



BOARD OF DIRECTORS

*Steve Pittson, DC, President
Daniel Robinson, Vice-President
Becky Campo, Secretary
Anne Stokman, RN, Treasurer
Gallo Mac Masters, Member*

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

BOARD OF DIRECTORS MEETING February 24, 2020 6:30 pm Del Puerto Health Center Conference Room

1700 Keystone Pacific Parkway, Unit B
Patterson, California

The Del Puerto Health Care District welcomes you to this meeting, which is regularly held the last Monday of each month, and your interest is encouraged and appreciated.

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 taking action 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 or, depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Public comments must be addressed to the board as a whole 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 item is announced by the Board President. 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 of time.

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-meeting-agendas>.

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-meeting-agendas>.

NOTICE REGARDING NON-ENGLISH SPEAKERS: Board of Director meetings are conducted in English and translation to other languages is not provided. Please make arrangements 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 that will not disturb District business during the meeting.

Del Puerto Health Care District Board of Directors
Regular Board Meeting Agenda
February 24, 2020
Page 2 of 2

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
4. **Reading of the Mission Statement**
"The District's primary mission is to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while continuing to expand healthcare availability to the citizens of the Del Puerto Health Care District."
5. **Board Education (Presentation)** – Data Path IT Solutions: Best Practices in Information Security
6. **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. Commends on matters that are list on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of five minutes. Board members may not comment or acting on items not on the agenda.]*
7. **Declarations of Conflict** *[Board members disclose any conflicts of interest with agenda items]*
8. **Approval of Agenda** **Action**
*[*Directors may request any consent calendar item be moved to regular calendar or change the order of the agenda items.]*
9. **Consent Calendar*** *[Routine committee reports, minutes, and non-controversial items]* **Action**
 - A. *Approve Regular Board Minutes for January 27, 2020
 - B. *Finance Committee Meeting Minutes for Approval for January 22, 2020
 - C. *Month End Financials for Acceptance - January 2020
 - D. *Monthly Warrants for Recommendation - January 2020
10. **Regular Calendar**
 - A. Adopt CEO Annual Performance Evaluation Policies & Procedures **Action**
 - B. Adopt Retirement and Deferred Compensation Plan Amendments **Action**
 - C. Adopt Fiscal Year End 2019 Fund Allocations **Action**
 - D. Resolution for Additional Principal Payment on Keystone C Loan **Action**
 - E. Adopt FY 2019-20 Mid-Year Budget Update **Action**
11. **Reports**

<u>A.</u>	<u>Employee Anniversaries & New Hires</u>	<u>February</u>	<u>Years</u>
	PDA	Chuck Coelho	8
		Lori Valdovinos	8
	HC	Daiana Flores	3
		Susi Perez	4
B.	District Wide Health Services Assessment – Director Stokman		
C.	CEO Annual Performance Evaluation		
D.	West Side Health Care Task Force – Director Mac Master		
E.	Ambulance – Director Paul Willette		
F.	Health Center – Manager Suzie Benitez		
G.	Administration – Administrative Director/CEO Karin Hennings		
12. **Upcoming Regular Board and Standing Committee Meeting Dates**
 - A. Finance – Wednesday, March 25 Board – Monday, March 30
 - B. Finance – Wednesday, April 22 Board – Monday, April 27
 - C. Finance – Wednesday, May 20 Board – Monday, May 18
13. **Director Correspondence, Comments, Future Agenda Items, Information**
14. **Adjourn**

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

Board Meeting – Date

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: Yes

4/5 Vote Required: No

These matters include routine financial and administrative actions.

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.

- A. *Approve Regular Board Minutes for January 27, 2020
- B. *Finance Committee Meeting Minutes for Approval for January 22, 2020
- C. *Month End Financials for Acceptance - January 2020
- D. *Monthly Warrants for Recommendation - January 2020

RECOMMENDED MOTION: That the Board of Directors adopt the Consent Calendar as presented
MOTION AMENDED: YES NO

AMENDMENT: _____

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>President Pittson</i>		
<i>Vice President Robinson</i>		
<i>Secretary Campo</i>		
<i>Treasurer Stokman</i>		
<i>Director Mac Master</i>		

VOICE VOTE TAKEN: YES NO

_____ *Pass* _____ *Fail* _____ *Mixed – take Roll Call Vote*

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>President Pittson</i>				
<i>Vice President Robinson</i>				
<i>Secretary Campo</i>				
<i>Treasurer Stokman</i>				
<i>Director Mac Master</i>				

MOTION IS:

_____ *Approved* _____ *Denied* _____ *Approved as amended* _____ *Other*



BOARD OF DIRECTORS MEETING

January 27, 2020 @ 6:30 pm

Del Puerto Health Center Conference Room,
1700 Keystone Pacific Parkway, Unit B, Patterson

Board of Directors Minutes

1. **Call to order @ 6:30 pm** by President, Steve Pittson
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call.**

Directors Present: Director, Steve Pittson
Director, Dan Robinson
Director, Anne Stokman
Director, George Galloway Mac Masters

Directors Absent: Director, Becky Campo

Staff Present: Administrative Director/CEO, Karin Hennings
Ambulance Director, Paul Willette
Health Center Manager, Suzie Talamantes
Financial Accounting Manager, Maria Reyes
Clerk of the Board, Cheryle Pickle

District Legal Council: Elizabeth Fratarcangeli, Cole Huber, LLP

We have a Quorum

4. **Reading of the Mission Statement**

"The District's primary mission is to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while continuing to expand healthcare availability to the citizens of the Del Puerto Health Care District."

5. **Presentation - Delya Stolz: Domestic Violence Awareness in EMS**

6. **Public Comment Period**

Present: Michael Courtney, West Side Ambulance
Chantale Pakosz, New DPHCD employee
No Comments

7. **Declarations of Conflict:** There were no conflicts of interest.

8. **Approval of Agenda:** **M/S/C To accept the agenda.** Director Stokman / Director Robinson
Ayes: Directors Pittson, Robinson, Stokman, Campo, Mac Master
Nays: None
Abstain: None
Passed



BOARD OF DIRECTORS MEETING

January 27, 2020 @ 6:30 pm

Del Puerto Health Center Conference Room,
1700 Keystone Pacific Parkway, Unit B, Patterson

Board of Directors Minutes

9. Consent Calendar

- A. *Approve Special Board Minutes for January 14, 2020
- B. *Finance Committee Meeting Minutes for Approval for November 20, 2019
- C. *Month End Financials for Acceptance - November 2019
- D. *Monthly Warrants for Recommendation - November 2019
- E. *Month End Financials for Acceptance - December 2019
- F. *Monthly Warrants for Recommendation - December 2019
- G. *Adopt "Lactation Accommodation" Policy

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

Ayes: Directors Pittson, Robinson, Stokman, Mac Master

Nays: None

Passed

10. Regular Calendar

A. Annual Election of Board Officers

Ms. Hennings explained that the Bylaws require the Board to elect officers every year. She stated that Director Campo had indicated that she would be agreeable to continue in the role of Secretary if the Board would like her to do so.

President Pittson opened the floor to nominations.

1. Director Robinson **Nominated** Director Pittson for President. This was **Seconded** by Director Stokman.
2. Director Mac Master **Nominated** Director Robinson for Vice-President. This was **Seconded** by Director Stokman.
3. Director Stokman **Nominated** Director Campo for Secretary. This was **Seconded** by Director Robinson.
4. Director Mac Master **Nominated** Director Stokman for Treasurer. This was **Seconded** by Director Robinson.

All the nominees accepted the position.

The Board voted on the nominated Slate of Officers

Ayes: Directors Pittson, Robinson, Stokman, Mac Master

Nays: None

This slate of Officers was **Accepted**

Director Pittson also appointed Director Stokman and Director Campo to the Finance Committee.



BOARD OF DIRECTORS MEETING

January 27, 2020 @ 6:30 pm

Del Puerto Health Center Conference Room,
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Board of Directors Minutes

B. Ratify CoSol Lease Preparation Expense for Keystone C4

Ms. Hennings explained that this amount is for the Keystone-C4 lease. The board had approved \$500.00 to be paid for commission. Subsequently, we needed a lease drawn up. The cost to have CoSol draft the lease and have it reviewed by our council was much cheaper than having our council draft the lease. Since it was under the CEO's limit to authorize it was approved. However, to make it clean and explain why the invoice was over \$500.00 I'm bringing it to the Board to ratify.

M/S/C: Motion: I move the Board of Directors ratify the expenditure of \$700.00 for drafting the Keystone C4 lease by Co Sol Commercial Real Estate Brokers.

/Director Stokman/Director Mac Master/

Ayes: Directors Pittson, Robinson, Stokman, Mac Master

Nays: None

Abstains: None

Passed

C. Acceptance of FYE June 30, 2019 Audited Financial Statements

This was presented at a previous meeting, but the written report was not ready. When it became available it was reviewed by the Finance Committee. The Finance Committee now is recommending it be accepted by the Board.

M/S/C: Motion I move that the Board accept the audited financial report for the fiscal year ending June 30, 2019

/Director Mac Master/Director Robinson/

Ayes: Directors Pittson, Robinson, Stokman, Mac Master

Nays: None

Abstains: None

Passed:

D. Adoption of CEO Annual Performance Evaluation Policies & Procedures

It was discussed that the Ad-hoc committee should first review these documents and make recommendations before making it policy. Want this to be set up "for the long haul". Suggested that Director Stokman be on the Ad Hoc Committee, then it was noted that Director Campo and Director Mac Master were already named to the committee. Then discussion ensued that an experienced Director should be included in this process. Discussed Timing. Decided that we would combine the evaluations for 2019 and 2020 because of the timing. Then there would be a timeline to follow for the 2021 and later evaluations. Suggested that a Special Board Meeting could be held in May or June just to discuss this item and the Budget.

Item Tabled

E. Appointment of Finance Committee Member

Already addressed in Item 9.A Director Stokman to serve on the Finance Committee and she is to be joined by Director Campo.



