



**MINUTES
REGULAR BOARD MEETING
Wednesday, March 13, 2019, 6:00 p.m.**

NEW MEETING LOCATION
Administrative Office, 1st Floor Community Room, 138 S. Brandon Rd., Fallbrook

A. CALL MEETING TO ORDER – PLEDGE OF ALLEGIANCE

President Salmon called the meeting to order at 6:05 p.m. and led the Pledge of Allegiance.

Board Members present: Director Howard Salmon, Barbara Mroz, William Leach, Jennifer Jeffries and Kate Schwartz-Frates.

Also present: Legal Counsel Blaise Jackson and staff members Wendy Lyon, Linda Bannerman and Mireya Banuelos

B. ADDITIONS TO AGENDA

Director Kate Schwartz-Frates asked to include establishing dates for the next zone mapping meeting when discussing Agenda Item G4.

C. BOARD MEMBER AND PUBLIC COMMENTS

None

D. PRESENTATIONS

D1. Fallbrook Food Pantry
There was no presentation at this time.

E. CONSENT ITEMS

- E1. Approval of January 2019 Financial Statements
- E2. Minutes of February 6, 2019 Finance Committee Meeting
- E3. Minutes of February 6, 2019 Special Board Meeting-Public Hearing
- E4. Minutes of February 13, 2019 Regular Board Meeting
- E5. Minutes of February 20, 2019 Strategic Planning Committee

Director Salmon requested that the minutes of the Strategic Planning Committee be pulled for further discussion.

Motion: It was moved by Director Jeffries, seconded by Director William Leach that Items E1-E4 be approved as presented.

Motion carried: 5-0

Director Salmon said he has a correction to the minutes of the Strategic Planning Committee of February 20, 2019. Under item 3 e in the minutes the wording should be changed to read as follows: Chairman Salmon said the District remains interested in the Blue Zones objectives. Another program the District wants to pursue is working with Lyft for transportation needs.

Motion: It was moved by Director Salmon, seconded by Director Jeffries to modify the minutes as stated above.

Motion carried. 5-0

President Salmon suggested that all committee chairs review the committee minutes prior to having them placed on the Consent Calendar.

F. REPORTS

- F1. Finance Committee – Directors Jeffries and Mroz
 Committee Chair Jennifer Jeffries presented the Finance Committee Report. She presented the highlights of the month-ended January 31st financial reports. Checking and savings assets, including the operations (checking) account, LAIF and CalTRUST accounts (plus petty cash) totaled \$9,220,952.66. Property tax revenues continued to lag due to projections made on the budget in consideration of the housing development East of I15. It is anticipated it could catch up by fiscal year-end. Regarding Admin. expenses and overhead we were under budget by approximately \$9,000 due to certain savings in different categories. There has been a reduction in consultant costs, and Community Health Contracts were timely with reports and payments. There had been a question at the Finance Committee meeting as to how the property tax payments are generated and she said she is researching the process and will report back. The LAIF account balance was \$1.489 million dollars. \$8,946 was earned in January and research into their fees, which would offset the earnings, is in process. CalTRUST, the District's second investment account had a balance of \$6.8 million, with nearly \$26,000 generated in interest. It was recommended by the Finance Committee for the Board to approve the transfer of funds in the amount of \$109,894.70 from the Community Investment Fund to the Operating Account to reimburse for expenses incurred related to wellness activities. **MOTION:** It was moved by Director Jeffries, seconded by Director Mroz to approve the transfer of \$109,894.70 from the Community Investment Fund to the Operating Account. **MOTION CARRIED:** 5-0
- F2. Gov't and Public Engagement Committee – Directors Schwartz-Frates and Mroz
 Director Barbara Mroz reported that she attended the Community Collaborative for Health & Wellness meeting on February 20th. Janine Loescher of the Fallbrook Smiles Project facilitates this collaborative. Fallbrook Smiles Project and Fallbrook Family Dental Health announced that it was Children's Dental Health Month and they were presenting information and multiple services in English and Spanish for children and pregnant women who qualify. The information and screenings are open to everyone and follow up services as qualified. She noted how many organizations and representatives from governmental agencies attend the CCHW meeting, how information is sharing among them helping to provide access for health and wellness needs in our communities. Fallbrook Smiles provides services to qualifying seniors as well.
 Director Schwartz-Frates said an ongoing effort for this committee is the at-large to zone-based rezoning process currently taking place. Several open forums have taken place and additional will be scheduled, along with consideration of obtaining mapping tools for the process. Director Schwartz-Frates has requested that staff member Mireya Banuelos attend the Live Well North County Community Leadership Team Meeting. Also be she will be attending a Subcommittee to this meeting called the Accountable Communities for Health North County to represent FRHD and provide feedback on the services we fund and provide, as well as try and get more services in our District. ACHD is sponsoring legislative days and she and President Salmon are planning to attend. Some of the legislative issues currently for the state include mental health services accessibility and what are unmet needs. Director Schwartz-Frates has been researching local services and mental health needs. The California Workforce Commission is looking at increasing the healthcare workforce which is experiencing an overall shortage. Health insurance access is another focus for legislators. She said she is investigating ways of more effectively reaching out to the community.
 Further discussion ensued regarding the mapping process for rezoning. An outgrowth from the last open forum was the purchase of mapping tools at a cost ranging from \$4,000 to up to \$17,000. This item is on this meeting's agenda for the board's consideration. We are under no time constraints at present regarding public meetings beyond needing to complete the districting process in time for the November 2020 election cycle.

