

# Fallbrook Regional HEALTH DISTRICT

## MINUTES

### REGULAR BOARD MEETING

Wednesday, January 8, 2020, 6:00 p.m.

Administrative Office, 1<sup>st</sup> Floor Community Room, 138 S. Brandon Rd., Fallbrook

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

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

In attendance: Directors Barbara Mroz, Kate-Schwartz-Frates, Howard Salmon, Bill Leach, and attending via teleconference Director Jennifer Jeffries.

Legal Counsel Jeffrey Scott; Executive Director Rachel Mason; Staff members Linda Bannerman and Mireya Banuelos and Consultants Susan Woodward and Wendy Lyon.

##### A1. Appointment of the Treasurer (Chair) and Committee Assignment(s)

- Appointment of the Treasurer – Director Jennifer Jeffries
  - Committee Assignment(s)
    - Finance Committee – Jennifer Jeffries, Chair & Barbara Mroz
    - Gov't and Public Engagement Committee – Kate Schwartz-Frates, Chair & Barbara Mroz
    - Facilities Committee – Bill Leach, Chair & Barbara Mroz
    - Strategic Planning Committee – Howard Salmon, Chair & Jennifer Jeffries
- Chairman Howard Salmon appointed the above listed Officer and Committee Chairs and members noting no changes from the previous year. He commended the work that is accomplished by the committees and could see no reason to change the structure for this year.

#### B. ADDITIONS TO AGENDA

None

#### C. PUBLIC COMMENTS

None

#### D. CONSENT ITEMS

- D1. Approval of November 2019 Financial Statements
- D2. Minutes of December 4, 2019 Finance Committee Meeting
- D3. Minutes of December 11, 2019 Regular Board Meeting
- D4. Minutes of December 17, 2019 Facilities Committee Meeting
- D5. Minutes of December 27, 2019 Gov't & Public Engagement Committee Meeting
- D6. Minutes of December 27, 2019 Strategic Planning Committee Meeting

There was no request to pull any minutes for further discussion.

**Action:** It was moved by Bill Leach, seconded by Kate Schwartz-Frates to approve the Consent Items as presented by a roll call vote.

**Motion carried:** 5-0 Unanimous

## E. REPORTS

- E1. Finance Committee – Directors Jeffries and Mroz  
 Committee Chair Jeffries reviewed the financial statements through the month of November. (see attached). Regarding Med-Plus reporting, Director Salmon requested including a prior year-to-date total of patients seen for a comparison. Director Schwartz-Frates asked for data regarding uninsured patients. Rachel Mason said she will inquire and assure both requests be included in future reports.
- E2. Gov't and Public Engagement Committee – Directors Schwartz-Frates and Mroz  
 Chair Kate Schwartz said the community site visits by members of the Board of Directors to Community Health Contract recipients are nearly completed for the first quarter. In addition, she reviewed the District events and community engagement efforts. (See attached). She said Jen Koester, Social Media Specialist will be creating Instagram and Twitter accounts for the District as well as a communications plan.
- E3. Facilities Committee – Directors Leach and Mroz  
 Chair Bill Leach reported there was a Facilities Committee meeting on December 17<sup>th</sup> during which there was discussion of the roofing projects, the sidewalk project, the potential sale of the E. Alvarado St. property, and IT and fencing at the District office on S. Brandon Street. New Business included replacement of water damaged ceiling tiles, painting of damaged walls and reconfiguration of the workroom space next to the executive director's office. Lastly, Roy Moosa provided a property update report indicating the drainage problems at the East Mission Road property have been resolved and the drainage issue on S. Brandon will be resolved by the installation of drainage pipes to the street. Dead pines trees at the East Mission property and on S. Brandon Road will soon be removed. Lastly, trash bins will be needed again at the E. Mission Road property. He said the Executive Director will provide updates during her report.
- E4. Strategic Planning Committee – Directors Salmon and Jeffries  
 Committee Chair Salmon reported the following from the December 2, 2019 Strategic Planning Committee meeting.  
 Discussion items included the following:
- Review of Current Long-Range Plan Status Development of the upcoming board workshop
  - Development of Upcoming Workshop Agenda
  - Review of 2020-21 Community Health Contract Application Amendments & Criteria
  - Review of Catalyst/Taylor Design proposal components and phase objectives.
- Recommendation:** The Strategic Planning Committee recommended that the Phase 1 proposal from Catalyst/Taylor Design be placed on the agenda as an action item for the regular meeting of January 9, 2020, and further recommended its approval. Additional phases can be considered later.
- E5. Executive Director – Rachel Mason  
 Executive Director (ED) Rachel Mason presented her ED Report (see attached). She said regarding new roofs, the Brandon Road property is ready for certification of the replaced roof and Alvarado Street property is nearly ready. Roofing will begin at the E. Mission Road property on January 20.  
 A new server has been installed by Jason Springston, our IT consultant who has worked with staff to create a new core filing system, which allows the team to better file, organize and plan for the District's electronic records system. He is helping to oversee appropriate rollover of information to the new server. It is anticipated board members will have packets available to them via computer and presented visually each month on the new AV system starting in February.  
 To better outline our grant (Community Health Contracts) process, Rachel Mason said she has started defining those items within the grantees budget that are eligible for funding and those that are not. Specifically, understanding Indirect versus Direct

expenses. (See attached ED Report). She said it is important the Board of Directors understand the difference.

The Board Workshop is scheduled for Saturday, February 22, and will include updating the Vision Statement, development of a long-term plan for use of our facilities and resources and a refresher course on the Brown Act by legal counsel Jeff Scott.