BOARD OF DIRECTORS MEETING

January 27, 2020 @ 6:30 pm

Del Puerto Health Center Conference Room,
1700 Keystone Pacific Parkway, Unit B, Patterson

Board of Directors Minutes

11. Reports

- | | | | |
|----|---|-----------------|--------------|
| A. | <u>Employee Anniversaries & New Hires</u> | <u>January</u> | <u>Years</u> |
| | PDA | Barry Bartlett | New |
| | | Chantale Pakosz | New |
| | HC | Eneida Barrera | 16 Years |
- B. **District Wide Community Assessment** – Director Stokman
There was a handout which gave an update on the status of things. Director Stokman explained the report and answer questions.
- C. **West Side Health Care Task Force** - George Galloway Mac Masters
Director Mac Master has not been able to attend recent meeting of the West Side Care Task Force due to conflicts in this schedule.
- D. **Ambulance** – Paul Willette, Director of Ambulance Operations
Mr. Willette review the Ambulance reports for the past two months. He explained that the Urban Code 3 compliance period ended. We ended up with a 90.00% compliance rate. Had to schedule an additional ambulance to reach the compliance rate but was able to keep our rate in compliance.
- Received a letter from the West Side County Fire to thank our EMS personnel for the job they did during a long (16 hours) fire at the recycling plant. Recology, graciously donated a large amount. The Fire Department forward to PDA \$1000.00 for our part in the process.
- The Spartan Races will be back in the area on February 15 and 16 this year. We again will be providing EMS Services.
- We are working out an agreement with Patterson Fire as required by our MVEMS contract. We have proposed and agreement which provides some clarity on roles and responsibilities. We have sent it to them and they are reviewing it.
- E. **Health Center** - Suzie Benitez, Health Center Manager
Saw an increase in December. They are working hard on recalling the no shows and getting them in within a few days. They are really excited to have Dr. Blythe back. Dr. Rodriguez is seeing 23 patients a day. Dr. Blythe is seeing 21 patients a day. Their booking for well child visit is out two weeks.



BOARD OF DIRECTORS MEETING

January 27, 2020 @ 6:30 pm

Del Puerto Health Center Conference Room,
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Board of Directors Minutes

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

1. We are now having provider meetings. We are planning to have quarterly meetings, however; since this is the beginning of having these meetings and there is a lot to talk about, we are having them monthly for the first quarter. The first meeting was very successful.
2. Keystone C has vacated the premises. We are working with Golden Bear to prepare the space for them. They are planning very little changes.
3. Dr. West has not given a date when his new suite will be ready, and he will be moving.
4. Health Center: Health Plan of San Joaquin has decided not to send us HEDIS bonus this year.

Since Dr. Blythe has returned, all four providers are now sharing call schedule. This provides some relief to Dr. Rodriguez. We have very few calls. This is a direct result of our providers educating our patients on what to do.

The providers have now had two sessions of training on our new EHR. They now have modules of training to complete. It is going well. Dr. Rodriguez and Susie are working on the templates.

We are changing our relationship with our billing vendor, Med Tech. In meeting with them now to figure out the process. Our EHR changes the billing process. Most likely we will be having a Med Tech employee logging into our system to complete the process.

John Anderson, our land use consultant notified us the City of Patterson will be updating the mitigation fees. We last updated in 2004. The Community Needs Assessment will be useful in this process.

ADHD is having a conference in Sacramento. Reminder to any Board member who is interested in attending.

12. **Upcoming Regular Board and Standing Committee Meeting Dates**

- | | |
|-------------------------------------|-----------------------------|
| a. Finance – Wednesday, February 19 | Board – Monday, February 24 |
| b. Finance – Wednesday, March 25 | Board – Monday, March 30 |
| c. Finance – Wednesday, April 22 | Board – Monday, April 27 |

13. **Director Correspondence, Comments, Future Agenda Items, Information**

None to report



BOARD OF DIRECTORS MEETING

January 27, 2020 @ 6:30 pm

Del Puerto Health Center Conference Room,
1700 Keystone Pacific Parkway, Unit B, Patterson

Board of Directors Minutes

14. **Adjourn @ 7:40 pm**

DRAFT

**DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
FINANCE MEETING
MINUTES JANUARY 22, 2020**

I. Call to order/Attendance

The meeting was called to order by Anne Stokman, Committee Chair, 3:07PM

Other Board Members Present: Becky Campo, Committee Member

Other Staff Members Present: Karin Hennings, Administrative Director/CEO; Maria Reyes-Palad, Finance and Accounting Manager; and Suzie Benitez, Health Center Manager. Paul Willette, Ambulance Director, joined the meeting at 3:22PM

II. Public Participation - No comments

III. Acceptance of Agenda

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

IV. Finance Report Review

A. Review for Approval: November 20, 2019 Minutes

M/S/C Anne Stokman/Becky Campo to accept the minutes for November 20, 2019 as presented.

B. Review Financial Report for November 2019

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

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

C. Review for Recommendation November 2019 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 approve the warrants as presented.

D. Review Financial Report for December 2019

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

The Committee asked if the cost of the new Ambulance purchased in November 2019 was going to be reimbursed to the Operating account from the Mitigation account, as mentioned in the November meeting. They were informed that it was not eligible due to it being a replacement and not an addition to the ambulance fleet.

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

E. Review for Recommendation December 2019 Warrants

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

M/S/C Becky Campo/Anne Stokman to recommend to the Board to approve the warrants as presented.

**DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
FINANCE MEETING
MINUTES JANUARY 22, 2020**

V. Old Business – None

VI. New Business

A. FYE 18-19 Audit Report Presentation

Karin Hennings reviewed the report the auditors had presented to the Board at the December 16, 2019 meeting and answered all questions regarding the report.

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

B. Golden Bear Lease Update

Karin Hennings reviewed the resolution to ratify the Administrative Director/CEO's decision to have the realtor draw up the lease agreement as the more cost-effective solution.

The Committee requested that the resolution include the cost breakdown for the entire process: Brokerage Commission, Lease Preparation, Legal Review, and Total Cost.

M/S/C Anne Stokman/Becky Campo to recommend to the Board to adopt the resolution with the changes.

VII. Accounting and Finance Manager Report

A. Account Reconciliations presented for Committee review

Committee reviewed the Account Reconciliations for each account with their supporting documents.

VIII. Meeting adjourned – 4:00 PM

Respectfully submitted,

Anne Stokman, Treasurer

Del Puerto Health Care District
Balance Sheet
As of January 31, 2020

	Jan 31, 20	Dec 31, 19	Change	Jan 31, 19	% Change
ASSETS					
Current Assets					
Total Checking/Savings	2,872,159	2,050,246	40%	2,372,765	21%
Total Accounts Receivable	645,641	572,051	13%	991,828	(35%)
Total Other Current Assets	39,148	839,375	(95%)	80,074	(51%)
Total Current Assets	3,556,948	3,461,672	3%	3,444,667	3%
Fixed Assets					
Total 151.000 · Capital assets	5,507,174	5,498,401	0%	5,304,094	4%
Total Fixed Assets	5,507,174	5,498,401	0%	5,304,094	4%
TOTAL ASSETS	9,064,122	8,960,073	1%	8,748,761	4%
LIABILITIES & EQUITY					
Liabilities					
Total Current Liabilities	545,286	405,641	34%	261,583	108%
Total Long Term Liabilities	2,675,908	2,685,245	(0%)	2,837,116	(6%)
Total Liabilities	3,221,194	3,090,886	4%	3,098,699	4%
Equity					
350.000 · Unrestricted Assets	980,358	980,358		1,694,916	(42%)
Total 360.000 · Assigned Fund Balance	1,967,000	1,967,000		1,180,000	67%
Total 370.000 · Restricted Fund Balance	226,440	226,440		211,745	7%
390.000 · Net Fixed Assets (Capital)	2,492,762	2,492,762		2,055,580	21%
Net Income	176,366	202,627	(13%)	507,820	(65%)
Total Equity	5,842,926	5,869,187	(0%)	5,650,061	3%
TOTAL LIABILITIES & EQUITY	9,064,120	8,960,073	1%	8,748,760	4%

Operating Acct	
Month End Cash on Hand	\$ 2,872,159
1007 · TCB - Keystone C 8641	\$ (128,618)
1003a · TCB-USDA Debt Reserve 7237	\$ (113,785)
3901 - Mitigation Fees	\$ (119,804)
3902 · Asset Replacement Fund	\$ (232,502)
A/P & Payroll Liability	\$ (434,681)
Unencumbered cash	\$ 1,842,769
Percent of Operating Cash Reserve Goal	141%
3906 · Operating Cash Reserve	\$ 1,311,000

Del Puerto Health Care District
YTD by Class
July 2019 through January 2020

	Total 01 DPHCD			Total 02 Patterson District Ambulanc			Total 03 Del Puerto Health Center			Total 06 Keystone Bldg C			TOTAL		
	Jul '19 - Jan 20	Budget	% of Budget	Jul '19 - Jan 20	Budget	% of Budget	Jul '19 - Jan 20	Budget	% of Budget	Jul '19 - Jan 20	Budget	% of Budget	Jul '19 - Jan 20	Budget	% of Budget
Ordinary Income/Expense															
Income															
401.000 · Gross Patient Service Revenue				5,074,285	4,607,833	110%	1,319,132	1,341,667	98%				6,393,417	5,949,500	107%
401.021 · Del Puerto Health Center															
403.000 · Adjustments	8,390			(3,419,825)	(3,077,083)	111%	(98,109)	14,667	(669%)				(3,509,544)	(3,062,416)	115%
405.000 · Bad Debt HC & Amb				(424,005)	(376,803)	113%	(4,523)	(7,117)	64%				(428,528)	(383,920)	112%
407.000 · Other Income	1,738	1,165	149%	15,294	16,828	91%	36,637	7,403	495%				53,669	25,396	211%
Total Income	10,128	1,165	869%	1,245,749	1,170,775	106%	1,253,137	1,356,620	92%				2,509,014	2,528,560	99%
Gross Profit	10,128	1,165	869%	1,245,749	1,170,775	106%	1,253,137	1,356,620	92%				2,509,014	2,528,560	99%
Expense															
601.000 · Salaries & Wages	245,644	239,835	102%	570,292	596,199	96%	583,106	559,201	104%				1,399,042	1,395,235	100%
602.000 · Employee Benefits	63,494	56,600	112%	136,729	138,079	99%	168,423	140,460	120%				368,646	335,139	110%
603.000 · Professional Fees	36,275	48,708	74%	35,416	36,280	98%	405,646	414,901	98%				477,337	499,889	95%
604.000 · Purchased Services	6,570	6,583	100%	105,973	96,119	110%	166,360	166,031	100%				278,903	268,733	104%
605.000 · Supplies	4,726	3,937	120%	50,520	39,449	128%	56,439	57,854	98%				111,685	101,240	110%
606.000 · Utilities	4,007	4,054	99%	9,371	8,893	105%	25,075	25,660	98%				38,453	38,607	100%
607.000 · Rental and Lease	2,627	2,690	98%	221	175	126%	3,807	4,045	94%				6,655	6,910	96%
608.000 · Insurance Coverages	19,065	18,764	102%	86,990	87,002	100%	70,628	70,604	100%				176,683	176,370	100%
609.000 · Maintenance & Repairs	1,526	2,333	65%	47,843	58,849	81%	13,732	25,008	55%				63,101	86,190	73%
610.000 · Depreciation and Amortization	18,470	18,083	102%	70,399	84,593	83%	51,286	49,724	103%	27,125		100%	167,280	152,400	110%
611.000 · Other operating expenses	22,185	27,055	82%	102,516	90,774	113%	34,071	38,593	88%				158,772	156,422	102%
Total Expense	424,589	428,642	99%	1,216,270	1,236,412	98%	1,578,573	1,552,081	102%	27,125		100%	3,246,557	3,217,135	101%
Net Ordinary Income	(414,461)	(427,477)	97%	29,479	(65,637)	(45%)	(325,436)	(195,461)	166%	(27,125)		100%	(737,543)	(688,575)	107%
Other Income/Expense															
Other Income															
701.000 · District Tax Revenues	716,306	722,167	99%	141,442	140,000	101%							857,748	862,167	99%
702.000 · Impact Mitigation Fees															
703.000 · Investment Income	13,554	10,458	130%				1		100%				13,555	10,458	130%
704.000 · Interest Expense							(36,966)	(36,406)	102%	(28,708)		100%	(65,674)	(36,406)	180%
705.000 · Tenant Revenue							4,200	4,200	100%	104,290	107,231	97%	108,490	111,431	97%
710.000 · Misc Other Income							8,314		100%				8,314		100%
Total Other Income	729,860	732,625	100%	141,442	140,000	101%	(24,451)	(32,206)	76%	75,582	107,231	70%	922,433	947,650	97%
Other Expense															
802.000 · Keystone District Expense	280									6,631	63,790	10%	6,911	63,790	11%
810.000 · Misc Other Expense							1,617		100%				1,617		100%
Total Other Expense	280		100%				1,617		100%	6,631	63,790	10%	8,528	63,790	13%
Net Other Income	729,580	732,625	100%	141,442	140,000	101%	(26,068)	(32,206)	81%	68,951	43,441	159%	913,905	883,860	103%
Net Income	315,119	305,148	103%	170,921	74,363	230%	(351,504)	(227,667)	154%	41,826	43,441	96%	176,362	195,285	90%