- F3. Facilities Committee – Directors Leach and Mroz
 Director William Leach said the committee met on March 8 to consider a list of priorities for building repairs and maintenance prepared by Roy Moosa, Property Manager. Safety issues were considered first. There was discussion regarding landscaping and the property manager will follow up with current providers. Discussion ensued regarding the possibility of a cell phone tower placed at 1636 E. Mission Road. The property manager will also follow up with that matter. Improvements and repairs continue at the E. Mission Property. Woman of Wellness will take place on April 4th at the Community Room on E. Mission as the Fallbrook Library had been booked. It is a free program offered to both women and men with light refreshments and door prizes. *Care for the Caregivers* will be presented by Sally Wolf, PhD.
 President Salmon said conceptually both Fallbrook Regional Health District (FRHD) and North County Fire Protection District (NCFPD) could share costs in the area of maintenance, accounting, HR and communications. Under the Joint Powers Agreement (JPA) there have been discussions regarding sharing some of these costs. At present, it is in the discussion stage.
- F4. Strategic Planning Committee – Directors Salmon and Jeffries
 Committee Chair Salmon said this committee met February 20th and further discussed possibilities under the JPA with NCFPD. He noted much of the planning has proceeded without an Executive Director in place, and the Board is also in the process of deciding on the new Executive Director. A goal of the District is helping our community organizations involved in health and wellness to assure the major health disparities of the community are being met. The Committee also reviewed a list of current and former activities sponsored by the District. Current activities include Woman of Wellness, Prostate Cancer Screening, participation in the Chamber sponsored Harvest Faire and Christmas Parade, the Community Collaborative for Health & Wellness (CCHW), the North County Communities Collaborative Health Initiative (NCCCHI) and other community events. Former activities included Health Care Heroes, Health Fair and Community Collaborative Breakfast. Strategic Planning would like to bring back Health Care Heroes and the Community Collaborative Breakfast. Regarding the 1636 E. Mission Property, there have discussions regarding criteria for what could be included in the wellness center. Regarding Blue Zones, the costs were more than we originally thought. He said the objectives are still valued and the District is in the process of looking at ways to achieve the same outcome and purpose, perhaps at a lesser cost. Another goal of the District is to begin a pilot program with Lyft to provide for transportation health and wellness needs. Director Jeffries said when she was appointed to this committee, she was told that the criteria for the Community Health Contracts needed serious review and revision. The CentraForce data will be used as a basis to meet the health disparity needs. These needs include high cholesterol, hypertension, diabetes, obesity, anxiety & depression. In addition, we will add adolescent health, behavioral health & behavioral initiatives. One change being made is that 80 percent of the services provided by a recipient must be to residents of our District. There is an increase of shared in-kind support from five percent to ten percent to encourage independence from District support. Smart Objectives have been introduced and she thanked Mireya for introducing this concept and all of her efforts. Foundant is the software program used for this round of the CHC program and is being discontinued, in part due to cost. Bookkeeper Wendy Lyon was successful in obtaining a significant refund from Foundant. The tracking forms were overbuilt and will now be much more user friendly and data rich.
 Regarding CentraForce, their data has been extremely useful. It has a shelf life of 3 years so therefore, we will not continue with them at present (\$50,000 per year) and can consider them again for updated data. There could be a collaborative effort to obtain data within our communities from the school districts behavioral and health experts. In addition, perhaps the Governmental/PE and Strategic Planning Committees could meet jointly to discuss this further along with the collection of data from the public regarding

