per Transport

\$2,997.76 \$2,729.53 \$2,944.14

Days Sales Outstanding

27 24 24

Pay Mix Aging

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	7.5%	7.3%	7.7%
Medicaid	6.3%	8.2%	7.7%
Insurance	31.3%	34.8%	37.7%
Self Pay	53.4%	47.3%	46.0%
Facility	1.4%	2.3%	0.9%

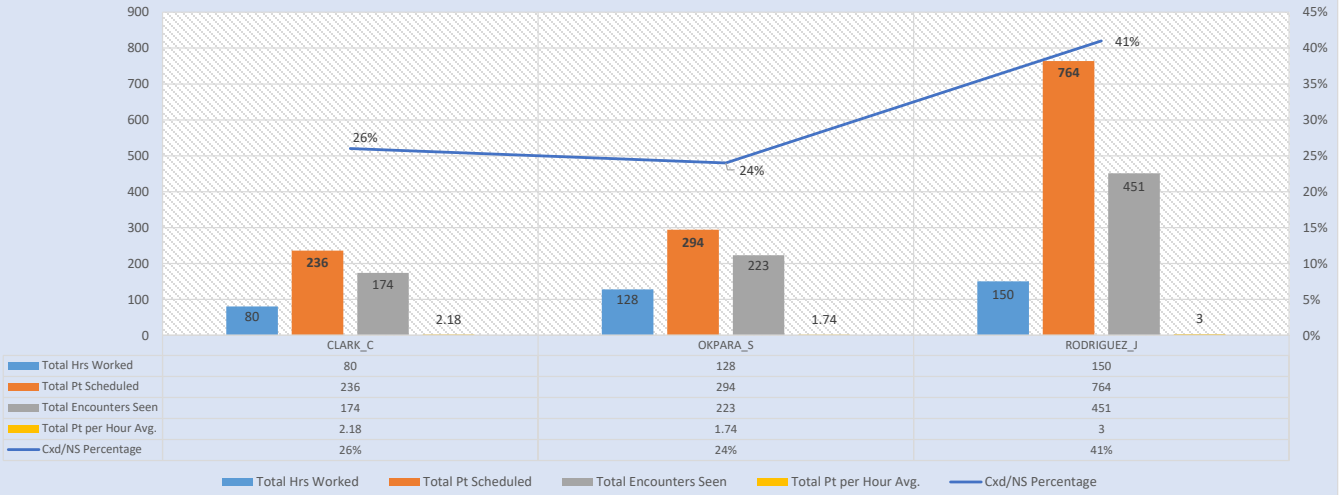
Patterson District Ambulance
 April 1, 2021 to June 30, 2021