Del Puerto Health Care District
Warrants by Bank Account
January 2020

Type	Date	Num	Name	Credit
101.000 - Cash and cash equivalents				
101.010 - Tri Counties Bank				
101.011 - TCB-Operating Checking 1739				
Bill Pmt -Check	01/14/2020		Comcast Business Voice Edge	
Check	01/15/2020	eft	USDA Rural Development Loan-EFT	11,066.00
Bill Pmt -Check	01/06/2020	EFT	U.S. Bank Equipment Finance - EFT	126.27
Bill Pmt -Check	01/06/2020	EFT	U.S. Bank Equipment Finance - EFT	149.95
Bill Pmt -Check	01/06/2020	EFT	U.S. Bank Equipment Finance - EFT	140.24
Bill Pmt -Check	01/15/2020	EFT	City Of Patterson-H2O, sewer, garbag	219.39
Bill Pmt -Check	01/15/2020	EFT	TSYS Health Services - CC processin	80.90
Bill Pmt -Check	01/23/2020	EFT	U.S. Bank Equipment Finance - EFT	126.27
Check	01/02/2020	wd	Lease Finance - CC Machine	45.72
Check	01/21/2020	wd	Lease Finance - CC Machine	45.72
Bill Pmt -Check	01/02/2020	28781	City of Patterson-Business Licenses	118.00
Check	01/06/2020	28782	U.S. Bank Corporate Payment Center	2,955.78
Check	01/06/2020	28783	REFUND - Aetna Life Ins Co	563.92
Check	01/06/2020	28784	REFUND - Sutter Physician Services	423.58
Check	01/06/2020	28785	REFUND - HPSJ	VOID
Check	01/06/2020	28786	REFUND - Humana Insurance	1,675.18
Bill Pmt -Check	01/06/2020	28787	Airgas USA, LLC	156.68
Bill Pmt -Check	01/06/2020	28788	Bound Tree Medical LLC	984.78
Bill Pmt -Check	01/06/2020	28789	Cole Huber (Cota Cole)	1,526.50
Bill Pmt -Check	01/06/2020	28790	Comcast - E Street	69.53
Bill Pmt -Check	01/06/2020	28791	Data Path, Inc	4,625.00
Bill Pmt -Check	01/06/2020	28792	DeHart Plumblng Heating & Air Inc	250.00
Bill Pmt -Check	01/06/2020	28793	Greenway Health	1,894.07
Bill Pmt -Check	01/06/2020	28794	GreenWorks Janitorial Services	4,089.00
Bill Pmt -Check	01/06/2020	28795	Life-Assist	2,824.10
Bill Pmt -Check	01/06/2020	28796	Malm Fagundes LLP	627.10
Bill Pmt -Check	01/06/2020	28797	MedTech Billing Services, Inc	377.75
Bill Pmt -Check	01/06/2020	28798	Mission Linen Supply	379.29
Bill Pmt -Check	01/06/2020	28799	Modesto Welding Products	43.15
Bill Pmt -Check	01/06/2020	28800	Mr. Rooter Plumbing	220.19
Bill Pmt -Check	01/06/2020	28801	Patterson Apricot Fiesta	50.00
Bill Pmt -Check	01/06/2020	28802	Patterson Irrigator	530.00
Bill Pmt -Check	01/06/2020	28803	Paul Oil Co., Inc.	1,775.97
Bill Pmt -Check	01/06/2020	28804	PG&E	469.23
Bill Pmt -Check	01/06/2020	28805	Pitney Bowes - Meter Lease	220.07
Bill Pmt -Check	01/06/2020	28806	Solutions Group	60.00
Bill Pmt -Check	01/06/2020	28807	Stanislaus County Department of Agric	605.50
Bill Pmt -Check	01/06/2020	28808	Staples Advantage	50.04
Bill Pmt -Check	01/06/2020	28809	Stericycle	750.00
Bill Pmt -Check	01/06/2020	28810	Terminix	55.00
Bill Pmt -Check	01/06/2020	28811	Thompson Chevrolet Buick GMC Inc.	484.88
Bill Pmt -Check	01/06/2020	28812	TID Turlock Irrigation District +06	1,061.25
Bill Pmt -Check	01/06/2020	28813	Verizon Wireless	287.96
Bill Pmt -Check	01/06/2020	28814	WIPFLi LLP	5,763.00
Check	01/15/2020	28815	GEMT	14,101.96

Del Puerto Health Care District
Warrants by Bank Account
January 2020

Type	Date	Num	Name	Credit
Check	01/15/2020	28816	REFUND - EMI/Kaiser	4,739.92
Check	01/15/2020	28817	REFUND - Deocampo, Sheila	26.85
Bill Pmt -Check	01/15/2020	28818	Airgas USA, LLC	359.85
Bill Pmt -Check	01/15/2020	28819	AMR-American Medical Response	5,463.24
Bill Pmt -Check	01/15/2020	28820	Beta Healthcare Group	1,787.80
Bill Pmt -Check	01/15/2020	28821	BICSEC Security, Inc	25.00
Bill Pmt -Check	01/15/2020	28822	Bound Tree Medical LLC	217.52
Bill Pmt -Check	01/15/2020	28823	City Of Patterson-H2O, sewer, garbag	426.73
Bill Pmt -Check	01/15/2020	28824	Comcast - E Street	179.58
Bill Pmt -Check	01/15/2020	28825	Crescent Work & Outdoor #1	2,984.29
Bill Pmt -Check	01/15/2020	28826	Frontier-3755	195.80
Bill Pmt -Check	01/15/2020	28827	Frontier - HC 8639	189.35
Bill Pmt -Check	01/15/2020	28828	Graphic Print Stop	15.29
Bill Pmt -Check	01/15/2020	28829	HireRight, LLC	159.20
Bill Pmt -Check	01/15/2020	28830	Language Line	100.02
Bill Pmt -Check	01/15/2020	28831	Life-Assist	1,761.87
Bill Pmt -Check	01/15/2020	28832	M & M Computer Services	181.00
Bill Pmt -Check	01/15/2020	28833	McAuley Ford	5,257.05
Bill Pmt -Check	01/15/2020	28834	McKesson Medical Surgical Inc.	897.50
Bill Pmt -Check	01/15/2020	28835	MedTech Billing Services, Inc	20,919.77
Bill Pmt -Check	01/15/2020	28836	Mid Valley IT	360.00
Bill Pmt -Check	01/15/2020	28837	Morales Affordable Handy Services	118.00
Bill Pmt -Check	01/15/2020	28838	Mr. Rooter Plumbing	1,152.39
Bill Pmt -Check	01/15/2020	28839	Pacific Records Management	175.88
Bill Pmt -Check	01/15/2020	28840	Patterson Irrigator	700.00
Bill Pmt -Check	01/15/2020	28841	Paul Oil Co., Inc.	2,053.96
Bill Pmt -Check	01/15/2020	28842	Physicians Service Bureau	246.50
Bill Pmt -Check	01/15/2020	28843	ReadyRefresh by Nestle	152.90
Bill Pmt -Check	01/15/2020	28844	Stanislaus Co. Clerk-Recorder	7.00
Bill Pmt -Check	01/15/2020	28845	Staples Advantage	164.12
Bill Pmt -Check	01/15/2020	28846	Streamline/Digital Deployment	200.00
Bill Pmt -Check	01/15/2020	28847	Thompson Chevrolet Buick GMC Inc.	486.07
Bill Pmt -Check	01/15/2020	28848	Westside Landscape & Concrete	292.50
Bill Pmt -Check	01/15/2020	28849	Workbench True Value Hdwe.	86.62
Bill Pmt -Check	01/15/2020	28850	Zoll	1,059.25
Bill Pmt -Check	01/23/2020	28851	Stericycle	650.00
Bill Pmt -Check	01/23/2020	28852	Staples Advantage	630.97
Bill Pmt -Check	01/23/2020	28853	Shred-it US JV LLC	671.28
Bill Pmt -Check	01/23/2020	28854	Sanofi Pasteur, Inc	2,164.72
Bill Pmt -Check	01/23/2020	28855	PG&E	109.14
Bill Pmt -Check	01/23/2020	28856	Paul Oil Co., Inc.	1,972.73
Bill Pmt -Check	01/23/2020	28857	Patterson Irrigator	200.00
Bill Pmt -Check	01/23/2020	28858	Mission Linen Supply	597.72
Bill Pmt -Check	01/23/2020	28859	McKesson Medical Surgical Inc.	1,357.00
Bill Pmt -Check	01/23/2020	28860	Life-Assist	961.13
Bill Pmt -Check	01/23/2020	28861	Intrado (West) Interactive Services	347.06
Bill Pmt -Check	01/23/2020	28862	Graphic Print Stop	23.20
Bill Pmt -Check	01/23/2020	28863	CA Occupational Physicians	760.00

