



MINUTES
REGULAR BOARD MEETING
Wednesday, July 13, 2022, 6:00 p.m.
Virtual and In-Person Meeting at Administrative Office,
1st Floor Community Room, 138 S. Brandon Rd., Fallbrook

In accordance with California Government Code Section 54953 teleconferencing was used for this meeting. Board members, staff and members of the public were able to participate by webinar and members of the public were also able to participate by telephone.

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

Chairman Howard Salmon called the meeting to order at 6:04 pm and led the Pledge of Allegiance.

In attendance: Directors Howard Salmon, Barbara Mroz, Bill Leach, Jennifer Jeffries, Stephanie Ortiz. CEO Rachel Mason, Accountant Susan Woodward, Legal Counsel Jeffrey Scott, and Property Manager Roy Moosa. Staff members and associates: Linda Bannerman, Theresa Geracitano, Tracy Rosalee, Tomedes translator. Members of the public were also in attendance.

B. APPROVAL OF THE AGENDA

Action: It was moved by Director Jeffries seconded by Director Mroz to approve the agenda as presented.

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

Table with 2 columns: Name and Vote. Rows include Director Salmon, Director Mroz, Director Leach, Director Jeffries, and Director Ortiz, all with 'Aye' votes.

C. PUBLIC COMMENTS - ANNOUNCEMENT

None.

D. CONSENT ITEMS

- D1. Approval of May 2022 Financial Statements
D2. Minutes of June 1, 2022 Finance Committee Meeting
D3. Minutes of June 8, 2022 Regular Board Meeting
D4. Minutes of June 15, 2022 Facilities Committee Meeting
D5. Consideration of Resolution 451 – Re-Ratifying the State of Emergency and Re-Authorizing Remote Teleconference Meetings
No member of the Board asked to pull a consent item for further discussion.

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

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

Director Salmon .....	Aye
Director Mroz .....	Aye
Director Leach .....	Aye
Director Jeffries.....	Aye
Director Ortiz .....	Aye

**E. REPORTS/POSSIBLE ACTION**

- E1. Finance Committee – Directors Jeffries and Mroz  
 Committee Chair Jeffries reviewed the Financials for May 2022. Summarized the Committees discussion regarding the auditing agency Clifton Larson Allen (CLA). CLA has gone through a merger and their services will increase in cost by \$5,000.00. For continuity the district will remain with CLA as our Auditors.  
*Disclosures:* The investments of the District are in compliance with the District’s 2021-22 Investment Policy. The balances in the District’s investment accounts give the District the ability to meet its expenditure requirements for the next eighteen (18) months.
- E2. Strategic Planning Committee – Directors Jeffries and Salmon  
 Committee Chair Jeffries indicated there was no Strategic Planning meeting for this month.
- E3. Facilities Committee – Directors Mroz and Ortiz  
 Taylor Design Status Update – Rachel Mason  
 CEO Rachel Mason presented the Proposed Landscape Site Plan and Building 1&2 from Taylor Design. On the Landscape Site Plan, CEO Mason provided more granular details for landscaping in different areas of the property: Walking Path, Artificial Turf, Tai Chi Garden, COVID Memorial, Private Event Space. Discussed EV Charging stations and how they may integrate into the new layout of the Parking Area.  
 CEO Mason then shared Building 1 & 2 Layouts, how they work alongside each other as new rooms labeled: Multipurpose Room 1 and Multipurpose Room 2, and how the lobby area becomes the main focal point. There is a planned expansion to the restroom facilities and the addition of the Demonstration Kitchen; CEO Mason shared the vision for the variety of uses that the kitchen will serve.  
 When the facade of the A-frame building was presented, it was explained that the A-frame will remain, and Taylor Design expects to maximize curb-appeal and maintain the feel of Fallbrook – natural and welcoming. Some of the design elements include wood-tone, features that are soft/natural shapes that provide a semi-rustic element with modern appeal. A variety of questions on design, risk-management, and use of space were addressed throughout the presentation.  
 Once sign-off on concept occurs by the Board of Directors, then Taylor Designs will provide design schematics to assure viability. Taylor Design had engineering, plumbing, and mechanical teams on-site to assure the designs are realistic to the ground features. In the planning process, the design concepts will also be presented to the Fallbrook Planning group; then the intent is to hold a community public forum, Open House style, to have input from the community.
- E4. Gov’t and Public Engagement Committee – Directors Salmon and Ortiz  
 Committee Chair Salmon indicated there was no Government & Public Engagement meeting held this month. But Community Health & Wellness Center Administrator Theresa Geracitano provided updates on metrics of visitors to the facility, social media & email engagement metrics, and organizations utilizing the facility. Programing on diabetes was discussed.

