

Fallbrook Regional HEALTH DISTRICT

138 S. Brandon St. • Fallbrook CA 92028 • 760-731-9187

BOARD OF DIRECTORS REGULAR BOARD MEETING

WEDNESDAY
MAY 8, 2019

6:00 PM

AT

NEW MEETING LOCATION
FALLBROOK REGIONAL HEALTH DISTRICT
ADMINISTRATIVE OFFICE
138 SOUTH BRANDON ROAD
FALLBROOK, CA 92028



AGENDA
REGULAR BOARD MEETING
Wednesday, May 8, 2019, 6:00 p.m.
Administrative Office, 1st Floor Community Room, 138 S. Brandon Rd., Fallbrook

Director first and last name will join the meeting remotely by teleconference pursuant to government Code Section 54953 from the following location: address, city, state zip

A. CALL MEETING TO ORDER – PLEDGE OF ALLEGIANCE

B. ADDITIONS TO AGENDA

Pursuant to the Brown Act, additions to the Agenda as posted are exceptional, and expressly limited to three specific situations, as set forth in Government Code 54954.2(b): (1) an “emergency” as determined by majority vote of the board; (2) a 2/3 vote of the board finding that an item requires immediate action – and the need for this action arose in time after the agenda was posted or (3) the item was continued from an earlier meeting (no more than 5 days earlier), at which time the item was validly posted on the agenda of the earlier meeting.

C. BOARD MEMBER AND PUBLIC COMMENTS

Opportunity for board members and citizens to speak on items of interest within subject matter jurisdiction of the District. Please note that, for comments made on items not appearing on the current agenda, the Board may take no action as to the comment at the current meeting (Gov’t Code 54954.3[a]), and the Board is allowed only a brief response to the speaker’s comment. For the record, please state your name. “Request to speak” cards should be filled out in advance and presented to the Board President or the recording secretary. The Board has a policy limiting any speaker to not more than five minutes

D. PRESENTATIONS

- D1. North County Fire Protection District – Request and Rationale for Cost Sharing Request to FRHD for Ambulance Purchase and Medical Services Officer

E. CONSENT ITEMS

E1.	Approval of March 2019 Financial Statements	2
E2.	Minutes of March 6, 2019 Finance Committee Meeting (corrected)	22
E3.	Minutes of March 27, 2019 Governmental & Public Relations Committee Meeting	25
E4.	Minutes of April 3, 2019 Finance Committee Meeting	28
E5.	Minutes of April 3, 2019 Special Board Meeting/Public Forum	31
E6.	Minutes of April 5, 2019 Facilities Committee Meeting	33
E7.	Minutes of April 5, 2019 Special Board Meeting	35
E8.	Minutes of April 10, 2019 Regular Board Meeting	37
E9.	Minutes of April 18, 2019 Special Board Meeting/Public Forum	39

F. REPORTS

- F1. Finance Committee – Directors Jeffries and Mroz
- F2. Gov’t and Public Engagement Committee – Directors Schwartz-Frates and Mroz
- F3. Facilities Committee – Directors Leach and Mroz
- F4. Strategic Planning Committee – Directors Salmon and Jeffries
- F5. General Counsel – Blaise Jackson
- F6. Interim Director – Wendy Lyon

G. DISCUSSION ITEMS

G1. Review Blue Zone interviews outcome measurement, alternative solutions; next Steps 46

G2. Consideration and Adoption of Resolution No. 427 – Annual Statement of Investment Policy for FY 2019-2020 – First Reading..... 47

G3. Consideration of Short-Term Lease for Non-Profit School at 1636 E. Mission Rd. (six months) 53

H. ACTION ITEMS

H1. Consideration of Amendments to Bylaws (president changes – 2nd reading) Board 55

H2. Wellness Center Use Criteria..... 64

H3. Consideration and Adoption of Resolution No. 426 – Awarding a Contract for the Sidewalk Project 66

H4. Framework for FRHD and NCFPD Shared Public Communication/Social Media Administrative Assistant..... 69

H5. NCFPD Request and Rationale for Cost Sharing Request to FRHD for Ambulance Purchase and Medical Services Officer..... 71

H6. Approval of Destruction of Outdated Records in Storage (Iron Mountain) 78

H7. Recommendations for Med+ Urgent Care MOU Terms and Conditions Beginning 7/1/19 80

I. ITEMS FOR SUBSEQUENT MEETINGS

- I1. Other Director/Staff discussion items
- I1a. Item(s) for future board agendas
- I1b. Announcements of upcoming events:
- Community Collaborative for Health & Wellness Committee (CCH&W) meeting – 3rd Wednesday, May 15, 10:30am-noon, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
 - Strategic Planning Committee meeting – Quarterly, Wednesday, May 15, 4:30pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
 - Gov’t and Public Engagement Committee meeting – Quarterly, Wednesday, May 22, 6:00pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
 - Memorial Day, May 27 – District Holiday
 - Facilities Committee meeting – Quarterly, Friday, May 24, 10:30am, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
 - NCCCHI meeting – 1st Wednesday, June 5, 2:00-3:00pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
 - Finance Committee meeting – 1st Wednesday, June 5, 5:30pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
 - Woman of Wellness – 1st Thursday, June 6, 6:00 – 7:30pm, Fallbrook Wellness Center, Community Room, 1636 E. Mission Rd., Fallbrook
- I2. Next Regular Board meeting – Wednesday, June 12, 2019, 6:00pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook

J. ADJOURNMENT

NOTE: I certify that on Friday, May 6, 2019 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 72 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

CONSENT ITEMS

**FALLBROOK REGIONAL HEALTH DISTRICT
BALANCE SHEET COMPARISON**

Comparison of March 2019 to February 2019

	Mar 31, 19	Feb 28, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
102.3 · Cash in Bank-P.W. Oper. Acct.	563,840.66	652,236.71	(88,396.05)
102.6 · Cash in Bank -LAIF	1,489,507.00	1,489,507.00	0.00
102.9 · CalTRUST Investment Account	6,900,906.71	6,853,680.31	47,226.40
102.91 · Petty Cash	33.47	161.91	(128.44)
Total Checking/Savings	8,954,287.84	8,995,585.93	(41,298.09)
Other Current Assets			
104 · Prepaid Insurance	6,265.84	8,289.19	(2,023.35)
107 · Tax apportionment receivable	518,041.57	0.00	518,041.57
110 · Reimbursmnt Rec'ble - Comm Inv	90,594.88	90,594.88	0.00
Total Other Current Assets	614,902.29	98,884.07	516,018.22
Total Current Assets	9,569,190.13	9,094,470.00	474,720.13
Fixed Assets			
121 · Equipment	59,622.88	59,622.88	0.00
121.2 · Equipment Depreciation	(34,355.68)	(33,610.22)	(745.46)
122.0 · ASSETS HELD FOR RESALE			
122.01 · ALVARADO STREET	291,240.00	291,240.00	0.00
122.011 · ALVARADO FMV Appraisal 2018	358,760.00	358,760.00	0.00
122.02 · BRANDON ROAD - ADMIN BLDG	291,240.00	291,240.00	0.00
122.021 · BRANDON FMV Appraisal 2018	508,760.00	508,760.00	0.00
122.03 · E MISSION ROAD	1801418.86	1801418.86	0.00
122.032 · E MISSION IMPROVEMENTS	15,038.00	17,072.00	(2,034.00)
Total 122.0 · ASSETS HELD FOR RESALE	3,266,456.86	3,268,490.86	(2,034.00)
Total Fixed Assets	3,291,724.06	3,294,503.52	(2,779.46)
TOTAL ASSETS	12860914.19	12388973.52	471,940.67
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
140 · Accounts Payable	33,202.50	40,289.61	(7,087.11)
Total Accounts Payable	33,202.50	40,289.61	(7,087.11)
Credit Cards			
150. · American Express			
150.2 - American Express 42005	1.17	1.17	0.00
Total 150. · American Express	1.17	1.17	0.00
Total Credit Cards	1.17	1.17	0.00
Other Current Liabilities			
204 · Accrued Vacation & Sick Leave	16,028.21	16,028.21	0.00
215 · District Wellness Initiatives			
215.23 · Health Fair	1,500.00	1,500.00	0.00
215.39 · PSA Screening	2,000.00	2,000.00	0.00
215.42 · Chair Yoga	(100.00)	140.00	(240.00)
215.43 · Mahjong	1,947.40	1,947.40	0.00
215.46 · FHD Promotional Float	500.00	500.00	0.00
215.50 · Woman of Wellness (WOW)	627.75	836.92	(209.17)

**FALLBROOK REGIONAL HEALTH DISTRICT
BALANCE SHEET COMPARISON**

Comparison of March 2019 to February 2019

	Mar 31, 19	Feb 28, 19	\$ Change
Total 215 · District Wellness Initiatives	6,475.15	6,924.32	(449.17)
Total Other Current Liabilities	22,503.36	22,952.53	(449.17)
Total Current Liabilities	55,707.03	63,243.31	(7,536.28)
Total Liabilities	55,707.03	63,243.31	(7,536.28)
Equity			
300 · Unrestricted Operations Fund	1,702,889.14	1,702,889.14	0.00
301 · Adjustment for FMV Appraisals	867,520.00	867,520.00	0.00
302.2 · Community Investment Fund	9,733,578.12	9,733,578.12	0.00
Net Income	501,219.90	21,742.95	479,476.95
Total Equity	12805207.16	12325730.21	479,476.95
TOTAL LIABILITIES & EQUITY	12860914.19	12388973.52	471,940.67

FALLBROOK REGIONAL HEALTH DISTRICT
Income Statement
For the Month Ended March 31, 2019 & Fiscal Year to Date

	Mar 19	Jul '18 - M...
Ordinary Income/Expense		
Income		
400. · District		
402 · Property tax revenue	518,042	1,686,354
403 · Interest / Dividends	12,786	162,804
406 · Unearned Inc (Loss) - Cal Trust	34,441	34,554
Total 400. · District	565,268	1,883,712
450. · Properties		
450.02 · Cost of Elder Str Property Sale		(8,135)
Total 450. · Properties		(8,135)
460 · Lease Income		
460.01 · Med+ Urgent Care (formerly A+)	4,800	43,200
Total 460 · Lease Income	4,800	43,200
Total Income	570,068	1,918,777
Gross Profit	570,068	1,918,777
Expense		
500 · Admin. Expenses & Overhead		
500.10 · Salaries	10,417	261,071
500.12 · Payroll Taxes	988	18,865
500.14 · W/C Insurance	126	1,130
500.15 · Employee Health & Welfare	1,934	15,786
500.16 · Board Stipends	2,500	16,500
500.17 · Education & Conferences		11,394
500.18 · Dues & Subscriptions		13,961
500.19 · Insurance - General	1,898	15,958
500.20 · Independent Accounting Services	850	7,650
500.21 · Annual Independent Audit		8,995
500.23 · General Counsel	17,028	112,364
500.25 · Office Expense		
01 · Communications	393	5,290
02 · I.T. and Website services	820	4,040
03 · Refreshments	33	998
04 · Office Expenses	441	7,695
05 · LAFCO Admin fees		1,367
06 · Independent Contract Services	6,708	43,065
Total 500.25 · Office Expense	8,394	62,455
500.27 · Depreciation	2,779	12,612
500.29 · Dist Promotions & Publications	9	5,202
500.32 · Consultant Fees	1,233	33,652
500.33 · Copier Lease	778	7,002
500.36 · Accrued Vacation & Sick Leave		(4,444)
580.01 · General Election	17,205	17,205
Total 500 · Admin. Expenses & Overhead	66,137	617,356
530 · Blue Zone Designation		

FALLBROOK REGIONAL HEALTH DISTRICT
Income Statement
For the Month Ended March 31, 2019 & Fiscal Year to Date

	Mar 19	Jul '18 - M...
530.18 · Promotions & Publications		(98)
530.21 · Consultants		15,000
530.24 · Office Expense		
24.04 · Office Expenses		116
Total 530.24 · Office Expense		116
Total 530 · Blue Zone Designation		15,018
550 · Mgmt./Maint. - Alvarado Street		
550.07 · Custodial Services	125	1,125
550.10 · Maintenance Services & Repairs		849
550.22 · Property Manager	188	713
550.23 · General Counsel		438
550.32 · Consultant Fees		50
Total 550 · Mgmt./Maint. - Alvarado Street	313	3,174
570 · Mgmt./Maint. - E. Mission Road		
570.02 · Gas & Electric	278	5,154
570.03 · Water	199	6,080
570.04 · Waste Management		265
570.06 · Landscape - Grounds Environment	350	13,883
570.07 · Custodial Services		1,645
570.10 · Maintenance Services & Repairs	2,072	9,617
570.12 · Fire Alarm System		1,138
570.22 · Property Manager	750	3,713
570.25 · Office Expense		
25.01 · Communications	95	639
25.02 · I.T. & Website Services	3,000	3,100
25.04 · Office Expenses		5,989
25.06 · Independent Contract Services		44,872
Total 570.25 · Office Expense	3,095	54,600
570.29 · Dist. Promotions & Publications		9,185
570.32 · Consultant Fees	8,000	43,300
Total 570 · Mgmt./Maint. - E. Mission Road	14,744	148,580
590 · Mgmt./Maint. - S. Brandon Road		
590.01 · Property Manager	450	2,300
590.02 · Gas & Electric	471	8,210
590.03 · Water	204	1,811
590.04 · Waste Management		300
590.06 · Landscape - Grounds Environment	400	3,600
590.07 · Custodial Services	845	6,435
590.08 · Elevator	191	1,892
590.09 · Vehicle Expenses		61
590.10 · Maintenance Services & Repairs		617
590.11 · Medical Records Store & Service	2,337	18,821
590.12 · Fire Alarm System		781
Total 590 · Mgmt./Maint. - S. Brandon Road	4,898	44,827

600 · Community Health Contracts

Report 2

FALLBROOK REGIONAL HEALTH DISTRICT
Income Statement
For the Month Ended March 31, 2019 & Fiscal Year to Date

	Mar 19	Jul '18 - M...
600.02 · Fbk Citizens Crime Prevention		5,250
600.04 · Boys & Girls Club		36,803
600.05 · Community Health Systems, Inc.		78,750
600.06 · Fallbrook Land Conservancy		10,000
600.07 · Fbk Senior Citizens Srvc Club		59,063
600.08 · Fallbrook Smiles Project		56,306
600.09 · Fallbrook Union H. S. District		15,000
600.11 · Palomar Family Counseling Srvc		62,213
600.17 · Foundation for Senior Care		164,645
600.18 · Fallbrook Food Pantry		100,400
600.33 · REINS Therapeutic Prgm		51,188
600.46 · Mental Health Systems, Inc.		7,284
600.48 · UCSD Eye Mobile for Children		8,950
600.53 · Jeremiah's Ranch		7,744
600.54 · Healthy Adventures Foundation		7,088
600.57 · NC Fire Protection District		25,000
600.58 · Michelle's Place		18,900
600.999 · Foundant Technologies	(5,500)	(5,500)
Total 600 · Community Health Contracts	(5,500)	709,081
800 · District Direct Care Services		
800.02 · Med+ Urgent Care	10,000	80,000
Total 800 · District Direct Care Services	10,000	80,000
Total Expense	90,591	1,618,036
Net Ordinary Income	479,477	300,740
Other Income/Expense		
Other Expense		
900 · Community Invest Fd Reimbursmnt		(200,480)
Total Other Expense		(200,480)
Net Other Income		200,480
Net Income	479,477	501,220

