



BOARD OF DIRECTORS MEETING  
November 30, 2020 @ 6:30 pm  
Via Zoom  
Board of Directors Minutes

1. **Call to order @ 6:32** by President, Steve Pittson

2. **Pledge of Allegiance**

3. **Board of Directors Roll Call.**

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

**Directors Absent:** None

**Staff Present:** Administrative Director/CEO, Karin Hennings  
Ambulance Director, Paul Willette  
Health Center Manager, Suzie Benitez  
Clerk of the Board, Cheryle Pickle

**District Legal Council:** Dave Ritchie, Cole Huber, LLP

We have a Quorum

4. **Reading of the Mission Statement**

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

5. **Public Comment Period:**

**Present:** John Anderson, J.B. Anderson land Use Planning  
Dane Wadle, CSDA  
Luis Avila, Board Director-elect  
No Comments

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

7. **Approval of Agenda:**  
Robertson

**M/S/C To accept the agenda.** Director Stokman / Director

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

**Nays:** None  
**Abstain:** None  
**Passed 5/0**

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

- A. \*Approve Board Meeting Minutes for October 26, 2020
- B. ~~Accept Finance Committee Minutes October 21, 2020~~
- C. ~~Accept Financial Report for October 31, 2020~~
- D. ~~Approve Warrants for October 2020~~



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- E. \*Adopt Confidentiality Policy
- F. \*Adopt Ethics Training Policy
- G. \*Adopt Minutes of Board Meetings Policy
- H. \*Adopt Topics for Discussion Policy
- I. \*Adopt Training, Education, and Conference Policy

**M/S/C That the Board of Directors accept the Consent Calendar items A, E, F, G, H, and I. /Director Robinson / Director Mac Masters**  
**Ayes:** Directors Pittson, Robinson, Stokman, Campo, Mac Master  
**Nays:** None  
**Abstains:** None  
**Passed 5/0**

9. **Regular Calendar**

A. **\*Any Consent calendar items moved to regular calendar - NONE**

B. **Mitigation Fee / Development Agreement Update presented by John Anderson**

Ms. Hennings introduced John Anderson of J. B. Anderson Land Use Planning to explain Impact fee/Development Agreement process. Mr. Anderson explained the process and explained the benefits of the District having a permanent fee agreement in place with the City Council and the County. He gave the example of the Baldwin Project that the City Council approved in a very short period of time. We were unaware of the project and did not negotiate a fee agreement. Now we will have to try and negotiate with the City to have fees attached this project. The board asked that that President, Steve Pittson contact the new Mayor and that Ms. Henning follow up with a letter to get negotiations started on this project.

Mr. Anderson stated that if we did the work to prepare a permanent fee agreement in we would not have a situation like this because the fees would already be negotiated Ms. Hennings stated that the Community Needs Assessment was on track to be completed in March of next year. The Community Needs Assessment is a large piece of the information we would need to complete the Permanent Fee Agreement with the City of Patterson and the County of Stanislaus.

C. **Request for Reconsideration-CSDA Local Chapter Membership, Presented by Dane Wadle**

Mr. Wadle is the Field Representative for California Special Districts Association. He explained that there are 51 special Districts Stanislaus County. There has been interest in having a local chapter in Stanislaus County. MID and TID are both interested in the chapter. He explained the benefits of membership. He explained there is no cost and no commitment. The Directors discussed this at length. Some felt that the District had too many other priorities at this time. Some felt that Ms. Hennings may be asked to get more involved in CSDA. Others saw the value in networking with other local entities. There were concerns that Ms. Hennings may be recruited to another district. It was noted that the meetings were quarterly, not very frequent. Ms. Hennings was instructed to not accept a leadership role. She assured the directors of her loyalty to the DPHCD. It was suggested that we could give this a trial run for six months. Ms. Hennings was asked to give a written activity report to the Directors.



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**M/S/C That the Board of Directors approve membership in Stanislaus County Special Districts Association on a trial basis.**

/Director Robinson / Director Mac Masters

**Ayes:** Directors Pittson, Robinson, Mac Master

**Nays:** Directors Stokman, Campo

**Abstains:** None

**Passed 3/2**

**D. Adopt 2021 Personnel Rules (formerly Employee Handbook)**

Ms. Hennings explained that the current edition of the Employee Handbook was last completed in 2009. It is outdated and needs to be updated to comply with current laws, language, and best practices. There was some discussion regarding the name change to Personnel Rules versus Employee Handbook. It was explained that not all personnel are employees and would apply to contractors as well when adopted as District policy.

**M/S/C That the Board of Directors approve the proposed Personnel Rules dated January 2021.** /Director Stokman / Director Campo

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

**Nays:** None

**Abstains:** None

**Passed 5/0**

**E. Approve Capital Expenditure Request for Office 365 Migration**

Ms. Hennings explained that the current Microsoft Exchange system is from 2008 and needs to be replaced. It will not be supported by Microsoft past January 2021. The only option available to us is a cloud-based system under subscription services for Microsoft Office Suite including Outlook, Word, Excel, and other Microsoft tools. The cost for transferring our data will take Datapath 29 hours (\$5,800, a one-time fee). The subscription fee for 29 employees is \$4,146 per year

**M/S/C That the Board of Directors approve the capital expense for the Office 365 Mailbox Migration in the amount of \$5,800.** /Director Gallo / Director Campo

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

**Nays:** None

**Abstains:** None

**Passed 5/0**

**F. Approve Proposal for Personnel Scheduling, PTO Management, and Communication Software**

Ms. Hennings explained that currently we are using 3 different types of timecards, including handwritten time sheets. This system would allow the District to use one system. It would allow employees to clock in electronically with their cell phones or on their computer. The system would



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automate the approval of PTO making it easier for the supervisors to manage. It would automate tracking hours for payroll and transfer to an excel spreadsheet and download into QuickBooks. This would save staff approximately 6 to 8 hours per pay period.

