

**BOARD OF DIRECTORS**

Anne Stokman, RN, President
Timothy Benefield, Vice-President
Becky Campo, Secretary
Luis Avila, Treasurer
(Vacant), Zone 4-Director

PO Box 187, Patterson, CA 95363
Phone (209) 892-8781 Fax (209) 892-3755

SPECIAL BOARD OF DIRECTORS MEETING**Monday, August 12, 2024 @ 6:00 pm**

Del Puerto Health Center, 1700 Keystone Pacific Parkway, Ste B, North Conference Room

PUBLIC COMMENT PERIOD: Matters under the jurisdiction of the Board and not on the posted agenda may be addressed by the general public at the beginning of the regular agenda. If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period; however, California law prohibits the Board from acting on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board of Directors. Persons speaking during the Public Comment will be limited to five minutes. Depending on the number of persons wishing to speak, speaking time may be reduced to allow all public members to address the Board. Public comments must be addressed to the board through the President. Comments to individuals or staff are not permitted.

CONSENT CALENDAR: These matters include routine financial and administrative actions and are identified with an asterisk (*). All items on the consent calendar will be voted on as a single action at the beginning of the meeting under the section titled "Consent Calendar" without discussion. If you wish to discuss an item on the Consent Calendar, please notify the Clerk of the Board prior to the beginning of the meeting or you may speak about the item during Public Comment Period.

REGULAR CALENDAR: These items will be individually discussed and include all items not on the consent calendar, all public hearings, and correspondence.

CLOSED SESSION: Is the portion of the meeting conducted in private without the attendance of the public or press to discuss certain confidential matters specifically permitted by the Brown Act. The public will be provided an opportunity to comment on any matter to be considered in closed session prior to the Board adjourning into closed session.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA: Please raise your hand or step to the podium at the time the Board President announces the item. In order that interested parties have an opportunity to speak, any person addressing the Board will be limited to a maximum of 5 minutes unless the President of the Board grants a longer period.

BOARD AGENDAS AND MINUTES: Board agendas and minutes are typically posted on the Internet on Friday afternoons preceding a Monday meeting at the following website: <https://dphealth.specialdistrict.org/board-meetings>.

Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District office at 875 E Street, Patterson, CA during normal business hours. Such documents are also available online, subject to staff's ability to post the documents before the meeting, at the following website <https://dphealth.specialdistrict.org/board-meetings>.

NOTICE REGARDING NON-ENGLISH SPEAKERS: Board of Director meetings are conducted in English and translation to other languages is not provided. Please arrange for an interpreter, if necessary.

REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (209) 892-8781. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Cell phones must be silenced or set in a mode to not disturb District business during the meeting.

**DEL PUERTO HEALTH CARE DISTRICT
Special Board of Directors Meeting
Monday, August 12, 2024 @ 6:00 pm**

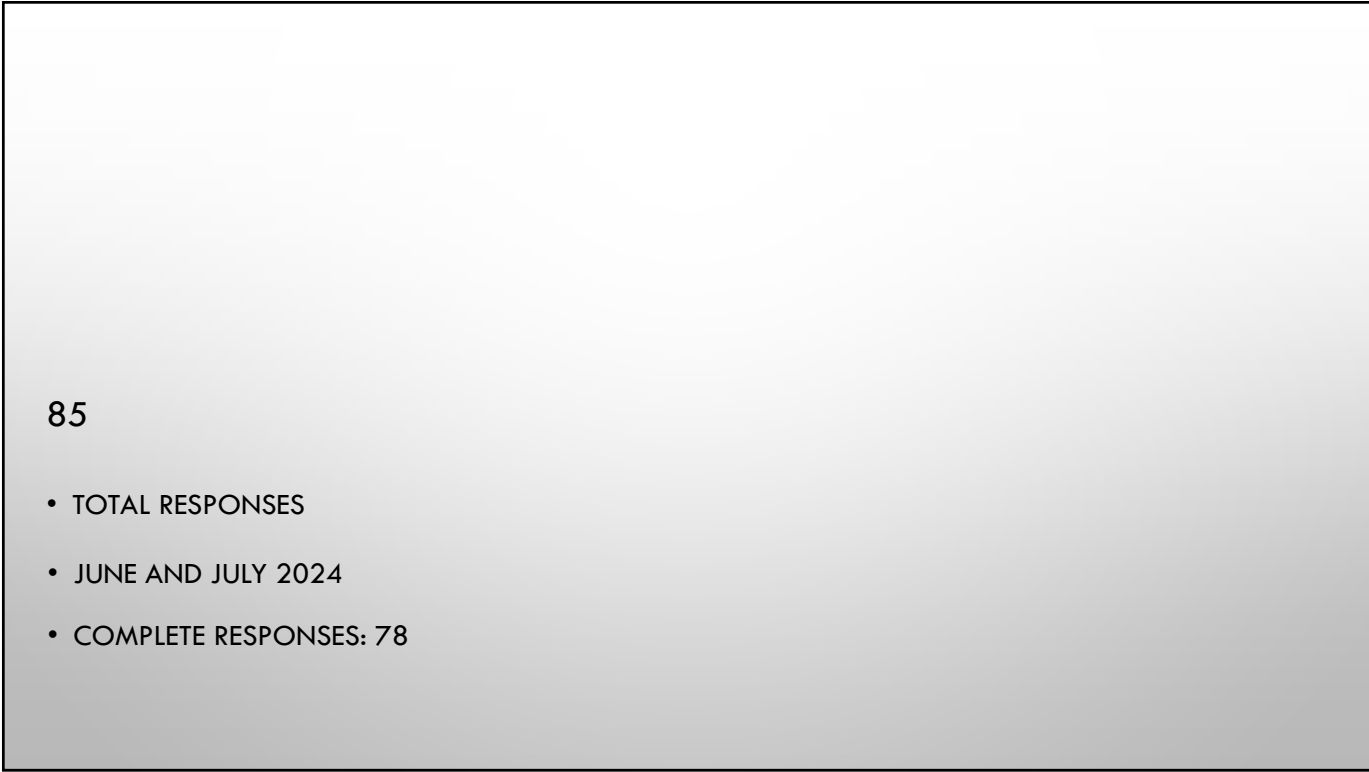
Del Puerto Health Center, 1700 Keystone Pacific Parkway, Ste B, North Conference Room

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
4. **Reading the Vision, Mission, and Value Statements**
*Vision: "A locally cultivated, healthier community."
 Mission: "To provide, promote, and partner in quality healthcare for all."
 Values: "Compassion – Commitment – Excellence"*
5. **Public Comment Period** *[Members of the public may address the Board on any issues on the Consent Calendar and items not listed on the agenda that are within the purview of the District. Comments on the agenda are made when the Board considers each item. Each speaker is allowed a maximum of five minutes. Board members may not comment or act on items not on the agenda.]*
6. **Declarations of Conflict** *[Board members disclose any conflicts of interest with agenda items]*
7. **Approval of Agenda** **Action**
*[*Directors may request moving any consent calendar item to the regular calendar or change the order of the agenda items.]*
8. **Strategic Planning Workshop**
 - A. Survey Results
 - B. Board Discernment of Top Strategic Priorities
 - C. Next Steps
9. **Regular Calendar**
 - A. **Any Consent Calendar items moved to the Regular Calendar* **Action**
 - B. Approval of New Middle Management Payscale(s) **Action**
10. **Upcoming Regular Board and Standing Committee Meeting Dates Information**

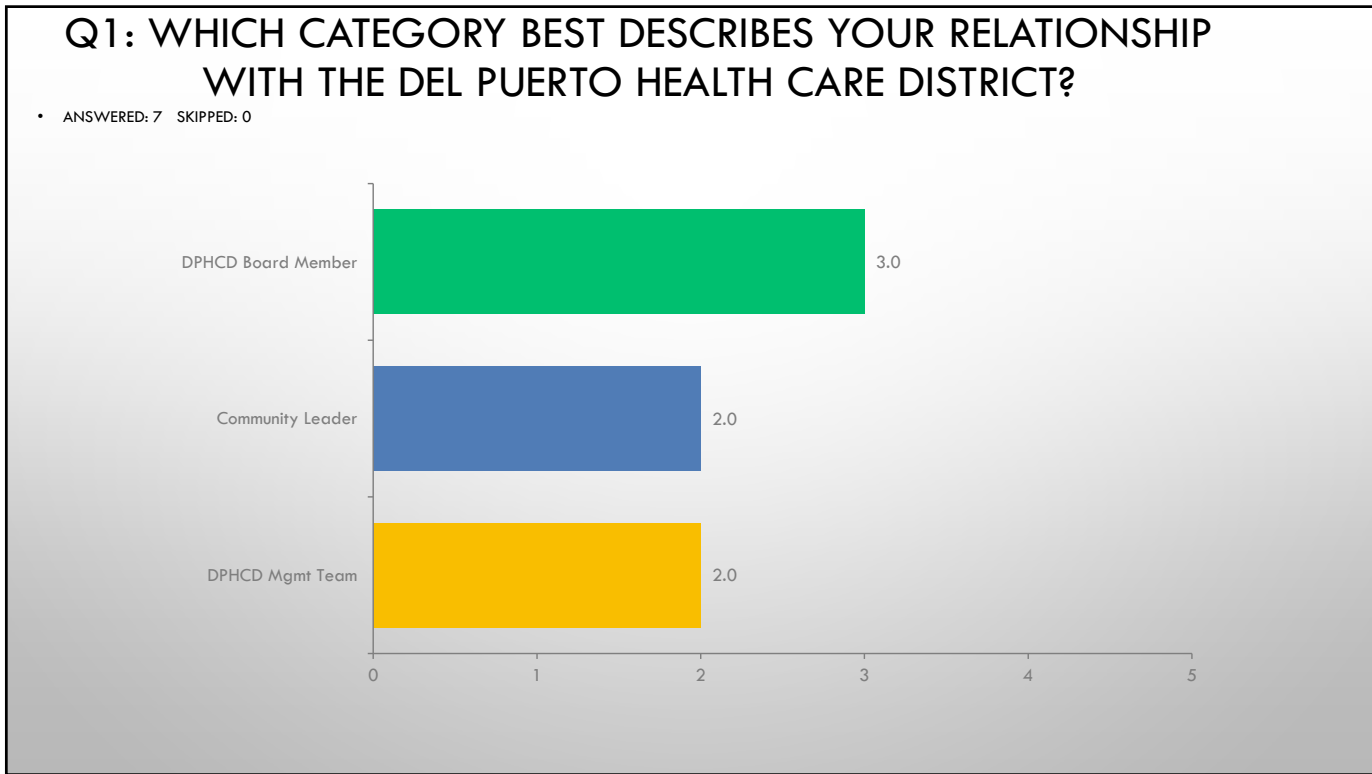
Finance – Wed, Aug 21 @ 6:30 PM	Board – Mon, Aug 26 @ 6:00 PM
Finance – Wed, Sep 25 @ 6:30 PM	Board – Mon, Sep 30 @ 6:00 PM
Finance – Wed, Oct 23 @ 6:30 PM	Board – Mon, Oct 28 @ 6:00 PM
11. **Adjourn**



