

Fallbrook Regional HEALTH DISTRICT

MINUTES

REGULAR BOARD MEETING

Wednesday, November 13, 2019, 6:00 p.m.

Administrative Office, 1st 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. The roll was called as follows:

Board members in attendance: Director Jennifer Jeffries, Director Howard Salmon, Director Kate Schwartz-Frates and Director William Leach.

Board member absent: Director Barbara Mroz

Also attending: Legal Counsel Jeffrey Scott, Executive Director Rachel Mason, and staff and consultant Pamela Knox, Mireya Banuelos and Wendy Lyon.

B. ADDITIONS TO AGENDA

None

C. BOARD MEMBER AND PUBLIC COMMENTS

Several members of the board commented on either having visited or having upcoming visits to our Community Health Contract recipients. Those having visited were impressed with the services being provided and the impact reports demonstrating the positive impact on the lives of those receiving services.

Leticia Stamos said she had visited the website and noted that our Vision Statement requires an update. She encouraged ongoing outreach to stakeholders in the planning process for the E. Mission Road property.

D. CONSENT ITEMS

- D1. Approval of September 2019 Financial Statements
- D2. Minutes of October 2, 2019 Finance Committee Meeting
- D3. Minutes of October 8, 2019 Regular Board Meeting
- D4. Minutes of October 16, 2019 Strategic Planning Committee
- D5. Minutes of October 31, 2019 Facilities Committee

None of the Consent Items were pulled for further discussion.

Action: In motion duly made, seconded and carried, the Consent Items were approved as presented.

Motion carried: 4-0 (1 absent)

E. REPORTS

- E1. Finance Committee – Directors Jeffries and Mroz
Committee Chair Jeffries provided a review so the financial statements through the month of September. (See attached)

Recommendation: That the board approve the transfer of \$32,000 from Community Investment Fund account to Operating account to cover expenses of \$31,688.94

Action: On motion duly made, seconded and carried the board approved the transfer of \$32,000 from the Community Investment Fund account to the Operating account to cover expenses of \$31,688.94.

Motion carried: 4-0 (1 absent)

- E2. Gov't and Public Engagement Committee – Directors Schwartz-Frates and Mroz
Committee Chair Kate Schwartz-Frates reviewed FRHD and Community events and engagement efforts as well as an events calendar and provided a legislative update. (See attached)
- E3. Facilities Committee – Directors Leach and Mroz
Committee Chair William Leach reported that Rock Rose School has requested an extension to their lease agreement with the District due to their new facility experiencing permitting and construction delays. He said this is a discussion item later in the agenda. *A Good Roofer* is currently replacing roofs on the District admin building and MedPlus Urgent Care building. The last roof to be replaced is at the E. Mission Road property. The sidewalk project has essentially been completed. The Major Use Project goes on the Consent Calendar for the County Board of Supervisors and it is anticipated it will be approved by year end. Lastly, safety issues at all locations are being addressed.
- E4. Strategic Planning Committee – Directors Salmon and Jeffries
Chair Howard Salmon said the Lyft Pilot Program is on the agenda for action later in this meeting. The Board listened to two presentations from potential consultants for the E. Mission Road property development at a special meeting earlier this week. They will be submitting a proposal with potential action anticipated in January.
- E5. Executive Director – Rachel Mason
Ms. Mason reviewed current projects which had already been discussed (sidewalk and roofing projects). She said the banners for MedPlus Urgent Care are ready for pick up and will be installed at that facility. The audiovisual upgrades have been completed in the Admin Building meeting room. Regarding IT, a new server is needed and is in process. Multiple meetings have been scheduled at the E. Mission Road property utilizing the large meeting rooms in the main building. Interviews were held for the shared customer service/social media position which will be shared with North County Fire Protection District so that position will soon be filled.
- E6. General Counsel – Jeffrey Scott
Mr. Scott said his comments would be confined to Closed Session.

F. DISCUSSION ITEMS

- F1. Review 2020-2021 Community Health Contracts Criteria'
Director Jeffries said she had requested this discussion item. She said she understands the necessity for the District to require that services provided by a recipient of a Community Health Contract be provided to those within the District (Bonsall, De Luz, Fallbrook and Rainbow), however, there could be exceptions for some specific recipients. In example, she sited the Land Conservancy having multiple trails in our District for people to walk, hike, explore and enjoy. It is nearly impossible for them to track where all hikers are from. It is known that many residents of our District enjoy these trails for exercise and relaxation. She requested that this be taken into consideration in the future when determining recipients of Community Health Contracts and noted changes to the criteria should be considered by Strategic Planning and the full board.
- F2. Review Rock Rose School for Creative Learning Lease – Request for Month to Month Lease Extension until July 31, 2020
As reported by Director Leach in his Facilities Committee report, Rock Rose School has requested an extension through July 31st. Discussion ensued regarding moving forward with a month-to-month only agreement (no end date included) with the understanding that District needs supersede the month-to-month agreement. This item will be on the December regular meeting agenda as an action item.

G. ACTION ITEMS

- G1. Approval of Resolution 430 – Establishing Policies and Procedures for Implementing the California Public Records Act and Policy

Jeffrey Scott noted that the ACHD certification program for Districts requires that the District formally adopt a policy relating to access to California Public Records. Resolution 430 tracts the current law and provides a formal policy which meets the requirements of the law and ACHD certification practices.