**Del Puerto Health Care District
Warrants by Bank Account
January 2020**

Type	Date	Num	Name	Credit
Bill Pmt -Check	01/23/2020	28864	Bound Tree Medical LLC	177.95
Bill Pmt -Check	01/23/2020	28865	Beekman's Custom Plumbing	1,500.00
Bill Pmt -Check	01/23/2020	28866	Airgas USA, LLC	172.00
Check	01/23/2020	28867	Wakefield	13.57
Bill Pmt -Check	01/24/2020	28868	A West Side Self Storage	228.60
Bill Pmt -Check	01/24/2020	28869	Beta Healthcare - Workers Comp	4,587.00
Bill Pmt -Check	01/24/2020	28870	Beta Healthcare Group	16,496.88
Bill Pmt -Check	01/24/2020	28871	MedTech Billing Services, Inc	384.80
Bill Pmt -Check	01/24/2020	28872	West Side Storage Baldwin	187.20
Check	01/31/2020	28873	Wakefield	150.00
Total 101.011 · TCB-Operating Checking 1739				149,554.69
101.012 · TCB-Payroll Account 2999				
Liability Check	01/06/2020		QuickBooks Payroll Service	1,394.89
Liability Check	01/08/2020		QuickBooks Payroll Service	51,969.36
Liability Check	01/22/2020		QuickBooks Payroll Service	51,501.40
Liability Check	01/09/2020	eft	Internal Revenue Service	25,493.78
Liability Check	01/09/2020	EFT	California State Disbursement Unit	1,048.26
Liability Check	01/23/2020	EFT	California State Disbursement Unit	1,202.30
Liability Check	01/30/2020	EFT	Metlife - Group Benefits	981.69
Liability Check	01/03/2020	E-pay	EDD State of California	36.98
Liability Check	01/03/2020	E-pay	Internal Revenue Service	365.46
Liability Check	01/07/2020	E-pay	EDD State of California	4,560.73
Liability Check	01/23/2020	E-pay	EDD State of California	4,113.19
Liability Check	01/23/2020	E-pay	Internal Revenue Service	22,888.38
Liability Check	01/23/2020	E-pay	EDD State of California	5,526.75
General Journal	01/02/2020	JE 01-04	Metlife - Group Benefits	964.18
Check	01/03/2020	EFT HC14	EDD State of California	579.62
Paycheck	01/09/2020	24445	Employee Payroll	2,125.54
Paycheck	01/09/2020	24446	Employee Payroll	1,722.29
Paycheck	01/09/2020	24447	Employee Payroll	1,169.41
Paycheck	01/09/2020	24448	Employee Payroll	1,320.03
Paycheck	01/09/2020	24449	Employee Payroll	856.10
Paycheck	01/09/2020	24450	Employee Payroll	1,013.51
Paycheck	01/09/2020	24451	Employee Payroll	712.81
Paycheck	01/09/2020	24452	Employee Payroll	4,099.64
Liability Check	01/09/2020	24453	Franchise Tax Board	219.71
Liability Check	01/09/2020	24454	United Steelworkers	425.11
Liability Check	01/09/2020	24455	VALIC	9,912.87
Paycheck	01/23/2020	24456	Employee Payroll	1,158.32
Paycheck	01/23/2020	24457	Employee Payroll	2,274.83
Paycheck	01/23/2020	24458	Employee Payroll	68.51
Paycheck	01/23/2020	24459	Employee Payroll	550.56
Paycheck	01/23/2020	24460	Employee Payroll	1,169.41
Paycheck	01/23/2020	24461	Employee Payroll	1,425.26
Paycheck	01/23/2020	24462	Employee Payroll	919.60
Paycheck	01/23/2020	24463	Employee Payroll	1,013.51
Paycheck	01/23/2020	24464	Employee Payroll	4,248.78
Liability Check	01/23/2020	24465	Franchise Tax Board	94.64

Del Puerto Health Care District
Warrants by Bank Account
 January 2020

Type	Date	Num	Name	Credit
Liability Check	01/23/2020	24466	Franchise TB Garnishment 22	51.27
Liability Check	01/23/2020	24467	United Steelworkers	364.45
Liability Check	01/23/2020	24468	VALIC	9,052.79
Liability Check	01/24/2020	24469	CA Choice	32,021.10
Liability Check	01/24/2020	24470	Delta Dental	3,422.85
Liability Check	01/24/2020	24471	MES Vision	537.34
Liability Check	01/24/2020	24472	AFLAC	2,320.32
Liability Check	01/24/2020	24473	LegalShield	488.50
Total 101.012 · TCB-Payroll Account 2999				<u>257,386.03</u>
101.015 - TCB - Keystone C 8641				
Bill Pmt -Check	01/15/2020	EFT	Tri Counties Bank-EFT	7,442.07
Bill Pmt -Check	01/06/2020	10170	Gilberto Arroyo-06	350.00
Bill Pmt -Check	01/06/2020	10171	TID Turlock Irrigation District +06	385.21
Bill Pmt -Check	01/15/2020	10172	City Of Patterson-H2O, sewer, garbag	158.94
Bill Pmt -Check	01/15/2020	10173	Coit	207.00
Total 101.015 · TCB - Keystone C 8641				<u>8,543.22</u>
Total 101.010 · Tri Counties Bank				<u>415,483.94</u>
Total 101.000 · Cash and cash equivalents				<u>415,483.94</u>
103.000 - Restricted Funds				
103.100 - TCB-USDA Debt Reserve 7237				
Check	01/15/2020	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><u>425,543.94</u></u>

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – January 27, 2020****10D. Compensation of Chief Executive Officer Policy****Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: Yes

4/5 Vote Required: No

SUBJECT: Adoption of Policies on CEO Evaluation & Compensation

STAFF REPORT: A recommended best practice is for special districts to have in place a policy regarding CEO compensation which has been adopted by the Board of Directors. The Board of Directors also requested that a policy regarding CEO Annual Developmental review and Performance Evaluation be presented concurrently.

CONSIDERATIONS: Policies establish guidelines and terms by which operational management decisions are made. These policies, forms and recommendations have been adapted from public agencies and special district best practices.

DISTRICT PRIORITY: Transparency and fiscal accountability

POLICY ISSUE: Establishing Policies and Procedure for key Board functions

FISCAL IMPACT: None

STAFFING IMPACT: None

CONTACT PERSON: Karin Hennings

ATTACHMENT(S): Compensation of the Chief Executive Officer draft policy
CEO Annual Developmental Review and Performance Evaluation Policy and Form

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: NO

RECOMMENDED MOTION: *I move the Board of Directors adopt the CEO Annual Developmental Review and Performance Evaluation Policy, Form and Compensation of the Chief Executive Officer Policy effective January 27, 2020.*

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: PERSONNEL
POLICY NUMBER: 3017

ANNUAL CEO DEVELOPMENTAL REVIEW AND PERFORMANCE EVALUATION	EFFECTIVE DATE
	TBD

Purpose: To establish the criteria and process by which the annual performance evaluation of the CEO shall be conducted and considered by the Board of Directors

Policy: It is the policy of the DPHCD Board of Directors to conduct an annual performance evaluation of the Chief Executive Officer. The following are guidelines to be considered in conducting the annual performance evaluation of the CEO.

Procedure:

Performance Criteria

1. The quality and effectiveness of the leadership of the CEO as reflected in board and strategic responsibilities; administration, personnel, and asset management; Del Puerto Health Care District in general; and community relationships and public relations.
2. The attainment of any annual goals or objectives of the CEO established by the Board of Directors and the CEO.
3. The progress of the District towards the achievement of its strategic objectives.
4. The management, recruitment, and retention of District employees and volunteers.
5. The quality and the effectiveness of the communications between the CEO and the Board of Directors.

Performance Evaluation Process

1. As part of developing the performance evaluation of the CEO, the President of the Board of Directors will designate an Ad Hoc Committee to solicit the commentary and the performance ratings of the individual members of the Board. In a closed session, the Board shall present a written and oral report to the CEO that represents a consensus of the commentary and ratings of the individual members of the Board.
2. The confidential conduct of the annual performance evaluation of the CEO is a matter of material importance to the CEO, the Board of Directors, and the District. Every member of the Board of Directors, the CEO, and anyone who participates in the evaluation shall maintain strict confidentiality of the evaluation process and the materials developed during the evaluation process.
3. If the overall performance of the CEO is deemed satisfactory to excellent by the Board, the CEO shall receive a salary increase appropriate to the position's salary range. The

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: PERSONNEL
POLICY NUMBER: 3017

ANNUAL CEO DEVELOPMENTAL REVIEW AND PERFORMANCE EVALUATION	EFFECTIVE DATE
	TBD

Board may extend other benefits as legally allowed. The Board may extend the contract of the CEO to reflect the Board's intention to retain the CEO.

4. If the overall performance of the CEO is deemed unsatisfactory by the Board, the CEO shall be required within 15 days to submit a written plan for improvement of performance to the President and Board for its approval.

Annual CEO Developmental Review and Performance Evaluation

The following board procedure is intended to assist in the completion of an effective CEO annual evaluation cycle.

Every member of the Board of Directors, the Chief Executive Officer, and anyone who participates in the evaluation shall maintain the strict confidentiality of the evaluation process and the materials developed during the evaluation process. This confidentiality includes contact with staff members and members of the public, unless indicated by this procedure. Board members should only communicate about the review with the Ad Hoc CEO Review Committee Chair.

Prior to the Evaluation:

1. **March:** The Board President will designate two board members, one of which may be the Board President, to facilitate the CEO evaluation process. In this procedure, the two will be known as the "Ad Hoc CEO Review Committee." One of the two shall be designated as the committee Chair. The Ad Hoc CEO Review Committee will facilitate a process of communication between the Board of Directors and the CEO.
2. In preparation for this process, a Ad Hoc CEO Review Committee Packet will be maintained by Board Clerk for use by the Ad Hoc CEO Review Committee and will be available through the District office. The Ad Hoc CEO Review Committee shall not contact any other staff member for assistance.
3. The Ad Hoc CEO Review Committee Packet will contain:
 - All Board policies and procedures related to the CEO's performance and evaluation
 - A copy of the CEO's Contract with any amendments and Job Description
 - The latest compensation study that was completed that covers the CEO's position.
 - Review forms and instructions for the Ad Hoc CEO Review Committee to distribute to board members and department heads for completion.
4. **April:** By the April meeting of the Board of Directors, the CEO will provide the Ad Hoc CEO Review Committee with:

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: PERSONNEL
POLICY NUMBER: 3017

ANNUAL CEO DEVELOPMENTAL REVIEW AND PERFORMANCE EVALUATION	EFFECTIVE DATE
	TBD

- a self-evaluation,
 - a accomplishments of the last year,
 - an update on the CEO's work plan, and
 - a suggested CEO work plan for the following year.
5. At the regular April meeting of the Board of Directors, the Ad Hoc CEO Review Committee will notify the board members in Public Session of the intent to distribute a CEO evaluation packet for completion by the board and department heads and the timeline for return. The Ad Hoc CEO Review Committee will act as the point of contact for the board for forms, documents, and requests for information.
 6. **May:** The Ad Hoc CEO Review Committee will distribute the Performance Evaluation packet materials at least three weeks prior to the May board meeting. The Performance Evaluation packet will include instructions, the blank evaluation form, the last year's original CEO work plan, the CEO's update/accomplishments, the CEO's self-evaluation, and the suggested new CEO work plan.
 7. Any additional information needed by board members shall be obtained by contacting the Ad Hoc CEO Review Committee who will route the request to the CEO or Board Clerk. The CEO or Board Clerk will respond with the additional information in the format requested to the Ad Hoc CEO Review Committee. The board members shall not contact any other person other than the Ad Hoc CEO Review Committee Chair for additional information.
 8. The board members and department heads will respond in writing regarding feedback about the CEO performance by filling out the evaluation. Each board member and department head will submit to Ad Hoc CEO Review Committee at the District Office their completed form at least (5) business days prior to the May board meeting.
 9. The Ad Hoc CEO Review Committee will assemble all the written evaluations in a summary for the board's review and submit the individual board member and department head responses directly to the CEO.
 10. The CEO annual performance evaluation will occur annually at the May meeting of the Board of Directors. The review will be presented to the board in Closed Session.