FALLBROOK REGIONAL HEALTH DISTRICT
Profit & Loss YTD Actual vs Budget

July 2018 through March 2019

	Jul '18 - M...	Budget	\$ Over Bu...
Ordinary Income/Expense			
Income			
400. · District			
402 · Property tax revenue	1,686,354	1,761,614	(75,260)
403 · Interest / Dividends	162,804	93,749	69,055
406 · Unearned Inc (Loss) - Cal Trust	34,554	0	34,554
Total 400. · District	1,883,712	1,855,363	28,349
450. · Properties			
450.02 · Cost of Elder Str Property Sale	(8,135)	0	(8,135)
Total 450. · Properties	(8,135)	0	(8,135)
460 · Lease Income			
460.01 · Med+ Urgent Care (formerly A+)	43,200	28,800	14,400
Total 460 · Lease Income	43,200	28,800	14,400
Total Income	1,918,777	1,884,163	34,614
Gross Profit	1,918,777	1,884,163	34,614
Expense			
500 · Admin. Expenses & Overhead			
500.10 · Salaries	261,071	206,250	54,821
500.12 · Payroll Taxes	18,865	17,250	1,615
500.14 · W/C Insurance	1,130	1,130	(0)
500.15 · Employee Health & Welfare	15,786	11,250	4,536
500.16 · Board Stipends	16,500	15,750	750
500.17 · Education & Conferences	11,394	13,875	(2,481)
500.18 · Dues & Subscriptions	13,961	10,500	3,461
500.19 · Insurance - General	15,958	14,231	1,727
500.20 · Independent Accounting Services	7,650	7,650	0
500.21 · Annual Independent Audit	8,995	8,850	145
500.23 · General Counsel	112,364	33,750	78,614
500.25 · Office Expense			
01 · Communications	5,290	2,738	2,553
02 · I.T. and Website services	4,040	8,250	(4,210)
03 · Refreshments	998	1,875	(877)
04 · Office Expenses	7,695	11,775	(4,080)
05 · LAFCO Admin fees	1,367	1,025	342
06 · Independent Contract Services	43,065	45,000	(1,935)
Total 500.25 · Office Expense	62,455	70,663	(8,208)
500.27 · Depreciation	12,612	3,863	8,749
500.29 · Dist Promotions & Publications	5,202	28,688	(23,486)
500.32 · Consultant Fees	33,652	77,063	(43,411)
500.33 · Copier Lease	7,002	7,499	(497)
500.36 · Accrued Vacation & Sick Leave	(4,444)	7,500	(11,944)
500.40 · Video/AV Equipment	0	3,750	(3,750)
580.01 · General Election	17,205	16,500	705
Total 500 · Admin. Expenses & Overhead	617,356	556,012	61,344
530 · Blue Zone Designation			
530.18 · Promotions & Publications	(98)		
530.21 · Consultants	15,000		
530.24 · Office Expense			

FALLBROOK REGIONAL HEALTH DISTRICT
Profit & Loss YTD Actual vs Budget

July 2018 through March 2019

	Jul '18 - M...	Budget	\$ Over Bu...
24.04 · Office Expenses	116		
Total 530.24 · Office Expense	116		
Total 530 · Blue Zone Designation	15,018	0	15,018
550 · Mgmt./Maint. - Alvarado Street			
550.07 · Custodial Services	1,125		
550.10 · Maintenance Services & Repairs	849		
550.22 · Property Manager	713		
550.23 · General Counsel	438		
550.32 · Consultant Fees	50		
Total 550 · Mgmt./Maint. - Alvarado Street	3,174		
570 · Mgmt./Maint. - E. Mission Road			
570.02 · Gas & Electric	5,154	12,000	(6,846)
570.03 · Water	6,080	2,250	3,830
570.04 · Waste Management	265	750	(485)
570.06 · Landscape - Grounds Environment	13,883	9,000	4,883
570.07 · Custodial Services	1,645	4,500	(2,855)
570.10 · Maintenance Services & Repairs	9,617	3,750	5,867
570.12 · Fire Alarm System	1,138		
570.22 · Property Manager	3,713		
570.25 · Office Expense			
25.01 · Communications	639		
25.02 · I.T. & Website Services	3,100	2,250	850
25.04 · Office Expenses	5,989	9,000	(3,011)
25.06 · Independent Contract Services	44,872	33,750	11,122
Total 570.25 · Office Expense	54,600	45,000	9,600
570.29 · Dist. Promotions & Publications	9,185	7,500	1,685
570.32 · Consultant Fees	43,300	11,250	32,050
Total 570 · Mgmt./Maint. - E. Mission Road	148,580	96,000	52,580
590 · Mgmt./Maint. - S. Brandon Road			
590.01 · Property Manager	2,300	18,750	(16,451)
590.02 · Gas & Electric	8,210	15,000	(6,790)
590.03 · Water	1,811	8,250	(6,439)
590.04 · Waste Management	300	1,275	(975)
590.06 · Landscape - Grounds Environment	3,600	7,538	(3,938)
590.07 · Custodial Services	6,435	7,020	(585)
590.08 · Elevator	1,892	2,250	(358)
590.09 · Vehicle Expenses	61	300	(239)
590.10 · Maintenance Services & Repairs	617	3,750	(3,133)
590.11 · Medical Records Store & Service	18,821	22,500	(3,679)
590.12 · Fire Alarm System	781	1,875	(1,094)
Total 590 · Mgmt./Maint. - S. Brandon Road	44,827	88,508	(43,680)
600 · Community Health Contracts			
600.02 · Fbk Citizens Crime Prevention	5,250	7,875	(2,625)
600.04 · Boys & Girls Club	36,803	36,803	0
600.05 · Community Health Systems, Inc.	78,750	78,750	0
600.06 · Fallbrook Land Conservancy	10,000	10,000	0
600.07 · Fbk Senior Citizens Srvc Club	59,063	59,063	0
600.08 · Fallbrook Smiles Project	56,306	56,306	0
600.09 · Fallbrook Union H. S. District	15,000	15,000	0

FALLBROOK REGIONAL HEALTH DISTRICT
Profit & Loss YTD Actual vs Budget

July 2018 through March 2019

	Jul '18 - M...	Budget	\$ Over Bu...
600.11 · Palomar Family Counseling Srvc	62,213	62,213	0
600.17 · Foundation for Senior Care	164,645	164,645	0
600.18 · Fallbrook Food Pantry	100,400	100,400	0
600.33 · REINS Therapeutic Prgm	51,188	51,188	0
600.46 · Mental Health Systems, Inc.	7,284	7,284	0
600.48 · UCSD Eye Mobile for Children	8,950	5,950	3,000
600.53 · Jeremiah's Ranch	7,744	11,616	(3,872)
600.54 · Healthy Adventures Foundation	7,088	7,088	0
600.57 · NC Fire Protection District	25,000	25,000	0
600.58 · Michelle's Place	18,900	18,900	0
600.999 · Foundant Technologies	(5,500)	0	(5,500)
Total 600 · Community Health Contracts	709,081	718,078	(8,997)
800 · District Direct Care Services			
800.02 · Med+ Urgent Care	80,000	60,000	20,000
Total 800 · District Direct Care Services	80,000	60,000	20,000
Total Expense	1,618,036	1,518,597	99,439
Net Ordinary Income	300,740	365,566	(64,825)
Other Income/Expense			
Other Expense			
900 · Community Invest Fd Reimbursmnt	(200,480)		
Total Other Expense	(200,480)		
Net Other Income	200,480		
Net Income	501,220	365,566	135,654

FALLBROOK REGIONAL HEALTH DISTRICT
Profit & Loss - Approved Annual Budget Overview
 July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL Jul '18 - Jun 19
Ordinary Income/Expense													
Income													
400 · District													
402 · Property tax revenue	29,432	38,328	42,990	89,729	630,000	435,000	47,635	406,000	42,500	214,000	48,477	32,285	2,056,376
403 · Interest / Dividends	10,417	10,417	10,416	10,417	10,416	10,416	10,417	10,417	10,416	10,417	10,417	10,417	125,000
Total 400 · District	39,849	48,745	53,406	100,146	640,416	445,416	58,052	416,417	52,916	224,417	58,894	42,702	2,181,376
460 · Lease Income													
460.01 · Med+ Urgent Care (formerly A+)	4,800	4,800	4,800	4,800	4,800	4,800	0	0	0	0	0	0	28,800
Total 460 · Lease Income	4,800	4,800	4,800	4,800	4,800	4,800	0	0	0	0	0	0	28,800
Total Income	44,649	53,545	58,206	104,946	645,216	450,216	58,052	416,417	52,916	224,417	58,894	42,702	2,210,176
Gross Profit	44,649	53,545	58,206	104,946	645,216	450,216	58,052	416,417	52,916	224,417	58,894	42,702	2,210,176
Expense													
500 · Admin. Expenses & Overhead													
500.10 · Salaries	22,917	22,917	22,917	22,917	22,917	22,917	22,917	22,917	22,917	22,917	22,917	22,917	275,000
500.12 · Payroll Taxes	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	1,917	23,000
500.14 · W/C Insurance	126	126	126	126	126	126	126	126	126	126	126	126	1,507
500.15 · Employee Health & Welfare	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
500.16 · Board Stipends	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	21,000
500.17 · Education & Conferences	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	18,500
500.18 · Dues & Subscriptions	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	14,000
500.19 · Insurance - General	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	1,581	18,975
500.20 · Independent Accounting Services	850	850	850	850	850	850	850	850	850	850	850	850	10,200
500.21 · Annual Independent Audit	0	8,850	0	0	0	0	0	0	0	0	0	0	8,850
500.23 · General Counsel	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000
500.25 · Office Expense													
01 · Communications	304	304	304	304	304	304	304	304	304	304	304	304	3,650
02 · I.T. and Website services	917	917	917	917	917	917	917	917	917	917	917	917	11,000
03 · Refreshments	208	208	208	208	208	208	208	208	208	208	208	208	2,500
04 · Office Expenses	1,308	1,308	1,308	1,308	1,308	1,308	1,308	1,308	1,308	1,308	1,308	1,308	15,700
05 · LAFCO Admin fees	114	114	114	114	114	114	114	114	114	114	114	114	1,367
06 · Independent Contract Services	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000
Total 500.25 · Office Expense	7,851	7,851	7,851	7,851	7,851	7,851	7,851	7,851	7,851	7,851	7,851	7,851	94,217
500.27 · Depreciation	429	429	429	429	429	429	429	429	429	429	429	429	5,151
500.29 · Dist Promotions & Publications	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	38,250
500.32 · Consultant Fees	8,563	8,563	8,563	8,563	8,563	8,563	8,563	8,563	8,563	8,563	8,563	8,563	102,750
500.33 · Copier Lease	833	833	833	833	833	833	834	833	834	833	834	834	10,000
500.36 · Accrued Vacation & Sick Leave	0	0	2,500	0	0	2,500	0	0	2,500	0	0	2,500	10,000
500.40 · Video/AV Equipment	417	417	417	417	417	417	417	417	417	417	417	417	5,000
580.01 · General Election	0	0	16,500	0	0	0	0	0	0	0	0	0	16,500
Total 500 · Admin. Expenses & Overhead	58,129	66,979	77,129	58,129	58,129	60,629	58,130	58,129	60,630	58,129	58,130	60,630	732,900
570 · Mgmt./Maint. - E. Mission Road													
570.02 · Gas & Electric	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	16,000
570.03 · Water	250	250	250	250	250	250	250	250	250	250	250	250	3,000
570.04 · Waste Management	83	83	83	83	83	83	83	83	83	83	83	83	1,000
570.06 · Landscape - Grounds Environment	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
570.07 · Custodial Services	500	500	500	500	500	500	500	500	500	500	500	500	6,000
570.10 · Maintenance Services & Repairs	417	417	417	417	417	417	417	417	417	417	417	417	5,000
570.25 · Office Expense													
25.02 · I.T. & Website Services	250	250	250	250	250	250	250	250	250	250	250	250	3,000
25.04 · Office Expenses	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
25.06 · Independent Contract Services	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000
Total 570.25 · Office Expense	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000
570.29 · Dist. Promotions & Publications	833	833	833	833	833	833	833	833	833	833	833	833	10,000
570.32 · Consultant Fees	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
Total 570 · Mgmt./Maint. - E. Mission Road	10,667	10,667	10,667	10,667	10,667	10,667	10,667	10,667	10,667	10,667	10,667	10,667	128,000

FALLBROOK REGIONAL HEALTH DISTRICT
Profit & Loss - Approved Annual Budget Overview
 July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL Jul '18 - Jun 19
590 · Mgmt./Maint. - S. Brandon Road													
590.01 · Property Manager	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000
590.02 · Gas & Electric	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	20,000
590.03 · Water	917	917	917	917	917	917	917	917	917	917	917	917	11,000
590.04 · Waste Management	142	142	142	142	142	142	142	142	142	142	142	142	1,700
590.06 · Landscape - Grounds Environment	838	838	838	838	838	838	838	838	838	838	838	838	10,050
590.07 · Custodial Services	780	780	780	780	780	780	780	780	780	780	780	780	9,360
590.08 · Elevator	250	250	250	250	250	250	250	250	250	250	250	250	3,000
590.09 · Vehicle Expenses	33	33	33	33	33	33	33	33	33	33	33	33	400
590.10 · Maintenance Services & Repairs	417	417	417	417	417	417	417	417	417	417	417	417	5,000
590.11 · Medical Records Store & Service	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
590.12 · Fire Alarm System	208	208	208	208	208	208	208	208	208	208	208	208	2,500
Total 590 · Mgmt./Maint. - S. Brandon Road	9,834	9,834	9,834	9,834	9,834	9,834	9,834	9,834	9,834	9,834	9,834	9,834	118,010
600 · Community Health Contracts													
600.02 · Fbk Citizens Crime Prevention	2,625	0	0	0	2,625	0	0	2,625	0	0	2,625	0	10,500
600.04 · Boys & Girls Club	18,428	0	0	0	9,188	0	0	9,188	0	0	9,188	0	45,990
600.05 · Community Health Systems, Inc.	26,250	0	0	0	26,250	0	0	26,250	0	0	26,250	0	105,000
600.06 · Fallbrook Land Conservancy	10,000	0	0	0	0	0	0	0	0	0	0	0	10,000
600.07 · Fbk Senior Citizens Srvc Club	19,688	0	0	0	19,688	0	0	19,688	0	0	19,688	0	78,750
600.08 · Fallbrook Smiles Project	18,769	0	0	0	18,769	0	0	18,769	0	0	18,769	0	75,075
600.09 · Fallbrook Union H. S. District	5,000	0	0	0	5,000	0	0	5,000	0	0	5,000	0	20,000
600.11 · Palomar Family Counseling Srvc	20,738	0	0	0	20,738	0	0	20,738	0	0	20,738	0	82,950
600.17 · Foundation for Senior Care	54,882	0	0	0	54,882	0	0	54,882	0	0	54,882	0	219,527
600.18 · Fallbrook Food Pantry	50,000	0	0	0	25,200	0	0	25,200	0	0	25,200	0	125,600
600.33 · REINS Therapeutic Prgm	17,063	0	0	0	17,063	0	0	17,063	0	0	17,063	0	68,250
600.46 · Mental Health Systems, Inc.	2,428	0	0	0	2,428	0	0	2,428	0	0	2,428	0	9,711
600.48 · UCSD Eye Mobile for Children	0	0	0	0	2,975	0	0	2,975	0	0	2,975	0	8,925
600.53 · Jeremiah's Ranch	3,872	0	0	0	3,872	0	0	3,872	0	0	3,872	0	15,488
600.54 · Healthy Adventures Foundation	2,363	0	0	0	2,363	0	0	2,363	0	0	2,363	0	9,450
600.57 · NC Fire Protection District	0	0	0	0	0	0	0	25,000	0	0	0	0	25,000
600.58 · Michelle's Place	6,300	0	0	0	6,300	0	0	6,300	0	0	6,300	0	25,200
Total 600 · Community Health Contracts	258,403	0	0	0	217,338	0	0	242,338	0	0	217,338	0	935,416
800 · District Direct Care Services													
800.02 · Med+ Urgent Care	10,000	10,000	10,000	10,000	10,000	10,000	0	0	0	0	0	0	60,000
Total 800 · District Direct Care Services	10,000	10,000	10,000	10,000	10,000	10,000	0	0	0	0	0	0	60,000
Total Expense	347,032	97,480	107,630	88,630	305,967	91,130	78,631	320,967	81,131	78,630	295,968	81,131	1,974,326
Net Ordinary Income	(302,383)	(43,935)	(49,424)	16,316	339,249	359,086	(20,579)	95,450	(28,215)	145,787	(237,074)	(38,429)	235,850
Net Income	(302,383)	(43,935)	(49,424)	16,316	339,249	359,086	(20,579)	95,450	(28,215)	145,787	(237,074)	(38,429)	235,850