Regarding the major use permit, J. Whalen submitted a proposal from Rincon Consultants for a noise and traffic study. This proposal was referred to legal and the Facilities Committee for review before a next step can be taken.

Regarding the Lyft program project, she has met with both North County Fire Protection District and Med-Plus to assure everyone understands how the program will work and patients will find it seamless. In addition, the portal has been set up for scheduling patient rides and is being tested.

When the Alvarado property was declared surplus property and the County and schools were notified, we received no response from either group. Further discussion will be needed by the full board as to the disposition of this property.

Lastly, the Board Chairman is in the process of reviewing the 2018-2019 Annual Report. In the past, this report followed a calendar year; however, in the future we will move to covering the fiscal calendar. The 2019-2020 Annual Report will be scheduled to be complete by October 1, 2020.

E6. General Counsel – Jeffrey Scott

Mr. Scott said he anticipates that 2020 will be a busy year in health care at the state level. He said the governor is introducing a comprehensive program for Medi-Cal recipients in which patient needs in addition to physical (housing, transition, recuperative, etc.) are to be met. He noted that federal funds help to pay for these services. Also, the governor is appointing a Healthy California for All Commission which will look at health systems in other countries (single pay, universal coverage).

F. **DISCUSSION ITEMS**

F1. Review of Updated Bylaws 1st Reading

Chairman Salmon said he reviewed the changes to the Bylaws and suggested one grammatical correction. The Updated Bylaws will be brought to the Board next month as an action item.

G. **ACTION ITEMS**

G1. Consideration of Acceptance of Elder Street/Brandon Road Sidewalk Project

Recommendation: That the Board authorize staff to file the proposed Notice of Completion with the San Diego County Recorder.

**Action:** Facilities Chair Bill Leach moved, Director Kate Schwartz-Frates seconded, to approve filing with the San Diego County Recorder the Notice of Completion for this project.

**Motion carried:** By roll call vote (5-0) Unanimous

G2. Approval of Phase 1 Proposal from Catalyst/Taylor Design

Recommendation from the Strategic Planning Committee: That the Phase 1 proposal from Catalyst/Taylor Design be approved.

Chairman Salmon said following the presentation from Catalyst/Taylor Design, the Strategic Planning Committee discussed the proposal and recommended that the Board approved Phase 1, with the understanding that subsequent phases would be considered later. Discussion ensued. Counsel Jeff Scott recommended a contract be developed for Phase 1.

**Action:** It was moved by Director Schwartz-Frates, seconded by Director Jeffries to approve the development of a contract for Phase 1 of the proposal from Catalyst/Taylor Design.

**Motion carried:** By roll call vote (5-0) Unanimous

- G3. Consideration and Adoption of Resolution No. 431 – Agreement with Umpqua Bank to Participate in the CSDA District Purchasing Card Program  
Executive Director Rachel Mason said the Board of Directors had previously approved a resolution for obtaining a Costco credit card. After further research and discussion, it was determined that the District would be better served by obtaining a credit card through participation in the California Special District Association District Purchasing Credit Card Program with Umpqua Bank.  
**Action:** It was moved by Director Jeffries, seconded by Director Mroz to approve Resolution No. 431 as presented.  
**Motion carried:** By roll call vote (5-0) Unanimous
- G4. Call for Nominations – Regular Special District Member Election on San Diego Local Agency Formation Commission (LAFCO) Program  
Chairman Salmon said the District received a communication from LAFCO which called for nominations to solicit one regular special district member to serve on the San Diego Local Agency Formation Commission (LAFCO). The incumbent, Jo MacKenzie with Vista Irrigation District is expected to seek nomination and run for a new term. Discussion ensued.  
**Action:** It was moved by Barbara Mroz, seconded by Director Schwartz-Frates to nominate Jo MacKenzie for the upcoming special district open position.  
**Motion carried:** By roll call vote (5-0) Unanimous

#### H. BOARD MEMBER COMMENTS & ITEMS FOR SUBSEQUENT MEETINGS

- H1. Other Director/Staff discussion items  
Howard Salmon asked the Executive Director to obtain contact information for several entities having received services similar to what we are seeking from Catalyst and Taylor Design.
- H1a. Item(s) for future board agendas
- H1b. Announcements of upcoming events:
- **Board Workshop** scheduled for February 22, 2020.
  - **Community Collaborative for Health & Wellness Committee (CCH&W) – January 15, 9:30am, FRHD Administrative Office, Community Room, 138 S. Brandon Rd., Fallbrook**
  - **Strategic Planning Committee meeting – January 15, 10:30am, FRHD Administrative Office, Community Room, 138 S. Brandon Rd., Fallbrook**
  - **Facilities Committee meeting – January 17, 10:30am, FRHD Administrative Office, Community Room, 138 S. Brandon Rd., Fallbrook**
  - **Martin Luther King Jr. Day – District Holiday – January 20**
  - **Finance Committee meeting – 1<sup>st</sup> Wednesday, February 5, 6:00pm, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook**
  - **Woman of Wellness – 1<sup>st</sup> Thursday, February 6, 6:00 – 7:30pm, Fallbrook Library**
  - **Gov't and Public Engagement Committee meeting – February 28, 10:00am, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook**
- H2. **Next Regular Board meeting – 2<sup>nd</sup> Wednesday, February 12, 6:00pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook**

I. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:20 p.m.

A handwritten signature in black ink that reads "Howard Salmon". The signature is written in a cursive style and is positioned above a horizontal line.

Howard Salmon, Chairman

A handwritten signature in blue ink that reads "Pamela Knox". The signature is written in a cursive style and is positioned above a horizontal line.

Board Secretary/Clerk