The Evaluation Board Meeting

1. **May:** The board will meet in Closed Session, in accordance with the Brown Act, which allows for the evaluation of personnel in closed session. The Ad Hoc CEO Review Committee will present the personnel summary of the CEO to the board. The Board President will facilitate a discussion regarding the CEO's performance.

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: PERSONNEL
POLICY NUMBER: 3017

ANNUAL CEO DEVELOPMENTAL REVIEW AND PERFORMANCE EVALUATION	EFFECTIVE DATE
	TBD

2. Immediately following, and continuing in closed session, the board will give the CEO their performance feedback and discuss items related to compensation, contract, and benefit package to be adjusted or changed. The Board President will then adjourn the Closed Session.
3. The Board President will start the Open Session. Items related to compensation, the CEO contract, or benefit package that are to be adjusted or changed will be addressed by the Board President as a regular agenda item. The Board President and Ad Hoc CEO Review Committee Chair will complete and sign the Employee Action Form for any changes regarding the CEO compensation package.

Follow Up to the Board Meeting

Within thirty (30) days of the board meeting:

1. The Ad Hoc CEO Review Committee will give the CEO a written summary of the performance feedback of the board meeting and a copy of the CEO work plan for the next year.
2. The CEO and Board Clerk will ensure a copy of the new work plan is placed in the Ad Hoc CEO Review Committee Packet.
3. If not completed fully and signed in Open Session, the Board President and Ad Hoc CEO Review Committee Chair will complete and sign the status change form for any changes regarding the CEO compensation package.
4. The CEO will facilitate any documents regarding potential amendments or changes to the CEO's Employment Contract. The CEO will act only to facilitate documentation related to board actions that have already been approved. The contract will be completed with board signatures at the next regularly scheduled board meeting.
5. The CEO and Clerk of the Board will review the Ad Hoc CEO Review Committee Packet and assure that it is updated and ready for the next annual CEO review cycle.



P.O. Box 187
Patterson, CA. 95363

Phone 209-892-8781
Fax 209-892-3755

TO: Del Puerto District Board Members and Department Heads,
FROM: Board of Directors' CEO Review and Evaluation Committee
DATE: January 27, 2020
RE: CEO Developmental Review and Performance Evaluation for CY2019

We request your input as we prepare the annual Developmental Review and Performance Evaluation for the Chief Executive Officer (CEO) of the District.

Such a review, when accomplished objectively, supports the CEO's efforts, encourages suggested modifications, and reaffirms the CEO's importance as one of many growth conduits enhancing Del Puerto Health Care District's Mission.

The Committee and CEO invite you to participate in this Developmental Review and Performance Evaluation. Your opinion and thoughts are very important to the process and we appreciate your assistance.

Please be advised the attached CEO Annual Developmental Review and Performance Evaluation are numbered. All reviews, therefore, are anonymous and confidential.

Please return them as soon as possible in the envelop provided to:

**CEO Review Committee
Del Puerto Health Care District Office
PO BOX 187 or 875 E Street
Patterson, CA. 95363.**

With warm regards,

The CEO Developmental Review and Performance Evaluation Committee

Del Puerto Health Care District

CEO Annual Developmental Review and Performance Evaluation

REVIEW NUMBER _____

SCORING. For each statement BELOW use the scoring below:

- 5 - *Excellent (Performs at a high standard, almost always exceeds expectations).*
- 4 - *Above Average (generally exceeds expectations)*
- 3 - *Satisfactory (meets expectations)*
- 2 - *Below average (usually does not meet expectations)*
- 1 - *Poor (rarely meets expectations)*
- N/A - *Not Applicable or Not Observed*

1. ENGAGEMENT

- _____ Cheerful, positive, and enthusiastic attitude.
- _____ Participates in collegial, pertinent discussions and encourages dialogue with all.
- _____ Applies active listening techniques.
- _____ Exhibits good judgement and effective leadership.
- _____ Utilizes different management styles when necessary.
- _____ Flexible when under stress.

2. PROFESSIONAL SKILLS AND STATUS

- _____ Progress on Long-Term Strategic Goals.
- _____ Regularly assesses District needs.
- _____ Utilizes people skills to understand/develop employee talents.
- _____ Recognizes the District's strengths and weaknesses.
- _____ Builds on the District's strengths.
- _____ Capitalizes on opportunities.
- _____ Anticipates problems and follows through with realistic solutions.
- _____ Affects creative solutions to complex issues.

Del Puerto Health Care District

CEO Annual Developmental Review and Performance Evaluation

3. COLLABORATION/COMMUNICATION WITH DISTRICT BOARD

- _____ Carries out directives of the whole Board rather than any one member.
- _____ Responds to Board requests for assistance and/or information.
- _____ Keeps the Board informed of current issues and administrative developments in a timely manner.
- _____ Receptive to constructive development and advice.
- _____ Disseminates complete information equally to all Board Members.
- _____ Uses own ideas, and the ideas of others to facilitate the group process.
- _____ Creates a work climate of trust, openness, and sound relations among Board members.

4. FISCAL MANAGEMENT

- _____ Prepares and monitors a clear, concise, and balanced budget that meets the goals and objectives of the District.
- _____ Considers financial impact of decisions and adheres to budget guidelines.
- _____ Follows established District policies and procedures to maintain good audit control as demonstrated by audit results.
- _____ Possesses awareness of accurate financial planning and accounting controls.
- _____ Aware of District's financial objectives.
- _____ Demonstrates innovative approaches to maximizing financial efficiency.
- _____ Accomplishes efficient and effective operations with use of available funds.

5. POLICY IMPLEMENTATION

- _____ Supports Boards actions, decisions, and resolutions
- _____ Offers workable alternatives when policy or resolution is impractical.
- _____ Implements and enforces policies as directed by Board.
- _____ Reviews policy and resolutions regularly, recommends changes to improve effectiveness.

Del Puerto Health Care District

CEO Annual Developmental Review and Performance Evaluation

6. REPORTING

_____ Assures that Board documentation conveys the Board's business, as allowed by Law, and that documentation is open to the public.

_____ Assures that Board agenda is pertinent to Board business.

_____ Reports presented to the Board are accurate, comprehensive, concise, and inclusive of a narrative of explanation.

7. CITIZEN/COMMUNITY RELATIONS

_____ Responsive to complaints/compliments from citizens.

_____ Skillful in dealing with the news media, avoids partisan political position.

_____ Willingness to meet with citizens of the community.

_____ Assures District is represented within the community.

_____ Citizens express satisfaction with the District operation.

_____ Understands the need to keep the public informed about the District's mission.

_____ Maintains positive relationship with the local media.

_____ Responds promptly to inquiries from the general public and/or other agencies.

8. STAFFING

_____ Recruits and retains competent personnel.

_____ Suggests improvements to staffing issues and development.

_____ Counsels and advises subordinates in the interest of improving their overall performance.

_____ Provides staff with guidance and direction to enhance their professional knowledge, skills, and leadership.

_____ Creates a work climate of trust, openness, and sound relations among personnel.

_____ Considers the positions and perspectives of others when planning, making decision, and performing duties.

Del Puerto Health Care District CEO Annual Developmental Review and Performance Evaluation

9. ORGANIZATIONAL MANAGEMENT

_____ Evaluates programs, policies, procedures, practices, and personnel effectively.

_____ Encourages department managers to make decisions within their area and authority.

_____ Creates an organizational culture to carry out the Districts' Mission, strategic direction, and organizational goals.

_____ Respects the Districts operational and financial activities as defined by the budget.

_____ Motivates others through positive feedback.

_____ Maintains communication with the employees.

10. COMMUNITY

_____ Cooperates with community efforts for quality healthcare.

_____ Engages community groups to advance the District's health initiatives.

_____ Evaluates communities' long-term needs and develops realistic plans in striving to meet those needs.

_____ Establishes effective relationships to accomplish objectives and goals.

11. PRODUCTIVITY AND INITIATIVE

_____ Effectively uses time and resources to achieve both short-term and long-term objectives.

_____ Maintains awareness of new/emerging technology, equipment, programs, and services in order to effectively and efficiently service the District.

_____ Strives for self-improvement, knowledge enhancement, and skill development

Del Puerto Health Care District CEO Annual Developmental Review and Performance Evaluation

NARRATIVE

11. What would you identify as strengths for the CEO's review period. Please note specific accomplishments.

12. What are potential development areas and opportunities? Why? What positive suggestions may enhance the CEO's leadership development?

13. Additional comments.

DEL PUERTO HEALTH CARE DISTRICT
POLICY AND PROCEDURE

SECTION: ADMINISTRATION
POLICY NUMBER: 3417

COMPENSATION OF THE CHIEF EXECUTIVE OFFICER	EFFECTIVE DATE
	TBD

Purpose: The Chief Executive Officer of Del Puerto Health Care District (the “District”) is the principal representative of District, and the person responsible for the efficient operation of the District. Therefore, it is the desire of the District to provide a fair yet reasonable and not excessive compensation for the Chief Executive Officer.

Policy: At a minimum of every three years, the Board will adopt a salary study and establish a salary range for the Chief Executive Officer.

Procedure:

- A. A Compensation Ad Hoc Committee shall be appointed by the Board President.
1. No member of the Compensation Ad Hoc committee shall be a relative of a staff member or have any relationship with staff that could present a conflict of interest.
 2. The Committee assisted by staff will research and obtain information to make a recommendation to the full board for the compensation range (salary and benefits).
 3. Compensation and benefits will be based on a review of comparable data. The Compensation Ad Hoc committee will secure data that documents compensation levels and benefits for similarly qualified individuals in comparable positions at similar organizations. The primary source of data will include the special district chief executive officer information from the “Government Compensation in California” website <https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistricts.aspx>
- B. To approve the annual compensation for the Chief Executive Officer, the board must document how it reached its decisions, including the data on which it relied, in the minutes of the meeting during which the compensation was approved. Documentation will include:
1. A description of the compensation and benefits and the date it was approved.
 2. The members of the board who were present during the discussion about compensation and benefits, and the results of the vote.
 3. A description of the comparability data relied upon and how the data was obtained.
 4. Any actions taken (such as abstaining from discussion and vote) with respect to consideration of the compensation by anyone who is otherwise a member of the board but who had a conflict of interest with respect to the decision on the compensation and benefits.