CalTRUST
 c/o Gemini Fund Services LLC
 PO Box 541150
 Omaha, NE 68154-9150
 www.caltrust.org
 Email: CalTRUSTSupport@thegeminicompanies.com
 Fax: 402-963-9094
 Phone: 833-CALTRUST (225-8787)

Investment Account Summary

03/01/2019 through 03/31/2019

SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Mar 31 (\$)	Value on Mar 31 (\$)	Average Cost Amount (\$)	Cumulative Unrealized Gain/(Loss) (\$)
FALLBROOK REGIONAL HEALTH DISTRICT						
CalTRUST Medium Term Fund		690,090.671	10.00	6,900,906.71	6,920,166.71	(19,260.00)
Portfolios Total value as of 03/31/2019				6,900,906.71		

DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
FALLBROOK REGIONAL HEALTH DISTRICT								
CalTRUST Medium Term Fund								
Beginning Balance	03/01/2019			688,812.091	9.95	6,853,680.31		
Accrual Income Div Reinvestment	03/29/2019	12,785.80	1,278.580	690,090.671	10.00	6,900,906.71	0.00	0.00
Unrealized Gain/(Loss)						34,440.60		
Closing Balance as of	Mar 31			690,090.671	10.00	6,900,906.71		

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
April 10, 2019

FALLBROOK REGIONAL HEALTH DISTRICT

ADMINISTRATOR
P.O. BOX 2587
FALLBROOK, CA 92088

PMIA Average Monthly Yields

Account Number:

Tran Type Definitions

March 2019 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,489,507.00
Total Withdrawal:	0.00	Ending Balance:	1,489,507.00

FALLBROOK REGIONAL HEALTH DISTRICT
Property Tax Revenue - Fiscal Year to Date
 July 2018 through June 2019

Type	Date	Name	Amount	Balance
400. · District				
402 · Property tax revenue				
Gener...	07/31/18		29,034.48	29,034.48
Gener...	08/31/18		11,303.72	40,338.20
Gener...	09/30/18		28,010.22	68,348.42
Gener...	10/31/18		82,763.50	151,111.92
Gener...	11/30/18		633,458.19	784,570.11
Gener...	12/31/18		332,947.85	1,117,517.96
Gener...	01/31/19		50,794.20	1,168,312.16
Gener...	03/31/19		518,041.57	1,686,353.73
Total 402 · Property tax revenue			1,686,353.73	1,686,353.73
Total 400. · District			1,686,353.73	1,686,353.73
TOTAL			<u>1,686,353.73</u>	<u>1,686,353.73</u>

FALLBROOK REGIONAL HEALTH DISTRICT
Check Detail Report - March 2019

Type	Date	Num	Name	Memo	Amount
102.3 - Cash in Bank-P.W. Oper. Acct.					
Che...	03/01/19	10415	Mireya Banuelos	Reimbursement-mileage ...	-9.24
Bill ...	03/01/19	10416	Ahrend Studios	Inv. 016360; board picture...	-134.69
Bill ...	03/01/19	10417	AT&T	760-731-9187-555 4; 2/14...	-222.95
Bill ...	03/01/19	10418	Aztec Cleaning & Mai...	Office cleaning - Inv. 055...	-180.00
Bill ...	03/01/19	10419	CalPERS	1559595490	-1,388.30
Bill ...	03/01/19	10420	Constant Contact	6 months of email platfor...	-216.00
Bill ...	03/01/19	10421	Ed Shobe Plumbing	Inv. 10254642; Labor/Part...	-225.00
Bill ...	03/01/19	10422	Fallbrook Chamber o...	Banner hung at Avocado ...	-50.00
Bill ...	03/01/19	10423	First Impulse	Inv. 7921; troubleshooting...	-165.00
Bill ...	03/01/19	10424	Fitness Moves	4 Chair Yoga classes @ \$...	-240.00
Bill ...	03/01/19	10425	FPUD - 7720-001	7720-001	-165.28
Bill ...	03/01/19	10426	FPUD - 7721-000	7721-000	-54.10
Bill ...	03/01/19	10427	FPUD - Wellness Ce...	7720-002	-54.10
Bill ...	03/01/19	10428	FPUD - Wellness Ce...	7720-003	-2,790.96
Bill ...	03/01/19	10429	Galvanized Strategie...	Pro-rated billing for Com...	-3,000.00
Bill ...	03/01/19	10430	Kathleen Bogle		-1,600.00
Bill ...	03/01/19	10431	Konica Minolta Leasi...	061-0116888-000	-785.96
Bill ...	03/01/19	10432	L & M Enterprises, Inc.	February bookkeeping an...	-6,272.50
Bill ...	03/01/19	10433	Landscape One Incor...	Inv. 0004910-IN; 1636 E. ...	-328.00
Bill ...	03/01/19	10434	SDG&E - East Missio...	5182 613 597 1	-333.45
Bill ...	03/01/19	10435	SDG&E FHD - 6994	40605976994	-596.44
Bill ...	03/01/19	10436	Touchbase	344664	-58.00
Bill ...	03/01/19	10437	Village News	1641	-1,280.00
Che...	03/01/19	10438	A+ Urgent Care, Inc.	February 2019 subsidy pe...	-10,000.00
Che...	03/04/19		Microsoft Office	Microsoft Office monthly s...	-49.80
Che...	03/04/19		GoDaddy.com	Monthly web services/email	-59.88
Che...	03/08/19	10439	Linda Bannerman	Reimbursement-office su...	-50.85
Che...	03/08/19	10440	Mireya Banuelos	Reimbursement-WOW ev...	-69.95
Che...	03/11/19	10454	Pamela Knox	REIMBURSEMENTS: W...	-75.35
Bill ...	03/11/19	10441	All Covered	Inv. 887020; wireless surv...	-3,000.00
Bill ...	03/11/19	10442	Ascent Elevator Servi...	Inv. 32561; elevator maint...	-191.00
Bill ...	03/11/19	10443	AT&T U-Verse - com...	146524365	-64.70
Bill ...	03/11/19	10444	Aztec Cleaning & Mai...	Office cleaning - Inv. 055...	-180.00
Bill ...	03/11/19	10445	Glennie's Office Prod...	6493	-40.93
Bill ...	03/11/19	10446	Holloway Computers	Invoice 6969: replace har...	-450.00
Bill ...	03/11/19	10447	Iron Mountain-153	CHSRM	-265.51
Bill ...	03/11/19	10448	Iron Mountain SX-302	SX302/Fallbrook Hosp.	-2,088.52
Bill ...	03/11/19	10449	Palomar Mountain Pr...	45919	-30.30
Bill ...	03/11/19	10450	Ramirez Landscapin...	February landscaping - 13...	-400.00
Bill ...	03/11/19	10451	Scott & Jackson Esq.	Professional services Feb...	-21,017.50
Bill ...	03/11/19	10452	Streamline	Website monthly fee - Ma...	-200.00
Bill ...	03/11/19	10453	Termin-8 Pest Control		-250.00
Bill ...	03/11/19	10455	American Express - ...	0-41007	-1.17
Che...	03/25/19	10457	Pamela Knox	Reimburse - Dental & Me...	-545.22
Che...	03/25/19	10458	L & M Enterprises, Inc.	Reimbursement: Consta...	-104.96
Bill ...	03/25/19	10459	AT&T - phone lines	7607318344-481 5	-222.95
Bill ...	03/25/19	10460	AT&T 1636 E. Missio...	289713009	-94.95
Bill ...	03/25/19	10461	Aztec Cleaning & Mai...		-360.00
Bill ...	03/25/19	10462	CalPERS	1559595490	-1,388.30
Bill ...	03/25/19	10463	County of SD-Registr...	11/6/19 Gubernatorial Ge...	-17,205.00
Bill ...	03/25/19	10464	FPUD - 7720-001	7720-001	-150.33
Bill ...	03/25/19	10465	FPUD - 7721-000	7721-000	-54.10
Bill ...	03/25/19	10466	FPUD - Wellness Ce...	7720-002	-54.10
Bill ...	03/25/19	10467	FPUD - Wellness Ce...	7720-003	-144.80
Bill ...	03/25/19	10468	Konica Minolta Leasi...	061-0116888-000	-785.96

Report 8

Type	Date	Num	Name	Memo	Amount
Bill ...	03/25/19	10469	Touchbase	344664	-60.16
Bill ...	03/25/19	10470	Whalen, J. & Associa...	Retainer for E. Mission R...	-5,000.00
Che...	03/25/19	10456		VOID: NEEDED FOR LAI...	0.00
Total 102.3 · Cash in Bank-P.W. Oper. Acct.					-84,806.26
TOTAL					<u>-84,806.26</u>

CHECKBOOK REPORT MARCH 2019

COMMUNITY INVESTMENT FUND MARCH 2019:

BEGINNING BALANCE:	\$ 9,616,913.06
FUNDS SPENT:	\$ 15,830.41
ENDING BALANCE:	\$ 9,601,082.65

(See attached report for itemized detail)

	Jul-18	\$ (43,927.86)
	Aug-18	\$ (30,039.87)
QUARTERLY TOTAL DUE FOR REIMBURSEMENT: <u>\$109,884.70</u>	Sep-18	\$ (35,916.97)

	Oct-18	\$ (32,190.78)
	Nov-18	\$ (22,597.79)
QUARTERLY TOTAL DUE FOR REIMBURSEMENT: <u>\$90,594.88</u>	Dec-18	\$ (35,806.31)

	Jan-19	\$ (12,946.93)
	Feb-19	\$ (13,123.25)
QUARTERLY TOTAL DUE FOR REIMBURSEMENT: <u>\$41,900.59</u>	Mar-19	\$ (15,830.41)

TOTAL COMMUNITY INVESTMENT FUNDS SPENT SINCE FISCAL YEAR BEGAN 7/1/18:	\$ (242,380.17)
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OPERATIONS FUND MARCH 2019:

BEGINNING BALANCE:	\$ 609,193.33
DEPOSITS:	\$ 61,109.20
BILL PMTS./PAYROLL EXPENSES/COMM. HEALTH CONTRACTS:	\$ 106,461.87
ENDING BALANCE:	\$ 563,840.66

(See attached report for itemized detail)

	Jul-18	\$ (370,272.10)
	Aug-18	\$ (99,993.15)
	Sep-18	\$ (101,671.24)
	Oct-18	\$ (103,733.35)
	Nov-18	\$ (332,256.85)
	Dec-18	\$ (111,990.36)
	Jan-19	\$ (256,271.36)
	Feb-19	\$ (309,232.70)
	Mar-19	\$ (106,461.87)

TOTAL OPERATIONS FUNDS SPENT SINCE FISCAL YEAR BEGAN 7/1/18:	\$ (1,791,882.98)
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**FALLBROOK REGIONAL HEALTH DISTRICT
USES OF COMMUNITY INVESTMENT FUNDS
1/1/19 - 1/31/19**

COMMUNITY INVESTMENT FUND BEGINNING BALANCE 3/1/19:			\$ 9,616,913.06
Date	Name	Memo	Amount
140 - Accounts Payable			
03/01/2019	Galvanized Strategies formerly CIM Inc.	Pro-rated billing for Comm. Engagement Services; Inv. 0000329	\$ 3,000.00
03/01/2019	All Covered	Inv. 887020; wireless survey	\$ 3,000.00
03/08/2019	AT&T 1636 E. Mission Rd.	Account 289713009	\$ 94.95
03/13/2019	Sun Realty	Property reimbursement costs	\$ 71.81
03/13/2019	Sun Realty	Labor charges	\$ 35.00
03/13/2019	Sun Realty	parts and supplies	\$ 36.81
03/14/2019	Whalen, J. & Associates	Retainer for E. Mission Road property zoning/permit	\$ 5,000.00
03/20/2019	FPUD - Wellness Center - 7720-003	Account No. 7720-003; 2/20-3/20/19	\$ 144.80
03/20/2019	FPUD - Wellness Center - 7720-002	Meter 14359987; Account No. 7720-002; 2/20-3/20/19	\$ 54.10
03/25/2019	Sun Realty	Property management costs 2/15-3/12/19	\$ 750.00
03/26/2019	SDG&E - East Mission Road	Account No. 5182 613 597 1; 3/26/19 invoice	\$ 278.08
03/28/2019	Fitness Moves	4 Chair Yoga classes @ \$60/class	\$ 240.00
03/29/2019	Hester, Cory	Mission Rd: Replace 4 pkg lot lights with LEDs/scissor life	\$ 2,000.00
03/31/2019	Landscape One Incorporated	Inv. 0004974-IN; 1636 E. Mission Road	\$ 350.00
Total 140 - Accounts Payable			\$ 15,621.24
215 - District Wellness Initiatives			
03/08/2019	Mireya Banuelos	Reimbursement: WOW event supplies	\$ 69.95
03/11/2019	Pamela Knox	Reimbursement: WOW raffle prizes	\$ 75.35
03/31/2019	Petty cash	WOW event food/refreshments	\$ 63.87
Total 215 - District Wellness Initiatives			\$ 209.17
MARCH 2019 TOTAL:			\$ 15,830.41
COMMUNITY INVESTMENT FUND ENDING BALANCE 3/31/19:			\$ 9,601,082.65

