

**BOARD OF DIRECTORS**

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

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

**BOARD OF DIRECTORS MEETING**

**Monday March 27, 2023 @ 6:00 pm**

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

**PUBLIC COMMENT PERIOD:** Matters under the jurisdiction of the Board and not on the posted agenda may be addressed by the general public at the beginning of the regular agenda. If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period; however, California law prohibits the Board from acting on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board of Directors. Persons speaking during the Public Comment will be limited to five minutes. Depending on the number of persons wishing to speak, speaking time may be reduced to allow all public members to address the Board. Public comments must be addressed to the board through the President. Comments to individuals or staff are not permitted.

**CONSENT CALENDAR:** These matters include routine financial and administrative actions and are identified with an asterisk (\*). All items on the consent calendar will be voted on as a single action at the beginning of the meeting under the section titled "Consent Calendar" without discussion. If you wish to discuss an item on the Consent Calendar, please notify the Clerk of the Board prior to the beginning of the meeting or you may speak about the item during Public Comment Period.

**REGULAR CALENDAR:** These items will be individually discussed and include all items not on the consent calendar, all public hearings, and correspondence.

**CLOSED SESSION:** Is the portion of the meeting conducted in private without the attendance of the public or press to discuss certain confidential matters specifically permitted by the Brown Act. The public will be provided an opportunity to comment on any matter to be considered in closed session prior to the Board adjourning into closed session.

**ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA:** Please raise your hand or step to the podium at the time the Board President announces the item. In order that interested parties have an opportunity to speak, any person addressing the Board will be limited to a maximum of 5 minutes unless the President of the Board grants a longer period.

**BOARD AGENDAS AND MINUTES:** Board agendas and minutes are typically posted on the Internet on Friday afternoons preceding a Monday meeting at the following website: <https://dphealth.specialdistrict.org/board-meetings>.

Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District office at 875 E Street, Patterson, CA during normal business hours. Such documents are also available online, subject to staff's ability to post the documents before the meeting, at the following website <https://dphealth.specialdistrict.org/board-meetings>.

**NOTICE REGARDING NON-ENGLISH SPEAKERS:** Board of Director meetings are conducted in English and translation to other languages is not provided. Please arrange for an interpreter, if necessary.

**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (209) 892-8781. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

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

**DEL PUERTO HEALTH CARE DISTRICT**  
**Board of Directors Meeting**  
Monday March 27, 2023 @ 6:00 pm

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
4. **Reading the Vision, Mission, and Value Statements**  
*Vision: "A locally cultivated, healthier community."*  
*Mission: "To provide, promote, and partner in quality healthcare for all."*  
*Values: "Compassion – Commitment – Excellence"*
5. **Public Comment Period** [Members of the public may address the Board on any issues on the Consent Calendar and items not listed on the agenda that are within the purview of the District. Comments on the agenda are made when the Board considers each item. Each speaker is allowed a maximum of five minutes. Board members may not comment or act on items not on the agenda.]
6. **Declarations of Conflict** [Board members disclose any conflicts of interest with agenda items]
7. **Approval of Agenda** **Action**  
[\*Directors may request moving any consent calendar item to the regular calendar or change the order of the agenda items.]
8. **Consent Calendar\*** [Routine committee reports, minutes, and non-controversial items] **Action**
  - A. \*Approve Board Meeting Minutes February 27, 2023
  - B. \*Approve Finance Committee Minutes October 19, 2022
  - C. \*Approve Finance Committee Minutes November 28, 2022 (No Dec/Jan/Feb Mtgs)
  - D. \*Approve of Financial Report and Warrants January 31, 2023
  - E. \*Approve of Financial Report and Warrants February 28, 2023
  - F. \*Adopt Resolution for Continuation of Emergency Meeting Protocol
9. **\*\*Regular Calendar**
  - A. \*Any Consent calendar items moved to the regular calendar **Action**
  - B. Review and Adopt Compensation Governance and Management Policy **Action**
  - C. Review and Adopt a Cost-of-Living-Adjustment (COLA) Policy **Action**
  - D. Approve Updated Salary Ranges for the Following Management Positions: **Action**
    1. Director of Ambulance Operations
    2. Manager of Health Center
    3. Manager of Human Resources
    4. Manager of Finance and Accounting
    5. Coordinator of EMS Quality Improvement and Clinical Education
  - E. Approve Res 2023-08 to Increase the Asset Replacement Fund FY2022 **Action**
  - F. Approve Res 2023-09 to Increase of Operational Reserve FY2023 **Action**
  - G. Approve of Mid-Year Budget Adjustment as of March 1, 2023 **Action**
  - H. Triennial Review of Governance Policies **Information**
  - I. Proposal of New Governance Policies **Information**
10. **Reports**

A. <u>Employee Anniversaries &amp; New Hires</u>	<u>March</u>	<u>Years</u>
Ambulance	Angela Cioli	New
Health Center	Lizandro Barragan PA	1
	Marisol Juarez Pinon	1
	Jacqueline Palominos	11
B. Del Puerto Hospital Foundation – Director Avila		
C. West Side Health Care Task Force – Director Benefield		

**DEL PUERTO HEALTH CARE DISTRICT**  
**Board of Directors Meeting**  
Monday March 27, 2023 @ 6:00 pm

- D. Ambulance – Mr. Willette
- E. Health Center – Ms. Benitez
- F. Administration – Ms. Freese
- G. CEO Annual Evaluation Process – Director Avila Review of Process
- H. Legislative Update – ACHD Legislative Days April 26-27, 2023
- I. Building Project Update – Ms. Freese

11. **Strategic Planning**

- A. Strategic Planning Retreat – April 22, 2023, 8:30 AM – 1:00 PM

12. **Director Correspondence, Comments, Future Agenda Items**

**Information**

13. **Closed Session** *[Board of Directors may recess to closed session to discuss certain matters as legally permitted. Any action taken shall be reported in an open session.]*

- |                              |  |
|------------------------------|--|
| A. Gov't Code § 54956.2      | Report Involving Trade Secret<br>The discussion will concern a new service.<br>Estimated date of public disclosure: April 2023 |
| B. Gov't Code § 54956.9(b)   | Conference with Legal Counsel; anticipated litigation or significant exposure to litigation                                    |
| C. Gov't Code section 54957: | Public Employment Employee Performance Evaluation<br>Title: Administrative Director / CEO                                      |

14. **Upcoming Regular Board and Standing Committee Meeting Dates Information**

- |  |                                      |
|--|--------------------------------------|
| Finance – Wed, Apr 19, 2023, @ 8:00 AM | Board – Mon, Apr 30, 2023, @ 6:00 PM |
| Finance – Wed, May 24, 2023, @ 8:00 AM | Board – Mon, May 22, 2023, @ 6:00 PM |
| Finance – Wed, Jun 21, 2023, @ 8:00 AM | Board - Mon, Jun 26, 2023 @ 6:00 PM  |

15. **Adjourn**



**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – March 27, 2023 – Consent Calendar Summary**

**Page 1 of 1**

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.*

**AGENDA ITEMS**

- A. \*Approve Board Meeting Minutes February 27, 2023
- B. \*Approve Finance Committee Minutes October 19, 2022
- C. \*Approve Finance Committee Minutes November 28, 2022 (No Dec/Jan/Feb Mtgs)
- D. \*Approve of Financial Report and Warrants January 31, 2023
- E. \*Approve of Financial Report and Warrants February 28, 2023
- F. \*Adopt Resolution for Continuation of Emergency Meeting Protocol

**RECOMMENDED**

**MOTION:** That the Board of Directors adopt the Consent Calendar as presented.

**MOTION AMENDED:** YES NO

**AMENDMENT:** \_\_\_\_\_

<b>Motion Made By</b>	<b>Motion</b>	<b>Second</b>
Director Avila		
Director Benefield		
Director Campo		
Director Stokman		
Director Zone 4 - Vacant		

<b>Roll Call Vote</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Director Avila				
Director Benefield				
Director Campo				
Director Stokman				
Director Zone 4 - Vacant				

**MOTION IS:**

\_\_\_\_\_ *Approved* \_\_\_\_\_ *Denied* \_\_\_\_\_ *Approved as amended*



**BOARD OF DIRECTORS BOARD OF DIRECTORS**

*Luis Avila, President  
Becky Campo, Vice-President  
Timothy Benefield, Secretary  
Anne Stokman, RN, Treasurer  
Vacant Seat, Director at Large*

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

**BOARD OF DIRECTORS MEETING MINUTES****Monday, February 27, 2023**

1. **Call to order** @ 6:33 PM by President, Luis Avila

2. **Pledge of Allegiance**

3. **Board of Directors Roll Call** – a quorum is present

**Directors Present:** President, Luis Avila  
Treasurer, Anne Stokman  
Director, Timothy Benefield

**Directors Absent:** Vice President, Becky Campo

**Staff Present:** Administrative Director/CEO, Karin Freese  
Ambulance Director, Paul Willette  
Health Center Manager, Suzie Benitez  
Clerk of the Board, Cheryle Pickle  
CES, Chantale Pakosz  
EMT, Eddie Thompson

**District Legal Council:** Dave Ritchie, Cole Huber, LLP (via telephone call)

**Members of the Public:** City of Patterson Mayor, Michael S. Clauzel  
Tammy Thompson

4. **Reading of the Vision, Mission, and Value Statements**

*Vision: "A locally cultivated, healthier community."  
Mission: "To provide, promote, and partner in quality healthcare for all."  
Values: "Compassion – Commitment – Excellence"*

5. **Public Comment Period** – Introductions were made by each person present.

6. **Declarations of Conflict:**

Director Stokman noted a contract with CSU Stanislaus regarding an Intern Agreement, and she teaches at the University. There is no financial benefit to Director Stokman. Ms. Freese asked Council's opinion. Mr. Ritchie stated that since Director Stokman receives no compensation from this agreement, it is not a conflict.

7. **Approval of Agenda:**

Ms. Freese stated there was a request to take Item 8A out of the consent calendar because Director Benefield was not a Board Director at the last board meeting and cannot vote to approve the minutes.

**M/S/C To approve the agenda with item 8A moved to the regular calendar.** Director Stokman/Director Benefield

**Ayes:** Directors Avila, Stokman, Benefield  
**Nays:** None  
**Abstain:** None  
**Motion:** **Passed**

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

- A. \* ~~Approve Board Meeting Minutes January 30, 2023~~
- B. \*Adopt Resolution 2023-03: Option to Continue Use of Emergency Meeting Protocols
- C. \*Approve 2023-2028 CSU Stanislaus Internship Agreement
- D. \*Approve 2023 Board Meeting Calendar
- E. \*Approve Merced Community College EMS Internship Agreement with PDA

**M/S/C. To move Item 8A to the Regular Calendar and approve the Consent Calendar.** Director Stokman/Benefield

**Ayes:** Directors Avila, Stokman, Benefield

**Nays:** None

**Abstain:** None

**Motion:** **Passed**

9. **Regular Calendar**

**A. Approve Board Meeting Minutes January 30, 2023**

This item was removed from the Consent Calendar because Director Benefield was not appointed at the last meeting. There were no questions.

**M/S/C. To approve the Board Meeting Minutes for January 30, 2023.** Director Avila/Stokman

**Ayes:** Directors Avila, Stokman

**Nays:** None

**Abstain:** Director Benefield

**Motion:** **Passed**

**B. Elect Board Secretary for Calendar Year 2023**

Director Avila called for nominations for Board Secretary. Director Stokman nominated Director Benefield. Director Benefield accepted the nomination.

**M/S/C. To nominate Director Benefield to the Office of Board Secretary.** Director Stokman/Avila

**Ayes:** Directors Avila, Stokman, Benefield

**Nays:** None

**Abstain:** None

**Motion:** **Passed**

**C. Resolution 2023-04: 2023 Star of Life Recognition Eddie Thompson.**

Mr. Willette explained that each year the California Ambulance Association recognizes nominees from the EMS services to be recognized with a Star of Life Award. Our nominees will attend the CAA meeting to receive their awards. Mr. Willette introduced our first nominee, Mr. Thompson, and summarized his accomplishments. Ms. Freese read the Resolution of Recognition and Appreciation for Mr. Thompson.

**M/S/C. That the Del Puerto Health Care District Board of Directors adopt Resolution 2023-04 recognizing Patterson District Ambulance Star of Life Recipient EMT Eddie Thompson.**

Director Benefield/Stokman

**Ayes:** Directors Avila, Stokman, Benefield

**Nays:** None

**Abstain:** None

**Motion:** **Passed**

**D. Resolution 2023-05: 2023 Star of Life Recognition Chantale Pakosz.**



Mr. Willette introduced the second nomination for Patterson District Ambulance's recipient of the Stars of Life Award, Ms. Chantale Pakosz, and summarized her accomplishments. Ms. Freese read the Resolution of Recognition and Appreciation for Ms. Pakosz.

**M/S/C. That the Del Puerto Health Care District Board of Directors adopt Resolution 2023-05 recognizing Patterson District Ambulance Star of Life Recipient Paramedic Chantale Pakosz.**

Director Benefield/Stokman

**Ayes:** Directors Avila, Stokman, Benefield  
**Nays:** None  
**Abstain:** None  
**Motion:** **Passed**

**E. Approve of Financial Report for December 31, 2022**

Ms. Freese explained that this financial report was brought back to the board to explain Item 611.075 (page 20 of report) for \$37,002.00 and where it had been budgeted. It was not shown as a fully budgeted item because this amount was for multiple quarters and the bills for Quarters 1 and 2 were received after the end of the previous fiscal year.

**M/S/C. Approve the Financial Report for December 31, 2022.** Director Stokman/Benefield

**Ayes:** Directors Avila, Stokman, Benefield  
**Nays:** None  
**Abstain:** None  
**Motion:** **Passed**

**F. 2023 Finance Committee Member**

Ms. Freese explained that the President was to appoint one board member to the Finance Committee. Director Avila called for interested members. He appointed Director Campo to serve on the Finance Committee along with the Treasurer, Director Stokman.

**G. 2023 Representative to WSHCTF**

Director Avila explained that this committee meets every other month over Zoom. It is a good opportunity to meet other healthcare leaders in the community and network with them. Director Avila called for volunteers. He then appointed Director Benefield.

**H. 2023 Del Puerto Health Care Foundation Trustee**

Ms. Hennings explained the nature of the Foundation. This is a community organization. However, the board may appoint a representative for the calendar year. Director Avila said he would lead by example and appointed himself as the District's representative.

**I. Resolution 2023-06: Ambulance Replacement Purchase**

Ms. Freese shared how the Ambulance Replacement Plan was designed to work. We should replace an ambulance after ten years of service. With five ambulances, we replace one ambulance every two years. We use the ambulance in different positions within the fleet to maximize its life. Mr. Willette presented the different types of ambulances and explained why our fleet comprises Type III ambulances. We have used the same vendor because they have quality products.

**M/S/C. Authorize the Director of Ambulance Operations to order and equip a 2023 Ford Type III Victoryliner ambulance at a cost not to**

exceed \$289,450 and to authorize the CEO to sign all necessary purchase orders. The CEO will propose payment options (cash, loan, lease) to the Finance Committee and Board no later than July 31, 2023. Director Stokman/Benefield

**Ayes:** Directors Avila, Stokman, Benefield  
**Nays:** None  
**Abstain:** None  
**Motion:** Passed by roll call vote.

## 10. Reports

### A. Employee Anniversaries & New Hires

	<u>February</u>	<u>Years</u>
Ambulance	Lori Valdovinos	11 PT
Health Center	Suzi Perez	7 FT

B. **Del Puerto Hospital Foundation** – Director Avila appointed at this meeting – No Report

C. **West Side Health Care Task Force** – Director Benefield appointed at this meeting – No Report

### D. **Ambulance – Director Paul Willette**

Discussion: Mr. Willette explained the format of his standard report. He presented reports for the months of November, December, and January. In December, the ambulance set a record for the number of transports with 212. All three months were busy. Ms. Freese reviewed the ambulance patient satisfaction survey data and the Benchmark Comparison report, which ranks our ambulance against the total data, similar-sized ambulance companies, and all California ambulance companies.

### E. **Health Center – Manager Suzie Benitez**

Discussion: Ms. Benitez reviewed her report. The providers are seeing an average of 2.9 patients per hour. Behavioral health visits are on the increase. In the past, we have been assigned 15 different HEDIS measures. This year there is five more, and next year, there will be 26 measures to be tracked annually for each patient. We work consistently with the health plans (meetings every 3-4 weeks. Healthnet has provided funding for an A1-C and lipid screen analyzer. This will help with patient lab access and our reporting. Ms. Freese presented the Health Center Patient Satisfaction Survey and Net Promoter Score.

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

Discussion: Ms. Freese presented her written report. She brought the board's attention to the Legislation/Advocacy section and highlighted Initiative #21-0042A1 (AKA#1935), raising the minimum wage for healthcare workers to \$25.00 per hour. She discussed an Annual Board Retreat in late April or early May. The discussion was whether to have this on a weekday evening or a Saturday day. Board members seemed to prefer a Saturday morning. She reminded the board about the required training on Ethics and Sexual Harassment Prevention. A discussion was had to have group training or individual webinar-type training. It was decided to have the webinar-type training.

### G. **Legislative Update – CSDA Take Action Brief**

Ms. Freese presented CSDS Take Action Briefs

### F. **Building Project Update – Pros and Cons Design-Build vs. Design-Bid-Build**

Ms. Freese led a discussion on the pros and cons of the Design-Build vs. Design-Bid-Build process. Questions were asked, and concerns were voiced. One of the concerns was to provide local tradespeople a chance to compete for the work. The bidding process was discussed for each approach. There would not be much cost difference between the two methods. Control over the project architect is something that must be considered. We may need to hire an architect to represent us if we go with Design Build but change orders are limited to change in scope of the

project. Design-Bid-Build will have change orders which add additional cost if there is any deviation from the architect's plans as bid. Both approaches must use qualified trade people. Board requested additional information:

- Which method does LDA Partners see most often?
- Which approach did PJUSD use when they built their theatre and science building?

Ms. Freese will get these answers and bring them to future meetings.

## 11. Strategic Planning

### A. Establish Strategic Planning Retreat Date.

The board discussed the dates of April 22 and May 6 as possible retreat dates. Ms. Freese will check with Director Campo before scheduling and send an email for the resulting date.

## 12. Director Correspondence, Comments, Future Agenda Items - None

## 13. Closed Session *[Board of Directors may recess to closed session to discuss certain matters as legally permitted. Any action taken shall be reported in an open session.]*

### Adjourned to Closed Session @ 8:39 pm

#### A. Gov't Code § 54956.2

Report Involving Trade Secret

The discussion will concern a new service.

Estimated date of public disclosure: April 2023

#### B. Gov't Code § 54956.9(b)

Conference with Legal Counsel; anticipated litigation or significant exposure to litigation

### Reconvene to Open Session @ 08:47 pm

**Report of Closed Session-** No reportable actions. Direction given to staff.

## 14. Upcoming Regular Board and Standing Committee Meeting Dates Information

Finance – TBD

Board – Mon, Mar 27, 2023, @ 6:30 PM

Finance – TBD

Board – Mon, Apr 30, 2023, @ 6:30 PM

Finance – TBD

Board – Mon, May 22, 2023, @ 6:30 PM

## 15. Meeting Adjourned @ 08:49 pm

Respectfully Submitted:

\_\_\_\_\_  
Timothy Benefield, Board Secretary

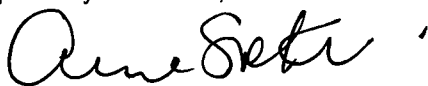
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Date Approved



**DEL PUERTO HEALTH CARE DISTRICT**  
**875 E Street, Patterson, California 95363**  
**FINANCE MEETING**  
**MINUTES October 19, 2022**

1. **Call to order/Attendance**  
The meeting was called to order by Anne Stokman, Committee Chair, 8:00 AM  
**Other Board Members Present:** George Gallo Mac Master, Committee Member  
**Staff Members Present:** Karin Freese, Administrative Director/CEO; Maria Reyes-Palad, Financial Accounting Manager; Danae Skinner, Administrative Staff Accountant.
2. **Public Participation** – there were no comments
3. **Audit Update**  
Christopher Rodgers, Wipfli Audit Team Manager, addressed the committee regarding the status of the audit and changes to GASB which will impact the audit reports as well as the single audit required for the USDA loan.
4. **Acceptance of Agenda**  
M/S/C George Gallo Mac Master/Anne Stokman to accept the agenda as presented.
5. **Finance Report Review**
  - A. Review for Approval: September 21, 2022 Finance Meeting Minutes  
M/S/C George Gallo Mac Master/Anne Stokman to accept the minutes for September 21, 2022 as presented.
  - B. Review Financial Reports for September 2022  
Maria Reyes-Palad reviewed the Financial Reports for September 2022 and answered all questions regarding the reports.  
M/S/C George Gallo Mac Master/Anne Stokman to recommend to the Board to accept the September 2022 Financial Reports as presented.
  - C. Review for Recommendation September 2022 Warrants  
Maria Reyes-Palad reviewed the report and answered all questions regarding the Warrants.  
M/S/C Anne Stokman/George Gallo Mac Master to recommend to the Board to accept the Warrants as presented.
5. **Old Business – None**
6. **New Business – None**
7. **Accounting and Finance Manager Report**
  - A. Update on COVID19 Stimulus P&L  
Information Only – No Action Taken
  - B. Set Schedule for Committee Review of Account Reconciliations  
Anne Stokman will review the Account Reconciliations at a later date to be arranged.
8. **Meeting adjourned – 9:03 AM**                      **Next Meetings:** Monday, November 28<sup>th</sup> at 5:00 PM

Respectfully submitted,



\_\_\_\_\_  
Anne Stokman, Treasurer

**DEL PUERTO HEALTH CARE DISTRICT**  
**1700 Keystone Pacific Parkway, Suite B, North Conference Room, Patterson, California 95363**  
**FINANCE MEETING**  
**MINUTES November 28, 2022**

1. **Call to order/Attendance**  
The meeting was called to order by Anne Stokman, Committee Chair, 5:07 PM  
**Other Board Members Present:** George Gallo Mac Master, Committee Member  
**Staff Members Present:** Karin Freese, Administrative Director/CEO; Maria Reyes-Palad, Financial Accounting Manager; Danae Skinner, Administrative Staff Accountant; Susie Benitez, Health Center Manager and Paul Willette, Ambulance Director.
2. **Public Participation** – there were no comments
3. **Acceptance of Agenda**  
M/S/C George Gallo Mac Master/Anne Stokman to accept the agenda as presented.
4. **Finance Report Review**
  - A. Review for Approval: October 19, 2022 Finance Meeting Minutes  
M/S/C George Gallo Mac Master/Anne Stokman to accept the minutes for October 19, 2022 as presented.
  - B. Review Financial Reports for October 2022  
Maria Reyes-Palad reviewed the Financial Reports for October 2022 and answered all questions regarding the reports.  
M/S/C George Gallo Mac Master/Anne Stokman to recommend to the Board to accept the October 2022 Financial Reports as presented.
  - C. Review for Recommendation October 2022 Warrants  
Maria Reyes-Palad reviewed the report and answered all questions regarding the Warrants.  
M/S/C George Gallo Mac Master/Anne Stokman to recommend to the Board to accept the Warrants as presented.
5. **Old Business – None**
6. **New Business**
  - A. Health Center Administration Computer Upgrades  
Karin Freese reviewed the resolution to upgrade the District's 42 desktop computers and answered all questions regarding the resolution.  
M/S/C George Gallo Mac Master/Anne Stokman to recommend to the Board to accept the Resolution as presented.
7. **Accounting and Finance Manager Report**
  - A. LAIF Investment Update  
Karin Freese reviewed the Ratification of the LAIF Transfer of Operating Cash to the LAIF account that was previously discussed with the committee members via email.  
M/S/C George Gallo Mac Master/Anne Stokman to recommend to the Board to Ratify the LAIF Transfer with the email date September 23, 2022, the committee agreed to the transfer included in the ratification.
  - B. Update on COVID19 Stimulus P&L  
Information Only – No Action Taken
  - B. Set Schedule for Committee Review of Account Reconciliations  
Anne Stokman and George Gallo Mac Master reviewed the Account Reconciliations after the meeting.
8. **Meeting adjourned – 5:32 PM**      **Next Meeting:** Wednesday, December 21, 2022 8:00 AM

