



**AGENDA
STRATEGIC PLANNING COMMITTEE**

Wednesday, August 18, 2021 at 5:00 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 will be used for this meeting. Board members, staff and members of the public will be able to participate by webinar by using the following link: <https://us02web.zoom.us/j/89674799373> Meeting ID: **896 7479 9373**. Participants will need to download the Zoom app on their mobile device. Members of the public will also be able to participate by telephone using the following dial in information: **Dial in #: (310) 372-7549, Passcode 660448**.

Committee Members: Jennifer Jeffries, Chair and Howard Salmon, Co-chair
Staff: CEO Rachel Mason and Executive Assistant Linda Bannerman

1. Call to Order/Roll Call
2. Public Comments
3. Discussion Items
 - a. District and CHWC Measurables and Success Indicators
 - b. Financial Reserves – Economic Uncertainties
 - c. CHC – Grant Application and Scoring
 - d. CHC – Grant Funding Levels
 - e. Staffing – Administrative Officer
4. Board Member Comments and Future Agenda Items
5. Adjournment

I certify that on August 17, 2021, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Fallbrook Regional Health District, said time being at least 24 hours in advance of the meeting. The American with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in or denied the benefits of District business. If you need assistance to participate in this meeting, please contact the District office 24 hours prior to the meeting at 760-731-9187.


Board Secretary/Clerk

<u>ACCOUNT NAME</u>	<u>FY 21.22 Total</u>	<u>Reserve</u>
ADMINISTRATIVE EXPENSES		
Communications	\$ 10,800.00	\$ 10,800.00
I.T. Services	\$ 4,104.00	\$ 4,104.00
Refreshments	\$ 300.00	
Office Expenses	\$ 6,000.00	\$ 6,000.00
Utilities	\$ 13,593.07	\$ 13,593.07
Independent Contract Services	\$ 2,100.00	\$ 2,100.00
Maintenance Services & Repairs	\$ 17,552.00	\$ 17,552.00
Vehicle Expenses	\$ 1,100.00	\$ 1,100.00
Salaries	\$ 359,050.54	\$ 359,050.54
Payroll Taxes	\$ 32,314.55	\$ 32,314.55
W/C Insurance	\$ 1,875.00	\$ 1,875.00
Employee Health & Welfare	\$ 56,484.00	\$ 56,484.00
Board Stipends	\$ 25,440.00	\$ 25,440.00
Education & Conferences	\$ 10,350.00	
Dues & Subscriptions	\$ 23,693.68	\$ 23,693.68
Insurance - General	\$ 25,855.17	\$ 25,855.17
Independent Accounting Services	\$ 12,000.00	\$ 12,000.00
Annual Independent Audit	\$ 9,000.00	\$ 9,000.00
Medical Records Store & Service	\$ 21,300.00	\$ 21,300.00
General Counsel	\$ 27,500.00	\$ 27,500.00
Dist Promotions & Publications	\$ 13,616.00	
Simple IRA Expense	\$ 10,771.52	\$ 10,771.52
Copier Lease	\$ 9,205.20	\$ 9,205.20
Office Equipment	\$ 1,500.00	
TOTAL ADMIN EXPENSES	\$ 695,504.73	\$ 669,738.73
TOTAL HEALTH & WELLNESS CENTER	\$ 165,316.82	\$ 160,291.82
COMMUNITY HEALTH CONTRACTS		\$ -
CHC Grantees	\$ 791,975.37	\$ -
NC Fire JPA (Ambulance)	\$ 85,000.00	\$ 85,000.00
NC Fire JPA (Sr Medical Services Officer)	\$ 80,000.00	\$ 80,000.00
NC Fire JPA (Public Communications)	\$ 35,000.00	\$ 35,000.00
TOTAL COMMUNITY HEALTH	\$ 991,975.37	\$ 200,000.00
DISTRICT DIRECT CARE SERVICES		
Women of Wellness	\$ 600.00	
Health Services and Clinics	\$ 4,775.00	\$ 4,775.00
TOTAL DISTRICT DIRECT CARE SERVICES	\$ 5,375.00	\$ 4,775.00
TOTAL OPERATING EXPENSES	\$ 1,858,171.92	
TOTAL FRHD FOUNDATION	\$ (36,504.50)	