their ideas for the wellness center. This information could then be considered while developing criteria and the strategic plan for the wellness center.

F5. General Counsel – Blaise Jackson

Legal Counsel said he had been asked by the board president to provide additional information regarding compliance matters under the Brown Act for the Board of Directors. What is a legislative body and what are the differences in committee levels?

What constitutes a meeting?

Mr. Jackson said there are two statutes covering these questions. Government Code 54952 defining this body as the governing body of a local agency or any other local body created by federal or statute. Every one of the committees qualifies as a legislative body. There is one exception, a specific Advisory Committee, which currently does not apply to our standing committees.

Government Code 54952.2 defines what constitutes a meeting of a legislative body. He said any congregation of a majority of a body (3 or more for the District board) at the same time and location (including teleconferencing) to hear, discuss, deliberate or take action constitutes a meeting. A majority of the members of a legislative body shall not, outside of a meeting authorized by this chapter, use a series communication of any kind, directly or through intermediaries to discuss, deliberate or take action on any item of business that is within the subject matter jurisdiction of that body. It's about whether there is an effort to build a consensus outside the board meeting. Board members can receive an e-mail that is informational as long as there is no exchange going back. (Don't respond or share.) The concern is about sharing information inappropriately. The majority of a board can attend a conference or a public function as long as District business is not discussed or shared among them. Committees have two board members and if a third member attends, they may attend as a member of the public, but cannot participate in the meeting.

Mr. Jackson was asked to address public comment at committee meetings. He said every meeting has a Public Comment session. If members of the public want to address a specific item on the agenda, they can do so. They can also bring up an item that is within the purview of District business during Public Comment. It is not interactive or a back and forth exchange. Mr. Jackson said the remainder of his comments would be confined to action items or Closed Session.

G. ACTION ITEMS

G1. Second Reading, Hospital Records Retrieval Procedure

Counsel explained that this item had been brought to the Board for consideration previously, and this is the second reading regarding the Hospital Records Retrieval Procedure. He reviewed the history and said we now have the tools needed from Community Health Systems (CHS) (the last operators of the hospital) and Iron Mountain (where paper records are stored) for staff to proceed with follow up in the retrieval of Fallbrook Hospital medical records. It is brought to the Board for approval due to the cost of 15 cents per page for records copying and \$30 per film for x-rays.

MOTION: It was moved by Director Mroz, seconded by Director Leach to approve the Hospital Records Retrieval Procedure as presented.

MOTION CARRIED: 5-0

G2. Special District Election Ballot – San Diego Local Agency Formation Commission

A Public Comment card had been completed by Barry Willis, who is running for the LAFCO Regular Special District Member and serves on the Alpine Fire District Board. He asked to speak during this agenda item. He discussed his background, explained the job of LAFCO, said he supports local control and asked for our support.

Counsel said the Board needs to vote for one of the members running for the LAFCO Regular Special District Member and an alternate. Director Leach is one of the candidates.

MOTION: It was moved by Director Jeffries, seconded by Director Schwartz-Frates to cast our Board’s vote for William (Bill) Leach for the LAFCO Regular Special District Member.