Respectfully submitted,

  
\_\_\_\_\_  
Anne Stokman, Treasurer

Del Puerto Health Care District  
**Balance Sheet**  
As of January 31, 2023

	Jan 31, 23	Dec 31, 22	% Change	Jan 31, 22	% Change	NOTES
<b>ASSETS</b>						
Current Assets						
Total Checking/Savings	3,990,329	2,997,727	33%	3,542,397	13%	
Accounts Receivable						
121.000 · Patient Accounts - Net						
Total 121.100 · Ambulance	202,383	221,663	(9%)	187,481	8%	
Total 121.300 · Health Center	408,043	373,417	9%	468,624	(13%)	
Total 121.000 · Patient Accounts - Net	610,426	595,080	3%	656,105	(7%)	
123.000 · Keystone C Accts Rec	735	488	51%	(3,985)	118%	
125.000 · Other Accounts Receivable	75	75		20,155	(100%)	
Total 126.000 · Government Reimbursements	112,374	76,436	47%	51,632	118%	
Total Accounts Receivable	723,610	672,079	8%	723,907		
Total Other Current Assets	136,034	1,077,471	(87%)	67,746	101%	
Total Current Assets	4,849,973	4,747,277	2%	4,334,050	12%	
Fixed Assets						
Total Fixed Assets	5,007,918	5,034,655	(1%)	5,261,098	(5%)	
Other Assets						
150.000 · Lease Receivable - Non Current	327,809	327,809			100%	
Total Other Assets	327,809	327,809			100%	
<b>TOTAL ASSETS</b>	<b>10,185,700</b>	<b>10,109,741</b>	<b>1%</b>	<b>9,595,148</b>	<b>6%</b>	
<b>LIABILITIES &amp; EQUITY</b>						
Liabilities						
Total Current Liabilities	520,845	500,697	4%	569,985	(9%)	
Total Long Term Liabilities	1,812,294	1,817,667	(0%)	2,073,196	(13%)	
Total Liabilities	2,333,139	2,318,364	1%	2,643,181	(12%)	
Equity						
350.000 · Unrestricted Assets	2,028,461	2,028,461		1,593,408	27%	
Total 360.000 · Assigned Fund Balance	2,004,003	2,004,003		2,010,132	(0%)	
Total 370.000 · Restricted Fund Balance	242,870	242,870		242,870		
390.000 · Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762		
Net Income	1,084,466	1,023,281	6%	612,796	77%	YTD Overall result
Total Equity	7,852,562	7,791,377	1%	6,951,968	13%	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,185,701</b>	<b>10,109,741</b>	<b>1%</b>	<b>9,595,149</b>	<b>6%</b>	

	Jan 31, 23	Dec 31, 22
Month end Cash balance	3,990,329	2,997,727
101.015 · TCB - Keystone C 8641	(251,439)	(240,182)
103.100 - TCB USDA Debt Reserve 7237	(122,926)	(122,924)
370.010 - Mitigation Fees	(122,150)	(122,150)
360.030 - Asset Replacement Fund	(588,003)	(588,003)
AP & Payroll Liabilities	(448,015)	(428,048)
<b>UNENCUMBERED CASH</b>	<b>2,457,796</b>	<b>1,496,420</b>
Percent of Operating Reserve	174%	106%
360.070 - Operating Cash Reserve	1,416,000	1,416,000

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

	Total 00 Tax Revenue			Total 01 DPHCD			Total 02 Patterson District Ambulance			Total 03 Del Puerto Health Center			Total 06 Keystone Bldg C			TOTAL		
	Jul '22 - Jan 23	Budget	FY22-23 Budget	Jul '22 - Jan 23	Budget	FY22-23 Budget	Jul '22 - Jan 23	Budget	FY22-23 Budget	Jul '22 - Jan 23	Budget	FY22-23 Budget	Jul '22 - Jan 23	Budget	FY22-23 Budget	Jul '22 - Jan 23	Budget	FY22-23 Budget
	Ordinary Income/Expense																	
Income																		
401.000 · Gross Patient Service Revenue							6,336,481	5,760,417	9,875,000	2,014,317	1,582,204	2,712,350				8,350,798	7,342,621	12,587,350
403.000 · Adjustments							(4,174,915)	(3,958,378)	(6,785,791)	60,680	(29,395)	(50,392)				(4,114,235)	(3,987,773)	(6,836,183)
405.000 · Bad Debt							(407,692)	(461,557)	(791,240)	93,600	(10,986)	(18,833)				(314,092)	(472,543)	(810,073)
407.000 · Other Income				2,483	583	1,000	12,758	5,833	10,000	6,517	11,083	19,000				21,758	17,499	30,000
<b>Total Income</b>				<b>2,483</b>	<b>583</b>	<b>1,000</b>	<b>1,766,632</b>	<b>1,346,315</b>	<b>2,307,969</b>	<b>2,175,115</b>	<b>1,552,907</b>	<b>2,662,125</b>				<b>3,944,230</b>	<b>2,899,805</b>	<b>4,971,094</b>
Gross Profit				2,483	583	1,000	1,766,632	1,346,315	2,307,969	2,175,115	1,552,907	2,662,125				3,944,230	2,899,805	4,971,094
Expense																		0
601.000 · Salaries & Wages				260,950	273,538	470,314	895,857	847,970	1,441,300	678,589	736,727	1,266,155				1,835,396	1,858,235	3,177,769
602.000 · Employee Benefits				68,211	76,510	131,157	207,148	192,616	330,200	212,865	221,572	379,847				488,224	490,698	841,204
603.000 · Professional Fees				44,108	43,334	54,287	20,936	16,297	27,937	270,264	263,179	446,307				335,308	322,810	528,531
604.000 · Purchased Services				10,472	7,236	12,405	145,369	142,250	243,857	145,437	115,302	197,662				301,278	264,788	453,924
605.000 · Supplies				4,043	5,053	8,662	53,588	50,075	85,842	52,965	52,090	89,297				110,596	107,218	183,801
606.000 · Utilities				4,319	4,730	8,108	13,276	11,901	20,402	27,018	26,557	45,526				44,613	43,188	74,036
607.000 · Rental and Lease				1,706	2,539	4,352	221	221	378	1,355	1,569	2,690				3,282	4,329	7,420
608.000 · Insurance Coverages				24,060	23,711	40,648	123,827	111,894	191,819	57,964	70,460	120,789				205,851	206,065	353,256
609.000 · Maintenance & Repairs				1,776	1,276	2,188	42,406	42,844	73,447	15,969	20,384	34,944				60,151	64,504	110,579
610.000 · Depreciation and Amortization				11,112	10,898	18,682	112,268	112,450	192,771	46,631	48,141	82,528	28,037	27,765	47,597	198,048	199,254	341,578
611.000 · Other operating expenses	13,588	23,293		30,018	33,833	57,947	151,753	132,978	203,141	146,998	113,249	194,129				328,769	293,648	478,510
<b>Total Expense</b>	<b>13,588</b>	<b>23,293</b>	<b>460,776</b>	<b>482,658</b>	<b>808,750</b>	<b>1,766,649</b>	<b>1,661,496</b>	<b>2,811,094</b>	<b>1,656,054</b>	<b>1,669,232</b>	<b>2,859,874</b>	<b>28,037</b>	<b>27,765</b>	<b>47,597</b>	<b>3,911,516</b>	<b>3,854,739</b>	<b>6,550,608</b>	
Net Ordinary Income	(13,588)	(23,293)	(458,293)	(482,075)	(807,750)	(17)	(315,180)	(503,125)	519,060	(116,325)	(197,749)	(28,037)	(27,765)	(47,597)	32,713	(954,933)	(1,579,514)	
Other Income/Expense																		0
Other Income																		0
701.000 · District Tax Revenues	862,691	862,691	1,478,898				142,333	142,333	244,000							1,005,024	1,005,024	1,722,898
702.000 · Impact Mitigation Fees																		0
703.000 · Investment Income				6,714			0			0						6,714		0
704.000 · Interest Expense										(32,714)	(32,258)	(55,300)				(32,714)	(32,258)	(55,300)
705.000 · Tenant Revenue													79,947	78,533	134,628	79,947	78,533	134,628
710.000 · Misc Other Income				60			1			3,902						3,963		0
<b>Total Other Income</b>	<b>862,691</b>	<b>862,691</b>	<b>1,478,898</b>	<b>6,774</b>			<b>142,334</b>	<b>142,333</b>	<b>244,000</b>	<b>(28,812)</b>	<b>(32,258)</b>	<b>(55,300)</b>	<b>79,947</b>	<b>78,533</b>	<b>134,628</b>	<b>1,062,934</b>	<b>1,051,299</b>	<b>1,802,226</b>
Other Expense																		0
802.000 · Keystone District Expense													11,183	6,629	11,364	11,183	6,629	11,364
810.000 · Misc Other Expense																		0
<b>Total Other Expense</b>													<b>11,183</b>	<b>6,629</b>	<b>11,364</b>	<b>11,183</b>	<b>6,629</b>	<b>11,364</b>
Net Other Income	862,691	862,691	1,478,898	6,774			142,334	142,333	244,000	(28,812)	(32,258)	(55,300)	68,764	71,904	123,264	1,051,751	1,044,670	1,790,862
<b>Net Income</b>	<b>862,691</b>	<b>849,103</b>	<b>1,455,605</b>	<b>(451,518)</b>	<b>(482,075)</b>	<b>(807,750)</b>	<b>142,318</b>	<b>(172,847)</b>	<b>(259,125)</b>	<b>490,249</b>	<b>(148,583)</b>	<b>(253,049)</b>	<b>40,728</b>	<b>44,139</b>	<b>75,667</b>	<b>1,084,468</b>	<b>89,737</b>	<b>211,348</b>



## Del Puerto Health Care District Warrants by Bank Account

January 2023

Type	Date	Num	Name	Credit	NOTES
101.000 · Cash and cash equivalents					
101.010 · Tri Counties Bank					
101.011 · TCB-Operating Checking 1739					
Bill Pmt -Check	01/04/2023	EFT	U.S. Bank Equipment Finance - EFT	126.27	
Bill Pmt -Check	01/11/2023	EFT	Umpqua Bank	4,389.10	
Bill Pmt -Check	01/16/2023	EFT	ABW Medical, LLC	7,625.00	
Bill Pmt -Check	01/23/2023	EFT	Athena Health, Inc.	22,224.47	
Bill Pmt -Check	01/23/2023	EFT	City Of Patterson-H2O, sewer, garbag	444.68	
Bill Pmt -Check	01/04/2023	31652	GreenWorks Janitorial Services	4,145.00	
Bill Pmt -Check	01/04/2023	31653	MD - Rodriguez, Jose	35,333.33	
Bill Pmt -Check	01/04/2023	31654	PG&E	1,048.59	
Bill Pmt -Check	01/04/2023	31655	Staples Advantage	239.57	
Bill Pmt -Check	01/04/2023	31656	TID Turlock Irrigation District +06	1,129.88	
Bill Pmt -Check	01/11/2023	31657	Airgas USA, LLC	409.66	
Bill Pmt -Check	01/11/2023	31658	AMR-American Medical Response	9,088.00	
Bill Pmt -Check	01/11/2023	31659	BICSEC Security, Inc	25.00	
Bill Pmt -Check	01/11/2023	31660	Bound Tree Medical LLC	1,207.67	
Bill Pmt -Check	01/11/2023	31661	CARHC-CA Assoc. of Rural Health C	300.00	
Bill Pmt -Check	01/11/2023	31662	Comcast - Other	192.72	
Bill Pmt -Check	01/11/2023	31663	Crescent Work & Outdoor #1	705.84	
Bill Pmt -Check	01/11/2023	31664	Data Path, Inc	5,848.14	
Bill Pmt -Check	01/11/2023	31665	DeliverHealth	79.00	
Bill Pmt -Check	01/11/2023	31666	Frontier-3755	272.57	
Bill Pmt -Check	01/11/2023	31667	Frontier - HC 8639	272.57	
Bill Pmt -Check	01/11/2023	31668	Graphic Print Stop	51.49	
Bill Pmt -Check	01/11/2023	31669	Language Line	113.35	
Bill Pmt -Check	01/11/2023	31670	Life-Assist	2,217.40	
Bill Pmt -Check	01/11/2023	31671	McAuley Ford	1,580.65	
Bill Pmt -Check	01/11/2023	31672	McKesson Medical Surgical Inc.	1,109.30	
Bill Pmt -Check	01/11/2023	31673	MedStatix, Inc	160.00	
Bill Pmt -Check	01/11/2023	31674	Mission Linen Supply	1,023.38	
Bill Pmt -Check	01/11/2023	31675	National Association of EMS Educator	95.00	
Bill Pmt -Check	01/11/2023	31676	O'Reilly Auto Parts	19.40	
Bill Pmt -Check	01/11/2023	31677	Pacific Records Management	276.37	
Bill Pmt -Check	01/11/2023	31678	Patterson Irrigator	30.00	
Bill Pmt -Check	01/11/2023	31679	Paul Oil Co., Inc.	3,241.15	
Bill Pmt -Check	01/11/2023	31680	Physicians Service Bureau	291.37	
Bill Pmt -Check	01/11/2023	31681	Quest Diagnostics	100.00	
Bill Pmt -Check	01/11/2023	31682	Stanislaus County Department of Agric	611.00	
Bill Pmt -Check	01/11/2023	31683	Staples Advantage	116.83	
Bill Pmt -Check	01/11/2023	31684	Stericycle / Shred-it	408.97	
Bill Pmt -Check	01/11/2023	31685	Streamline/Digital Deployment	260.00	
Bill Pmt -Check	01/11/2023	31686	Westside Landscape & Concrete	682.50	
Bill Pmt -Check	01/11/2023	31687	Wright, L'Estrange & Ergastolo	9,050.76	<b>Consultant</b>
Bill Pmt -Check	01/11/2023	31688	Zoll	1,099.60	
Bill Pmt -Check	01/23/2023	31689	Airgas USA, LLC	95.48	
Bill Pmt -Check	01/23/2023	31690	Beta Healthcare - Workers Comp	6,023.58	
Bill Pmt -Check	01/23/2023	31691	Beta Healthcare Group	16,682.10	
Bill Pmt -Check	01/23/2023	31692	Bound Tree Medical LLC	559.75	
Bill Pmt -Check	01/23/2023	31693	City Of Patterson-H2O, sewer, garbag	474.75	
Bill Pmt -Check	01/23/2023	31694	Data Path, Inc	2,800.00	
Bill Pmt -Check	01/23/2023	31695	DHCS GEMT-QAF	<b>VOID</b>	
Bill Pmt -Check	01/23/2023	31696	Life-Assist	2,446.91	

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

January 2023

Type	Date	Num	Name	Credit	NOTES
Bill Pmt -Check	01/23/2023	31697	McKesson Medical Surgical Inc.	928.13	
Bill Pmt -Check	01/23/2023	31698	MO-CAL Office Solutions	115.56	
Bill Pmt -Check	01/23/2023	31699	Paul Oil Co., Inc.	2,851.57	
Bill Pmt -Check	01/23/2023	31700	SEMSA Sierra Medical Services Allian	10,994.94	
Bill Pmt -Check	01/23/2023	31701	Stericycle	752.46	
Bill Pmt -Check	01/23/2023	31702	West Side Storage Baldwin	193.50	
Bill Pmt -Check	01/23/2023	31703	DHCS GEMT-QAF	16,941.96	
Bill Pmt -Check	01/23/2023	31704	DHCS GEMT-QAF	18,200.70	3 Qtrs
Bill Pmt -Check	01/23/2023	31705	DHCS GEMT-QAF	19,289.34	
Total 101.011 · TCB-Operating Checking 1739				216,996.31	
101.012 · TCB-Payroll Account 2999					
Liability Check	01/04/2023		Payroll Direct Deposit	72,720.86	
Liability Check	01/18/2023		Payroll Direct Deposit	71,466.49	
Liability Check	01/05/2023	EFT	AIG (VALIC)	12,883.25	
Liability Check	01/19/2023	EFT	AIG (VALIC)	13,165.38	
Liability Check	01/05/2023	E-pay	EDD State of California	2,001.44	
Liability Check	01/05/2023	E-pay	EDD State of California	5,917.68	
Liability Check	01/05/2023	E-pay	Internal Revenue Service	31,122.64	
Liability Check	01/19/2023	E-pay	EDD State of California	1,435.42	
Liability Check	01/19/2023	E-pay	EDD State of California	5,733.30	
Liability Check	01/19/2023	E-pay	Internal Revenue Service	30,528.14	
Paycheck	01/05/2023	25318	Employee Payroll	2,963.75	
Paycheck	01/05/2023	25319	Employee Payroll	1,474.58	
Paycheck	01/05/2023	25320	Employee Payroll	1,409.95	
Liability Check	01/05/2023	25321	Franchise Tax Board	716.85	
Liability Check	01/05/2023	25322	Franchise Tax Board	867.77	
Liability Check	01/05/2023	25323	Court-Ordered Debt Collections	200.00	
Liability Check	01/05/2023	25324	United Steelworkers	392.86	
Paycheck	01/19/2023	25325	Employee Payroll	2,464.81	
Paycheck	01/19/2023	25326	Employee Payroll	2,527.41	
Paycheck	01/19/2023	25327	Employee Payroll	83.00	
Paycheck	01/19/2023	25328	Employee Payroll	1,496.20	
Liability Check	01/19/2023	25329	Franchise Tax Board	727.42	
Liability Check	01/19/2023	25330	Franchise Tax Board	951.26	
Liability Check	01/19/2023	25331	United Steelworkers	366.97	
Liability Check	01/19/2023	25332	CA Choice	39,881.55	
Liability Check	01/19/2023	25333	LegalShield	443.80	
Liability Check	01/19/2023	25334	Principal Life Insurance Co	4,838.14	
Total 101.012 · TCB-Payroll Account 2999				308,780.92	
101.015 · TCB - Keystone C 8641					
Bill Pmt -Check	01/04/2023	10325	TID Turlock Irrigation District +06	316.28	
Bill Pmt -Check	01/11/2023	10326	DeHart Plumbing Heating & Air Inc	1,045.00	
Bill Pmt -Check	01/11/2023	10327	Gilberto Arroyo-06	330.00	
Bill Pmt -Check	01/11/2023	10328	Terminix	83.00	
Bill Pmt -Check	01/23/2023	10330	City Of Patterson-H2O, sewer, garbag	190.96	
Total 101.015 · TCB - Keystone C 8641				1,965.24	
Total 101.010 · Tri Counties Bank				527,742.47	
Total 101.000 · Cash and cash equivalents				527,742.47	
103.000 · Restricted Funds					
103.100 · TCB-USDA Debt Reserve 7237					
Check	01/15/2023	eft	USDA Rural Development Loan-EFT	10,060.00	
Total 103.000 · Restricted Funds				10,060.00	

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

January 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>	<u>NOTES</u>
TOTAL					<u>537,802.47</u>	
				Less : Irregular Items		
				Wright - Consultant Fee	(9,050.76)	
				GEMT QAF 3 QTrs	<u>(54,432.00)</u>	
				Sub-total	<u>(63,482.76)</u>	
				<b>NET WARRANTS ISSUED - JAN 2023</b>	<u><b>474,319.71</b></u>	



Del Puerto Health Care District  
**Balance Sheet**  
As of February 28, 2023

	Feb 28, 23	Jan 31, 23	% Change	Feb 28, 22	% Change	NOTES
<b>ASSETS</b>						
Current Assets						
Total Checking/Savings	3,837,750	3,990,329	(4%)	2,680,201	43%	
Total Accounts Receivable	756,898	723,610	5%	735,825	3%	
Total Current Assets	4,847,938	4,849,973		3,612,522	34%	
Fixed Assets						
Total Fixed Assets	5,003,973	5,007,918	(0%)	5,232,112	(4%)	
Other Assets						
150.000 - Lease Receivable - Non Current	327,809	327,809			100%	
Total Other Assets	327,809	327,809			100%	
<b>TOTAL ASSETS</b>	<b>10,179,720</b>	<b>10,185,700</b>	<b>(0%)</b>	<b>8,844,634</b>	<b>15%</b>	
<b>LIABILITIES &amp; EQUITY</b>						
Total Current Liabilities						
	505,585	520,844	(3%)	469,068	8%	
Total Long Term Liabilities						
	1,806,904	1,812,294	(0%)	1,462,553	24%	
Total Liabilities	2,312,489	2,333,138	(1%)	1,931,621	20%	
Equity						
350.000 - Unrestricted Assets	1,468,497	2,028,461	(28%)	1,597,783	(8%)	
360.030 - Asset Replacement Fund						
360.031 - Approved Capital Expenses	413,662	172,560	140%	39,264	954%	
360.030 - Asset Replacement Fund - Other	734,305	415,443	77%	550,493	33%	
Total 360.030 - Asset Replacement Fund	1,147,967	588,003	95%	589,757	95%	
360.070 - Operating Cash Reserve	1,416,000	1,416,000		1,416,000		
Total 360.000 - Assigned Fund Balance	2,563,967	2,004,003	28%	2,005,757	28%	
Total 370.000 - Restricted Fund Balance	242,870	242,870		242,870		
390.000 - Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762		
Net Income	1,099,138	1,084,466	1%	573,842	92%	<b>YTD Overall result</b>
Total Equity	7,867,234	7,852,562	0%	6,913,014	14%	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,179,723</b>	<b>10,185,700</b>	<b>(0%)</b>	<b>8,844,635</b>	<b>15%</b>	

	Feb 28, 23	Jan 31, 23
Month end Cash balance	3,837,750	3,990,329
101.015 - TCB - Keystone C 8641	(264,285)	(251,439)
103.100 - TCB USDA Debt Reserve 7237	(122,928)	(122,926)
370.010 - Mitigation Fees	(122,150)	(122,150)
360.030 - Asset Replacement Fund	(1,147,967)	(588,003)
AP & Payroll Liabilities	(433,017)	(446,514)
<b>UNENCUMBERED CASH</b>	<b>1,747,403</b>	<b>2,459,297</b>
Percent of Operating Reserve	123%	174%
360.070 - Operating Cash Reserve	1,416,000	1,416,000

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

	Total 00 Tax Revenue			Total 01 DPHCD			Total 02 Patterson District			Total 03 Del Puerto Health Center			Total 06 Keystone Bldg C			TOTAL				
	Jul '22 -	FY22-23		Jul '22 -	FY22-23		Jul '22 -	FY22-23		Jul '22 -	FY22-23		Jul '22 -	FY22-23		Jul '22 -	FY22-23			
	Feb 23	Budget	Budget	Feb 23	Budget	Budget	Feb 23	Budget	Budget	Feb 23	Budget	Budget	Feb 23	Budget	Budget	Feb 23	Budget	Budget		
Ordinary Income/Expense																				
Income																				
401.000 · Gross Patient Service Revenue							7,020,769	6,583,333	9,875,000	2,285,926	1,808,233	2,712,350				9,306,695	8,391,566	12,587,350		
403.000 · Adjustments							(4,539,205)	(4,523,861)	(6,785,791)	(11,869)	(33,595)	(50,392)				(4,551,074)	(4,557,456)	(6,836,183)		
405.000 · Bad Debt							(521,051)	(527,493)	(791,240)	91,969	(12,555)	(18,833)				(429,082)	(540,048)	(810,073)		
407.000 · Other Income				2,483	667	1,000	12,853	6,667	10,000	6,762	12,667	19,000				22,098	20,001	30,000		
Total Income				2,483	667	1,000	1,973,366	1,538,646	2,307,969	2,372,788	1,774,750	2,662,125				4,348,637	3,314,063	4,971,094		
Gross Profit				2,483	667	1,000	1,973,366	1,538,646	2,307,969	2,372,788	1,774,750	2,662,125				4,348,637	3,314,063	4,971,094		
Expense																		0		
601.000 · Salaries & Wages				294,908	311,920	470,314	1,015,180	959,786	1,441,300	777,996	834,509	1,266,155				2,088,084	2,106,215	3,177,769		
602.000 · Employee Benefits				77,859	87,439	131,157	234,524	220,133	330,200	244,181	253,227	379,847				556,564	560,799	841,204		
603.000 · Professional Fees				45,293	45,525	54,287	36,687	18,625	27,937	305,495	299,805	446,307				387,475	363,955	528,531		
604.000 · Purchased Services				11,512	8,270	12,405	161,755	162,571	243,857	163,449	131,774	197,662				336,716	302,615	453,924		
605.000 · Supplies				5,160	5,775	8,662	59,171	57,228	85,842	63,998	59,531	89,297				128,329	122,534	183,801		
606.000 · Utilities				4,907	5,406	8,108	14,936	13,601	20,402	31,345	30,351	45,526				51,188	49,358	74,036		
607.000 · Rental and Lease				1,800	2,901	4,352	253	252	378	1,548	1,793	2,690				3,601	4,946	7,420		
608.000 · Insurance Coverages				27,366	27,098	40,648	141,233	127,879	191,819	66,221	80,526	120,789				234,820	235,503	353,256		
609.000 · Maintenance & Repairs				1,849	1,459	2,188	57,877	48,965	73,447	17,904	23,296	34,944				77,630	73,720	110,579		
610.000 · Depreciation and Amortization				12,828	12,455	18,682	126,802	128,514	192,771	53,735	55,019	82,528				225,053	227,719	341,578		
611.000 · Other operating expenses		15,529	23,293	32,471	38,656	57,947	164,450	147,011	203,141	163,812	129,425	194,129			31,688	31,731	47,597	360,733	330,621	478,510
Total Expense		15,529	23,293	515,954	546,903	808,750	2,012,867	1,884,565	2,811,094	1,889,682	1,899,257	2,859,874	31,688	31,731	47,597	4,450,191	4,377,985	6,550,608		
Net Ordinary Income		(15,529)	(23,293)	(513,470)	(546,236)	(807,750)	(39,501)	(345,919)	(503,125)	483,106	(124,507)	(197,749)	(31,688)	(31,731)	(47,597)	(101,553)	(1,063,922)	(1,579,514)		
Other Income/Expense																		0		
Other Income																		0		
701.000 · District Tax Revenues	985,932	985,932	1,478,898				162,667	162,667	244,000							1,148,599	1,148,599	1,722,898		
702.000 · Impact Mitigation Fees																		0		
703.000 · Investment Income				6,782			0			0						6,782		0		
704.000 · Interest Expense										(37,384)	(36,867)	(55,300)				(37,384)	(36,867)	(55,300)		
705.000 · Tenant Revenue													91,465	89,752	134,628	91,465	89,752	134,628		
710.000 · Misc Other Income				60			1			3,902						3,963		0		
Total Other Income	985,932	985,932	1,478,898	6,842			162,668	162,667	244,000	(33,482)	(36,867)	(55,300)	91,465	89,752	134,628	1,213,425	1,201,484	1,802,226		
Other Expense																		0		
802.000 · Keystone District Expense													12,734	7,576	11,364	12,734	7,576	11,364		
810.000 · Misc Other Expense																		0		
Total Other Expense													12,734	7,576	11,364	12,734	7,576	11,364		
Net Other Income	985,932	985,932	1,478,898	6,842			162,668	162,667	244,000	(33,482)	(36,867)	(55,300)	78,731	82,176	123,264	1,200,691	1,193,908	1,790,862		
Net Income	985,932	970,403	1,455,605	(506,628)	(546,236)	(807,750)	123,167	(183,253)	(259,125)	449,624	(161,373)	(253,049)	47,043	50,445	75,667	1,099,138	129,986	211,348		

