



BOARD OF DIRECTORS BOARD OF DIRECTORS

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

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BOARD OF DIRECTORS MEETING MINUTES
Monday, April 24, 2023 – 6:00 PM

1. **Call to order** at 6:06 pm by Board President Luis Avila
2. **Pledge of Allegiance**
3. **Roll Call**
 - Directors Present:** President Luis Avila
Treasurer Anne Stokman
Secretary Timothy Benefield
 - Directors Absent:** Vice President Becky Campo
 - Staff Present:** Chief Executive Officer Karin Freese
Ambulance Director Paul Willette
Finance Accounting Manager Maria Reyes-Palad
 - District Legal Council:** Dave Ritchie of Cole Huber, LLP
 - Members of the Public:** none

We have a quorum.
4. **Reading of the District's Vision, Mission, and Value Statements:**
 - Vision:* "A locally cultivated, healthier community."
 - Mission:* "To provide, promote, and partner in quality healthcare for all."
 - Values:* "Compassion – Commitment – Excellence"
5. **Public Comment Period:** None
6. **Declarations of Conflict:** none
7. **Approval of Agenda:**
 - M/S/C:** To approve the agenda as presented.
Directors Stokman/Benefield
 - Ayes:** Directors Avila, Benefield, and Stokman
 - Nays:** None
 - Abstain:** None
 - Absent:** Director Campo
 - Motion Passed**
8. **Consent Calendar*** [Routine committee reports, minutes, and non-controversial items]
 - A. *Approve Board Meeting Minutes of March 27, 2023.
 - B. *Accept Finance Committee Meeting Minutes of March 20, 2023.
 - C. *Accept Financial Report for the month ended March 31, 2023.
 - M/S/C. Approve the Consent Calendar.**
Directors Stokman/Benefield
 - Ayes:** Directors Avila, Benefield, and Stokman
 - Nays:** None
 - Abstain:** None
 - Absent:** Director Campo
 - Motion Passed**

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

A. **Any Consent calendar items moved to the regular calendar - None*

B. **Triennial Review of Governance Policies.**

Ms. Freese referred the Board to the packet of 12 board policies that were presented at the March meeting for amendment or affirmation as written. No edits or suggestions to the existing governance policies were made by staff or the board members.

M/S/C. To affirm the following Governance Policies as written. The following policies were presented for affirmation:

4200 Board Meetings Standards ADPTD OCT 2018

4000 Authority & Limits of the Board ADPTD OCT 2018

4120 Expectations of Directors ADPTD OCT 2018

4130 Board Compensation Policy ADPTD NOV 2002

4140 Board Vacancy adopted 3-28-11

4150 Role of Directors - Adopted March 2017

4160 Media Relations Policy ADPTD OCT 3 2011

4205 Meeting Agenda Preparation ADPTD OCT 2018

4210 Board Meeting Management ADPTD OCT 2018

4215 Topics for Discussion at Board Meetings - ADPTD MAR 2017

4225 Tape Destruction Policy June 2004

4230 Legislative Advocacy Policy ADPTD MAR 2021

Directors Benefield/Stockman

Ayes: Directors Avila, Benefield, Stockman

Nays: None

Abstain: None

Absent: Director Campo

Motion: Passed

C. **Review and approval of online policy management solution – PowerDMS.**

Ms. Freese reported that the online policy management solution, PowerDMS, was initiated as a centralized database in September of 2021 to facilitate the storing, management, editing, and review of District policies and procedures. In July of 2022, the renewal price was to double to \$7,500, so management, in the process of adopting a human resource information system (HRIS), opted to not renew PowerDMS and find an alternate solution. After seven months of searching an alternate solution was not found, so management is requesting board review and input on reengaging PowerDMS as their policy management solution. It was acknowledged by the board that an electronic solution with access to drafts and tracking of policies was necessary and it was a cost of doing business.

M/S/C. That the Board of Directors approves subscribing to PowerDMS as the policy management solution at a cost of \$7,650 for April 27, 2023 to April 26, 2024. Directors Benefield/Stokman.

ROLL CALL VOTE

Ayes: Directors Avila, Benefield, Stokman

Nays: None

Abstain: None

Absent: Director Campo

Motion Passed

D. **Capital Expenditure for Security Fencing at 875 E Street**

Ms. Freese presented two proposals for the installation of cyclone fencing, an automated double drive gate, and an automated pedestrian gate with privacy slates to be installed on the west, north, and east sides of the back of the district office/ambulance operations building. Both quotes were similar in price. The lower quote was selected, and the board suggested a 10% contingency be added to the proposed price.

M/S/C. That the Board of Directors approves the security fencing proposal submitted by Farias Fencing not to exceed the amount of \$36,850.