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – February 24, 2020****Retirement Plan Amendments****Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

SUBJECT: Plan 001 414(h) and Plan 002 457(b) Amendments

STAFF REPORT: The District has two retirement plan programs in place: Plan 001 414(h) and Plan 002 457(b). The District only contributes 4% of benefitted employee's compensation to Plan 001 and matches 50 cents on the dollar up to 3% of an employee's compensation to Plan 002. Staff has reviewed the plan documents with the AIG representatives and the Finance Committee and recommend the following changes for consistency between plans and continuity in benefits.

Retirement Plan 001 – 414(h) current 4% employer contribution, no employee contribution allowed

1. Qualifying Year of Service \geq 1,000 hours
2. Eligible Employees = Benefitted
3. Conditions of Eligibility
 - a. age \geq 18
 - b. Completion of two months of service (benefit eligibility time frame)
4. Compensation = wages, tips and other compensation on Form W-2 with no exclusions
5. Compensation for calculating contributions determined on a payroll basis and not adjusted to meet plan formula at year end
6. Determining Years of Service = All years of service counted
7. Involuntary Distributions (Distribution without Participant's Consent)
 - a. Total amount payable is less than \$1,000 – distributed
 - b. Total amount payable \$1k-5k – rolled over to IRA
8. Loans to Participants = No

Deferred Compensation Plan 002 – 457(b) employee contribution, employer match 50% up to 3% total employer contribution

1. Ineligible Employees = Non-Benefitted
2. Involuntary Distributions (Distribution without Participant's Consent)
 - a. Total amount payable is less than \$1,000 – distributed
 - b. Total amount payable \$1k-5k – rolled over to IRA

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

Board Meeting – February 24, 2020

Retirement Plan Amendments

Page 2 of 2

CONSIDERATIONS: The plan amendments will align the program guidelines with District priorities

DISTRICT PRIORITY: Benefits that contribute to the recruitment and retention of employees

POLICY ISSUE: Fiscal transparency

FISCAL IMPACT: No change from current annual contributions

STAFFING IMPACT: simplification of benefit administration

CONTACT PERSON: Karin Hennings

ATTACHMENT(S): Amended Retirement Plan 001 – 414(h) and
Amended Deferred Compensation Plan 002 – 457(b)

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: YES NO

RECOMMENDED MOTION: *I move the Board of Directors adopt Amended Retirement Plan 001 and Amended Deferred Compensation Plan 002 as presented.*

Del Puerto Health Care District
Proposed Distribution of FYE 2019 Net Income to Cash Reserves

FYE 2019 NET Income (see audit report)	01b Mitigation Fees (added to reserve at FYE 2019)	06 Keystone Bldg C (used to reduce principle on loan)	02 Patterson District Ambulance (set aside for department use)	01 DPHCD - Admin (Net Income)	03 Del Puerto Health Center (operating loss)
524,323	46,682	72,616	106,242	647,044	(348,261)

Net Income to allocate to Reserve Accounts	
Property Tax Income-admin exp	647,044
Health Center Loss	(348,261)
Net Income available to allocate to Reserve Accounts	298,783

Report from January 31, 2020 Balance Sheet	Cash	FY19 Net Income Allocation to Reserve Accounts	Allocation Description	New Balances	NOTES
Unencumbered Cash	\$ 1,842,769	\$ (278,000)		\$ 1,564,769	
Mitigation Fees	\$ 119,804	\$ -		\$ 119,804	
Current Liabilities	\$ 434,681	\$ -		\$ 434,681	Payables & Payroll
Keystone Checking/Reserve	\$ 128,618	\$ -		\$ 128,618	Keystone Account
Asset Replacement Fund	\$ 232,502	\$ 278,000	<i>FYE 2019 accumulated depreciation</i>	\$ 510,502	New Balance available for Capital Expenses
Restricted for Debt Service	\$ 113,785	\$ -		\$ 113,785	12 mos of loan payments
TOTAL CASH as of January 31, 2020	\$ 2,872,159	\$ -	<i>No change to cash on hand</i>	\$ 2,872,159	

**Del Puerto Health Care District
 Transactions by Account**

All Transactions

Type	Date	Num	Memo	Class	Debit	Credit	Balance	
360.000 - Assigned Fund Balance								
360.030 - Asset Replacement Fund							656,000	
360.031 - Approved Capital Expenses								
General Journal	05/02/2019	JE 05-06	Crew Quarter alerting system, crew lockers, bathroom repairs	02 Patterson District Ambulance		35,000	35,000	
General Journal	05/02/2019	JE 05-06	replacement PCs and additional scanners	03 Del Puerto Health Center	8,200		43,200	
General Journal	05/02/2019	JE 05-06	new and replacement PC for Human Resources Department	01 DPHCD		3,350	46,550	
General Journal	05/02/2019	JE 05-06	laptop	02 Patterson District Ambulance	2,150		48,700	
General Journal	06/01/2019	JE 06-02	PCR Tablet Replacement - 3 GETAC V110 G4	02 Patterson District Ambulance	11,598		60,298	
General Journal	07/02/2019	JE 07-04	Keystone B cost for roofing approved by Board dtd 6/24/19 Agenda # 9.A.1.	03 Del Puerto Health Center		65,000	125,298	
General Journal	07/02/2019	JE 07-04	HC cost for replacement of exhaust fans (6) approved by Board dtd 6/24/19 Agenda # 9.A.2.	03 Del Puerto Health Center		3,650	128,948	
General Journal	07/02/2019	JE 07-04	HC cost for 3 drinking water dispensers approved by Board dtd 6/24/19 Agenda # 9.A.4.	03 Del Puerto Health Center		3,550	132,498	
General Journal	07/02/2019	JE 07-04	Keystone C cost for roofing approved by Board dtd 6/24/19 Agenda # 9.A.1.	06 Keystone Bldg C		45,000	177,498	
General Journal	07/31/2019	JE 07-07	2019 New Ambulance Cost per Board Resolution # 2019-09. HC eight (8) desktop computers BOD approved 7/29/19 per FY19-20 Budget.	02 Patterson District Ambulance		234,000	411,498	
General Journal	07/31/2019	JE 07-08		03 Del Puerto Health Center		12,000	423,498	
Total 360.031 - Approved Capital Expenses							<u>423,498</u>	<u>423,498</u>
Total 360.000 - Assigned Fund Balance							<u> </u>	<u>232,502</u>
TOTAL							<u> </u>	<u>232,502</u>
Add: Proposed Allocation from FY2019 Net Income								278,000
NEW ASSET REPLACEMENT FUND BALANCE								<u><u>510,502</u></u>

Del Puerto Health Care District – Resolution No. 20-01

Proposed Keystone C Loan Partial Payment

Topic	Resolution 2020-01: Reduction of Keystone C Loan Principal
Requestor	Karin Hennings, Administrative Director / CEO
Purpose	To reduce the principal balance of the seven-year loan on Keystone C.
Position at FYE June 30, 2019	<ul style="list-style-type: none"> • Loan Balance June 30, 2019 \$1,146,355 • Annual Interest Rate 4.25% • Keystone C Net Income FY2019 \$72,616 • Keystone C Acct # 8641 Balance Jan 2020 \$ 128,618
	<p>Whereas, The District has a seven-year loan at Tri Counties Bank on the property 1700 Keystone Pacific Parkway, Suite C (Keystone C); and</p> <p>Whereas, Keystone C had a net operating income of \$72,616 at the end of FY 2019; and</p> <p>Whereas, the District desires to reduce the principal of the Keystone C loan to lower the amount owed and total interest paid; and</p> <p>Whereas, the reduction of principal means the District will have less interest expense during the life of the loan;</p> <p>Be it now resolved,</p> <p>The Board of Directors authorizes a payment from Equity: Unrestricted towards the principal of the Keystone C loan (i.e., Tri Counties Bank Loan #2220073160) in the amount of <u>\$75,000</u>.</p>
Recommendation	Finance Committee recommends Board discussion of a specific amount and adoption of the Resolution.
ACTION	Move that the Board of Directors approve Resolution 2020-01

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstains: _____

IN WITNESS WHEREOF, I hereunto set my hand and the corporate seal of the corporation, this ____ day of _____, _____.

Board Secretary

Del Puerto Health Care District
SUMMARY PROPOSED FY 2019-20 MID YEAR BUDGET UPDATE