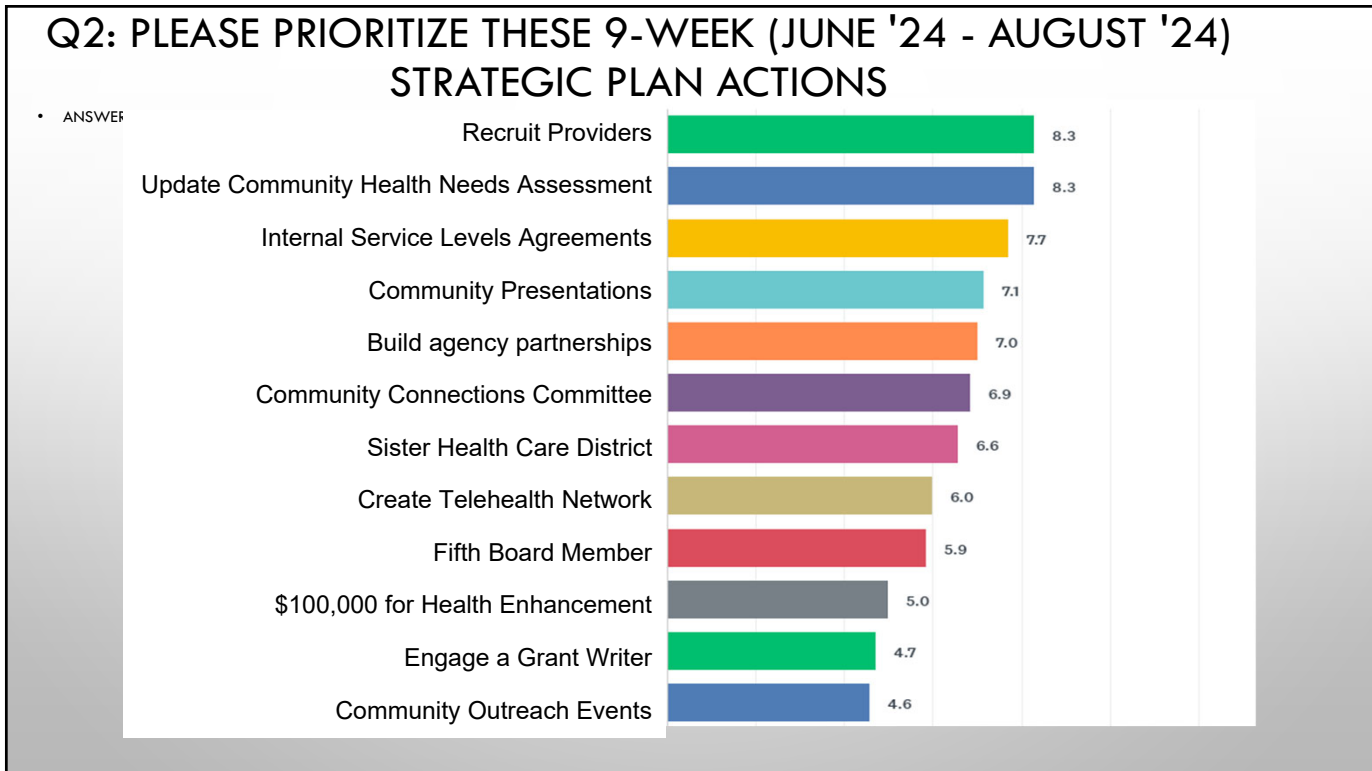
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PLEASE PRIORITIZE THESE 9-MONTHS (JUNE '24 - MARCH '24) STRATEGIC PLAN ACTIONS (FIRST HALF)

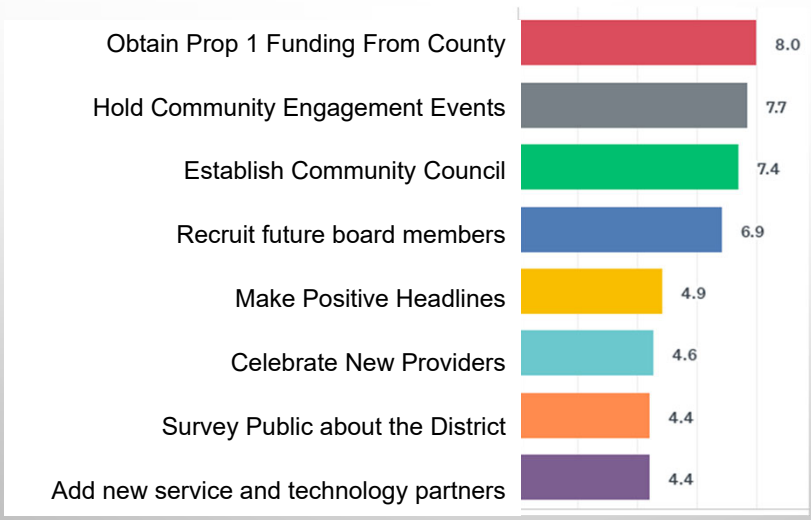
• ANSWERED: 7 SKIPPED: 0



5

PLEASE PRIORITIZE THESE 9-MONTHS (JUNE '24 - MARCH '24) STRATEGIC PLAN ACTIONS (SECOND HALF)

• ANSWERED: 7 SKIPPED: 0



6

REGULAR OPERATIONAL OBJECTIVES

• THESE ARE NOT STRATEGIES BUT ARE PART OF REGULAR OPERATIONS.

Strategic Plan	Draft Strategic Plan from our May 16 discussions, with priority actions, investments, and accountabilities needed for success
Strategic Plan	Review staff assignments for our plans, and assess Progress to Plan and publish updated Strategic Plan version before Fiscal Year July 2025- June 2026 begins
Health Care Access	Recruit county physicians for pt or ft roles in health center
Health Care Access	Develop Service Level Agreement (SLA) between Health Center and Ambulance Teams (needs and expectations; can be shared with staff of both sides)
Marketing	Celebrate the opening of the imaging center (September) event and promotion
Marketing	Celebrate new DPHCD providers serving in our District
Marketing	Promote Urgent Care Hours
Marketing	Make positive headlines in all media that we are walking-the-talk of our bold plans and capital investments
Board	Develop waiting list of talented District Board Members

7

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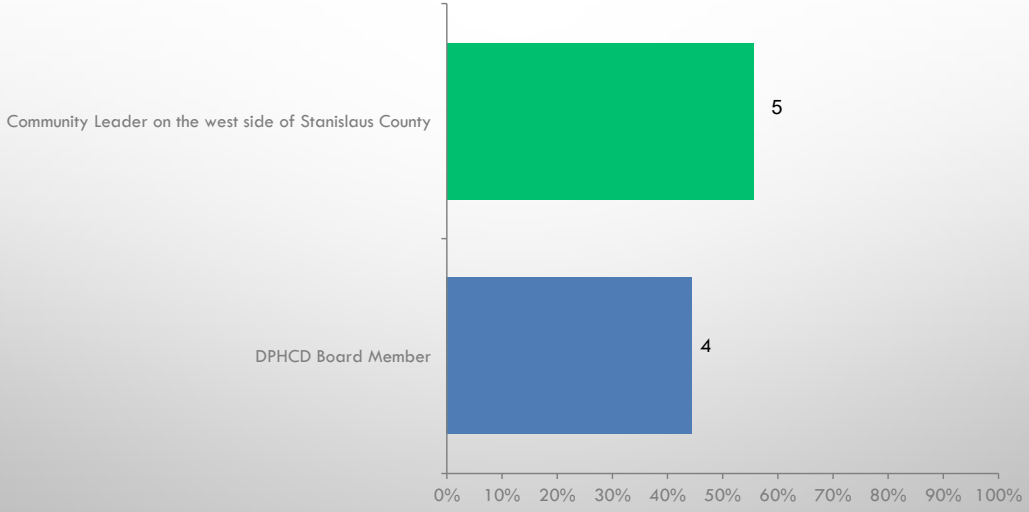
SUMMARIZED PRIORITIES FOR 2024-2025 BY COMMUNITY LEADERS, BOARD, AND PATIENTS

TUESDAY, AUGUST 06, 2024

8

Q1: WHICH CATEGORY BEST DESCRIBES YOUR RELATIONSHIP WITH THE DEL PUERTO HEALTH CARE DISTRICT?

