



BOARD OF DIRECTORS BOARD OF DIRECTORS

Anne Stokman, RN, President
Timothy Benefield, Vice-President
Becky Campo, Secretary
Luis Avila, Treasurer

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BOARD OF DIRECTORS MEETING MINUTES
Monday, April 29, 2024 @ 6:00 pm

1. **Call to order at 6:06 pm** by President, Anne Stokman
2. **Pledge of Allegiance**
3. **Roll Call**
 - Directors Present:** President, Anne Stokman
Vice President, Timothy Benefield (absent)
Treasurer, Luis Avila
Secretary, Becky Campo
 - Staff Present:** CEO, Karin Freese
Ambulance Director, Paul Willette
HC Manager, Suzie Benitez
Clerk of the Board/Financial Accounting Manager, Maria Reyes-Palad
Clinical Ed and QI Manager, Jim Whitworth
Medical Director, Dr. Jose Rodriguez
 - District Legal Council:** Dave Ritchie, Cole Huber, LLP

We have a quorum.
4. **Reading of the District's 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**

None
6. **Declarations of Conflict** [Board members disclose any conflicts of interest with agenda items]

None.
7. **Approval of Agenda:**
 - M/S/C: To approve the agenda as posted.**
Directors Campo/Avila
 - Ayes:** Directors Avila, Stokman, Campo
 - Nays:** None
 - Abstain:** None
 - Motion: Passed**
8. **Consent Calendar*** [Routine committee reports, minutes, and non-controversial items]
 - A. * Approve Board Meeting Minutes – March 25, 2024
 - B. * Approve Finance Committee Meeting Minutes – February 21, 2024
 - C. * Approve Financial Report of February 29, 2024
 - D. * Approve Financial Report of March 31, 2024

M/S/C. Approve the Consent Calendar.

Directors Campo/Avila
Ayes: Directors: Avila, Stokman, Campo
Nays: None
Abstain: None
Motion: Passed

9. **Regular Calendar*** *[Members of the public may address the Board as the Board considers each item. Each speaker is allowed a maximum of five minutes.]*

A. **No Items were moved from the consent calendar.**

B. **CEO Evaluation Policy Review & Amendment**

A revised policy was presented which includes the formation of an ad hoc committee and setting HR Manager responsibilities and timeframe of the evaluation process.

M/S/C. To amend CEO Evaluation Policy Review & Amendment as per discussed.

Directors Avila/Stokman
Ayes: Directors: Avila, Stokman, Campo
Nays: None
Abstain: None
Motion: Passed

C. **CEO Evaluation Committee Appointment**

Director Timothy Benefield was appointed to be in the CEO Evaluation Committee.

M/S/C. To appoint Director Timothy Benefield to be in the CEO Evaluation Committee.

Directors Avila/Stokman
Ayes: Directors: Avila, Stokman, Campo
Nays: None
Abstain: None
Motion: Passed

D. **Resolution 2024-04 Opening New Bank Account**

Ms. Reyes-Palad explained the need to find a new bank for an effective fund management system and internal control. A list of local banks with their interest offerings was presented. The Board decided to have a new banking relationship with US Bank which has higher interest rates for the money market and short-term investment accounts.

M/S/C. To open a new bank account with a local US Bank branch.

Directors Avila/Campo
Ayes: Directors: Avila, Stokman, Campo
Nays: None
Abstain: None
Motion: Passed

E. **Amendment to Policy #3418 Employee Recruit New Employee Incentive**

Mr. Trefault explained the modification on Policy #3418. Referral incentive was increased to \$450 for full-time and \$250 for part-time referring employees. It will be paid in two installments; 50% payment is pay period after 90 calendar days from start date of the new employee, and full payment is pay period after 180th day.

**M/S/C. To adopt Amendment to Policy #3418
Employee Recruit New Employee Incentive.**

Directors Avila/Benefield

Ayes: Directors: Avila, Stokman, Benefield

Nays: None

Abstain: None

Motion: Passed

F. Approve EMS Medical Director Job Description

Updated job description for the role of PDA Medical Director was presented and adopted as per discussed. No fiscal financial impact.

G. Update: Imaging Services for the Community

Ms. Freese reported updates on the Imaging Services that will be offered this June 2024.

H. Update: New Logo

New Logo will be launched on June 1, 2024.

I. Review of Employee Satisfaction Survey

Mr. Trefault presented the new Employee Engagement Survey form.

10. Review of Written Reports

- A. Administration – Ms. Freese
- B. Ambulance – Mr. Willette
- C. Health Center – Ms. Benitez
- D. Human Resources – Mr. Trefault
- E. Legislative Watch List – Ms. Freese

11. Strategic Planning

- A. FY 2023-24 Next 90 Days Update (attached)
- B. Strategic Planning Board Retreat
 - 1) Warm-up – Wed, May 15, from 5:30 PM to 7:00 PM @ Javi's Restaurant
 - 2) Retreat – Thu, May 16, from 10:00 AM to 4:00 PM @ Almondwood Restaurant

Adjourned to Closed Session @ 7:17 pm

12. Closed Session *[Board of Directors may recess to closed session to discuss certain matters as legally permitted. Any action taken shall be reported in open session.]*

- A. Gov't Code § 54957.6

Conference with Labor Negotiator
Employee Organization: USW TEMSA
Local 12911
Negotiators: David Ritchie, JD
Karin Freese & Paul Willette

- B. Health & Safety Code 321069(c)(2)

District Health Care Trade Secret (i.e., necessary to initiate a new district service or program or add a district health care facility and, if prematurely disclosed, create a substantial probability of depriving the district of a substantial economic benefit).

- 13. **Reconvene to Open Session @ 7:44 pm - Report of Closed Session**
- 14. **Director Correspondence, Comments, Future Agenda Items - None**
- 15. **Upcoming Regular Board and Standing Committee Meeting Dates Information**

Finance – Wed, Apr 24 @ 8:15 AM	Board – Mon, Apr 29 @ 6:00 PM
Strategic Planning Board Retreat Warm-up	Wed, May 15 th from 5:30-7:00 PM
Strategic Planning Board Retreat	Thu, May 16 th from 10:00AM to 4:00 PM
Finance – Wed, May 22 @ 8:15 AM	Board – Mon, May 20 @ 6:00 PM
Finance – Wed, Jun 19 @ 8:15 AM	Board – Mon, June 24 @ 6:00 PM
- 16. **Adjourn @ 7:44 pm**

Respectfully Submitted:



Becky Campo, Board Secretary
6/24/2024

Date Signed