**FALLBROOK REGIONAL HEALTH DISTRICT
OPERATIONS ACCOUNT
As of March 31, 2019**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
102.3 - Cash in Bank-P.W. Oper. Acct.							609,193.33
General Jo...	02/28/19	2-12	Jennifer Jeffries	STIPEND: Jef...		461.75	608,731.58
General Jo...	02/28/19	2-14	William Leach	STIPEND: Le...		461.75	608,269.83
General Jo...	02/28/19	2-11	Barbara Mroz	STIPEND-Mroz		461.75	607,808.08
General Jo...	02/28/19	2-10	Howard Salmon	STIPEND: Sa...		461.75	607,346.33
General Jo...	02/28/19	2-14	Kate Schwartz-Frates	STIPEND: Sc...		461.75	606,884.58
General Jo...	02/28/19	9-5	Linda Bannerman	SALARY: Ban...		1,524.60	605,359.98
General Jo...	02/28/19	5-9	Mireya Banuelos	SALARY: Ban...		1,004.63	604,355.35
General Jo...	02/28/19	5-7	Pamela Knox	SALARY: Knox		1,274.93	603,080.42
General Jo...	02/28/19	2-17		Payroll tax CA...		174.83	602,905.59
General Jo...	02/28/19	2-18		IRS Tax Pay...		1,463.08	601,442.51
General Jo...	02/28/19	2-29		Property tax r...	50,794.20		652,236.71
Check	03/01/19	10415	Mireya Banuelos	Reimburseme...		9.24	652,227.47
Bill Pmt -C...	03/01/19	10416	Ahrend Studios	Inv. 016360; ...		134.69	652,092.78
Bill Pmt -C...	03/01/19	10417	AT&T	760-731-9187...		222.95	651,869.83
Bill Pmt -C...	03/01/19	10418	Aztec Cleaning & M...	Office cleanin...		180.00	651,689.83
Bill Pmt -C...	03/01/19	10419	CalPERS	1559595490		1,388.30	650,301.53
Bill Pmt -C...	03/01/19	10420	Constant Contact	6 months of e...		216.00	650,085.53
Bill Pmt -C...	03/01/19	10421	Ed Shobe Plumbing	Inv. 10254642...		225.00	649,860.53
Bill Pmt -C...	03/01/19	10422	Fallbrook Chamber ...	Banner hung ...		50.00	649,810.53
Bill Pmt -C...	03/01/19	10423	First Impulse	Inv. 7921; tro...		165.00	649,645.53
Bill Pmt -C...	03/01/19	10424	Fitness Moves	4 Chair Yoga ...		240.00	649,405.53
Bill Pmt -C...	03/01/19	10425	FPUD - 7720-001	7720-001		165.28	649,240.25
Bill Pmt -C...	03/01/19	10426	FPUD - 7721-000	7721-000		54.10	649,186.15
Bill Pmt -C...	03/01/19	10427	FPUD - Wellness C...	7720-002		54.10	649,132.05
Bill Pmt -C...	03/01/19	10428	FPUD - Wellness C...	7720-003		2,790.96	646,341.09
Bill Pmt -C...	03/01/19	10429	Galvanized Strategi...	Pro-rated billi...		3,000.00	643,341.09
Bill Pmt -C...	03/01/19	10430	Kathleen Bogle			1,600.00	641,741.09
Bill Pmt -C...	03/01/19	10431	Konica Minolta Leas...	061-0116888-...		785.96	640,955.13
Bill Pmt -C...	03/01/19	10432	L & M Enterprises, I...	February boo...		6,272.50	634,682.63
Bill Pmt -C...	03/01/19	10433	Landscape One Inc...	Inv. 0004910-...		328.00	634,354.63
Bill Pmt -C...	03/01/19	10434	SDG&E - East Missi...	5182 613 597 1		333.45	634,021.18
Bill Pmt -C...	03/01/19	10435	SDG&E FHD - 6994	40605976994		596.44	633,424.74
Bill Pmt -C...	03/01/19	10436	Touchbase	344664		58.00	633,366.74
Bill Pmt -C...	03/01/19	10437	Village News	1641		1,280.00	632,086.74
Check	03/01/19	10438	A+ Urgent Care, Inc.	February 201...		10,000.00	622,086.74
Deposit	03/04/19		A+ Urgent Care, Inc.	March 2019 L...	4,800.00		626,886.74
Check	03/04/19		Microsoft Office	Microsoft Offi...		49.80	626,836.94
Check	03/04/19		GoDaddy.com	Monthly web ...		59.88	626,777.06
Check	03/08/19	10439	Linda Bannerman	Reimburseme...		50.85	626,726.21
Check	03/08/19	10440	Mireya Banuelos	Reimburseme...		69.95	626,656.26
Check	03/11/19	10454	Pamela Knox	REIMBURSE...		75.35	626,580.91
Bill Pmt -C...	03/11/19	10441	All Covered	Inv. 887020; ...		3,000.00	623,580.91
Bill Pmt -C...	03/11/19	10442	Ascent Elevator Ser...	Inv. 32561; el...		191.00	623,389.91
Bill Pmt -C...	03/11/19	10443	AT&T U-Verse - co...	146524365		64.70	623,325.21
Bill Pmt -C...	03/11/19	10444	Aztec Cleaning & M...	Office cleanin...		180.00	623,145.21
Bill Pmt -C...	03/11/19	10445	Glennie's Office Pro...	6493		40.93	623,104.28
Bill Pmt -C...	03/11/19	10446	Holloway Computers	Invoice 6969; ...		450.00	622,654.28
Bill Pmt -C...	03/11/19	10447	Iron Mountain-153	CHSRM		265.51	622,388.77
Bill Pmt -C...	03/11/19	10448	Iron Mountain SX-302	SX302/Fallbro...		2,088.52	620,300.25
Bill Pmt -C...	03/11/19	10449	Palomar Mountain P...	45919		30.30	620,269.95
Bill Pmt -C...	03/11/19	10450	Ramirez Landscapin...	February land...		400.00	619,869.95
Bill Pmt -C...	03/11/19	10451	Scott & Jackson Esq.	Professional s...		21,017.50	598,852.45
Bill Pmt -C...	03/11/19	10452	Streamline	Website mont...		200.00	598,652.45
Bill Pmt -C...	03/11/19	10453	Termin-8 Pest Control			250.00	598,402.45
Bill Pmt -C...	03/11/19	10455	American Express - ...	0-41007		1.17	598,401.28
General Jo...	03/15/19	3-15		Payroll Tax C...		215.14	598,186.14
General Jo...	03/15/19	3-16		IRS Tax Pay...		1,234.17	596,951.97
Check	03/25/19	10457	Pamela Knox	Reimburse - ...		545.22	596,406.75
Check	03/25/19	10458	L & M Enterprises, I...	Reimburseme...		104.96	596,301.79
Bill Pmt -C...	03/25/19	10459	AT&T - phone lines	7607318344-...		222.95	596,078.84
Bill Pmt -C...	03/25/19	10460	AT&T 1636 E. Missi...	289713009		94.95	595,983.89
Bill Pmt -C...	03/25/19	10461	Aztec Cleaning & M...			360.00	595,623.89
Bill Pmt -C...	03/25/19	10462	CalPERS	1559595490		1,388.30	594,235.59
Bill Pmt -C...	03/25/19	10463	County of SD-Regist...	11/6/19 Gube...		17,205.00	577,030.59
Bill Pmt -C...	03/25/19	10464	FPUD - 7720-001	7720-001		150.33	576,880.26
Bill Pmt -C...	03/25/19	10465	FPUD - 7721-000	7721-000		54.10	576,826.16
Bill Pmt -C...	03/25/19	10466	FPUD - Wellness C...	7720-002		54.10	576,772.06

**FALLBROOK REGIONAL HEALTH DISTRICT
OPERATIONS ACCOUNT**

As of March 31, 2019

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -C...	03/25/19	10467	FPUD - Wellness C...	7720-003		144.80	576,627.26
Bill Pmt -C...	03/25/19	10468	Konica Minolta Leas...	061-0116888-...		785.96	575,841.30
Bill Pmt -C...	03/25/19	10469	Touchbase	344664		60.16	575,781.14
Bill Pmt -C...	03/25/19	10470	Whalen, J. & Associ...	Retainer for E...		5,000.00	570,781.14
Deposit	03/25/19			Deposit	5,515.00		576,296.14
Check	03/25/19	10456		VOID: NEED...	0.00		576,296.14
General Jo...	03/30/19	3-15		Payroll Tax C...		184.88	576,111.26
General Jo...	03/30/19	3-18		IRS Tax Pay...		1,132.21	574,979.05
General Jo...	03/30/19	3-18		IRS Tax Pay...		7.09	574,971.96
General Jo...	03/30/19	3-18		IRS Tax Pay...		431.39	574,540.57
General Jo...	03/31/19	3-12	Jennifer Jeffries	STIPEND: Jef...		461.75	574,078.82
General Jo...	03/31/19	3-13	William Leach	STIPEND: Le...		461.75	573,617.07
General Jo...	03/31/19	3-11	Barbara Mroz	STIPEND-Mroz		461.75	573,155.32
General Jo...	03/31/19	3-10	Howard Salmon	STIPEND: Sa...		461.75	572,693.57
General Jo...	03/31/19	3-14	Kate Schwartz-Frates	STIPEND: Sc...		461.75	572,231.82
General Jo...	03/31/19	3-5	Linda Bannerman	SALARY: Ban...		1,494.91	570,736.91
General Jo...	03/31/19	3-9	Mireya Banuelos	SALARY: Ban...		1,171.41	569,565.50
General Jo...	03/31/19	3-7	Pamela Knox	SALARY: Knox		1,330.65	568,234.85
General Jo...	03/31/19	3-8	Mireya Banuelos	SALARY: Ban...		178.17	568,056.68
General Jo...	03/31/19	3-4	Linda Bannerman	SALARY: Ban...		1,560.21	566,496.47
General Jo...	03/31/19	3-8	Mireya Banuelos	SALARY: Ban...		1,269.44	565,227.03
General Jo...	03/31/19	3-6	Pamela Knox	SALARY: Knox		1,386.37	563,840.66
Total 102.3 - Cash in Bank-P.W. Oper. Acct.					61,109.20	106,461.87	563,840.66
TOTAL					61,109.20	106,461.87	563,840.66



CORRECTED 5/1/2019

MINUTES

FINANCE COMMITTEE

Wednesday, March 6, 2019 at 5:30 P.M.

Board Conference Room, 138 S. Brandon Rd., Fallbrook CA 92028

1. Call to Order/Roll Call

The meeting was called to order at 5:30 p.m. by Chair Jennifer Jeffries.

Committee Members Present: Chair Jennifer Jeffries & Co-chair Barbara Mroz.
Staff Members present included Wendy Lyon, Pamela Knox and Mireya Banuelos

2. Public Comments

There was no public comment.

3. Review of Financial Statements for January 2019

1) Balance Sheet Comparison of January 2019 to December 2018

Assets were increased by \$214,000 for the month. Total liabilities and equity totaled \$91,910 to the good.

2) Income Statement for January 2019 & Fiscal Year to Date

Since the details of this report are also in the next report, Chairperson Jeffries moved on to Report 3.

3) Profit & Loss Actual vs Budget – July 2018 through January 2019

Some highlights include that through July – January it was anticipated that property tax revenue would be \$144,000 more than it is. This is attributed to the projected tax revenue for the new community across I15. The District anticipates that the property tax revenue will catch up by fiscal year-end. Admin expenses and overhead totaled more than had been budgeted due to unexpected additional legal fees, salary, payroll taxes, employee welfare and health which had not been accounted for during the adoption of the budget. She said these expenses will dissipate. The management and maintenance of E. Mission Road were also over budget by \$48,000 in part due to the fees paid to Galvanized Strategies with whom the District is no longer contracted. The South Brandon Road property was under budget. The Community Health Contracts have been paid in a timely manner.

4) Profit & Loss Budget Overview July 2018 – June 2019

Jennifer Jeffries said Report #4 is the adopted annual budget that can be referred to. ~~going through other reports.~~

5) LAIF Report – January 2019

The LAIF account increased by \$8,946 ~~in one month~~ in quarterly interest.

6) CalTrust – January 2019

This account had been languishing and Ms. Jeffries was pleased to report that there had been two deposits to the account totaling nearly \$30,000 **in interest**.

- 7) Property Tax Revenue – fiscal year to date
This was previously discussed.
- 8) Check Detail Report – January 2019
This report is provided for perusal. **Many of the expenses will no longer be in effect as mentioned previously.**
- 9) Checkbook Report – January 2019
It was noted that the quarterly transfer of funds from the Community Investment Fund to the Operating Account totals \$109,884.70. This amount is the total of expenditures for those expenses incurred related to wellness activities **through September 2018**.

In summary, Ms. Jeffries said she wanted to highlight we were on target for property tax income, our Community Health Contracts are on target for quarterly reports and distributions with planning in process for the next year.

4. Discussion Items
None
5. Adjournment
There being no further business, the meeting was adjourned at 5:53 p.m.

Jennifer Jeffries, Finance Committee Chairperson

Fallbrook Regional HEALTH DISTRICT

MINUTES GOVERNMENT/PUBLIC ENGAGEMENT COMMITTEE

Wednesday, March 27, 2019 at 5:30 P.M.
Community Room, 138 S. Brandon Rd., Fallbrook CA 92028

1. Call to Order/Roll Call

Committee Chair Kate Schwartz-Frates call the meeting to order at 5:30 p.m.

Committee Members Present: Kate Schwartz-Frates and Barbara Mroz

Also Present: Interim Director Wendy Lyon and Staff Member Mireya Banuelos

2. Public Comment

None

3. Discussion Items

a. Improving community connections by enhancing our community engagement through use of new tools and strategies.

Village News and FRHD website are currently used the most; flyers are distributed by Mireya; NC Fire uses Strategy Research Institute (800.224.7608 Gary Manross, PhD).

Send event notices to ACHD/SDCA. Bill Leach uses Peach Jar. Jennifer Jeffries can get school leaders.

b. Increasing the district's presence within the community

Director Mroz suggested we have a designated spokesperson.

Director Schwartz-Frates would like to post district activities months in advance or months at a time.

c. Increasing district's participation and attendance at local and County meetings

Staff attended the SD Live Well program sponsored by HHSA.

Links for Chamber of Commerce (Fallbrook and Bonsall) events to be sent to the Committee to decide which events to attend.

d. Communication with local and state representatives

Kate is going to CSDA; Howard is going to ACHD. Assemblywoman Waldron and Supervisor Desmond are our representatives. Board members are attending the County Board of Supervisors Revitalization Forum on April 11th.

e. Researching county programs that would intersect with the District's mission and goals.

The HHSA and the Dept. of Public Health (DPH) strategic plan for fiscal years 2018-2021 was provided.

LAFCO – no result on board election yet

Attend sundowners/ribbon cuttings/etc. to represent the District

Live Well SD will present at the 4/10/19 Board meeting

f. Increase the District's interaction with the Spanish-speaking population

Fallbrook Family Health Center has been approached to hold a quarterly Spanish WOW meeting

Make Spanish speaking activities part of the CHC criteria for the 2020-21 fiscal year

Questions/issues:

Work on the District's website being bi-lingual

Partner with CHC recipients for bi-lingual outreach regarding FRHD

We will accommodate the Latino and bi-lingual community on 4/18/19 by having a mapping meeting particularly for them.

Let the Spanish WOW be the "pulse" to gauge interest from the Latino and bi-lingual communities.

g. Community programs and events

i. WOW - Yes

ii. CCHW - Yes

iii. NCCCHI - Yes

iv. Health Fair – Previously no; but now maybe. Contact MedPlus and NCFPD to ascertain if they have interest.

v. Avocado Festival – We paid \$50 to have our banner hung this year in support of C of C.

vi. Harvest Faire – To be determined.

vii. Christmas Parade – Yes

h. Website – Get translator tool on website

i. Social Media – Under further consideration

j. Community Resource Directory – leave as is.

4. Adjournment

There being no further business, the meeting was adjourned at 7:00 p.m.

Kate Schwartz-Frates, Committee Chair



**MINUTES
FINANCE COMMITTEE**

**Wednesday, April 3, 2019 at 5:30 P.M.
Board Conference Room, 138 S. Brandon Rd., Fallbrook CA 92028**

1. Call to Order/Roll Call

Committee Chair Jeffries called the meeting to order at 5:31 p.m.

Present: Directors Jeffries, Salmon, Leach and Schwartz-Frates

Also present: Interim Director/Bookkeeper Wendy Lyon, Accountant Kathy Bogle and Admin. Assistant Linda Bannerman.

2. Public Comments

None

3. Review of Financial Statements for February 2019

1) Balance Sheet Comparison of February 2019 to January 2019

Total Liabilities and Equity January - \$12,669,937.

Total Liabilities and Equity February –\$12,388,974

A difference month-to-month of \$280,963.74. The difference is due largely to the over projection of property tax revenue in the annual budget. There are signs that, by fiscal year-end this gap will be reduced.

2) Income Statement for the Month Ended February 28, 2019 & Fiscal Year to Date

This report is a monthly snapshot only and helpful for internal use.

3) Profit & Loss Actual vs Budget – July 2018 through February 2019

The Elder Street Property sidewalk project is underway with \$8,135 having been expended (permits). It is expected that continuing costs associated with this project will be significant. The bids are due April 30th and we will know more at that time.

In the area of Administrative Expenses and Overhead, Y-T-D there is an over-budget amount of \$56,034, primarily due to unexpected personnel costs, increase in general counsel expenses and payment for the general election costs. In the area of budgeted funds for property manager and utilities for the South Brandon Road property, the District was under budget by \$38,744.

The projected net income is \$393,780. Y-T-D, due to the shortfall of property tax revenue and over-budget expenses, the Y-T-D net income is \$21,546. By fiscal year-end, it is expected that the actual net income bottom line will improve due to the two apportionments of property tax revenue.

4) Profit & Loss – Approved Annual Budget Overview

This report is provided for comparison.

5) Local Agency Investment Fund (LAIF) Statement – February 2019

Balance of \$1,489,507.00. This includes quarterly interest of \$8,946.73.

- 6) CalTRUST Statement – February 2019
\$6,853,680. This includes the quarterly interest of \$12,087.36. The Finance Committee will, by the end of the fiscal year, review interest payments on both LAIF and CalTRUST and determine if other investment fund options should be considered.
- 7) Property Tax Revenue – Fiscal Year to Date
Y-T-D the property tax revenue received is \$1,168,312.16
- 8) Check Detail Report – February 2019
Provided each month.
- 9) Checkbook Report – February 2019
This report provides information about the Community Investment Fund and the amount of dollars spent on health & wellness out of the Operations Account. The Community Investment Fund reimburses the Operations Account for those monies on a quarterly basis. The total Community Investment Funds spent since the fiscal year began 7/1/2018 through February is \$226,549.76.