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

February 2023

Type	Date	Num	Name	Credit	NOTES
<b>101.000 - Cash and cash equivalents</b>					
<b>101.010 - Tri Counties Bank</b>					
<b>101.011 - TCB-Operating Checking 1739</b>					
Bill Pmt -Check	02/01/2023	EFT	U.S. Bank Equipment Finance - EFT	126.27	
Bill Pmt -Check	02/10/2023	EFT	City Of Patterson-H2O, sewer, garbag	348.39	
Bill Pmt -Check	02/10/2023	EFT	Umpqua Bank	3,324.61	
Bill Pmt -Check	02/23/2023	EFT	ABW Medical, LLC	7,625.00	
Bill Pmt -Check	02/23/2023	EFT	Athena Health, Inc.	13,474.66	
Bill Pmt -Check	02/23/2023	EFT	FP Mailing Solutions	300.00	
Bill Pmt -Check	02/01/2023	31706	Amazon	844.48	
Bill Pmt -Check	02/01/2023	31707	Barton Overhead Door	434.53	
Bill Pmt -Check	02/01/2023	31708	Cole Huber (Cota Cole)	720.00	
Bill Pmt -Check	02/01/2023	31709	EMS eSchedule	344.17	
Bill Pmt -Check	02/01/2023	31710	GreenWorks Janitorial Services	4,145.00	
Bill Pmt -Check	02/01/2023	31711	Life-Assist	2,090.00	
Bill Pmt -Check	02/01/2023	31712	Life Line	228.27	
Bill Pmt -Check	02/01/2023	31713	McKesson Medical Surgical Inc.	1,918.17	
Bill Pmt -Check	02/01/2023	31714	MD - Rodriguez, Jose	35,333.33	
Bill Pmt -Check	02/01/2023	31715	Mission Linen Supply	746.99	
Bill Pmt -Check	02/01/2023	31716	PG&E	1,347.20	
Bill Pmt -Check	02/01/2023	31717	Stanislaus County EMS Agency	3,860.00	
Bill Pmt -Check	02/01/2023	31718	Staples Advantage	59.24	
Bill Pmt -Check	02/01/2023	31719	Terminix	208.56	
Bill Pmt -Check	02/01/2023	31720	TID Turlock Irrigation District +06	1,152.64	
Bill Pmt -Check	02/01/2023	31721	Verizon Wireless	374.50	
Bill Pmt -Check	02/01/2023	31722	MD - Rodriguez, Jose	5,486.40	Q3 Productivity Incentive
Bill Pmt -Check	02/01/2023	31723	MD - Rodriguez, Jose	5,829.30	Q4 Productivity Incentive
Bill Pmt -Check	02/10/2023	31724	ADT / Protection One	273.69	
Bill Pmt -Check	02/10/2023	31725	Airgas USA, LLC	259.35	
Bill Pmt -Check	02/10/2023	31726	AMR-American Medical Response	8,207.60	
Bill Pmt -Check	02/10/2023	31727	BICSEC Security, Inc	25.00	
Bill Pmt -Check	02/10/2023	31728	Bound Tree Medical LLC	785.67	
Bill Pmt -Check	02/10/2023	31729	City Of Patterson-H2O, sewer, garbag	450.98	
Bill Pmt -Check	02/10/2023	31730	Comcast - Other	20.74	
Bill Pmt -Check	02/10/2023	31731	Data Path, Inc	5,848.14	
Bill Pmt -Check	02/10/2023	31732	DeliverHealth	237.00	
Bill Pmt -Check	02/10/2023	31733	Delta Wireless	133.45	
Bill Pmt -Check	02/10/2023	31734	Frontier-3755	272.93	
Bill Pmt -Check	02/10/2023	31735	Frontier - HC 8639	136.65	
Bill Pmt -Check	02/10/2023	31736	Language Line	100.00	
Bill Pmt -Check	02/10/2023	31737	Life-Assist	1,360.96	
Bill Pmt -Check	02/10/2023	31738	McAuley Ford	1,754.06	
Bill Pmt -Check	02/10/2023	31739	McKesson Medical Surgical Inc.	717.79	
Bill Pmt -Check	02/10/2023	31740	O'Reilly Auto Parts	18.14	
Bill Pmt -Check	02/10/2023	31741	Pacific Records Management	276.37	
Bill Pmt -Check	02/10/2023	31742	Patterson Irrigator	30.00	
Bill Pmt -Check	02/10/2023	31743	Patterson Tire	621.77	
Bill Pmt -Check	02/10/2023	31744	Paul Oil Co., Inc.	2,984.22	
Bill Pmt -Check	02/10/2023	31745	Physicians Service Bureau	269.92	
Bill Pmt -Check	02/10/2023	31746	Solutions Group	166.21	
Bill Pmt -Check	02/10/2023	31747	Staples Advantage	180.86	
Bill Pmt -Check	02/10/2023	31748	Stericycle / Shred-it	398.23	
Bill Pmt -Check	02/10/2023	31749	Streamline/Digital Deployment	260.00	

## Del Puerto Health Care District Warrants by Bank Account

February 2023

Type	Date	Num	Name	Credit	NOTES
Bill Pmt -Check	02/10/2023	31750	Teleflex / Arrow	1,202.13	
Bill Pmt -Check	02/10/2023	31751	V2V Management Solutions	900.00	
Bill Pmt -Check	02/10/2023	31752	WIPFLi LLP	14,202.25	<i>Audit Fee Balance with additional GASB Audit</i>
Bill Pmt -Check	02/10/2023	31753	Workbench True Value Hdwe.	12.61	
Bill Pmt -Check	02/10/2023	31754	Zoll	649.70	
Bill Pmt -Check	02/21/2023	31755	Airgas USA, LLC	91.56	
Bill Pmt -Check	02/21/2023	31756	Beta Healthcare - Workers Comp	6,023.58	
Bill Pmt -Check	02/21/2023	31757	Beta Healthcare Group	16,682.10	
Bill Pmt -Check	02/21/2023	31758	CLIA Clinical Lab Imprvmnt Amendme	180.00	
Bill Pmt -Check	02/21/2023	31759	Comcast - Other	192.80	
Bill Pmt -Check	02/21/2023	31760	Comcast Business Voice Edge	839.53	
Bill Pmt -Check	02/21/2023	31761	DeliverHealth	79.00	
Bill Pmt -Check	02/21/2023	31762	McKesson Medical Surgical Inc.	450.21	
Bill Pmt -Check	02/21/2023	31763	Mission Linen Supply	796.88	
Bill Pmt -Check	02/21/2023	31764	MO-CAL Office Solutions	93.41	
Bill Pmt -Check	02/21/2023	31765	SEMSA Sierra Medical Services Allian	10,217.52	
Bill Pmt -Check	02/21/2023	31766	Staples Advantage	620.73	
Bill Pmt -Check	02/21/2023	31767	Stericycle	752.46	
Bill Pmt -Check	02/21/2023	31768	West Side Storage Baldwin	202.50	
Bill Pmt -Check	02/21/2023	31769	Westside Landscape & Concrete	395.50	
Check	02/23/2023	31770	REFUND - Ambulance:REFUND - Chg	300.00	
Check	02/23/2023	31771	REFUND - Ambulance:REFUND - Led	240.00	
Check	02/23/2023	31772	REFUND - Ambulance:REFUND - Req	270.00	
Check	02/23/2023	31773	REFUND - Ambulance:REFUND - Vall	44.37	
Check	02/23/2023	31774	REFUND - Ambulance:REFUND - Anæ	12.52	
Check	02/23/2023	31775	REFUND - Ambulance:REFUND - Ant	3,041.12	
Bill Pmt -Check	02/23/2023	31776	Airgas USA, LLC	92.00	
Bill Pmt -Check	02/23/2023	31777	American Ambulance Association	525.00	
Bill Pmt -Check	02/23/2023	31778	Data Path, Inc	666.66	
Bill Pmt -Check	02/23/2023	31779	LDA Partners, LLP	19,100.00	<i>Architectural Fee</i>
Bill Pmt -Check	02/23/2023	31780	MO-CAL Office Solutions	863.73	
Bill Pmt -Check	02/23/2023	31781	Paul Oil Co., Inc.	2,890.94	
Bill Pmt -Check	02/23/2023	31782	PG&E	270.19	
Bill Pmt -Check	02/23/2023	31783	UpToDate	579.00	
Bill Pmt -Check	02/23/2023	31784	Wright, L'Estrange & Ergastolo	15,176.49	<i>PDA Contract Analysis</i>
Bill Pmt -Check	02/24/2023	31785	MedStatix, Inc	160.00	
Total 101.011 - TCB-Operating Checking 1739				214,927.93	
<b>101.012 - TCB-Payroll Account 2999</b>					
Liability Check	02/01/2023		Payroll Direct Deposit	74,039.04	
Liability Check	02/15/2023		Payroll Direct Deposit	73,799.58	
Liability Check	02/15/2023		Payroll Direct Deposit	698.00	
Liability Check	02/06/2023	EFT	AIG (VALIC)	13,363.04	
Liability Check	02/16/2023	EFT	AIG (VALIC)	12,917.31	
Liability Check	02/16/2023	EFT	California State Disbursement Unit	523.00	
Liability Check	02/02/2023	E-pay	EDD State of California	6,004.68	
Liability Check	02/02/2023	E-pay	Internal Revenue Service	32,340.34	
Liability Check	02/16/2023	E-pay	EDD State of California	6,000.06	
Liability Check	02/16/2023	E-pay	Internal Revenue Service	32,289.22	
Liability Check	02/28/2023	E-pay	EDD State of California	5,909.74	
Paycheck	02/02/2023	25335	Employee Payroll	534.75	
Paycheck	02/02/2023	25336	Employee Payroll	2,706.35	
Paycheck	02/02/2023	25337	Employee Payroll	1,474.60	



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

February 2023

Type	Date	Num	Name	Credit	NOTES
Paycheck	02/02/2023	25338	Employee Payroll	343.68	
Paycheck	02/02/2023	25339	Employee Payroll	1,590.89	
Paycheck	02/02/2023	25340	Employee Payroll	592.88	
Paycheck	02/02/2023	25341	Employee Payroll	2,463.70	
Liability Check	02/01/2023	25342	Franchise Tax Board	1,095.08	
Liability Check	02/01/2023	25343	Franchise Tax Board	716.85	
Liability Check	02/01/2023	25344	United Steelworkers	409.55	
Liability Check	02/07/2023	25345	AFLAC	1,802.68	
Paycheck	02/16/2023	25346	Employee Payroll	1,991.48	
Paycheck	02/16/2023	25347	Employee Payroll	2,449.04	
Paycheck	02/16/2023	25348	Employee Payroll	1,069.33	
Paycheck	02/16/2023	25349	Employee Payroll	1,115.66	
Paycheck	02/16/2023	25350	Employee Payroll	1,612.76	
Paycheck	02/16/2023	25351	Employee Payroll	1,338.92	
Liability Check	02/16/2023	25352	Franchise Tax Board	599.10	
Liability Check	02/16/2023	25353	Franchise Tax Board	962.81	
Liability Check	02/16/2023	25354	United Steelworkers	372.01	
Liability Check	02/17/2023	25355	CA Choice	39,629.14	
Liability Check	02/17/2023	25356	LegalShield	308.15	
Liability Check	02/17/2023	25357	Principal Life Insurance Co	4,946.38	
Liability Check	02/28/2023	25365	Franchise Tax Board	780.09	
Liability Check	02/28/2023	25366	Franchise Tax Board	711.84	
Liability Check	02/28/2023	25367	United Steelworkers	319.22	
Total 101.012 · TCB-Payroll Account 2999				<u>329,820.95</u>	
<b>101.015 · TCB - Keystone C 8641</b>					
Bill Pmt -Check	02/01/2023	10331	TID Turlock Irrigation District +06	373.22	
Bill Pmt -Check	02/10/2023	10332	City Of Patterson-H2O, sewer, garbag	213.70	
Bill Pmt -Check	02/10/2023	10333	Gilberto Arroyo-06	350.00	
Bill Pmt -Check	02/10/2023	10334	Terminix	83.00	
Total 101.015 · TCB - Keystone C 8641				<u>1,019.92</u>	
Total 101.010 · Tri Counties Bank				<u>545,768.80</u>	
Total 101.000 · Cash and cash equivalents				<u>545,768.80</u>	
<b>103.000 · Restricted Funds</b>					
<b>103.100 · TCB-USDA Debt Reserve 7237</b>					
Check	02/15/2023	eft	USDA Rural Development Loan-EFT	10,060.00	
Total 103.100 · TCB-USDA Debt Reserve 7237				<u>10,060.00</u>	
Total 103.000 · Restricted Funds				<u>10,060.00</u>	
<b>TOTAL</b>				<u><b>555,828.80</b></u>	
Less: Irregular Items					
Dr Rodriguez 2 Qtrs Productivity Incen				(11,315.70)	
WipfliAudit Fee				(14,202.25)	
LDA Architectural Service Fee				(19,100.00)	
Wright Consultant Fee				(15,176.49)	
Sub-total				<u>(59,794.44)</u>	
<b>NET WARRANTS ISSUED - FEB 2023</b>				<u><b>496,034.36</b></u>	



# DEL PUERTO HEALTH CARE DISTRICT

## Board of Directors

### RESOLUTION NO. 2023-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DEL PUERTO HEALTH CARE DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY DATED MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE DEL PUERTO HEALTH CARE DISTRICT FOR THE PERIOD **March 27, 2023 THROUGH, April 26, 2023** PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Del Puerto Health Care District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Del Puerto Health Care District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-08 on September 29, 2021, finding that the requisite conditions exist for the legislative bodies of Del Puerto Health Care District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions now exist in the District, specifically, continuing impacts from the Covid-19 pandemic that resulted in the proclamation of a State-wide public health emergency by Governor Gavin Newsom on March 4, 2020, that remains active with modified restrictions as set out in the Governor's Executive Order N-08-21; and

WHEREAS, Stanislaus County California, within which the Administrative offices of the Del Puerto Health Care District are located, currently maintains a Public Health Emergency Isolation Order a Public Health

# DEL PUERTO HEALTH CARE DISTRICT

## Board of Directors

Emergency Quarantine Order and a Public Health Indoor Mask Order pursuant to the Health and Safety Code Sections 101040, 101085, 120175, 120215, 120220 and 120225; and

WHEREAS, the Board of Directors does hereby find that the ongoing Covid-19 pandemic, AND Local Public Health Department social distancing and masking requirements are indicative of existing continuing conditions that have caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District if it's governing body were to meet in person, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the Del Puerto Health Care District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Del Puerto Health Care District has and will provide remote access to meetings, an ability to comment on each agenda item, will provide a roll-call vote on each action item, and will otherwise comply with the requirements of AB 361 (2021).

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE DEL PUERTO HEALTH CARE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board hereby proclaims / affirms that a local emergency now exists throughout the District, and in-person meetings at the facilities available to it are insufficient to adequately provide opportunities for social distancing or other health directives of Stanislaus County for assemblies of moderate to large groups of persons including members of the public, that are consistent with those requirements.

Section 3. Re-Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its initial issuance date of March 4, 2020, which state of emergency has continued in place until further notice and which has been the subject of restrictions most recently amended in Executive Order N-08-21.

Section 4. Remote Teleconference Meetings. The Administrative Director / CEO and legislative bodies of the Del Puerto Health Care District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) **March 27, 2023**, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Del Puerto Health Care District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

# DEL PUERTO HEALTH CARE DISTRICT

## Board of Directors

PASSED AND ADOPTED by the Board of Directors of the Del Puerto Health Care District, this 30th day of January, 2023, by the following vote:

<b>Motion Made By</b>	<b>Motion</b>	<b>Second</b>
Director Avila		
Director Campo		
Director Benefield		
Director Stokman		

<b>Roll Call Vote</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Director Avila				
Director Campo				
Director Benefield				
Director Stokman				

\_\_\_\_\_ *Adopted*

\_\_\_\_\_ *Failed*

*I, Cheryle Pickle, Clerk of the Board of Directors of the DEL PUERTO HEALTH CARE DISTRICT, do hereby CERTIFY that the foregoing is a full, true, and correct copy of a resolution duly adopted at a regular meeting of said Board of Directors held the 27 day of March 2023.*

\_\_\_\_\_  
Cheryle Pickle, Board Clerk

\_\_\_\_\_  
Date



**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT****Board Meeting – March 27, 2023****9B Review and Adopt Compensation Policy** Item # Title**Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: Yes

4/5 Vote Required: No

**SUBJECT: Compensation Governance and Management Policy****STAFF REPORT:** The Finance Committee recommended a policy to address how compensation is addressed regularly.

A compensation governance and management policy is essential for districts to ensure they compensate their employees fairly and competitively. A well-designed compensation policy can help attract and retain top talent, maintain equity and fairness in the workplace, and ultimately help an organization achieve its goals and objectives. By establishing clear and consistent pay structures, criteria for determining salaries and incentives, and aligning compensation with performance and organizational goals, a compensation policy can motivate employees to work towards common objectives, improve overall organizational performance, and reduce the risk of legal issues related to pay equity. A compensation management policy is a good idea for districts that want to foster a positive work environment, achieve long-term success, and remain competitive.

This is the first of three policies for board review, including:

- 1. Compensation Governance and Management**
2. Annual Cost of Living Adjustments
3. Incentive Pay

**DISTRICT PRIORITY:** Competitive wages and benefits for the recruitment and retention of qualified employees**FISCAL IMPACT:** None**STAFFING IMPACT:** Provides guidance on how to administer compensation effectively.**CONTACT PERSON:** Karin Freese**ATTACHMENT(S):** Compensation Management Policy DRAFT**RECOMMENDED BOARD ACTION:****ROLL CALL REQUIRED:** YES / NO

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – March 27, 2023**

**9B Review and Adopt Compensation Policy** Item # Title

**Page 2 of 2**

RECOMMENDED MOTION: *I move the Board of Directors to adopt the Compensation Governance and Management Policy.*

<b><i>Motion Made By</i></b>	<b><i>Motion</i></b>	<b><i>Second</i></b>
<i>Director Avila</i>		
<i>Director Benefield</i>		
<i>Director Campo</i>		
<i>Director Stokman</i>		

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

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DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: PERSONNEL  
POLICY NUMBER: 3401  
PAGE: 1/2

<b>COMPENSATION GOVERNANCE AND MANAGEMENT</b>	EFFECTIVE DATE
	MARCH 27, 2023

REVIEW DATE:	REVISION DATE:
POLICY SOURCE: CSDA and Compensation Best Practices	

**Purpose:** This policy outlines the guidelines and procedures for determining employee compensation ranges based on mid-market rates. The objective is to ensure that employees are compensated fairly and equitably in relation to the market rate for their positions.

**Policy:** DPHCD organization is committed to paying employees at the mid-market rate to ensure they are compensated fairly and equitably. DPHCD believes that this policy will enable us to attract and retain top talent while remaining competitive within the healthcare industry.

- **Compensation Philosophy:** DPHCD organization aims to provide competitive and fair compensation to all employees in alignment with industry standards, business objectives, and DPHCD's overall compensation philosophy.
- **Compensation Structure:** DPHCD's compensation structure will be based on a pay-for-performance model. DPHCD will differentiate compensation based on job responsibilities, experience, performance, and skillset.
- **Governance of Compensation:** The Board of Directors establishes the salary ranges for each position.
- **Management of Compensation:** The CEO and management staff exercise complete autonomy in determining where each employee falls within their designated range.
- **Represented Employees:** Employees represented by an organized bargaining group are excluded from this policy. The compensation for these employees is determined through collective bargaining, which takes place on a periodic basis. As such, any adjustments to the compensation of these employees will be addressed through the collective bargaining process. We will work collaboratively with the bargaining group to ensure that their compensation remains fair and competitive with the market. We value our relationship with the organized bargaining group and will continue to engage in good-faith bargaining to achieve mutually beneficial outcomes for our employees and the company.
- **Exceptions:** Exceptions to the compensation ranges will be made on a case-by-case basis and require approval from the Board of Directors.
- **Frequency of Review of Salary Ranges:** Salary ranges are reviewed triennially unless inflation exceeds 5% in the year leading up to March, which triggers a review according to policy. Bargaining unit employees excluded. We will communicate any changes to our salary ranges to all employees promptly and transparently, and we will work to ensure

<b>COMPENSATION GOVERNANCE AND MANAGEMENT</b>	<b>EFFECTIVE DATE</b>
	MARCH 27, 2023

that our compensation packages remain competitive and attractive to current and potential employees.

- **Annual Cost of Living Adjustments (COLA):** A cost-of-living pay adjustment refers to an increase in income based on an estimation of how much money is needed to maintain a standard of living. Please refer to the Board of Directors' adopted policy of cost of living adjustments.

**Procedure:** The policy will be reviewed and updated periodically to ensure it meets DPHCD objectives and aligns with DPHCD's compensation philosophy.

- **Market Data:** DPHCD will conduct a comprehensive market analysis of the DPHCD industry and geographic location to determine the mid-market rate for each position within the DPHCD organization. The market analysis will include external compensation data from reliable sources such as industry surveys and salary databases. DPHCD will regularly review and update DPHCD compensation ranges to ensure alignment with the mid-market rate.
- **Value of Benefits:** Based on DPHCD health and retirement benefits, while public employer salary rates are emphasized, private employer wages are utilized to bolster the proposed range and ensure competitiveness in the job market.
- **Pay Ranges:** DPHCD will establish and communicate the compensation range for each position within the DPHCD organization. The minimum of each range will be set at 85% of the mid-market rate, and the maximum will be set at 115% of the mid-market rate.
- **Salary Adjustments:** Salary adjustments within each compensation range will be made based on performance, market trends, and internal equity. Performance-based adjustments will be linked to DPHCD's annual performance appraisal process. Adjustments for market trends will be based on periodic reviews of external market data. Internal equity adjustments will be made to ensure that employees are compensated fairly and equitably relative to their job responsibilities and experience.
- **Communication:** DPHCD compensation philosophy and practices will be communicated to all employees through the DPHCD Personnel Rulebook, new hire orientation, and other communication channels. Employees will have access to information about their compensation ranges and how they can progress within the range.

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT****Board Meeting – March 27, 2023****9C Review and Adopt COLA Policy** Item # Title**Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: Yes

4/5 Vote Required: No

**SUBJECT: Cost of Living Adjustment Policy****STAFF REPORT:** The Finance Committee recommended a policy to address how compensation is addressed regularly.