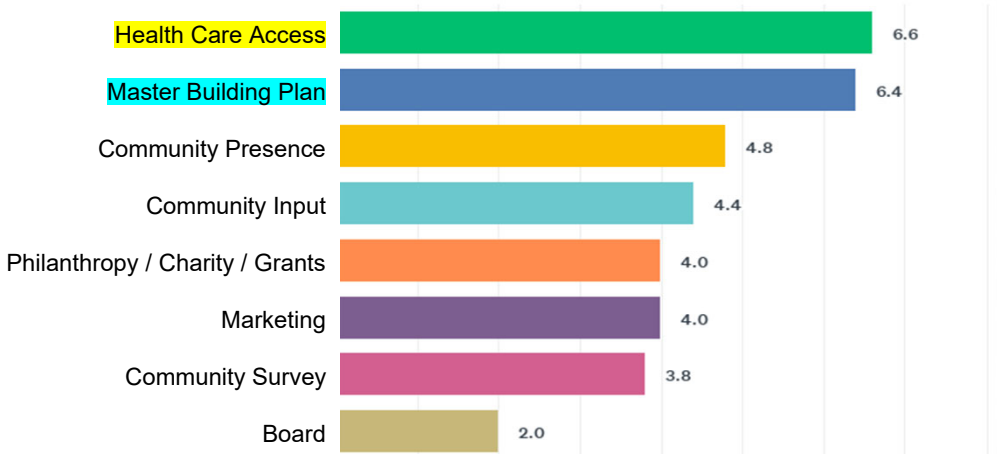
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9

