

**BOARD OF DIRECTORS**

Luis Avila, President
Becky Campo, Vice-President
Timothy Benefield, Secretary
Anne Stokman, RN, Treasurer
(Vacant), Director

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

BOARD OF DIRECTORS MEETING

Monday, August 28, 2023 @ 6:00 pm

Del Puerto Health Center, 1700 Keystone Pacific Parkway, Ste B, North Conference Room

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 acting 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. Depending on the number of persons wishing to speak, speaking time may be reduced to allow all public members to address the Board. Public comments must be addressed to the board 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 Board President announces the item. 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.

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-meetings>.

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-meetings>.

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

Cell phones must be silenced or set in a mode to not disturb District business during the meeting.

**DEL PUERTO HEALTH CARE DISTRICT
Board of Directors Meeting**

Monday, August 31, 2023 @ 6:00 pm

Del Puerto Health Center, 1700 Keystone Pacific Parkway, Ste B, North Conference Room

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
4. **Reading the 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** *[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 the agenda are made when the Board considers each item. Each speaker is allowed a maximum of five minutes. Board members may not comment or act 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 moving any consent calendar item to the regular calendar or change the order of the agenda items.]*
8. **Consent Calendar*** *[Routine committee reports, minutes, and non-controversial items]* **Action**
 - A. *Regular Board Meeting Minutes – August 17, 2023
 - B. *Financial Reports from June 30, 2023 (TENTATIVE FYE)
 - C. *Finance Committee Meeting Minutes – July 31, 2023
9. ****Regular Calendar**
 - A. *Any Consent Calendar items moved to the Regular Calendar **Action**
 - B. After-Hours Health Care Access Project: Update & Draft Budget **Information**
 - C. Review Proposals and Award Contract for Dev. Impact Fee Nexus Study **Action**
 - D. Review and Approval Personnel Rules Update Section 7 and 10 **Action**
10. **Strategic Planning**
 - A. "Community Engagement" Review
 - B. Strategic Plan Timeline Review
11. **Verbal Reports**

A. <u>Employee Anniversaries & New Hires</u>	August	<u>Years</u>
Ambulance	Raquel Barbosa	2
	Tyler Slaughter	2
Health Center	Yesenia Rodriguez	2
	Karen Govea	2
B. Del Puerto Hospital Foundation – Directors Stokman and Avila		
C. West Side Health Care Task Force – Director Benefield		
12. **Written Reports** (Directors may raise any questions they have)
 - A. Ambulance – Mr. Willette
 - B. Health Center – Ms. Benitez
 - C. Administration – Ms. Freese
 - D. Legislative Update – Director Avila and Ms. Freese
13. **Director Correspondence, Comments, Future Agenda Items** **Information**
 - A. Special District Leadership Academy, Oct 22-25, DPHCD Attendees
 - B. Call for Election: March 2024 Zone 4 Vacant Seat
 - C. Employee Newsletter – August 2023
 - D. Board Calendar for Sept – Board Self-Assessment Results

**DEL PUERTO HEALTH CARE DISTRICT
Board of Directors Meeting**

Monday, August 31, 2023 @ 6:00 pm

Del Puerto Health Center, 1700 Keystone Pacific Parkway, Ste B, North Conference Room

- E. Annual Board Self-Assessment Survey Distribution
14. **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 section 54956.8 Conference with Real Property Negotiator
Property: APN 0131-024-008
- B. Gov't Code § 54956.9 Existing Litigation
Case CV-21-003566 Stanislaus County
Parente & Parente v. Del Puerto Health Care District
15. **Reconvene to Open Session – Report of Closed Session**
16. **Upcoming Regular Board and Standing Committee Meeting Dates Information**
- | | |
|---------------------------------------|-------------------------------------|
| Finance – Wed, Sep 20, 2023 @ 8:00 AM | Board - Mon, Sep 26, 2023 @ 6:00 PM |
| Finance – Wed, Oct 25, 2023 @ 8:00 AM | Board – Mon, Oct 30, 2023 @ 6:00 PM |
| Finance – Wed, Nov 27, 2023 @ 4:30 PM | Board – Mon, Nov 27, 2023 @ 6:00 PM |
17. **Adjourn**

Del Puerto Health Care District
Balance Sheet
As of June 30, 2023

PRELIM

	Jun 30, 23	May 31, 23	% Change	Jun 30, 22	Change	NOTES
ASSETS						
Current Assets						
Total Checking/Savings	3,927,393	4,044,478	(3%)	2,872,783	37%	
Total Accounts Receivable	904,743	766,686	18%	525,629	72%	
Total Other Current Assets	201,700	4,620	4,266%	299,620	(33%)	
Total Current Assets	5,033,836	4,815,784	5%	3,698,032	36%	
Fixed Assets						
Total 151.000 · Capital assets	4,960,748	4,953,014	0%	5,125,042	(3%)	
Total Fixed Assets	4,960,748	4,953,014	0%	5,125,042	(3%)	
Other Assets						
150.000 · Lease Receivable - Non Current	327,809	327,809		327,809		
Total Other Assets	327,809	327,809		327,809		
TOTAL ASSETS	10,322,393	10,096,607	2%	9,150,883	13%	
LIABILITIES & EQUITY						
Liabilities						
Total Current Liabilities	556,043	551,578	1%	532,788	4%	
Total Long Term Liabilities	1,782,077	1,790,030	(0%)	1,850,001	(4%)	
Total Liabilities	2,338,120	2,341,608	(0%)	2,382,789	(2%)	
Equity						
350.000 · Unrestricted Assets	1,384,375	1,419,090	(2%)	1,599,539	(13%)	
Total 360.000 · Assigned Fund Balance	2,648,088	2,613,373	1%	2,004,002	32%	
Total 370.000 · Restricted Fund Balance	242,870	242,870		242,870		
390.000 · Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762		
Net Income	1,216,178	986,906	23%	428,923	184%	<i>YTD Overall Result</i>
Total Equity	7,984,273	7,755,001	3%	6,768,096	18%	
TOTAL LIABILITIES & EQUITY	10,322,393	10,096,609	2%	9,150,885	13%	

	Jun 30, 23	May 31, 23
Month end Cash balance	3,927,393	4,044,478
101.015 - TCB - Keystone C 8641	(297,642)	(285,038)
103.100 - TCB USDA Debt Reserve 7237	(122,936)	(122,934)
370.010 - Mitigation Fees	(122,150)	(122,150)
360.030 - Asset Replacement Fund	(1,157,088)	(1,122,373)
AP & Payroll Liabilities	(482,995)	(477,825)
UNENCUMBERED CASH	1,744,582	1,914,158
Percent of Operating Reserve	117%	128%
360.070 - Operating Cash Reserve	1,491,000	1,491,000

Del Puerto Health Care District
YTD by Class
July 2022 through June 2023

	Total 00 Tax Revenue			Total 01 DPHCD			Total 02 Patterson District Ambulance			Total 03 Del Puerto Health Center			Total 06 Keystone Bldg C			OVERALL		
	Jul '22 - Jun 23	Budget	FY22-23 Budget	Jul '22 - Jun 23	Budget	FY22-23 Budget	Jul '22 - Jun 23	Budget	FY22-23 Budget	Jul '22 - Jun 23	Budget	FY22-23 Budget	Jul '22 - Jun 23	Budget	FY22-23 Budget	Jul '22 - Jun 23	Budget	FY22-23 Budget
Ordinary Income/Expense																		
Income																		
401.000 · Gross Patient Service Revenue							10,239,896	10,180,000	10,180,000	3,479,038	2,962,350	2,962,350				13,718,934	13,142,350	13,142,350
403.000 · Adjustments							(6,532,094)	(6,785,791)	(6,785,791)	(354,407)	(50,392)	(50,392)				(6,886,501)	(6,836,183)	(6,836,183)
405.000 · Bad Debt							(776,790)	(791,240)	(791,240)	84,764	(18,833)	(18,833)				(692,026)	(810,073)	(810,073)
407.000 · Other Income				4,029	1,000	1,000	25,546	10,000	10,000	18,385	19,000	19,000				47,960	30,000	30,000
Total Income				4,029	1,000	1,000	2,956,557	2,612,969	2,612,969	3,227,781	2,912,125	2,912,125				6,188,367	5,526,094	5,526,094
Gross Profit				4,029	1,000	1,000	2,956,557	2,612,969	2,612,969	3,227,781	2,912,125	2,912,125				6,188,367	5,526,094	5,526,094
Expense																		
601.000 · Salaries & Wages				474,558	489,090	489,090	1,596,098	1,450,086	1,450,086	1,270,734	1,276,380	1,276,380				3,341,390	3,215,556	3,215,556
602.000 · Employee Benefits				122,533	131,157	131,157	363,530	345,200	345,200	380,001	379,847	379,847				866,064	856,204	856,204
603.000 · Professional Fees				64,943	54,287	54,287	54,037	58,937	58,937	460,145	457,307	457,307				579,125	570,531	570,531
604.000 · Purchased Services				16,013	12,405	12,405	239,193	247,057	247,057	382,250	240,662	240,662				637,456	500,124	500,124
605.000 · Supplies				9,112	8,662	8,662	87,917	85,842	85,842	78,435	89,297	89,297				175,464	183,801	183,801
606.000 · Utilities				7,197	8,108	8,108	21,851	20,402	20,402	45,445	45,526	45,526				74,493	74,036	74,036
607.000 · Rental and Lease				2,302	4,352	4,352	379	378	378	2,358	2,690	2,690				5,039	7,420	7,420
608.000 · Insurance Coverages				40,591	40,648	40,648	206,890	196,819	196,819	99,248	120,789	120,789				346,729	358,256	358,256
609.000 · Maintenance & Repairs				2,603	2,188	2,188	84,776	73,447	73,447	34,888	34,944	34,944				122,267	110,579	110,579
610.000 · Depreciation and Amortization				20,745	18,682	18,682	190,129	192,771	192,771	87,226	82,528	82,528	47,597	47,597	47,597	345,697	341,578	341,578
611.000 · Other operating expenses	23,939	23,293	23,293	56,749	72,430	72,430	320,022	241,141	241,141	94,311	263,924	263,924				495,021	600,788	600,788
Total Expense	23,939	23,293	23,293	817,346	842,009	842,009	3,164,821	2,912,080	2,912,080	2,935,041	2,993,894	2,993,894	47,597	47,597	47,597	6,988,744	6,818,873	6,818,873
Net Ordinary Income	(23,939)	(23,293)	(23,293)	(813,317)	(841,009)	(841,009)	(208,264)	(299,111)	(299,111)	292,741	(81,769)	(81,769)	(47,597)	(47,597)	(47,597)	(800,376)	(1,292,779)	(1,292,779)
Other Income/Expense																		
Other Income																		
701.000 · District Tax Revenues	1,684,746	1,478,898	1,478,898													1,684,746	1,478,898	1,478,898
701.020 · Direct Assessment-Amb Svcs							249,782	244,000	244,000							249,782	244,000	244,000
702.000 · Impact Mitigation Fees																		
703.000 · Investment Income				13,492			0			0						13,492		
704.000 · Interest Expense										(55,288)	(55,300)	(55,300)				(55,288)	(55,300)	(55,300)
705.000 · Tenant Revenue													137,537	134,628	134,628	137,537	134,628	134,628
710.000 · Misc Other Income				60			1			3,902						3,963		
Total Other Income	1,684,746	1,478,898	1,478,898	13,552			249,783	244,000	244,000	(51,386)	(55,300)	(55,300)	137,537	134,628	134,628	2,034,232	1,802,226	1,802,226
Other Expense																		
802.000 · Keystone District Expense													17,676	13,764	13,764	17,676	13,764	13,764
810.000 · Misc Other Expense																		
Total Other Expense													17,676	13,764	13,764	17,676	13,764	13,764
Net Other Income	1,684,746	1,478,898	1,478,898	13,552			249,783	244,000	244,000	(51,386)	(55,300)	(55,300)	119,861	120,864	120,864	2,016,556	1,788,462	1,788,462
Net Income	1,660,807	1,455,605	1,455,605	(799,765)	(841,009)	(841,009)	41,519	(55,111)	(55,111)	241,354	(137,069)	(137,069)	72,264	73,267	73,267	1,216,179	495,683	495,683

Del Puerto Health Care District
Warrants by Bank Account
June 2023

Type	Date	Num	Name	Credit	Notes
101.000 - Cash and cash equivalents					
101.010 - Tri Counties Bank					
101.011 - TCB-Operating Checking 1739					
Bill Pmt -Check	06/12/2023	EFT	City Of Patterson-H2O, sewer, garbag	383.79	
Bill Pmt -Check	06/12/2023	EFT	U.S. Bank Equipment Finance - EFT	126.27	
Bill Pmt -Check	06/12/2023	EFT	Umpqua Bank	11,857.03	
Bill Pmt -Check	06/16/2023	EFT	ABW Medical, LLC	7,625.00	
Bill Pmt -Check	06/20/2023	EFT	Athena Health, Inc.	15,298.65	
					<i>PP GEMT IGT</i>
Bill Pmt -Check	06/06/2023	Wire	CA Dept of Health Care Services	97,719.67	<i>Contribution 1/3</i>
Bill Pmt -Check	06/01/2023	32024	Crescent Work & Outdoor #1	568.51	
Bill Pmt -Check	06/01/2023	32025	DeliverHealth	237.00	
Bill Pmt -Check	06/01/2023	32026	GreenWorks Janitorial Services	4,145.00	
Bill Pmt -Check	06/01/2023	32027	Maryanne Barajas - T-Shirts	169.00	
Bill Pmt -Check	06/01/2023	32028	MD - Rodriguez, Jose	35,333.33	
Bill Pmt -Check	06/01/2023	32029	PG&E	57.26	
Bill Pmt -Check	06/01/2023	32030	Staples Advantage	102.97	
Bill Pmt -Check	06/01/2023	32031	Terminix	68.00	
Bill Pmt -Check	06/01/2023	32032	Verizon Wireless	745.89	
Check	06/07/2023	32033	CMS Palmetto - Medicare Part A	VOID	
Bill Pmt -Check	06/07/2023	32034	AMR-American Medical Response	7,242.00	
Bill Pmt -Check	06/07/2023	32035	Bound Tree Medical LLC	643.14	
Bill Pmt -Check	06/07/2023	32036	Brown Industries, Inc.	48.00	
Bill Pmt -Check	06/07/2023	32037	Crescent Work & Outdoor #1	499.71	
Bill Pmt -Check	06/07/2023	32038	Graphic Print Stop	98.63	
Bill Pmt -Check	06/07/2023	32039	Life-Assist	406.15	
Bill Pmt -Check	06/07/2023	32040	McKesson Medical Surgical Inc.	4,642.75	
Bill Pmt -Check	06/07/2023	32041	Mission Linen Supply	864.68	
Bill Pmt -Check	06/07/2023	32042	Mr. Rooter Plumbing	359.71	
Bill Pmt -Check	06/07/2023	32043	Patterson Irrigator	880.00	
Bill Pmt -Check	06/07/2023	32044	Paul Oil Co., Inc.	2,797.93	
Check	06/07/2023	32045	CMS Palmetto - Medicare Part A	8.00	
Bill Pmt -Check	06/12/2023	32046	ACHD-Assoc of CA Healthcare Distric	4,464.00	<i>Prepaid for FY23-24</i>
Bill Pmt -Check	06/12/2023	32047	Airgas USA, LLC	235.29	
Bill Pmt -Check	06/12/2023	32048	BICSEC Security, Inc	25.00	
Bill Pmt -Check	06/12/2023	32049	Bound Tree Medical LLC	950.94	
Bill Pmt -Check	06/12/2023	32050	City Of Patterson-H2O, sewer, garbag	474.91	
Bill Pmt -Check	06/12/2023	32051	Comcast - Other	191.07	
Bill Pmt -Check	06/12/2023	32052	Data Path, Inc	5,816.24	
Bill Pmt -Check	06/12/2023	32053	DeliverHealth	79.00	
Bill Pmt -Check	06/12/2023	32054	Frontier-3755	258.92	
Bill Pmt -Check	06/12/2023	32055	Frontier - HC 8639	258.92	
Bill Pmt -Check	06/12/2023	32056	GreenWorks Janitorial Services	1,020.00	
Bill Pmt -Check	06/12/2023	32057	Hi-Tech EVS, Inc.	180.00	
Bill Pmt -Check	06/12/2023	32058	Language Line	100.00	
Bill Pmt -Check	06/12/2023	32059	Life-Assist	570.76	
Bill Pmt -Check	06/12/2023	32060	McAuley Ford	4,914.52	
Bill Pmt -Check	06/12/2023	32061	McKesson Medical Surgical Inc.	1,398.18	
Bill Pmt -Check	06/12/2023	32062	MedStatix, Inc	160.00	
Bill Pmt -Check	06/12/2023	32063	Pacific Records Management	278.60	
Bill Pmt -Check	06/12/2023	32064	Patterson-Westly Chamber of Comme	50.00	
Bill Pmt -Check	06/12/2023	32065	Physicians Service Bureau	277.07	
Bill Pmt -Check	06/12/2023	32066	Sanofi Pasteur, Inc	362.82	

