



BOARD OF DIRECTORS MEETING

October 26, 2020 @ 6:30 pm

Via Zoom

Board of Directors Minutes

1. Call to order @ 6:31 pm by Director Pittson
2. Pledge of Allegiance
3. Board of Directors Roll Call.

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

Directors Absent: None

Staff Present: Administrative Director/CEO, Karin Hennings
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: Adriana Taylor from Unite Us.

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

7. Approval of Agenda:
Director

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

Campo

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

Nays: None

Abstain: None

Passed

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



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- A. *Approve Board Meeting Minutes for September 28, 2020
- B. *Approve Finance Committee Meeting Minutes for September 23, 2020
- C. *Accept Month End Financials for September 2020
- D. *Approve Monthly Warrants for September 2020
- E. *Update Policy #2112 Capital Expense
- F. *Adopt Policy #3565 Ergonomics

There is a name typo on item A. Name should be Robinson.

M/S/C That the Board of Directors accept the Consent Calendar as presented. /Director Robinson / Director Mac Master

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

Nays: None

Abstain: None

Passed

9. Regular Calendar

A. **There were no Consent calendar items moved to regular calendar*

- B. Approve Contract w/CSU Sacramento for District Health Survey
Ms. Hennings shared the contract with CSU Sacramento for a survey of approximately 300 households, so that it is statistically significant. The cost of the contract will be \$59,661. The questionnaires are being reviewed right now. The survey will be conducted in November thru December. We are looking to have individual and household responses. Director Stokman stated that as the committee chairman she was comfortable with the contract.

M/S/C That the Board of Directors approve the contract with

California State University Sacramento for Community Health Needs Survey in the amount of \$59,661./ Director Campo/ Director Robinson.

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

Nays: None

Abstains: None

Passed By Roll Call Vote

- C. Adopt Policy #3142 Whistleblower
Ms. Hennings explained that we are in the process of going through our current policies and filling in the gaps with policies that are best practices. The whistleblower policy identifies the person or persons in the organization that an employee, board member or a person in the community can report to about any concerns over wrong doings by any board



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member or employee. This identifies the CEO as the person that people would go to and if there is an issue with the CEO, people would go to the Board President. This is a standard policy that was taken from California Special Districts and updated for our organization. It was asked that any new policies have the source reference at the bottom of policy.

M/S/C To adopt the Whistleblowers Policy # 3142.
 Director Robinson / Director Mac Master
Ayes: Directors Pittson, Robinson, Stokman, Campo, Mac Master
Nays: None
Abstain: None
Passed

D. Adopt Policy #3442 Employee PTO Donations

Ms. Hennings explained that at the bargaining table it was asked if we would have a policy where employees could donate accrued PTO to other employees who have catastrophic needs. This was agreed to at the table. It was mentioned to the board previously that we would be bringing a policy. This formalizes the policy that allows employees to share their accrued time when there is an employee who has a catastrophic event and there is a process where employees can request.

There were questions regarding the maximum. It is 15% not to exceed on week of time (that would be 40 hours for the Health Center and Administration and 60 hours for the Ambulance Employees).

M/S/C To adopt the Policy 3442 Employee PTO Donations. Director Mac Master/ Director Campo
Ayes: Directors Pittson, Robinson, Stokman, Campo, Mac Master
Nays: None
Abstain: None
Passed

9. Reports

<u>Employee Anniversaries & New Hires</u>	<u>October</u>	<u>Years</u>
Ambulance:	Brandon Cousins	6
	Kirsten Nelson	6
	Lisa Ford	New
Health Center:	Yaneth Casillas	5
Administration:	Cheryle Pickle	2
	Danae Skinner	2



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10. District Wide Community Assessment – Director Stokman

Director Stokman stated that most of the report was covered earlier in the meeting. Opened to public comment and Ms. A. Taylor shared what Unite Us is doing and expressed interest in the Community Survey when complete. Ms. Henning shared how the survey will cover several areas. We are interested to see how our needs as a rural community are different than the needs of the county. The survey will let us know how the community prioritizes those needs.

11. West Side Health Care Task Force - George Galloway Mac Master
No Report

12. Ambulance – Paul Willette, Director of Ambulance Operations (not present)

Ms. Hennings gave the report. We had lower transports than the last two months. Westside came into our area 25 times and had 13 transports. The mutual aid average is 12 -15 times which is quite a bit lower than 25. MVEMA is aware of the issue and is doing an evaluation of AMRs Modesto coverage.

We had two paramedics leave full time employment and several paramedics out for various reason over the past 6 weeks. We hired 2 new full-time paramedics. Paul feels very secure about our number of paramedics going into the Holiday Season.