STRATEGIC PRIORITIES: 5 COMMUNITY LEADERS

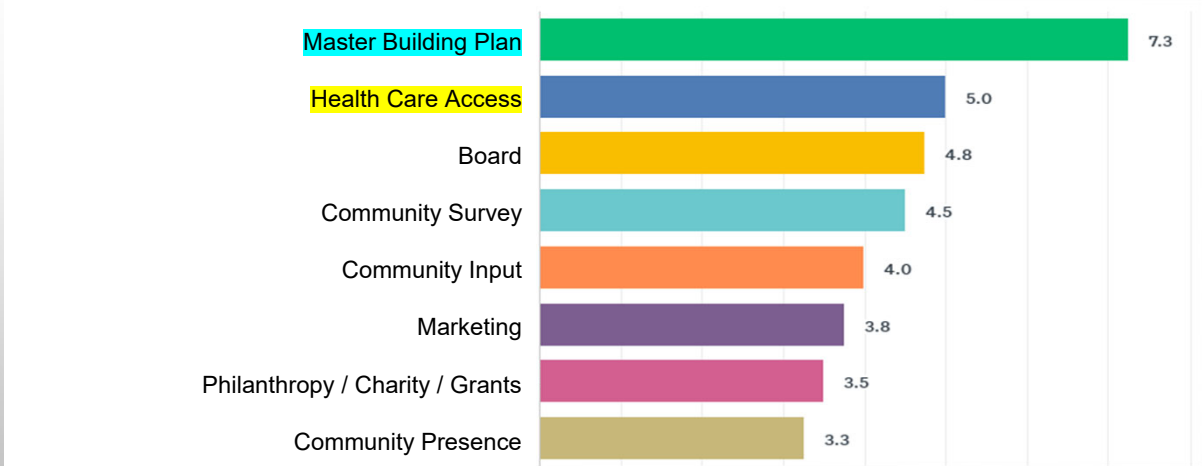
ANSWERED: 5 SKIPPED: 0



10

STRATEGIC PRIORITIES: 4 BOARD MEMBERS

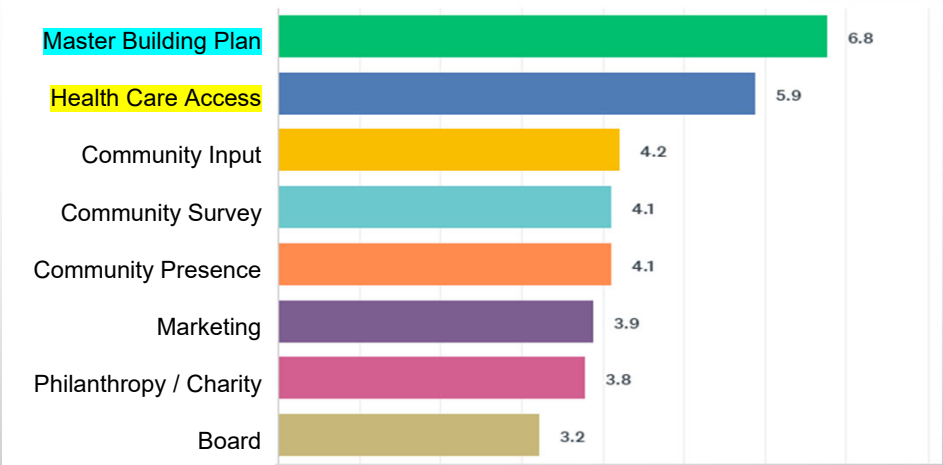
ANSWERED: 4 SKIPPED: 0



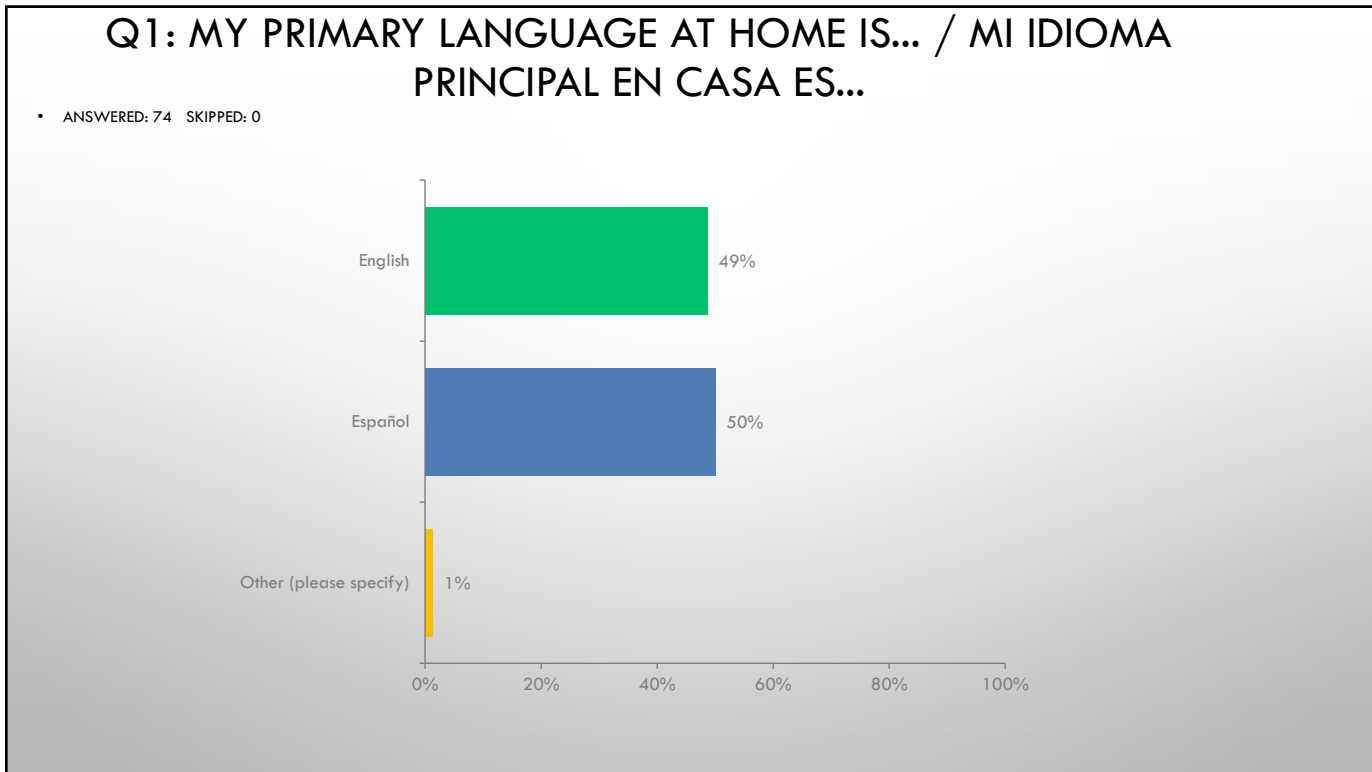
11

Q2: BOARD AND COMMUNITY LEADERS INPUT

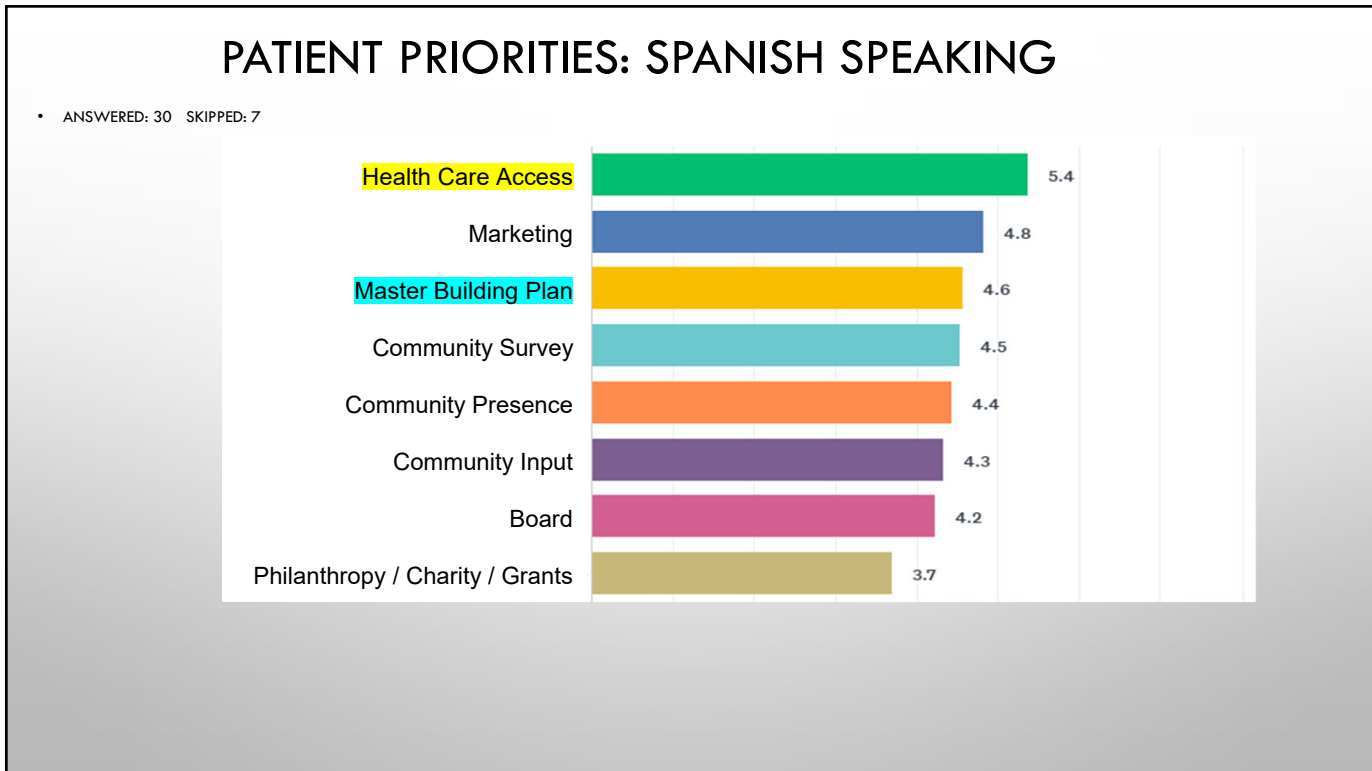
ANSWERED: 9 SKIPPED: 0



12



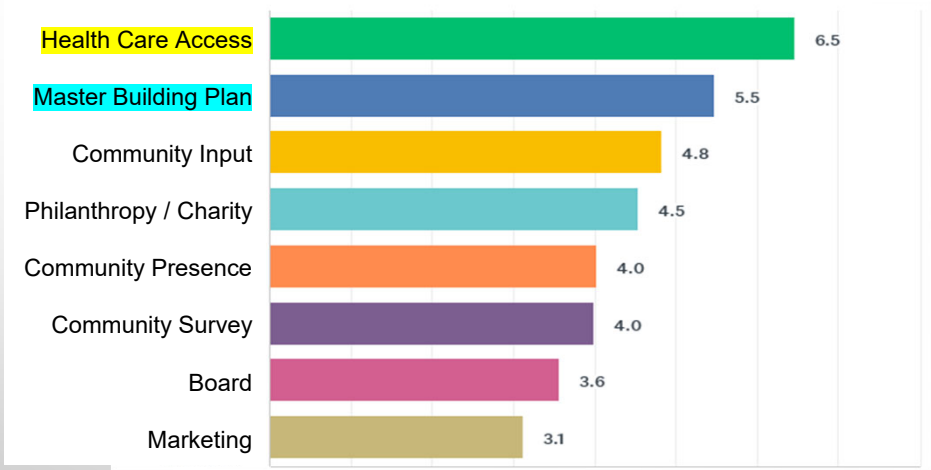
13



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PATIENT PRIORITIES: 36 ENGLISH SPEAKING

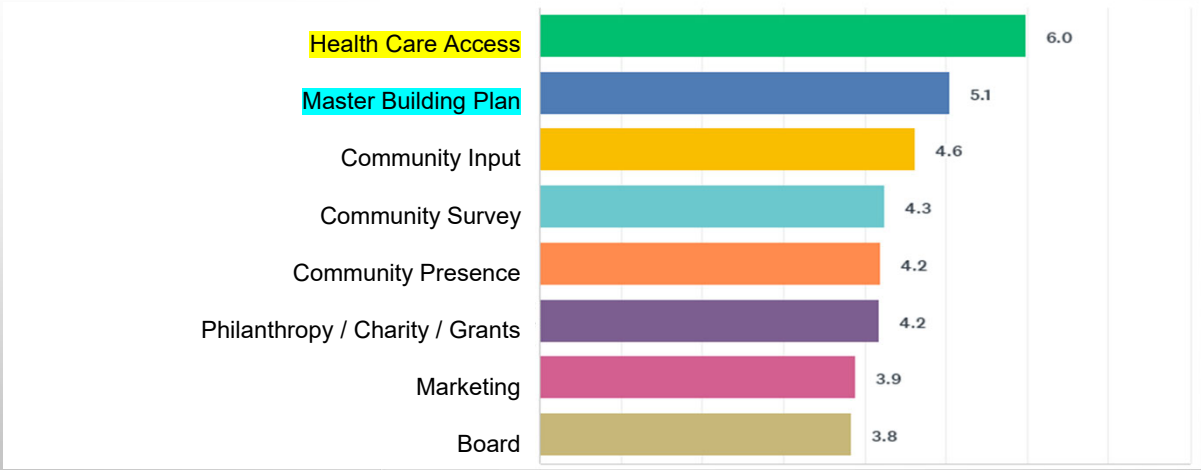
• ANSWERED: 34 SKIPPED: 2



15

PATIENT PRIORITIES:

• ANSWERED: 65 SKIPPED: 9

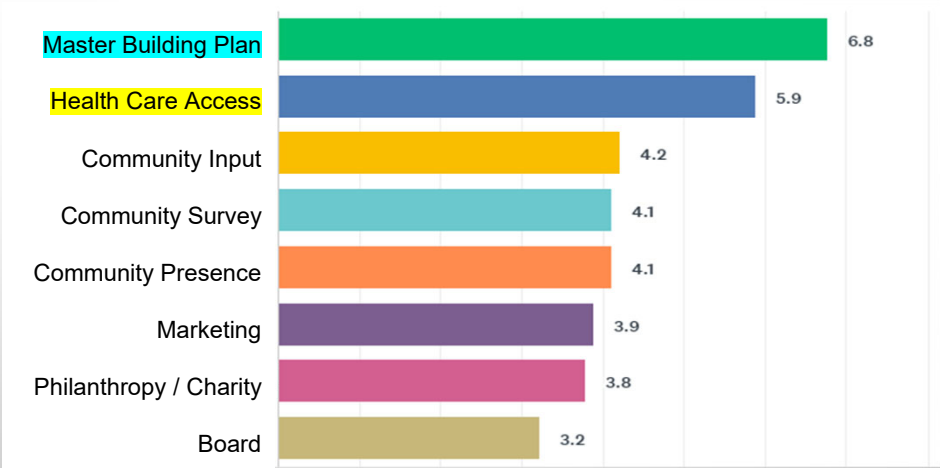


16

16

Q2: BOARD AND COMMUNITY LEADERS INPUT

ANSWERED: 9 SKIPPED: 0



17

STRATEGIC AREAS AS PRIORITIZED

Primary Areas	Patients	Board/Leaders	Average
1. Health Care Access	5.98	5.90	5.94
2. Master Building Plan	5.05	6.80	5.93
3. Community Input	4.62	4.20	4.41
4. Community Survey	4.25	4.10	4.18
5. Community Presence	4.20	4.10	4.15
6. Funding Community Support	4.18	3.80	3.99
7. Marketing	3.89	3.90	3.90
8. Board	3.83	3.20	3.52

18

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Setting Strategic Plan Priorities for the next 9-Weeks and 9-Months

Q1. Which category best describes your relationship with the Del Puerto Health Care District?

Answer Choices	Responses	
DPHCD Board Member	0.14	1
Community Leader on the west side of Stanislaus County	0.43	3
DPHCD Management Team	0.43	3
	Answered	7

Q2. Please prioritize these 9-week (June '24 - August '24) Strategic Plan Actions

	Score
1 Create a “Community Advisory Council” to guide our work in population health and addressing the Social Determinates of Health	8.7
2 Recruit county physicians for PT or FT roles in health center	8.3
3 Establish list of organizations, strategies, calendars, and messaging for Community presentations by Board and Managers	7.9
4 Develop Service Level Agreement (SLA) between Health Center and Ambulance Teams	7.9
5 Establish strategy to build community partnerships (captured in Memoranda of Collaborations) with public agencies and private organizations to advance our plans and programs (comprehensive directory of their decision-makers)	7.6
6 Identify Sister Health Care Districts to consider for mutually beneficial exchange opportunities	7.3
7 Contact SacState to administer Community Health Needs Assessment update	6.7
8 Develop calendar and game-plan for community outreach events and who will represent us at the events/groups	6.0
9 Recruit, onboard, and celebrate our Fifth District Board Member	5.0
10 Set aside \$100,000 to fuel expanded collaboration in the community for health enhancements and partnering and form a task force to work with management on targeting grant-making to prime-pump of community relationships for health gains	4.6
11 Contact payers and subspecialists related to the District on strategies/plans for telehealth initiatives	4.1
12 Engage a Grant Writer to lead our pursuit of philanthropy from public and private sources	4.0

Q3. Please prioritize these 9-month (June '24 - March '25) Strategic Plan Goals.

