

DEL PUERTO HEALTH CARE DISTRICT

FINANCE MEETING AGENDA

6:00 PM on October 23, 2024

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

The regularly scheduled meeting of the Del Puerto Health Care District's Finance Committee will be held at the date, time, and location listed above.

Announcement Regarding Public Participation

Members of the public may be heard on any item on the Finance Committee agenda. A person addressing the Finance Committee will be limited to five minutes unless the chairperson of the Finance Committee grants a longer period. Comments by members of the public will be allowed during Finance Committee consideration of an agenda item. When the item is called, please raise your hand or stand if you desire to address the Finance Committee.

Members of the public may also, at this time only, address the Finance Committee on any non-agenda item. However, the Finance Committee may only consider non-agenda items long enough to determine the nature of the matter. Non-emergency items may be rescheduled for discussion later. The Finance Committee may act on non-agenda items only in emergency circumstances. Members of the public wishing to address the Finance Committee on a non-agenda item should raise their hand or stand at this time.

If written materials relating to items on this Agenda are distributed to Finance Committee members prior to the meeting, such materials will be made available for public inspection at 875 E Street, during normal business hours. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 892-8781.

Cell phones must be silenced or set to do not disturb during the meeting.

1. **Call to Order/Attendance**
2. **Public Comment**
3. **Acceptance of the Agenda**
4. **Finance Report Review**
 - A. Committee Meeting Minutes for Approval September 24, 2024 **Action Anticipated**
5. **Old Business - NONE**
6. **New Business**
 - A. Management Salary Adjustments **Action Anticipated**
7. **Accounting and Finance Manager Report**
 - A. Asset Replacement Fund Update 2024 **Information Only**
 - B. E Street Land & Building Details **Information Only**
 - C. FY23-24 Audit Result **Information Only**
 - D. Set Schedule for Committee Review of Account Reconciliations **Action Anticipated**
8. **Adjournment**

DEL PUERTO HEALTH CARE DISTRICT
875 E Street, Patterson, CA 95363
FINANCE MEETING
MINUTES September 24, 2024

1. Call to order/Attendance

The meeting was called to order by Luis Avila 5:51 PM

Other Board Members Present: Becky Campo

Staff Members Present: Karin Freese, Administrative Director/CEO; Maria Reyes-Palad, Financial Accounting Manager; Suzie Benitez, Health Center Manager; and Danae Skinner, Administrative Staff Accountant.

2. Public Participation – there were no comments.

3. Acceptance of Agenda

M/S/C Becky Campo/Luis Avila to accept the agenda as presented.

4. Finance Report Review

A. Review for Approval: August 20, 2024, Finance Meeting Minutes

M/S/C Becky Campo/Luis Avila to accept the minutes for August 20, 2024, as presented.

B. Review Financial Reports for August 2024

Maria Reyes-Palad reviewed the Financial Reports for August 2024 and answered all questions regarding the reports.

M/S/C Becky Campo/Luis Avila approved to recommend that the Board accept the August 2024 Financial Reports as presented.

C. Review for Recommendation August 2024 Warrants

Maria Reyes-Palad reviewed the report and answered all questions regarding the Warrants.

M/S/C Becky Campo/Luis Avila approved to recommend that the Board accept the Warrants as presented.

5. Old Business – NONE

6. New Business – NONE

7. Accounting and Finance Manager Report

A. Asset Replacement Fund Update 2024

No discussion or review was made of Asset Replacement Fund Update 2024.
Information Only – No Action Taken.

B. E Street Land & Building Details

No discussion or review was made of E Street Land & Building Details.
Information Only – No Action Taken.

C. Set Schedule for Committee Review of Account Reconciliations

Becky Campo to review the account Reconciliations next week.

Next Finance Committee Meetings scheduled as follows:

Wednesday, October 23 @ 6:00PM

8. Meeting adjourned: 06:08 PM

Respectfully submitted,

Luis Avila, Treasurer

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT

Board Meeting – October 28, 2024

9B. Update of Management Salary Ranges

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Department: Human Resources

CEO Concurrence: Yes

Consent Calendar: Yes

4/5 Vote Required: No

SUBJECT: Update of Management Salary Ranges

STAFF REPORT: As part of our commitment to maintaining a competitive compensation structure and retaining talented management personnel, we have comprehensively reviewed the current salary ranges for all management positions in the District. This additional analysis compared our 2021 compensation levels against market rates, factoring in the 28.8% increase in the cost of living in Stanislaus County from 2021 to 2024. The goal is to adjust our pay scales to align with peer organizations and ensure that DPHCD remains competitive.

In 2021, DPHCD's management salaries were, on average, 17.6% below market rates. The attached analysis highlights the disparity between our current salaries and the market-adjusted rates for comparable positions. With the 2024 cost of living adjustments, the salary ranges for all management positions have been updated.