A cost of living adjustment (COLA) policy is important because it allows organizations to keep up with inflation and maintain their employees' purchasing power over time. Inflation causes the prices of goods and services to rise, which reduces the value of money over time. Without a COLA policy, employees' wages may not keep pace with inflation, resulting in a decrease in their standard of living. Implementing a COLA policy shows employees that the organization values their contributions and is committed to keeping their compensation competitive and fair. It also helps to attract and retain top talent, as employees are more likely to stay with an organization that offers fair compensation and benefits..

This is the second of three policies for board review including:

1. Compensation Governance and Management
- 2. Annual Cost of Living Adjustments**
3. Incentive Pay

**DISTRICT PRIORITY:** Competitive wages and benefits for the recruitment and retention of qualified employees**FISCAL IMPACT:** None**STAFFING IMPACT:** Provides guidance on the annual consideration of a COLA**CONTACT PERSON:** Karin Freese**ATTACHMENT(S):** Cost of Living Adjustment Policy DRAFT**RECOMMENDED BOARD ACTION:**

ROLL CALL REQUIRED: YES / NO

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – March 27, 2023**

**9C Review and Adopt COLA Policy** Item # Title

**Page 2 of 2**

RECOMMENDED MOTION: *I move the Board of Directors to adopt the Cost of Living Adjustment Policy as presented.*

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

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

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DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: PERSONNEL  
POLICY NUMBER: 3402  
PAGE: 1/1

<b>ANNUAL COST OF LIVING ADJUSTMENT (COLA)</b>	<b>EFFECTIVE DATE</b>

<b>REVIEW DATE:</b>	<b>REVISION DATE:</b>
<b>POLICY SOURCE:</b> Board Requested and Best Practice	

**Purpose:** A cost-of-living pay adjustment refers to an increase in income based on an estimation of how much money is needed to maintain a standard of living. DPHCD values its employees and recognizes the importance of ensuring their compensation keeps up with the rising cost of living. This policy demonstrates the District's commitment to its employees and recognition of their hard work and contributions to the success of our organization.

**Policy:** The Board of Directors may provide an annual cost of living adjustment (COLA) to account for inflation, provide a fair and consistent COLA to all eligible employees, and ensure employee salaries remain competitive with market rates. The COLA adjustment will be based on the Consumer Price Index (CPI), which measures the average change over time in the prices paid by urban consumers and clerical workers for a basket of goods and services. Eligibility for the COLA adjustment will be based on the employee's job classification.

**Definitions:**

- COLA – a cost of living adjustment approved by the board of directors.
- Eligible Employee – an employee who is not in a represented group.

**Procedure:**

- **Determination of the COLA:** The District will use the CPI Western Region rate from the Bureau of Labor Statistics ([https://www.bls.gov/regions/west/news-release/consumerpriceindex\\_west.htm](https://www.bls.gov/regions/west/news-release/consumerpriceindex_west.htm), as of March 23, 2023) for the 12-month period ending in each December to propose to the Board of Directors an annual COLA for the following fiscal year's budget. The Board may adjust the COLA percentage, or determine there will be no COLA, based on the district's financial situation.
- **Implementation of the COLA:** The Board shall authorize the CEO to implement the COLA for eligible employees. The COLA shall be calculated as a percentage of the employee's base salary. The COLA shall be effective at the beginning of the new fiscal year.
- **Eligibility for the COLA:** All exempt and nonexempt employees not in a represented bargaining group shall receive the COLA. Employees represented by an organized bargaining group are excluded from this policy. The compensation for these employees is determined through collective bargaining, which takes place on a periodic basis.
- **Communication of the COLA:** The CEO shall summarize the COLA policy to all employees. The CEO shall communicate in writing the annual COLA to eligible employees.
- **Review of the COLA policy:** The Board shall review the effectiveness of the COLA policy triennially. The Board may revise the COLA policy to ensure its effectiveness.



**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT****Board Meeting – March 27, 2023****9D. Proposal to Increase Salary Scales for Exempt Employees****Page 1 of 3**

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

**SUBJECT: Proposal to Increase Salary Ranges for Exempt Employees**

**SUMMARY:** We studied the impact of inflation on management positions by comparing private-sector salaries and presenting the findings to the finance committee. Our current exempt salary scales established in 2020 are 10-25% below market rates, and the committee is concerned about maintaining competitive and appropriate public position salaries. We analyzed the latest California public pay information for comparable positions by county, applied a geographic cost of living adjustment, and multiplied the 2021 average earnings by position with the relevant cost of living factor to create recommended 2023 salary ranges. We provided profiles of our exempt positions and comparable positions from other special districts with similar qualifications and responsibilities, including FY 2020-21 salary ranges and total wages. We calculated each specific position's wages and multiplied it by the 1.0815 2021-2023 COLA factor to determine the mean public position salary, which was then given a -15% and +15% range. When creating the recommended minimum-maximum salary range for each district position, the difference between the average pay of private and public sectors is considered.

**STAFF REPORT:** **Review of Salary Ranges.** This is the triennial evaluation of exempt employee salary ranges. As per district policy, we review these ranges every three years, and the board approves a COLA agreement annually during the fiscal year budget process.

**Impacts on Wages.** In the past, we have used government compensation data from [www.PublicPay.ca.gov](http://www.PublicPay.ca.gov) to evaluate comparable salaries for each exempt position. However, we have noticed that the reported earnings by position are two years delayed, which means that FYE 2018 salaries were used to establish the FY 2020-21 salary ranges. Two additional factors have manifested as a steep rise in wages. Since 2016, the state minimum wage in California has increased by 150%, and the past two years have seen unprecedented inflation. The current minimum wage for exempt employees in California is \$64,480.

**The 2021-2023 Inflation factor is 8.15%.** To better evaluate the impact of these factors on management positions, we conducted a brief survey of comparable private sector positions (reported salaries and current openings) and presented the findings to the finance committee. Our current exempt salary scales established in 2020 are 10-25% under market rates. The committee expressed concerns about our process to ensure exempt salaries remain competitive and appropriate for public positions, particularly considering the additional value offered by district-provided benefits. As a result, we conducted an additional study to evaluate the most recent California public pay information available for comparable positions. We applied a geographic

## BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

**Board Meeting – March 27, 2023**

### 9D. Proposal to Increase Salary Scales for Exempt Employees

Page 2 of 3

cost of living adjustment by county and then an inflation factor. Stanislaus County used an inflation factor of 8.15% to adjust 2021 earnings to 2023 current wage scales. So we applied the same factor to 2021 average earnings by position to create our recommended 2023 salary ranges.

**Calculations.** The attached salary profiles include our management positions with comparable positions from other special districts with like responsibilities and qualifications. The data consists of FY 2020-21 salary ranges and total wages. Each specific position's wages (i.e., the average of the minimum, median, and maximum wage for each comparable position) is then multiplied by a relevant cost of living factor (i.e., more or less expensive than Stanislaus County) based on data for 2023 retrieved from the MIT database at <https://livingwage.mit.edu/states/06/locations>.

This geographically adjusted average wage is then multiplied by the 1.0815 2021-2023 COLA factor to obtain the mean public position salary. This rate is then given a -15% and +15% range. The variance of private and public average pay is considered when creating the suggested minimum-maximum salary range for each district position.

**Comparison with Stanislaus County, Cities, and Special Districts.** We also evaluated the total compensation value for like positions throughout Stanislaus County. We analyzed 9,800 city, county, and special district positions and found that, on average, DPHCD's health and retirement benefits are significantly lower than other public employers.

Stanislaus Public Employees	DPHCD	Special Districts	Cities	County
Benefits as a percentage of total wages	24%	40%	30%	53%

In Stanislaus County, 51 employees have the term "director" within their title. The average salary range for these positions is \$96,500 to \$149,000 plus 35% in additional benefits.

In Stanislaus County, 311 public employees have the term "manager" within their title their salary range is from \$84,000 to \$117,000, with 40% in additional health and retirement benefits.

### CONCLUSION:

Paying market wages is a good practice. First and foremost, it helps organizations attract and retain the best talent in their industry. Employees paid below market rates may feel undervalued and likelier to leave for better-paying opportunities elsewhere. On the other hand, paying competitive wages can help create a sense of loyalty and job satisfaction among employees, leading to higher retention rates and better job performance.

Secondly, paying market wages can help the District maintain a positive reputation and brand image. If the District is known for paying fair and competitive wages, it can attract more job applicants and increase the likelihood of positive reviews and recommendations from current and former employees. Conversely, if an organization is known for paying below-market wages, it may face challenges in attracting top talent and may develop a reputation for being a "bad employer."



**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – March 27, 2023**

**9D. Proposal to Increase Salary Scales for Exempt Employees**

**Page 3 of 3**

**RECOMMENDATION:** The Board of Directors approves the updated exempt position salary ranges

<b>Position</b>	<b>Minimum</b>	<b>Maximum</b>
9D1. Director of Ambulance Operations	\$ 100,000	\$ 136,000
9D2. Manager of Health Center	\$ 96,000	\$ 138,000
9D3. Manager of Human Resources	\$ 86,000	\$ 117,000
9D4. Manager of Finance and Accounting	\$ 93,000	\$ 126,000
9D5. EMS Quality Improvement and Clinical Education	\$ 77,000	\$ 104,000

**DISTRICT PRIORITY:** Competitive wages & benefits, recruitment & retention of qualified employees

**FISCAL IMPACT:** Placing each employee at the mid-point of the updated salary range will result in an additional \$38,000 in wages to be paid to the management staff this fiscal year. However, this increase is expected to be offset by an estimated \$555,000 of additional income from ambulance and health center service revenue for the same fiscal year.

**CONTACT PERSON:** Karin Hennings

**RECOMMENDED BOARD ACTION:**

**ROLL CALL REQUIRED:** YES

**RECOMMENDED MOTION:** *I move the Board of Directors to approve the salary scales of the positions presented for the ambulance director, manager of the health center, human resources manager, finance and accounting manager, and the ambulance clinical education and quality improvement position.*

<b><i>Motion Made By</i></b>	<b><i>Motion</i></b>	<b><i>Second</i></b>
<i>Director Avila</i>		
<i>Director Benefield</i>		
<i>Director Campo</i>		
<i>Director Stokman</i>		

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



### Director of Ambulance Operations

Year	Type	EmployerName	Department	Position	Minimum	Regular	Maximum	County	Geo Adj Factor	Geo Adj Wage
2021	County	Stanislaus	Sheriff	Deputy Fire Warden/Dep Dir OES	\$ 85,446	\$ 97,709	\$ 128,170	Stanislaus	0.0%	\$ 103,775
2021	Special District	West Side Community Heathcare District	Healthcare	Chief of Operations	\$ 100,000	\$ 117,620	\$ 125,000	Stanislaus	0.0%	\$ 114,207
2021	Special District	Cambria Community Healthcare District	Safety	Ops Director/Paramedic	<i>\$ 102,018</i>	\$ 113,353	<i>\$ 124,688</i>	San Luis Obispo	-13.2%	\$ 98,390
2021	Special District	South Placer Fire Protection District	Fire	Battalion Chief Paramedic	\$ 97,115	\$ 110,531	\$ 123,946	Placer	-6.60%	\$ 103,235
2021	Special District	Oak Valley Hospital District	Healthcare	Manager, Ambulance	<i>\$ 99,267</i>	\$ 110,297	<i>\$ 121,327</i>	Stanislaus	0.0%	\$ 110,297
2021	Special District	Apple Valley Fire Protection District	Fire Safety	Captain Paramedic	\$ 91,584	<i>\$ 105,390</i>	\$ 119,196	San Bernardino	-4.9%	\$ 100,226
2021	Special District	Del Puerto Health Care District	Healthcare	Director Of Ambulance Operations	\$ 87,402	\$ 110,103	\$ 114,757	Stanislaus	0.0%	\$ 104,087
Low and High salaries excluded				Average 2021 Public Salary	\$ 94,690	\$ 109,286	\$ 122,441	2021 Public Geo-Adjusted Comp		\$ 104,888
				Public Geo + COLA Adjusted Salary with 30% Range	\$ 96,421	\$ 113,437	\$ 130,452	Public Geo Adjusted Plus COLA	8.15%	\$ 113,437
				2023 Private Employers with 30% range	\$ 103,984	\$ 122,334	\$ 140,684	Private Employers		\$ 122,334
				<b>Recommended Director of Ambulance Operations Salary Range</b>	<b>\$ 100,203</b>	<b>\$ 117,885</b>	<b>\$ 135,568</b>	Geo Adj & Pvt Avg.		\$ 117,885
				Previous Range (based on 2018 salaries)	\$ 87,402	\$ 112,497	\$ 114,757			

*italic = estimated at average or 15% above or below*

Year	Excluded	EmployerName	Department	Position	Minimum	Regular	Maximum	County	Geo Adj Factor	Geo Adj Wage
2021	HIGH	Borrego Springs Fire Protection District	Fire	Fire Chief/EMT	\$ 108,000	\$ 131,326	\$ 144,000	San Diego	-20.7%	\$ 101,326
2021	LOW	Eastern Plumas Health Care District	Ambulance	Management	\$ 91,943	\$ 102,159	\$ 112,375	Plumas	15.5%	\$ 117,994

# Director of Ambulance Operations

Market evaluation Feb 2023

	Title	Company	Range	
			Low Entry level	High
<b>Recruiters</b>	Director of Ambulance Operations	salary.com	\$67,000.00	\$88,000.00
		indeed		
		Zip Recruiter	\$96,200.00	\$162,000.00
		Payscale		
		Mint Salary		

**italic = estimated at average or 15% above or below** Public Geo + COLA Adjusted Salary \

<b>Job Listings</b>	Title	Company	Low	High
	Director of Operations	AMR Riverside	\$112,000.00	\$175,000.00
	Director of Clinical Operations	Riggs Merced	\$95,000.00	\$105,000.00
	Director of Clinical Operations	SEMSA Merced	\$117,000.00	\$149,000.00

	Low	High	Mid
<b>Market Average</b>	\$101,667.00	\$143,000.00	\$122,333.50
2018 DPHCD Rate	\$87,402.00	\$114,757.00	
DPHCD		Current Wage	\$112,497.00
		<b>Under Market</b>	<b>-9%</b>

### Heath Center Manager

Year	EmployerType	EmployerName	Department/Subdivision	Position	RN Required ?	MinPositionSalary	Regular Pay	MaxPositionSalary	EmployerCounty	Geographic Wage Factor	Geo Adjusted Wage
2021	Special District	Oak Valley Hospital District	Rural Health Clinic	Manager, Clinics	No	\$ 100,235	\$ 113,145	\$ 143,420	Stanislaus	0.0%	\$ 118,933
2021	Special District	John C. Fremont Healthcare District	011 - Clinic I	Clinic Manager	No	\$ 105,435	\$ 109,660	\$ 128,648	Mariposa	9.8%	\$ 125,810
2021	County	Stanislaus	Health Services Agency	Manager IV	No	\$ 85,446	\$ 110,819	\$ 128,170	Stanislaus	0.0%	\$ 108,145
2021	Special District	Sierra View Local Health Care District	Rural Health Clinic	Health Clinic Manager	No	\$ 87,672	\$ 105,207	\$ 122,741	Tulare	8.4%	\$ 114,044
2021	Special District	Kaweah Delta Health Care District	KD Family Medicine Center-Gme	Clinic Site Manager	No	\$ 63,981	\$ 73,256	\$ 95,971	Tulare	8.4%	\$ 84,266

High and Low excluded

*Estimated mid point or 15% above or below*

2021 Public Salaries Average	\$ 88,554	\$ 102,417	\$ 123,790	Geo Adjusted Comp Avg	\$ 110,240
Public Geo & COLA Adj Salary with 30% Range	\$ 101,340	\$ 119,224	\$ 137,108	Geo adjusted plus COLA	8.15% \$ 119,224
2023 Private Market Range with 30% Range	\$ 91,986	\$ 108,219	\$ 124,452	2023 Private	\$ 108,219
<b>Recommended Health Center Manager Range</b>	<b>\$ 96,663</b>	<b>\$ 113,722</b>	<b>\$ 130,780</b>	Average of public and private	\$ 113,722
Previous salary range (based on 2018 salaries)	\$ 63,459	\$ 87,768	\$ 85,852		

Excluded	Year	EmployerName	Department/Subdivision	Position	RN Required ?	MinPositionSalary	Regular Pay	MaxPositionSalary	EmployerCounty	Geographic Wage Factor	Geo Adjusted Wage
HIGH	Special District	Southern Mono Health Care District	Family Practice	Clinic Manager	No	\$ 116,771	\$ 138,708	\$ 150,800	Tulare	8.4%	\$ 146,802
LOW	Special District	Del Puerto Health Care District	Clinic	Health Center Manager	No	\$ 63,459	\$ 87,768	\$ 85,852	Stanislaus	0.0%	\$ 79,026

# Health Center Manager

Market Evaluation Feb 2023

	Title	Company	Range	
			Low	High
<b>Recruiters</b>	Health Clinic Manager	Salary.com	\$82,579.00	\$105,937.00
		indeed	\$91,559.00	\$141,068.00
		Glassdoor	\$72,963.00	\$118,000.00
	<i>Estimated mid point or 15% above or below</i>		\$84,500.00	\$143,000.00
		Payscale	\$63,500.00	\$90,000.00

is salary range (based on 2018 si

Job Listings	Title	Company	Low	High
	Director of Practice Operations	First Choice Physician Partners	\$111,139.00	\$192,489.00
	Healthcare Operations Manager	Davita	\$89,440.00	\$126,880.00
	Clinic Manager	PT Solutions Phy Therapy	\$88,900.00	\$113,000.00
	Practice Manager	FCPP Urology	\$69,000.00	\$111,000.00

	Low	High	Mid
<b>Market Average</b>	\$93,742.00	\$122,697.00	\$108,219.50
2018 DPHCD Range	\$63,459.00	\$85,852.00	
DPHCD		Current Wage	\$87,768.00
		<b>Under Market</b>	<b>-23%</b>

### Human Resources Manager

Year	Employer Type	Employer Name	Department/Subdivision	Position	Min Position Salary	Regular Pay	Max Position Salary	Employer County	Geographic Wage Factor	Geo Adjusted Wage
2021	Special District	Kern County Hospital Authority	Human Resources	Mgr Human Resources	\$ 100,902	\$ 118,708	\$ 136,514	Kern	7.6%	\$ 127,730
2021	Special District	Beach Cities Health District	Human Resources	Human Resources Manager	\$ 78,328	\$ 93,991	\$ 117,492	Los Angeles	-15.5%	\$ 81,630
2021	Special District	Sierra View Local Health Care District	Human Resources	HR Manager-Benefits, Leaves & Wellness	\$ 83,470	\$ 106,197	\$ 116,875	Tulare	8.4%	\$ 110,764
2021	Special District	Soledad Community Health Care District	Administration	Human Resources Officer	\$ 82,170	\$ 96,671	\$ 111,172	Monterey	-19.6%	\$ 77,723
2021	Special District	Northern Inyo Healthcare District	Human Resources And Education	Human Resources Manager	\$ 77,728	\$ 91,445	\$ 105,162	Inyo	8.1%	\$ 98,852
2021	Special District	Surprise Valley Hospital District	Human Resources	Admin Asst/HR Manager	\$ 63,720	\$ 77,470	\$ 103,794	Modoc	15.7%	\$ 94,482
Low and High salaries excluded				2021 Average	\$ 81,053	\$ 97,414	\$ 115,168	Geo Adjusted Comp Avg		\$ 98,530
<i>Estimated based on 15% above or below</i>				2021 Public Geo & COLA Adj Salary with 30% Range	\$ 90,576	\$ 106,560	\$ 122,545	2021 avg with COLA Adjustment	8.15%	\$ 106,560
				2023 Private Market with 30% Range	\$ 82,892	\$ 97,520	\$ 112,148	2023 Private Market Rate		\$ 97,520
				<b>Recommended Human Resources Manager Range</b>	<b>\$ 86,734</b>	<b>\$ 102,040</b>	<b>\$ 117,346</b>	Avg of studies		\$ 102,040
				Previous Range (based on 2018 salaries)	\$ 64,570	\$ 82,352	\$ 86,899			

Excluded	EmployerName	DepartmentOrSubdivision	Position	MinPositionSalary	TotalWages	MaxPositionSalary	EmployerCounty	Geographic Wage Factor	Geo Adjusted Wage
HIGH	Salinas Valley Memorial Healthcare District	Human Resources	Human Resources Manager	\$ 151,028	\$ 219,631	\$ 226,532	Monterey	-19.6%	\$ 160,047
LOW	Del Puerto Health Care District	Administration	Human Resources Manager	\$ 72,476	\$ 78,319	\$ 98,044	Stanislaus	0.0%	\$ 78,319

## Human Resources Manager

Market evaluation Feb 2023

	Title	Company	Range	
			Low	High
<b>Recruiters</b>	Human Resources Manager	salary.com	\$121,808.00	\$151,072.00
		indeed	\$88,963.00	\$128,832.00
		Glassdoor	\$80,434.00	\$122,000.00
		Payscale	\$80,000.00	\$106,000.00
		Mint Salary	\$80,000.00	\$117,500.00

<b>Job Listings</b>	Human Resources Manager	Pacific Southwest Contaner LLC	\$85,000.00	\$112,964.00
	Human Resources	GXO Logistics	\$72,600.00	<i>Previous Range (based on 201</i>
	HR/payroll manager	Duarte	\$64,480.00	\$90,000.00
	Human Resources Manager	Ashley Furniture	\$83,699.00	\$100,439.00
	Human Resources Lead	AGP Glass -Tracy	\$95,000.00	\$115,000.00

	Low	High	Mid
<b>Market Average</b>	\$83,212.00	\$111,829.00	\$97,520.50
2018 DPHCD Range	\$64,569.67	\$86,899.22	
DPHCD		Current Wage	\$82,352.00
		<b>Under Market</b>	<b>-18%</b>



Year	Employer Type	Employer Name	Department/Subdivision	Position	Min Position Salary	Regular Pay	Max Position Salary	Employer County	Geographic Wage Factor	Geo Adjusted Wage
2021	Special District	Cosumnes Community Services District	Finance	Finance Manager	\$ 102,900	\$ 125,124	\$ 147,348	Sacramento	-6.6%	\$ 116,866
2021	Special District	Pioneers Memorial Hospital District	General Accounting	Accounting Manager	\$ 87,901	\$ 110,113	\$ 131,851	Imperial	9.9%	\$ 120,841
2021	Special District	Fresno-Kings-Madera Regional Health Authority	Finance	Accounting Manager	\$ 82,000	\$ 94,144	\$ 130,000	Fresno	1.5%	\$ 103,579
2021	Special District	Antelope Valley Healthcare District	8510 Accounting	Mgr Finance	\$ 98,821	\$ 108,699	\$ 127,608	Los Angeles	-15.5%	\$ 94,394
2021	Special District	Tri-City Healthcare District	Finance	Manager Decision Support	\$ 82,479	\$ 108,018	\$ 119,595	San Diego	-20.7%	\$ 81,968
2021	Special District	Del Puerto Health Care District	Administration	Financial Accounting Manager	\$ 79,591	\$ 87,843	\$ 97,278	Stanislaus	0.0%	\$ 88,237
Low and High salaries excluded				2021 Average Comparable	\$ 88,949	\$ 105,657	\$ 125,613	2021 Geo Adjusted Compensation		\$ 100,981
<i>Estimated based on average of min and max</i>				Geo Adj Salary 15% Range	\$ 92,829	\$ 109,211	\$ 125,592	COLA adjustment to GEO Adj compensation	8.15%	\$ 109,211
				Private with 15% Range	\$ 93,732	\$ 110,273	\$ 126,814	Private		\$ 110,273
				<b>Recommended Financial Accounting Manager Range</b>	<b>\$ 93,281</b>	<b>\$ 109,742</b>	<b>\$ 126,203</b>	Average of public and private salaries		\$ 109,742
				<i>Previous Range (based on 2018 salaries)</i>	\$ 79,591	\$ 87,843	\$ 97,278			

Year	Excluded	EmployerName	Column1	Position	MinPosition Salary	TotalWages	MaxPosition Salary	EmployerCounty	Geographic Wage Factor	Geo Adjusted Wage
	HIGH	Kaweah Delta Health Care District	Finance-Managed Care Services	Managed Care Manager	\$ 91,062	\$ 113,828	\$ 136,594	Tulare	8.4%	\$ 123,390
	LOW	California Mental Health Services Authority	Finance	Accounting Manager	\$ 72,900	\$ 81,000	\$ 89,100	Sacramento	-6.6%	\$ 75,654