The Mr. Willette shared his perspective. He stated that the current system for scheduling has limited functionality. There are many opportunities to increase functionality. Such as when an employee is held beyond the end of their shift due to a transport, they could input the PCR# and he could review the overtime much more quickly. The ability for employee to sign in with cellphone can be set by proximity to the office. He feels that he would be very beneficial and more efficient.

**M/S/C That the Board of Directors approve the subscription to ESO Scheduling Plus Software as a Service with current fiscal year budget increase of \$3,990 divided proportionally among the three district departments. /Director Stokman / Director Robinson**  
**Ayes:** Directors Pittson, Robinson, Stokman, Campo Mac Master  
**Nays:** None  
**Abstains:** None  
**Passed 5/0**

**G. Approve Intrado Contract Termination Agreement**

Ms. Hennings explained that the Intrado contract (formally Televox) was initially set up in late 2009 to set up patient reminder calls. This was a 5-year contract. In 2018 we added text messaging. This extended the contract 5 years. Now our new EHR, Athena includes this service. Ms. Hennings negotiated a 50% reduction in our contract to terminate our Intrado contract.

**M/S/C That the Board of Directors approve an early termination of the Intrado Services Contract in the amount of \$5,400 effective October 01, 2020 /Director Gallo / Director Campo**  
**Ayes:** Directors Pittson, Robinson, Stokman, Campo Mac Master  
**Nays:** None  
**Abstains:** None  
**Passed 5/0**

**H. Approve 2019 HEDIS Incentive Payment to Health Center Staff**

Ms. Benitez explained what HEDIS (Healthcare Effectiveness Data and Information Set) Incentives are based on. The insurance companies have utilization measures that require us to collect data. This requires work and effort by the Health Center Staff to achieve the incentives.

Ms. Hennings explained the staff works hard on to reach the incentive goals and they do a very good job. The incentive received a total incentive payment for CY 2019 in the amount of \$62,867.

This is not promised, but in the past, we have shared the incentive payments with the staff. Staff is proposing a similar sharing of the incentive payment with the staff.



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**M/S/C That the Board of Directors approve a one-time incentive payment to the Health Center employees based on 12.25% of the CY 2019 HEDIS and utilization measures incentive payments totaling \$62,867. /Director Campo / Director Stokman**  
**Ayes:** Directors Pittson, Robinson, Stokman, Campo Mac Master  
**Nays:** None  
**Abstains:** None  
**Passed 5/0**

10. **Reports**

A.	<b><u>Employee Anniversaries &amp; New Hires</u></b>	<b><u>November</u></b>	<b><u>Years</u></b>
	Ambulance:	Roberto Sanchez	1
	Health Center:	Lennard Hey	5
		Tina Uanrachawong	10
	Administration:	None	

B. **District Wide Community Assessment** – Director Stokman

Director Stokman explained that they have been working with CSU Sacramento to refine the survey questions. It is going to be bilingual. It will be sent in January. She referred to detailed report in packet.

C. **West Side Health Care Task Force** - George Galloway Mac Master

Director Mac Master stated that due to the Covid-19 Pandemic the Task Force had been paused.

D. **CEO Annual Performance Evaluation** – Director Campo – Nothing to Report

E. **Ambulance** – Paul Willette, Director of Ambulance

Mr. Willette reviewed his report. He noted that there had been a reduction in the number of mutual aid responses both in and out of the District. MVEMS is working on a revision to the rules that would improve the times our staff is required to post out of the area. We have started not posting out of the area from 10:00 p.m. through 8:00 a.m. MVEMSA is working with Public Health on Covid-19 Vaccines. The ambulance personnel may be trained on and giving vaccines.

F. **Health Center** - Suzie Benitez, Health Center Manager

Ms. Benitez reviewed her report. She noted that the Month of October was Go Live for the new EHR. They had reduced scheduling during the week of Go Live. This allowed the providers and staff to be able to learn the new system. The learning is going very well, and the providers and



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staff have adjusted very well to the software. In fact, Athena has commented that we are one of their better groups to learn and implement the software. There is still a reduced patient volume due to Covid-19. The patient volume in November is improved, however we have a provider out for two weeks due to Covid-19 issues.

G. **Administration** – Karin Hennings, Administrative Director / CEO - Ms. Hennings deferred to her written report.

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

There is a membership statement from NARHC (National Association Rural Healthcare Centers). Ms. Hennings shared how useful this resource has been to both her and Ms. Benitez. NARHC provides weekly updates and information about the Covid-19 pandemic. They have been a good resource.

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

Finance – No Meeting in December	Board – Mon, Dec 07, 2020 @ 6:30 p.m.
Finance – Wed, Jan 20, 2021 @ 3:00 p.m.	Board – Mon, Jan 25, 2021 @ 6:30 p.m.
Finance – Wed, Feb 17, 2021 @ 3:00 p.m.	Board – Mon, Feb 22, 2021 @ 6:30 p.m.

13. **Meeting Adjourned @ 8:44 p.m.**

Respectfully Submitted By:

Becky Campo, Secretary of the Board

1/7/2021

Date