Action: On motion duly made, seconded and carried, the Board of Directors approved Resolution 430 as presented by the following roll call vote:

Director Jeffries	Aye
Director Salmon.....	Aye
Director Schwartz-Frates	Aye
Director Leach	Aye
Director Mroz.....	Absent

Motion carried: 4-0 (1 absent)

- G2. Approval of Revised Grant Policy
 Executive Director Rachel Mason said there were no significant changes to this policy, and Counsel noted that with the passage of AB 2019 last year, this policy assures codes are appropriate and the language meets current compliance.
Agenda: On motion duly made, seconded and carried, the board approved the Revised Grant Policy as presented.
Motion carried: 4-0 (1 absent)
- G3. Approval of Election of Directors and Board Vacancies Policy
 Counsel Scott indicated that this policy reflects the change from At-Large to Zone elections and formalizes the process of the Election of Directors and Board Vacancies.
Action: On motion duly made, seconded and carried, the board approved the Election of Directors and Board Vacancies Policy as presented.
Motion carried: 4-0 (1 absent)
- G4. Consideration of Declaration of Surplus Land designation for property located at 617 East Alvarado Street, Fallbrook, California
 Counsel Scott explained that there has been interest expressed in purchasing the MedPlus Urgent Care Clinic Property. Mr. Scott noted that according to the law, in order for the District, as a public agency, to even consider selling the property to a private party, it is necessary for the Board to first declare the property "surplus", and allow other public agencies to express interest in using the property. This process should take from 60-90 days and any sale of the property must be at fair market value. Discussion ensued during which there was a question as to the timing of this action. Mr. Scott indicated that by declaring the property surplus, it was just a required first step and the District was under absolutely no obligation to sell the property to either another public entity, or to a private party.
Action: On motion duly made, seconded and carried the board approved the Declaration of Surplus Land designation for property located at 617 E. Alvarado Street, with the understanding that health-related services would have priority in any sale consideration.
Motion carried: 3 Ayes, 1 Nae and 1 Absent
- G5. Approval of Lyft Pilot Program Budget
Recommendation from Finance: That the board approve the budget for the Lyft Pilot Program for a six-month period.
 Rachel Mason said a draft budget had been considered by the Finance Committee and was recommended for approval by the full board for a six-month trial period. She reviewed the services and cost. The District, North County Fire Protection District, and MedPlus Urgent Care could initiate the process to obtain rides with Lyft. The District will be paying for the cost of this service. A program manual is in development. It was noted that this item had not been budgeted and would be transferred from the Community Investment Fund to the Operations account for the purpose of testing this service. Discussion ensued.

Action: It was moved, seconded and carried to approve the budget for the Lyft Pilot Program for a six-month period.

Motion carried: 4-0 (1 absent)

H. ITEMS FOR SUBSEQUENT MEETINGS

- H1. Other Director/Staff discussion items
- H1a. Item(s) for future board agendas
 Director Schwartz-Frates suggested the board consider moving the Finance Committee meeting one week ahead to allow additional time for review. Director Salmon asked why the finance reporting is delayed by two months. This will be considered by staff who will report back as to feasibility of said changes. Director Salmon recommended a Board Workshop be scheduled for the beginning of 2020.
- H1b. Announcements of upcoming events:
- **Veteran's Day/District Holiday** – Office closed **November 11**
 - **Special Board meeting – Monday, November 11**, 6:30pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
 - **Community Collaborative for Health & Wellness Committee (CCH&W) meeting** – 3rd Wednesday, **November 20**, 10:30am-noon, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
 - **“Lions Gift of Sight” Free Vision Screening – November 23**, 8:00am-2:00pm, FRHD Wellness Center, Main Building, 1636 E. Mission Rd., Fallbrook
 - **Facilities Committee meeting – November 26**, 10:30am, FRHD Administrative Office, Community Room, 138 S. Brandon Rd., Fallbrook
 - **Thanksgiving/District Holiday** – Office closed on Thursday & Friday, November 28th to 29th.
 - **Finance Committee meeting** – 1st Wednesday, **December 4**, 6:00pm, FRHD Administrative Office, Community Room, 138 S. Brandon Rd., Fallbrook
 - **Woman of Wellness – No meeting in December**
 - **Christmas Parade – Saturday, December 7**, 5:00pm, Main Ave., Downtown Fallbrook
 - **Tour with State Senator Brian Jones – Monday, December 16**, 9:00am, Administrative Office, 138 S. Brandon Rd., Fallbrook
 - **Gov't and Public Engagement Committee meeting** – Quarterly – **TBD**, FRHD Administrative Office, Community Room, 138 S. Brandon Rd., Fallbrook
 - **Strategic Planning Committee meeting** – Quarterly – **TBD**
 - **Christmas Eve and Christmas Day/District Holidays** – Office closed
 - **New Year's Day/District Holiday** – Office closed
- H2. Next Regular Board meeting – 2nd Wednesday, December 11, 6:00pm, FRHD Administrative Office, Community Room, 138 S. Brandon Rd., Fallbrook

Action: It was moved, seconded and carried to adjourn into Closed Session at 7:40 p.m.

Motion carried: 4-0 (1 absent)

I. CLOSED SESSION

- I1. Conference with Real Property Negotiator
 Property: 617 East Alvarado Street, Fallbrook, California
 Agency negotiator: General Counsel
 Under negotiation: terms and conditions

J. RETURN TO OPEN SESSION AND REPORT AFTER CLOSED SESSION

The Board in Closed Session voted 3-1 to direct Counsel to take appropriate action concerning the terms and conditions related to the potential sale of the property located at 617 E. Alvarado Street.

K. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:17 p.m.



Howard Salmon, Chairman



Board Secretary/Clerk