Del Puerto Health Care District
Warrants by Bank Account
June 2023

Type	Date	Num	Name	Credit	Notes
Bill Pmt -Check	06/12/2023	32067	SEMSA Sierra Medical Services Allian	8,662.68	
Bill Pmt -Check	06/12/2023	32068	SmartDollar	4,922.00	Prepaid for FY23-24
Bill Pmt -Check	06/12/2023	32069	Staples Advantage	165.62	
Bill Pmt -Check	06/12/2023	32070	Stericycle / Shred-it	107.18	
Bill Pmt -Check	06/12/2023	32071	Streamline	260.00	
Bill Pmt -Check	06/12/2023	32072	TID Turlock Irrigation District +06	1,392.18	
Bill Pmt -Check	06/12/2023	32073	US Postal Service	464.00	
Bill Pmt -Check	06/12/2023	32074	Westside Landscape & Concrete	292.50	
Bill Pmt -Check	06/12/2023	32075	Workbench True Value Hdwe.	10.66	
Bill Pmt -Check	06/12/2023	32076	Zoll	649.70	
Bill Pmt -Check	06/12/2023	32077	Stericycle / Shred-it	310.86	
Bill Pmt -Check	06/12/2023	32078	Modesto Rotary Club	300.00	
Check	06/20/2023	32079	Carl "Chuck" Coehlo - COBRA	317.81	
Check	06/20/2023	32080	REFUNDS - Health Center/Athena:HC	31.60	
Check	06/20/2023	32081	REFUNDS - Health Center/Athena:HC	31.60	
Check	06/20/2023	32082	REFUNDS - Health Center/Athena:HC	31.60	
Check	06/20/2023	32083	REFUNDS - Health Center/Athena:HC	31.60	
Check	06/20/2023	32084	REFUNDS - Health Center/Athena:HC	31.60	
Check	06/20/2023	32085	REFUNDS - Health Center/Athena:HC	32.00	
Check	06/20/2023	32086	REFUNDS - Health Center/Athena:HC	18.00	
Check	06/20/2023	32087	REFUNDS - Health Center/Athena:HC	26.40	
Bill Pmt -Check	06/20/2023	32088	Airgas USA, LLC	91.64	
Bill Pmt -Check	06/20/2023	32089	Alliant Insurance Services	350.00	
Bill Pmt -Check	06/20/2023	32090	Amazon	104.88	
Bill Pmt -Check	06/20/2023	32091	Comcast Business Voice Edge	1,970.39	
Bill Pmt -Check	06/20/2023	32092	EMS eSchedule	1,390.00	
Bill Pmt -Check	06/20/2023	32093	MO-CAL Office Solutions	186.50	
Bill Pmt -Check	06/20/2023	32094	Staples Advantage	61.52	
Bill Pmt -Check	06/20/2023	32095	V2V Management Solutions	600.00	
Bill Pmt -Check	06/26/2023	32096	Alliant Insurance Services	6,275.00	Prepaid for FY23-24
Bill Pmt -Check	06/26/2023	32097	Beta Healthcare - Workers Comp	6,645.75	for July 2023
Bill Pmt -Check	06/26/2023	32098	FP Mailing Solutions	61.33	
Bill Pmt -Check	06/26/2023	32099	General Construction - Floor Guy	1,750.00	HC repairs
Bill Pmt -Check	06/26/2023	32100	LDA Partners, LLP	20,800.00	Building Project-Architect
Bill Pmt -Check	06/26/2023	32101	Paul Oil Co., Inc.	3,418.27	
Bill Pmt -Check	06/26/2023	32102	PG&E	28.63	
Bill Pmt -Check	06/26/2023	32103	Riggs Ambulance Service, Inc.	363.95	
Bill Pmt -Check	06/26/2023	32104	Stericycle	607.75	
Bill Pmt -Check	06/26/2023	32105	Stericycle	182.33	
Bill Pmt -Check	06/26/2023	32106	West Side Storage Baldwin	202.50	
Total 101.011 · TCB-Operating Checking 1739				278,174.34	
101.012 · TCB-Payroll Account 2999					
Liability Check	06/07/2023		Payroll Direct Deposit	86,741.80	
Liability Check	06/21/2023		Payroll Direct Deposit	83,375.27	
Liability Check	06/22/2023		Payroll Direct Deposit	345.44	
Liability Check	06/08/2023	EFT	AIG (VALIC)	13,895.51	
Liability Check	06/08/2023	EFT	California State Disbursement Unit	482.76	
Liability Check	06/23/2023	EFT	AIG (VALIC)	15,181.04	
Liability Check	06/23/2023	EFT	California State Disbursement Unit	482.76	
Liability Check	06/08/2023	E-pay	EDD State of California	7,061.75	
Liability Check	06/08/2023	E-pay	Internal Revenue Service	36,277.80	
Liability Check	06/22/2023	E-pay	Internal Revenue Service	36,832.74	
Liability Check	06/22/2023	E-pay	EDD State of California	6,994.61	

Del Puerto Health Care District
Warrants by Bank Account
June 2023

Type	Date	Num	Name	Credit	Notes
Liability Check	06/23/2023	E-pay	Internal Revenue Service	117.40	
Liability Check	06/23/2023	E-pay	EDD State of California	5.56	
Liability Check	06/23/2023	E-pay	EDD State of California	384.29	
Paycheck	06/08/2023	25457	Employee Payroll	2,286.56	
Paycheck	06/08/2023	25458	Employee Payroll	1,108.41	
Paycheck	06/08/2023	25459	Employee Payroll	188.74	
Paycheck	06/08/2023	25460	Employee Payroll	331.72	
Paycheck	06/08/2023	25461	Employee Payroll	1,686.11	
Paycheck	06/08/2023	25462	Employee Payroll	1,463.45	
Liability Check	06/08/2023	25463	Franchise Tax Board	818.00	
Liability Check	06/08/2023	25464	Franchise Tax Board	768.00	
Liability Check	06/08/2023	25465	United Steelworkers	341.75	
Paycheck	06/22/2023	25467	Employee Payroll	3,043.74	
Paycheck	06/22/2023	25468	Employee Payroll	1,010.44	
Paycheck	06/22/2023	25469	Employee Payroll	853.13	
Paycheck	06/22/2023	25470	Employee Payroll	209.32	
Paycheck	06/22/2023	25471	Employee Payroll	841.70	
Paycheck	06/22/2023	25472	Employee Payroll	1,415.84	
Paycheck	06/22/2023	25473	Employee Payroll	1,386.82	
Paycheck	06/22/2023	25474	Employee Payroll	2,595.92	
Paycheck	06/23/2023	25475	Employee Payroll	164.14	
Liability Check	06/23/2023	25476	Franchise Tax Board	858.00	
Liability Check	06/23/2023	25477	Franchise Tax Board	725.00	
Liability Check	06/23/2023	25478	United Steelworkers	371.11	
Liability Check	06/23/2023	25479	CA Choice	43,619.83	
Liability Check	06/26/2023	25480	Principal Life Insurance Co	5,212.28	
Liability Check	06/26/2023	25481	AFLAC	1,669.68	
Liability Check	06/26/2023	25482	LegalShield	385.95	
Total 101.012 · TCB-Payroll Account 2999				<u>361,534.37</u>	
101.015 · TCB - Keystone C 8641					
Bill Pmt -Check	06/01/2023	10350	Terminix	89.00	
Bill Pmt -Check	06/12/2023	10351	City Of Patterson-H2O, sewer, garbag	208.66	
Bill Pmt -Check	06/12/2023	10352	Gilberto Arroyo-06	415.00	
Bill Pmt -Check	06/12/2023	10353	TID Turlock Irrigation District +06	353.93	
Total 101.015 · TCB - Keystone C 8641				<u>1,066.59</u>	
Total 101.010 · Tri Counties Bank				<u>640,775.30</u>	
Total 101.000 · Cash and cash equivalents				<u>640,775.30</u>	
103.000 · Restricted Funds					
103.100 · TCB-USDA Debt Reserve 7237					
Check	06/15/2023	eft	USDA Rural Development Loan-EFT	10,060.00	
Total 103.100 · TCB-USDA Debt Reserve 7237				<u>10,060.00</u>	
Total 103.000 · Restricted Funds				<u>10,060.00</u>	
TOTAL				<u>650,835.30</u>	
Less: Irregular Items (highlighted)				<u>142,576.42</u>	
NET WARRANTS ISSUED - JUNE 2023				<u>508,258.88</u>	

DEL PUERTO HEALTH CARE DISTRICT
875 E Street, Patterson, CA 95363
FINANCE MEETING
MINUTES July 31, 2023

1. Call to order/Attendance

The meeting was called to order by Anne Stokman, Committee Chair, 4:51 PM

Other Board Members Present: Becky Campo, Committee Member

Staff Members Present: Karin Freese, Administrative Director/CEO; Maria Reyes-Palad, Financial Accounting Manager; Suzie Benitez, Health Center Manager; Paul Willette, Ambulance Director; Jim Whitworth, Clinical Education & Quality Improvement Manager; and Danae Skinner, Administrative Staff Accountant.

2. Public Participation – there were no comments.

3. Acceptance of Agenda

M/S/C Anne Stokman/Becky Campo to accept the agenda as presented.

4. Finance Report Review

A. Review for Approval: April 19, 2023 Finance Meeting Minutes

M/S/C Becky Campo/Anne Stokman to accept the minutes for April 19, 2023 as presented.

B. Review Financial Reports for April 2023

Maria Reyes-Palad reviewed the Financial Reports for April 2023 and answered all questions regarding the reports.

M/S/C M/S/C Becky Campo/Anne Stokman to recommend to the Board to accept the April 2023 Financial Reports as presented.

C. Review for Recommendation April 2023 Warrants

Maria Reyes-Palad reviewed the report and answered all questions regarding the Warrants.

M/S/C Anne Stokman/Becky Campo to recommend to the Board to accept the Warrants as presented.

D. Review Financial Reports for May 2023

Maria Reyes-Palad reviewed the Financial Reports for May 2023 and answered all questions regarding the reports.

M/S/C M/S/C Anne Stokman/Becky Campo to recommend to the Board to accept the May 2023 Financial Reports as presented.

E. Review for Recommendation May 2023 Warrants

Maria Reyes-Palad reviewed the report and answered all questions regarding the Warrants.

M/S/C Anne Stokman/Becky Campo to recommend to the Board to accept the Warrants as presented.

5. Old Business

A. Review for Approval: FY 2023-24 Budget Draft 2

Maria Reyes-Palad reviewed Budget Draft 2 and answered all questions.

M/S/C Becky Campo/Anne Stokman to accept Budget Draft 2 as presented.

6. New Business

A. BETA Correspondence: FY 23-24 Insurance Increases

Maria Reyes-Palad presented the BETA Correspondence and answered all questions.
Information Only – No Action Taken.

B. Datapath Disaster Recovery Subscription

Karin Freese presented the Disaster Recovery Subscription and answered all questions.
Information Only – No Action Taken.

DEL PUERTO HEALTH CARE DISTRICT
875 E Street, Patterson, CA 95363
FINANCE MEETING
MINUTES July 31, 2023

- C.** Reserve for DPAC Building Fund Transfer Proposal
Karin Freese and Maria Reyes-Palad reviewed the Reserve for DPAC Building Fund Transfer Resolution and answered all questions.
The Committee asked for a Resolution regarding the Imaging Project at the Health Center for the next meeting.
M/S/C Anne Stokman/Becky Campo to recommend to the Board to accept the Reserve for DPAC Building Fund Transfer Resolution as presented.

7. Accounting and Finance Manager Report

- A.** Asset Replacement Fund Update 2023
Maria Reyes-Palad reviewed the Asset Replacement Fund update and answered all questions regarding the report.
Information Only – No Action Taken.
- B.** E Street Land & Building Details
Maria Reyes-Palad reviewed the E Street Land & Building Details and answered all questions regarding the report.
Information Only – No Action Taken.
- C.** Set Schedule for Committee Review of Account Reconciliations
Becky Campo reviewed the Account Reconciliations after the meeting.