4. Discussion Items

- 1) Urgent Care Update Status
The Lease through June 30, 2019 has been signed and there will be further follow up on additional reports received from Dr. Skeoch.

5. Adjournment

There being no further business, the meeting was adjourned at 5:57 p.m.

Jennifer Jeffries, Committee Chair



MINUTES

SPECIAL BOARD MEETING / PUBLIC FORUM

Wednesday, April 3, 2019, 6:00 p.m.

Fallbrook Regional Health District, Community Room, 138 S. Brandon Rd., Fallbrook

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

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

Present: Directors Howard Salmon, Jennifer Jeffries, Kate Schwartz-Frates and Bill Leach

Absent: Director Barbara Mroz

Also present: Kevin Mahr, Division Chief, and Dustin Glasgow, Engineer & Paramedic of North County Fire Protection District (NCFPD) and four members of the public.

President Salmon noted that the purpose of the meeting was to further discuss the redistricting of the Fallbrook Regional Health District (FRHD) from an at-large election to a zoned election. He said this is being done in order to provide a better opportunity for protected populations to have equal representation. Several people who would have been in attendance were unable to attend this meeting due to a conflict. Since we are at the mapping stage for the zones, the District invited representatives from the fire district to demonstrate how they mapped their District and provide information on the process they used. He said this meeting will demonstrate the mapping process, rather than to determine the zones.

B. ADDITIONS TO AGENDA

None

C. BOARD MEMBER AND PUBLIC COMMENTS

Included in the presentations as it is a Public Forum

D. PRESENTATIONS

D1. Public Forum – Transition to Zone-Based Elections

Kevin Mahr said that after gathering input from the community, the NCFPD maps were drawn by Dustin Glasgow. They brought the tool he used and three maps he created for the public to view and their Board of Directors to approve. He said their Board of Directors approved version three (3) and it was supported by the community. Since the fire district's boundaries (District) is very similar to the FRHD boundaries (District), they offered to assist us in creating our maps.

Dustin said he followed the required demographic guidelines using the 2010 census and the requirement that each zone must be contiguous and equal population (slight variation allowed). He demonstrated the tool used to create the zones and created a draft map of the FRHD District. Discussion ensued.

Tom Frew, a member of the public who has attended most of these outreach sessions, said he had attended meetings of the group in which they approved the map voted on by the NCFPD's Board of Directors. Director Jeffries asked him if he believed the group would approve of a similar map offered

by FRHD using the same criteria used by the fire District for the health District's zoning boundaries. Mr. Frew said he believes that would be a fair start.

President Salmon said he had previously stated this was a technical meeting about the process used to create the maps, and he asked Mr. Frew if he thought it would be best to have some sample FRHD maps for the next meeting on April 18, or just have a similar meeting on the process and tool used to create the maps. Mr. Frew said in his opinion it would be best to have a meeting like this one, with the fire district's approved map for review. He said his group would have questions about the difference between NCFPD boundaries and FRHD boundaries.

E. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:40 p.m.

Howard Salmon, President

Board Secretary/Clerk

DRAFT



**MINUTES
FACILITIES COMMITTEE**

**Friday, April 5, 2019 at 10:30 A.M.
Board Conference Room, 138 S. Brandon Rd., Fallbrook CA 92028**

1. Call to Order/Roll Call

Committee Chair Bill Leach called the meeting to order at 10:40 a.m.

Committee Members Present: Bill Leach and Barbara Mroz
Interim Director/Bookkeeper: Mireya Banuelos
Staff: Linda Bannerman
Consultant: Roy Moosa, Sun Realty

2. Public Comments

None

3. Discussion Items

a. Review request from non-profit schools regarding space use – Roy Moosa

Roy Moosa said he was approached by two non-profit schools in Fallbrook to ask if he knew of any space for rent. They had a 40 percent rent increase and are being allowed to stay until the end of the school year (June). He mentioned it to Wendy, and she suggested getting a proposal together for the Board. He noted that their curriculum was very similar to that which the District wants to emphasize. They have interest in renting what had been the school on the E. Mission Property and the house. Discussion ensued regarding pros and cons. They decided to visit the current schools prior to the next board meeting.

b. Status of proposed District properties repairs

Roy Moosa said two homeless encampments were removed on the Brandon Street property. Outside lights are being replaced on the Brandon Street and E. Mission properties. Painting of the downstairs meeting room on Brandon is scheduled. Thirty-one sprinklers need to be replaced on the Brandon Street property, and the fire extinguishers were replaced.

c. Status of facilities use and property modifications at 1636 E. Mission Rd. property for Woman of Wellness and community meetings.

Lights replaced.

d. Review of landscaping proposals

Landscape One and Ramirez Landscaping submitted proposals. They were reviewed by the Committee. Ramirez submitted the lowest proposal.

Recommendation: The Committee approved the proposal from Ramirez Landscaping and recommended the Board ratify the approval at its next meeting.

- e. Status of revised proposals – roofing specifications from A.D. Magellan
Wendy Lyon said it is necessary for the District to post the RFP for roofing contractors as it will be a bidding process due to the total cost. With that change to the roofing specifications proposal submitted by A.D. Magellan, the proposal can be presented to the Board for approval.
Recommendation: The Committee recommended approval of Items 1 and 2 to the Board for approval.
- f. Update on potential cell phone tower income at 1636 E. Mission Rd. property
No progress currently.
- g. Status of major use permit – 1636 E. Mission Rd. property
Wendy Lyon said the agreement with A. J. Whalen needs to be ratified by the Board.
Recommendation: The Committee recommends approval by the Board of Directors.
- h. Status of District vehicle maintenance
Director Leach said it is his understanding that the District truck has had little maintenance. He directed staff to have it checked out and maintained.
- i. Urgent care update status
The MOU's have been signed and a lease covering August 1, 2018 – June 30, 2019 is needed to cover the period when A+ Urgent Care became Med-Plus Urgent Care through June of this year. This will allow the District time to come to a permanent solution regarding this matter. The Committee recommended that future leases pass through the Facilities Committee for review of who is responsible for what in the lease.
- j. Landscaping for 1636 E. Mission Rd. property: Phase One
Wendy Lyon displayed a rough draft of a design by Dewhurst Designs for landscaping the front of the E. Mission property. After installing the fence and locking up the property, the thought behind this is to make the property look more welcoming to the public. Discussion ensued.
Recommendation: The Committee recommended taking this proposal to the Board of Directors for consideration.
- k. Food Pantry Truck Access to 1636 E. Mission Rd. Procedures
Discussion ensued regarding the Food Pantry truck, which is parked at the E. Mission Rd. property. It is necessary to let them in to pick up the truck and again when it is returned. Director Leach said if the truck driver has any issues with this process, he should be directed to contact Director Leach directly.
- l. Review of current professional services agreement – Sun Realty
The contact with Roy Moosa for Property Management Services was reviewed as members of the Committee had not previously reviewed it. The Committee was pleased to know it is in place.
- m. Status of leak adjustment request for 1636 E. Mission Rd. property – Fallbrook Public Utility District

Wendy Lyon said following the water leak at the E. Mission property (bill rose to \$2,790) she contacted FPUD and they reviewed the District's account. This issued a credit of \$3,790. She noted they indicated that credits are only issued once in a year.

4. Adjournment

There being no further business, the meeting was adjourned at 12:30 p.m.

Bill Leach, Chair

Board Secretary/Clerk

DRAFT

Fallbrook Regional HEALTH DISTRICT

MINUTES

SPECIAL BOARD MEETING

Friday, April 5, 2019, 5:15 p.m.

Fallbrook Regional Health District, Board Room, 138 S. Brandon Rd., Fallbrook

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

President Salmon called the meeting to order at 5:15 p.m. and led the Pledge of Allegiance.

Present: Directors Howard Salmon, Barbara Mroz, Jennifer Jeffries and Kate Schwarz-Frates.

Absent: Director William (Bill) Leach

Also present: Legal Counsel Blaise Jackson.

B. BOARD MEMBER AND PUBLIC COMMENTS

None

C. CLOSED SESSION

The Board adjourned into Closed Session at 5:16 p.m.

C1. Pursuant to Government Code Section 54957(b) "new district administrator"
Public Employment/Personnel Matters

D. RETURN TO OPEN SESSION

The Board returned to Open Session at 6:45 p.m. The board unanimously directed counsel to take appropriate action concerning the chosen finalist for the position.

E. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:50 p.m.

Howard Salmon, President

Board Secretary/Clerk

Fallbrook Regional HEALTH DISTRICT

MINUTES

REGULAR BOARD MEETING

Wednesday, April 10, 2019, 6:00 p.m.

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

A. CALL MEETING TO ORDER – PLEDGE OF ALLEGIANCE

President Howard Salmon called the meeting to order at 6:02 p.m. and led the Pledge of Allegiance.

Present: Directors 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, Mireya Banuelos, Pamela Knox and Accountant Kathy Bogle.

B. ADDITIONS TO AGENDA

None

C. BOARD MEMBER AND PUBLIC COMMENTS

Mr. Armando Telles announced a community meeting will take place tomorrow at Sullivan Middle School on the topic of gangs. Members of the North County Gang Commission will discuss proactive measures the community can take regarding gangs and drug use. He brought flyers for those with interest and said he thought someone from the FRHD Board might want to attend. Mr. Telles said he was not able to attend our recent public forums regarding redistricting. He expressed concern about publicity for the forums and more advanced notice of upcoming forums. He said outreach to the Spanish speaking in Rainbow, Bonsall, De Luz and Fallbrook is important.

Mr. Barry Meadow expressed concerns regarding the District's arrangement with Med-Plus Urgent Care, questioned whether the Wellness Center can yet be used, and what is the purpose of consulting services for that property and the terms of the contract. He questioned landscaping at the property prior to hardscaping. He asked about the purpose for seeking design services for roof repair. He asked about Closed Session and what would be a trade secret. He said if behavioral health services are eventually offered at the Wellness Center, he believes it would be important to include treatment for drug and alcohol abuse. Lastly, he asked about Fallbrook Food Pantry collaborating with the District and though they were on the agenda to present in March, they did not attend.

President Salmon asked Counsel Blaise Jackson to provide education on Closed Session and Trade Secrets. Counsel said trade secrets are an exception to the open meetings rule that applies to healthcare districts to ensure a level playing field with non-profit and for-profit entities. It allows the districts to consider possible new programs without alerting their competition of their possible intention.

D. PRESENTATIONS

President Salmon said as the District continues to focus on health and wellness, one of the efforts being made is to learn more about existing programs to ascertain if there might be a place for them at or in conjunction with the upcoming Wellness Center. These organizations/persons have been invited to present.

D1. Live Well San Diego presented by HHSA representative
Due to a last-minute scheduling conflict, Live Well San Diego representatives were unable to attend.

D2. Fit 2 Be Kids – Shae Gawlek

Shae Gawlek, Executive Director of the Food Pantry, provided a PowerPoint presentation on a not-for-profit program she founded in Orange County called Fit 2 Be Kids. She said she ran and operated this program prior to moving to Temecula and she now has the opportunity to find a new home for the program she created. Shae said she is impressed with our community and believes Fallbrook is the perfect environment for this program. She said the program provides prevention, awareness and advocacy education about childhood obesity and the health risks that accompany this disease, to at-risk youth and their families empowering them to live healthier wholesome lives while promoting physical activity, nutrition education, social-emotional character development all through guided-discovery enrichment programs that ultimately impact the overall well-being of our communities. She reviewed the program's Mission, Vision and Values and its goals, strategies and measures. Parent participation is required for the children to attend and outcomes are measured. Children can earn rewards, e.g., bicycles or other exercise related prizes. She said she is offering her program to the District free of charge.

Director Jeffries asked if local schools and parks are utilized in her program and how many children participated. Shae said that yes, they established relationships with both the city (parks) and schools. The program ran for nine years impacting up to 4,000 children and their families.

Director Schwartz-Frates asked about the size of the staff and if any volunteers. There were three paid staff; One full-time, two part-time and volunteers. Attendance included at least 3 Saturdays out of four. The program was free to all children and their parents.

E. CONSENT ITEMS

- E1. Approval of February 2019 Financial Statements
- E2. Minutes of March 6, 2019 Finance Committee Meeting
- E3. Minutes of March 6, 2019 Special Board Meeting/Public Forum
- E4. Minutes of March 8, 2019 Facilities Committee
- E5. Minutes of March 13, 2019 Special Board Meeting
- E6. Minutes of March 13, 2019 Regular Board Meeting
- E7. Minutes of March 22, 2019 Facilities Committee
- E8. Minutes of March 28, 2019 Strategic Planning Committee
- E9. Minutes of March 29, 2019 Special Board Meeting
- E10. Minutes of March 30, 2019 Special Board Meeting

None of the Consent Items were pulled for further discussion.

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

Motion carried: 5-0

F. REPORTS

- F1. Finance Committee – Directors Jeffries and Mroz
Committee Chair Jennifer Jeffries said the Finance Committee met on April 3 to review the Financial Statements through February 2019. Her report follows:
Total Liabilities and Equity – January \$12,669,937
Total Liabilities and Equity – February \$12,388,974

A difference month-to-month of \$280,963 less than January. This difference is due largely to the over projection of property tax revenue in the annual budget. There are signs that, by fiscal year-end, this gap will be reduced.

Profit and Loss YTD versus Budgeted (Report 3)

- The Elder Street Property sidewalk project is underway. \$8,135 had been expended. We should expect to see continuing costs associated with this project which was not budgeted for 2018-19.
- In the area of Administrative Expenses and Overhead, YTD there was an over-budget amount of \$56,034, primarily due to unexpected personnel costs, increase in general counsel expenses and payment for the general election costs.
- In the area of budgeted funds for property manager and utilities for the South Brandon Rd. property, the District was under budget by \$38,744.
- The projected net income was \$393,780 YTD due to the shortfall of property tax revenue and over-budget expenses. The YTD net income was \$21,546. It is anticipated that, come fiscal year-end, the actual net income bottom line will improve due to the two apportionments of property tax revenue.

Profit and Loss Approved Annual Budget Overview (Report 4) is available on the website. Investment Funds: LAIF (Report 5) The balance was \$1,489,507. This includes quarterly interest of \$8,947. CalTRUST (Report 6) The balance was \$6,853,681 including quarterly interest of \$12,087.

Property Tax Revenue: (Report 7) YTD as of the end of February, the total was \$1,168,312.

The Community Investment Fund had a beginning balance of \$9,630,036. Funds spent totaled \$13,123, leaving an ending balance of \$9,616,913.

- F2. Gov't and Public Engagement Committee – Directors Schwartz-Frates and Mroz
Committee Chair Kate Schwartz-Frates said the Governmental and Public Engagement Committee met on March 27. Some of the items the committee is focusing on include the following: Improved community relations; notices for the redistricting open forum meetings to be provided in Spanish and English in a timely manner; increasing the District's presence and participation in the community (both board members & staff). Director Schwartz-Frates said she would like to see our District coordinate with the Chamber of Commerce, S.D. County and HHSA. She noted that Director Mroz attends the Community Collaborative for Health & Wellness and the Woman of Wellness event and the committee is considering reinstating the Healthcare Heroes program. She said a priority is reaching out to the Latino Community more effectively. At some point soon she looks forward to a social media staff member. She also noted that Director Salmon had attended the ACHD Legislative Day and had the opportunity to meet with our legislators. Director Salmon reminded staff to notify legislators of District activities and initiatives. It was noted that County Supervisor James Desmond will be in Fallbrook tomorrow morning to hear about the needs of this unincorporated area of San Diego County.

- F3. Facilities Committee – Directors Leach and Mroz
Committee Chair Bill Leach said the Facilities Committee has been meeting often to address the following: repairs, upgrading lights on Brandon and E. Mission, many minor repairs, vehicle maintenance, and they also reviewed the property management professional services agreement. There had been a water leak on the E. Mission property and Wendy Lyon contacted Fallbrook Public Utility District to discuss the leak. The result was a significant refund. Director Mroz said she receives many questions about when the E. Mission property will be available for use. She said she is pleased with their enthusiasm and wants the public to know we are working as quickly as possible. Director Leach said the remainder of his comments would be related under discussion/action items.