MOTION CARRIED: 5-0

MOTION: It was moved by Director Mroz, seconded by Director Leach to write in Kate Schwartz-Frates for the alternate.

MOTION CARRIED: 5-0

G3. Consideration of Obtaining District Credit Card

Director Jeffries said as reported earlier, we have cancelled the District’s American Express care and are moving to a Costco Visa card. She recommended that two cards be issued, one for Linda Bannerman for online purchases and one for Pamela Knox for supplies and events. She also recommended a credit limit of \$3,000

MOTION: It was moved by Director Jeffries, seconded by Director Schwartz-Frates to obtain a Costco Visa card for the District in the names of Linda Bannerman and Pamela Knox with a total credit limit of \$3,000.

MOTION CARRIED: 5-0

G4. Consideration of District purchase of Public Participation Toolkit for Transition to Zone-Based Elections (paper or on-line options) – National Demographics Corporation

Counsel said the District has been hosting open forums regarding the zone-based redistricting process. When the original contract with National Demographics Corporation (NDC) had been approved, included in the contract were some options for tools for the mapping process which the District did not opt for at the time. They are still available and there is community interest in mapping tools. One option is at a cost of \$3,500 and the other totals \$17,000 and includes interactive displays. Discussion ensued. Most Districts opt for the lower cost option per NDC. There was also a question as to whether NDC presence is required at all of the open forums/mapping sessions. Discussion ensued with a NCFPD representative. The fire department has tools it uses and said they could definitely assist us. With that option available to us, there was no action on the purchase of mapping tools.

H. ITEMS FOR SUBSEQUENT MEETINGS

H1. Other Director/Staff discussion items

H1a. Item(s) for future board agendas

H1b. Announcements of upcoming events:

- **Community Collaborative for Health & Wellness Committee (CCH&W)** meeting – 3rd Wednesday, **March 20th**, 10:30am-noon, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
- **Gov’t and Public Engagement Committee meeting** – Wednesday, **March 27th**, 5:30pm, FRHD Administrative Office, 1st Floor Community Room, 138 S. Brandon Rd., Fallbrook
- **NCCCHI meeting** – 1st Wednesday, **April 3rd**, 2:00-3:00pm, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
- **Finance Committee meeting** – 1st Wednesday, **April 3rd**, 5:30pm, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
- **Woman of Wellness** – 1st Thursday, **April 4th**, 6:00 – 7:30pm, FRHD Fallbrook Wellness Center, Community Room, 1636 E. Mission Rd., Fallbrook
- **ACHD Legislative Days, April 8-9**, Sacramento, CA
- **Facilities Committee meeting** – Friday, **April 12th**, 10:00am, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
- **Bonsall Chamber of Commerce Easter Egg Hunt** – Thursday, **April 18th**, 3:00 – 5:00pm, River Village Plaza, 5256 S. Mission Rd., Fallbrook

It was announced that the next Open Forum/Mapping Session will take place here on April 3, 2019.

- H2. Next Regular Board meeting – Wednesday, April 10th, 2019, 6:00pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook

The Board adjourned to a recess at 7:44 p.m. to be followed by Closed Session.

I. CLOSED SESSION

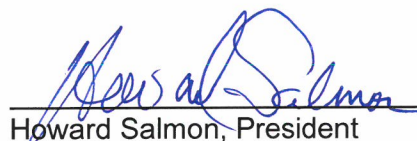
- I1. Conference with Real Estate Negotiator Concerning Price and Terms Per Government Code Section 54957 (Lease, 617 Alvarado St.);
I2. Pursuant to Government Code Section 54957(b) "new district administrator" Public Employment/Personnel Matters

J. RETURN TO OPEN SESSION

The Board reconvened into Open Session at 8:45 p.m. The board directed staff to take appropriate action on item I1. The Board identified candidates for invitations to interview for the open position on item I2.

K. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:46 pm


Howard Salmon, President


Board Secretary/Clerk