February 24, 2020 - Page 39 of 45

	ADM			AMB			HC			TOTAL			
	Current Budget	Proposed Budget	Variance	Current Budget	Proposed Budget	Variance	Current Budget	Proposed Budget	Variance	Current Budget	Proposed Budget	Variance	Notes
Ordinary Income/Expense													
Income													
401.000 · Gross Patient Service Revenue				7,836,996	8,232,831	395,835	2,300,004	2,429,750	129,746	10,137,000	10,662,581	525,581	increase in services
403.000 · Adjustments				(5,274,996)	(5,461,746)	(186,750)	26,754			(5,248,242)	(5,461,746)	(186,750)	increase in services
405.000 · Bad Debt HC & Amb				(645,948)	(679,803)	(33,855)	(12,204)			(658,152)	(679,803)	(33,855)	increase in services
407.000 · Other Income	2,000	2,000		28,848	28,848	-	14,207	44,207	30,000	45,055	75,055	30,000	received incentive payments
Total Income	2,000	2,000		1,944,900	2,120,130		2,328,761	2,488,507		4,275,661	4,610,637		
Gross Profit	2,000	2,000		1,944,900	2,120,130		2,328,761	2,488,507		4,275,661	4,610,637		
Expense													
601.000 · Salaries & Wages	415,835	415,835	-	1,032,180	1,064,200	32,020	958,632	1,047,237	88,605	2,406,647	2,527,272	120,625	MOU; additional personnel
602.000 · Employee Benefits	97,186	112,150	14,964	236,994	268,362	31,368	240,856	290,428	49,572	575,036	670,940	95,904	additional enrollees
603.000 · Professional Fees	83,496	83,496	-	57,680	57,680	-	719,432	782,976	63,544	860,608	924,152	63,544	provider increases
604.000 · Purchased Services	10,996	10,996	-	164,772	164,772	-	284,628	284,628	-	460,396	460,396	-	
605.000 · Supplies	7,250	7,250	-	67,917	67,917	-	89,159	89,159	-	164,326	164,326	-	
606.000 · Utilities	6,948	6,948	-	15,251	15,251	-	43,992	43,992	-	66,191	66,191	-	
607.000 · Rental and Lease	4,740	4,740	-	300	300	-	6,936	6,936	-	11,976	11,976	-	
608.000 · Insurance Coverages	32,172	32,172	-	149,148	149,148	-	121,032	121,032	-	302,352	302,352	-	
609.000 · Maintenance & Repairs	3,996	3,996	-	101,732	101,732	-	39,796	39,796	-	145,524	145,524	-	
610.000 · Depreciation and Amortization	30,996	30,996	-	145,020	145,020	-	85,236	85,236	-	261,252	261,252	-	
611.000 · Other operating expenses	66,380	66,380	-	162,280	170,280	8,000	65,780	65,780	-	294,440	302,440	8,000	Education and training
Total Expense	759,995	774,959		2,133,274	2,204,662		2,655,479	2,857,200		5,548,748	5,836,821		
Net Ordinary Income	(757,995)	(772,959)		(188,374)	(84,532)		(326,718)	(368,693)		(1,273,087)	(1,226,184)		
Other Income/Expense													
Other Income													
701.000 · District Tax Revenues	1,238,004	1,238,004	-	240,000	240,000	-				1,478,004	1,478,004		
703.000 · Investment Income	14,496	22,811	8,315							14,496	22,811	8,315	interest on condemnation fund
710.000 · Miscellaneous Other Income								8,000	8,000		8,000	8,000	telecommunication grant
Total Other Income	1,252,500	1,260,815		240,000	240,000	-		8,000		1,492,500	1,508,815		
Other Expense													
810.000 - Misc Other Expense							(55,212)	(55,212)	-	(55,212)	(55,212)	-	
Total Other Expense							(55,212)	(55,212)		(55,212)	(55,212)		
Net Other Income	1,252,500	1,260,815						(47,212)		1,252,500	1,453,603		
Net Income	494,505	487,856	(6,649)	51,626	155,468	103,842	(381,930)	(415,905)	(33,975)	164,201	227,419	63,218	Net Change positive income

Del Puerto Health Care District

District Health Services Assessment Committee

Update – February 24, 2020

Page 1 of 1

Consulting Assistance Analysis

Harder + Company: *contract ended – project moved to CSU Sacramento*
CSU Sacramento Public Health Survey Research Project:

Survey House – Public Health Survey Research Program (PHSRP) at Sacramento State

- Initial discussion conducted – PHSRP can help determine questions, method of survey delivery and assimilation and analysis of results
- “*The Public Health Survey Research Program's (PHSRP) main focus is to conduct research that increases our understanding of people's health behaviors and needs. Through our research, we provide policy makers with the data they require to make evidence-based decisions.*” Source: <https://www.csus.edu/center/public-health-survey-research/>

Projected Next Steps: (repeated from January 2020)

- Create synopsis of county and local data we currently have
- Determine health care information areas we lack data
- Determine what information may be available to us through Sutter Health
- Create targeted phone survey for District residents
- Contract directly with Sac State for survey and analysis
- Collaborate on developing survey questions
- Conduct survey and compile results
- Consider market trend analysis in the future, but not now

Executive Summary Snapshot

01/31/20	12/31/19	16 Month Avg
----------	----------	--------------

Gross Charges

\$744,009.00	\$755,372.00	\$677,787.13
--------------	--------------	--------------

Transports

168	176	159
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Collections

\$154,648.00	\$167,799.00	\$162,384.68
--------------	--------------	--------------

Contractual Adjustments

\$480,936.00	\$612,631.00	\$517,525.36
--------------	--------------	--------------

Write Offs

\$71,294.00	\$60,027.00	\$58,727.36
-------------	-------------	-------------

Average Daily Revenue

\$24,800.30	\$24,366.84	\$22,592.90
-------------	-------------	-------------

Revenue Per Transport

\$4,428.63	\$4,291.89	\$4,276.26
------------	------------	------------

Collections Per Transport

\$920.52	\$953.40	\$1,024.51
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Contractual Allowance Per Transport

\$2,862.71	\$3,480.86	\$3,265.14
------------	------------	------------



Month Ending

01/31/20

01/31/20	12/31/19	16 Month Avg
----------	----------	--------------

Collection % Gross

20.8%	22.2%	24.0%
-------	-------	-------

Accounted for Funds

85.4%	85.9%	94.9%
-------	-------	-------

Aging by Range

Payor Class	Current Month	Previous Month	16 Month Avg
0 - 30	\$248,768.00	\$223,172.00	\$216,766.73
31 - 60	\$191,820.00	\$135,901.00	\$147,497.20
61 - 90	\$75,049.00	\$86,730.00	\$90,691.26
91 - 120	\$60,365.00	\$88,317.00	\$50,385.03
120+	\$175,910.00	\$176,642.00	\$160,923.37

Aging Payor Class

Payor Class	Current Month	Previous Month	16 Month Avg
Medicare	\$28,781.00	\$31,740.00	\$38,507.86
Medicaid	\$77,328.00	\$79,026.00	\$39,771.55
Insurance	\$327,814.00	\$271,141.00	\$303,610.31
Self Pay	\$313,104.00	\$328,854.00	\$282,588.37
Facility	\$4,885.00	\$0.00	\$1,785.63

Days Sales Outstanding

30	29	27
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Revenue Cycle Performance

01/31/20	12/31/19	16 Month Avg
----------	----------	--------------

Charges by Class

Payor Class	Current Month	Previous Month	16 Month Avg
Medicare	\$292,534.00	\$302,027.00	\$272,326.75
Medicaid	\$228,825.00	\$260,280.00	\$212,181.56
Insurance	\$133,975.00	\$110,095.00	\$122,482.88
Self Pay	\$88,675.00	\$82,970.00	\$70,795.94
Facility			

Collections by Class

Payor Class	Current Month	Previous Month	16 Month Avg
Medicare	\$29,324.00	\$36,821.00	\$34,718.41
Medicaid	\$23,992.00	\$32,469.00	\$22,416.79
Insurance	\$90,536.00	\$93,544.00	\$95,854.71
Self Pay	\$10,796.00	\$4,965.00	\$9,394.77
Facility			

Transports by Class

Payor Class	Current Month	Previous Month	16 Month Avg
Medicare	63	67	60
Medicaid	53	62	51
Insurance	28	24	28
Self Pay	24	23	20
Facility			

Pay Mix Transports

Payor Class	Current Month	Previous Month	16 Month Avg
Medicare	37.5%	38.1%	38.0%
Medicaid	31.5%	35.2%	31.9%
Insurance	16.7%	13.6%	17.4%
Self Pay	14.3%	13.1%	12.7%
Facility	0.0%	0.0%	0.0%

Pay Mix Aging

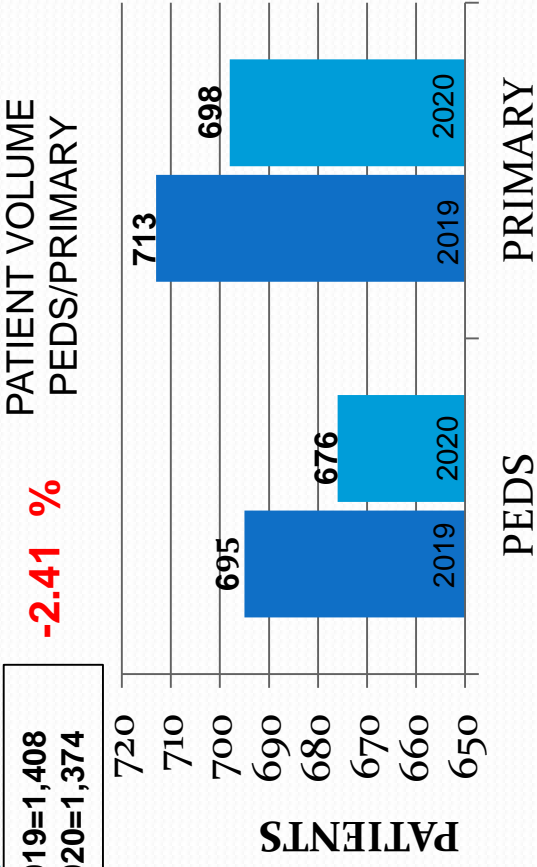
Payor Class	Current Month	Previous Month	16 Month Avg
Medicare	3.8%	4.5%	5.8%
Medicaid	10.3%	11.1%	6.0%
Insurance	43.6%	38.1%	45.6%
Self Pay	41.6%	46.3%	42.4%
Facility	0.6%	0.0%	0.3%