8. Meeting adjourned – 5:54 PM

Next Meeting: TBA

Respectfully submitted,

Anne Stokman, Treasurer

West Side Extended Clinic Hours

August 28, 2023



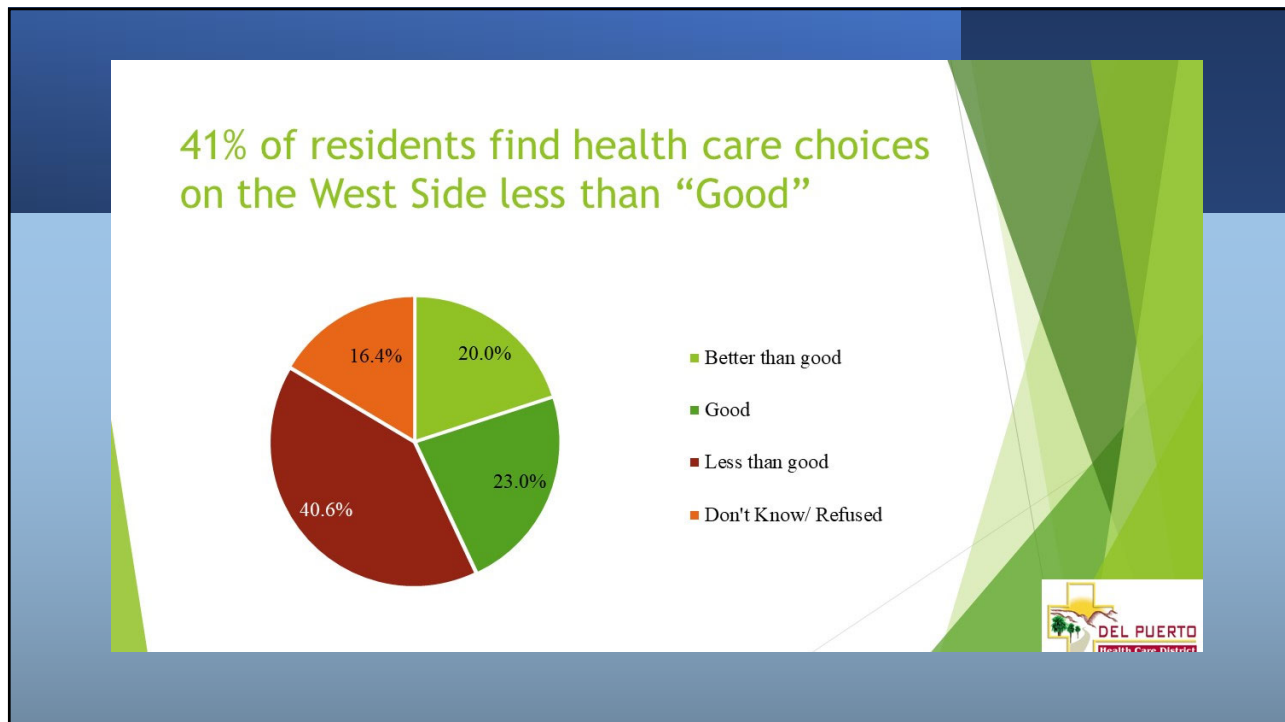
1

Westside Project – County and Patterson Demographics

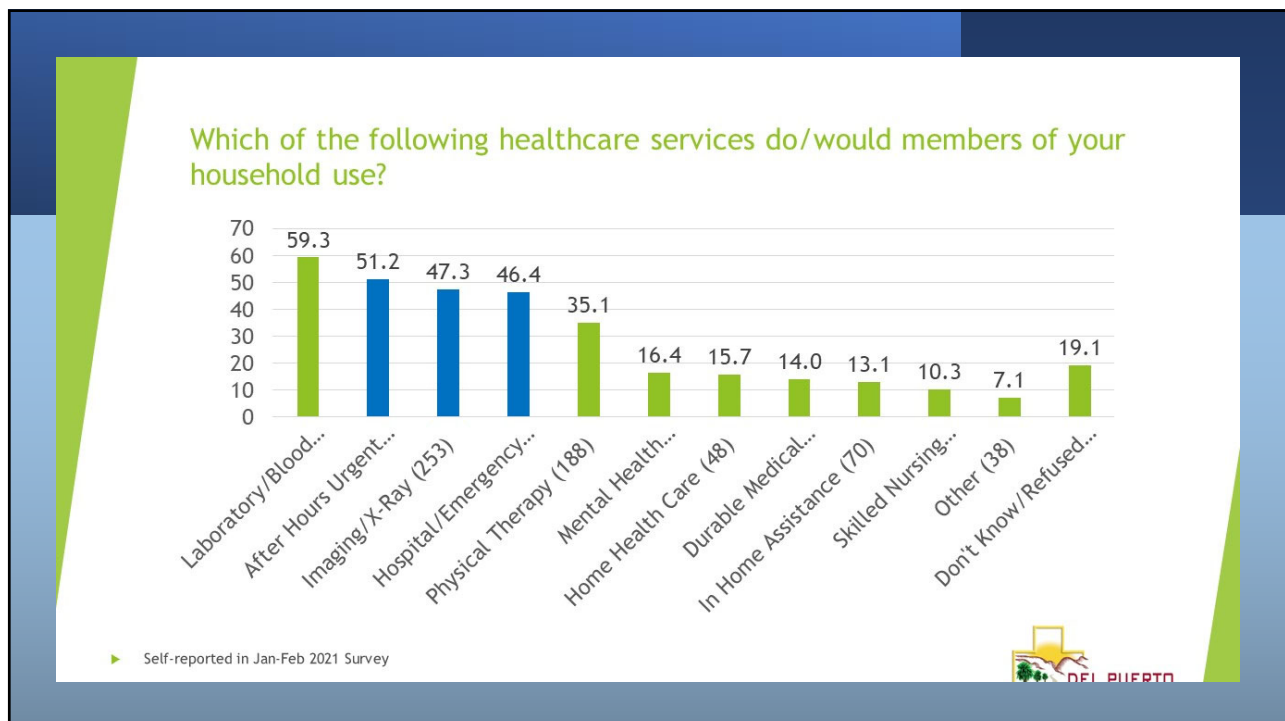
Source: <https://data.census.gov/>

	Stanislaus County		Patterson (Zip Code 95363)		Newman (Zip Code 95360)		Crows Landing (Zip Code 95313)		Westley (Zip Code 95387)	
Total Population	553,000		23,800		13,571		1,166		600	
Male	270,000	49%	11,600	49%	6,350	46.8%	644	55.2%	317	52.8%
Female	275,000	50%	11,000	46%	7,221	53.2%	522	44.8%	283	47.2%
Under 18	148,000	27%	7,300	31%	3,607	26.6%	215	18.4%	204	34.0%
15 to 44 year	225,000	41%	9,600	40%	5,665	41.7%	380	32.6%	255	42.5%
62 and over	87,000	16%	2,300	10%	2,076	15.3%	193	16.6%	70	11.7%
Median Age	34.3		31.5		34.8		45.0		34.4	
Race – White	385,000	70%	14,000	59%	11,834	87.2%	1,002	85.9%	600	0%
Race – Black	17,000	3%	1,200	5%	122	0.9%	0	0%	0	0%
Race – Asian	32,000	6%	1,200	5%	203	1.5%	20	1.7%	0	0%
Hispanic/Latino (of any race)	256,000	46%	15,000	63%	8,820	65%	856	73.4%	540	90%
Poverty	64% (At or above 200% of the poverty level)		79% (At or above 150% of the poverty level)		76.5% (At or above 150% of the poverty level)		78.3% (At or above 150% of the poverty level)		78.8% (At or above 150% of the poverty level)	

2



3





4

Emergency Room Outcomes

94.6% Discharged home

2017 OSHPOD Data
Courtesy of Stanislaus County Department of Public Health

- ▶ 1.4% admitted to the hospital
- ▶ 1.9% left against medical advice
- ▶ 1.4% psychiatric hospital
- ▶ 0.1% death
- ▶ 0.6 % Other

5

Westside Project – Market Share of Emergency Department Discharges

State health facility reporting data provides information on patient origin. The following is market share data of emergency departments serving residents of Stanislaus County. **Please note the information below represents patients who visited the emergency department but were not admitted to the hospital.**

Calendar Year 2021

	Stanislaus County	Patterson (Zip Code 95363)	Newman (Zip Code 95360)	Crows Landing (Zip Code 95313)	Westley (Zip Code 95387)
Doctors Medical Center	64,281	1,766	694	97	148
Memorial Medical Center – Modesto	59,293	1,110	360	43	42
Kaiser Foundation Hospital – Manteca*	39,846	2,073	646	70	33
Emanuel Medical Center	30,502	2,276	1,439	198	44
Oak Valley Hospital District	15,091	33	17	0	4
Other	3,314	484	745	11	45
Total	212,327	7,742	3,222	419	316

Source: <https://data.chhs.ca.gov/dataset/patient-origin-market-share-pivot-profile-inpatient-emergency-department-and-ambulatory-surgery/resource/b5e21ea8-1411-47e1-9d76-a14b69d05f89>

* Kaiser Foundation Hospital – Manteca and Modesto are under the same license, however not presented as separate facilities in the data.

6

Project Goals & Objectives



Number of Operating Hours.

The goal is to have 1,400 additional hours of clinic access available on the west side by operating Monday to Friday, 5:00 PM to 9:00 PM, and Saturday and Sunday, 8:00 AM to 12:00 PM.



Number of Patient Visits.

When the clinic is self-sustainable, we aim to see four to six patients per hour. This rate will provide 6,000 to 8,000 visits per year.



Fiscal Sustainability.

The clinic must be fiscally sustainable (i.e., balanced budget) to provide long-term access to healthcare after regular business hours.

7

Urgent Care Need: Imaging

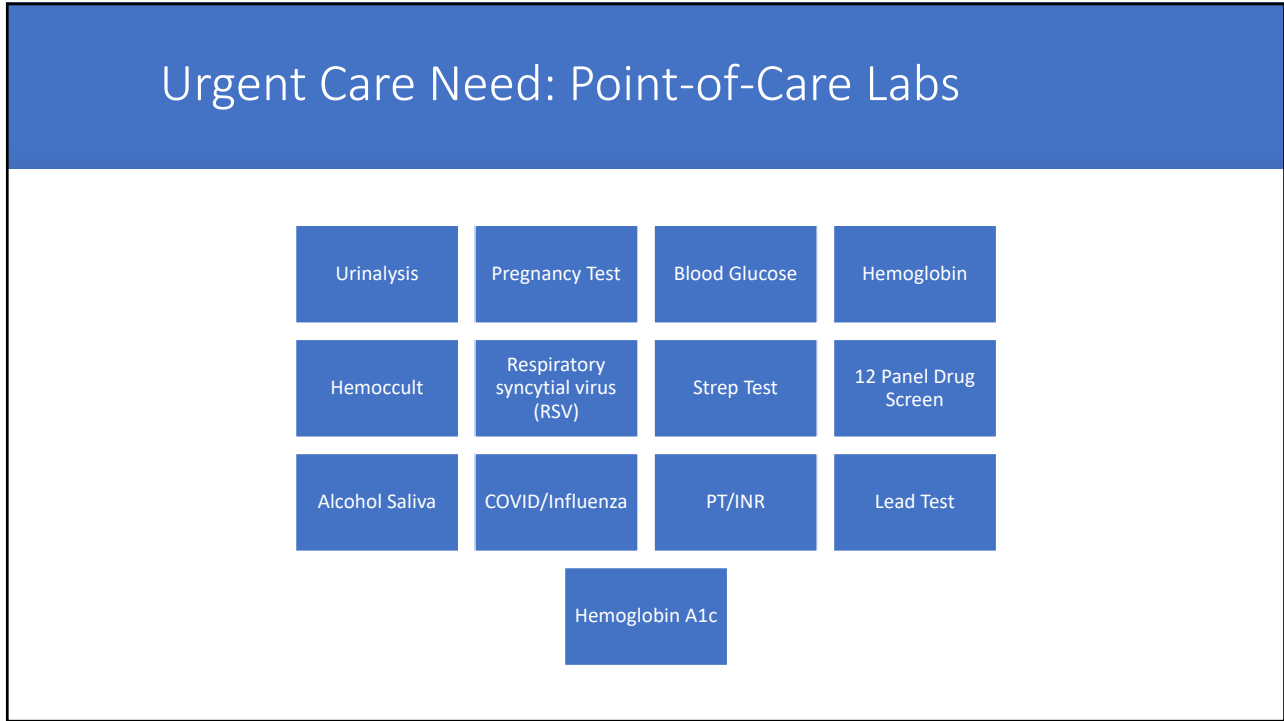


X-RAY

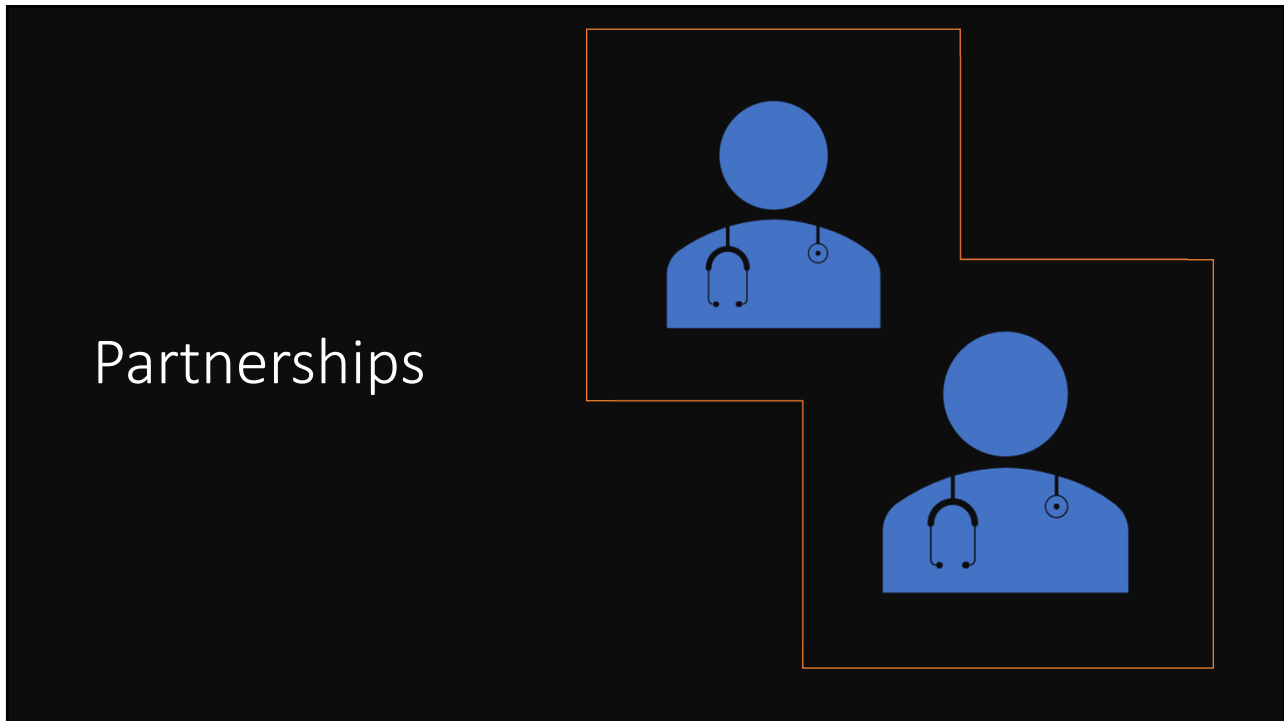


ULTRASOUND

8



9



10

First-Year Operating Budget

Finance Model	1 st Year Slow	1 st Year Medium	1 st Year High
Patients Per Hour	1.5	2.0	3.0
Advance Practice Clinician	\$163,332	\$163,332	\$163,332
Support Staff	\$ 250,856	\$ 250,856	\$ 250,856
Operating Overhead	\$175,114	\$178,717	\$185,925
Total Expense	\$589,302	\$592,905	\$600,113
Projected Income \$98/Visit)	\$221,960	\$295,947	\$443,920
Net Gain (Loss)	(\$375,270)	(\$307,529)	(\$172,049)

11

Program Results and Evaluation



Payer Mix

Number of Emergency
Room Visits Deterred

Provider Interest

12



Next Steps

1. Obtain contractual agreements with insurances (e.g., Health Plan of San Joaquin, Health Net, Kaiser, Blue Cross/Blue Shield, Sutter Health) to allow patients to seek after-hours care on the west side.
2. Resolve EHR access and health information interchange.
3. Recruit providers and enter into contractual agreements.

13



Request

14

3-Year Budget (Slow Adoption)

Financial Projections	Year 1 = 1.5/hr	Year 2 = 3.0/hr	Year 3 = 6.0/hr
Net Patient Revenue - Visits	214,032	428,064	856,128
Net Patient Revenue - Lab	7,928	15,551	31,102
Total Net Revenue	221,960	443,615	887,230
Operating Expenses			
Advance Practice Clinician 1	163,332	173,949	185,255
Advance Practice Clinician 2	-	86,974	185,255
Medical Assisting Staff (4)	183,456	195,381	208,080
Facility & Admin Overhead	124,303	132,383	140,988
Marketing	30,000	31,950	34,027
Lab Star-up	10,000	-	-
Imaging Staffing	67,400	67,400	67,400
Lab Operating	10,811	22,584	45,168
Total Operating Expenses	589,302	710,620	866,174
Net Margin/(Loss)	(375,270)	(282,556)	(10,046)
3-year Investment			667,872

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3-Year Budget (Medium Adoption)

Financial Projections	Year 1 = 2/hr	Year 2 = 4/hr	Year 3 = 7/hr
Net Patient Revenue - Visits	285,376	570,752	998,816
Net Patient Revenue - Lab	10,571	20,735	36,285
Total Net Revenue	295,947	591,487	1,035,101
Operating Expenses			
Advance Practice Clinician 1	163,332	173,949	185,255
Advance Practice Clinician 2	-	86,974	185,255
Medical Assisting Staff (4)	183,456	195,381	208,080
Facility & Admin Overhead	124,303	132,383	140,988
Marketing	30,000	31,950	34,027
Lab Star-up	10,000	-	-
Imaging Staffing	67,400	67,400	67,400
Lab Operating	14,414	30,112	52,696
Total Operating Expenses	592,905	718,148	873,702
Net Margin/(Loss)	(307,529)	(147,396)	125,114
3-year Investment			454,926

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3-Year Budget (Fast Adoption)

Financial Projections	Year 1 = 3/hr	Year 2 = 6/hr	Year 3 = 8/hr
Net Patient Revenue - Visits	428,064	856,128	1,141,504
Net Patient Revenue - Lab	15,856	31,102	41,469
Total Net Revenue	443,920	887,230	1,182,973
Operating Expenses			
Advance Practice Clinician 1	163,332	173,949	185,255
Advance Practice Clinician 2	-	86,974	185,255
Medical Assisting Staff (4)	183,456	195,381	208,080
Facility & Admin Overhead	124,303	132,383	140,988
Marketing	30,000	31,950	34,027
Lab Star-up	10,000	-	-
Imaging Staffing	67,400	67,400	67,400
Lab Operating	21,622	45,168	60,224
Total Operating Expenses	600,113	733,205	881,230
Net Margin/(Loss)	(172,049)	122,923	260,274
3-year Investment			172,049

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

Board Meeting – Monday, August 18, 2023

9C. Contract for Development Impact Fee Nexus Study

Page 1 of 1

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

SUBJECT: Review Proposals and Award Contract for Development Impact Fee Nexus Study

STAFF REPORT: This is a follow-up to the same item tabled from the previous meeting to allow staff to acquire more information from references and address the target budget amount established by the Board of Directors.