# Accounting Finance Manager

## Market Evaluation

	Title	Company	Range	
			Low entry level	High
<b>Recruiters</b>	<b>Finance Manager</b>	Salary.com	\$107,905.00	\$168,276.00
		Indeed	\$84,949.00	\$127,892.00
		Mint Salaries	\$119,000.00	\$132,000.00
		Payscale	\$86,000.00	\$134,000.00
		Talent.com	\$90,114.00	\$159,256.00
		Robert Half	\$120,000.00	\$140,000.00

<b>Job Listings</b>	<b>Finance Manager</b>	Providence (Waterford)	\$117,353.00	\$143,436.00
	<b>Accounting Manager</b>	Global Hires,LLC	\$80,000.00	\$130,000.00
	<b>Finance Director/Asst City Manager</b>	City of Livingston	\$115,954.00	\$140,943.00
	<b>Finance Manager</b>	Freshpoint	\$78,000.00	\$143,700.00

	Low	High	Mid
minus the highest/lowest			
<b>Market Average</b>	\$80,128.00	\$140,417.00	\$110,272.50
2018 DPHCD Range	\$79,590.87	\$97,277.72	
DPHCD		Current Wage	\$87,843.00
		<b>Under Market</b>	<b>-26%</b>

3/2023

Ambulance Quality Improvement Clinical Education

Year	Type	EmployerName	DepartmentOrSubdivision	Position	MinPositionSalary	TotalWages	MaxPositionSalary	EmployerCounty	Geographic Wage Factor	Geo Adjusted Wage
2021	Special District	Tri-City Healthcare District	Performance Improvement	Clinical Quality Coordinator	\$ 90,836	\$ 136,254	\$ 132,106	San Diego	-20.7%	\$ 94,947.48
2021	Special District	Southern Mono Health Care District	Quality	Quality Improvement Specialist	\$ 84,240	\$ 103,199	\$ 122,158	Mono	-2.9%	\$ 100,206.2
2021	Special District	Hi-Desert Memorial Hospital District	Education	Manager, Staff Education	\$ 75,160	\$ 88,423	\$ 101,686	San Bernardino	-4.9%	\$ 84,090.3
2021	Special District	Kaweah Delta Health Care District	Clinical Inservice Education	Clinical Education Prg Coordinator	\$ 63,981	\$ 79,976	\$ 95,971	Tulare	8.4%	\$ 86,694.0
2021	Special District	Southern Mono Health Care District	Quality	Admin Assistant/Quality Coord	\$ 58,240	\$ 85,275	\$ 84,448	Mono	-2.9%	\$ 73,784.0
2021	Special District	Plumas Hospital District	Nsg In-service Education	Clinical Education Coordinator	\$ 57,916	\$ 68,136	\$ 78,356	Plumas	15.5%	\$ 78,697.1
2021	Special District	Oak Valley Hospital District	Oakdale Ambulance	EMS Quality Coordinator	\$ 56,664	\$ 64,089	\$ 75,954	Stanislaus	0.0%	\$ 65,569.0
2021	Special District	Del Puerto Health Care District	Ambulance	Clinical Education Coordinator	\$ 57,143	\$ 63,649	\$ 73,714	Stanislaus	0.0%	\$ 64,835.3
Low and High salaries excluded				2021 Average Comparable	\$ 68,022	\$ 86,125	\$ 95,549	2021 Geo Adjusted Compensation		\$ 81,103
<i>Estimated based on average of min and max</i>				Geo Adj Salary 15% Range	\$ 74,556	\$ 87,713	\$ 100,870	COLA adjustment to GEO Adj compensation	8.15%	\$ 87,713
				Private with 15% Range	\$ 79,472	\$ 93,497	\$ 107,522	Private		\$ 93,497
				<b>Recommended EMS Quality Improvement &amp; Education Range</b>	<b>\$ 77,014</b>	<b>\$ 90,605</b>	<b>\$ 104,196</b>	Average of public and private salaries		\$ 90,605
				Previous DPHCD Range (based on 2018 salaries)	\$ 62,400	\$ 66,522	\$ 81,120			

Year	EXCLUDED	EmployerName	DepartmentOrSubdivision	Position	MinPositionSalary	TotalWages	MaxPositionSalary	EmployerCounty	Geographic Wage Factor	Geo Adjusted Wage
2021	HIGH	Palomar Health District	Quality Resource Management	Clinical Educator	\$ 98,134	\$ 147,389	\$ 139,144	San Diego	Hospital Enterprise	Hospital and Healthcare
2021	LOW	Sierra View Local Health Care District	Performance Improvement	Quality Specialist	\$ 38,251	\$ 41,450	\$ 53,560	Tulare	Hospital Enterprise	Hospital and Healthcare

## Clinical Education & Quality Improvement Manager

Market evaluation

		Range		
	Title	Company	Low Entry level	High
<b>Recruiters</b>	EMT/Paramedic Supervisor	Salary.com	\$63,618.00	\$99,543.00
	EMS Manager	Indeed	\$128,207.00	\$220,842.00
	EMS Manager	ZIP Recruiter	\$63,751.00	\$130,237.00

<b>Job Listings</b>				
	Specialist Clinical Education	AMR Buellton,CA	\$85,000.00	\$95,000.00

<b>Average</b>	<b>\$74,375.50</b>	<b>\$112,618.50</b>	<b>\$93,497</b>
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**Mid Range**

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting**

**9E Transfer to Asset Replacement Fund Reserves**

**Page 1 of 2**

<b>DEPT:</b> CHIEF EXECUTIVE OFFICE	<b>BOARD AGENDA:</b>	#9E
<b>CONSENT CALENDAR:</b> NO	<b>AGENDA DATE:</b>	March 27, 2023
<b>CEO CONCURRENCE:</b> YES	<b>4/5 VOTE REQUIRED:</b>	NO

**SUBJECT:** **Resolution 2023-08: Transfer to Asset Replacement Fund Reserves**

**RECOMMENDATION:** The CEO recommends increasing the current Asset Replacement Fund by \$310,000, the total FY2021-22 depreciation cost.

**CONSIDERATIONS:** **Depreciation** is an operating expense as an asset is consumed from purchase to the end of its useful life. The expectation is that the asset would have to be replaced at the end of its useful life.

The **Equity: Asset Replacement Fund** holds monies set aside to replace or acquire equipment, buildings, and property. Capital expenses (the Capital Expense Budget is separate from the Operating budget) are paid out of the Asset Replacement Fund.

PLEASE NOTE: A transfer from Equity: Unrestricted to Equity: Asset Replacement Fund is NOT an approval to spend money. All Capital purchases and funds spent from Asset Replacement require separate Board approval for items and amounts.

**POLICY:** The CEO is to manage available funds, including evaluating the fiscal year-end financial situation of the organization and recommending to the Board the transfer of funds into appropriate restricted accounts.

**FISCAL IMPACT:** None (Transfer between Equity Accounts)

**DISTRICT PRIORITY:** Fiscal responsibility, transparency, and planning

**STAFFING IMPACT:** None

**CONTACT PERSON:** Karin Freese

**BOARD ACTION:**  
**ROLL CALL REQUIRED: YES**

**RECOMMENDED RESOLUTION:**

**Whereas**, the Board desires to designate funds as an Operating Reserve; and

**Whereas**, the Board desires to designate specific funds for future replacement or acquisition of equipment, buildings, or property;

**Now, therefore, be it now resolved,** the Board of Directors directs the Administrative Director / CEO to make a Balance Sheet transfer of \$310,000 to the Equity: Asset Replacement Fund account.

**BOARD MEETING ACTION SUMMARY**

MOTION AMENDED:      YES    NO

AMENDMENT: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<i>Made By</i>	<i>Motion</i>	<i>Second</i>
<i>President Campo</i>		
<i>Vice President Avila</i>		
<i>Secretary Benefield</i>		
<i>Treasurer Stokman</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 Campo</i>				
<i>Vice President Avila</i>				
<i>Secretary Benefield</i>				
<i>Treasurer Stokman</i>				

MOTION IS:

- \_\_\_\_\_ *Approved*
- \_\_\_\_\_ *Denied*
- \_\_\_\_\_ *Approved as amended*
- \_\_\_\_\_ *Other*

Del Puerto Health Care District  
**Adjusted Balance Sheet**  
As of February 28, 2023

	Feb 28, 23	Increase	Decrease	Description	Adjusted Feb 28, 23 Balance
<b>ASSETS</b>					
Current Assets					
Checking/Savings	3,847,263				3,847,263
Accounts Receivable	747,386				747,386
Other Current Assets	253,289				253,289
Total Current Assets	4,847,938				4,847,938
Fixed Assets					
151.000 · Capital assets	5,003,975				5,003,975
Total Fixed Assets	5,003,975				5,003,975
Other Assets					
150.000 · Lease Receivable - Non Current	327,809				327,809
Total Other Assets	327,809				327,809
<b>TOTAL ASSETS</b>	<b>10,179,722</b>				<b>10,179,722</b>
<b>LIABILITIES &amp; EQUITY</b>					
Liabilities					
Current Liabilities	505,585				505,585
Long Term Liabilities	1,806,904				1,806,904
Total Liabilities	2,312,489				2,312,489
Equity					
350.000 · Unrestricted Assets	1,777,686			<i>Increase Asset Replacement Fund</i> <b>(310,000)</b> <i>Increase Operating Reserve</i> <b>(75,000)</b>	<b>1,392,686</b>
360.000 · Assigned Fund Balance					
360.030 · Asset Replacement Fund	838,777	<b>310,000</b>			<b>1,148,777</b>
360.070 · Operating Cash Reserve	1,416,000	<b>75,000</b>			<b>1,491,000</b>
Total 360.000 · Assigned Fund Balance	2,254,777				2,639,777
370.000 · Restricted Fund Balance	242,870				242,870
390.000 · Net Fixed Assets (Capital)	2,492,762				2,492,762
Net Income	1,099,138				1,099,138
Total Equity	7,867,233				7,867,233
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,179,722</b>				<b>10,179,722</b>





# BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

## Board Meeting

### 9F. Increasing Operating Reserves

Page 1 of 2

DEPT: CHIEF EXECUTIVE OFFICE	BOARD AGENDA:	#
CONSENT CALENDAR: NO	AGENDA DATE:	March 28, 2023
CEO CONCURRENCE: YES	4/5 VOTE REQUIRED:	NO

**SUBJECT:** Resolution 2023-09: Increase Operating Reserves

**RECOMMENDATION:** The CEO recommends increasing the current Operating Reserve by \$75,000 per the calculation below.

**CONSIDERATIONS:** An Operating Reserve is an amount of liquid cash to cover a targeted three (3) months' worth of expenses. The monthly operating cost has increased by 5.2% since the last increase to reserve was made in August 2020.

**POLICY:** The CEO is to manage available funds, including evaluating the fiscal year-end financial situation of the organization and recommending to the Board to increase operating reserve per the current cash flow status as of February 2023.

**FISCAL IMPACT:**

FY2021-22 Average Warrants		\$ 498,000
FY22-23 Average Total Warrants Issued		\$ 497,000
<b>Proposed New Operating Reserve (3 months exp)</b>		<b>\$1,491,000</b>
<u>Current Operating Reserve Account</u>		<u>\$1,416,000</u>
<b>Net Increase</b>		<b>\$ 75,000</b>

**DISTRICT PRIORITY:** Fiscal responsibility, transparency, and planning

**STAFFING IMPACT:** None

**CONTACT PERSON:** Karin Freese

**BOARD ACTION:**

ROLL CALL REQUIRED: YES

RECOMMENDED RESOLUTION:

**Whereas**, the Board desires to designate funds as an Operating Reserve; and

**Whereas**, the best practice is to have three months of operating expenses in a reserve, now therefore

**Be it now resolved**, the Board of Directors directs the CEO to make a Balance Sheet transfer of \$75,000 to the Equity: Operating Reserve account.

**BOARD MEETING ACTION SUMMARY**

MOTION AMENDED:      YES   NO

AMENDMENT: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<i>Made By</i>	<i>Motion</i>	<i>Second</i>
<i>President Campo</i>		
<i>Vice President Avila</i>		
<i>Secretary Benefield</i>		
<i>Treasurer Stokman</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 Campo</i>				
<i>Vice President Avila</i>				
<i>Secretary Benefield</i>				
<i>Treasurer Stokman</i>				

MOTION IS:

- \_\_\_\_\_ *Approved*
- \_\_\_\_\_ *Denied*
- \_\_\_\_\_ *Approved as amended*
- \_\_\_\_\_ *Other*

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT****Board Meeting – March 27, 2027****FY 2022-23 Mid-Year Budget Adjustment Item # Title****Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: Yes

4/5 Vote Required: No

**SUBJECT: FY 2022-23 Mid-Year Budget Adjustment**

**STAFF REPORT:** A budget is a financial plan that outlines the expected income and expenses for a specific period, typically one year. It serves as a roadmap for managing district finances, helping make informed decisions about allocating resources. However, budgets are flexible and can be adjusted mid-year to reflect district financial situation changes.

For the second half of this fiscal year, the district will benefit from an updated encounter rate at the health center, and a new Medi-Cal reimbursement rate for ALS transports. Additionally, we have received additional income from prior years' expense reports (e.g., GEMT 2019-2021). Expense-wise, we have updated our depreciation of the new ambulance that was entered into service last fall, additional expenses for health clinic billing, and budget educational expenses for staff and board members. The net positive revenue is greater than \$284,000.

**DISTRICT PRIORITY:** Fiscal transparency and effective management of assets

**FISCAL IMPACT:** +\$555,000 additional revenue  
 -\$276,665 additional expenses  
 =\$284,335 net positive revenue

**STAFFING IMPACT:** None**CONTACT PERSON:** Karin Freese**ATTACHMENT(S):** FY2022-23 Budget Revision**RECOMMENDED BOARD ACTION:**

ROLL CALL REQUIRED: YES / NO

**RECOMMENDED MOTION:** *I move the Board of Directors to amend the FY 2022-23 Budget as presented.*

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>Director Avila</i>		
<i>Director Campo</i>		

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – March 27, 2027**

**FY 2022-23 Mid-Year Budget Adjustment Item # Title**

**Page 2 of 2**

<i>Director Benefield</i>		
<i>Director Stokman</i>		

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

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# BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

**Board Meeting – March 27, 2023**

## 9H. Triennial Review and Recommendation of Governance Policies      8D. Finance Policies Triennial Review Page 1 of 2

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

<b>SUBJECT:</b>	<b>Review and Recommendation of Governance Policies</b>
<b>STAFF REPORT:</b>	Board Governance policies were last reviewed in 2020 Public agencies should review policies every three years for several reasons. First, policies and regulations often need to be updated due to technological changes, social norms, and other factors. By regularly reviewing and updating policies, agencies can ensure they remain relevant and effective. Second, policies can have unintended consequences that may only be apparent after they have been implemented. Regular reviews can help identify such issues and allow agencies to make necessary adjustments. Third, regular reviews can increase transparency and accountability, as agencies are able to demonstrate their commitment to evaluating their own practices and making improvements as needed. Regular policy reviews can help public agencies operate more effectively, efficiently, and transparently, benefiting the communities they serve.
<b>CONSIDERATIONS:</b>	Reviewing established governance policies can help to promote transparency, accountability, and ethical behavior, while also mitigating risks and enhancing performance. This is essential for public boards responsible for overseeing public resources and serving the interests of district stakeholders.
<b>DISTRICT PRIORITY:</b>	Good governance; clarity in expectations
<b>FISCAL IMPACT:</b>	None
<b>STAFFING IMPACT:</b>	None
<b>CONTACT PERSON:</b>	Karin Freese
<b>ATTACHMENT(S):</b>	<u>ADOPTED POLICIES TO REVIEW FOR POSSIBLE AMENDMENT</u> 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

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – March 27, 2023**

**9H. Triennial Review and Recommendation of Governance Policies      8D. Finance Policies**  
**Triennial ReviewPage 2 of 2**

4210 Board Meeting Management ADPTD OCT 2018

4215 Topics for Discussion at Board Meetings - Adopted March 2017

4225 Tape Destruction policy June 2004

4230 Legislative Advocacy Policy ADPTD MAR 2021

**RECOMMENDED BOARD ACTION:**

- For the March 2023 agenda, this item is for information only.
- The President of the Board may create an Ad Hoc Committee to review and recommend amendments or ratify existing policies.

AUTHORITY & LIMITS OF THE BOARD	EFFECTIVE DATE
	10/30/2018

**4000.01 Establishment**

The Del Puerto Health Care District is established by Division 23 of the California Health & Safety Code § 32000 - 32492 which is known as the Local Health Care District Law.

**4000.02 Subject to District Bylaws**

The Board of Directors has adopted Bylaws. Rules and Procedures serve to further clarify the Bylaws. If there is any conflict between the Bylaws and Rules and Procedures, the Bylaws shall prevail.

**4000.03 Authority of the Board**

The Board of Directors is the governing body of the District. The Board shall act only at its regular meetings, regular adjourned meetings, special meetings, or emergency meetings.

**4000.04 The Board is Singular Body**

The Board of Directors is the governing body of the District. Apart from his or her normal function as a part of this governing body, a Director has no individual authority. Directors do not have authority to commit the District to any policy, act, or expenditure, unless the Board of Directors takes specific action to grant such authority as to a given matter. Once the Board of Directors takes action, Directors shall commit to supporting the collective Board action and not to create barriers to the implementation of said action.

**4000.05 Representing the Entire District**

Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the district. The Board member carries out his or her responsibilities in recognition of a fiduciary responsibility and does not represent the interests of any constituency or individual.

**4000.06 Legal Duties**

The board, acting in good faith and in a reasonably prudent manner, has three legal duties:

- a. A duty of obedience to the legal purpose of the District, a duty that should be demonstrable in all the board's decisions.
- b. A duty of loyalty, to act based on best interests of the District and the wider community it serves, not the narrow interests of an individual or stakeholder group.
- c. A duty of care, to be diligent in carrying out the work of the board by preparing for meetings, attending faithfully, participating in discussions,

AUTHORITY & LIMITS OF THE BOARD	EFFECTIVE DATE
	10/30/2018

asking questions, making sound and independent business judgments, and seeking independent opinions when necessary.

**4000.07 Roles of the Board**

The character of the Board is to govern, not manage, the District. To that end, the Board carries out four roles:

- a. Establish the ends and goals of the District.
- b. Make policies and decisions to support those ends.
- c. Oversee performance and exercise accountability for results.
- d. Build relationships with the District's key stakeholders.

**4000.08 Governance Responsibilities of the Board**

In fulfilling its role, the Board of Directors have specific responsibilities:

- a. **Provide for excellent management.** Select, support, advise and evaluate the chief executive officer.
- b. **Establish executive compensation.** Establish a compensation program for senior management and approve annual compensation for the Administrative Director / CEO.
- c. **Establish policies.** Approve and periodically review major District policies affecting the organization and the operation of the Board.
- d. **Approve strategic direction and monitor performance.** Approve a mission, vision, and strategic direction for the District; approve a strategic plan; review and approve major transactions and significant new programs and services; and monitor organizational performance against goals.
- e. **Ensure financial viability.** Approve financial goals; approve a long-range financial plan and annual, operating, and capital budgets; approve investment policies; monitor financial performance and investment performance against goals; and oversee the audit process.
- f. **Build relationships.** Build relationships and support the organization's policies with key stakeholders, political leaders and donors.
- g. **Ensure compliance.** Establish and oversee programs to ensure that the



AUTHORITY & LIMITS OF THE BOARD	EFFECTIVE DATE
	10/30/2018

organization fulfills legal, regulatory and accreditation requirements.

- h. **Ensure board effectiveness.** Select members of subsidiary boards and ensure the effectiveness of board governance through regular self-assessment and improvement of governance.

**4000.09 Policy Setting**

The primary responsibility of the Board of Directors is the formulation and evaluation of policy.

- a. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- b. Routine operation of the District is delegated to the Administrative Director / CEO and to other members of the District staff, as appropriate.
- c. The Board and individual Board Members shall have no authority over day-to-day operations of the District.

**4000.10 Time Commitment**

Directors make a significant commitment to their Board service, normally 10-20 hours per month.

- a. Directors are expected to become familiar with District financial reports, and carefully review all materials in advance of Board meetings.
- b. Directors are expected to become and stay current on District affairs and projects.
- c. Directors are expected to serve on District Ad Hoc committees.
- d. Directors are encouraged to represent the District at community events, attend intergovernmental meetings at which health care issues are discussed and decided. Official representation of the District at community events and visits to facilities should be coordinated through the Administrative Director/CEO to ensure compliance with the Brown Act.

**4000.11 Non-interference**

Board Members may not direct, coerce, or influence any District employee. Violation of these provisions of this section by a member of the Council is a criminal misdemeanor. A conviction would trigger immediate forfeiture of office.

AUTHORITY & LIMITS OF THE BOARD	EFFECTIVE DATE
	10/30/2018

- a. A Board Member may contact District department heads and employees only to make inquiries. All other communications about the administration of the District must only be through the Administrative Director / CEO.
- b. A Board Member shall not give orders to any District employee, either publicly or privately. A District employee shall not carry out the orders of a Board Member. Instead, the employee should consult and follow the direction of the Administrative Director / CEO or department head.
- c. A Board Member shall not attempt to coerce or influence the Administrative Director / CEO or any employee in respect to any contract, purchase of supplies or any other action. A District employee should not be influenced in respect to any contract, purchase of supplies or any other action by a Board Member.
- d. A Board Member may not in any manner direct or request the appointment or removal of any person from District employment.

**4000.12      Directions from Individual Directors**

Individual Directors shall not instruct District staff, District legal counsel, or District consultants, advisors, vendors, or contractors, but shall work through the Board as a whole, who shall work through the Administrative Director / CEO. However, the chairperson of any Board Standing or Ad Hoc committee shall be authorized to work with District staff and receive information and support from District staff with respect to matters within the Ad Hoc committee's jurisdiction.

**4000.13      Board Requests for Information**

When requesting information from staff or making public records requests, Directors are encouraged to identify their specific issue of concern rather than making broad requests that require significant amounts of staff time and hinder staff's ability to devote the time necessary to the business of running the District.

- a. Information provided at the request of any Board member shall be distributed to all Board members.
- b. Any request by an individual Director for substantive information and/or research from District staff or advisors (other than a request for existing records), the response to which will require the use of material District staff time or resources, shall be submitted in writing (which includes email) through the Board President, who shall decide whether or not it is in the District's best interests to expend District resources in such a fashion and, for

AUTHORITY & LIMITS OF THE BOARD	EFFECTIVE DATE
	10/30/2018

approved requests, shall advise staff regarding the appropriate level of resources to be devoted to the matter.

- c. If an individual Director's request is denied by the Board President, the request shall, if the individual Director wishes, be placed on the agenda of the next meeting of the Board (for which an agenda has not yet been posted).
- d. If a majority of the Directors approve the request for information and/or research, the Administrative Director/CEO shall respond to the individual Director's request for substantive information and/or research. Requests for existing District records shall be governed by the Public Records Act.

**4000.14 Personal Conduct**

Differing viewpoints are healthy in the decision-making process and must be conducted with decorum. Board Members shall

- a. Conduct themselves with dignity,
- b. Treat other board members and district staff with courtesy,
- c. Respect the rights of other board members to give opinions,
- d. Listen attentively and respond appropriately in a professional manner,
- e. Give first priority to the needs and best interests of the district, and
- f. Emphasize the positive.

**4000.15 Focus on Issues**

Board members shall use the District Strategic Plan as a general basis and focus when developing and considering future policy. Board Members shall focus on issues and not personalities, respect differing points of view, disagree without being disagreeable.

**4000.16 Complaints**

The needs of the District's constituents should be the priority of the Board of Directors. Board Members shall refer complaints directly to the Administrative Director/CEO, report public health and safety concerns immediately to the Administrative Director/CEO, and seek clarification and information from the Administrative Director/CEO on such issues as policy, personnel, legal action, land acquisition and development, finances, and other matters related to the operation of the District.

**4000.17 Interactions with District Personnel**

If approached by District personnel concerning specific District policy, Directors shall direct inquiries to the Administrative Director / CEO.



DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4005

BOARD MEMBER JOB DESCRIPTION
------------------------------

The board must govern the Del Puerto Health Care District's efforts in carrying out its mission to provide, promote, and partner in quality healthcare for all in the communities it serves by fulfilling the Board's fundamental duty of oversight with respect, loyalty, and collaboration.

The board member must act in good faith and carry out their duties in a manner that is in the best interest of the organization, not the individual interests of the board member. Board members must meet higher standards of personal conduct and not seek special privileges or authority. The obligations of board service extend well beyond the expectations of attending meetings.