DEL PUERTO HEALTH CENTER

JANUARY 2019/2020

PATIENT VOLUME
PESDS/PRIMARY

-2.41 %



2019=1,408
2020=1,374

PRIMARY CARE

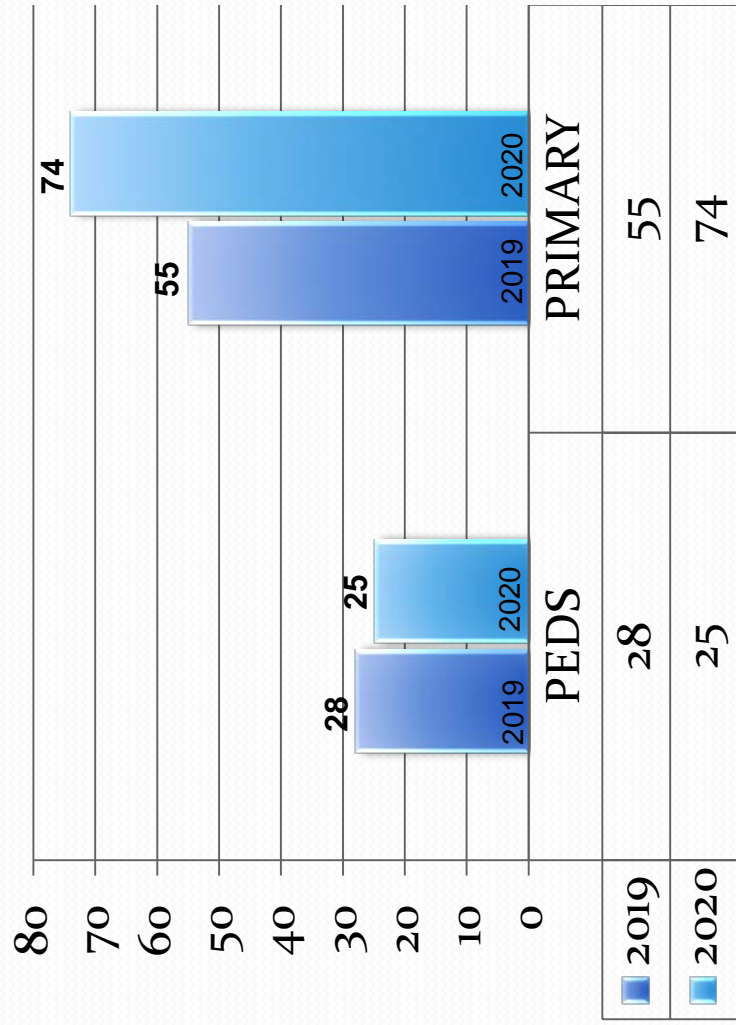
2019 RODRIGUEZ/ CHRISTINE / LENNARD
2020 RODRIGUEZ/ CHRISTINE/ LENNARD

PEDIATRICS

2019 CHRISTINE/RODRIGUEZ/LENNARD/RAY-DATTA
2020 CHRISTINE/RODRIGUEZ/ LENNARD /BLYTHE

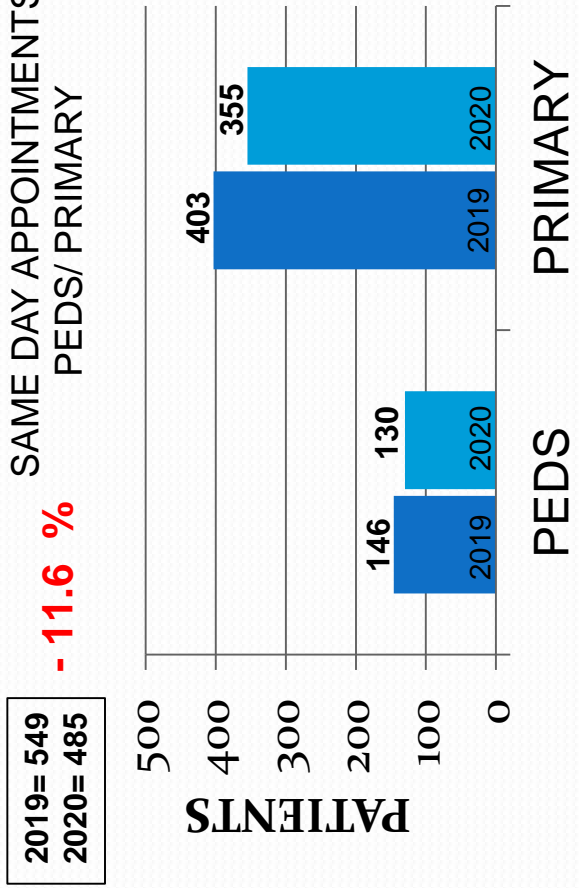
2019 = 83
2020 = 99

+ 16.2 %
NEW PATIENT VOLUME
PESDS / PRIMARY



SAME DAY APPOINTMENTS
PESDS/ PRIMARY

- 11.6 %

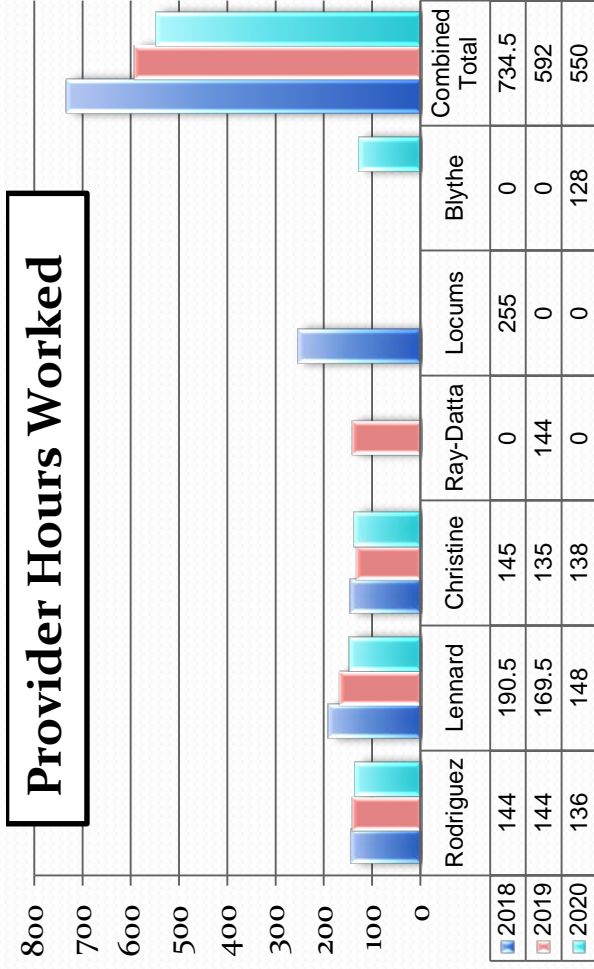


2019= 549
2020= 485

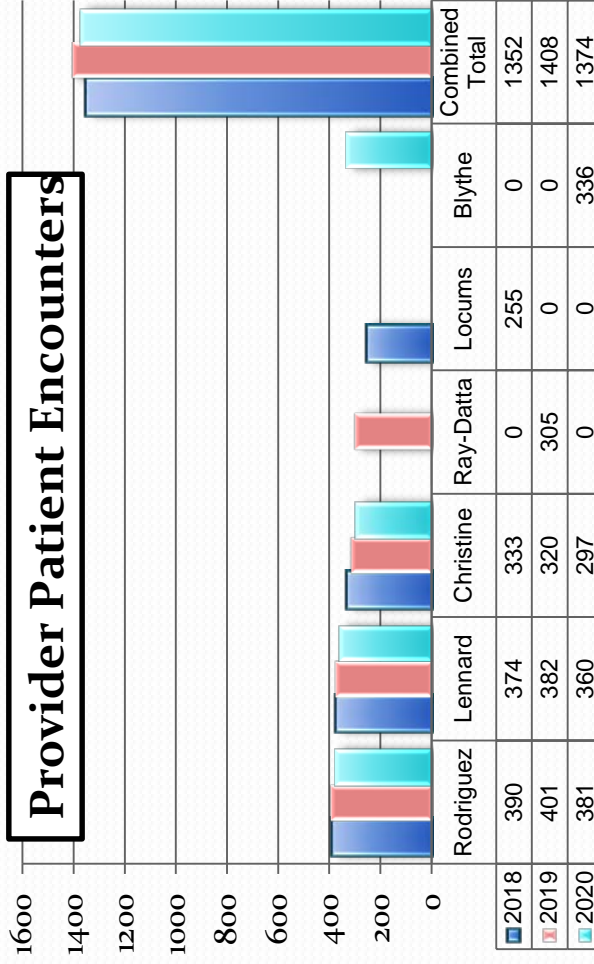
Productivity per Provider

JANUARY 2018-2020

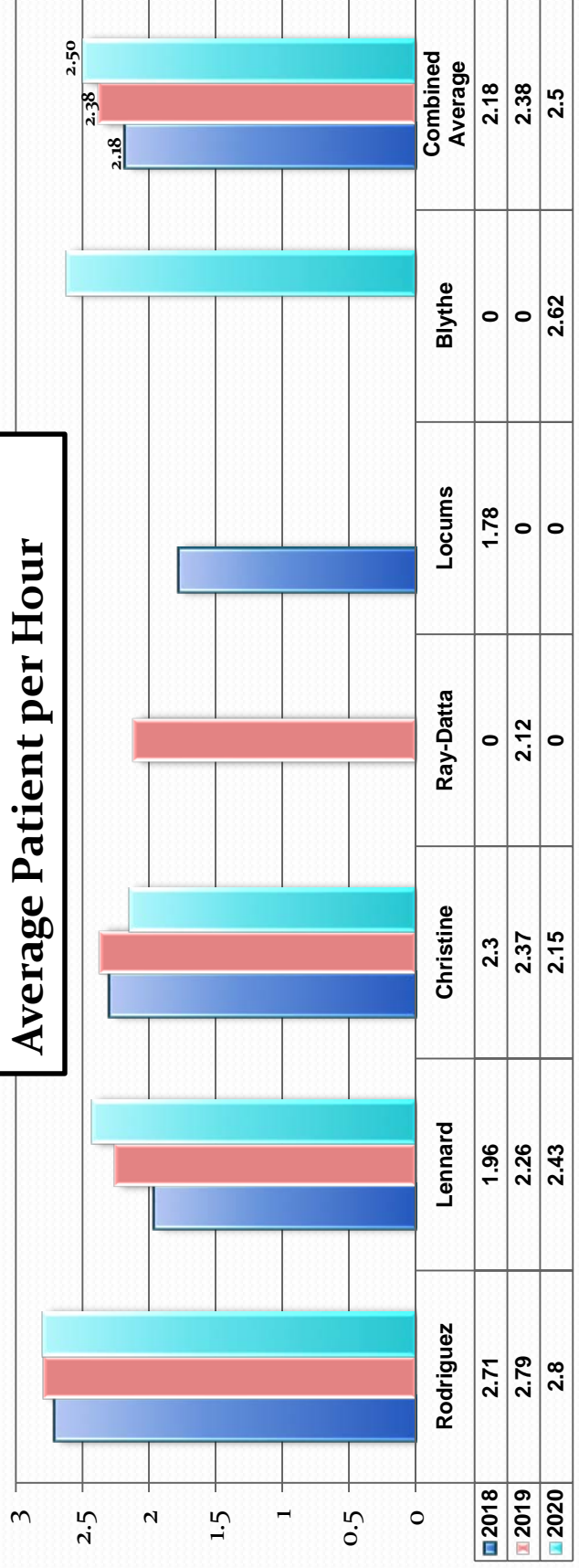
Provider Hours Worked



Provider Patient Encounters



Average Patient per Hour



Del Puerto Health Care District

Administrative Director / CEO Update – February 2020

Karin Freese Hennings

Strategic Planning:

- Health Center
 - Ramping up total patient visit count per day
 - Considering public awareness campaign “Sick today? Be seen today!”
- Ambulance
 - 4th Quarter GEMT payment made to State of California
 - Receiving \$330 per Medi-Cal transport now.
- Keystone C
 - Lease of C-4 to Golden Bear who is updating the interior
 - No final notice from West Orthodontics on when they will move

Financial Summary Report in Board Packet

- Health Center income under budget; YTD –\$351k
- District YTD Net \$176k to the good
- Unencumbered cash is 141% of our three-month operating reserve goal
- January warrants \$425,544

Conferences Attended

- Assoc of California Healthcare Districts Leadership Academy – Feb 19-21 Sacramento

Project Update

- Athena Health Electronic Health Record implementation postponed to July 1 for accounting purposes
- BoardDocs platform changed to Communities by Diligent; can offer electronic board packets

In Process

- Community Health Needs Assessment then District Strategic Plan
- Strategic Planning upon completion of assessment
- DPHCD Annual Report
- Board Governance Policies
- HR projects
 - Employee Handbook update
 - Ergonomics evaluations for all workstations
 - Spanish Test for Ambulance employees
 - Standardized evaluations
 - Financial education for all staff through AIG
 - Stay Interview, employee satisfaction survey, total compensation disclosure