References were checked and an adjusted proposal will be presented from one of the consultants for board review and consideration.

DISTRICT PRIORITY: Fiscal Transparency and Legal Requirements

FISCAL IMPACT: \$33,500 to \$61,000

STAFFING IMPACT: Assistance during process; requires updating 2006 list of projects

CONTACT PERSON: Karin Freese

ATTACHMENT(S): None

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors to accept the proposal for a Nexus Study of Development Impact Fees for the Del Puerto Health Care District from _____ in an amount not to exceed \$ _____.*

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Benefield</i>		
<i>Director Stokman</i>		
<i>[vacant]</i>		

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Benefield</i>				
<i>Director Stokman</i>				
<i>[vacant]</i>				

[Updated Proposal to be inserted here]

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – August 28, 2023****9D – Personnel Rules Book Update****Page 1 of 1**

Department: Chief Executive Office CEO Concurrence: Yes
 Consent Calendar: No 4/5 Vote Required: No

SUBJECT: **Personnel Rules Book Update - Board Approval**

BACKGROUND: The District employees are governed by federal and state law, the Employer-Employee Relations Resolution, District Policy, Departmental Policies and Personnel Rules (formerly known as the Employee Handbook). This update modifies **Section 7: Payroll, Wage & Hour Guidelines** and **Section 10: Leaves of Absence** to comply with current law, language, and best practices. The Board of Directors updates the Personnel Rules as policies for all employees to follow. Other non-substantial updates and changes to language are also included in the update of the 2021 Personnel Rules.

DISTRICT PRIORITY: Clear, Effective Communication; Transparency; Good Operational Policies

FISCAL IMPACT: None

STAFFING IMPACT: None

CONTACT PERSON: Karin Hennings

ATTACHMENT(S): Personnel Rules – Effective October 1, 2023

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: NO

RECOMMENDED MOTION: *I move the Board of Directors to approve the updates to Sections 7 and 10 of the Personnel Rules effective October 1, 2023.*

Del Puerto Health Care District Personnel Rules

SECTION 7: Payroll, Wage & Hour Guidelines

Revision History			
Rev #	Date	Revision Purpose	Approver
1	1993	Employee Handbook Update	Board of Directors
2	2009	Employee Handbook Update	Board of Directors
3	2021	Personnel Rules (formerly Employee Handbook)	Board of Directors

Ambulance Employees also see MOU Article 10

Work Week

Administration is open for business between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The Ambulance operates 24 hours a day, 7 days per week, 365 days per year. The Health Center is open Monday-Friday between the hours of 8:00 a.m. and 6:30 p.m. and on Saturday between 8:30 a.m. and 12:30 p.m. The District work week is a 7-day period that begins at 8:00 a.m. Sunday and ends at 7:59 a.m. the following Sunday.

If a regularly scheduled payday falls on a holiday, you will receive pay on the last business day before the regularly scheduled payday. If a regular payday falls during your PTO, the employee's paycheck will still be available on payday for the employee's return from PTO. Use of paycheck Direct Deposit is recommended.

If you lose a physical payroll check, the employee shall obtain an authorization form from the District requesting that a stop payment be placed, and a new check be issued.

Alternative Work Schedules

The District is committed to helping you face the demands of juggling work, family, and life-related issues by offering flexible work arrangements. When possible, these arrangements provide you with increased flexibility with your work schedule while allowing the District to maintain a productive work environment. Alternative work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling.

Case by Cases Basis

All District employees are considered for alternative work scheduling on a case-by-case basis to accomplish both work and personal goals, to provide coverage for individual department operations, and to serve the District as a whole with increased productivity at no expense to quality output.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. The following conditions must be met for a flexible work schedule to be approved: 1) the employee must have a satisfactory attendance record, meet all performance expectations in his or her current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis; and 2) the nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

Section 7: Payroll, Wage & Hour Guidelines

Flextime

Flextime ~~is defined as a work schedule of eight hours per day, in which you work eight hours per workday,~~ but there is flexibility in your set scheduled starting and ending times. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening.

Alternative Work Week

Alternative work weeks combine hours per day and days per week to equal ~~an 40 hours per workweek and 80 hours per~~ pay period ~~for full-time employees.~~ Possible combinations include:

- 4/10 Schedule. Four-day work week, in which you work 10 hours per day, reducing the work week to four days a week.
- ~~9/80 Schedule. Four 9 hour workdays plus one 4 hour workday per workweek. 8 hour~~
~~Nine-hour workdays and one full day off every other week.~~
- Must Work for Department Needs

The department supervisor is responsible for identifying if any of the flexible staffing options are workable within the department. This may include determining if the entire department or an entire shift must convert to one or more of the above alternative scheduling options. To determine whether your request for an individual alternative work schedule is appropriate, in partnership with Human Resources, the supervisor must assess the impact and the outcome in terms of production, quality and absenteeism, and if one or a combination of the above arrangements is in the best interests of the department, District, and employee.

Approval

To ensure implementation of this policy in accordance with payroll and legal requirements, requests to use this policy must be made in writing to the HR department. Flexible work arrangements and proposed schedules must be approved by the department director prior to announcement and implementation.

Trial Period

There is a six-month trial period to assess the impact of the flexible work arrangement. After successful completion of the trial period, the work arrangement is reviewed at least annually thereafter to ensure continued success. The arrangement may be canceled for any reason by management. You must obtain consent from your supervisor with written acknowledgement from Human Resources if you wish to change or cancel an Alternative Work Schedule.

Non-Exempt Employees Wage & Hour Guidelines

Changes in Work Schedule / Shift Changes

A variety of work schedules exist. Supervisors will advise you of your work schedule.

Any change in your work schedule must be authorized in advance by your supervisor, including exchanging shifts with a co-worker.

From time to time, the District may require you to work more or less than originally scheduled. For example, you might be directed to end your shift early and go home, to work overtime, or otherwise change your schedule. The District has the right to alter employee schedules, as it deems necessary, at the District's sole discretion.

Commented [A5]: should be 40 in a workweek

Commented [A6]: We need to discuss this if any employees are working this schedule. Under the FLSA, overtime is due after 40 hours in a workweek. The 9/80 schedule only works if the beginning of a new workweek occurs in the middle of their 9th shift. That is a difficult standard to maintain.

Del Puerto Health Care District Personnel Rules

Meal Periods and Rest Breaks

The district provides meal and rest breaks when practicable and as provided for in this section. You are required to correctly document meal ~~and rest~~ breaks and to confirm the schedule for meal and rest ~~such~~ breaks with your supervisor to not disrupt the efficiency of the operations of the District.

Commented [A7]: Not required so may want to explore some flexibility here.

Commented [A8]: How do employees document rest breaks as they do not clock out/in?

Rest Breaks (Paid)

1. If you work at least 3.5 hours in a day, you are provided one 15 minute paid rest break ~~that employee is provided a rest break.~~
2. Thereafter, you are provided a 15 minute paid rest break for each 4 hours worked. ~~You shall take a rest break, when practicable, of at least 15 consecutive minutes for each 4 hours worked. For example, an employee working 8 hours is provided two 15-minute rest breaks.~~

Meal Breaks (Unpaid)

1. If you work over 5 hours in a day, you are ~~that employee is~~ provided an off-duty, unpaid meal break of 30 minutes when practicable. A meal ~~break period~~ can be waived with the mutual agreement of the supervisor. ~~provided the employee does not work more than 8 hours in the workday.~~
2. If you work over 10 hours in a day, you are ~~that employee is~~ provided a second meal break of at least 30 minutes when practicable. At the mutual agreement of the employee and supervisor, the employee may waive one of their two meal period. ~~second meal break may be waived if the employee did not work more than 12 hours and did not waive the first meal break.~~
3. Since the off-duty meal period is unpaid, you must record the actual start and end time of the meal period on your timecard.
4. Employees may be required to remain on the premises during their off-duty meal break.

Commented [A9]: Why impose this limit?

Commented [A10]: Why impose that limit?

Recording Time Worked

Non-exempt employees are required to record their time accurately using E-Schedule. ~~will record time worked either by punching in and out on a time clock or by recording time worked on a Time Sheet. Both methods are used to record hours worked from which a payroll check is computed. Care should be taken to see that the time entered is an accurate record of time worked.~~ You must properly record all hours including PTO taken and submit a PTO request form the first workday after unscheduled time off work.

All timecards must be properly completed, and each employee is responsible for their own timecard. All non-exempt employees are required to clock in and out as follows:

- ~~Not more than 7 minutes prior to the start of the employee's work shift, but as close to the start time as possible.~~
- The beginning and end of off-duty meal periods, or when leaving the premises for personal reasons. The exception would be your 15-minute paid rest break.
- Overtime must be pre-authorized by the employee's supervisor.
- Timecards ~~sheets/records~~ must be completed daily and approved signed by the employee at the end of each pay period.
- ~~Not more than 7 minutes after the end of the employee's work shift, but as close to the quit time as possible.~~

Commented [A11]: Do you round time? If so, we should discuss.

Commented [A12]: Rounding?

Section 7: Payroll, Wage & Hour Guidelines

~~We may round up or round down to the nearest tenth for determining total hours worked. timecard purposes.~~

~~Employees should clock in and out at their scheduled shift start and end times. In general, employees should not clock in ~~Not more than 57 minutes~~ prior to the start of the employee's work shift or clock out, ~~but as close to the start time as possible,~~ more than 5 minutes after the end of the employee's work shift.~~

Commented [A13]: Do you round time? If so, we should discuss.

Commented [A14]: Since this is just a guideline and there is no rounding for all but ambulance employees, I took this out of the "required" section and made it a guideline as you indicated. Changed the timing from 7 minute to 5 minutes since 7 minutes was a holdover from rounding.

You are to ~~approve~~ sign your own timecard to attest that the hours recorded are accurate. You should not sign any timecard that is inaccurate and must notify the supervisor immediately if there are any changes. You may not change anyone else's timecard or allow anyone else to manage your own timecard.

Make-Up Time

You may request to make up work time that is or would be lost as a result of a personal obligation during the same workweek, provided such time can be scheduled with your supervisor and does not cause you to work in excess of 40 hours in the workweek. The request must be in writing for each such occasion, and the request must be signed by the employee. Make-up time is at your regular straight time hourly rate. The granting of such a request is based on operational needs and work schedules, as well as job performance.

Call Back

When you are called back to work after the end of your shift and prior to the next shift, the employee will receive a minimum of four hours ~~pay~~.

Commented [A15]: This is not legally required – minimum of 2 hours. Do you have any employees on paid standby?

Deductions from Pay

Required Deductions from Pay

Deductions required by state and federal law to be withheld from employee gross wages include: Federal Income Tax, Federal Social Security Tax (FICA), California State Income Tax, California State Disability Insurance, Medicare, Court Ordered Garnishment or any wage assignment, IRS or Franchise Tax Board Orders to Withhold. Changes in tax deduction status should be reported to Human Resources on a W-4 withholding allowance form.

Voluntary Deductions from Pay

~~Deductions may also be made by voluntary written agreement. For example,~~

Commented [A16]: This includes recouping any overpayment.

Garnishments

The District is required by law to garnish your wages if required by court order. For purposes of garnishment, the employee's earnings include any compensation – wages, salary, PTO, EST, etcetera. The District is compelled by law to administer court orders. In doing so, the District will inform you of the garnishment and how it affects your wages.

Section 10: Leaves of Absence

Section 10: Leaves of Absence

Revision History			
Rev #	Date	Revision Purpose	Approver
1	1993	Employee Handbook Update	Board of Directors
2	2009	Employee Handbook Update	Board of Directors
3	2021	Personnel Rules (formerly Employee Handbook)	Board of Directors

Ambulance Employees also see MOU Article 12

General Information

Leaves of Absence have two parts: the physical absence from your job and the financial payments available through the District Paid Time Off and government programs such as State Disability Insurance.

We may require you to use accrued PTO to cover some or all the leave in accordance with state and federal law. The use of PTO will not extend the length of the leave to which you are otherwise entitled. You may be eligible for state disability insurance during your leave—visit www.edd.ca.gov for more information.

Financial Resources available during Leaves of Absence

There are multiple resources for employees who are on leave to receive financial benefits. Here we have summarized the types of benefits which may be available to you. If you have questions about eligibility, Human Resources has more detailed information available to you.

Paid Time Off (PTO)

Paid Time Off (PTO) may be used for the purpose of providing time for illness and to minimize economic hardships that may result from unexpected illness or injury to yourself or any recognized family member. [Accrued and available](#) PTO will be used in conjunction with hours worked to bring you to 100% of your normal pay. Employees working fewer than their regularly scheduled hours per paid period and who do not have sufficient PTO to cover 100% of their regularly scheduled hours per pay period may be subject to discipline up to and including [termination](#), [subject to any protected leave requirements](#).

Extended Sick Leave (ESL)

In order to minimize economic hardships that may result from an unexpected extended personal illness or injury, and to provide you with a certain amount of paid leave during family medical leaves, the District provides full-time employees with Extended Sick Leave (ESL) benefits. Extended Sick Leave is a non-portable benefit provided by the District. ESL will be used in conjunction with other types of financial assistance to bring you to 100% of your normal rate of pay (see Policy #3461 for full details).

State Disability Insurance (SDI)

SDI is comprised of Disability Insurance and Paid Family Leave. Most workers covered by California Unemployment Insurance are also covered by SDI. The program is funded entirely by

Commented [A28]: Not sure what this means. An employee could have exhausted their PTO but still be on a protected leave of absence.

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workers through a payroll tax withheld from your earnings. When you are eligible for SDI benefits, the District will coordinate the use of leave with the SDI benefits. Note that the total income from SDI and leave cannot exceed 100% of your regular pay.

Disability Insurance (DI)

Disability insurance is part of SDI and provides short-term, partial wage replacement benefits to workers who are unable to work due to a non-work-related illness of injury, pregnancy, or childbirth. Your DI claim must be submitted within 49 days from the first day your disability begins. If you miss this deadline, you may lose benefits for the number of days that the claim is late unless you demonstrate good cause for the delay. For faster processing file your claim using SDI Online.

The first seven (7) days is a non-payable waiting period (PTO is used during the waiting period). Benefits begin with the eighth day of disability. DI is payable for a maximum of 52 weeks.

Exception: if a claim is filed for the same or related cause or condition within 60 days of the initial claim, there is no waiting period.

To file a claim or learn more, visit www.edd.ca.gov/disability.

Paid Family Leave (PFL)

PFL provides partial wage replacement benefits to individuals who need to take time off work to care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner.

Benefits are also available to parents who need time to bond with a new child entering your family either by birth, adoption, or foster care placement. Unlike DI, there is no waiting period.

If eligible, you can receive [partial wage replacement](#) ~~about 60 to 70 percent (depending on income) of wages earned 5 to 18 months before your claim start date~~ for up to eight weeks within any 12-month period. The length of time worked at your current job does not affect eligibility.

California Paid Family Leave does not provide job protection or a right to return to work. However, if you qualify, job protection may be provided under other laws such as the Federal Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the New Parent Leave Act.

To file a claim: www.edd.ca.gov/Disability/Paid_Family_Leave.htm

~~Note: Beginning January 1, 2021, PFL will expand by adding a new claim type called Military Assist.~~ PFL Military Assist benefits are [also](#) available to eligible Californians who need time off work to participate in a qualifying event because of the military deployment of their spouse, registered domestic partner, parent, or child to a foreign country.