**Board Time Commitment:**

- Board meetings (monthly): 2-3 hours
- 1-2 Committee meetings (monthly): 1-3 hours each
- Meeting Preparation: 30 minutes - 1 hour per meeting
- Meetings with CEO (monthly): 1 hour
- Outside education/readings: 1-2 hours monthly
- Travel outside of local area: 1-2 times per year (2-3 days each)

**Board Member Expectations:**

- Know Del Puerto Health Care District's mission, purposes, goals, policies, programs, services, history, strengths, and needs.
- Perform the duties of board membership responsibly and according to the duties of care, loyalty, and obedience.
- Prepare for the policy discussions and decision-making required for governance excellence within the organization.
- Undertake special assignments willingly and enthusiastically.
- Avoid prejudiced judgments on information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors.
- Avoid asking for special staff favors, including special requests for extensive information, without prior consultation with the CEO, board, or appropriate committee chairperson.
- Know the difference between the board's role and the role of the CEO.
- Support and counsel the CEO through complex relationships with groups.
- Participate annually in educational opportunities to remain current on changing trends and governance issues.

**State Required Training:**

- Ethics Education and Training (AB 1234) within the first six months of taking office and every two years after that – 2 hours
- Sexual Harassment Prevention Education and Training (AB 1661) within the first six months of taking office and every two years after that – 2 hours

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4005

BOARD MEMBER JOB DESCRIPTION
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### Recommended Training:

Board members can expand their knowledge and improve their skills through professional development opportunities for special and health care districts. Training resources include in-person and virtual education events, such as:

- California Special Districts Association (CSDA) – Special District Leadership Academy
- Association of California Healthcare Districts (ACHD) – Educational webinars; state and regional training opportunities
- CSDA or ACHD – Annual Conference

### Board Meetings:

Board Meetings are the center of governance and significantly influence the quality of governance. Individual board members are expected to:

- Prepare for board and committee meetings, including appropriate organizational activities.
- Participate in board and committee meetings with forethought, courtesy, critical thinking and analyses, and attention to results.
- Ask timely and substantive questions at board and committee meetings consistent with the board member's conscience and convictions while simultaneously supporting the majority decision on issues decided by the board.
- Maintain confidentiality of the board's closed sessions, and speak for the board or district only when authorized to do so
- Suggest agenda items periodically for board and committee meetings to address significant, policy-related matters.
- Comply with the Brown Act: Open Meetings for Legislative Bodies, which governs all board and committee meetings.

### Conflict of Interest:

Conflict of interest, confidentiality, and disclosure implies a code of conduct and ethical behavior. Board members should avoid using their power, position, or information from their situations to influence organizational activities and decisions. Individual board members are expected to:

- Fully understand the organization's definition of an independent director and disabling guidelines and be aware of his/her independence status and limitations in business ventures with or directly competing with the organization.
- Serve the district rather than any special interest group or constituency.
- Disclose any possible conflicts to the board in a timely fashion.
- Maintain independence and objectivity and act with a sense of fairness, ethics, and personal integrity, even though you may not be required to do so by law, regulation, or custom.
- Never offer or accept favors or gifts from anyone who does business with the organization.

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4120

EXPECTATIONS OF DIRECTORS	EFFECTIVE DATE
	10/30/2018

#### **4120.1 Meeting Preparation**

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors may request information before meetings.

- a. Requests by individual Directors for substantive information and/or research from District staff will be channeled through the Administrative Director / CEO.
- b. The Administrative Director / CEO shall be responsible for providing the requested information and shall make all information equally available to all Directors.
- c. If writings are distributed to a majority of the Board in connection with an agenda item, those writings shall be made available to the public in the manner required by law.

#### **4120.2 Meeting Decorum**

- a. Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.
- b. Directors shall defer to the presiding officer for conduct of meetings of the Board but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
- c. Directors may request for inclusion into the meeting minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a brief statement on position for an abstention or dissenting vote).

#### **4120.3 Abstentions and Failure to Vote**

- a. Directors should not abstain from the Board's decision-making responsibilities unless a personal or financial conflict of interest exists.
- b. Directors abstaining due to a disqualifying conflict of interest will not be counted as part of a quorum and will be considered absent for the purposes of determining the outcome of a vote on the matter.
- c. Directors who fail to vote, in the absence of a declared conflict of interest, will be counted as part of the quorum and in effect consent that a majority of the quorum will determine the outcome of a vote on the matter.

#### **4120.4 Conflicts of Interest**

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4120

EXPECTATIONS OF DIRECTORS	EFFECTIVE DATE
	10/30/2018

Director shall declare at the beginning of each Board Meeting if they have a real or perceived conflict of interest with which agenda item and what is the nature of the conflict. Directors with a conflict will leave the meeting during the discussion and not participate in any voting for the agenda item.



DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4130

BOARD COMPENSATION & EXPENSE REIMBURSEMENT	EFFECTIVE DATE
	ADOPTED 11/2002 REVISED 10/2016

**4130.0 Board Members Shall Serve without Compensations**

- a. Per Health and Safety Code 32103, the Board of Directors shall serve without compensation, except that
- b. Board of Directors, by a resolution adopted by a majority vote of the members of the Board, may authorize the payment of not to exceed one hundred dollars (\$100) per meeting not to exceed five meetings a month as compensation to each member of the Board of Directors.

**4130.1 Travel Expense Reimbursement Allowed**

- a. Each member of the Board of Directors shall be allowed his or her actual necessary traveling and incidental expenses incurred in the performance of official business of the District as approved by the Board.
- b. For purposes of this section, the determination of whether a Director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.
- c. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.



DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4140

BOARD VACANCY	EFFECTIVE DATE
	04/01/2011

**Policy:** When a Director resigns, or a vacancy is otherwise created on the District Board of Directors, the remaining Board of Directors shall fill the vacancy, generally by appointment and pursuant to their bylaws, Government Code 1780 and these procedures.

**Purpose:** To establish clear and consistent procedures to guide administrative staff and the Board in filling vacancies on the Board.

**Procedure:** Pursuant to District's Amended and Restated Bylaws any Director may resign effective upon giving written notice to the President, the Secretary/Treasurer, or the Board, unless the notice specifies a later time or effective date.

The Board of Directors official date of notification shall be determined by the date of the next regular meeting of the Board following the written notice of the vacancy. If the regularly scheduled meeting has been cancelled or postponed, a special meeting shall be called and held within 15 days of the written notice.

At the meeting of the Board where notice of the vacancy is given, the remaining Board members shall:

1. direct Administration to send notification of the vacancy to the county elections official no later than 15 days after the effective date of the vacancy
2. determine by a motion to fill the vacancy by appointment or by calling for an election

When filling the vacancy by appointment the remaining Board shall:

1. have the President appoint an ad hoc Board Appointment Subcommittee
2. direct Administration to post notification of the vacancy for a period of at least 15 days in three conspicuous places within the district;
  - a. at the District office in the usual posting place for Board meeting agendas and job announcements
  - b. at the clinic near the entryways,
  - c. at City Hall in an area for public announcements,
  - d. on the District website,
  - e. and optionally as an announcement in the local newspaper
3. direct Administration to accept letters of interest from the public until close of business on the 15th day after the posting of the vacancy
4. direct the Board Appointment Subcommittee to
  - a. schedule and conduct interviews with each person who submitted a letter of interest

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4140

BOARD VACANCY	EFFECTIVE DATE
	04/01/2011

- b. select from among all the candidates, who in their opinion are the two best candidates for the position
  - c. bring the two candidates selected before the remaining Board in open session at the next regularly scheduled meeting of the Board
  - d. call a special meeting of the Board for the purpose of appointing a new member, should the regularly scheduled meeting be cancelled or postponed, so that the appointment can be made within 60 days of the effective date of notice
5. have opportunity at the regular or special meeting of the Board, conducted after the Subcommittee has completed their interviews, examine the letters of intent and interview each of the two recommended candidates
  6. expect the President, after each remaining Board member has had opportunity to question the candidates, to call for nomination of a single candidate. And shall elect by majority vote a new member to the Board
  7. have the newly elected Director take the oath, administered by the Secretary/Treasurer or, in his/her absence, the President or Vice President, and immediately take their seat on the Board
  8. direct Administration to notify the county elections official of the appointment no later than 15 days after the appointment.

When filling the vacancy by election the remaining Board shall:

1. direct Administration to contact the Stanislaus County elections office to determine the process, protocols and costs to the District
2. execute those processes and protocols so that the election is called within 60 days of the effective date of the notice of vacancy
3. have the newly elected Director take the oath, administered by the Secretary/Treasurer or, in his/her absence, the President or Vice President at the regularly scheduled meeting of the Board following the general election and immediately take his/her seat

The term of office held by the appointed Director shall be pursuant to the provisions of Government Code 1780 sections d2, d3, e3 & e4.

<b>ROLE OF DIRECTORS</b>	EFFECTIVE DATE
	MARCH 2017

REVIEW DATE:	REVISION DATE:
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### Basis of Authority; Role of Directors

- 2.1 **Establishment.** The Del Puerto Health Care District is established by Division 23 of the California Health & Safety Code § 32000 - 32492 which is known as the Local Health Care District Law.
- 2.2 **The Board is Singular Body.** The Board of Directors is the governing body of the District. Apart from his or her normal function as a part of this governing body, a Director has no individual authority. Directors do not have authority to commit the District to any policy, act, or expenditure, unless the Board of Directors takes specific action to grant such authority as to a given matter.
- 2.3 **Representing the Entire Community.** Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community.
- 2.4 **Fiduciaries.** Directors have a fiduciary duty to act in good faith and for the benefit of the District.
- 2.5 **Policy Setting.** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission. Routine matters concerning the operational aspects of the District are to be delegated to the Administrative Director/CEO of the District.
- 2.6 **Time Commitment.** Directors make a significant commitment to their Board service, normally 10-20 hours per month.
- 2.6.1 Directors are expected to become familiar with District financial reports, and carefully review all materials in advance of Board meetings.
- 2.6.2 Directors are expected to become and stay current on District affairs and projects.
- 2.6.3 Directors are expected to serve on District Ad Hoc committees.
- 2.6.4 Directors are encouraged to represent the District at community events, attend intergovernmental meetings at which health care issues are discussed and decided. Official representation of the District at community events and visits to facilities should be coordinated through the Administrative Director/CEO to ensure compliance with the Brown Act.
- 2.7 **Directions from Individual Directors.** Individual Directors shall not instruct District staff, District legal counsel, or District consultants, advisors, vendors, or contractors, but shall work through the Board President, or the Board as a whole. However, the chairperson of any Board Standing or Ad Hoc committee shall be authorized to work with District staff and receive information and support from District staff with respect to matters within the Ad Hoc committee's jurisdiction.
- 2.8 **Board Requests for Information.** When requesting information from staff or making public records requests, Directors are encouraged to identify their specific issue of concern rather than making broad requests that require significant amounts of staff time and hinder staff's ability to devote the time necessary to the business of running the District.

<b>ROLE OF DIRECTORS</b>	EFFECTIVE DATE
	MARCH 2017

- 2.8.1 Information provided at the request of any Board member shall be distributed to all Board members.
- 2.8.2 Any request by an individual Director for substantive information and/or research from District staff or advisors (other than a request for existing records), the response to which will require the use of material District staff time or resources, shall be submitted in writing (which includes email) through the Board President, who shall decide whether or not it is in the District's best interests to expend District resources in such a fashion and, for approved requests, shall advise staff regarding the appropriate level of resources to be devoted to the matter.
- 2.8.3 If an individual Director's request is denied by the Board President, the request shall, if the individual Director wishes, be placed on the agenda of the next meeting of the Board (for which an agenda has not yet been posted).
- 2.8.4 If a majority of the Directors approve the request for information and/or research, the Administrative Director/CEO shall respond to the individual Director's request for substantive information and/or research. Requests for existing District records shall be governed by the Public Records Act.

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4160

MEDIA RELATIONS	EFFECTIVE DATE
	10/3/2011

**Purpose:** To ensure any requests for information from all Media sources is compliant with the policies of Del Puerto Health Care District.

**Policy:** All requests for information that is received by any Media source must be immediately referred to the CEO/Administrator.

Media Sources are defined as but not limited to the following:

- Newspaper
- Television
- Radio
- Internet
- Magazine (paper or electronic)

Staff members that are engaged by, approached by, or having received a request to access information any media source will immediately refer the request to the CEO/Administrator.

Staff members will refrain from commenting on District business outside of the workplace in public forums in person, in print or electronic media (Facebook, Twitter, LinkedIn, or any other blog environment).

Board members are restricted from commenting or acting on behalf of the District regarding media inquiry about any district business outside of an official, announced board meeting, or by direction of the board by the approval process. Board members will refer any media inquiry to the CEO/Administrator.

In the event the CEO/Administrator is not available to receive the media request and the request is of an urgent nature regarding an event that could adversely affect public safety, security or health, the media request will be referred to the Director of Ambulance Operations or the President of the Board.





BOARD MEETING STANDARDS	EFFECTIVE DATE
	10/30/2018

**4200.1 Brown Act Compliance**

The Legislature adopted the Brown Act, commonly referred to as California's "Open Meetings Laws" in 1964. It is the policy of Del Puerto Health Care District and its Board of Directors that all meetings shall be conducted in accordance with the Ralph M. Brown Act, Government Code 54950 et seq. The Brown Act is broadly construed, and compliance is constitutionally mandated.

- a. Meetings occur whenever the majority of the Members of the Board of Directors meets to discuss District business.
- b. All meetings of the Board of Directors shall comply with the Brown Act.
- c. "Member of the Board" includes newly elected and appointed officials prior to assuming office.
- d. Meetings through the use of intermediaries, serial communications, or emails are prohibited.
- e. The Board shall only take action during a properly noticed meeting.
- f. All Board meetings shall be open and freely accessible to the public, including those with disabilities.

**4215.3 Standing Committees**

Standing Committees created by formal action of the Board shall comply with the Brown Act.

**4200.4 Location**

Meetings of the Board of Directors shall be held at the District's Health Center located at 1700 Keystone Pacific Parkway, Patterson, CA 95363 except as otherwise set forth in Government Code Section 54954(b) or (e) and Section 54953(b)(3) or successor provision. District staff shall insure physical facilities for meetings are functional and appropriate.

**4200.5 Regular Meetings Date and Time**

The regular meetings of the Board shall be held on the last Monday of every month. Regular meetings of the Board shall be scheduled for 6:30 p.m. and shall begin at that time or as soon thereafter as a quorum is present.

BOARD MEETING STANDARDS	EFFECTIVE DATE
	10/30/2018

**4200.6 Special Meetings**

Additional special meetings, study sessions, or workshops can be called by the President of the Board as necessary to conduct business of the District. These meetings are subject to the Brown Act.

**4200.7 Emergency Meetings**

The provisions of the Ralph M. Brown Act applicable to emergency meetings shall be followed.

- a. Emergency meetings of the Board may be called by the Board President or by a majority of the Directors at a time and for the purpose(s) specified in the call of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities.
- b. An emergency situation is “a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body” or “a crippling disaster, mass, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting...may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.”

**4200.8 Quorum**

Section 32106 of the California Health and Safety Code provides that “A majority of the members of the board shall constitute a quorum for the transaction of business.” To be counted as present for any meeting, Board Members must be present for the duration of the meeting.

**4200.9 Absences**

Members of the Board of Directors are expected to, and shall, attend all regular, special, and emergency meetings of the Board unless there is good cause for absence.

- a. Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at

BOARD MEETING STANDARDS	EFFECTIVE DATE
	10/30/2018

a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

- b. A Board Member who will be absent for good cause shall notify the President by email, telephone, or letter. The President shall notify the Administrative Director / CEO and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.
- c. A vacancy shall occur if a Board Member is absent, without good cause, from three (3) consecutive regular meetings, or any three (3) of five (5) consecutive regular, special, or emergency meetings except as otherwise provided for by law or as authorized by the Board.

#### **4200.10 Adjourment**

Regular and special meetings (including adjourned regular and adjourned special meetings) may be adjourned to a future date and time.

- a. If, after a meeting has been convened, the number of Directors present drops below the number required for a quorum, no further action may be taken except that less than a quorum of the Board shall adjourn the meeting to a future date and time or to the next regular meeting.
- b. If no Directors are present, the clerk of the Board shall adjourn the meeting to a future date and time and shall give notice of the adjournment in the same manner as for special meetings. The subsequent meeting is known as an “adjourned regular meeting” or “adjourned special meeting.” A notice of the adjournment, including the future date and time of the adjourned meeting, shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.
- c. If the future date of the adjourned meeting is within five (5) days of the original meeting, no new agenda need be posted (so long as the adjourned meeting is limited to the original agenda). If the date of the adjourned meeting is more than five (5) days from the original meeting, a new agenda must be prepared and posted.

#### **4200.11 Annual Activities**

BOARD MEETING STANDARDS	EFFECTIVE DATE
	10/30/2018

Certain Board activities are generally expected to occur at a standard time each year. Any of these items can be continued from the designated meeting to a future meeting upon vote of the Board.

- a. **Annual Meeting.** The annual organizational meeting of the Board shall be the Board’s regular meeting in January or an earlier meeting, if called. At that meeting, annual officers shall be elected.
- b. **Annual Budget.** The Administrative Director/CEO should present the fiscal year (July 1 – June 30) budget no later than the June meeting.
- c. **State of the District Report.** The Administrative Director/CEO shall report on the state of the District in simultaneous to delivery of Audited Financial Statements.

MEETING AGENDA PREPARATION	EFFECTIVE DATE
	10/30/2018

**4205.1 Agenda preparation**

The Board President and Administrative Director / CEO shall jointly prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act. Any Director may contact the Board President and request an item to be placed on the agenda no later than 5:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.

**4205.2 Public Requests for Matter to be Included on Agenda**

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- a. The request must be in writing and be submitted to the District Office, together with supporting documents and information, if any, at least seven business days prior to the date of the meeting. The Administrative Director / CEO shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The Administrative Director / CEO shall determine the timing of when the item will be placed on the agenda.
- b. If denied a place on the agenda, the public member requesting the agenda item may appeal the Administrative Director / CEO's decision at the next Regular Meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting. No matter legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
- c. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

**4205.3 Agenda Descriptions**

All Board agendas shall include an unambiguous description of each item on the agenda to be discussed, including closed session items. The Administrative Director / CEO shall ensure that the description gives notice to the public of the essential nature of business to be considered.

- a. **Consent Calendar.** These matters include routine financial and administrative actions and are identified with an asterisk (\*). All items on the

MEETING AGENDA PREPARATION	EFFECTIVE DATE
	10/30/2018

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.

- b. **Regular Calendar.** These items will be individually discussed and include all items not on the consent calendar, all public hearings and correspondence.
- c. **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.

#### 4205.4 **Agenda Posting**

Agendas for regular meetings shall be posted 72 hours in advance of the meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. Agendas are typically posted on the Internet on Friday afternoons preceding a Monday meeting. Posting occurs in a place that is freely accessible to the public and on the District's website.

#### 4205.5 **Agenda Packages**

Distribution of agenda packages and other materials to Board Members shall occur at substantially the same time. Agenda packages, except for closed session materials, should also be made available to the public once distributed to the Board.

#### 4205.6 **Meeting Materials not in Agenda Package**

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. Such documents are also available online, subject to staff's ability to post the documents before the meeting, at the following website

#### 4205.7 **Closed Sessions**

The Board may conduct a Closed Session during a properly noticed meeting for certain matters, as identified on the properly posted agenda, when it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending litigation. The Board shall allow public comment on any closed session

MEETING AGENDA PREPARATION	EFFECTIVE DATE
	10/30/2018

item before going into closed session.

**4205.8 Items not on the agenda**

The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days, as authorized by the Brown Act.





DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4210

BOARD MEETING MANAGEMENT	EFFECTIVE DATE
	10/30/2018

#### **4210.1 Rules of Order**

Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 4230, "Rules of Order for Board and Committee Meetings," shall be used as a general guideline for meeting protocol.

#### **4210.2 Agenda Timing**

All Board meetings shall commence at the time stated on the agenda and shall be guided by same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in that particular order. The Board President, with concurrence of a majority of the Board, may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

#### **4210.3 Conduct of Meetings**

The following concepts shall be applied to Board meetings:

- a. The meetings shall be conducted in an open and fair manner.
- b. The public shall be given ample opportunity to participate in the meetings.
- c. Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.
- d. The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.
- e. The Board may receive, consider, and take any needed action with respect to reports of accomplishment of District operations.
- f. Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.
- g. The Board may weigh and determine the credibility of evidence and public comment.

#### **4210.4 Public Comment**

Public comment is welcome under the following guidelines

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4210

BOARD MEETING MANAGEMENT	EFFECTIVE DATE
	10/30/2018

- a. The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.
- b. The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.
- c. Public comments must be addressed to the Board as a whole through the President. Comments to individuals or staff are not permitted.
- d. For regular meetings the Board shall provide the public with an opportunity to address any item not on the agenda and within the subject matter jurisdiction of the District.
  1. This Public Comment period is held at the beginning of the meeting.
  2. 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.
  3. Persons speaking during 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.
- e. For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.
- f. Members of the public who wish to speak on an item on the agenda, are welcome to do so during consideration of the agenda item itself. Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.
- g. The Board president may allow additional per speaker and per subject comment time when necessary for a full and fair proceeding.

#### **4210.5 Disruption of meetings**

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4210

BOARD MEETING MANAGEMENT	EFFECTIVE DATE
	10/30/2018

No disruptive conduct shall be permitted at any Board meeting. If the presiding officer finds that there is willful disruption of any meeting of the Board by any person present, the presiding office may do the following:

- a. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that person's privilege of address.
- b. Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.
- c. If the behavior continues after notice, order the disrupting parties out of the room and conduct the Board's business without them present.
- d. In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.
- e. Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.



DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: PERSONNEL  
POLICY NUMBER: 4215  
PAGE: 1/2

<b>TOPICS FOR DISCUSSION AT BOARD MEETINGS</b>	<b>EFFECTIVE DATE</b>
	MARCH 27, 2017

REVIEW DATE:	REVISION DATE:
POLICY SOURCE: California Government Code	

**Purpose:** To prioritize specific sections of the Ralph M. Brown Act in California Government Code Sections 54950 - 54963, which are of interest to the DPHCD Board of Directors, to establish its agenda for each meeting of the board.

**Policy:** Board meeting agendas shall follow the rules established in Ralph M. Brown Act in California Government Code Sections 54950 - 54963.

**Definitions:** **Legislative Body.** As used in this policy, "legislative body" means the governing body of a local agency.

**Procedure:** The following items shall guide the setting of the agenda of the Board of Directors:

**Public Comment on Non-Agenda Items.** Each agenda for a regular and special meeting shall include an item for public comment on non-agenda items. Board members may offer such public comment as well as members of the public. Because such matters have yet to be noticed to the public, Board members may not engage in a substantive discussion of matters raised during public comment. However, the Board may direct staff to follow up on or verify information provided during public comment.

**Regular Meeting Topics.** No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 5495. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. (Per California Government Code Section 54952(a).)

**Regular Meeting Public Comments.** Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda [except that the Board may adopt reasonable regulations such as limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker]. (Per California Government Code Section 54956.)

**Emergency Topics.** "Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

<b>TOPICS FOR DISCUSSION AT BOARD MEETINGS</b>	<b>EFFECTIVE DATE</b>
	MARCH 27, 2017

- (1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.
- (2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).
- (3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting, the item was continued to the meeting at which action is being taken." (Per California Government Code section 54954.2(b).)

**Special Meeting Topics.** The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. This is the only business that the legislative body shall consider at these meetings. *(Per California Government Code Section 54956.)*

**Special Meeting Public Comments.** Every notice for a special meeting shall provide an opportunity for public members to directly address the legislative body concerning any item described in the notice for the meeting before or during the consideration of that item. (Per California Government Code Section 54956.)

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD GOVERNANCE  
POLICY NUMBER: 4220

Tape Destruction	EFFECTIVE DATE
	JUNE 23, 2004

**Purpose:** To provide guidance on the retention and destruction of meeting recordings

**Policy:** Tape recording meetings of Del Puerto Health Care District shall be retained until the minutes of the meeting(s) are reviewed and approved by the Board of Directors of Del Puerto Health Care District.

After Board action to accept the minutes as an accurate reflection of the meeting(s), the tape(s) may be recorded over or destroyed.

**Definitions:** Tape recording refers also to any electronic method of recording the meeting activities.

**Procedure:**





DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: GOVERNANCE  
POLICY NUMBER: 4230

LEGISLATIVE ADVOCACY POLICY	EFFECTIVE DATE
	03/29/2021

REVIEW DATE:	REVISION DATE:
POLICY SOURCE: California Special Districts Association Best Practice	

### **Purpose**

The purpose of the policy is to guide Del Puerto Health Care District (DPHCD) officials and staff in considering legislative or regulatory proposals that are likely to have an impact on DPHCD, and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited (Cal. Gov. Code § 54964), the expenditure of public funds can advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds. (Cal. Gov. Code § 53060.5; Stanson v. Mott (1976) 17 Cal. 3d 206.)<sup>2</sup>

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to DPHCD staff about monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Directors. The Legislative Advocacy Procedures and Advocacy Priorities will provide DPHCD Administrative Director/CEO, or other designee, discretion to advocate in DPHCD best interests in a manner consistent with the goals and priorities adopted by the Board of Directors. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of DPHCD.