- F4. Strategic Planning Committee – Directors Salmon and Jeffries
 Committee Chair Howard Salmon said he and Director Jeffries met on March 28 and discussed the following: Blue Zone references have been contacted which led to a couple more parties to call in our further efforts to glean additional information. The committee will summarize responses and review to consider if Blue Zones remains an alternative for our District. The Wellness Center criteria is in development and the Lyft option for transportation needs is also being pursued. After additional meetings with Lyft, a proposal is anticipated. Shared resources with the North County Fire Protection District are also in consideration. Director Jeffries said she has categorized the responses from the public regarding possible uses for the E. Mission Property. She noted many good ideas had been submitted and that most of the responses had come from a more senior population. She suggested that additional focus groups might meet over the next few months under the Governmental/Public Engagement Committee to obtain the opinions of additional groups.
- F5. General Counsel – Blaise Jackson
 Counsel Blaise Jackson said a lengthy list of medical records for destruction at Iron Mountain will be considered at the next meeting of the board. The remainder of his comments were confined to Closed Session.

G. DISCUSSION ITEMS

- G1. Consideration of Amendments to Bylaws (president changes – 1st reading) Board
 Counsel reported that President Salmon had requested that the Board of Directors consider changing President to Chair and Vice President to Vice Chair. This being the first reading, it will be an action item on next month's agenda.
- G2. Review Urgent Care Update Status
 President Salmon said he has spoken with the owner of Med-Plus Urgent Care and Counsel advised this be discussed under Closed Session at this time.
- G3. Review Wellness Center Use Criteria
 Director Jeffries reviewed the process taken to determine criteria for use of the Wellness Center in meeting the health disparity needs of the District. These include: Cholesterol, Hypertension; Diabetes, Eye Problems; Obesity, Anxiety, Depression, Adolescent Health; Behavioral Health (includes alcohol and substance abuse) and Prevention Activities. In addition, services and activities must not compete with existing services and activities. The user must agree to fulfill FRHD quality and customer service conditions. Advertising cites partnership with FRHD. The length of lease/agreement may be for short periods of time, as well as up to 2 years with renewal options. There will be 1st right of refusal for existing District service providers. Use fees can vary from free for qualified non-profits to "direct cost reimbursement." This list of criteria is still in process with an expectation for taking it to the Board in May.
- G4. Review Proposals from Non-Profit Schools Regarding Space Use
 Discussion ensued regarding two early childhood schools proposing to use a portion of our space on E. Mission Road. Director Leach said Rock Rose and Spirit Mountain are currently on S. Mission Road and can no longer utilize their current space. They need a temporary "home" for their schools and are interested in a one-year lease. Directors Leach and Mroz, along with Roy Moosa and Wendy Lyon visited the schools and were very impressed with their programs. The director of Rock Rose has used the "school portion" of the property in the past. Director Jeffries said she has known the director of the Rock Rose school and vouches for her integrity and teaching expertise. Having said that, she has concern about upcoming renovations on our property taking place while young children are present. The District would necessarily have to have "additional insured" on their insurance; however, if an accident occurred it likely would reflect badly on the District. She said the District might consider a 6 to 8-month lease; however, it cannot

impede progress the District requires to make the facility available to the community. In addition, she has had several other pre-school facilities contact her about availability for them. Further discussion ensued. Director Kate Schwartz-Frates expressed that she had similar concerns. Director Leach said he wanted to assist these schools on a temporary basis if possible. Other inquiring entities could be informed that this is on a temporary basis only. President Salmon said next month we hope to finalize the criteria for use at the Wellness Center, then we need some assistance in developing a Wellness Center, and he recommends being fair to all and not accepting any concepts now.

H. ACTION ITEMS

- H1. Approval of Proposal for Design Services Technical Provisions – Roof Replacement Projects for 1636 Mission, 617 Alvarado, 138 Brandon Properties – A.D. Magellan Counsel said A.D. Magellan is the entity having responded to the RFP for providing specifications and project management for roof replacement services. Facilities Chair Leach said the Committee reviewed the proposal and recommends to the Board approval of Items 1 and 2. Discussion ensued in which it was recommended to include Construction Management Services as well.
Action: It was moved by Director Leach, seconded by Director Jeffries to approve Item 1 and Item 2 and Construction Management Services.
Motion carried: 5-0
- H2. Approval of Lease with Med-Plus Urgent Care
 The lease under consideration is for the period August 1, 2018 through June 30, 2019. It covers the period from when the Urgent Care was A+ Urgent Care and then became Med-Plus Urgent Care through June 30th of this year to allow time for a decision by the Board regarding a permanent solution to this matter.
Action: It was moved by Director Schwartz-Frates, seconded by Director Bill Leach to approve the lease with Med-Plus Urgent Care as presented.
Motion carried: 5-0
- H3. Ratify Proposal to Provide Consulting Services on Fallbrook Property for Major Use Permit -- J. Whalen Associates Inc.
 Director Leach said J. Whalen Associates Inc. is the consultant that will facilitate our zoning and permits for the E. Mission Property. This firm responded to the RFP and his proposal was reviewed by the Facilities Committee which recommended Board approval.
Action: It was moved by Director Leach, seconded by Jennifer Jeffries to ratify the proposal from J. Whalen Associates, Inc. as presented.
Motion carried: 5-0
- H4. Approval of Facility Repair Parameters
 Director Leach said the Facilities Committee developed the Facility Repair Parameters and recommends approval by the Board. It outlines costs and who is authorized to approve costs up to the amount specified.
Action: It was moved by Director Leach, seconded by Director Jeffries to approve the Facility Repair Parameters as presented.
Motion carried: 5-0

- H5. Approval of Landscaping for 1636 E. Mission Rd. Property: Phase One – Dewhirst+ Designs
 Director Leach said the landscaping proposed is for the front portion of the E. Mission Property.
Action: It was moved by Director Leach, seconded by Director Mroz to approve the Dewhirst+ Designs proposal for landscaping services as presented.
Discussion: Legal Counsel Jackson said he recommends tabling this item due to the total cost (which is close to \$25,000) and the need for prevailing wages assurance.
Action: It was moved by Director Leach to modify his motion to table the Dewhirst+ Designs proposal at this time. Motion seconded by Director Mroz.
Motion carried. 5-0
- H6. Consideration of Resolution 425 Authorization of Investment Deposit and Withdrawal of LAIF Funds
 Director Jeffries said with the change in composition of the Board, it is necessary to designate signers for the LAIF account. Directors Jeffries, Mroz, Salmon and Administrator Wendy Lyon were designated as signers on the account.

Action: Approval of Resolution 425
 Authorization of Investment Deposit and Withdrawal of LAIF Funds

Roll Call Vote

Kate Schwartz-Frates	Aye	_____
Howard Salmon	Aye	_____
Barbara Mroz	Aye	_____
William Leach	Aye	_____
Jennifer Jeffries	Aye	_____

I. ITEMS FOR SUBSEQUENT MEETINGS

11. Other Director/Staff discussion items
- 11a. Item(s) for future board agendas
- 11b. Announcements of upcoming events:
- **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
 - **Community Collaborative for Health & Wellness Committee (CCH&W) meeting** – 3rd Wednesday, **April 17**, 10:30am-noon, FRHD Administrative Office, Community Room (downstairs) 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
 - **Special Meeting/Public Forum** – Transition to Zone-Based Elections – **April 18**, 6:00pm, Fallbrook Regional Health District, Community Room, 138 S. Brandon Rd., Fallbrook
 - **NCCCHI meeting** – 1st Wednesday, **May 1**, 2:00-3:00pm, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
 - **Finance Committee meeting** – 1st Wednesday, **May 1**, 5:30pm, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
 - **Woman of Wellness** – 1st Thursday, **May 1**, 6:00 – 7:30pm, Fallbrook Library
12. Next Regular Board meeting – Wednesday, May 8, 2019, 6:00pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook

The meeting adjourned into Closed Session at 8:05 p.m.

J. CLOSED SESSION

- J1. Report Involving Trade Secret Pursuant to Health & Safety Code 32106 (potential new service or program, anticipated date of disclosure: TBD)
- J2. Consideration of Appointment of Public Employee Pursuant to Government Code Section 54957(b) – new Executive Director

K. RETURN TO OPEN SESSION

The meeting returned to Open Session at 8:48 p.m.

L. ADJOURNMENT

There being no further business, the meeting adjourned at 8:48 p.m.

Howard Salmon, President

Board Secretary/Clerk

DRAFT



MINUTES

SPECIAL BOARD MEETING / PUBLIC FORUM

Thursday, April 18, 2019, 6:00 p.m.

Fallbrook Regional Health District, Community Room, 138 S. Brandon Rd., Fallbrook

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

President Howard Salmon called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Present: Directors Howard Salmon; Barbara Mroz; Jennifer Jeffries; William Leach and Kate Schwartz-Frates.

Also present Kevin Mahr, Division Chief and Dustin Glasgow, Engineer and Paramedic of North County Fire Protection District (NCFPD); Leticia Stamos; Tom Frew; Joy Frew and Ricardo Favela. An interpreter was also present and excused as the services were not required.

B. ADDITIONS TO AGENDA

None

C. BOARD MEMBER AND PUBLIC COMMENTS

President Howard Salmon said a couple of weeks ago a session like this one took place. He said representatives from NCFPD are here to share the fire district's map which met with approval. While the boundaries of both Districts are similar, they are not the same. They will demonstrate the tool used by the fire district, show the boundaries of each District and begin the process of designating zones for Fallbrook Regional Health District.

D. PRESENTATIONS

D1. Public Forum – Transition to Zone-Based Elections

Kevin Mahr said Dustin Glasgow developed the maps for the NCFPD and has agreed to develop the FRHD maps. Dustin said the outlines of both Districts were displayed to show the differences. The 2010 census data is used along with demographic data and geographic information. The zones must be contiguous and nearly equal in population giving consideration to the protected population.

Director Jeffries said she wants everyone to know that FRHD is open to any suggestions that make sense in this process. We are fortunate to have two very similar Districts and believe it does make sense to work together.

Dustin created a zone of the downtown area by selecting census blocks which include data about the populations in each block. He was asked to do the same with the De Luz area. Leticia Stamos said she has interest in this because on the FRHD map there is additional territory in De Luz that could be contiguous with the downtown area. Further discussion ensued.

The consensus was to have Dustin develop three potential maps for FRHD, the District will provide ample notice that the maps are available for review and the Fire District will share a distribution list for notices as well. The Favela/Stamos map was provided to Dustin for consideration as well (without Camp Pendleton).

E. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:40 p.m.

Howard Salmon, President

Board Secretary/Clerk

DRAFT

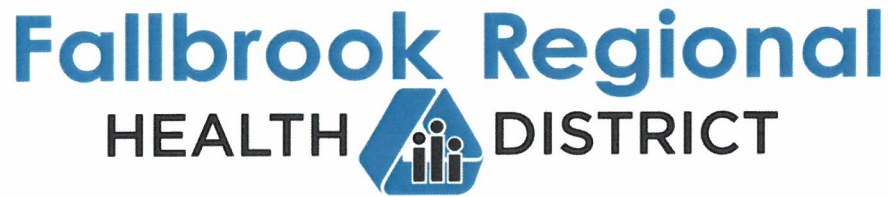
REPORTS

REPORTS

Interim Director – Wendy Lyon

Document Forthcoming

REPORTS
Communication Only



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PRESS RELEASE
FOR IMMEDIATE RELEASE

**FALLBROOK REGIONAL HEALTH DISTRICT NAMES
RACHEL MASON NEW EXECUTIVE DIRECTOR**

FALLBROOK, Calif. (April 23, 2019) Fallbrook Regional Health District today announced that Rachel Mason will be the new Executive Director of the public agency. Ms. Mason comes to FRHD after nearly four years as the executive director for Fallbrook's Foundation for Senior Care.

The Board of Directors made the determination earlier this month, following a recruitment, interview and selection process which attracted applicants from across the country.

"We are delighted to welcome Rachel aboard, and look forward to working with her to develop and maintain the new Wellness Center, as well as other health-related initiatives for our community," Board President Howard Salmon noted. "We were fortunate to be able to select candidates from a broad spectrum of talent levels, and to interview several well-qualified candidates throughout this process," Salmon added.

In addition to her tenure at the Foundation for Senior Care, Mason brings with her substantial experience with grant-writing in the healthcare arena, a skill which Salmon identified as a highly desirable factor in the selection process.

The Board will consider a multi-year employment agreement at its upcoming regular board meeting on May 8th. Ms. Mason is expected to commence her new role for the District later next month, on May 20th.

Fallbrook Regional Health District is organized and existing under the Health & Safety Code. It serves the health and wellness needs of the unincorporated communities of Fallbrook, Bonsall, and Rainbow, as well as a portion of the De Luz community located in San Diego County.

DISCUSSION/ACTION ITEMS

DISCUSSION ITEMS

G1.

Review Blue Zone interviews outcome measurement, alternative solutions; next steps

DISCUSSION ITEMS

G2.

Consideration and Adoption of
Resolution No. 427 – Annual Statement of Investment Policy
for FY 2019-2020 – First Reading

RESOLUTION NO. 422 427

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE FALLBROOK
REGIONAL HEALTH DISTRICT APPROVING THE STATEMENT OF
INVESTMENT POLICY FOR FISCAL YEAR 2018-2019 2019-2020**

WHEREAS, the Board of Directors may approve and adopt a Statement of Investment Policy; and

WHEREAS, the annual Statement of Investment Policy must be reviewed and adopted at a public meeting, the Investment Policy of the Fallbrook Regional Health District shall be as follows:

§1 - General Provisions and Objectives

Fallbrook Regional Health District ("District") is a local agency organized and existing pursuant to the California Healthcare District Law (Health & Saf. Code §§ 32000, et seq.).

District funds not required for immediate expenditure will be invested in compliance with this policy and the provisions of California Government Code Sections 53600, et seq. Criteria for selecting investments and the absolute order of priority are safety, liquidity, and yield. Investments will be made in a range of instruments and maturity dates to insure diversification and liquidity of assets in an emergency or when a large cash outlay is necessary. In accordance with California Government Code Section 53607, the authority to invest or reinvest the funds of the District is retained by the Board, with the advice of the Finance Committee.

§2 – Prudent Investor Standard

All participants in the investment process shall recognize that the investment portfolio is subject to the prudent investor standard as set forth in California Government Code Section 53600.3 and to public review and evaluation and shall seek to act responsibly as fiduciaries of the public trust. Investments shall be made with the exercise of that degree of judgment and care under circumstances then prevailing which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the preservation of capital, the cash flow needs of the District as well as the income to be derived. In a diversified portfolio, occasional measured losses may be inevitable and must be considered within the context of the overall portfolio's return and the cash flow requirements of the District.

§3 – Credit Risk

A. Credit risk is the risk that an issuer or other counter-party to an investment will not fulfill its obligation. Concentration of credit risk is the risk of loss attributed to the

magnitude of a District's investment in a single issuer. All participants in the investment process shall consider aversion to concentration of credit risk by:

1. Limiting investment purchases to those types and amounts permissible by California Government Code Section 53601 and §6 of this Resolution;
2. Investing no more than twenty-five percent (25%) of the portfolio with one issuer, except as noted in §6 below; and
3. If pursuing a rated investment, investing only in investments with an AA+/A1 or better rating from Standard and Poor's Corporation and AA1/P2 or better from Moody's Investors Service Inc. at the time of purchase.

B. Custodial credit risk is the risk that the District will not be able to recover deposits or the value an investment or collateral securities that are in the possession of an outside party. All participants in the investment process shall consider aversion to custodial credit risk by:

1. Investing no more than twenty-five percent (25%) of the portfolio with one financial institution, with the exception of LAIF, Cal-Trust, the US Treasury, and funds advanced or in trustee accounts for project construction; and
2. If pursuing a deposit, insuring that all deposits are fully collateralized as required by California Government Code Section 53652, or are insured by the Federal Deposit Insurance Corporation or National Credit Union Administration, and the "Contract for Deposit of Monies" will indicate the type and amount of collateral.