Workers' Compensation

If you cannot work while you are recovering from a job-related injury or illness, you may receive temporary disability payments for a limited period. These payments may change or stop when your doctor says you are able to return to work. These benefits are tax free. Temporary disability payments are two-thirds of your average weekly pay, within minimums and maximums set by state law. Payments are not made for the first three days you are off the job unless you are hospitalized overnight or cannot work for more than 14 days.

Commented [A29]: This recently changed and it may again – so I would leave it generic.

Section 10: Leaves of Absence

Types of Leaves

The following leaves fall under Family Medical Leave Act (FMLA) and may run concurrent with California Family Rights Act (CFRA)—a state mandated leave that have similar requirements and qualifications as FMLA.

You should direct questions regarding your eligibility for any of the types of leave addressed in this section to Human Resources.

Scheduled Paid Time Off

~~In recognition of the restorative value of time away from work, employees are encouraged to take scheduled time off from work. PTO hours begin accruing on the first day of employment as an employee, but the accrued hours are not available for use until the completion of ninety (90) days of continuous employment.~~

~~PTO may be scheduled throughout the entire year. Your written request for specific PTO must be submitted on a *Time Off Request Form* and submitted to your supervisor two (2) to six (6) weeks in advance. PTO scheduling is based on the needs of the District and must be approved by your supervisor. Your PTO request may not be granted, or your PTO request may be rescinded, if you do not have enough accrued PTO to cover your regular hours worked.~~

Commented [A30]: This does not seem appropriate here. Recommend this be moved to the Paid Time Off section.

Commented [A31]: This is duplicative.

Federal and California Family and Medical LeaveA. Eligibility

The District grants leaves of absence in accordance with the Family and Medical Leave Act (FMLA) and the California Family Rights Act (“CFRA”) (collectively with FMLA, “FMLA/CFRA”). To be eligible for a FMLA/CFRA leave, employees must be employed by the District for at least 12 months and must have worked at least 1,250 hours during the 12-month period immediately preceding the leave start date (i.e., a rolling 12-month period). Employees who do not satisfy the FMLA/CFRA eligibility requirements or have exhausted their FMLA/CFRA entitlement but is in need of a medical leave of absence may be eligible for a Medical Leave as set forth below.

B. Available Leaves

1. The FMLA/CFRA makes available to eligible employees the following types of leaves:

a) Employee Medical Leave: Eligible employees may take up to twelve (12) workweeks of leave in a “rolling” 12-month period if they are unable to work because of their own “serious health condition” (as defined by law). In general, a “serious health condition” means an illness, injury (including on-the-job injuries), impairment, or physical or mental condition that involves (i) in-patient care (i.e., an overnight stay) in a hospital, hospice, or residential health care facility, (ii) continuing treatment or supervision by a health care provider, or (iii) chronic conditions.

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b) Child-Bonding Leave: Eligible employees may take up to twelve (12) workweeks of leave in a “rolling” 12-month period for the birth and care of a newborn child, or for the placement of a child with the employee for adoption or foster care. Any leave taken for the birth/adoption/foster care placement of a child must be completed within one year of the qualifying event.

i. Parents who both work at the District and are eligible for child bonding leave are each eligible for 12 weeks of leave. ~~as discussed above.~~

ii. Employee may take child-bonding leave in increments of at least 2 weeks, however, on two occasions, employees may be permitted to take leave in increments of less than 2 weeks.

iii. If an employee elects to take CFRA child-bonding leave immediately after a pregnancy disability leave (as outlined below), an employee’s eligibility for child-bonding will be determined as of the date when the employee started the pregnancy disability leave. However, if there is a gap between the conclusion of an employee’s pregnancy disability leave and the child-bonding leave, eligibility for the child-bonding leave will be assessed as of the requested start date for the child-bonding leave.

c) Care for Family Member Leave: Eligible employees may take leave to care for an eligible family member with a “serious health condition.” For purposes of the FMLA/CFRA, eligible family members are an employee’s:

- Spouse
- Child (defined as a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis who is either under age 18 or age 18 or older and "incapable of self-care because of a mental or physical disability
- Parent (defined as a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child)
-

For purposes of the CFRA, eligible family member also includes an employee’s:

- Registered domestic partner
- A child over the age of 18 regardless of disability status
- Sibling (defined as a person related to an employee by blood, adoption, or affinity through a common legal or biological parent)
- Parent-in-law (defined as a parent of a spouse or domestic partner)
- Grandparent (defined as a parent of the employee’s parent)
- Grandchild (defined as a child of the employee’s child).
- Any other designated individual related by blood or affinity whose close association with the employee is equivalent of a family relationship (note: the designated person must be

Section 10: Leaves of Absence

identified by an employee at the time of the absence request and an employee is limited to one designated person in a rolling 12-month period.)

2. The following military leaves are also available:

a) Military Caregiver Leave (Covered Service Member Leave – FMLA Only): An eligible employee may take up to 26 workweeks of leave in a single 12-month period to care for a “covered service member” or a “covered veteran” (as defined by law) with a “serious injury or illness” (as defined by law). Employees are eligible for this leave if they are the spouse, child (of any age), parent, or “next of kin” (as defined by the FMLA law) of a covered service member or covered veteran.

i. For purposes of this leave, the single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave and ends 12 months later. The leave entitlement described in this section applies once per-covered service member/veteran, per-serious injury/illness. However, no more than 26 weeks of FMLA leave may be taken within a single 12-month period by any eligible employee. Even in circumstances where an employee takes other leave covered by the FMLA, the combined leave shall not exceed 26 weeks during that 12-month period. See Human Resources for more detail.

b) Qualifying Exigency Leave (FMLA & CFRA): An eligible employee may take up to twelve (12) workweeks of leave in a “rolling” 12-month period for any “qualifying exigency” (as defined by law) arising out of the fact that the employee’s spouse (under CFRA, including domestic partner), child (of any age), or parent is on covered active duty or has been notified of an impending call or order to covered active duty.

i. Covered active duty means:

1. For members of the Regular Armed Forces, duty during deployment with the Armed Forces to a foreign country; or

2. For members of the Reserve components of the Armed Forces (members of the National Guard or Reserves), duty during deployment with the Armed Forces to a foreign country under a call or order to active duty in support a contingency operation.

ii. Qualifying exigencies include, but are not limited to, (i) issues arising from the military member’s short notice deployment (e.g., deployment within 7 or less days), (ii) attending military events and related activities, (iii) attending to child care issues involving the child of the deployed military member, (iv) care for the military member’s parent who is incapable of self-care, (v) making or updating financial or legal arrangements, (vi) attending counseling sessions, (vii) taking up to 15 calendar days to spend time with a military member who is on short-term,

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temporary rest and recuperation leave, and (viii) post-deployment activities within 90 days of the end of the military member's covered active duty.

3. Additional FMLA/CFRA Rules

a) Whenever a leave qualifies under both the FMLA and CFRA, both shall be applied concurrently, not consecutively. However, in the event of a difference between FMLA and CFRA, the leaves shall be separately handled; for example, incapacity due to pregnancy or prenatal care as a serious health condition (FMLA only), to take care of an adult child or child of a domestic partner, grandparent, grandchild, domestic partner or sibling (CFRA only), due to a domestic partner's military service (CFRA only) or as otherwise required by applicable law.

b) CFRA coverage for an employee's own serious health condition that also constitutes a disability under California's Fair Employment and Housing Act (FEHA) is separate and distinct from FEHA protections. If the employee cannot return to work at the expiration of the CFRA leave, the District will engage the employee in the interactive process to determine whether an extension of the leave would be a reasonable accommodation. (See Medical Leave section below).

c) Under some circumstances, FMLA/CFRA leave may be taken intermittently – which means taking leave in blocks of time or by reducing your normal weekly or daily work schedule. Employee must make a reasonable effort to schedule his or her leave as not to unduly interrupt the District's operations. If you need to take intermittent or reduced leave, the District may require you to transfer temporarily to another position in the District for which you are qualified, and which would provide equivalent pay and benefits and a better accommodation for your recurring periods of leave. The smallest increment of time that can be used for such leave is one hour. Employees taking intermittent/reduced schedule leave must follow the District's standard call-in procedures, absent unusual circumstances.

d) FMLA and CFRA leave are job protected leaves of absence regardless of whether they are paid or unpaid.

e) Substitution of Paid Leave

Generally, FMLA/CFRA leave is unpaid. The District may require, or you may choose, to use accrued paid leave while taking FMLA/CFRA leave. In order to use paid leave for FMLA/CFRA leave, you must comply with the District's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact Human Resources. Under certain conditions, you may choose, or the District may require you, to "substitute" (run concurrently) accrued paid leave, such as PTO, to cover some or all the FMLA leave period. Your ability to substitute accrued paid leave is determined by the terms and conditions of our normal leave policy.

Section 10: Leaves of Absence

C. Notice and Certification1. Leave Notice

All requests for leaves/leave notices must be provided to _____. Employees requesting a FMLA/CFRA leave must provide at least 30-days' advance notice when the need for the leave is foreseeable (e.g., birth or placement, planned medical care, leave due to active duty of immediate family member). If circumstances prevent providing 30 days' advance notice, then the employee must provide as much notice as possible. In the case of FMLA/CFRA leave for a qualifying exigency, the employee must give notice of the need for such leave as soon as possible and practical, regardless of how far in advance the leave is needed. Failure to provide the required advance notice if the leave is foreseeable may delay the leave start date. In addition, for an intermittent leave, employees should make every reasonable effort to schedule medical treatments or supervision so as to minimize disruption to department operations.

2. Employee Required Information

Upon providing leave notice, an employee will receive a Leave of Absence packet, which includes the necessary leave request forms and certifications to be completed. The following provides more detail with respect to the required documentation.

a) Medical Certifications for Medically-Related Leaves (Non-Military). For medically-related leaves (not military related), employees must provide a medical certification from a healthcare provider certifying the need for the leave. An employee will have fifteen (15) calendar days from the date of the -leave packet (which includes a certification form) to return the completed certification form or equivalent, unless it is not practicable for the employee to do so despite the employee's good faith efforts. Failure to timely submit the required certification may result in the delay or denial of the leave. If the certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will generally have seven (7) calendar days to provide the necessary information, unless it is not practical under the circumstances despite the employee's good faith efforts.

If there is reason to doubt the validity of the medical certification submitted in support of an employee's request for a leave related to the employee's own serious health condition, a second opinion, at the expense of the District, related to the health condition may be required. If the original certification and the second opinion differ, a third opinion, at the expense of the District, may be required. The opinion of the third health care provider, which the District and the employee jointly select, will be the final and binding decision.

Under appropriate circumstances the employee may be required to provide recertification of an employee's serious health condition (or a family member's serious health condition) upon expiration of the time period the health care provider originally estimated the employee needed

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for leave and when additional leave time is requested. Different recertification rules may apply for leaves which qualify only under the FMLA.

b) Verification of Family Relationship. If requested, an employee may be required to provide reasonable documentation of family relationship verifying the legitimacy of a FMLA/CFRA leave.

c) Certification of Qualifying Exigency. For a Qualifying Exigency Leave, a leave request must be supported by the Certification of Qualifying Exigency for Military Family Leave form (or equivalent) as well as appropriate documentation, including the covered military member's active-duty orders. An employee will have fifteen (15) calendar days from the date of the leave packet (which includes a certification form) to return a completed certification form, unless it is not practicable for the employee to do so despite the employee's good faith efforts.

d) Certification for Serious Injury or Illness of Covered Service Member or Covered Veteran. For a Military Caregiver Leave, a leave request must be supported by the Certification for Serious Injury or Illness of Covered Service Member Form or the Certification for Serious Injury or Illness of Veteran Form (or equivalent), as well as any necessary supporting documentation. An employee will have fifteen (15) calendar days from the date of the leave packet (which includes a certification form) to return a completed certification form, unless it is not practicable for the employee to do so despite the employee's good faith efforts.

Family Medical Leave Act (FMLA) Qualified Leave

~~Overview. The District will grant family and medical leave in accordance with state and federal law in effect at the time the leave is granted. You may use any available PTO to offset this leave without pay.~~

~~Eligibility. To be eligible for FMLA benefits, you must meet all criteria listed below:~~

- ~~1.— Worked for the District for at least 12 months.~~
- ~~2.— Worked at least 1,250 hours over the previous 12 months.~~

~~If eligible, you may receive up to a total of 12 workweeks of unpaid, job-protected leave during a 12-month period. To calculate the 12-month period during which 12 workweeks of leave may be taken, the District uses a rolling year from the first time FMLA is taken. Leave may be used for one or more of the following reasons:~~

- ~~• The birth or placement of a child for adoption or foster care.~~
- ~~• To care for an immediate family member with a serious health condition. This includes: Parent, including foster parent, stepparent, or anyone else who stood in loco parentis to the employee when the employee was a child; spouse, child, foster child, step child, employee who stands in loco parentis to that child.~~
- ~~• You are unable to work because of your own serious health condition~~
- ~~• For any qualifying exigency because the employee is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation~~

Section 10: Leaves of Absence

Adoption or Foster Care

~~FMLA & CFRA taken for placement of a child for adoption or foster care must be taken within 12 months of the birth or placement of the child and must be taken in segments of at least 2 weeks duration, except on 2 occasions the employee may take such leave for less than 2 weeks duration.~~

Rehabilitation

~~You may be granted family and medical leave for drug or alcohol related treatment. We will reasonably accommodate you if you wish to participate in an alcohol or drug rehabilitation program. There is a guarantee of a job upon your return from the leave.~~

Commented [A32]: I have placed this as its own separate leave section

Service Member Family Leave

~~A leave taken due to a “qualifying exigency” related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member’s health care provider.~~

~~An employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member.~~

~~Spouses who do not qualify for the Service Member Family Leave may take a combined 12 workweeks of leave. Certain restrictions on these benefits may apply.~~

Commented [A33]: Does this refer to same-sex spouses? They are now eligible spouses.

~~You may also take up to 26 weeks in a rolling calendar year to care for spouse, child, parent or next of kin of a covered military service member recovering from a serious injury or illness. If a married couple are both working for the district, the couple is entitled to a combined amount of 26 weeks.~~

California Pregnancy Disability Leave

Eligibility. Under California law, you are eligible day one of employment to take up to 4 months or 17 weeks and 3 days in a rolling calendar year for pregnancy, childbirth, or related conditions, including but not limited to: ~~In accordance with state and federal law, the District provides time off for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth, which is covered by Pregnancy Disability Leave.~~

As an alternative and if appropriate, we may transfer you to a less strenuous or hazardous position if you so request, with the advice of your physician, if the transfer can be reasonably accommodated.

Pregnancy Disability Leave runs concurrently with FMLA leave, but not with CFRA Leave. PDL is job-protected leave. You may use any accrued paid time off during this leave. The District may require a medical certification in support of a request for PDL.

Birth or Placement (Bonding) Leave of Absence

~~**Eligibility.** Parents Mothers may take up to 12 weeks of job-protected leave with continuation of health insurance for baby bonding under CFRA. This leave runs concurrently with any available FMLA leave. Most of the time taken after Pregnancy Disability Leave (PDL). Parent may take up to 12 weeks (if applicable) of job-protected leave with continuation of health insurance for baby bonding under FMLA/CFRA.~~

Commented [A34]: This is now included above

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Workers' Compensation Leave of Absence

Eligibility. Leave taken as a workers' compensation absence that also qualifies as FMLA leave due to employee's own serious health condition may be designated by the District as FMLA leave and counted against the employee's FMLA leave entitlement.

Medical Leave of Absence: non-FMLA/CFRA qualifying

Eligibility. If you have not met the FMLA/CFRA requirement of working 1 year and 1,250 hours at the District, ~~you that employee~~ may be granted a medical leave of absence due to personal illness, injury, or other disabling condition.

