



**MINUTES
REGULAR BOARD MEETING
Wednesday, August 11, 2021, 6:00 p.m.**

In accordance with the current State of Emergency and the Governor’s Executive Order N-25-20, of March 12, 2020 and N-33-20 of March 19, 2020, teleconferencing was used for this meeting. Board members, staff and members of the public were able to participate by webinar and members of the public were also able to participate by telephone.

A. CALL MEETING TO ORDER / ROLL CALL / ESTABLISH A QUORUM / PLEDGE OF ALLEGIANCE

Board Chair Howard Salmon called the meeting to order at 6:03 p.m. and led the Pledge of Allegiance.

In attendance: Directors Barbara Mroz, Kate Schwartz, Stephanie Ortiz, Jennifer Jeffries and Howard Salmon. Legal Counsel Jeffrey Scott, CEO Rachel Mason, Accountant Susan Woodward, Property Manager Roy Moosa and staff members Linda Bannerman, Wendy Lyon, Tracy Rosalee and Pamela Knox. Also Joe Lowe of Taylor Design and Theresa Geracitano.

B. APPROVAL OF THE AGENDA

Prior to a motion to approve the agenda, CEO Rachel Mason requested that Agenda Item F2 be moved to follow approval of the Consent Items.

Action: It was moved by Director Jeffries, seconded by Director Mroz to approve the Agenda with the change requested to move Item F2 to follow the Consent Items.

Motion carried by the following roll call vote (5-0)

Director Jeffries	Aye
Director Mroz	Aye
Director Ortiz	Aye
Director Schwartz	Aye
Director Salmon	Aye

C. PUBLIC COMMENTS

None

D. CONSENT ITEMS

- D1. Approval of May 2021 Financial Statements
- D2. Minutes of July 7, 2021 Finance Committee Meeting
- D3. Minutes of July 9, 2021 Gov’t & Public Engagement Committee Meeting
- D4. Minutes of July 14, 2021 Regular Board Meeting
- D5. Minutes of July 21, 2021 Strategic Planning Committee Meeting
- D6. Minutes of July 22, 2021 Facilities Committee Meeting

Board members did not request to pull any of the Consent Items for discussion.

Action: It was moved by Director Schwartz, seconded by Director Jeffries to approve the Consent Items as presented.

Motion carried by the following roll call vote (5-0)

Director Jeffries	Aye
Director Mroz	Aye

Director Ortiz Aye
 Director Schwartz Aye
 Director Salmon Aye

- F2. Design Features for the Community Health & Wellness Center on the 1636 East Mission Road Property
 CEO Rachel Mason invited a discussion among members of the Board regarding their highest priority design features. Discussion ensued.
 Joe Lowe of Taylor Design shared a preliminary vision of the property that included design features

E. REPORTS/POSSIBLE ACTION

- E1. Finance Committee – Directors Jeffries and Mroz
 Committee Chair Jeffries reviewed the financial statements for the month of June, noting this month concludes the fiscal year 2020-21. Report 3 was reviewed and discussed with explanations for any variances.
 The investments of the District are in compliance with the District’s 2020-21 Investment Policy. The balances in the District’s investment accounts give the District the ability to meet its expenditure requirements for the next eighteen (18) months.
Recommendation: That the board approve the transfer of \$33,000 from the LAIF (Community Investment Fund) account to reimburse the Operating Account for \$32,908.89 to cover April through June 2021 expenses.
Action: It was moved by Director Schwartz, seconded by Director Mroz to approve the transfer of \$33,000 from the LAIF (Community Investment Fund) account to reimburse the Operating Account for \$32,908.89 to cover April through June 2021 expenses.
Motion carried by the following roll call vote (5-0)
 Director Schwartz Aye
 Director Ortiz Aye
 Director Mroz Aye
 Director Jeffries..... Aye
 Director Salmon Aye
- E2. Gov’t and Public Engagement Committee – Directors Schwartz-Frates and Ortiz
 Committee Chair Schwartz said the July Government/PE Committee included a discussion regarding eager anticipation of the new communications specialist position shared with NCFPD and FRHD. When that person is in place there will be further discussion of the quarterly public engagement plan. In addition, there was discussion regarding Spanish translation for our regular Board meetings (through Zoom) and translation of documents for those meetings as well. She said she had previously mentioned \$23.2 million the County is funding for a health disparities grant. Discussion ensued.
- E3. Facilities Committee – Directors Mroz and Salmon
 Committee Chair Mroz said the Facilities Committee continues to work through the process of identifying the best option for replacement of the HVAC in the Brandon Rd. building. Discussion ensued. It was noted this topic is on the agenda as a discussion/action item. The roadside sign at 1636 E. Mission has been repaired. As of July 31, Rock Rose School vacated the property as projected. A sidewalk was removed at the Brandon Road property to make room for a sign that will require Fallbrook Planning Committee approval. The Major Use permit is to be brought to the County Board of Supervisors for final approval.
- E4. Strategic Planning Committee – Directors Jeffries and Salmon
 Committee Chair Jeffries said the July meeting had been focused on how best to coordinate committee and full board discussions around the Community Health & Wellness Center proportionality of available funding. The Committee recommended the

full Board discuss design elements (which occurred under agenda item F2). Success metrics were also discussed.