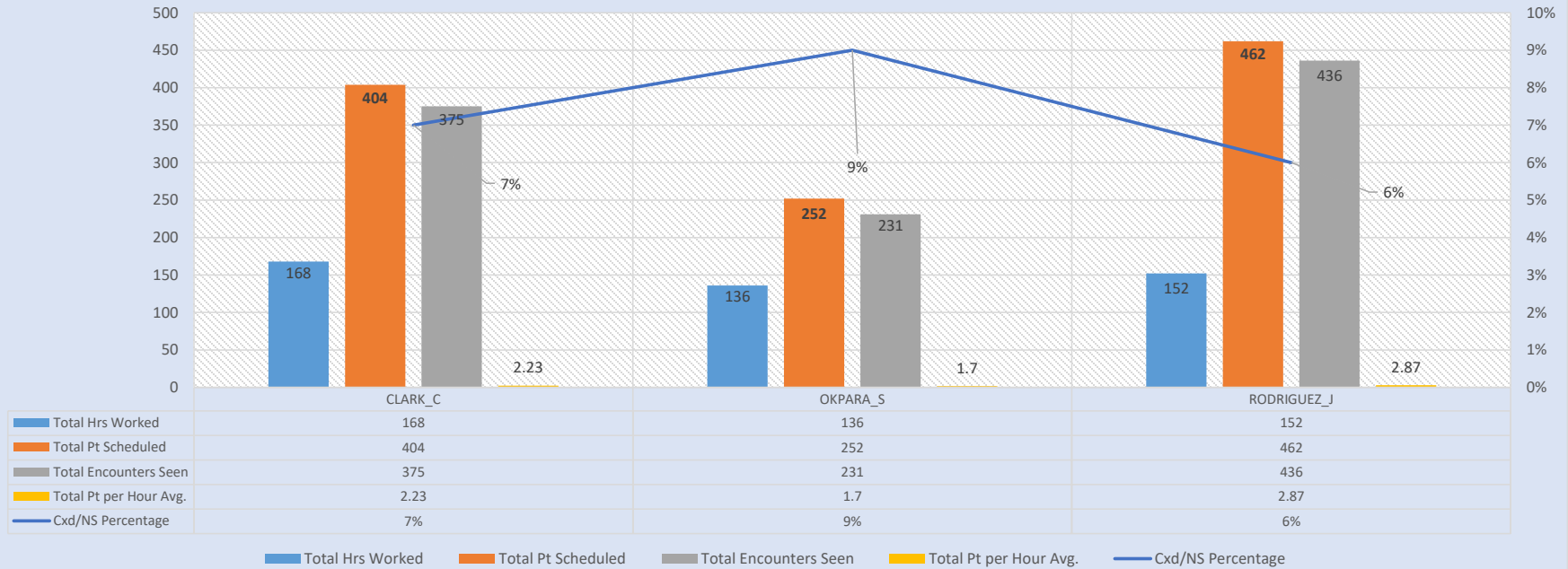
Benchmark Comparison

	Your Company	Total DB	Similar Sized	California
Helpfulness of the person you called for ambulance service	91.87	93.77	93.76	93.39
Concern shown by the person you called for ambulance service	90.78	93.53	93.68	92.74
Extent to which you were told what to do until the ambulance	92.24	92.36	92.41	92.16
Extent to which the ambulance arrived in a timely manner	94.79	93.15	94.18	93.32
Cleanliness of the ambulance	97.83	95.31	95.72	95.16
Comfort of the ride	91.67	88.58	88.96	89.33
Skill of the person driving the ambulance	96.67	94.48	94.91	94.41
Care shown by the medics who arrived with the ambulance	96.28	95.14	95.61	94.37
Degree to which the medics took your problem seriously	95.11	94.98	95.29	93.84
Degree to which the medics listened to you and/or your family	95.65	94.63	94.95	93.56
Skill of the medics	96.67	95.10	95.56	94.49
Extent to which the medics kept you informed about your	91.85	93.47	93.85	92.11
Extent to which medics included you in the treatment decisions	92.86	93.17	93.50	91.58
Degree to which the medics relieved your pain or discomfort	93.02	91.62	92.16	90.97
Medics' concern for your privacy	95.11	94.27	94.57	93.23
Extent to which medics cared for you as a person	96.20	94.96	95.48	94.35
Professionalism of the staff in our billing office	86.15	89.80	90.47	88.03
Willingness of the staff in our billing office to address your	88.04	89.61	90.16	88.14
How well did our staff work together to care for you	95.00	94.38	94.85	93.27
Extent to which our staff eased your entry into the medical	94.77	94.36	94.81	93.57
Appropriateness of Emergency Medical Transportation treatment	93.18	94.28	94.71	93.29
Extent to which the services received were worth the fees	89.38	89.64	90.61	87.72
Overall rating of the care provided by our Emergency Medical	94.44	94.42	95.06	93.34
Likelihood of recommending this ambulance service to others	94.32	94.04	94.65	91.98
Number of Surveys for the period	48			
Overall Score	93.76	93.29	93.75	92.43

