



BOARD OF DIRECTORS MEETING
December 16, 2019 @ 6:30 pm
Del Puerto Health Center Conference Room,
1700 Keystone Pacific Parkway, Unit B, Patterson

Special Meeting Minutes

1. The Meeting was called to order by President Pittson @ 6:34 pm

2. Pledge of Allegiance

3. Board of Directors Roll Call determined a quorum was present

Directors Present: Director, Steve Pittson
Director, Anne Stokman
Director, Becky Campo
Director, Gallo Mac Master

Directors Absent: Director, Dan Robinson

Staff Present: Administrative Director/CEO, Karin Hennings
Ambulance Director, Paul Willette
Health Center Manager, Suzie Talamantes

District Legal Council: Elizabeth Fratarcangeli of Cole Huber, LLP

4. President Pittson read the District's Mission Statement

5. Public Comment Period – None

6. All Board Members declared no conflicts of interest.

7. Approval of Agenda

ACTION: Motion to accept the agenda as presented.

Moved: Director Stokman; **Seconded:** Director Campo.

Ayes: Directors Pittson, Stokman, Campo, Mac Master

Nays: None

Abstain: None

Motion: Passed

8. Consent Calendar

A. *Approve Board Minutes for October 28,2019

B. *Approve Finance Committee Meeting Minutes for October 23, 2019

C. *Accept Financial Report & Warrants for October 2019

ACTION: Motion to accept the Consent Calendar as presented.

Moved: Director Stokman; **Seconded:** Director Campo

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

Nays: None

Abstain: None

Motion: Passed



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9. Regular Calendar

- A. **FYE June 30, 2019 Audited Financial Statements Report & Request for Acceptance**
David Imus, CPA and Audit Manager, reviewed the expectations and purpose of annual audits and the findings of the audit report. The result was a clean audit with no major deficiencies to be corrected. Board members requested more time to review the audited financial statements prior to approval.
REVIEW OF THE REPORT IS REQUESTED OF THE FINANCE COMMITTEE AND ACTION ON THIS ITEM TABLED TO NEXT BOARD MEETING
- B. **875 E Street Expansion – Phase II Environmental Assessment – Unbudgeted Expense**
The Phase I environmental assessment (paperwork) did not reveal any uses of the property that would lead to a suspicion of toxic waste or other hazardous material being left on the site. However, with the destruction of the hospital building by fire, the suggestion is a prudent but limited evaluation of potential soil contamination.
ACTION: Motion to accept the Environmental Assessment proposal from Condor Earth and authorize the Administrative Director / CEO to enter the contract for Phase II Environmental Assessment Testing
Moved: Director Stokman; **Second** Director Mac Master
Ayes: Directors, Pittson, Stokman, Campo, Mac Master
Nays: None
Abstain: None
Motion: Passed
- C. **Community Health Needs Assessment Data – Unbudgeted Expense**
Director Stokman reviewed the progress of data acquisition for the District wide health needs study and the lack of ZIP code specific data for 95363, 95313, 95385, and 95387. Patient data is only available from OSHPD on a 953—level which would not represent our local population specifically. The committee is recommending a Consumer Market Research approach which would include survey calls to cell phones and land lines with local addresses. The target would be 400 completed surveys to provide a statistically significant sampling. The cost for the survey, including an advance letter to all households and incentives for those who complete the survey, is approximately \$78,000. Discussion ensued. Board members wanted more time to review and investigate the proposal.
ACTION ON THIS ITEM TABLED TO SPECIAL BOARD MEETING TO BE HELD ON TUESDAY, JANUARY 14, 2020.
- D. **Declaration of Surplus Property – authorization for CEO to dispose of 2003 Ambulance**
ACTION: Motion to adopt Resolution Number 19-11, declaring the 2003 Ford E-450 Type III Ambulance retired and surplus equipment and authorize the Administrative



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Director / CEO to dispose of it in accordance with all applicable rules and regulations.

Motion: Director Stokman; **Second:** Director Campo
Ayes: Directors, Pittson, Stokman, Campo, Mac Master
Nays: None
Abstain: None
Motion: Passed

- E. Keystone C4 – authorization for CEO to enter into lease agreement. **ACTION:** Motion to authorize the Administrative Director / CEO to enter into a lease agreement with Golden Bear for the Keystone C4 space, not to exceed eight years, and commercial realtor’s “finder’s fee” not to exceed \$500.
Motion: Director Mac Master; **Second:** Director Stokman
Ayes: Directors, Pittson, Stokman, Campo, Mac Master
Nays: None
Abstain: None
Motion: Passed

10. Reports

- A. Employee Anniversaries & New Hires

	<u>November/December</u>	<u>Years</u>
PDA	Dennis Flannery	17
	Roberto “Beto” Sanchez	NEW
Health Center	Lennard Hey	4
	Tina Uanrachawong	9
- B. District Wide Community Assessment – no additional report; covered in item 9A above.
- C. West Side Health Care Task Force - Gallo Mac Masters – no report
- D. Ambulance – Paul Willette, Director of Ambulance Operations
 Mr. Willette reviewed his October report.
- E. Health Center - Suzie Talamantes, Health Center Manager
 Ms. Talamantes reviewed her reports for October and November. Dr. Blythe will be returning January 7, 2020.
- F. Administration – Karin Hennings, Administrative Director / CEO Reviewed total compensation for all District employees for CY 2018; reviewed Dr. Blythe’ contract terms, submitted for a first reading a governance policy on compensation for the CEO, and provided information to the Board on Qualified Default Investment Alternatives (QDIA).

11. Upcoming Regular Board and Standing Committee Meeting Dates

Finance – None in December	Board – Tuesday, January 14 (SPECIAL)
Finance – Wednesday January 22	Board – Monday, January 27
Finance – Wednesday February 19	Board – Monday, February 24

12. Adjourned at 9:15 pm