- E5. Chief Executive Officer – Rachel Mason  
 CEO Rachel Mason provided COVID-19 updates and mentioned the uptick of testing in our community and that 200 Rapid tests have been ordered through the State. In regard to Staff and Operations, shared information on the upcoming work on parking lot at the administration office that will wrap up the work by Eagle Paving. She also took the time to share information on her attendance to the General Manager Leadership Training by CSDA. This training provided her many new ideas on best practices that she intends to roll out for efficiency. CEO Mason will begin drafting the Annual Report for Fiscal Year '21-'22.
- E6. General Counsel – Jeffrey Scott  
 Legal Counsel Jeffrey Scott indicated there is no report due to the legislature being in recess until August.

**F. DISCUSSION/POSSIBLE ACTION ITEMS**

- F1. Consideration of Updates to District Bylaws – Jeff Scott  
**Action:** It was moved by Director Jeffries, seconded by Director Leach to approve the updates to District Bylaws.  
**Motion carried** by the following roll call vote (5-0)  
 Director Salmon ..... Aye  
 Director Mroz ..... Aye  
 Director Leach ..... Aye  
 Director Jeffries..... Aye  
 Director Ortiz ..... Aye
  
- F2. Consideration of creating RFP for a Construction Manager for the Community Health & Wellness Center Project – Rachel Mason  
Recommendation from the Facilities Committee: That the board approve creating an RFP for a Construction Manager for the Community Health & Wellness Center Project.  
**Action:** It was moved by Director Mroz, seconded by Director Jeffries to approve the creation of RFP for a Construction Manager for the Community Health & Wellness Center Project  
**Motion carried** by the following roll call vote (4-1)  
 Director Salmon ..... Aye  
 Director Mroz ..... Aye  
 Director Leach ..... Nay  
 Director Jeffries..... Aye  
 Director Ortiz ..... Aye

**G. COMMENTS BY MEMBERS OF THE PUBLIC ON ITEMS NOT ON THE AGENDA**

None.

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

- H1. Other Director/Staff discussion items
  - H1a. Item(s) for future board agendas
  - H1b. Announcements of upcoming events:
    - See the District website event calendar at <https://www.fallbrookhealth.org/community-health-wellness-center>
    - **Strategic Planning Committee meeting** – 3<sup>rd</sup> Wednesday, **July 20** 2:00pm, Virtual Meeting

- **Facilities Committee meeting** – 3<sup>rd</sup> Wednesday, **July 20** 5:00pm, Virtual Meeting
- **Gov't and Public Engagement Committee meeting** – 4<sup>th</sup> Wednesday, **July 27**, 5:30pm, Virtual Meeting
- **Finance Committee meeting** – 1<sup>st</sup> Wednesday, **August 3** 4:30pm, Virtual Meeting

H2. **Next Regular Board meeting** – 2<sup>nd</sup> Wednesday, **August 10**, 6:00pm, Virtual and In-Person Meeting at Administrative Office, 1st Floor Community Room, 138 S. Brandon Rd., Fallbrook

**I. CLOSED SESSION**

I1. Personal matter pursuant to Government Code Section 54957(b)(1) – CEO Evaluation  
**Action:** It was moved by Director Jeffries, seconded by Director Ortiz to move into closed session at 8:07 p.m.

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

Director Leach .....	Aye
Director Mroz .....	Aye
Director Ortiz.....	Aye
Director Jeffries.....	Aye
Director Salmon .....	Aye

**J. RETURN TO OPEN SESSION**

Return from open session at 8:41 p.m.

**K. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:42 p.m.

  
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 Howard Salmon, Chairman

  
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 Board Secretary/Clerk