13. Health Center - Suzie Benitez, Health Center Manager

Ms. Benitez shared her report. The Health Center has seen an increase in the past month with 1067 visits in September. Only slightly behind last year. They continue with their Covid-19 Testing. The county wants the Health Center to participate with the Cal Ready program and report their Covid-19 numbers. So, they are working with the county. Getting the Cal-Ready provider portal access. We will be reporting our negative and positive reports.

Dr. Rodriguez gave a report on the new EHR system (AthenaNet). They started on October 1st, a very long day! But now they have everything computerized. Everything goes through the computer. The conversion has gone very well. It makes it better for patient care. They are still learning but it is amazing.

Ms. Hennings explained that they have been working on this for a year. The implementation was pushed back twice due to Covid-19. But they had training that the staff continued to use. Suzie and Jose Vigil have been invaluable in implementing this and supporting the staff. The providers have been very open to the transition. Very proud of the whole staff.

Questions were raised on the ability of the software to track the source of the referral. Wanted to know if the ad for iHeart radio was tracked. Ms. Hennings explained that they were not able



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to track, however, with new efficiencies we can track in the future. The main goal with the media campaign was name recognition. She has not received a new proposal from iHeart media, but expects to have one for the next board meeting.

14. **Administration** – Karin Hennings, Administrative Director / CEO

Ms. Hennings showed a chart which visualized the visits to the health center for last year and this year. Year over year the Health Center is down 2300 visits. We are getting more appointments in September for the flu shot. We are limited in supply and our shipment (200 doses) is our allocated amount. We anticipate we may have some catch up visits during the next few months. Many of our patients usually travel out of the area during the holidays but may be staying in the area due to the pandemic.

Ms. Henning showed a chart showing the ambulance transports over the last two years. There is quite a bit of ups and downs. Generally, the total volume is increasing. We have 65 more transports in 2020 vs. 2019.

Keystone C: We have Golden Bear with two suites. Keystone continues to rent their space. And we have a vacant suite. We had thought we would try to provide RHC dental services in that suite but it would take an 80K-100K investment to get the space ready, and in light of the pandemic, now was not a good time for that investment.

Financial Summary: As of September 2020 we have \$236K more in assets and cash than we had a year ago. In the last 12 months we paid of \$177K in long term loans, including a \$ 75K lump payment that the board approved two months ago. No concerns regarding cash flow at this time even though we had operational losses.

We had our financial audit virtually this year. It took place 2 weeks ago. They worked with both the ambulance and health center staff to match patient records with billing to make sure we were billing correctly. Maria and Danae did an excellent job uploading the information they needed. The draft is due November 15, and the presentation will be at our November 39th meeting.

Human Resources Department continues to work with the Ambulance Department to complete their Performance Reviews. They have been busy keeping us up to date on policies, especially considering all the Covid-19 policies and practices.



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The Board will be doing Strategic Planning after receiving the results of the Community Assessment Survey. Starting in February we will have short sessions during our Board Meeting. We will possibly be scheduling a workshop sometime in the Spring to work on this project.

After the completion of 2019- 2020 audit, we will be publishing an Annual Report. This is something that we will possibly put in the newspaper.

We started today with 5 policies reviewed. We are going to eventually review all the policies on a triennial basis. But we must initially get all the policies in a system. We now have an online system that manages our policies and review the process.

The Employee Handbook is near finished. It is in its 8th revision. It has been reviewed by legal. There is a recommendation that we might work with one of our vendors to have it reviewed to see if we missed anything. Two employees, one from the Health Center and one from the Ambulance department, will preview the new Personnel Rules. This way, we can make sure it is understandable and be able to answer any questions they have and be able to edit for clarity. This way we can make sure we have done everything possible to put out an excellent product.

Total Compensation Report for the District (see attached). She reviewed the report. The report shows the employee contributions and the District's payments. There was a request to have this report broken down by department. Also, we will report average by full time employment.

15. Upcoming Regular Board and Standing Committee Meeting Dates

Finance – Wednesday, November 18, 2020 Board – Monday, November 30, 2020
Board – Friday, December 04, 2020 (tentative)
Post-Election – Oath of Office

It was explained that the government has an Executive Order that allows counties to have an extra 14 days to count the votes that were submitted by election day. Therefore, counties may not be able to certify results to have in time to get an agenda out. Mr. Ritchie suggested that we can have the meeting and just continue it without any action. That is why the meeting is scheduled as tentative.

Adjourned to Closed Session @ 7:35 pm

16. **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.]*




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- A. Gov't Code section 54956.8 Conference with Real Property Negotiator
Property: APN 0131-024-007
- B. Gov't Code § 54956.9(b) Conference with Legal Counsel – Anticipated litigation or
significant exposure to litigation: One (1) potential case

A. Reconvene to Open Session – Report of Closed Session @7:51
No reportable items. Instructions given to staff.

B. Adjourn @7:52

Respectfully Submitted By: _____


Becky Campo

Date: 12/2/2020