- E5. Chief Executive Officer – Rachel Mason
 COVID-19 updates were provided noting continued efforts to provide testing and vaccinations with our S.D. County partners. Every week there will be a County sponsored District supported testing/vaccination event in our sphere of influence.
 Rachel Mason noted that Theresa Geracitano will begin working for the District as the Administrator of the Community Health & Wellness Center at the beginning of October (after the background check is approved).
 Dani Vargas was hired to serve as the Communications Specialist for NCFPD and FRHD. She is bilingual, speaking Spanish and English.
 Since Mireya Banuelos has accepted a new position outside the District, and Pam Knox will be retiring, the CEO has begun drafting a job description for an Administrative Officer, allowing for a redistribution of job responsibilities moving forward.
 There was a brief review of the “Just Do” and “Planned Programs” and identified partners. The California Special Districts Association Annual Meeting takes place from August 30th through September 2nd, and the Association of California Health Districts will take place September 22nd through September 24th.
- E6. General Counsel – Jeffrey Scott
 Jeffrey Scott reported the California state legislature is in Summer break and a legislative update will be provided next month.
 Regarding local hospitalizations due to COVID, there has been a significant surge.

F. DISCUSSION/POSSIBLE ACTION ITEMS

- F1. Consideration of Continued Zoom Access and Interpretation Services for District Regular Board Meeting
Recommendation from the Gov’t and Public Engagement Committee: That the board approve interpretation services with Tomedes and upgraded Zoom services for district regular board meetings
 Administrative Assistant Linda Bannerman reviewed the proposal from Tomedes for interpretation services and report translation. Discussion ensued.
 There will be a month delay in the committee reports (except Finance which must be more current) to allow time for translation.
 No action required by the Board of Directors since there was consensus to move forward and the cost falls within the parameters of CEO approval.
- F2. Moved (see above)
- F3. Consideration of Notice of Award to EcoGreenVision LLC for the HVAC Replacement Project at 138 South Brandon Road
Recommendation from the Facilities Committee: That the board accept the bid from EcoGreenVision LLC
 Counsel Jeffrey Scott said last November a property condition assessment was performed and the report recommended that the HVAC units at 138 S. Brandon Road be replaced. Consultant Rob Holmes assisted in contacting HVAC providers and helped to determine the scope of work. Through the due diligence process it was recommended to have two alternatives; a base bid to replace and upgrade the current system and an alternate bid that would have had lower potential maintenance costs over the next 10 years. Bids were prepared and solicited. Only one bid was received. The base bid was \$59,978 and the alternate was \$73,663. Mr. Scott said he recommended approval of the base bid of \$59,978 from EcoGreenVision LLC.
Action: It was moved by Director Jeffries, seconded by Director Mroz to approve the base bid from EcoGreenVision LLC in the amount of \$59,978.
Motion carried by the following roll call vote (4-0) Director Schwartz had left the meeting.
 Director Mroz Aye
 Director Ortiz Aye

- Director Jeffries Aye
 Director Salmon Aye
 Director Schwartz Absent
- F4. Consideration of Obtaining District Credit Card for CEO
Recommendation from the Finance Committee: That the board approve obtaining a district credit card for the CEO with a \$5,000 limit.
 Director Jeffries said this item was brought to the Finance Committee for consideration.
Action: It was moved by Director Jeffries, seconded by Director Ortiz to approve a District credit card in the name of the CEO with a limit of \$5,000.
 Discussion ensued. Director Jeffries said she had attended a Fraud and Ethics Symposium sponsored by the S.D. County Tax Collector and District Attorney’s Office. She said they recommended the entity pay directly for expenses, rather than reimbursing employees for expenses. Counsel Jeffrey Scott said paying directly is considered best practice.
Motion carried by the following roll call vote (4-0)
 Director Jeffries Aye
 Director Mroz Aye
 Director Ortiz Aye
 Director Salmon Aye
 Director Schwartz Absent

G. BOARD MEMBER COMMENTS & ITEMS FOR SUBSEQUENT MEETINGS

- G1. Other Director/Staff discussion items
 Director Jeffries commented on the Fraud & Ethics Symposium she attended noting insurance fraud is the number one crime in California and the U.S. Tax evasion is the second most prevalent crime and procurement fraud is a concern for organizations. She said she believes the District has good checks and balances in place.
- G1a. Item(s) for future board agendas
 G1b. Announcements of upcoming events:
- **COVID-19 Vaccinations & Testing – by Operation Collaboration (CalFire/NC Fire) Vaccinations 9a-1p, Testing 2p-4p**
 - Vallecitos Elementary School – **Friday, August 6**
5211 5th St., Rainbow
 - Maie Ellis Elementary School – **Friday, August 13 & Friday, September 3**
400 W. Elder St., Fallbrook
 - Potter Jr. High School – **Thursday, August 26**
1743 Reche Rd., Fallbrook, CA 92028
 - FRHD Wellness Center – **Friday, August 20 & Friday August 27**
1636 E. Mission Rd., Fallbrook
 - **Gov’t and Public Engagement Committee meeting – 2nd Friday, August 13, 10:30am, Virtual Meeting**
 - **Community Collaborative for Health & Wellness Committee (CCH&W) meeting – 3rd Wednesday, August 18 10:30am-noon, Virtual Meeting (See fallbrookhealth.org/calendar)**
 - **Strategic Planning Committee meeting – 3rd Wednesday, August 18, 5:00pm, Virtual Meeting**
 - **Facilities Committee meeting – 4th Thursday, August 26, 10:30am, Virtual Meeting**
 - **Finance Committee meeting – 1st Wednesday, September 1, 4:30pm, Virtual Meeting**
 - **Woman of Wellness – Postponed.** See fallbrookhealth.org for newsletter

G2. **Next Regular Board meeting** – 2nd Wednesday, **September 8**, 6:00pm, Virtual Meeting

H. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:47 p.m.


Howard Salmon, Chairman


Board Secretary/Clerk