- To avoid possible contagion to patients, other employees, or the public, any employee who has been exposed to a contagious illness or infection may be placed on medical leave. If exposure was not work-related, you may use your accumulated PTO while on administrative leave.
- We reserve the right to approve or deny any request for such leave. Our operational needs, your reason for leave, your job performance, requested length of leave and length of employment is considered in determining whether your request is granted.

California Family Rights Act (CFRA) Leave of Absence

~~State mandated leave that has similar requirements and qualifications as FMLA. Some differences are:~~

- ~~CFRA covers registered domestic partners, where FMLA does not recognize them.~~
- ~~CFRA does not cover leave due to pregnancy/childbirth or military service members' needs, where the FMLA does.~~
- ~~CFRA provides leave for qualifying exigencies arising from family member deployment.~~
- ~~CFRA provides up to 26 weeks leave to care for injured service member.~~
- ~~CFRA definition of family includes adult children, siblings, grandparents, and grandchildren and a designated person. A "designated person" is defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employee may designate one person per 12-month period.~~
- ~~Employees may designate a person once per year.~~

~~**Eligibility.** To be eligible for California Family Rights Act leave benefits, you must meet all criteria listed below:~~

- ~~1. Worked for the District for at least 12 months.~~
- ~~2. Worked at least 1,250 hours over the previous 12 months.~~

~~If eligible, you may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. For calculating the 12-month period during which 12 workweeks of leave may be taken, the District uses the calendar year. Successive 12-month periods commence on the calendar year. CFRA and FMLA runs concurrently in most cases and may be taken for one or more of the following reasons:~~

Commented [A35]: Not sure what this was referring to.

Commented [A36]: Why do you use rolling for FMLA and calendar year for CFRA?

Section 10: Leaves of Absence

Rehabilitation Leave

~~The District will reasonably accommodate a request to enter a participate in an alcohol or drug rehabilitation, provide that this reasonable accommodation does not impose an undue hardship and that the request is made prior to identification of job performance issues. The District retains the discretion to approve or deny requests made after performance related issues have been identified. If eligible, rehabilitation leave may be designated as FMLA/CFRA leave. This leave is unpaid unless you elect to use any accrued paid time off. You may be granted family and medical leave for drug or alcohol related treatment. We will reasonably accommodate you if you wish to participate in an alcohol or drug rehabilitation program. There is a guarantee of a job upon your return from the leave.~~

Commented [A37]: Requests made after performance issues have been identified may or may not be granted.

Commented [A38]: Is there a guarantee of a job? What if they did not successfully complete the program?

Organ and Bone Marrow Leave of Absence

Eligibility. To qualify you must provide Human Resources with written verification of your status as an organ or bone marrow donor and the medical necessity for the donation.

The District provides ~~the following job protected time off~~ ~~five days of District paid time off~~ for employees who choose to donate an organ or bone marrow:

1. Organ donors ~~will~~ ~~must~~ be provided a total ~~paid~~ leave of up to 30 ~~business~~ ~~calendar~~ days in any 12-month rolling period, ~~calculated from the date the employee's leave begins.~~ ~~Upon request, an organ donor may be provided an additional 30 calendar days of unpaid leave. An employee may use any accrued and available PTO or ESL for this unpaid leave.~~
2. Bone Marrow donors ~~will~~ ~~must~~ be provided a total ~~paid leave~~ of up to ~~a leave of absence~~ up to 5 ~~business~~ ~~calendar~~ days in any twelve-month rolling period, calculated from the date the employee's leave begins.

Leave for organ or donation will not be considered a break in your service for the purpose of salary adjustments, PTO accrual rate, or seniority.

Intermittent Family or Medical Leave of Absence

~~You may take FMLA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour. Under some circumstances, family and medical leave may be taken intermittently— which means taking leave in blocks of time or by reducing your normal weekly or daily work schedule. Employee must make a reasonable effort to schedule his or her leave as not to unduly interrupt the District's operations. If you need to take intermittent or reduced leave, the District may require you to transfer temporarily to another position in the District for which you are qualified, and which would provide equivalent pay and benefits and a better accommodation for your recurring periods of leave.~~

Substitution of Paid Leave

~~Generally, FMLA/CFRA leave is unpaid. The Company may require, or you may choose, to use accrued paid leave while taking FMLA/CFRA leave. In order to use paid leave for FMLA/CFRA leave, you must comply with the Company's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact Human Resources. Under certain conditions, you may choose, or the District may require you, to~~

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~~“substitute” (run concurrently) accrued paid leave, such as PTO, to cover some or all the FMLA leave period. Your ability to substitute accrued paid leave is determined by the terms and conditions of our normal leave policy.~~

Domestic Violence, Sexual Assault, or Stalking Policy Leave of Absence

Eligibility. The District provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking to attend legal proceedings or obtain other needed relief.

Procedure. Unpaid leave under this policy is available for any employee who is the victim of domestic violence, sexual assault, or stalking to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure your own health, safety, or welfare, or that of your child or children. You may also request unpaid leave for the following purposes:

1. Obtain services from a domestic violence shelter or rape crisis center.
2. Seek medical attention for injuries caused by domestic violence or sexual assault.
3. Obtain psychological counseling for the domestic violence or sexual assault.
4. Act, such as relocation, to protect against future domestic violence or sexual assault.

To request leave under this policy, you should provide your supervisor and Human Resources with as much advance notice as practicable under the circumstances. If advance notice is not possible provide your supervisor/human resources one of the following certifications upon returning to work:

1. A police report showing that the employee was a victim of domestic violence or sexual assault.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the employee’s absence was due to treatment for injuries from domestic violence or sexual assault.

Employees requesting leave under this policy may choose to use accrued PTO.

In addition, the District will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for your safety while at work. A reasonable accommodation may include the implementation of safety measures, such as a transfer, reassignment, modified schedule, changed work telephone, changed workstation, or installed lock; assistance in documenting domestic violence, sexual assault or stalking that occurs in the workplace; an implemented safety procedure; or another adjustment to the employee’s job duties and position.

To request an accommodation under this policy, you should contact your supervisor or Human Resources. The District will engage the employee in a timely, good faith and interactive process to determine effective reasonable accommodations.

Victim of Crime Leave of Absence

Eligibility. The District provides unpaid leave to each employee who is a victim of certain, specified felony crimes, or who is an immediate family member of a victim, a registered domestic partner of a victim or the child of a registered domestic partner of a victim of certain, specified felony crimes to attend and participate in judicial proceedings related to the crime.

Section 10: Leaves of Absence

You must notify the District as soon as practicable of the need for leave under this policy. Appropriate documentation is provided before the leave, or if not possible, as soon as is reasonable to do so.

Covered felonies include:

- 1) A violent felony, as defined in subdivision (c) of §667.5 of the Penal Code.
- 2) A serious felony, as defined in subdivision (c) of §1192.7 of the Penal Code.
- 3) A felony provision of law proscribing theft or embezzlement.

You may use accrued, unused PTO for leave taken under this policy. The notice and eligibility requirements for utilizing PTO will generally apply to your request for use of PTO under this policy.

Procedure. Employees requesting leave under the Victims of Crime LOA policy should comply with the following requirements:

1. Upon receiving a notice of a scheduled proceeding or a subpoena or other court order requiring appearance in a judicial proceeding as a witness, the employee should notify their supervisor or Human Resources.
2. In support of the employee's request for leave under this policy, the employee should submit appropriate documentation, including a copy of the notice of scheduled proceeding, subpoena, or other court order, along with a completed Paid Time Off Request form, as soon as practicable.
3. If the court proceeding is completed before the end of the employee's regularly scheduled shift, the employee is expected to call their supervisor as soon as possible and report to work if requested.

Time Off for Religious Observances

Procedure. If you need time off to observe religious practices or holidays not already scheduled off by the District, you should speak with your supervisor. You may also be able to switch a scheduled day with another employee, take PTO time, or take off unpaid days. The District will seek to reasonably accommodate individuals' religious observances.

Voting Time Leave of Absence

Eligibility. If you cannot make it to your polling place outside of working hours, you have the right to take time off to vote, without a loss of pay. California Elections Code section 14000 allows you up to two hours off, without a loss of pay, to vote if you do not have enough time to do so in your non-work hours. [Employees should also consider using their Mail In Ballot.](#)

Procedure. The law requires you to notify the District two working days before the election if you need to take time off to vote. Unless otherwise mutually agreed, the time must be taken at the end or beginning of the workday, whichever allows the least amount of time off.

School Activities Leave of Absence

Eligibility. If you are the parent, guardian, stepparent, foster parent, grandparent, and persons who stand "in loco parentis" of children in kindergarten through grade 12, you may take up to eight hours in any month or a total of 40 hours per school year for the purpose of participating in the child's school or licensed day care activities. (Certain limitations apply if both parents are employees of the District). The time off is unpaid, but you may use accrued PTO.

Please provide your supervisor with as much advance notice as possible. We may require you to provide documentation of your need to attend a meeting at the school.

Del Puerto Health Care District Personnel Rules

School Suspension Leave of Absence

Eligibility. If you are the parent, guardian, stepparent, foster parent, grandparent, and persons who stand “in loco parentis” of children in kindergarten through grade 12, of a child facing suspension from school and are summoned to the school to discuss the matter, you should notify your supervisor as soon as possible before leaving work. No discriminatory action is taken against you for taking time off for this purpose. The time off is unpaid, but you may use accrued PTO.

Military Leaves of Absence

[FMLA/CFRA – see above](#)

Military Leave of Absence

Eligibility. You are eligible from day one of employment for a Military Leave of Absence.

- The employee must provide the District with a copy of the military orders.
- Employees entering active military service directly from the District are granted a leave of absence without pay for the term of service, up to 5 years. If the military service is extended beyond the 5 years by re-enlistment, the leave shall terminate.
- Employees who are members of Reserve or National Guard units and are required to perform weekend drills are granted a leave of absence without pay for up to 17 calendar days annually.
- Employees who are members of the State Reserve are granted up to 15 days leave annually.
- Employees who are members of Reserve or National Guard units which are called to emergency active duty will receive a leave of absence without pay for the duration of the active-duty period.
- ~~12 weeks of FMLA for employee when his or her spouse, son, daughter, domestic partner, or parent is on active duty in the Armed Forces, National Guard or Reserves in support of a contingency operation.~~
- ~~A leave taken due to a “qualifying exigency” related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member’s health care provider.~~
- Employees are afforded reemployment rights and retain full seniority benefits for all prior service upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 as well as any applicable state law.

Commented [A39]: These are covered above in the FMLA/CFRA section

~~Family Military Leave of Absence~~

~~Can run concurrently with FMLA.~~

~~**Eligibility.** Leave without pay is provided to you when you enter military service of the armed forces of the United States or are in the armed forces reserves. The employee must provide the District with a copy of the military orders.~~

~~You are afforded reemployment rights and retain full seniority benefits for all prior service upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 as well as any applicable state law.~~

Commented [A40]: I am not sure what this is. The title is Family Military Leave but the text refers to an employee entering military service. The Family Military Leave is addressed above under FMLA/CFRA.

Section 10: Leaves of Absence

California Military Leave of Absence

In addition to the military leave provided to you under applicable federal law, the District provides up to 17 days of job-protected unpaid leave per calendar year to employees who are members of the reserve corps of the armed forces of the United States, the National Guard or the naval militia when called to military duty for purposes of military training, drills, encampment, naval cruises, special exercises, or the like, including travel time. Additionally, employees in the California State Military Reserve are entitled to a temporary military leave of absence without pay while engaged in military duty for purposes of military training, drills, unit training assemblies or similar inactive duty training not to exceed 15 calendar days annually, including travel time.

Eligibility. Eligible employees are members of the reserve corps of the armed forces of the United States, the National Guard or the naval militia, or members of the California State Military Reserve.

Procedures. Employees requesting leave under this policy should comply with the following requirements:

1. You should request leave under this policy with as much advanced notice as practicable.
2. In support of your request for leave under this policy, you should provide your supervisors and Human Resources with a copy of your orders or other appropriate written certification that you have been called to federal military duty for purposes of military training, drills, encampment, naval cruises, special exercises, or the like.

Additionally, you may choose to use accrued paid leave (such as vacation or paid time off), concurrently with some or all the leave under this policy. To receive paid leave, eligible employees must comply with the company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

Military Spousal Leave of Absence

You may take up to 10 days of unpaid leave when your spouse is on leave from deployment during a period of military conflict. To qualify for this leave:

- Your spouse must be a member of the Armed Forces who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, or a member of the National Guard or Reserves who has been ordered to active duty and deployed during a period of military conflict.
- You must be employed for an average of 20 or more hours per week.
- You must provide us with notice of your intent to take this leave within two business days of receiving official notice that your spouse is on leave from deployment.
- You must submit written documentation certifying your spouse is on leave from deployment during the requested leave time.

Civil Air Patrol Leave of Absence

Volunteer members of the California Wing of the Civil Air Patrol may take up to 10 days of unpaid leave per year when you are called to respond to an emergency operational mission. To qualify for this leave you must be a regular District employee for at least 90 days immediately preceding the commencement of the leave. You are required to give us as much notice as possible of the intended leave dates.

Del Puerto Health Care District Personnel Rules

Emergency Service Duty Leave of Absence

Notification. You must provide proof of status on any Emergency Response Team (including volunteer firefighter, peace officer, an employee or member of a disaster response entity) at least one month prior to request for leave. You must provide disclosure of your obligation for emergency duty volunteer activities prior to requiring time off.

Approval for Time Off. Based on the needs of the District and at the sole discretion of management, if you are a volunteer firefighter, peace officer, an employee or member of a disaster response entity sponsored or requested by the state, you may be granted time off for emergency duty. Request time off as soon as possible by notifying your supervisor and the Administrative Director / CEO. You may also request unpaid leave for required training. Leave for training is granted at the sole discretion of your supervisor according to operational needs.

Personal Leave of Absence (Leave Without Pay)

Eligibility. The District will consider reasonable requests in writing for leave of absence for personal reasons, not to exceed 30 days if you have been a full-time employee for 2 continuous years of employment. You must give a minimum of 30 days' notice except in the case of an emergency.

Leave without pay may be granted to a regular, full-time employee by the Administrative Director / CEO at his/her discretion for a period not to exceed 12 weeks. Credit toward PTO and ESL will not be earned during leave without pay. Such leave does not constitute a break in service but changes the anniversary date if the employee is absent for more than 30 days (except in cases covered under workers' compensation). For leave without pay that is more than 30 days, the employee must pay the full amount of your health insurance premium, by the first of each month, to maintain coverage.

Terms and Conditions of Personal LOAs

Personal Leaves of Absence are unpaid.

It is understood that you will not obtain other employment or apply for unemployment insurance while on a leave. Acceptance of other employment while on leave or failure to return on the day agreed without prior approval is treated as a voluntary resignation.

Should a leave or an extension be requested and granted providing for leave longer than 12 workweeks in any 12-month period, such leave or extension will generally not contain a guarantee of reinstatement to the same or an equivalent position. You are advised at the time the leave or extension is granted what conditions apply to that leave or extension.

Depending upon the type of leave, additional terms and conditions apply. You are notified separately of any additional terms and conditions applicable to your leave if your leave is approved.

If you misrepresent facts to be granted a leave, you are subject to disciplinary action, up to and including termination. If you do not return from a personal LOA, you may be required to reimburse the District for any cost of providing health benefits during the leave.

During your leave, you may be required to contact Human Resources periodically to report on your status and intent to return to work. If you believe you need to extend your leave, you must contact Human Resources Department before your leave expires. Depending upon the type of leave, you may need to submit a documentation from an appropriate source supporting your need for additional leave.

Section 10: Leaves of Absence

PTO and ESL accruals are based upon date of full-time regular employment. You will stop accruing PTO and ESL day one of your leave. PTO and ESL accruals will resume upon your return to work.

Your leave of absence will have no effect on the date of your annual performance review.

Absence without leave

Any employee who has not had prior authorization to use PTO or has not notified his/her supervisor of an illness is placed on absent-without-leave status. Upon returning to work, this absence must be explained to the employee's supervisor. Disciplinary action may be taken. Any employee placed on such absent-without-leave status for three consecutive workdays shall be deemed to have automatically resigned from employment and terminated.