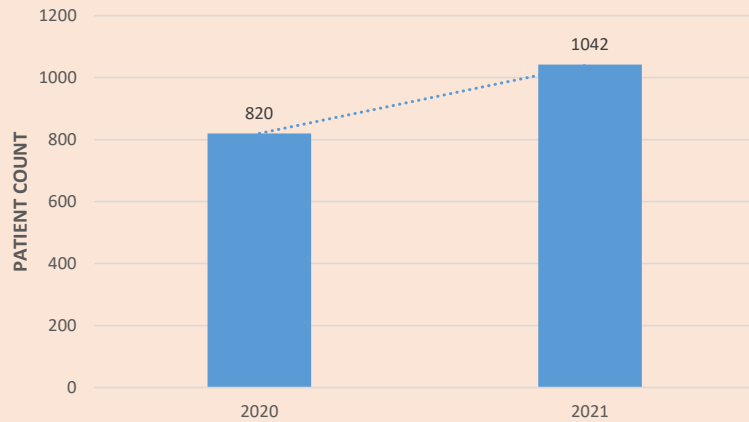
PROVIDER PRODUCTIVITY MAY 2021



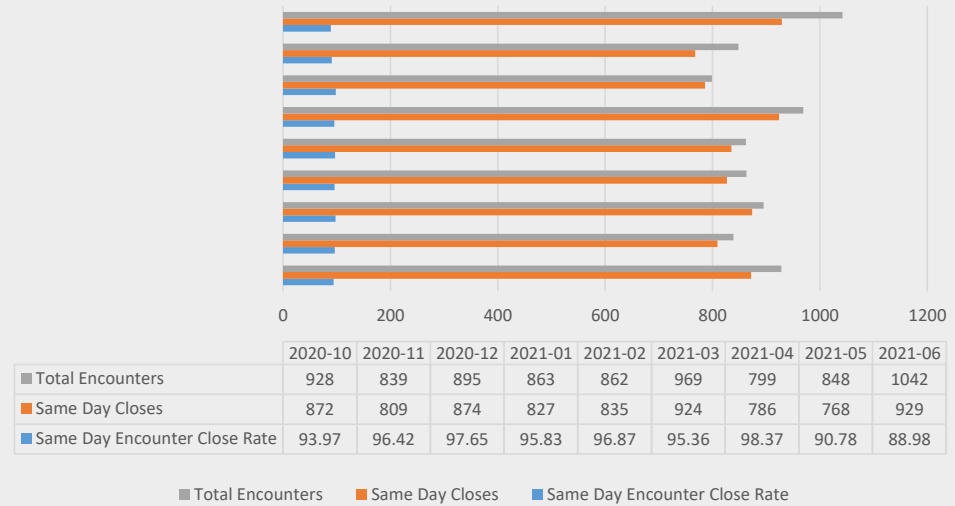