### **Policy Goals**

- Provide leadership in advocacy on legislation, regulatory changes, budget proposals, ballot initiatives, educational programs, outreach, and services that support and promote the interests of DPHCD and the communities we serve.
- Advocate DPHCD legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Directors and district staff on the legislative process and key issues and legislation that could have a potential impact on the district.
- Serve as an active participant with other local governments, the California Special Districts Association, and local government associations on legislative and regulatory issues that are important to the district and the region.
- Seek grant and funding assistance for DPHCD projects, services, and programs to enhance services for the community.

### **Policy Principles**

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: GOVERNANCE  
POLICY NUMBER: 4230

LEGISLATIVE ADVOCACY POLICY	EFFECTIVE DATE
	03/29/2021

The Board of Directors recognizes the need to protect DPHCD interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of DPHCD to proactively monitor and advocate for legislation as directed by the District's Advocacy Priorities and by the specific direction of the Board of Directors.

This policy provides DPHCD Administrative Director/CEO, or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Directors to set Advocacy Priorities to provide policy guidance. The Board of Directors shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without board approval.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting DPHCD, the matter shall be brought before the Board of Directors at a regularly scheduled board meeting for formal direction from the Board of Directors.

The Board of Directors may choose to establish an ad hoc committee of two Directors, known as the "Legislative Advocacy Committee", with the authority to adopt a position when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process.

Generally, DPHCD will not address matters that are not pertinent to the district's local government services, such as international relations issues.

### **Legislative Advocacy Procedures**

It is the policy of DPHCD to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors. This process involves interaction with local, state, and federal government entities both regarding specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by DPHCD.

Monitoring legislation is a shared function of the Board of Directors and Administrative Director/CEO or designated staff. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The Administrative Director/CEO, or other designee, will act on legislation utilizing the following procedures:

1. The Administrative Director/CEO or other designee shall review requests that DPHCD take a position on legislative issues to determine if the legislation aligns with the district's current approved Advocacy Priorities.
2. The Administrative Director/CEO or other designee will conduct a review of positions and analysis completed by the California Special Districts Association and other local government associations when formulating positions.
3. If the matter aligns with the approved priorities, DPHCD response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the district, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the Administrative Director/CEO or designee. The Administrative Director/CEO or designee shall advise

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: GOVERNANCE  
POLICY NUMBER: 4230

LEGISLATIVE ADVOCACY POLICY	EFFECTIVE DATE
	03/29/2021

staff to administer the form of advocacy, typically via letters signed by the Administrative Director/CEO, or designee, on behalf of the Board of Directors.

4. All draft legislative position letters initiated by the Administrative Director/CEO or designee shall state whether the district is requesting “support”, “support if amended”, “oppose”, or “oppose unless amended” action on the issue and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the district, (e.g., “the funding the district will lose due to this bill could pay for X capital improvements”).
  - a. Support – legislation in this area advances the district’s goals and priorities.
  - b. Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the district, or does not advance the district’s goals and priorities.
5. The Administrative Director/CEO may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the Administrative Director/CEO or designee.
6. When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing DPHCD shall be included as a copy or “cc” on the letter. The appropriate contacts at the California Special Districts Association and other local government associations, if applicable, shall be included as a cc on legislative letters.
7. A position may be adopted by the Administrative Director/CEO or designee if any of the following criteria is met:
  - a. The position is consistent with the adopted Advocacy Priorities;
  - b. The position is consistent with that of organizations to which the district is a member, such as the California Special Districts Association and the Association of California Healthcare Districts; or
  - c. The position is approved by the Board of Directors.
8. All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Directors at the next regularly scheduled Board Meeting. When appropriate, the Administrative Director/CEO or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Directors.

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – March 27, 2023**

**9I. Proposal of New Governance Policies**

**Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: Yes

4/5 Vote Required: No

**SUBJECT:** **Proposal of New Governance Policies**

**STAFF REPORT:** Public boards should adopt governance policies for several reasons:

- **Ensure Accountability:** Governance policies establish clear lines of accountability and responsibilities for the board members, executives, and staff. This helps ensure that everyone is held accountable for their actions and decisions.
- **Improve Transparency:** Governance policies promote transparency by establishing clear decision-making, communication, and disclosure guidelines. This helps to build trust with stakeholders and can help to prevent conflicts of interest or unethical behavior.
- **Mitigate Risks:** Governance policies can help to mitigate risks by establishing clear protocols for risk management, compliance, and ethical behavior. This can help to prevent legal or reputational damage and protect the district's assets.
- **Enhance Performance:** Governance policies can help to enhance the board's performance by providing clear guidelines for meetings, decision-making, and oversight. This can help to ensure that the board is focused on its strategic priorities and achieving its goals.
- **Ensure Sustainability:** Governance policies can help ensure the district's long-term sustainability by establishing succession planning, financial management, and risk management guidelines. This can help ensure the district is well-prepared to navigate future challenges and opportunities.

**CONSIDERATIONS:** Adopting new governance policies can help to promote transparency, accountability, and ethical behavior, while also mitigating risks and enhancing performance. This is essential for public boards responsible for overseeing public resources and serving the interests of district stakeholders.

**DISTRICT PRIORITY:** Good governance; clarity in expectations

**FISCAL IMPACT:** None

**STAFFING IMPACT:** None

**CONTACT PERSON:** Karin Freese

**ATTACHMENT(S):** DRAFT POLICIES TO BE RECOMMENDED FOR ADOPTION

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT****Board Meeting – March 27, 2023****9I. Proposal of New Governance Policies****Page 2 of 2**

1001 Policy Review Policy  
4001 Adoption and Amendment of Governance Policies  
4115 Ethics Training  
4125 Training, Education, and Conferences  
4220 Minutes of Board Meetings

**RECOMMENDED BOARD ACTION:**

- For the March 2023 agenda, this item is for information only.
- The President of the Board may choose to create an Ad Hoc Committee to review and make recommendations for changes or adoption of new policies and for them to be brought back to the next meeting.

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: PERSONNEL  
POLICY NUMBER: 1001  
PAGE: 1/2

<b>POLICY REVIEWS</b>	<b>EFFECTIVE DATE</b>
	TBD
<b>REVIEW DATE:</b>	<b>REVISION DATE:</b>
<b>POLICY SOURCE:</b>	

**Purpose:** This policy outlines the requirements for the board of directors to review policies periodically and when certain events occur.

**Policy:** The board of directors is responsible for ensuring that all policies and procedures are up to date, relevant, and compliant with applicable laws and regulations. To achieve this, the board will review policies and procedures at least once every three years, or sooner if there are organizational changes, changes to laws or regulations, or an incident or policy violation occurs.

**Scope:** In a California public agency, policies, and procedures are typically established by the board of directors or management. It is essential to distinguish between those that are board governed and those that are management decisions.

Board-governed policies and procedures are typically established by the board of directors and set forth the agency's goals, objectives, and operational parameters. They are typically broad in scope and provide guidance and direction for management to carry out the agency's mission. Examples of board-governed policies may include the agency's mission statement, vision, and values, as well as policies related to the budget, staffing, and strategic planning.

On the other hand, management decisions are typically made by the district's executive management team and are more specific in scope. These decisions may relate to day-to-day operations, such as staffing levels, job descriptions, or purchasing decisions. Management decisions are typically guided by board-governed policies, but they are more specific and focused on carrying out the policies in practice.

It is the responsibility of the board of directors to establish clear policies and procedures that guide the district's operations and provide guidance to management on carrying out the agency's mission. By working together, the board and management team can ensure that policies and procedures are aligned with the district's goals and objectives and that they are effective in achieving the district's mission.

**Policy Review:** The board of directors will establish a policy review schedule, which will be reviewed and approved annually. The schedule will include the policies and procedures that are due for review, the review date, and the individual responsible for conducting the review.

Policy updates will be based on changes to laws, regulations, or other external factors, as well as internal factors, such as changes in the organization's goals, objectives, or operating environment.

**Policy Review Process:** The board of directors will assign a policy review team or individual to conduct the review. The policy review team or individual will assess the policy's effectiveness, relevance, and compliance with applicable laws and regulations.

The policy review team or individual will provide a report to the board of directors that includes recommendations for updates, revisions, or elimination of policies and procedures that are no longer relevant or required.

<b>POLICY REVIEWS</b>	<b>EFFECTIVE DATE</b>
	TBD

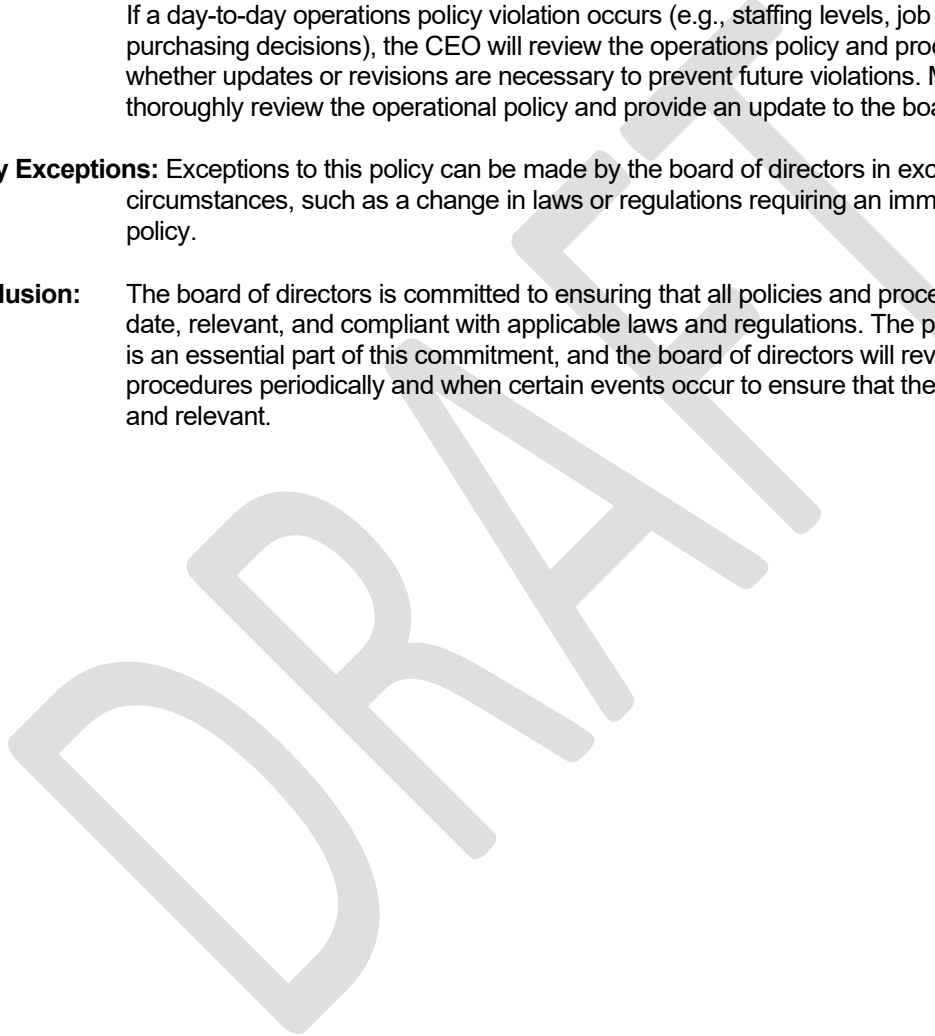
The board of directors will review the report and make the necessary decisions about policy updates, revisions, or elimination. The CEO will communicate any changes to policies and procedures to all stakeholders.

**Policy Violations:** If a board-governed policy violation occurs, the board of directors will review the policy to determine whether updates or revisions are necessary to prevent future violations. The policy review team or individual will conduct a thorough review of the policy and provide a report to the board of directors with recommendations for updates or revisions.

If a day-to-day operations policy violation occurs (e.g., staffing levels, job descriptions, or purchasing decisions), the CEO will review the operations policy and procedure to determine whether updates or revisions are necessary to prevent future violations. Management will thoroughly review the operational policy and provide an update to the board of directors.

**Policy Exceptions:** Exceptions to this policy can be made by the board of directors in exceptional circumstances, such as a change in laws or regulations requiring an immediate update to a policy.

**Conclusion:** The board of directors is committed to ensuring that all policies and procedures are up-to-date, relevant, and compliant with applicable laws and regulations. The policy review process is an essential part of this commitment, and the board of directors will review policies and procedures periodically and when certain events occur to ensure that they remain effective and relevant.



DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: ADMINISTRATION  
POLICY NUMBER: 4001

ADOPTION / AMENDMENT OF OPERATIONAL POLICIES	EFFECTIVE DATE
	TBD

REVIEW DATE: none	REVISION DATE: none
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**Purpose:** To define the process by which operational policies are adopted and amended.

**Policy:** Consideration to adopt a new *operational* policy or to amend an existing operational policy may be initiated by any department head or the Administrative Director / CEO. Adoption of a new operational policy or amendment of an existing operational policy shall be accomplished when approved by the Department Head and Administrative Director / CEO and published to affected personnel

*Operational* policies, as defined below, shall be reviewed and approved by the Administrative Director/CEO, according to Administration Policy #1001.

**Definitions:** Operational Policies = Operational Policies guide the leadership, management, and accomplishment of the District's work. Operating policies are created by and used by the department heads and Administrative Director / CEO to guide the accomplishment of the organizational work, as defined by the board of directors. In contrast to the governance policies, operational policies direct the staff how to accomplish their work in such a way as to be aligned with the direction, and within the limits, created by the governance policies.

Governance Policies = Governing Policies are created and used by the Board of Directors to direct, protect and enable the organization, give the staff clear direction on what the organization is to accomplish, establish protective limits in key operational areas, and document the board roles and enabling the work the organization.

**Procedure:** The governance policy proposed adoption or amendment shall be initiated by a Director or the Administrative Director / CEO by submitting a written draft of the proposed new or amended governance policy to the Board President and the Administrative Director / CEO.

The request/written draft may be submitted in person or by any communication method approved by the District.

The written draft should include a request that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors in which it is presented.

Any member of the Board may place a governance policy on a future agenda by making a formal request to the Administrative Director / CEO at a meeting of the Board. The Administrative Director / CEO will place Board meeting requested items on a future Board agenda, based on the staff time and research necessary to prepare the governance policy for Board consideration.

Copies of the proposed new or amended governance policy shall be included in the agenda information packet for any meeting in which they are scheduled for consideration (listed on the agenda).



DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: ADMINISTRATION  
POLICY NUMBER: 4001

ADOPTION / AMENDMENT OF OPERATIONAL POLICIES	EFFECTIVE DATE
	TBD

A copy of the proposed new or amended governance policy shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the governance policy are to be considered.

DRAFT

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4115

ETHICS TRAINING	EFFECTIVE DATE
	11/30/2020

REVIEW DATE:	REVISION DATE:
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**Purpose:** DPHCD officials are required to take an ethics training course to educate them on the ethical standards required of any individual who works in state or local government.

**Policy:** All Directors, designated staff, and members of all committees or other bodies subject to the Brown Act shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 et seq. as may be amended from time to time.

**Procedure:** All ethics training shall be provided by providers whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person, or online.

District staff shall provide the prospective attendees with information on available training that meets the requirements of this policy at least once every year.

A single training course may be used to satisfy the obligation to receive training for multiple agencies or positions.

Attendees shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training shall be reimbursed by the District when approved in advance.

District staff shall maintain records indicating both the dates that attendees completed the ethics training and the name of the provider that provided the training. These records shall be maintained for at least five years after the date of training and may be public records subject to disclosure under the California Public Records Act.



DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4125

TRAINING, EDUCATION, AND CONFERENCES	EFFECTIVE DATE
	11/30/2020

REVIEW DATE:	REVISION DATE:
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**Purpose:** Members of the Board of Directors are encouraged to attend educational conferences, seminars, trainings, and professional meetings when the purpose of any such activity is to improve District operation. There is no limit as to the number of Directors attending a particular activity when it is apparent that attendance is beneficial to the District, as long as a majority of the members of a body do not discuss issues related to their local agency's business. Directors shall not attend conference or training event when there is apparent no significant benefit to the District. Directors shall not attend or engage in any tour or journey for pleasure at public expense (e.g. "junkets" or other such events that are not beneficial to the District).

**Policy:** It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging, and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or the use of District credit cards for these purposes is prohibited.

**Procedure:** The District Office shall reimburse Directors for conference tuition and registration expenses and per diem for meal & incidental expenses. All expenses for which Directors request reimbursement or billed to the District by Directors shall be submitted to the District Office, together with validated receipts. All reimbursements shall be made in accordance with applicable State and federal law, including but not limited to Internal Revenue Service Guidelines.

Per diem for meal and incidental expenses shall follow federal reimbursement guidelines. Per Diem shall be paid:

- ½ day for travel days with no conference sessions
- ½ days where two meals are part of the conference fees
- No days where three meals are included.
- No days where meal expenses are paid directly by the District.

Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to the District incurring any reimbursable costs.

Expenses to the District for Board of Directors training, education, and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations recommended by the District Office and by:

- Utilizing hotel(s) recommended by the event sponsor to obtain discounted rates.
- Directors traveling together whenever feasible and economically beneficial.
- Requesting reservations sufficiently in advance, when possible, to obtain discounted airfares and hotel rates.

A Director shall not be reimbursed for expenses incurred at any educational conference, seminar, training, or professional meeting event if such event occurs after the District has announced that Director's pending resignation or if such event occurs after an election in

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD  
POLICY NUMBER: 4125

TRAINING, EDUCATION, AND CONFERENCES	EFFECTIVE DATE
	11/30/2020

which it has been determined that the Director will not retain his or her seat on the Board.

Upon returning from educational conferences, seminars, trainings, and professional meetings where expenses are reimbursed by the District, Directors will either prepare a written or verbal report for presentation at the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

DRAFT

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD GOVERNANCE  
POLICY NUMBER: 4220

MINUTES OF BOARD MEETINGS	EFFECTIVE DATE
	11/30/2020

REVIEW DATE:	REVISION DATE:
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**Purpose:** Board meeting minutes are more than a general accounting of board discussions; they serve as an official and legal record of the meeting of the Board of Directors. Minutes are used in a variety of ways including tracking progress, detailing future plans, and serving as a reference point.

**Policy:** The Secretary or Clerk of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

**Procedure:** Copies of a meeting's minutes clearly marked "Draft" shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in paper and electronic form.

Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept until the official minutes of the meeting are approved by the Board of Directors. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed. The motion makers, and individual votes will be recorded. A unanimous vote shall be recorded as a vote in favor of each member.

All resolutions adopted by the Board shall be numbered consecutively, starting new at the beginning of each year.

In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

1. Date, place and type of each meeting;
2. Directors present and absent by name;
3. Administrative staff present by name;
4. Call to order;
5. Time and name of late arriving Directors;
6. Time and name of early departing Directors;
7. Names of Directors absent during any agenda item upon which action was taken;
8. Summary record of public comment regarding matters not on the agenda, including names of commentators, if provided;

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: BOARD GOVERNANCE  
POLICY NUMBER: 4220

MINUTES OF BOARD MEETINGS	EFFECTIVE DATE
	11/30/2020

9. Approval of the minutes or amended minutes of preceding meetings;
10. Acceptance of financial reports for audit;
11. Record by number (a sequential range is acceptable) of all warrants approved for payment;
12. Complete information as to each subject of the Board's deliberation;
13. Record of the vote of each Director on every action item;
14. Resolutions and ordinances described as to their substantive content and sequential numbering;
15. Record of all contracts and agreements, and their amendment, approved by the Board;
16. Summary record of director reports;
17. Summary record of staff reports;
18. Approval of the annual budget;
19. Approval of all governance polices, rules and/or regulations;
20. Approval of all dispositions of District assets;
21. Approval of all purchases of District assets;
22. Next meeting date(s); and,
23. Time of meeting's adjournment.

# Del Puerto Health Care District

## Chief Executive Report – March 27, 2023

Karin Freese

### Financial Summary Report in Board Packet

- Revenue continues to increase in operations and tax income. Current cash assets are \$2.7 million, accounts receivable are \$756,000, and current liabilities (i.e., payroll, paid time off, accounts payable) total \$505,000.
- Net Income for the fiscal year as of February 28, 2023, is \$1,009,138
- Patient visits and ambulance transportation have been higher in March than in February which will improve income.

### Health Center

- Jennifer is now working 20 hrs per week at the health center to provide Suzie with additional help with management and insurance tasks.
- I have taken each of the four teams of medical assistants to lunch to work on improving the office culture. As a result, we are focusing on education issues and communication improvements amongst all staff. Now having in weekly meetings with the Health Center manager and floor supervisor to work on communication.

### Ambulance

- Paul is on vacation for the last half of March. Chantale is doing a phenomenal job as the acting chief.
- Stars of Life was very successful. Mayor Mike Clauzel attended on Wednesday morning and arranged for our team to visit the capital with Senator Alvarado-Gill and Assemblymember Alanis.

### Legislation/Advocacy

- ACHD Legislative Days are April 26 & 27, 2023 in Sacramento
- CSDA Legislative Days are May 16 & 17, 2023 in Sacramento

### Community:

- Meeting held with the City Manager and Mayor to share what the health care district is working on and to find opportunities for the district to be engaged in the community. We will participate in the upcoming public safety day on May 6 and the “Every 15 Seconds” program at Patterson High School

### Strategic Planning

- Annual Board Retreat is April 22, 2023, 8:30 AM to 1:00 PM
- X Matrix is a suggestion Luis has made to use in our strategic planning.

In Lean Six Sigma, the X Matrix is a tool used to help organizations align their improvement goals with their overall business strategy. The X Matrix is a visual representation of the relationship between a company's business goals, its improvement goals, and the specific actions that will be taken to achieve those goals. The X Matrix is called such because it is organized in a cross-shaped format, with the top row listing the key business goals or objectives, the left-hand column listing the key improvement goals, and the intersecting cells



## Del Puerto Health Care District

containing the specific improvement actions will be taken to achieve each goal. The X Matrix helps organizations to focus their improvement efforts on the most important areas and to ensure that those efforts are aligned with the broader goals of the business. It also helps establish clear accountability for each improvement action, making tracking progress and measuring results easier.