Directors Stokman/ Benefield

ROLL CALL VOTE

Ayes: Directors Avila, Benefield, Stokman

Nays: None

Abstain: None

Absent: Director Campo

Motion Passed

E. Review and approval of new Governance Policies

Ms. Freese referred the Board to the packet of five board policies that were presented at the March meeting to review for adoption. No edits or suggestions to the draft policies were made by staff or the board members. The following policies were presented for adoption:

M/S/C. That the Board of Directors adopt the following policies as presented.

1001 Policy Review Policy

4001 Adoption and Amendment of Governance Policies

4115 Ethics Training

4125 Training, Education, and Conferences

4220 Minutes of Board Meetings

Directors Benefield/Stokman.

ROLL CALL VOTE

Ayes: Directors Avila, Benefield, Stokman

Nays: None

Abstain: None

Absent: Director Campo

Motion Passed

10. Strategic Planning. Ms. Freese presented a brief review of the 2021 Community Health Needs Assessment and a summary of the top strategic priorities identified at the Board Strategic Planning Retreat held on Saturday, April 22, 2023:

- Attain fiscal balance to reward and pay staff so they are happy and healthy
- Be the driver of leadership and partnerships to make things happen in healthcare
- Build more community interest in DPHCD Board participation
- Consistent availability of a pediatrician and female health provider
- Expansion of facilities
- Health Center with 7+ FTE providers (1 Peds MD, 1 Family MD, 3 APPs, and 2 behavioral health)
- Mental health and addiction care services
- More government engagement
- Partner to provide after-hours urgent care with labs and imaging
- Provide care for more than just Medi-Cal patients
- Student engagement in healthcare training and professions
- Use the Foundation to provide community health education activities

Specific requests were made for the strategic planning component of the next Board meeting:

1. Strategic concerns of board members and staff will be addressed at the next meeting;



2. Directors Avila would like to see a plan on how Ms. Freese will communicate the strategic plan to line staff and the community, and how they will incorporate it into the FY 2023-24 budget;
3. Ms. Freese will evaluate the priorities identified at the Board/Staff strategic planning retreat and with her management team prepare draft initiative statements, proposed tactics, current activities, challenges to overcome, and resources required for each priority for the next board meeting; and
4. Director Avila encouraged that going forward, board meetings should emphasize governance and strategy work while leaving the operation to the management leadership team.

11. Verbal Reports

- A. Employee Anniversaries & New Hires**
- | | [Month] | Years |
|-----------------|---------------------|-------|
| • Ambulance | Miguel Vasquez, Jr. | 1 |
| | Paul Willette | 8 |
| • Health Center | Maryanne Barajas | 8 |
| | Raj Singh | 1 |
- B. Del Puerto Hospital Foundation** – Directors Stokman and Avila – Discussion was held about the foundation needing to 1) be recognized in the community, 2) have health education-related programs, 3) add community members to the foundation board, and 4) have funding to support the foundation activities such as a poster or essay contest. It was emphasized that the foundation activities should not impact or rely upon district staff. The next foundation meeting will be held virtually on Monday, May 8 at 11:00 AM.
- C. West Side Health Care Task Force** – Director Benefield – Director Benefield has connected with the task force and will be attending the next meeting which will be in May.
- D. CEO Annual Evaluation Process** – Directors Campo and Stokman – Director Stokman reported they have been in contact with Ms. Pickle, have requested to use the ACHD/Walker CEO evaluation, and have requested the list of accomplishments and suggested FY 2023-24 goals from Ms. Freese.
- E. Legislative Update** – Ms. Freese reported that she and Director Avila will be attending the ACHD Legislative Days on April 26-27, 2023, which includes orientation to key issues for presentation the next day, the list of each attendee’s appointments with legislators and state government offices, and key points to communicate as well as how to incorporate your own health care district story.
- F. Building Project Update** – Ms. Freese – Design Concepts were in process, but there was no update from the architect as of the board meeting.

12. Written Reports - Attached – no discussion by board members.

- A. Ambulance – Director Paul Willette
- B. Health Center – Manager Suzie Benitez
- C. Administration – Administrative Director/CEO Karin Hennings

13. Director Correspondence, Comments, Future Agenda Items - None

14. Upcoming Regular Board and Standing Committee Meeting Dates Information

Finance – Wed. May 17, 2022 @ 8:00 AM	Board – Mon, May 22, 2023 @ 6:00 PM
Finance – Wed. Jun 21, 2022 @ 8:00 AM	Board – Mon, Jun 26, 2023, @ 6:00 PM
Finance – Wed. Jul 26, 2022 @ 8:00 AM	Board – Mon, Jul 31, 2023, @ 6:00 PM

15. Adjourned at 7:37 PM.

Respectfully Submitted by



Timothy Benefield, Board Secretary

6/12/23

Date Signed