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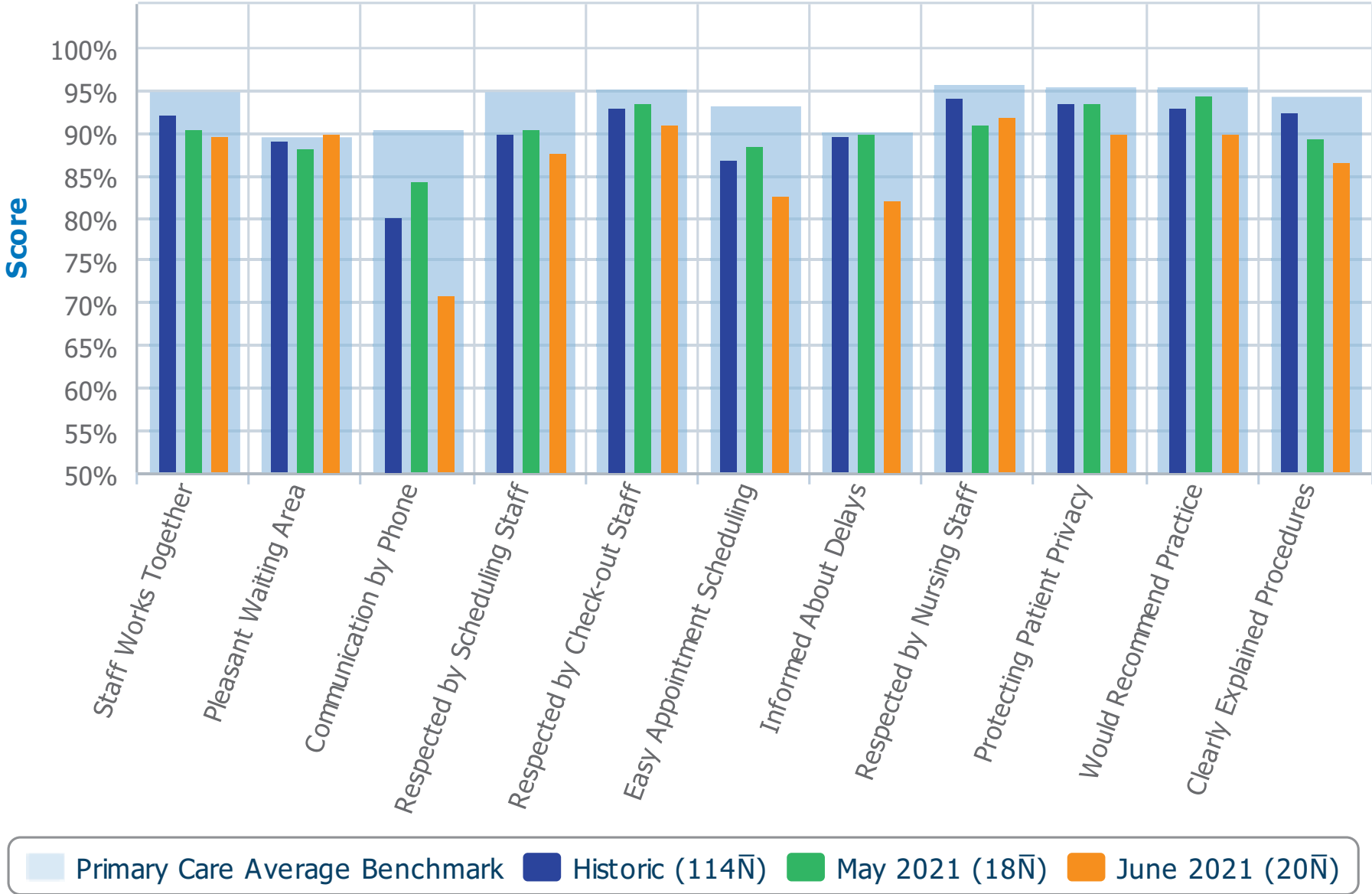