§4 – Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. All participants in the investment process shall consider aversion to interest rate risk by limiting the term remaining to maturity on purchased investments to five years, unless a longer term is permissible within the California Government Code and specifically approved by the Board prior to purchase.

§5 - Ethics and Conflict of Interest.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. All officials, officers, and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair his/her ability to

make impartial investment recommendations and decisions. All officials, officers, and employees involved in the investment process shall adhere to the District’s Conflict of Interest Code, which is updated biennially by the Board.

§6 – Permissible Investments

The permissible investments and limits on amounts and maturities are listed below:

Investment	Limits	
	% of Investment Portfolio	Maturity
LAIF	75%	N/A
US Treasury bills and notes	75%	5 years
Cal-Trust	75%	2 Years
Federal agency obligations	25%	5 years
SD County Investment Pool	20%	N/A
Insured CDs	20%	1 year
Savings accounts	25%	N/A

Pursuant to the provisions of California Government Code Section 53601.1, no investment will be made in financial futures or financial option contracts without the prior approval of the Board of Directors. Investments permitted by the California Government Code, but not by this policy, will be made only with prior approval of the Board of Directors.

A thorough investigation of any pool or fund is required prior to investing, and on a continual basis. The purpose of this investigation is to determine the suitability of a pool or fund and evaluate the risk of placing funds with that pool or fund. The investigation shall, at a minimum, obtain the following information:

A description of interest calculations and how it is distributed, and how gains and losses are distributed;

A description of who may invest in the program, how often, what size deposits and withdrawals are permitted;

A schedule for receiving statements and portfolio listings;

A description of the pool/fund reserves or retained earnings, or whether all income after expenses is distributed to participants; and

A fee schedule which discloses when and how fees are assessed.

§7 – Reporting and Miscellaneous Provisions

Pursuant to California Government Code Sections 53646(b) and 53646(d), a monthly report shall be submitted to the Board of Directors within thirty (30) days following the end of the month covered by the report for review. The report shall include the type of investment, issuer, purchase and maturity dates, rate of interest, dollar amount invested, fund, current market value, and percentage of portfolio. The report shall also state compliance of the portfolio to the statement of the investment policy, or the manner in which the portfolio is not in compliance. The report shall include a statement regarding the ability of the District to meet its expenditure requirements for the next six (6) months.

The Finance Committee of the Whole shall establish and maintain a system of internal controls to be examined and monitored by the District's independent auditor. The investment policy shall be reviewed annually by the Board to ensure its consistency with applicable state law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fallbrook Regional Health District as follows:

The Annual Statement of Investment Policy for Fiscal Year ~~2018-2019~~ 2019-2020 is hereby approved and the Finance Committee of the Whole directed to follow this Statement of Investment Policy in investing funds of the District.

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Regional Health District at a regular meeting held on this ~~8th day of August, 2018~~ 12th day of June, 2019, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Howard Salmon, President
Board of Directors
Fallbrook Regional Health District

ATTEST:

William Leach, Secretary
Board of Directors
Fallbrook Regional Health District

DRAFT 1

DISCUSSION ITEMS

G3.

Consideration of Short-Term Lease for
Non-Profit School at 1636 E. Mission Rd.
(six months)

ROCK ROSE

SCHOOL FOR CREATIVE LEARNING

2809 South Mission Road, Ste. G
Fallbrook, CA 92028

May 3, 2019

RE: Short Term Lease for Rock Rose Village School

Dear Fallbrook Regional Health District Board of Directors:

Rock Rose School for Creative Learning would like to lease a small area at your facility at 1636 East Mission Road, Fallbrook, CA 92028. The term of the lease would be 6 months beginning July 1, 2019 and ending December 31, 2019. Please be advised, as a business and licensed school, we carry Liability Insurance through Markel Insurance and Workers' Compensation and Employers' Liability through The Hartford.

Short Term Lease Proposal

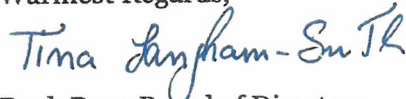
The following is what we would appreciate an opportunity to lease and have access to:

- The two classrooms at the end of the building closest to planting beds and the children's restrooms associated with those classrooms
- Playground access
- Site access 7 days a week for teacher prep

Rock Rose Village School greatly appreciates the time you have taken to consider our short term lease, and are grateful for your help and support as we work towards relocating ourselves at our new permanent location.

We truly appreciate your time and your consideration.

Warmest Regards,



Rock Rose Board of Directors
Tina Langham-Smith
Treasurer

ACTION ITEMS

H1.

Consideration of Amendments to Bylaws
(president changes – 2nd reading) Board

**AMENDED & RESTATED BYLAWS
OF
FALLBROOK REGIONAL HEALTH DISTRICT (May 2019)**

**ARTICLE I
DEFINITIONS**

- 1.1 "Administrator" means the Executive Director or Chief Executive of the District.
- 1.2 "Board" means the Board of Directors of the District.
- 1.3 "Director" means an elected/appointed member of the Board of Directors.
- 1.4 "District" means the Fallbrook Regional Health District.
- 1.5 "Facilities" means the health care facilities and services operated by the District.

**ARTICLE II
ORGANIZATION, POWERS AND PURPOSES**

- 2.1 ORGANIZATION. The District is a political subdivision of the State of California organized under the Local Health Care District Law, Division 23 of the Health and Safety Code.
- 2.2 GENERAL PURPOSES AND POWERS. The District is organized for the purposes described in the Local Hospital District Law and shall have and may exercise such powers in the furtherance of its purposes as are now or may hereafter be set forth in the Local Health Care District Law and any other applicable statutes, rules, or regulations of the State of California. The powers of the District include, but are not necessarily limited to, all of those powers authorized by Health and Safety Code Sections 32121 through 32138, inclusive.
- 2.4 DISSOLUTION. Any proposal for dissolution of the District shall be subject to confirmation by the voters of the District in accordance with Cortese-Knox Local Government Reorganization Act of 1985 (Gov. Code, § 56000 et seq.).

**ARTICLE III
OFFICES**

- 3.1 PRINCIPAL OFFICE. The principal office of the District is hereby fixed and located at 138 South Brandon Road, Fallbrook, California 92028.

ARTICLE IV
BOARD

- 4.1 **GENERAL POWERS.** The Board is the governing body of the District. All District powers shall be exercised by or under the direction of the Board. The Board is authorized to make appropriate delegations of its powers and authority to officers and employees. The Board shall evaluate the performance of its principal Administrator, as well as the Board's own performance.
- 4.2 **OPERATION OF FACILITIES.** The Board shall be responsible for the operation of all Facilities owned, leased, or operated by the District, according to the best interests of the public health, and shall make and enforce all rules, regulations, and bylaws necessary for the administration, government, protection, and maintenance of the Facilities under the Board's management and all property belonging thereto, and may prescribe the terms upon which patients may be admitted thereto.
- 4.3 **NUMBER AND QUALIFICATION.** The Board shall consist of five (5) members, each of whom shall be a registered voter residing in the District.
- 4.4 **ELECTION AND TERM OF OFFICE.** An election shall be held in the District on the first Tuesday after the first Monday in November in each even-numbered year, at which a successor shall be chosen to each Director whose term shall expire on the first Friday of December following such election. The election of Board members shall be an election at large within the District and shall be consolidated with the statewide general election. The candidates receiving the highest number of votes for the offices to be filled at the election shall be elected thereto. The term of office of each elected Board member shall be four (4) years or until the Board member's successor is elected and has qualified, except as otherwise provided by law in the event of a vacancy. An orientation shall be provided which familiarizes each new Board member with his or her duties and responsibilities, including the Board's responsibilities for quality care and the Facilities' quality assurance programs. Continuing education opportunities shall be made available to Board members.
- 4.5 **VACANCIES.** When a vacancy occurs on the Board of Directors, and except as otherwise specified by statute, the remaining Board members may fill any vacancy on the Board by appointment as outlined in Government Code Section 1780.
- 4.6 **RESIGNATION OR REMOVAL.** Any Board member may resign effective upon giving written notice to the Chairman, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. The term of any member of the Board shall expire if the member is absent from three consecutive regular meetings or from three of any five consecutive meetings of the Board and if the Board by resolution declares that a vacancy exists on the Board. All or any of the members of the Board may

be recalled at any time by the voters following the recall procedure set forth in Division 16 of the Elections Code.

- 4.8 COMPENSATION. Each Director shall be compensated as authorized by the Local Health Care District Law (Health & Saf. Code, § 32103) at the rate of One Hundred Dollars (\$100) per meeting, with a limit of five (5) meetings per month. For purposes of this paragraph, the word “meeting” includes all regularly scheduled Board meetings, special Board meetings, Board committee meetings, and sanctioned meetings inclusive of events sponsored by other local governments at which the District is expected or is invited to be represented as an official participant; meetings and/or events of agencies of which the District is a member or a subscribing participant, including events presented or sponsored by the Association of California Healthcare Districts (“ACHD”), the California Special District’s Association (“CSDA”), and any Board-approved educational seminars, including attendance at periodic ethics training prescribed by Assembly Bill 1234. Additionally, included are any and all occasions that constitute the performance of official duties such as District-sponsored special events, activities promotional of District-sponsored events, and in conducting review and/or site visits of District grant program applicants or recipients.

ARTICLE V **BOARD MEETINGS**

- 5.1 BOARD MEETING. A meeting of the Board is any congregation of a majority of the members of the Board at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the Board. A meeting is also the use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the Board to develop a collective concurrence as to action to be taken on an item by the members of the Board.
- 5.2 REGULAR MEETINGS. Regular meetings of the Board shall be held as follows:
- On the second Wednesday of each month at 6:00 p.m. at 1636 E. Mission Road, Fallbrook, California 92028; provided, however, that should said date fall upon a legal holiday, then the meeting shall be held at the same time on the next business day.
- 5.3 ANNUAL ORGANIZATION MEETING. The Board's annual organizational meeting shall be held on the second Wednesday in December at the place designated in a resolution by the Board. At that meeting, the Board shall organize by the election of one of its members as President, one as Vice-President, and one as Secretary. The President shall appoint a Treasurer who shall serve at the pleasure of the Board. The Board shall also fix the date, time, and location for the regular Board meetings for the ensuing year.
- 5.4 SPECIAL MEETINGS. A special meeting may be called at any time by the Board President or by a majority three-fifths (3/5th) of the Board members, by delivering personally or by mail written notice to each Board member and to each local newspaper of general circulation, radio, or television station requesting notice in writing. Such

notice must be delivered personally, by mail, or by electronic or digital means at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at special meetings.

- 5.5 QUORUM. A majority of the members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board. No action shall be taken by secret ballot.
- 5.6 ADJOURNMENT. The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the Order of Adjournment. Less than a quorum may so adjourn from time to time. A copy of the Order or Notice of Adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of the adjournment.
- 5.7 RULES AND REGULATIONS. The Board may adopt rules, regulations, and standard procedures governing the Board, the District, and any District Facilities and programs. Any rules, regulations, or procedures shall not conflict with these Bylaws.
- 5.8 MEMBERS OF THE PUBLIC. The public shall be entitled to attend the open session portion of every Board meeting. Every agenda for regular meetings shall provide an opportunity for members of the public to address the Board on items of interest to the public that are within the jurisdiction of the Board, regardless of whether such items are on the current agenda. If a member of the public addresses an item within the Board's jurisdiction that is not on the agenda, the Board shall take no action respecting the item addressed by the member of the public. The Board may adopt reasonable regulations concerning the amount and duration of time individual speakers are permitted to address the Board. The Board shall not prohibit any speaker from raising public criticism of any District program or action taken by the Board, or public criticism of any District rule, regulation, or standard procedure.

ARTICLE VI

BOARD COMMITTEES

- 6.1 APPOINTMENT. All committees, whether standing or special (ad hoc), shall be appointed by the Board President and shall be comprised of not more than two (2) members of the Board of Directors and such additional members as may be appropriate. The chairman of each committee shall be appointed by the President. All committees shall be advisory only to the Board unless otherwise specifically authorized to act by the Board.
- 6.2 STANDING COMMITTEES. Standing Committees shall meet periodically. The District shall have the following Standing Committees:

Finance. This committee shall be responsible for review of budgetary and financial matters related to the District including the annual audit and community health contracts program. This committee shall also be responsible for review of the District investments and appraisal of market conditions relating to prudent investment of District funds. The Finance committee shall meet monthly.

Facilities. This committee shall be responsible for periodic inspection of buildings owned by the District and for review and consideration of real estate matters. The committee shall meet at least quarterly.

Strategic Planning. This committee shall determine health needs of the District residents and prioritize those needs, recommend long-term services and programs to address those needs. The committee shall meet at least quarterly.

Governmental and Public Engagement. This committee shall be responsible for monitoring of healthcare legislation and public policy and for advisement of the District Board of possible/probable impact on matters of the District as/when indicated and for the initiation of appropriate action as/when indicated. This committee shall be responsible for interface with other agencies, including other government levels, as well as the public; inclusive of speeches or public appearances, press releases, etc. for the purpose of edification of the District's position/action on matters within the jurisdiction of the District.

- 6.3 SPECIAL OR AD HOC COMMITTEES. A special or ad hoc committee is an advisory committee composed solely of the members of the Board, which are less than a quorum of the Board and which does not have continuing subject matter jurisdiction and does not have a meeting schedule fixed by resolution or formal action of the Board. Special or ad hoc committees may be appointed by the President for special tasks as circumstances warrant and upon completion of the task for which appointed such special or ad hoc committee shall stand discharged.
- 6.4 ADDITIONAL CONSULTANTS. A committee chairman may invite additional individuals with expertise in a pertinent area to meet with and assist the committee. Such consultants shall not vote or be counted in determining the existence of a quorum and may be excluded from any committee session.
- 6.5 MEETINGS AND NOTICE. Meetings of a committee may be called by the Chairman or President of the Board, the chairman of the committee, or a majority of the committee's voting members. Meetings and notice of all standing committees, and of any other committee, board, or other body, irrespective of their composition, whether permanent or temporary, decision-making or advisory, created by resolution or formal action of the Board, excluding special or ad hoc committees as defined in section 6.3 above, shall be noticed and held in accordance with the requirements of The Ralph M. Brown Act.

- 6.6 QUORUM. A majority of the voting members of a committee shall constitute a quorum for the transaction of business at any meeting of such committee. Each committee shall keep minutes of its proceedings.
- 6.7 MANNER OF ACTING. The act of a majority of the members of a committee present at a meeting at which a quorum is present shall be the act of the committee so meeting. No act taken at a meeting at which less than a quorum was present shall be valid unless approved in writing by the absent members. For special or ad hoc committees, action may be taken without a meeting by a writing setting forth the action so taken signed by each member of the committee entitled to vote.
- 6.8 TENURE. Each member of a standing committee shall hold office for a period of one (1) year or until a successor is appointed. Any member of a committee may be removed at any time by the Chairman or President subject to the consent of the Board. A member of the Board shall cease to hold committee membership upon ceasing to be a Board member.

ARTICLE VII **OFFICERS**

- 7.1 BOARD CHAIR. The Board shall elect one of its members as Board Chair at the annual organizational meeting, and the Board Chair shall hold office until a successor is elected. In the event of a vacancy in the office of Board Chair, the Board may elect a new Chairperson. The Board Chair shall be the principal officer of the District and shall preside at all meetings of the Board. The Board Chair shall appoint all Board committee members and committee chairmen, shall consult with the Administrator in the preparation of meeting agendas, and shall perform all duties incident to the office and such other duties as may be prescribed by the Board from time to time.
- 7.2 VICE CHAIR. The Board shall elect one of its members as Vice Chair at the annual organizational meeting, and the Vice Chair shall hold office until a successor is elected. In the absence of the Board Chair, the Vice Chair shall perform the duties of the Board Chair.
- 7.3 SECRETARY. The Board shall elect one of its members as Secretary at the annual organizational meeting, and the Secretary shall hold office until a successor is elected. The Secretary shall provide for or coordinate the keeping of minutes of all meetings of the Board. The Secretary shall give or cause to be given appropriate notices in accordance with these Bylaws, or as required by law, and shall authenticate all resolutions and other official reports and records of the District as needed.
- 7.4 TREASURER. The Board Chair shall appoint a Treasurer who shall serve at the pleasure of the Board. The Treasurer shall be charged with the safekeeping and disbursement of the funds in the treasury of the District. The Treasurer shall also serve as the chairman of the Finance/Audit/Grant/Investment Committee.