An absence-without-leave charge may be changed later to an appropriate type of leave in certain instances where the employee can present acceptable documentation to explain the absence and acceptable documentation explaining your inability communicate your need for leave to the District.

Other Leave Information

Process to Apply for a Leave of Absence Other Than FMLA/CFRA

To apply for family/medical leave, the employee is required to give 30 days' notice and complete the Family/Medical Leave of Absence Request Form and submit to Human Resources (HR) Department of his or her intent to take FMLA, CFRA, or PDL unless such leave is unforeseeable. Failure to give timely notice may affect the employee's ability to take leave as requested. The District reserves the right to delay the taking of the leave until at least 30 days after the date the employee provides notice of the need for leave of absence. The employee should also submit the Medical Certification Form.

Commented [A41]: I have addressed this above in more detail. We can take that out above and put it here – up to you. However, we need to explain how to apply for other leaves such as medical, personal, military, Organ transplant, etc.

Notice and Certification Requirements

It is important to request any leave in writing as far in advance as possible, to keep in touch with your supervisor or Human Resources during your leave and to give prompt notice if there is any change in your return date. In addition, you may be required to provide a certification from a health care provider both prior to the leave and before reinstatement. For foreseeable leaves, you must provide the required medical certificate within 15 calendar days after the District's request for certification and include:

- The date on which you become disabled or the date of the medical advisability for a leave.
- The probable duration of the period(s) of the disability or the period(s) for the advisability of a leave.
- A statement that, due to disability, you are unable to work at all or to perform any one or more of the essential functions of your position without undue risk to yourself, the successful completion of your pregnancy, or to other persons or a statement that a transfer is medically advisable.

Failure to provide the certification may result in the denial of the leave or denial of continuation of the leave. If the employee does not return the certification or it is insufficient, the District may deny the request and hold the employee accountable for the absence(s).

Commented [A42]: Does this apply to all leaves or just FMLA/CFRA? We have this above for FMLA/CFRA, we can move it down here and make more generic.

Del Puerto Health Care District Personnel Rules

Contributions Related to a Group Health Plan While on a Leave of Absence

Statutory Leave. We will maintain your group health insurance coverage while on a PDL, FMLA, CFRA, or Organ Donation leave if such insurance was provided before the leave was taken and on the same terms as if you had continued to work. In some instances, we may recover premiums we paid to maintain your health coverage if you fail to return to work following the leave.

Personal Leave. We will not compensate, nor make any contributions to the Group Health Plan for you while on a personal (non FMLA) or other unpaid leave. You have the option to continue your present health insurance coverage under COBRA/Cal-COBRA guidelines. You are responsible for 100% of the premium. It is your responsibility to make payments by the 20th of the month for coverage to continue or you may be terminated from the plan.

Accrual of Benefits While on an Unpaid Leave of Absence

You will not accrue any benefits (such as PTO) during an approved unpaid leave.

Seniority during a Leave of Absence

You will not accrue seniority for advancement during your leave, but you will not forfeit previously accrued seniority provided you return to work at the time designated in the approved leave request.

Job Protected Leave

Under most circumstances, upon timely return from a job-protected leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on job-protected leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

Should a leave or an extension be requested and granted providing for leave beyond the protected leave, such leave or extension will generally not contain a guarantee of reinstatement to the same or an equivalent position. We will grant leaves and extensions in accordance with state and federal law in effect at the time the leave is granted. You are advised at the time the leave or extension is granted what conditions apply to that leave or extension.

Job Reinstatement

~~Any employee who returns on a timely basis from a job-protected leave is entitled to be reinstated to the same or an equivalent position (in terms of pay, benefits, and other terms and conditions of employment) except in the case of any of the following:~~

- ~~1. Bona fide job elimination;~~
- ~~2. Termination for reasons not related to the employee's medical condition or use of leave;~~
- ~~3. The employee's inability to return to work upon the expiration of all available leave.~~

Fitness for Duty

~~After a medical leave and upon submission of a medical certification that you can return to work, the District may request the employee undergo a Fitness for Duty certification. The medical exam, at the District's expense, determines the employee's physical capability of performing~~

Commented [A43]: This is prohibited under the CFRA

11 CCR 11091(b)(2)(F) An employer may not require an employee to undergo a fitness-for-duty examination as a condition of an employee's return. After an employee returns from CFRA leave, any fitness-for-duty examination must be job-related and consistent with business necessity, in accordance with section 11071 of these regulations.

Section 10: Leaves of Absence

~~normal duties. If such a certification is required, you will not be permitted to resume work until it is provided.~~

~~There may be additional departmental requirements before returning to duty.~~

Other Terms and Conditions of ~~Job Protected~~ LOAs

The District will grant leaves and extensions of leave in accordance with state and federal law in effect at the time the leave is granted.

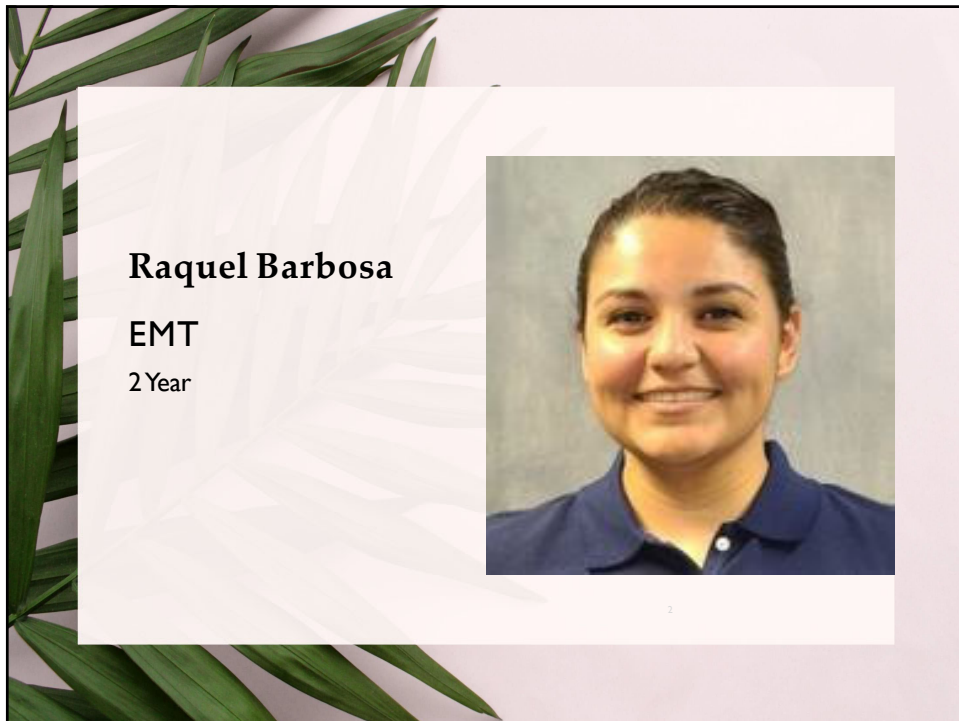
Any leave taken under the District policies that qualifies as leave under applicable law is counted against your available leave under both the applicable District policies and law, to the extent permitted by applicable law.

**Del Puerto Health Care District
FY 2023-24 Strategic Plan - Worklist**

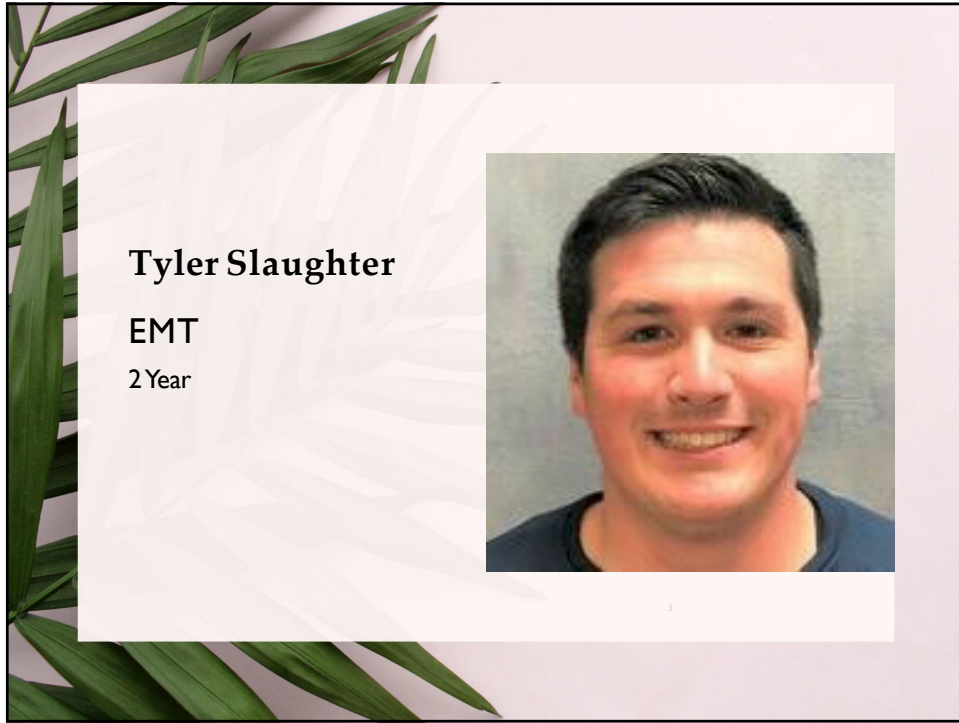
Interest	Priority	Timing	Primary Responsibility	Objective & Key Result (OKR)	Resource(s) Required	Cost
Community Engagement	Board discussion on the meaning of "Community" and establishing quantifiable goals	Jul-23	Board	Common understanding of "Community" and measurable engagements		
Strategic Planning	From the Board/Management strategic planning sessions, identify priorities, provide a timeline for the strategic plan completion process, and list of required resources (e.g., staffing, funding, time) required for the execution of the objectives to reach the goals.	Jul-23	CEO			
Community Engagement	Rebranding: two-year plan written and initiated (August 2023)	Aug-23	CEO			
Employee Relations	Legal update to Personnel Rules Book	Aug-23	CEO/HR	Update and to Employees by October 1, 2023	Legal Counsel	\$ 4,175
Human Resources	Evaluate benefit package for financial sustainability	Aug-23	CEO/HR	The same or greater benefits with minimal increase in ER and EE cost		\$ -
Board	Facilitate annual Board self-evaluation (August-September 2023)	Sep-23	CEO	Review Self Evaluation in Sept 2023		\$ -
Community Engagement	Publish District Annual Report	Sep-23	CEO	All households in the district receive a summary report in the mail	Layout, print, Mail	\$10,000
DPAC	Selection of Design-Build Firm (target August 2023)	Sep-23	Bldg Team/Ad Hoc			
Employee Relations	The Board wishes to conduct a 360 Degree review of the CEO within the next couple of months:	Oct-23	CEO			
Community Engagement	Community Presentation on Depression with Promotoras	Dec-23	HC Mgr/MD	One event open to the public		\$ -
Health Center	Health Center Operations Policy and Procedure Manual review	Dec-23	HC Mgr	Pass state audits >95%		\$ -
Human Resources	Recruit, Hire, and On-board New HR Manager	Dec-23	CEO	New HR Manager onboarded by October 31, 2023		\$ -
Health Center	Expand the availability of after-hours care	Jan-24	CEO/HC Mgr	After-hours clinic open Jan 1, 2024	Providers, imaging	\$ -
Health Center	Leverage targeted marketing campaign regarding mental health and access to services	Feb-24	CEO			
Ambulance	Union Contract Negotiations (October 2023 – February 2024)	Feb-24	CEO/AMB Dir	contract by Feb 29, 2024	Legal Support	\$15,000
DPAC	Funding (target start July 2023)	Feb-24	CEO/Ad Hoc			
Community Engagement	Triennial Update to Community Health Needs Assessment (Jan 2024)	Mar-24	CEO/Ad Hoc	Updated CHNA		TBD
Human Resources	Triennial Review of Personnel Policies and Procedures	Mar-24	HR Mgr	Recommendations presented at the March 2024 board meeting		\$ -
Patient Engagement	DHCS Equity and Practice Transformation Program	Apr-24	CEO/HC Mgr			GRANT
Strategic Planning	Conduct annual Board strategic planning retreat (April 2024)	Apr-24	CEO			
Community Engagement	Community Presentation on Heart Disease with Promotoras	Apr-24	HC Mgr/MD	One event open to the public		\$ -
DPAC	Design Phase (target start October 2023)	Apr-24	Bldg Team			
Human Resources	Ensure all annual employee reviews are completed	May-24	HR	Every employee has a review that is less than 18 months old		\$ -
Strategic Planning	Publish annual Strategic Plan update/worklist	May-24	CEO			\$ -
Finance	Operating & Capital Budgets completed	Jun-24	FIN Mgr	Budgets approved by Board by June 30, 2024		\$ -
Human Resources	Develop an annual training plan for all employees	Jun-24	HR	Written plan for each employee		\$10,000
Safety	Annual review of safety policies and procedures and IIPP	Jun-24	Safety Officer			



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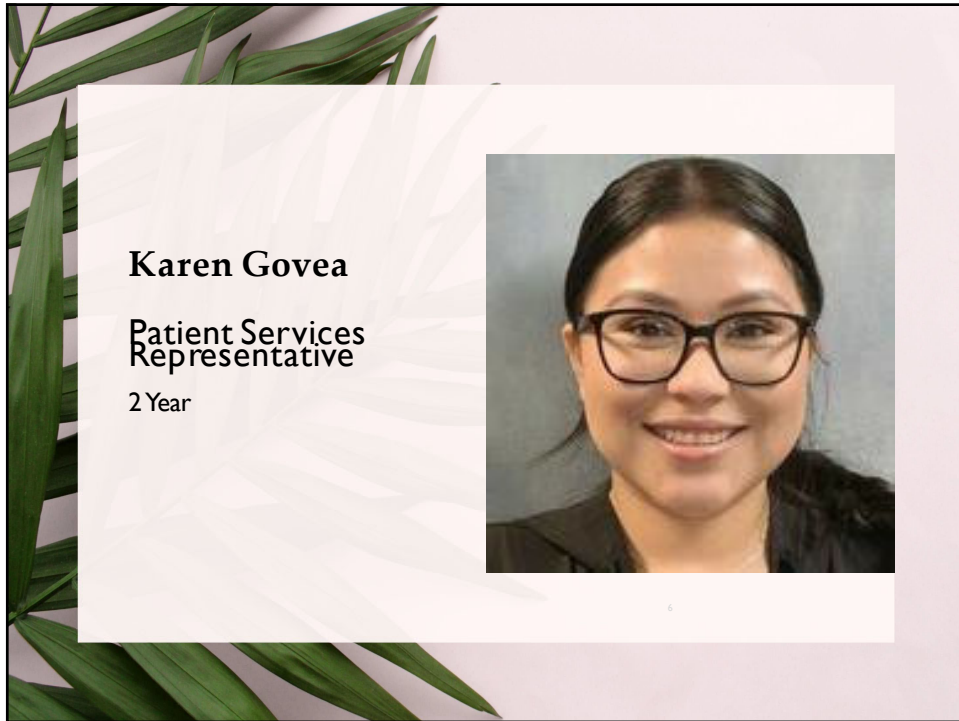
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Del Puerto Health Care District

Chief Executive Report – August 28, 2023

Karin Freese

Financial Summary Report in Board Packet

- FYE June TENTATIVE Summary
 - Gross Service Revenue \$6.29 million
 - Gross Expenses \$6.99 million
 - Gross Tax Revenue \$1.93 million
 - Net \$1.23 million
 - Additional revenue \$0.45 million **Total FYE Projection = \$1.68 million**

Administration

- Focused on Building Project requirements, including financing, including the wrap of the existing USDA loan for Keystone B (balance \$1.3 million) into new financing, since USDA will not subordinate their loan to a Cal Mortgage loan. Funding should be completed February 2024. Directors Stokman and Campo serve on the ad hoc financing oversight committee.
- RFP for Impact Fee Nexus Study issued, proposals reviewed, negotiated with principals, and a final Board decision is expected at the August Board meeting.
- Received legal review of Personnel Rules and preparing for Board review

Health Center

- Continue working on the After-Hours Health Clinic program scheduled to open in January 2024. Presentations have been made to the Health Plan of San Joaquin, Health Net, and United Healthcare. A presentation to Kaiser is scheduled. The goal is to obtain payer contracts so these insurers' patients can receive urgent after-hours care at our clinic.