TOTAL PATIENTS JUNE 2020 vs 2021



Total Encounters from Oct 2020-Present



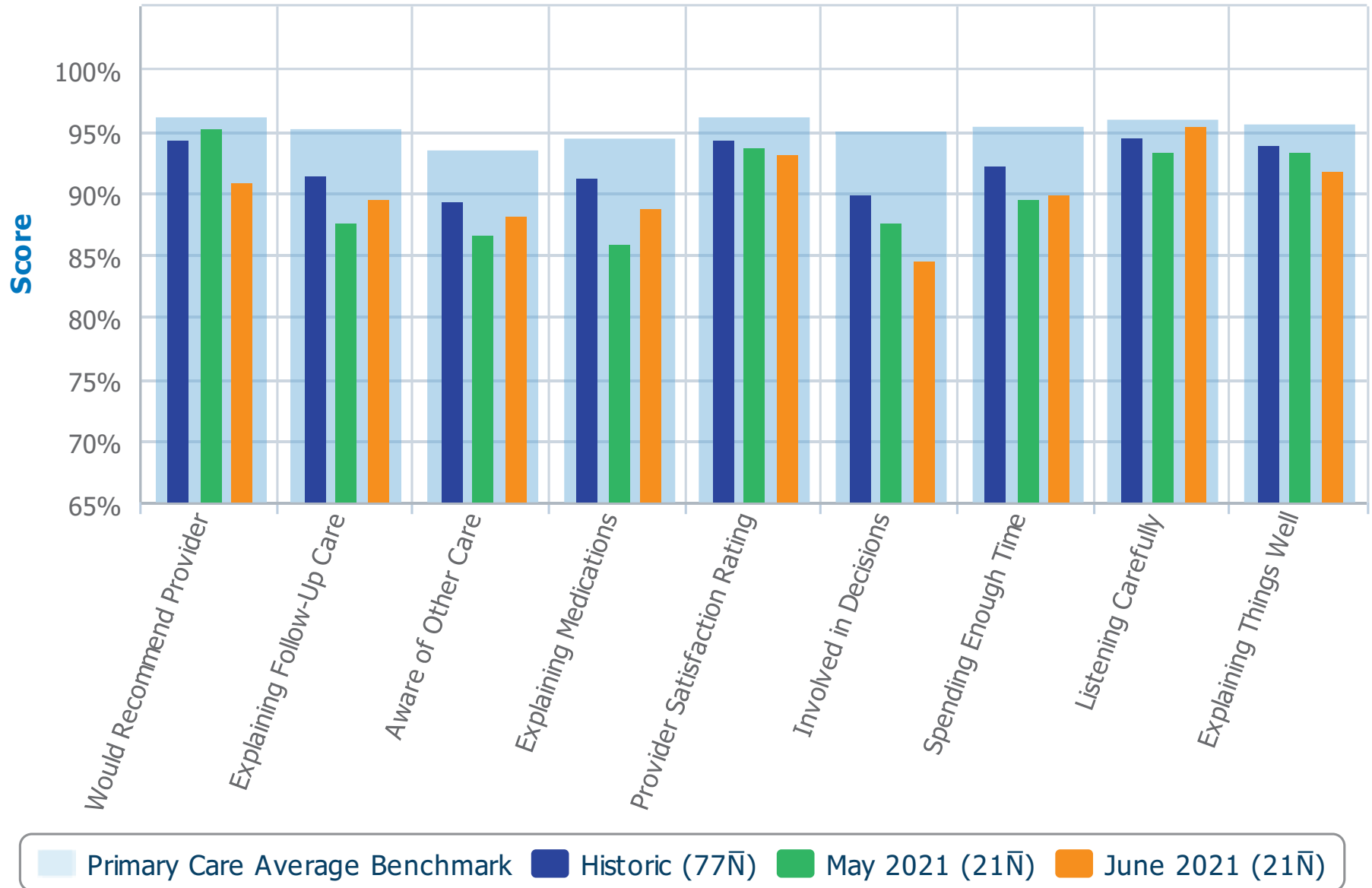




Provider: All Providers

medstatix

CA - Del Puerto Health Care District



Del Puerto Health Care District

Administrative Director / CEO Update – June 2021

Karin Freese Hennings

Financial Summary Report in Board Packet

- **Tentative** Fiscal Year End
 - Service Income.....\$4,198,000
 - Tax Income-Interest/Other Exp 1,712,000
 - Gross Expenses-5,700,000
 - Projected Net Income\$210,000
- Current financial Position
 - \$3.0 million in cash (including \$844k in asset replacement funds)
 - \$396k in accounts receivable
 - \$505k in current liabilities
- Leasing of C1
 - Keystone C loan has balloon payment due July 2023 (current balance \$644,000)
 - Clinic is unlikely to use C-1 space within next 2-5 years.
 - Connecting with commercial realtor to find a tenant for the space with anticipated \$48,000 annual income.
 - Have met with one possible tenant.

Health Center

- Dr. Rodriguez is discussion possible services with Valley Heart.
- Still have 7 months of past Medi-Cal billing to update and resolve. Receiving daily updates on Athena's progress to current their error when establishing Medi-Cal wrap billing.
- Dr. Rodriguez will have a physician assistant student for their preceptorship this summer
- Pediatrician Dr. Susan Okpara will be with us through August.

Ambulance

- Stanislaus County still working toward a Basic Life Support service level. No date for implementation yet.

Human Resources

- Have recruited and hired five Medical Assistants to bring staffing back full strength
- Still recruiting for 2nd mid-level family provider
- On site interviewed with LCSW July 22, 2021

Strategic Planning:

- Community Presentation of Community Health Assessment and Needs Survey (CHANS)
- Recommended Board Retreat
 - Community Priorities from CHANS feedback
 - Strategic plan areas
 - Implementation

Board/Committee Deferred Items

- Obtain Legal Opinion Regarding District Use of Design-Build Board
- Board Governance Training Session – “Community Engagement”

Community Engagement

- Targeted Service Clubs: Patterson Lions Club, Patterson Rotary
- City of Patterson: City Council, Economic Development and Public Safety Committees

Next Month

- Public Hearing #2 on Districted Elections