7.5 DISTRICT ADMINISTRATOR. The Board shall select and employ a District Administrator who shall serve as Executive Director or Chief Executive, and shall report to the Board. The Administrator be a full-time employee of the District and shall be responsible for the day-to-day administration of the District and the implementation of policies adopted by the Board. The Board shall develop, maintain, and periodically update a job description for the District Administrator, which job description shall outline in greater detail the functions and responsibilities of the Administrator's position with the District.

ARTICLE VIII
AMENDMENT

These Bylaws may be amended or repealed by vote of at least three (3) members of the Board at any Board meeting. Such amendments or repeal shall be effective immediately, except as otherwise indicated by the Board.

SECRETARY'S CERTIFICATE

I, the undersigned, the duly appointed, qualified, and acting Secretary of the Board of Directors for the Fallbrook Regional Health District, do hereby certify that attached hereto is a true, complete and correct copy of the current Bylaws of Fallbrook Regional Health District, duly adopted by the Board of Directors on _____, 2019.

Dated: _____, 2019

Secretary

DRAFT

ACTION ITEMS

H2.

Wellness Center Use Criteria

2019 STRATEGIC PLANNING

FRHD Wellness Center Use Criteria

Organizations and individuals who wish to use Wellness Center Facilities must meet the following criteria:

1. Services and activities must address and/or include one of the following:
 - a. High Cholesterol
 - b. Hypertension
 - c. Type 2 Diabetes
 - d. Eye Problems/Eye Disease
 - e. Obesity
 - f. Anxiety
 - g. Depression
 - h. Adolescent Health
 - i. Behavioral Health
 - j. Prevention Initiatives
2. Services and activities must not compete with existing services and activities within the District.
3. The user must agree to fulfill FRHD quality and customer service conditions.
4. Advertising cites partnership with FRHD
5. Length of lease/agreement may be for short periods of time, as well as up to 2 years with renewal options.
6. There will be 1st right of refusal for existing District service providers.
7. Use fees can vary from free for qualified non-profits to private for-profit entities.

ACTION ITEMS

H3.

Consideration and Adoption of
Resolution No. 426 – Awarding a
Contract for the Sidewalk Project

RESOLUTION NO. 426

RESOLUTION OF THE BOARD OF DIRECTORS OF FALLBROOK REGIONAL HEALTH DISTRICT AWARDING A CONTRACT FOR THE SIDEWALK PROJECT ON NORTH ELDER STREET, EAST OF SOUTH BRANDON ROAD

WHEREAS, FALLBROOK REGIONAL HEALTH DISTRICT ("FRHD") is a California health care district and did advertise publicly for sealed bids for the Sidewalk Project, along North Elder Street, east of South Brandon Road; and,

WHEREAS, the submitted bids were opened publicly and read aloud on April 30, 2019, at 10:00 am at the District office on 138 S. Brandon Road; and,

WHEREAS, the Board has received the bids submitted on the total project and has received advice of its interim administrator, its legal counsel, and its technical consultant concerning the responsiveness of the bids and the financial ability of the District to accept the bid and award a contract.

NOW, THEREFORE, this Board of Directors of Fallbrook Regional Health District does hereby resolve:

Section 1. The foregoing recitals are true and correct.

Section 2. The bids received on the contract for the Sidewalk Project, North side of Elder Street, east of Brandon Road, are approved by the Board of Directors, and a contract is awarded as set forth below.

Bidder: L.C. Paving & Sealing, Inc.

Amount: \$139,510.40

Section 3. The interim administrator shall prepare a notice of this award of contract and deliver the notice to the successful bidder.

Section 4. Pursuant to California Public Contract Code §20685.5, the District's interim administrator shall retain the bid or security of the second and third low bidders on the project until the contract has been fully executed. The District interim administrator shall return the security of all unsuccessful bidders not more than sixty (60) days from the time the award is made.

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PASSED, APPROVED, AND ADOPTED by the Board of Directors of Fallbrook Regional Health District at a Regular meeting held this 8th day of May 2019, by the following roll call vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Howard Salmon, President
Board of Directors

ATTEST:

Board Secretary/Clerk

DRAFT

ACTION ITEMS

H4.

Framework for FRHD and NCFPD
Shared Public Communication/Social
Media Administrative Assistant

Framework for FRHD and NCFPD Shared Public Communication/Social Media Administrative Assistant

Fallbrook Regional Health District (FRHD) and the North County Fire Protection District (NCFPD) have an interest in creating and sustaining a relevant and engaging social media presence in the communities we serve. In addition, this position would provide each district with additional phone coverage and support for other efforts to strengthen communication with the public.

The skill set for this individual includes:

- Understand the big picture of how content and social media works together.
- Create, observe and respond to social media conversations within both communities.
- Possess highly developed social media writing skills, such as:

- The art and science of headline writing
- Writing engaging introductions
- Structuring text for easy reading online subtitles
- Skilled use of bullet points and numbering

- Monitor tweets and respond to Facebook/Instagram posts.
- Able to use relevant and appropriate media formats such as text (articles), video and images.
- Create content that motivates users to act on the intended message.
- Respond to requests for web-based searches.
- Efficient and effective organizational skills abilities
- Proficient in Micro Soft Office Suite
- Professional level verbal and written skills
- Excellent time management skills.
- Be ready, willing and able to serve the interests of both Districts.
- Have a pleasant and professional phone and “in person” presence.

How would it work: The employee’s physical “home base” would be NCFPD front desk.

By mutual agreement, on an as needed basis, the administrative assistance could be working from the FRHD office. Technology would be used for FRHD to forward phone calls to the shared administrative assistant. As needed, the administrative assistant would be available to assist FRHD staff in the creation, preparation and distribution of communication materials. The administrative assistant would be an employee of the NCFPD.

Projected Cost: Estimated annual salary and employment related costs: \$60,000. Each district contributes \$30,000.

ACTION ITEMS

H5.

NCFPD Request and Rationale for
Cost Sharing Request to FRHD for
Ambulance Purchase and Medical Services Officer

Request and Rationale for Cost Sharing Request to FRHD for Ambulance Purchase and Medical Services Officer

The North County Fire Protection District (NCFPD), previously the Fallbrook Fire Department, was one of the first fire departments in the State to provide Basic Life Support (BLS) ambulance service to their community. The service area covers the approximate 95 square mile Fire District.

Advanced Life Support Service Arrives

In 1990, after significant growth to the area and a rapidly growing demand for service, the NCFPD began providing Advanced Life Support (ALS) service to the area. Implementing the ALS required NCFPD to hire 12 new Dual Role Firefighter Paramedics to the agency. The ALS model offered enhanced services such as medication and IV administration and 12 lead EKG/12 capabilities.

At the time, Fallbrook had a local hospital with an emergency department. The Dual Role Firefighter Paramedic was a position that, as the name applies, was able to fulfill both the role of Paramedic for medical purposes and as a firefighter. With a local emergency room, Firefighter Paramedics who were staffing ambulances were able to manage medical incidents quickly and remain available in the District to respond to fires as part of an effective response force.

Due to the presence of the Dual Role Firefighter Paramedic model, the NCFD service area residents were assured firefighting capabilities were sustained and received the enhanced services inherent in the Advanced Life Support model.

The financial impact of instituting the ALS model resulted in an approximate \$900,000.00 addition to the NCFPD annual operating budget. Sustaining the ALS model required the on-going postponing of funding the remodeling and replacement of the 5 fire stations.

Impact of Hospital Closure on Emergency Medical Services and Fire Fighting Resources

Upon the closure of Fallbrook Hospital in 2014, NCFPD quickly realized that the impact of the closure was a factor in a significant increase in demand for service. NCFPD realized an increase of over 20 percent in calls for service. This demand for service is still increasing today. The closure of the hospital, coupled with the increase demand for service, has caused NCFPD to make significant changes to its Emergency Medical Services (EMS) delivery model.

Transporting each resident to hospitals outside of the community increased the total EMS incident commitment time to approximately 1.5 hours per incident versus 30-45 minutes when the hospital was in existence. This doubling of ambulance commitment time meant that the Firefighter Paramedic was no longer available within the district boundaries to be used as a firefighting resource, nor were they able to keep up on the required training for that position.

As a result, NCFPD was forced to deploy a Non-Safety Single Role Paramedic Position and add an additional fulltime ambulance at the expense of NCFD in order to meet the service demands.

The deployment of a Single Role EMS delivery model is no small task and has increased administrative and operational workload on the entire NCFPD workforce. The Single Role Paramedic is considered an entry level position in the industry and, by this very nature, NCFPD experiences a very high turnover rate in this position. This equates to NCFPD having to be in an ongoing state of hiring and training.

Additionally, these employees are generally very new to the field of paramedicine and require a significant amount of regular quality assurance training to ensure all patient care is being conducted in accordance with NCFPD, State and local standards and regulations. Quality Assurance responsibilities are assigned to the Senior Medical Services Officer (SMSO).

By July 2019, NCFPD will have eliminated 9 Firefighter Paramedic positions out of 51 (3 firefighters less per day) and replaced them with Single Role Paramedics. This is a significant reduction in firefighting capability within the NCFPD and the communities it serves. By July 2019, NCFPD will be funding 42 Firefighter Paramedic Positions and 18

Single Role Paramedic positions. This is a 21% reduction in personnel available for firefighting duty since the hospital closed. Even in light of the reduction of personnel, NCFPD has incurred an increase in personnel costs from 2014/15, when the hospital closed, to 2018/19. In 2014/15, personnel costs were 4.3 million dollars while the 2018/19 costs will be 45.1 million dollars.

Ambulance Fleet

Another significant impact of the hospital closure on NCFPD has been the added wear and tear on the agency's emergency apparatus, specifically the agency's ambulance fleet. Prior to the closure of the hospital, an NCFPD owned ambulance would acquire approximately 20-25,000 miles per year and had a front-line service life of 5 years; post-hospital closure, ambulances are now acquiring approximately 50,000 miles per year and have a front-line service life of 3 years.

In order to assure high quality EMS services to residents, NCFPD maintains a fleet of six ambulances, each with a lifespan six years. Assuring three frontline ambulances and three reserve ambulances being available at all times requires the purchase of one new ambulance each year.

Senior Medical Services Officer

As noted above, the Senior Medical Services Officer (SMSO) is integral to the quality assurance for training and the overall operations of the District's emergency medical service. That position is currently funded at .50 FTE. The lists below illustrate the responsibilities currently fulfilled in the half time position and what could be offered to the community if the position was fulltime.

Current services delivered by .50 FTE SMSO Position: a) basic quality assurance for EMS services; b) articulation with receiving facilities; c) basic continuing education for paramedics.

Service expansion delivered by fulltime SMSO Position in addition to those listed above: d) expand “Door-to-Door” senior program; e) initiate Mobile Integrated Health Program (MIP); f) develop Tele Health capacity; g) pursue AED program; h) promote Stop the Bleed campaign/Community CPR and First Aid training; j) integration of Lyft program; and k) provide for alternate destination transportation.

Expanding the SMSO hlf time position to a fulltime position has the potential to increase services from 3 to 10 for our communities.

Discussion

As a result of the significant impacts and accumulated effects of the hospital closure, and the change in the way NCFPD now delivers Emergency Medical Services, NCFPD is seeking ongoing financial support from the Fallbrook Regional Health District. This assistance is necessary to ensure NCFPD can continue and enhance the quality of service to our community that they want and deserve.

The NCFPD has taken steps since the closure of the hospital to reduce operating costs in order to maintain the quality and level of service to residents. Those reductions include:

- Converting ambulance staffing to non-firefighting personnel to save on payroll and benefit costs.
- Increased the use of part-time personnel.
- Closed an underutilized fire station and reassigned personnel.
- Employees pay their full portion toward retirement.
- Solar installation on four fire stations.
- Identified real estate assets to sell.
- Purchased rather than lease facilities.
- Four administrative staff positions are unfilled.

In addition to reducing costs, NCFPD is preparing to take full advantage of the new Medicare/Medicaid *Emergency Triage, Treat, and Transport (ET3)* program which

will provide greater flexibility to ambulance care teams to address emergency health care needs of Medicare beneficiaries following a 911 call.

In a recent community survey, conducted by a private firm, the residents served by NCFPD indicated they are satisfied with the current level and quality of EMS and firefighting service. Additionally, this survey also identified that the communities served by NCFPD are not in support of subcontracting EMS services should it become financially necessary to do so. In fact, if NCFPD were to do so, ambulance billing rates would increase by 80%.

Proposed Cost Sharing Collaboration

NCFPD is requesting a cost sharing collaboration with FRHD for 50% of a full-time Emergency Medical Services Officer. This position will manage administrative duties associated with the ongoing development and management of the medical service provided by NCFPD. More importantly, this position would continue to work closely with all community stake holders to pursue new Mobile Integrated Health programs and services, such as the door-to-door program, telehealth, alternative means of transportation (e.g. Lyft or Uber) etc.

In addition, this collaboration would leverage the resources of both districts as the FRHD Wellness Center campus is developed and programmed. Due to areas of expertise, the SMSO can serve as a subject matter specialist to FRHD in areas such as disease prevention programs, as well as community safety and education programs.

- Total salary and benefits for full-time EMSO is \$160,000.00, divided by 2 = \$80,000.00 FRHD cost share portion per year.

As it pertains to the increase usage and mileage of the ambulances, NCFPD would like the FRHD to participate in a 50% cost share for the replacement of 1 ambulance each fiscal year.

- Total cost of an ambulance is approximately \$210,000.00, divided by 2 = \$105,000.00 FRHD cost share portion per year. This cost can vary slightly, in either direction, based on manufacture pricing and any equipment needs at the

time of purchase. It is always the intent of NCFPD to be as fiscally responsible as possible with all apparatus replacement.

Summary

The closure of the Fallbrook Hospital has placed a financial, operational, and administrative burden on the NCFPD. Community surveys have indicated that the residents value the current EMS services being provided by the NCFPD and do not want those services to be diminished in any way. With the support from the FRHD, NCFPD can continue to not only provide the excellent services being delivered today, but the two districts could amplify and deepen the natural synergies between the two districts. This type of ongoing collaboration holds the potential for new services that can be offered to the communities both districts serve.

Expanding services into areas where public health intersects with pre-hospital medicine will allow us to “move the needle” by improving health outcomes and creating meaningful savings to the healthcare system. We believe this will enhance both entities’ role and relevance within the community.

ACTION ITEMS

H6.

Approval of Destruction of
Outdated Records in Storage
(Iron Mountain)

OUTDATED RECORDS ELIGIBLE FOR DESTRUCTION

PURCHASING RECORDS	18 Boxes
BUSINESS OFFICE	136 Boxes
HUMAN RESOURCES	12 Boxes
GEN. ACCOUNTING	136 Boxes
RISK MANAGEMENT	1 Box
HOSPITAL ADMIN	76 Boxes
NURSING ADMIN	9 Boxes
PHYSICAL THERAPY	9 Boxes
ADMITTING	42 Boxes
PHARMACY	31 Boxes
PULMONARY MED	8 Boxes
HIIM	7 Boxes
NURSING ADMIN	18 Boxes
OUTDATED PATIENT RECORDS	
PEDIATRICS (1982-85)	57 Boxes
PATIENT FILES (1987-90)	398 Boxes
PATIENT FILES (1991-92)	230 Boxes
PATIENT FILES (1993-94)	166 Boxes
PATIENT FILES (1995)	111 Boxes
PATIENT FILES (1996)	227 Boxes
PATIENT FILES (1997)	112 Boxes
<u>PATIENT FILES (1998)</u>	<u>107 Boxes</u>
TOTAL	1,911 Boxes

ACTION ITEMS

H7.

Recommendations for Med+ Urgent Care
MOU Terms and Conditions Beginning 7/1/19