	Score
1 Establish a Mental Health access and promotion program in partnership with other providers and the County	12.0
2 Secure property for Medical Park Campus Master Plan	12.0
3 Secure commitments for funding from Prop 1	11.9
4 Establish and promote our Annual Health Fair for next few years	11.0
5 Establish Telehealth programming for various specialties within our Health Center	10.9
6 Establish Community Advisory Council/Committee to guide our work in population health and health gains	10.4
7 Review staff assignments for our plans, assess progress of plan, and publish an updated Strategic Plan before Fiscal Year July 2025- June 2026 begins	9.9
8 Assign a person to draft our strategy to secure Prop 1 Funding from County	8.7
9 Actively engage Board members in Community Relationships and Partnerships	8.6
10 Celebrate a series of successful community engagement events	8.1
11 Update our Community Health Needs Assessment to shape our updated Strategic Master Plan for 2030	7.1
12 Make positive headlines in all media that we are walking-the-talk of our bold plans and capital investments	6.3
13 Celebrate new DPHCD providers serving in our District	5.6
14 Develop waiting list of talented District Board Members	5.0
15 Survey public on their knowledge of and support for District activities	4.4
16 Establish new partnerships for many of our services and technologies	4.1

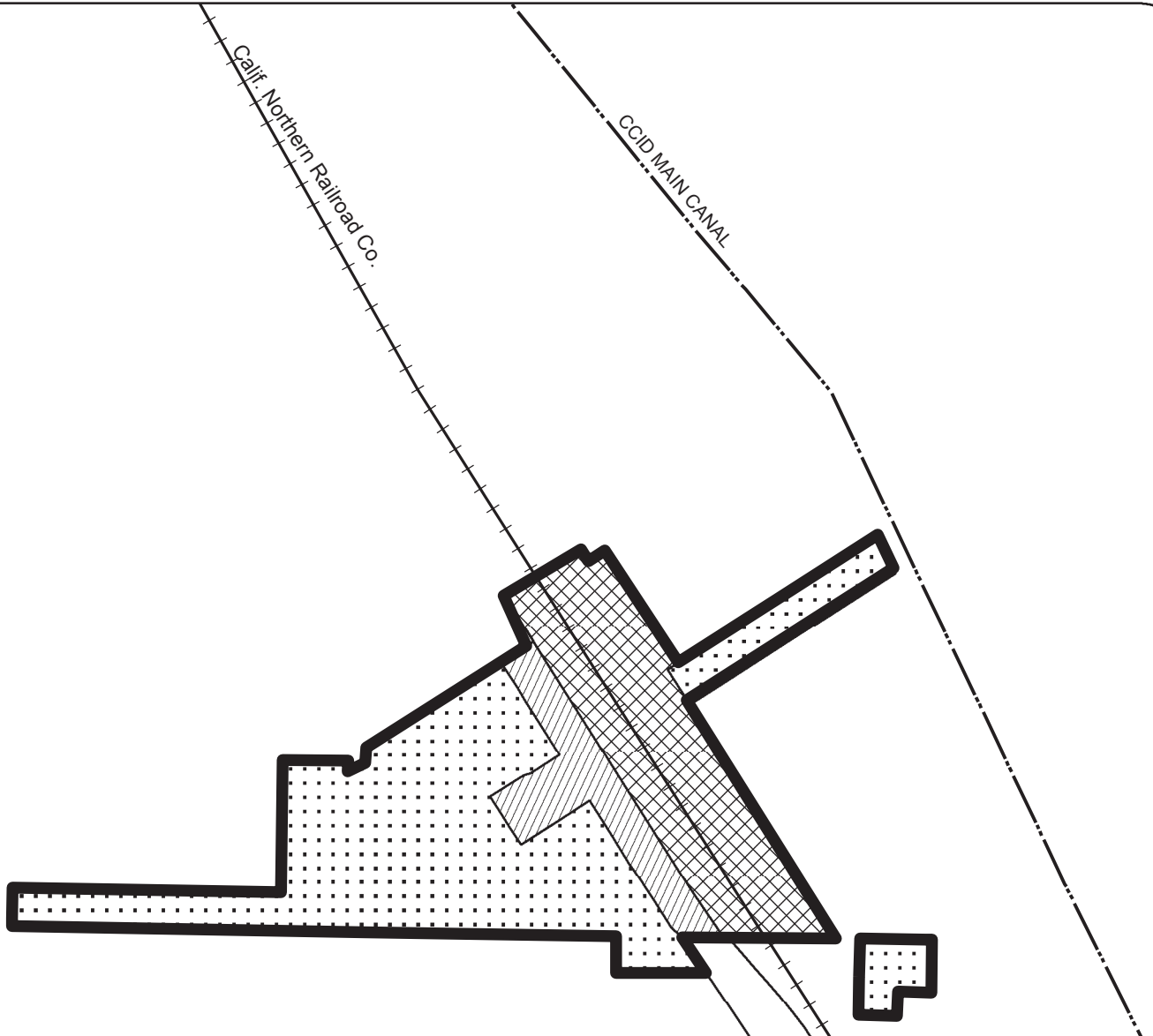
Appendix I-A1






CROWS LANDING COMMUNITY PLAN

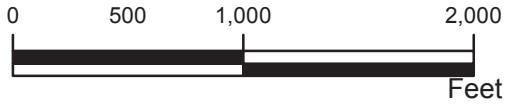
Adopted by the Stanislaus County Board of Supervisors

JUNE 23, 1987*

**A technical update to population statistics, service providers, and conditions in and surrounding the community were adopted on August 23, 2016, as part of the 2015 comprehensive General Plan Update. The 2015 update also incorporated into the Community Plan information from the June 23, 1987, adopted Support Documentation to the Stanislaus County General Plan.*



-  AGRICULTURE
-  RESIDENTIAL
-  COMMERCIAL
-  INDUSTRIAL
-  COMMUNITY PLAN BOUNDARY



CROWS LANDING

COMMUNITY PLAN

Description of Crows Landing

The community of Crows Landing is located on the west side of Stanislaus County, straddling State Highway 33. Approximately one and one-half miles to the northwest of the town is the former United States Naval Auxiliary Landing Field, Crows Landing, which previously served as a practice landing field for Navy, Marine, and NASA Research aircraft. The United States Congress conveyed the former military property to Stanislaus County in 2004 pursuant to Public Law 106-82. Since that time, the County has embraced the opportunity to revitalize the County's economy through the reuse of the former airfield to the benefit of County residents and the region as a whole. Conveyance of the remaining 176 acres is anticipated to occur pending remediation. The community of Crows Landing is located within an area of long-standing, intense agricultural uses.

History

Transportation has played a major role in shaping the history of Crows Landing. Crows Landing was established in the 1850's as a ferry landing on the San Joaquin River for gold miners destined for the Mother Lode. After the initial gold rush was over, Crows Landing became a river port for steamers hauling agricultural goods produced in the area to market. But in 1888 when the railroads arrived offering more reliable service than the river steamers could provide, the whole town moved to its present location adjacent to the railroad tracks three miles west of its original site.

Land Use

The community of Crows Landing consists primarily of single family homes. Along Highway 33 and the Southern Pacific Railroad Tracks are many agricultural warehouses and packing sheds. On the west side of Highway 33 and along 5th Street from halfway between G and H Streets to the highway is the commercial area of Crows Landing. The commercial and industrial areas serve both the community of Crows Landing and the surrounding agricultural area. The community is surrounded by land under Williamson Act contract. There are only a few large parcels not under contract.

Available Urban Services

The West Stanislaus Fire Protection District provides fire protection services and the Stanislaus County Sheriff's Department provides police protection. The Crows Landing Community Service District provides public water but there is no sanitary sewer system. The District provides municipal water services for residential and commercial purposes via two groundwater wells. Currently, the majority of the municipal water is pumped through very old and small pipelines, which tend to lose pressure when heavy consumptive demands are placed on the system. The system is also at capacity, limiting the District's ability to expand.

Transportation

Highway 33 bisects the town of Crows Landing. Interstate 5 is only 3 miles to the west and can be reached via Fink Road and the Fink Road interchange. The Southern Pacific Railroad lines run parallel to Highway 33.

Development Potential

The estimated population in Crows Landing in 2014 was 500 residents. It is not anticipated that Crows Landing will experience significant growth in the coming years. Constraints with the existing water system, lack of sanitary sewer and existing Williamson Act contracts will keep its growth to a minimum.

Del Puerto Health Care District

Crows Landing business park among projects identified in Stanislaus County plan

Joe Cortez

Westside Connect

Published: Apr 17, 2024, 4:35 PM

The Stanislaus County Board of Supervisors voted unanimously at its most recent meeting to approve a \$1.16 billion Capital Improvement Plan over the next five years.

Approval of the CIP is not an approval for any specific project and it is not a request for funding. The plan merely identifies potential projects, lists potential start and completion dates, recommends methods of financing projects, and projects estimated costs — including potential cost increases — over multiple years.

“The Capital Improvement Plan is a super critical element for our county government leadership,” said Patrice Dietrich, the county’s assistant executive officer and COO, who pointed out that \$350 million of the \$1.2 billion plan comes from facilities requests alone. “It’s a strategic plan and it provides us with the prioritization for all of the space, building and facility needs that our 26 departments are identifying that are needed to serve the community.”

Some of the larger projects, as identified by the Public Works Director Dave Leamon, include the North County Corridor (construction of two-plus miles of highway/expressway between Modesto and Oakdale), which has a price tag of \$180 million; the 7th Street Bridge (construction of a four-lane replacement bridge), with a potential cost of \$95 million; and the Crows Landing Business Park, with an estimated cost of \$43 million.

“Obviously, our roads and bridges are our largest asset in the county,” said District 2 Supervisor Vito Chiesa, who represents Turlock. “We’re making a little headway on our roads, but if we get a couple of bridges done each year, and if we’re really lucky we get three of them, it’s still on a 70-, 80-year cycle, which is above their life expectancy. So, we’re essentially working on borrowed time at this point.

“I just want the public to understand the daunting task on the Public Works side, which is what we receive a ton of complaints on. ... This is a great start and I appreciate it, because there seems like there’s been a much more concerted effort on the Capital Improvement Plan.”

Some of the General Services Agency Tier 1 projects mentioned by GSA director Andrew Johnson and GSA manager Teresa Vander Veen in the plan include a 50,000 square-foot Health Services Agency/Public Health facility (\$58.2 million); the design and construction of outdoor recreation yards at the Public Safety Center (\$6 million); and renovations to the Keyes Community Center (\$2 million). A few of the Tier 2 projects include renovating the Juvenile Hall courtroom (\$6 million) and a roof evaluation/replacement for the Gallo Center for the Arts (\$1.4 million).