### Facilities

- No space in ambulance quarters for 3<sup>rd</sup> 24-hour crew
- Security fencing options and quotes are being obtained

### Required Biennial Board Training On-Demand Options

- Board of Directors biennial training (Harassment and Ethics) required. Assignments have been sent to each board director and management staff member to complete the class on the CSDA website by the end of April 2023

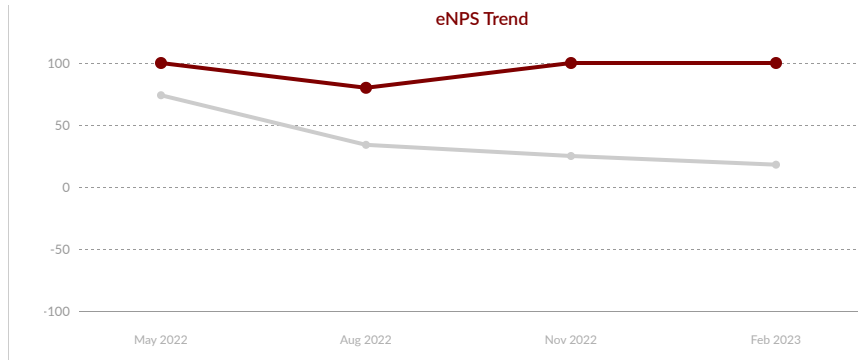
<p><u>2023 Ethics AB 1234 Compliance Training</u></p>	<p><b>On-Demand Webinar</b> Presenters: Gary Bell and Alexandra Jack, Colantuono, Highsmith &amp; Whatley PC</p> <p>State law requires two hours of ethics training every two years and within one year of taking office. Training is also required for certain employees. This webinar or presentation will fulfill this requirement with up-to-date examples, recent developments in the law, and current guidance from the Fair Political Practices Commission (FPPC).</p> <p>Duration: 2 hours</p>
<p><u>2023 Sexual Harassment Prevention Training for Supervisors</u></p>	<p><b>On-Demand Webinar</b> Presenters: Cassandra Lo, Richards Watson Gershon</p> <p>This two-hour presentation will comply with the requirements of AB 1825 and AB 1661 and will cover: what constitutes sexual harassment and discrimination in the workplace, how to recognize and avoid harassment, what procedures to follow if you witness harassment or are harassed yourself, the potential consequences - including personal liability - of harassment, what constitutes abusive conduct in the workplace in compliance with AB 2053, and orientation, gender identity and gender expression in compliance with SB 396.</p> <p>Duration: 2 hours</p>

**REMINDER: Form 700 Due to Board Clerk on April 1, 2023**



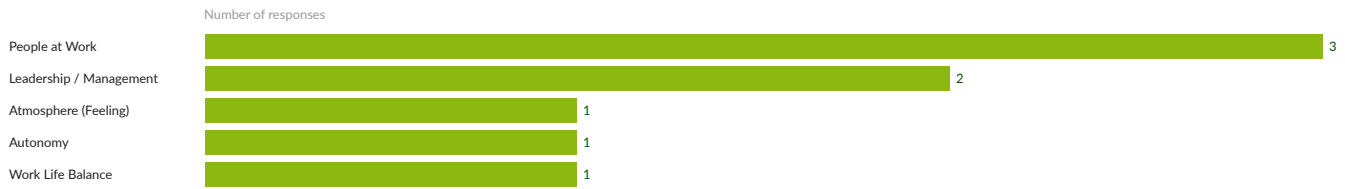
03/23/2023  
Employee Satisfaction (eNPS®)

Division  
Administration



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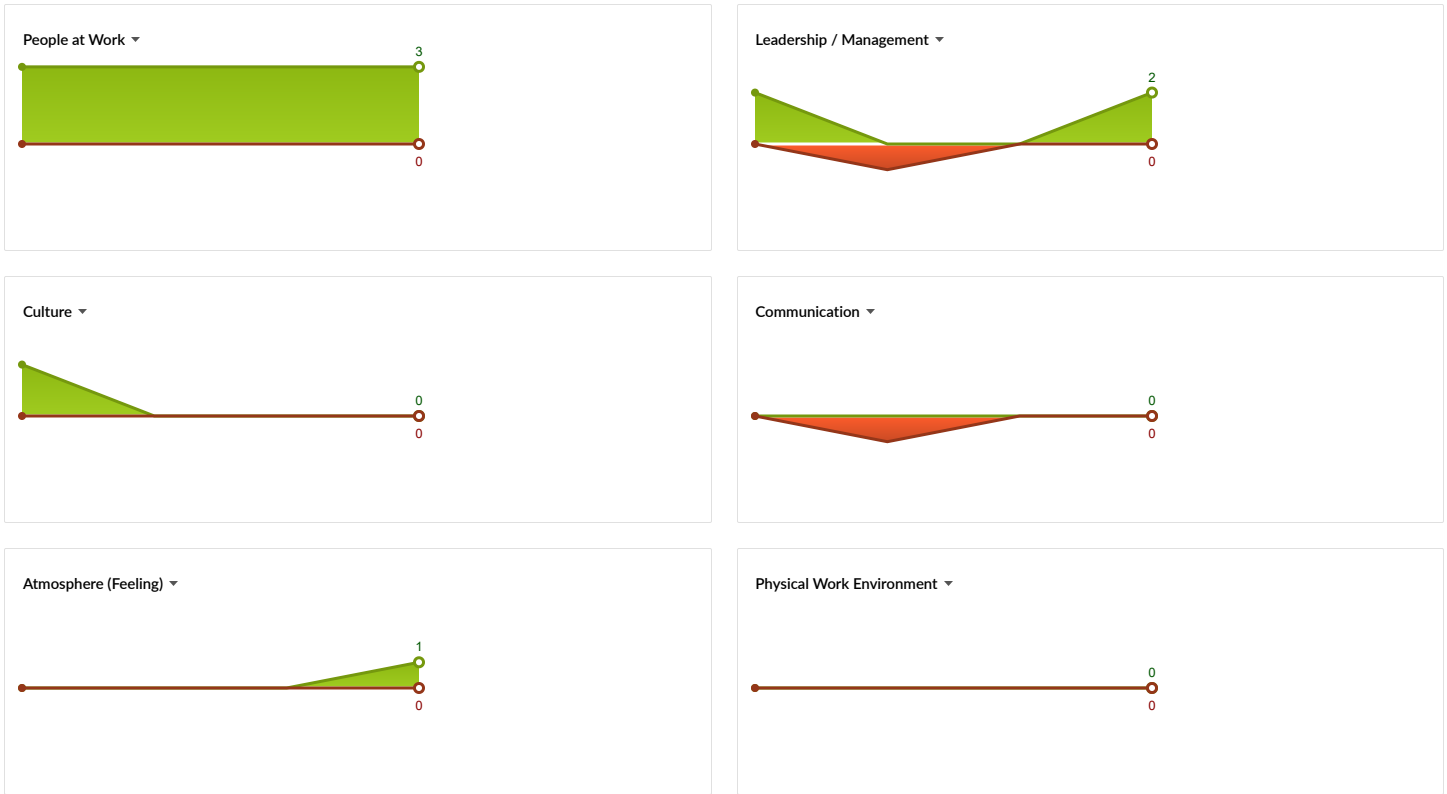
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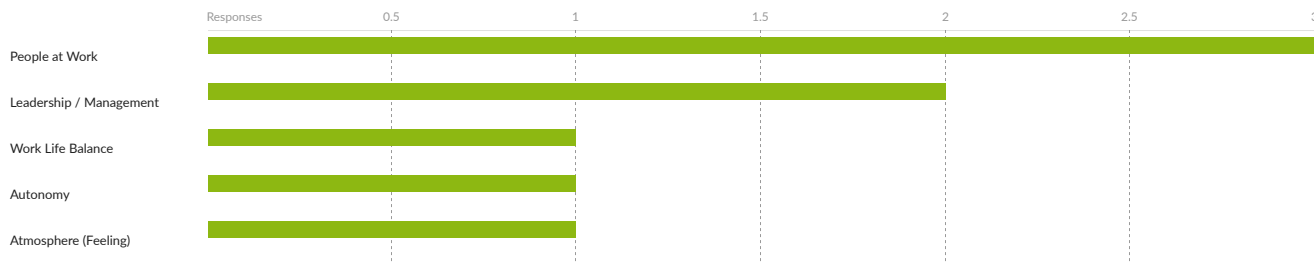
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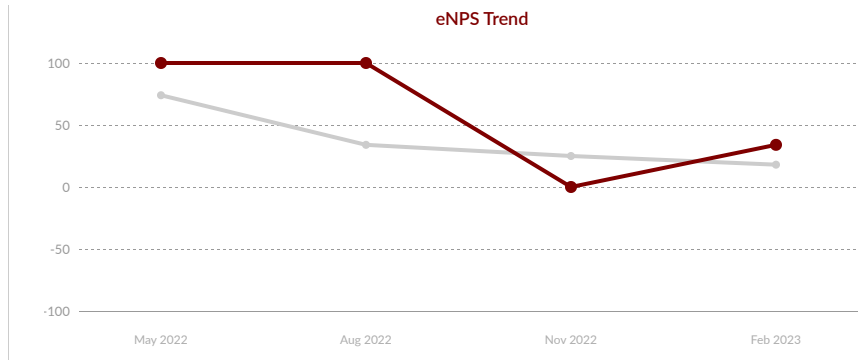
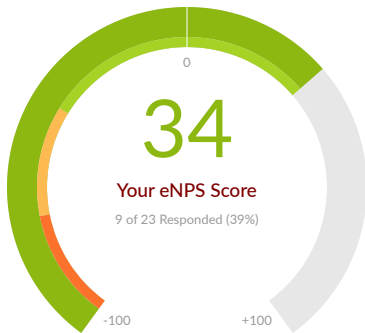


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03/23/2023  
Employee Satisfaction (eNPS®)

Division  
Ambulance

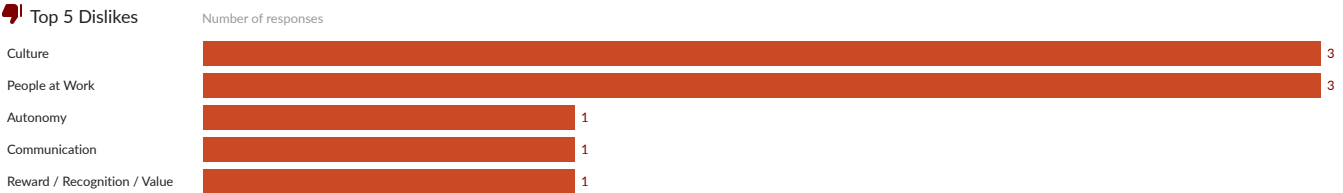


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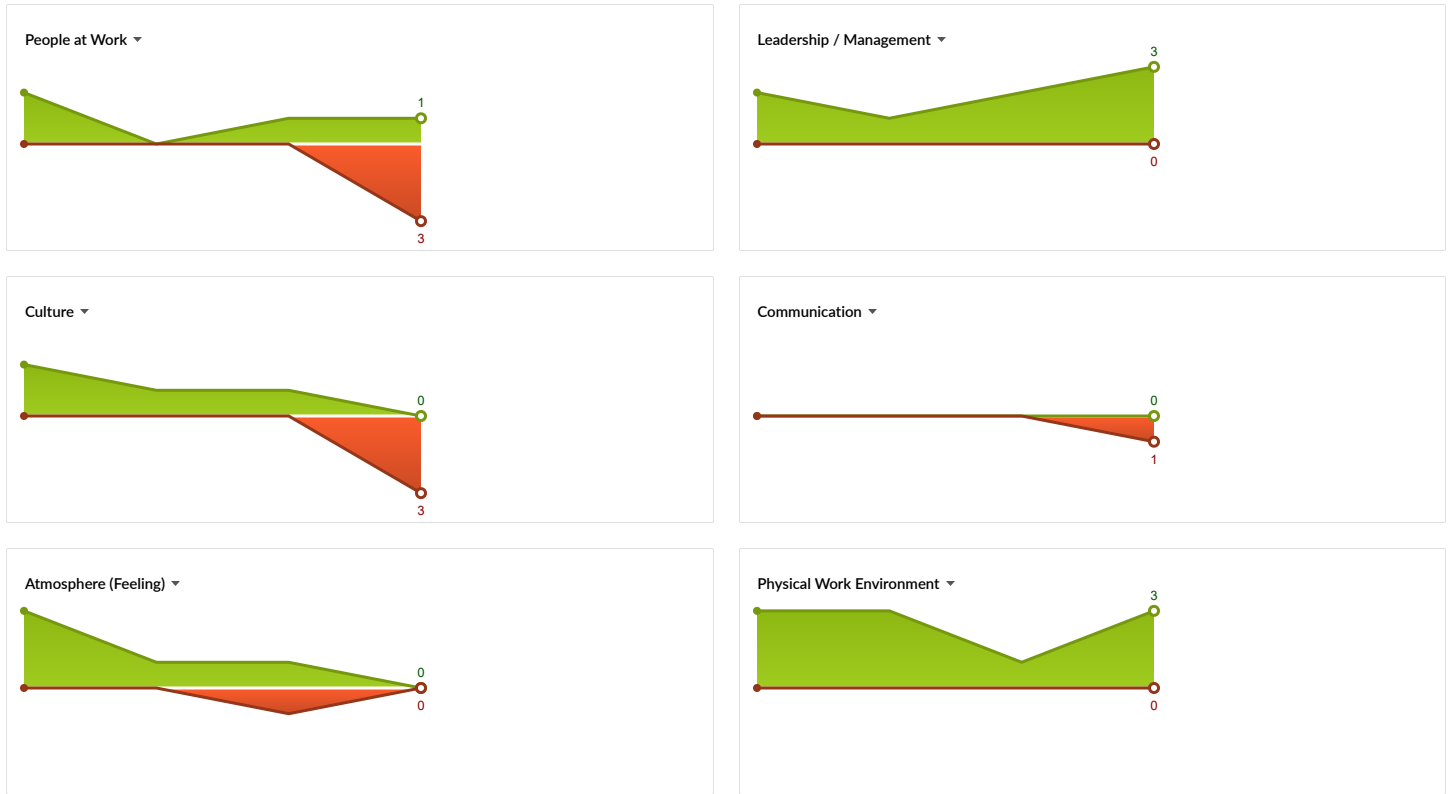
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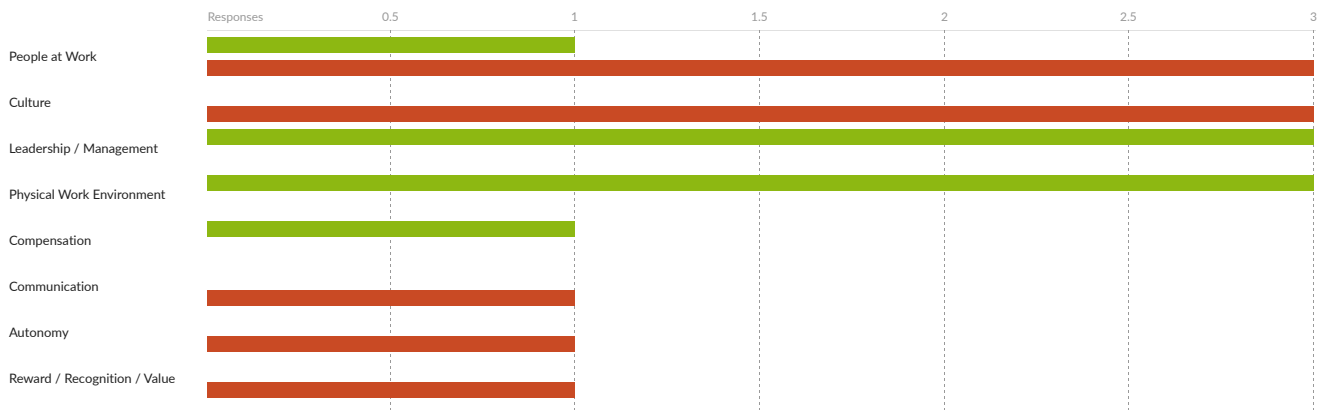


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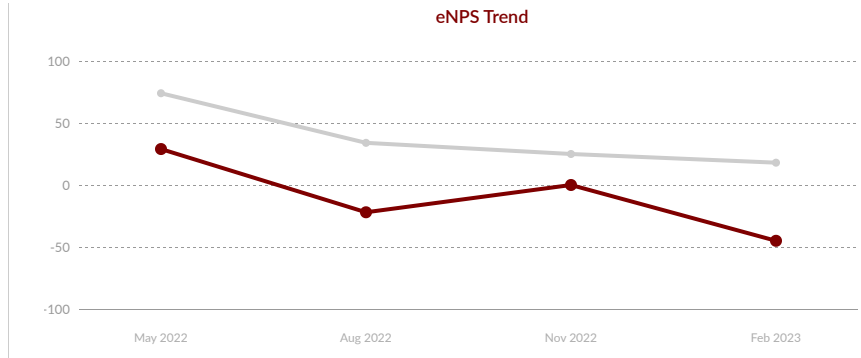
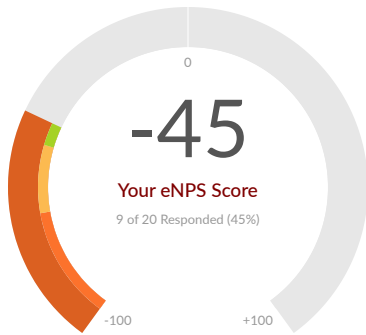


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03/23/2023  
Employee Satisfaction (eNPS®)

Division  
Health Center

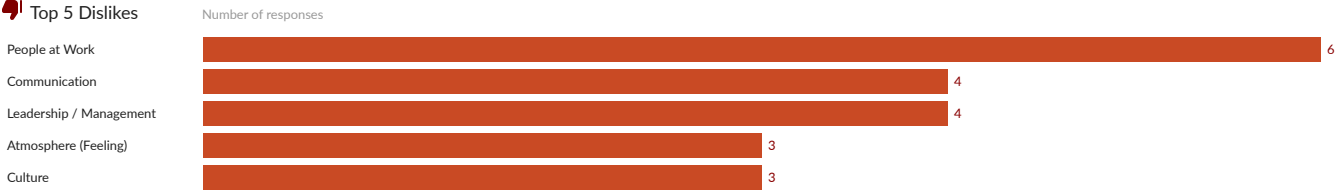


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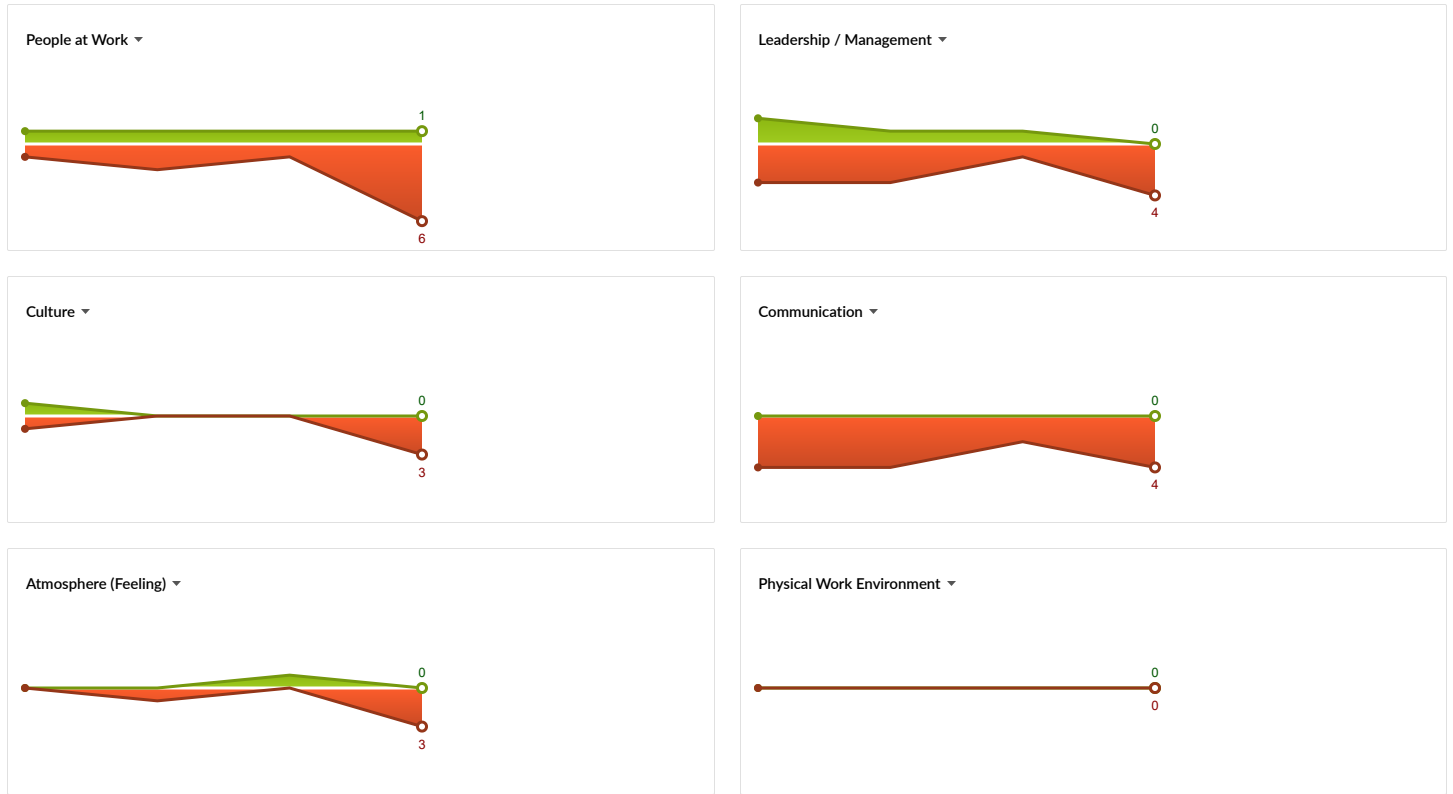
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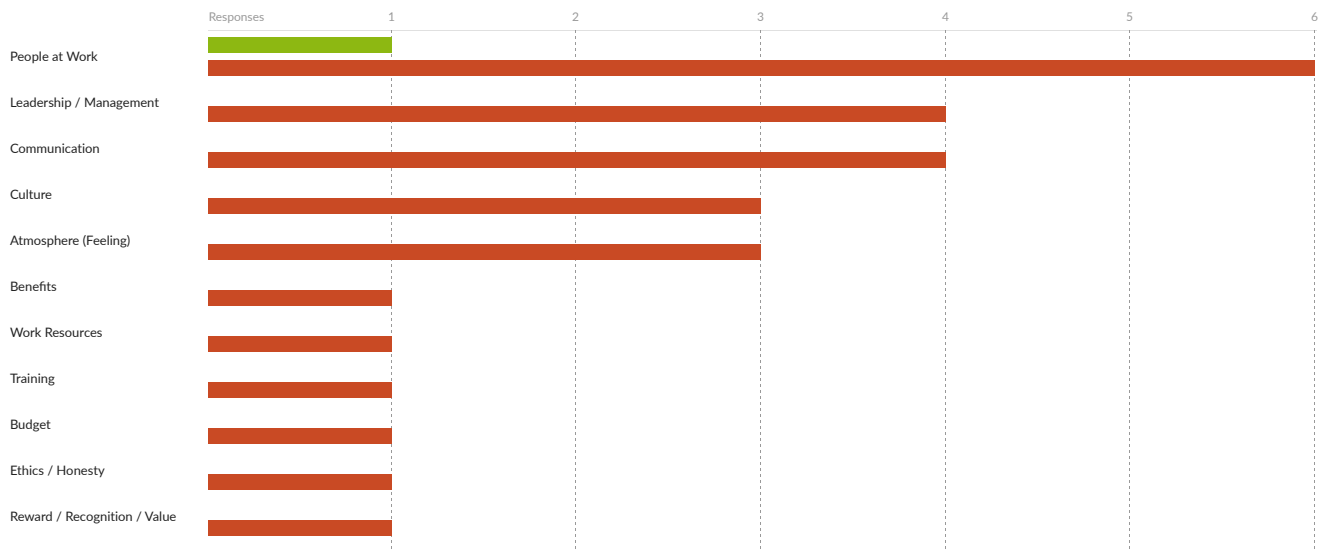


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DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: PERSONNEL  
POLICY NUMBER: 3017

ANNUAL CEO DEVELOPMENTAL REVIEW AND PERFORMANCE EVALUATION	EFFECTIVE DATE
	MAY 18, 2020

**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, financial, 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 plan.
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.



DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: PERSONNEL  
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ANNUAL CEO DEVELOPMENTAL REVIEW AND PERFORMANCE EVALUATION	EFFECTIVE DATE
	MAY 18, 2020

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 as designated by the Board. The 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. In cases of financial hardship, salary increases may be adjusted and/or withheld if deemed necessary by the Board.
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. **April:** 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, an Ad Hoc CEO Review Committee Packet will be maintained by Human Resources for use by the Ad Hoc CEO Review Committee and will be available through the District office.
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.

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: PERSONNEL  
POLICY NUMBER: 3017

ANNUAL CEO DEVELOPMENTAL REVIEW AND PERFORMANCE EVALUATION	EFFECTIVE DATE
	MAY 18, 2020

- Review forms and instructions for the Ad Hoc CEO Review Committee to distribute to board members and department heads for completion.
4. **May:** By the May meeting of the Board of Directors, the CEO will provide the Ad Hoc CEO Review Committee with:
    - a self-evaluation,
    - a list of 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 May meeting of the Board of Directors, the Ad Hoc CEO Review Committee per an agenda item 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. **June:** The Ad Hoc CEO Review Committee will distribute the Performance Evaluation packet materials at least three weeks prior to the June board meeting. The Performance Evaluation packet will include instructions, the blank evaluation form or a third-party firm link (e.g., ACHD), 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 Human Resources. Human Resources 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 June board meeting.
  9. The Ad Hoc CEO Review Committee will assemble all the written evaluations in a summary for the board's review.
  10. The CEO annual performance evaluation will occur annually at the June meeting of the Board of Directors. The review will be presented to the board in Closed Session.

DEL PUERTO HEALTH CARE DISTRICT  
POLICY AND PROCEDURE

SECTION: PERSONNEL  
POLICY NUMBER: 3017

ANNUAL CEO DEVELOPMENTAL REVIEW AND PERFORMANCE EVALUATION	EFFECTIVE DATE
	MAY 18, 2020

## The Evaluation Board Meeting

1. **June:** 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.
2. Immediately following, and continuing in closed session, the board will give the CEO their performance feedback and new CEO workplan, 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 Human Resources 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 and Human Resources 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 Human Resources will review the Ad Hoc CEO Review Committee Packet and assure that it is updated and ready for the next annual CEO review cycle.