Ambulance

- P. Willette conducted a review of a Mass Casualty Incident (MCI) on August 24 which gathered representatives from Fire, Hospitals, Air Medics, EMS County Agencies, and Ambulance companies from both Merced and Stanislaus Counties to evaluate ways of improving responses.

Legislation/Advocacy

- Unfortunately, Del Puerto's request for \$4.6 million for the building project was not included in the Congressional Appropriations Bill for FY 2024. But we can request again next year and perhaps apply some of the lessons learned (e.g., stronger relationships with the legislators, better presentation of vision, and tying in relevance to at-risk populations).

Community:

- Participated in Back-to-School Block Party, National Night Out,

Strategic Planning:

- Discussion on Community and measurable engagements during the July 31st meeting
How each Board member defines Community:
 - ✓ Director Avila: Perspective revolving around the patient.

Del Puerto Health Care District

- ✓ Director Stokman: beyond the patient, family, subgroups, beyond District clients
- ✓ Director Campos: elderly, children, financially challenged, solving community problems (i.e., social determinants of health)
- ✓ Director Benefield: Constituents (i.e., let them know they are represented, what availability of services)

Communities can be defined by ethnicities, cultures, ages, potential healthcare workers, agriculture, commuters, and Bay Area transplants. The geographic District boundaries can be seen as extended family.

How do we reach the community?

- ✓ Boots on the ground.
- ✓ Community Health Assessment.
- ✓ Make staff become involved in the community.
- ✓ Talking points to Community Communicators on District healthcare availability.
- ✓ Social Media
- ✓ Postcards to households.
- ✓ Newspaper articles and press releases
- ✓ Community presentations (Board Driven)
- ✓ City Council presentations

- Draft Branding Roll Out Timeline completed (attached)

Strategic Plan Projects	Priority	Timing	Primary Responsibility	Objective & Key Result (OKR)	Resource(s) Required	Cost
Community Engagement	Rebranding: two-year plan	Aug-23	CEO			
Employee Relations	Legal update to Personnel Rules Book	Aug-23	CEO/HR	Update and to Employees by October 1, 2023	Legal Counsel	\$4,175
Human Resources	Evaluate benefit package for financial sustainability	Aug-23	CEO/HR	The same or greater benefits with minimal increase in ER and EE cost		\$-
Community Engagement	Publish District Annual Report	Sep-23	CEO	All households in the district receive a summary report in the mail	Layout, print, Mail	\$10,000
Board	Facilitate annual Board self-evaluation (August-September 2023)	Sep-23	CEO	Review Self Evaluation in Sept 2023		\$-

Policy Drafts for Board Review

- Personnel Rules (following legal review and 2023 update)

The BUZZ

Welcome New Team Members!!

August 2023

Vol. XVIII

Jim



Rebecca



Isabel



Daniel



Emotional Wellbeing

- Emotional wellbeing is the ability to successfully handle life's stressors and adapt to change and challenges. People who are emotionally well usually harbor fewer negative emotions and are better able to bounce back from difficulties. This is resilience.
- In addition to eating healthy, getting regular physical activity and having good sleep habits, emotionally well people have strong social connections and lean on their family and friends to cope with stress. You too can do this!
- Improve your emotional wellbeing and develop a more positive mindset by remembering good things you've done, forgiving yourself and practicing gratitude

Meet our Quality Improvement and Clinical Education Manager, Jim Whitworth – a dedicated family man with a passion for the great outdoors and a wealth of experience in emergency medical services.

Jim is a 40-year-old husband and father, celebrating 19 years of marriage and raising two wonderful children. He embarked on his journey in the medical field back in 1998, when he became a fire explorer, then an EMT and then progressing to a Paramedic driven by a strong sense of purpose to help those in need. Outside of work, you can often find Jim indulging in his favorite outdoor activities. He enjoys the thrill of dirt bike riding, the serenity of camping, and the freedom of boating. Nature serves as his playground, and he finds solace in every moment spent outdoors.

Within the PDA team, Jim plays a crucial role as the Quality Improvement and Clinical Education Manager. His responsibilities involve meticulous reviews of various medical interventions. Jim ensures that our emergency services maintain the highest standards of care and professionalism.

Prior to joining PDA he started as an EMT advanced to a paramedic. He has also served as a flight medic and clinical base manager for air medical transport. He took on leadership role at Riggs Ambulance. Most recently, Jim contributed to the regulatory EMS system management as the Trauma and Quality Improvement Coordinator.

Jim's approach to leadership is rooted in a genuine desire to serve. He is a servant leader, seeking to support his coworkers in every way possible. With his cumulative experience and compassionate leadership style, Jim is an invaluable asset to our team.

Happy Workiversary May-July 2023

13 YEARS



7 YEAR



1 YEAR



1 YEAR



4 YEAR



4 YEAR



★ 20 Years



Employee Benefit

Now Available: Dave Ramsey's SmartDollar!

Tell your money where to go and stop wondering where it went. SmartDollar, Dave Ramsey's all-new financial wellness program, will teach you how to take control of your money once and for all.

We believe in this program so much that we are providing it **FREE** for you and your family!

What Is SmartDollar?

SmartDollar is a step-by-step approach to handling money with the number-one authority in personal finance, Dave Ramsey. More than 4.5 million people have started on Dave's plan and taken control of their money, and you can too! SmartDollar will equip you to get out of debt, on a budget, and on your way to a strong financial foundation.

The average person pays off \$9,405 of debt and saves \$6,127 in the first twelve months, and you can too!

"This program is powerful yet simple to understand. The Baby Steps make understanding how to win with money easy! Dave's lessons are fun, informative, and incredibly engaging. It really doesn't feel like I'm taking a financial course. It's more like learning finances from a good friend...or a financially savvy stand-up comedian! The online tools are fantastic as well, and I love being able to 'ASK DAVE' any question and do my budget online. Love it all!" –Recent Participant

You'll Learn How To ...

- *Jump-start Your Money
- *Do College Debt Free
- *Knock Out Debt
- * Secure Your Dream Home
- * Retire In Style
- * Demystify Your Credit Score

There's no time like right now. [Sign up today](#) or visit smardtdollar.com/start.

Enter the keyword **dphcd1700**.

Heatstroke

signs and symptoms include:

High body temperature. A core body temperature of 104 F (40 C) or higher, obtained with a rectal thermometer, is the main sign of heatstroke.

Altered mental state or behavior. Confusion, agitation, slurred speech, irritability, delirium, seizures and coma can all result from heatstroke.

Alteration in sweating. In heatstroke brought on by hot weather, your skin will feel hot and dry to the touch. However, in heatstroke brought on by strenuous exercise, your skin may feel dry or slightly moist.

Nausea and vomiting. You may feel sick to your stomach or vomit.

Flushed skin. Your skin may turn red as your body temperature increases.

Rapid breathing. Your breathing may become rapid and shallow.

Racing heart rate. Your pulse may significantly increase because heat stress places a tremendous burden on your heart to help cool your body.

Headache. Your head may throb.

When to see a doctor

If you think a person may be experiencing heatstroke, seek immediate medical help. Call 911 or your local emergency services number.

Take immediate action to cool the overheated person while waiting for emergency treatment.

Get the person into shade or indoors.

Remove excess clothing. Cool the person with whatever means available — put in a cool tub of water or a cool shower, spray with a garden hose, sponge with cool water, fan while misting with cool water, or place ice packs or cold, wet towels on the person's head, neck, armpits and groin.

*according to the Mayo Clinic

CEO Corner

I've been immersing myself in "Verbal Judo" by George J. Thompson and Jerry B. Jenkins, which emphasizes how words can profoundly impact any situation, positively or negatively.

A highly valuable concept from the book is LEAPS:

L = Listen actively, using facial expressions and body language to show genuine attentiveness to the other party's communication.

E = Empathize, recognizing the importance of providing understanding and support, especially during difficult times.

A = Ask insightful questions to gain a deeper understanding of the other person's perspective and situation.

P = Paraphrase what you've heard, using your own words, and seek confirmation by asking, "Did I understand correctly?"

S = Summarize all the comments to ensure thorough comprehension and explain your potential responses.

These principles are particularly relevant and beneficial in our interactions with patients. I highly recommend "Verbal Judo" as an enlightening read or listen, which you can request from the library.

Make it a great day! Karin Freese, MBA Chief Executive Officer



Del Puerto Health Care District

Rebranding Campaign Launch Timeline

Month 1-2: (July – August)

- Finalize the new logo, tagline, and key visual elements. Ensure they align with the defined mission and values.
- Develop a comprehensive style guide to maintain consistency across all brand touchpoints.
- Create mockups and prototypes of potential marketing materials, such as website layouts, social media posts, and packaging designs.

Month 3-4: (September – October)

- Update the company website with the updated branding elements.
- Create content for various marketing channels, including social media content, and press releases.
- Begin planning internal communications to introduce the rebrand to employees and stakeholders.
- Prepare all digital and physical brand assets, including social media profiles, business cards, and signage.

Month 5-6: (November-December)

- Review and refine all marketing materials and ensure they align with the new branding guidelines.
- Develop a detailed launch strategy that outlines the order and timing of different marketing activities.
- Prepare employee training materials to educate them about the new logo and its significance.

Month 7: (January 2024)

- Execute a teaser campaign on social media to generate anticipation and curiosity about the upcoming logo update.
- Conduct training sessions for employees to familiarize them with the new brand identity and messaging.

Month 8: (February 2024)

- Launch an official announcement about the rebrand, including press releases and media outreach.
- Roll out the new brand identity across the Administration, Health Center, and Foundation, and add on to the PDA logo simultaneously, including the website, social media, and other marketing materials.
- Launch all digital and physical brand assets, including social media profiles, business cards, and signage.
- Engage with the audience through interactive content highlighting the district's journey.

Months 9-12: (March – June 2024)

- Monitor the initial response to the rebranding campaign through social media, customer feedback, and website analytics.
- Continuously refine and adapt the campaign based on real-time insights and feedback.
- Launch follow-up campaigns and initiatives to sustain interest and engagement with the new brand.

Month 18: (January 2025) convert Ambulance vehicle logos to new brand



ACHD Advocate

August 2023

CEO MESSAGE

The **legislature will return August 14th** to close out their business for the first year of the two-year session. The Senate and the Assembly will have until September 14th to pass bills out of their respective houses. A few of ACHD's high-priority bills have become two-year bills, which means they are eligible to be taken up again in January. This includes ACHD's sponsored bill, [SB 784](#), which would allow district hospitals to employ physicians directly.



Cathy Martin
Chief Executive Officer

[ACHD's 71st Annual Meeting: Moving Mountains Together](#) is just one month away. **Early bird registration expires August 15th**, so be sure to register soon if you plan to attend. [Congratulations to all of our ACHD Annual Awards nominees](#). A panel of independent judges scored each impressive submission, and the winners will be announced at the Awards Reception on September 14th.

The Annual Meeting also marks the beginning of a new association year for ACHD, which means **we are now accepting interest statements from members who would like to serve on one of ACHD's four standing committees**. Our committees are an excellent venue for dialogue, networking and playing a crucial role in shaping ACHD's priorities and services. The commitment is for one year and committees generally meet quarterly via Zoom. All ACHD member district trustees, senior staff and executives are invited to [submit an interest form by August 15th](#). Please note, if you are currently serving on a committee, you will still need to submit this form to continue serving, as all terms are for one year.

With attendance already well over 100, [ACHD's 71st Annual Meeting: Moving Mountains Together](#) promises to be a rejuvenating and informative event and we look forward to seeing many of you in [Olympic Valley!](#)



LEGISLATIVE UPDATE

The legislature will return Monday for the final stretch of this year's legislative session. Lawmakers will have until September 14th to send bills to the Governor. October 14th will mark the final day for the Governor to sign or veto bills. Legislators have been in recess over the last four weeks, with bills unable to move until their return. ACHD has continued working on several important pieces of legislation over the interim, as we expect things to move quickly beginning Monday.

DHCS Update:

The Department of Health Care Services (DHCS) released an RFP for the [Elevate Youth California](#): Youth Substance Use Disorder Prevention Program. The application closes on August 28, 2023, at 1 pm. We encourage districts that meet the criteria and are engaged or interested in engaging in this type of work to visit the application information page [here](#).

MHSA Update:

For those following the debate around the [Mental Health Services Act \(MHSA\)](#), the Steinberg Institute recently released an analysis of the Governor's proposed "modernization" of the MHSA. The analysis tends to support the proposal and it is also a helpful resource in better understanding the changes underway. The full report can be read [here](#).


OFFICE OF COUNTY CLERK-RECORDER

Donna Linder
 COUNTY CLERK-RECORDER
 REGISTRAR OF VOTERS &
 COMMISSIONER OF CIVIL MARRIAGE

**REGISTRAR OF VOTERS
 ELECTIONS DIVISION:**
 1021 "I" STREET, SUITE 101, Modesto, CA 95354
 Telephone: (209) 525-5200, ESPAÑOL: (209) 525-5230
 TOLL-FREE: (833) 772-2260, TTY: (833) 646-2136
 Facsimile: (209) 525-5802

August 8, 2023

The Stanislaus County Registrar of Voters is reaching out to your district regarding Assembly Bill 1416, a new law that affects statewide and local measures.

In short, AB 1416 mandates that lists of supporters and opponents be printed directly on the ballot for state measures. Similar information already appears in the state voter information guide. AB 1416 also allows these lists on the ballot for local measures unless the county Board of Supervisors opts out. Lists of supporters and opponents for local measures are printed in the county voter information guide.

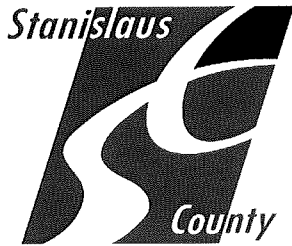
On June 6, 2023, the Stanislaus County Board of Supervisors approved a resolution opting out of AB 1416. Therefore, these lists will not appear on the ballot for local measures. Reasons cited include the expense of additional ballot cards and postage, as well as extra ballot processing time, cost and voter fatigue from voting additional ballot pages.

We wanted to make you aware of this decision before any local measures are submitted. If your district extends into other counties and you submit a measure appearing on a ballot in multiple counties, you may wish to review Elections Code section 9170 (d)(2) to see how our county's decision affects your district.

If you have questions, don't hesitate to contact one of our elections managers or the Candidate Services Unit at (209) 525-5201.

Sincerely,

Donna Linder
 Stanislaus County Clerk-Recorder & Registrar of Voters



DONNA LINDER
County Clerk-Recorder, Registrar of Voters &
Commissioner of Civil Marriage

ADMINISTRATION:
1021 "I" Street, Suite 101, Modesto, CA 95354
Telephone: 209.525.5211
Facsimile: 209.525.5800

Del Puerto Health Care District Election Cost Estimate

In consolidation with the

March 5, 2024 Statewide Presidential Primary Election

Estimates may include costs associated with:

Printing
Publications
Drop Boxes / Vote Centers

Personnel
Information Technology Support
Mailings
Miscellaneous

Del Puerto Health Care District – Board of Director - Zone 4

Number of Voters

3,554 – 3,580 (projected estimate)

Cost to conduct an all-mail and in person election for Board of Director-Zone 4. (Costs can increase based on the number of candidates/measure statement pages, vote centers, election participation by other agencies, & additional drop boxes)

1. Stanislaus County ROV services to conduct an all-mail and in person election for Board of Director Zone 4. \$1.60 - \$2.85 per voter

A handwritten signature in cursive script, appearing to read "Donna Linder", written over a horizontal line.

Donna Linder, County Clerk / Recorder / Registrar of Voters
August 16, 2023