A capital improvement is an improvement to a facility or infrastructure that costs more than \$200,000 and will extend the life of the facility by more than five years or alters the use of the facility/space.

Individual departments submit requests, which are then reviewed by the GSA, then sent to the CIP committee for prioritization, before landing on the desk of county CEO Jody Hayes and his senior leadership team. The supervisors are then briefed before the planning commission reviews it and then sends it to the supervisors for adoption.

2024 DPHCD MID-MANAGEMENT MARKET ADJUSTMENT SURVEY RECOMMENDATIONS																																			
<table border="1" style="margin: auto;"> <tr> <td colspan="5">Recommended Mid-Manager Salary Range Based of Market</td> </tr> <tr> <td style="text-align: center;">\$71,570.15</td> <td style="text-align: center;">\$82,891.47</td> <td colspan="3" style="text-align: center;">\$94,212.79</td> </tr> </table>											Recommended Mid-Manager Salary Range Based of Market					\$71,570.15	\$82,891.47	\$94,212.79																	
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Range Based of Market Ranges																																			
	Current Range			2022 Data with 23/24 COLA			Current Salary	Percentage Difference																											
	Low	Mid	High	Low	Mid	High																													
Accountant	\$64,034	\$75,099	\$86,164	\$70,834	\$81,220	\$91,606	\$69,493	10.62%	8.15%	6.32%																									
Exec Sec	\$0	\$0	\$0	\$71,012	\$80,359	\$89,706	\$0		New Position																										
Asst HC Manager	\$45,760	\$52,000	\$58,240	\$72,864	\$87,095	\$101,326	\$56,202		New Position																										
Average	\$54,897	\$63,550	\$72,202	\$71,570	\$82,891	\$94,213																													

2024 DPHCD STAFF ACCOUNTANT MARKET ADJUSTMENT SALARY SURVEY

Incumbent	Direct Experience	Indirect Experience	Leadership Experience
Danae Skinner	28	14	14

	Previous Salary Increase					
	2023	2022	2021	2020	2019	2018
DPHCD Salary	\$64,313.60	\$61,256.00	\$54,204.80	\$49,275.20	\$47,840.00	\$47,840.00
Percentage Change	4.99%	13.01%	10.00%	3.00%	0.00%	

Year	Employer Type	Employer Name	County	Livable Wage Hourly Salary	Cost of Living Difference	Department / Subdivision	Position	Min Position Salary	Regular Salary	Max Position Salary	Min Position Salary w/Geo	Regular Salary w/GEO	Max Position Salary w/GEO	Employer Retirement Contribution	Employer Benefits Contribution	Total Employer Health & Retirement Contribution	Applicable Defined Pension
2022	Special District	Oak Valley Hospital District	Stanislaus	\$23.10	0.0%	General Accounting	Senior Accountant I	\$77,212	\$86,823	\$112,034	\$77,212	\$86,823	\$112,034	\$14,550	\$8,064	\$22,614	NA
2022	Special District	Sierra View Local Health Care District	Tulare	\$21.88	5.3%	General Accounting	Accountant, Staff	\$62,296	\$74,554	\$87,214	\$65,586	\$78,491	\$91,820	\$7,522	\$69,928	\$77,450	NA
2022	Special District	Pioneers Memorial Hospital District	Imperial	\$20.82	9.9%	Finance	Senior Accountant I	\$84,090	\$65,549	\$116,500	\$92,390	\$72,019	\$127,999	\$2,294	\$7,737	\$10,031	0
2022	Special District	Southern Mono Health Care District	Mono	\$23.68	-2.5%	Financial Management	Staff Accountant	\$61,776	\$55,610	\$87,984	\$60,225	\$54,214	\$85,775	\$2,722	\$17,738	\$20,460	NA
Average CY22								\$64,110	\$72,195	\$89,513	\$60,148	\$66,370	\$83,848				

	Low	Actual	High
2022 Public Salaries Average w/GEO + 23/24 COLA	\$64,659	\$71,347	\$90,137
2024 Private Sector Salaries	\$77,009	\$85,043	\$93,076
Average Salary Range	\$70,834	\$78,195	\$91,606

2024 Salary Recommendations			
Based of Average Market Range			
	AVG Low	Mid-Range	Avg High
Market Range	\$70,834	\$81,220	\$91,606
Current Range	\$64,034	\$75,099	\$86,164
Current Salary		\$69,493	

Excluded	Year	Employer Type	Employer Name	County	Livable Wage Hourly Salary	Cost of Living Difference	Position	Min Position Salary	Min Position Salary w/Geo	Regular Salary	Regular Salary w/GEO	Max Position Salary	Max Position Salary w/GEO	Employer Retirement Contribution	Employer Benefits Contribution	Total Employer Health & Retirement Contribution	Applicable Defined Pension
HIGH	2022	Special District	Kern County Hospital Authority	Kern	\$21.44	7.2%	Accountant III	\$144,384	\$154,760	\$193,826	\$207,755	\$205,638	\$220,415	\$5,969	\$14,613	\$20,582	NA
Low	2022	Special District	Soledad Community Health Care District	Monterey	\$32.94	-42.6%	Accountant II (Payroll)	\$61,828	\$35,491	\$62,495	\$72,739	\$83,650	\$48,017	\$0	\$4,227	\$4,227	NA
DPCHD	2024	Special District	Del Puerto Health Care District	Stanislaus	23.1	0.0%	Staff Accountant	\$0		\$69,493	\$69,493	\$0	\$0	\$4,336	\$10,533	\$14,869	

2024 DPHCD ASSISTANT HEALTH CARE MANAGER MANAGER MARKET ADJUSTMENT SALARY SURVEY

	Direct	Indirect	Leadership
Incumbent	Experience	Experience	Experience
Jennifer Gurski	16		10

Data for an Assistant Health Center Manager does not exist as the job itself is named differently at most installations or "other duty" such positions. To get a baseline for salary setting, 70% of the HC Managers recommended salary ranges.

Year	Employer Type	Employer Name	County	Livable Wage Hourly Salary	Cost of Living Difference	Department / Subdivision	Position	Min Position Salary	Regular Salary	Max Position Salary	Min Position Salary w/Geo	Regular Salary w/GEO	Max Position Salary w/GEO	Employer Retirement Contribution	Employer Benefits Contribution	Total Employer Health & Retirement Contribution	Applicable Defined Pension
2022	Special District				100.0%				\$0.00		\$0.00	\$0.00				\$0.00	
2022	Special District				100.0%				\$0.00		\$0.00	\$0.00				\$0.00	

Average CY22

	Low	Actual	High
2022 Public Salaries Average w/GEO	\$0	\$0	\$0
2024 Private Sector Salaries			
Average Salary Range	\$0	\$0	\$0

2024 Salary Recommendations			
Based of Average Salary Range			
	AVG Low	Mid-Range	Avg High
Market Range	\$ 72,864	\$ 87,095	\$ 101,326
Current Range	\$ 45,760	\$ 52,000	\$ 58,240
Current Salary		\$ 56,202	

Excluded	Year	Employer Type	Employer Name	County	Livable Wage Hourly Salary	Cost of Living Difference	Position	Min Position Salary	Min Position Salary w/Geo	Regular Salary	Regular Salary w/GEO	Max Position Salary	Max Position Salary w/GEO	Employer Retirement Contribution	Employer Benefits Contribution	Total Employer Health & Retirement Contribution	Applicable Defined Pension
HIGH	2022	Special District				100.0%		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	NA
Low		Special District				100.0%		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	NA
DPCHD	2022	Special District	Del Puerto Health Care District	Stanislaus	23.1	0.0%		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	

2024 DPHCD EXECUTIVE SECRETARY MARKET ADJUSTMENT SALARY SURVEY

DPCHD Executive Secretary is a mix of Executive Secretary/Assistant and HR Generalist due to the nature of the position. Data was averaged between private and public center like organizations.

Year	Employer Type	Employer Name	County	Livable Wage Hourly Salary	Cost of Living Difference	Department / Subdivision	Position	Min Position Salary	Regular Salary	Max Position Salary	Min Position Salary w/Geo	Regular Salary w/GEO	Max Position Salary w/GEO	Employer Retirement Contribution	Employer Benefits Contribution	Total Employer Health & Retirement Contribution	Applicable Defined Pension
2022	Special District				100.0%											\$0.00	
2022	Special District				100.0%											\$0.00	
2022	Special District				100.0%											\$0.00	
2022	Special District				100.0%											\$0.00	

Average CY22

	Low	Actual	High
2022 Public Salaries Average w/GEO + 23/24 COLA	\$67,045.64	\$77,689.73	\$88,333.84
2024 Private Sector Salaries	\$74,978.95	\$83,029.00	\$91,079.00
Average Salary Range	\$71,012.30	\$80,359.37	\$89,706.42

2024 Salary Range Recommendations			
Based of Average Salary Range			
	AVG Low	Mid-Range	Avg High
Market Range	\$71,012.30	\$80,359.36	\$89,706.42
Current Range	\$0.00	\$0.00	\$0.00
Current Salary	\$0.00	\$0.00	\$0.00

Excluded	Year	Employer Type	Employer Name	County	Livable Wage Hourly Salary	Cost of Living Difference	Position	Min Position Salary	Min Position Salary w/Geo	Regular Salary	Regular Salary w/GEO	Max Position Salary	Max Position Salary w/GEO	Employer Retirement Contribution	Employer Benefits Contribution	Total Employer Health & Retirement Contribution	Applicable Defined Pension
HIGH	2022	Special District				100.0%			\$0.00		\$0.00		\$0.00			\$0.00	NA
Low		Special District				100.0%			\$0.00		\$0.00		\$0.00			\$0.00	NA