\$ 1,071,309.55	annual base operating expenses
\$ 1,606,950.00	18 month operating exp. Value

- *assumes no reduction in staff
- *assumes no reduction in facility expenses
- *includes expense of Foundation operations
- *assumes no grant funding other than contracted JPA (through 2024)

Job Title: Administrative Officer

Job Objective: The Administrative Officer is part of the executive team, who provides strategic vision to everyday activities, is highly efficient and a natural leader. The Administrative Officer is responsible for day-to-day task management within the District and reports directly to the CEO. This role requires multitasking across a range of responsibilities, including organizing and managing schedules/calendars for staff, senior-level officers and Board Committees, assisting in Human Resource management (including payroll, accounting activities and coordinating employee benefits), conferring with the finance team to help make payments, process incoming invoices, and verify receipts for time bound and on-going projects, preparing meetings minutes and forwarding communications to the general public. Communicating and collaborating with colleagues and community stakeholders to implement policies and develop improvements.

The goal is to ensure the smooth running of business according to established policies and vision.

Duties:

1. In collaboration with the CEO, provide Human Resource management and facilitate employee communications.
2. Take meeting minutes and provide clerical follow up support to the CEO and Board Committees.
3. Provide oversight of the preparation and coordination of the scheduling of District meetings.
4. Oversee payroll by tracking work schedules, time off requests, leaves of absence, overtime hours, and more.
5. Review, revise, and recommend updates to District operational policies.
6. Oversees the provision of basic maintenance for Campus Facilities.
 - a. Copiers, Computers, Telephones, Alarm Systems, Pest Control, District Vehicles, Landscape and other housekeeping providers.
 - b. Assists in tracking and record keeping of District capital improvements projects.
7. Attend and participate in community events as related to the provision of services of the District.
 - a. Provide outreach and marketing support to the Wellness Center Administrator.
8. Develop and maintain effective working relationships with other District staff members.
9. All other duties as assigned.

Qualifications:

The Administrative Officer is expected to have a combination of education and experience that would provide the knowledge and abilities to perform the duties listed above. Typically, equivalent to possession of an Associate of Arts degree in business administration or related field, and four (4) years of responsible clerical experience, which has included considerable exercise of initiative, attention to detail, and independent judgment. Solid computer literacy skills with Microsoft Office, and modern technology, systems, and software designed to assist in the computerized management of information. Excellent verbal and written communication skills; as well as, excellent interpersonal, negotiation, and conflict resolution skills that lead to developing effective interpersonal relationships and consensus building. Strong analytical and problem-solving skills, with the ability to prioritize tasks and to delegate when appropriate. Possess the ability to work effectively and patiently with individuals with age related, cognitive or physical limitations.

Bilingual English/Spanish is preferred, this position is eligible for bilingual incentive pay.

Organization Culture: Ability to work independently, as a team leader and as a collaborative team member. Ability to perform work in a creative, energetic and self-directive manner. As a public entity our mission and values are community focused.

Job Title: Administrative Officer

Work Hours: The Administrative Officer is a full-time position. The organization core operating hours are 9:00 a.m. to 5:00 p.m. Monday through Friday; however occasional weekend appointments may be required. At least one evening per week will be required – schedule to be determined.

Salary Range and Benefits: \$30.00 to \$60.00 per hour, non-exempt. This position qualifies for Bilingual add-on pay, which is three percent (3%) additional pay calculated from the base rate. Health and retirement benefits are available and will be discussed with successful candidates.

Supervisor: Chief Executive Officer

The terms of my employment have been discussed with me, I understand the benefits available and the rate of pay (Hourly/Non exempt \$ _____ Bilingual Add-on \$ _____ Final Rate \$ _____).

Employee Signature: _____

Start Date: _____

CEO _____
8.12.2021