



BOARD OF DIRECTORS BOARD OF DIRECTORS

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

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

**BOARD OF DIRECTORS MEETING MINUTES**  
**Monday, June 24, 2024 @ 6:00 pm**

1. **Call to order at 6:02 pm** by President, Anne Stokman

2. **Pledge of Allegiance**

3. **Roll Call**

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

**Staff Present:** CEO, Karin Freese  
Ambulance Director, Paul Willette  
HC Manager, Suzie Benitez  
HR Manager, Robert Trefault  
Clerk of the Board/Financial Accounting Manager, Maria Reyes-Palad  
Clinical Ed and QI Manager, Jim Whitworth

**District Legal Council:** Dave Ritchie, Cole Huber, LLP

*We have a quorum.*

4. **Reading of the District's Vision, Mission, and Value Statements:**

*Vision:* "A locally cultivated, healthier community."  
*Mission:* "To provide, promote, and partner in quality healthcare for all."  
*Values:* "Compassion – Commitment – Excellence"

5. **Public Comment Period**

None

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

None.

7. **Approval of Agenda:**

Director Stokman requested to pull Item E \*Approve Bond Counsel, Underwriter, and Document Preparation from Consent Calendar for further discussion.

**M/S/C: To approve the agenda with Item E for further discussion.**

Directors Campo/Avila

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

**Nays:** None

**Abstain:** None

**Motion: Passed**

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

- A. \* Approve Board Meeting Minutes – June 03, 2024
- B. \*Approve Finance Committee Minutes – April 29, 2024
- C. \*Approve Financial Report for the month ending April 30, 2024
- D. \*Approve Financial Report for the month ending May 31, 2024
- E. \*Approve Bond Counsel, Underwriter, and Document Preparation
- F. \*Approve Updated Extended Sick Leave Policy

**M/S/C. Approve the Consent Calendar with Item E moved to Regular Calendar for further discussion.**

Directors Benefield/Avila

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

**Nays:** None

**Abstain:** None

**Motion: Passed**

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

- A. **Consent Calendar Item E** \* Approve Bond Counsel, Underwriter, and Document Preparation

Ms. Freese and Mr. Ritchie explained the background what the bond is for and the process in connection with the building project. She enumerated the process starting with identifying the need, feasibility study, identifying municipal advisor as well as bond counsel and underwriter. Item E is an authorization given to CEO with legal counsel to apply for Cal Mortgage Insurance and prepare bond issuance documents. Item E also designated Briant Quint as bond counsel and Piper Sandler & Co. as underwriter.

**M/S/C. To approve Bond Counsel, Underwriter and Document Preparation.**

Director Benefield/Avila

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

**Nays:** None

**Abstain:** None

**Motion: Passed - Roll Call Vote**

- B. **Approval of Chasis Order & Deposit for 2025 Victoryliner Type III Ambulance**

Ms. Freese stated that ordering chassis is necessary for the district to be on target with the ambulance replacement plan. The district has to submit a letter of intent to purchase a 2025 chassis in order for Ford Motor Company to reserve a 2025 or 2026 ambulance.

Downpayment of \$85K is required on August 2025 to make chassis order.

**M/S/C. To approve Chasis Order & Deposit for 2025 Victoryliner Type III Ambulance.**

Director Benefield/Avila

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

**Nays:** None

**Abstain:** None

**Motion: Passed – Roll Call Vote**

- C. **Approval of a Contract with TPMG for Dr. Bains as EMS Medical Director**

Ms. Freese presented the contract with The Permanente Medical Group (TPMG),

securing services of Gurvijay Bains, MD as PDA's EMS Medical Director with a contract amount of \$18K per year for two (2) years at eight (8) hours per month billed monthly.

**M/S/C. To approve Contract with TPMG for Dr. Bains as EMS Medical Director**  
Directors Avila/Campo

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

**Nays:** None

**Abstain:** None

**Motion: Passed – Roll Call Vote**

**D. Approval of Proposal from APLogic for Data File**

Ms. Freese presented APLogic proposal for transitioning the district to a Microsoft Teams-based directory. The file system, structure and importance are explained which will improve the file organization and accessibility. Fiscal impact is the total consulting cost of \$19,772.

**M/S/C. To approve Proposal from APLogic for Data File**  
Directors Campo/Avila

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

**Nays:** None

**Abstain:** None

**Motion: Passed**

**E. Review and Approval of the FY 2024-25 Operating Budget**

The finance committee recommended the FY2024-25 Overall Budget to Board for approval with overall Net Income of \$1.782K.

Ms. Freese explained the financial highlights of the budget for each department.

Administration salaries increased due to plan of hiring a full-time executive secretary for clerical functions to assist CEO and HR. Professional fees variance is for Community Health Assessment and APLogic cost.

PDA's operating budget is projected with a 5% step increase without COLA adjustment since union negotiation is still ongoing. Huge increase on depreciation due to purchase of new ambulance and new truck. Plus administrative share of cost of 47%.

Health Center's operating cost is due to 3.6% COLA adjustment, hiring of a new X-ray technician and hiring additional MAs and supplies to assist and utilized by the new provider. Plus administrative share of cost of 47%.

\$100,000 to be spent to achieve strategic goals is not included in the budget, which will change the overall operating net result to \$1,682K.

Urgent care hours and numbers are not reflected in the budget since it is only changing staff's working hours.

**M/S/C. To review and approve FY 2024-25 Operating Budget.**

Directors Benefield/Campo

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

**Nays:** None  
**Abstain:** None  
**Motion: Passed – Roll Call Vote**

**10. Review of Written Reports**

- A. Administration – Ms. Freese  
Proposition 1 on Behavioral Health was discussed.

Strategic Planning survey resulted to only 7 respondents out of 25 participants. It is to be tabled for next meeting.

Happy or Not reporting was also discussed.

- B. Ambulance – Mr. Willette
- C. Health Center – Ms. Benitez
- D. Human Resources – Mr. Trefault
- E. Legislative Watch List – Ms. Freese

**11. Strategic Planning**

- A. Review 9 Days-9 Weeks-9 Months Survey Results – tabled to next meeting.

**Adjourned to Closed Session @ 7:33 pm**

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

- A. Gov't Code § 54957.6  
Conference with Labor Negotiator  
Employee Organization: USW TEMSA  
Local 12911  
Negotiators: David Ritchie, JD  
Karin Freese & Paul Willette

**13. Reconvene to Open Session @ 7:52 pm - Report of Closed Session**

**14. Director Correspondence, Comments, Future Agenda Items - None**

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

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| Finance – Wed, July 24 @ 6:30     | Board – Mon, July 29 @ 6:00 PM   |
| Finance – Thurs, August 22 @ 6:30 | Board – Mon, August 26 @ 6:00 PM |
| Finance – Wed, Sept 25 @ 6:30     | Board – Mon, Sep 30 @ 6:00 PM    |

**16. Adjourn @ 7:53 pm**

Respectfully Submitted:

  
 \_\_\_\_\_  
 Becky Campo, Board Secretary  
 8/20/2024  
 \_\_\_\_\_  
 Date Signed