DPCHD	2022	Special District	Del Puerto Health Care District	Stanislaus	23.1	0.0%			\$0.00		\$0.00		\$0.00			\$0.00	
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Job Description: **Administrative Staff Accountant/Facilities Manager**

Date: **July 1, 2024** **Exempt** **Non-Exempt**

Department: **Administration**

Salary Range: **\$69,037 to \$93,403**

Written By: **Human Resources Manager** Approved By: **CEO**

Reports To: **Financial Accounting Manager** Supervises: **None**

Job Summary:

This position is responsible for comprehensive accounting duties, including entering accounts payable and deposits into QuickBooks, securing invoice approvals, and maintaining financial records. Additionally, the role oversees facilities management to ensure the safety and functionality of district properties, tenant relations, and supply chain management. The incumbent will also provide administrative support by managing communications, greeting visitors, handling mail, and maintaining office supplies and cleanliness.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must satisfactorily perform each essential duty. The requirements below represent knowledge, skill, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties. Other duties may be assigned

Accounting

- Enter all Accounts Payable and Deposits into QuickBooks.
- Secure approval for all invoices and acknowledgments for deposits.
- Print and mail checks with the oversight of the Financial Accounting Manager.
- Maintain accounts payable and accounts receivable files.
- Process all deposits, entering the amounts into QuickBooks and communicating deposit information to the appropriate billing company.
- Communicate with Collection Companies and maintain collection records.
- Sort, endorse, and process daily deposits for Health Center, Ambulance, and District Office
- Process Medical Records Requests and maintain a log.
- Facilitate all times to and from Storage, including requests for medical records.
- Actively participate in meetings as requested.
- Assist the Finance and Accounting Manager with special projects as requested.
- Perform other duties and responsibilities as assigned or requested by the Administration.

Facilities Management

- Maintain and oversee District grounds, buildings, and equipment to ensure the workspace is safe and functional.
- Maintain tenant relations and Common Area Maintenance (CAM) accounting for District properties.
- Track and reconcile any financial obligations concerning District facilities
- Oversee the District's supply chain, manage storage, and provide customer service while interacting with manufacturers, suppliers, and consumers.

- Facilitate required facility repairs with appropriate vendors

Administrative Assistance

- Provide efficient and professional telephone series, transfer calls and messages according to established protocols
- Greet visitors and vendors; direct all individuals to the appropriate location and services; be courteous, polite, and helpful to clients and the public at all time
- Deliver, pickup, and distribute mail
- Courier Interdepartmental Items to Health Center and District Office
- Responsible for inventory, ordering, and restocking all office supplies for the District Office
- Maintain cleanliness and organization of the reception area

Supervisory Responsibilities: No subordinates report to this position.

Qualification Requirements: To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

- 5-6 years of experience in accounting required. A 4-year degree in Accounting or a related field is preferred.
- A working knowledge of applicable Federal, State, and local laws and regulations, compliance programs, code of ethics, HIPPA, as well as other policies and procedures

Language Skills:

- Fluent in the English language, written and oral. Bilingual in Spanish a plus.
- Ability to read and interpret documents operating and/or maintenance instructions, and procedure manuals.
- Ability to speak effectively to the Health Care Center and Patterson District Ambulance employees.

Other Skills And Abilities:

- Should be proficient in General Acceptable Accounting Principles (GAAP).
- Proficient in Microsoft 365 and QuickBooks
- Maintain confidentiality of information pertaining to clients, physicians, employees, and Del Puerto Health Care District businesses.
- Ability to work with mathematical concepts.
- Ability to apply fractions, percentages, ratios, and proportions to practical situations
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret various technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
-

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms and talk or hear.

The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. (See complete "Physical Requirements" attached).

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Risk exposure category III. Tasks do not involve any risk of exposure to blood/body fluids.

DISCLAIMER:

This job description indicates the critical features as described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The incumbent may be asked to perform other duties as assigned.

ADDITIONAL INFORMATION

- All your information will be kept confidential according to EEO guidelines.
- Del Puerto Health Care District is an Equal Opportunity Employer – Minorities, Females, Veterans and individuals with disabilities are encouraged to apply.
- Del Puerto Health Care District participates in E-Verify during the hire process at its location for all new employees.

JOB DESCRIPTION-PHYSICAL REQUIREMENTS

TITLE: ADMINISTRATIVE STAFF ACCOUNTANT/FACILITIES MANAGER:

Please check one box below in Sections I and II that apply to this job description. Comments can be made in Section III.

C = Constant (76-100%) F = Frequent (51-76%) O = Occasional (26-50%) S = Seldom (1-25%) N = Never (0%)	E - Regardless of frequency, this activity is indispensable. M - This activity is useful and helpful but not essential.
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	Section I					Section II		Section III
Basic Skills:	C	F	O	S	N	E	M	Comments:
Reading	X					X		
Writing	X					X		
Math	X					X		
Talking	X					X		
Hearing	X					X		
Physical Demands:	C	F	O	S	N	E	M	
Sitting		X				X		
Standing		X				X		
Walking		X				X		
Stooping		X				X		
Crawling			X			X		
Climbing			X			X		
Reaching Overhead		X				X		
Crouching		X				X		
Kneeling		X				X		
Balancing		X				X		
Pushing or Pulling (10-100 lbs)			X				X	
Lifting or Carrying		X			X			
10 lbs. or less		X			X			
11 to 25 lbs.		X			X			
26 to 50 lbs.				X		X		
51 to 75 lbs.				X		X		
76 to 100 lbs.				X		X		
Over 100 lbs. (assist lift)				X		X		
Moving Patients				X		X		

Candidate's Statement

I have reviewed the position's physical qualification assessment for the job I am applying for. To the best of my knowledge, I am physically capable of safely performing the tasks identified.

I understand that any omission or misrepresentation of material fact in this application may result in refusal or separation from employment. I hereby authorize the company to make any investigation of my background deemed necessary regarding employment. I have no objection to signing an employee agreement on confidential information or taking a medical examination. I agree to abide by all company safety and health rules and to use protective equipment as directed by my supervisor.

Signature

Witness

Date

Date



Position: **District Executive Secretary**

Date: **1 July 2024** **X** **Exempt** Non-Exempt

Department: **Administration**

Salary Range: **\$68,305 - \$92,413 annually**

Written By: **Human Resources Manager** Approved By: **CEO**

Reports To: **District CEO** Supervises: **None**

Job Summary:

Provides high-level administrative support to the District's Chief Executive Officer, Human Resources Manager and occasional support to the Director of Ambulance Operations and Health Center Manager. This role involves handling confidential information and assisting with various administrative tasks to ensure the smooth functioning of executive operations across all departments. Provides clerical support to the Human Resources Manager with basic HR functions. Under the guidance of the CEO, provides administrative support for the District Board of Directors, ensuring the proper preparation, distribution, and maintenance of Board documents and coordinating of Board meetings.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must satisfactorily perform each essential duty. The requirements below represent knowledge, skill, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties. Other duties may be assigned

Executive Support

- Assist the District CEO with administrative, research, and clerical support.
- As part of a three-member team, answer District phones and direct calls to appropriate parties or take messages.
- Perform general secretarial and administrative duties, as directed by the CEO, supporting the administrative functions of all departments within the District.
- Aid the CEO in planning, developing, organizing, implementing, and directing day-to-day functions, programs, and activities and assist in long-term planning and special projects.
- Conduct research, compile data, and prepare papers for consideration and presentation by managers, committees, and the Board of Directors.
- Draft and update administrative policies and procedures.
- Make travel arrangements for executives.
- Other related duties as assigned.

Clerk of the Board

- Assist in preparing and distributing Board and Board Committee agendas and correspondence.
- Attend meetings to take notes, draft, and distribute minutes.
- Act as the official record keeper for the Board of Directors, preparing, indexing, and retaining meeting notifications, agendas, minutes, and related documents.
- Maintain an organized indexing and filing system for Board actions and directives and ensure they are codified and published.
- Stay updated on Brown Act requirements, including notice posting and board meeting regulations.

Human Resources Assistance

- Assist the Human Resources Manager with basic HR functions and clerical support.
- Track expirations of employees' required certifications and licensing.
- Enter and update information in employee databases.
- Enter bi-weekly payroll data – QuickBooks.
- File employee documents alphabetically, numerically, or by other prescribed methods.
- Post job openings, check references, and conduct employment verification processes.

District Office Support

- File and retrieve corporate documents, records, and reports.
- Read and analyze incoming memos, requests, and reports to determine their significance and plan their distribution.
- Provide clerical support to other departments as assigned.
- Make hospitality arrangements (e.g., coordinating catering) for board, committee, and other meetings.

Supervisory Responsibilities: None

Qualification Requirements:

To perform this job successfully, an individual must satisfactorily function in each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Excellent verbal and written communication skills
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills.
- Expert-level abilities with Microsoft Office Suite.

Experience

- Minimum three (3) years' experience as an executive-level assistant or secretary
- High School Diploma or GED; Associates degree or higher in a related field preferred.
- Must have secretarial experience taking notes at meetings, writing minutes, and creating agendas
- Must have a Human Resources background (e.g., benefits, leaves of absence, new hire orientation, and document control).
- Basic skills in information technology are desirable.

Language, Education, And Licensing

- Bilingual English/Spanish preferred, written and oral.
- Ability to read and interpret documents operating and/or maintenance instructions, and procedure manuals.
- Current and continued possession of a valid California Driver's License issued by the California Department of Motor Vehicles is required.
- High School Diploma or GED; Associate degree or higher in a related field preferred.

Other Skills And Abilities

- Ability to act with integrity, professionalism, and confidentiality.
- Ability to communicate with co-workers and the public professionally and effectively.
- Ability to handle confidential information.
- Ability to follow HIPAA non-disclosure standards.
- Ability to work with ethnically diverse people in a culturally sensitive manner.
- Ability to suggest improvements with a high degree of diplomacy and tact.
- Ability to pay attention to details.
- Ability to function well in a high-paced environment and to wait patiently.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of data.
- Ability to meet and interact with the community at various events.
- Ability to adjust or change priorities and handle multiple tasks simultaneously.

Physical Demands:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, climb, balance, stoop, or crouch.

The employee may occasionally lift and/or move up to 50 pounds and push up to 100 pounds on wheels. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. (See the complete "Physical Requirements" attached.)

Work Environment:

The business office work environment characteristics described here represent those encountered while performing the essential functions of this job.

Risk Exposure Category 3:

Tasks do not involve any risk of exposure to blood/body fluids.

DISCLAIMER:

This job description indicates the critical features as described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The incumbent may be asked to perform other duties as assigned.

ADDITIONAL INFORMATION

- All your information will be kept confidential according to EEO guidelines.
- Del Puerto Health Care District is an Equal Opportunity Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.
- Del Puerto Health Care District participates in E-Verify during the hiring process for all new employees.

JOB DESCRIPTION-PHYSICAL REQUIREMENTS

TITLE: Executive Secretary:

Please check one box below in Sections I and II that apply to this job description. Comments can be made in Section III.

C = Constant (76-100%) F = Frequent (51-76%) O = Occasional (26-50%) S = Seldom (1-25%) N = Never (0%)	E - Regardless of frequency, this activity is indispensable. M - This activity is useful and helpful but not essential.
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	Section I					Section II		Section III
	C	F	O	S	N	E	M	Comments:
Basic Skills:								
Reading	X					X		
Writing	X					X		
Math	X					X		
Talking	X					X		
Hearing	X					X		
Physical Demands:	C	F	O	S	N	E	M	
Sitting		X				X		
Standing		X				X		
Walking		X				X		
Stooping		X				X		
Crawling		x				X		
Climbing			X			X		
Reaching Overhead		X				X		
Crouching		X				X		
Kneeling		X				X		
Balancing		X				X		
Pushing or Pulling (10-100 lbs)			X			X		
Lifting or Carrying		X			X	X		
10 lbs. or less		X			X	X		
11 to 25 lbs.		X			X	X		
26 to 50 lbs.		X				X	X	
51 to 75 lbs.			X				X	
76 to 100 lbs.			X				X	
Over 100 lbs. (assist lift)				X			X	
Moving Patients				X			X	

Candidate's Statement

I have reviewed the position's physical qualification assessment for the job I am applying for. To the best of my knowledge, I am physically capable of safely performing the tasks identified.

I understand that any omission or misrepresentation of material fact in this application may result in refusal or separation from employment. I hereby authorize the company to make any investigation of my background deemed necessary regarding employment. I have no objection to signing an employee agreement on confidential information or taking a medical examination. I agree to abide by all company safety and health rules and to use protective equipment as directed by my supervisor.

Signature

Witness

Date

Date



Position: **Health Center Assistant Manager**

Date: **July 1, 2024** **Exempt** Non-Exempt

Department: **Health Center**

Salary Range: **\$74,031 to \$100,159 annually**

Written By: **Human Resources Manager** Approved By: **CEO**

Reports To: **Health Center Manager** Supervises: **Health Center staff.**

Job Summary:

Assists the Health Center Manager in supervising and overseeing the health center's day-to-day operations, staffing and staffing coverage, performance of staff goals, staff and patient safety, and health center services. Ensures consistent delivery of high-value, quality care to all patients. Establishes work priorities and assists staff in resolving operational issues and problems. Implements and enforces adherence to department, affiliate, and system standards, policies and procedures, applicable regulatory standards, laws, and regulations. Identifies and implements best practices using process improvement methods and concepts. Collaborates with others to coordinate services, streamline and standardize workflows and procedures, and drive positive outcomes.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must satisfactorily perform each essential duty. The requirements below represent knowledge, skill, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties. Other duties may be assigned

Leadership

- Assist the Health Center Manager with planning, implementing, and administering programs and services in the Health Center.
- Assist with the preparation and delivery of employee performance reviews.

Staff Management

- Assist the HC Manager with HC staff administration, training, and coordination of HC staff.
- Supervise the recruitment, hiring, and training of HC staff.
- Direct, supervise, evaluate, and coach for improvement of the work activities of medical, technical, clerical, and administrative staff in the Health Center.
- Establish work schedules and assignments for staff according to workload, space, and equipment availability.
- Assist the HC Manager in establishing performance objectives and evaluative or operational criteria for HC units managed.
- Prepare first drafts of HC staff annual performance evaluations.
- Develop, manage, and conduct HC staff training programs.
- Maintain knowledge of current developments in health center management.
- Resolve conflicts between staff members

Administration

- Oversee and manage Vaccine Programs by appropriate rules, laws, and regulation
- Assist the Health Center Manager in developing and implementing organizational policies and procedures for the Health Center.
- Assist the Health Center Manager with maintaining the Athenahealth electronic health record system to store and process data related to patient care, and information, and produce reports. Become a “power user” of Athenahealth HER.
- Monitor the use of diagnostic services, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment, and services.
- Assist the Health Center Manager by inspecting facilities and recommending building or equipment modifications to ensure emergency readiness and compliance with access, safety, and sanitation regulations.
- Maintain, correct, and modify claim errors in partnership with billing company
- Answer and resolve patient billing inquiries

Supervisory Responsibilities: Supervise Health Center hourly staff.

Qualification Requirements: To perform this job successfully, an individual must satisfactorily perform each essential duty. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

- High School Diploma or GED; Associates degree or higher in a related field preferred.
- Minimum 10-years' experience

Language Skills:

- Bilingual English/Spanish preferred written and oral.
- Ability to read and interpret documents operating and/or maintenance instructions, and procedure manuals.
- Ability to speak effectively with Administration and Patterson District Ambulance employees.

Other Skills And Abilities:

- Handle confidential and protected health information (PHI) with a thorough understanding of the importance of confidentiality and non-disclosure according to the general standards set forth by HIPAA.
- Ability to effectively communicate with patient population and co-workers professionally with a high degree of diplomacy and tact.
- Working with ethnically diverse populations in a culturally sensitive manner.
- Ability to work with mathematical concepts.
- Ability to apply fractions, percentages, ratios, and proportions to practical situations
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of data. Meet and interact with patients.
- Ability to adjust or change priorities, handle multiple tasks, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, and talk or hear.

The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 50 pounds and push 100 pounds on wheels. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. (See complete "Physical Requirements" attached).

WORK ENVIRONMENT:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Risk Exposure Category I: Risk of exposure to blood/body fluids, based on Health Clinic services.

DISCLAIMER:

This job description indicates the critical features as described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The incumbent may be asked to perform other duties as assigned.

ADDITIONAL INFORMATION

- All your information will be kept confidential according to EEO guidelines.
- Del Puerto Health Care District is an Equal Opportunity Employer. Minorities, Women, Veterans, and individuals with disabilities are encouraged to apply.
- Del Puerto Health Care District participates in E-Verify during the hiring process for all new employees at its location.

JOB DESCRIPTION-PHYSICAL REQUIREMENTS

TITLE: HEALTH CENTER ASSISTANT MANAGER:

Please check one box below in Sections I and II that apply to this job description. Comments can be made in Section III.

C = Constant (76-100%) F = Frequent (51-76%) O = Occasional (26-50%) S = Seldom (1-25%) N = Never (0%)	E - Regardless of frequency, this activity is indispensable. M - This activity is useful and helpful but not essential.
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	Section I					Section II		Section III
Basic Skills:	C	F	O	S	N	E	M	Comments:
Reading	X					X		
Writing	X					X		
Math	X					X		
Talking	X					X		
Hearing	X					X		
Physical Demands:	C	F	O	S	N	E	M	
Sitting		X				X		
Standing		X				X		
Walking		X				X		
Stooping		X				X		
Crawling		x				X		
Climbing			X			X		
Reaching Overhead		X				X		
Crouching		X				X		
Kneeling		X				X		
Balancing		X				X		
Pushing or Pulling (10-100 lbs)			X			X		
Lifting or Carrying		X			X	X		
10 lbs. or less		X			X	X		
11 to 25 lbs.		X			X	X		
26 to 50 lbs.		X				X	X	
51 to 75 lbs.			X				X	
76 to 100 lbs.			X				X	
Over 100 lbs. (assist lift)				X			X	
Moving Patients				X			X	

Candidate's Statement

I have reviewed the position's physical qualification assessment for the job I am applying for. To the best of my knowledge, I am physically capable of safely performing the tasks identified.

I understand that any omission or misrepresentation of material fact in this application may result in refusal or separation from employment. I hereby authorize the company to make any investigation of my background deemed necessary regarding employment. I have no objection to signing an employee agreement on confidential information or taking a medical examination. I agree to abide by all company safety and health rules and to use protective equipment as directed by my supervisor.

Signature

Witness

Date

Date

Del Puerto Health Care District
FY24-25 BUDGET IMPACT
 Mid Management Salary Adjustment

Mid Management	Budgeted/C urrent Salary	New Salary	Increase (New vs Budgeted)	Payroll Taxes (7.65%)	Retirement (7%)	Unbudgeted Health	FY24-25 BUDGET IMPACT
ADM							
Staff Accountant	69,493	84,000	14,507	1,110	1,020	-	16,637
Exec Secretary	65,000	80,000	15,000	1,148	1,050	14,700	31,898
	134,493	164,000	29,507	2,257	2,070	14,700	48,535
HC							
Asst HC Manager	70,000	80,000	10,000	765	700	-	11,465
	70,000	80,000	10,000	765	700	-	11,465
			-	-	-		-
	204,493	244,000	39,507	3,022	2,770	14,700	\$ 60,000