We recommend approving these adjustments to align DPHCD compensation with market rates. This is essential for retention, recruitment, and maintaining strong leadership. The minimal budget impact ensures financial stability while addressing necessary wage updates.

DISTRICT PRIORITY: Provide benefits that attract and retain employees

FISCAL IMPACT: Budgeted salary range

CONTACT PERSON: Robert Trefault

ATTACHMENT(S): 2024 Management Salary Range Adjustment Worksheet
Five updated Job Descriptions for the Finance, HR, Health Center, Ambulance QI & CE managers and the Director of Ambulance Operations

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors to approve the proposed salary range adjustments for management staff.*

Motion Made By	Motion	Second
Director Avila		
Director Benefield		
Director Campo		
Director Stokman		
[vacant]		

Roll Call Vote	Aye	No	Abstain	Absent
Director Avila				
Director Benefield				
Director Campo				
Director Stokman				
[vacant]				

Del Puerto Health Care District
Range Adjustments for Management Staff to Match Market Rate

*This demonstrates the actual wages paid to each DPHCD management employee in 2021 and their counterpart's geo-adjusted average wage for the same year. DPHCD was an average of 17.6% below market.

*MIT demonstrated that Stanislaus County had a 28.8% Cost of Living increase between 2021 and 2024 (see attachment). 28.8%

Position	2021 Actual	2021 Peers	2021 Below Market	2023 Actual		2024 Range Low	2024 Average	2024 Range High	Change 2023-2024
Finance	\$ 88,000	\$ 105,700	-20.1%	\$ 113,700	Finance	\$ 115,720	\$ 136,142	\$ 156,563	19.7%
HR	\$ 78,000	\$ 97,400	-24.9%	\$ 109,700	HR	\$ 112,906	\$ 125,451	\$ 144,269	14.4%
HC Mgr	\$ 88,000	\$ 102,400	-16.4%	\$ 117,800	HC Mgr	\$ 112,108	\$ 131,891	\$ 151,675	12.0%
Amb Dir	\$ 110,000	\$ 109,300	0.6%	\$ 122,100	Amb Dir	\$ 119,662	\$ 140,778	\$ 161,895	15.3%
Amb Mgr	\$ 66,500	\$ 86,100	-29.5%	\$ 103,600	Amb Mgr	\$ 114,469	\$ 123,778	\$ 133,086	19.5%
	\$ 595,500	\$ 690,900	-17.6%	\$ 566,900			\$ 658,040		
Management Increases							\$ 91,140	% Increase	16.1%

*Multiplying the 2021 geo-adjusted wage by 128.8% gives the mid-range for each position except the AMB manager which is based on the highest paramedic salary. An adjustment of 15% above and below the mid-range is calculated to create the range.

	ADM	AMB	HC	Total	Increase to total budget
Current Budget Exp	\$ 1,116,902	\$ 4,001,949	\$ 3,826,421	\$ 8,945,272	
Proposed Budget Increase	\$ 38,193	\$ 38,856	\$ 14,091	\$ 91,140	1.0%
Expense by Department	\$ 1,155,095	\$ 4,040,805	\$ 3,840,512	\$ 9,036,412	
Share of Costs	12.8%	44.7%	42.5%		
	ADM	AMB	HC		

The salary increases add less than 1% to current budgeted expenses and Administrative expense is below 13%



Position: **Clinical Education & Quality Improvement Manager**

Date: **Oct 15, 2024**

Exempt Non-Exempt

Department: **Ambulance**

Salary Range: **\$114,469 – \$133,086 annually**

Written By: **Ambulance Director**

Approved By: **CEO**

Reports To: **Ambulance Director**

Supervises: **Ambulance staff directly**

Job Summary:

Under the general direction of the Director of Ambulance Operations in the Emergency Medical Services (EMS) / Ambulance Division of Del Puerto Health Care District, the Clinical Education Manager is responsible for Clinical Education (CE) and Quality Improvement (QI) activities of the Ambulance Division and the general support of the management of ambulance services. Duties are conducted per current policies and procedures and applicable federal, state, and local standards, guidelines, regulations, and protocols.

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

Management

- Schedules PDA staff and coordinates coverage of call-offs and open shifts
- Supervises staff and provides overall management of the ambulance division in accordance with the organizational policies and applicable laws during the absences of the Director of Ambulance Operations
- Attends local, regional, and system level QI and EMS-related meetings
- Supports ePCR software maintenance and operations
- Participates on the PDA Safety Committee
- Participates on the Labor-Management Committee
- Assists in inventory control and ordering
- Performs other duties as assigned or requested by the Director of Ambulance Operations
- Assists with coordination of ambulance and command vehicle maintenance and repairs.
- Provides management and oversight of community CPR program including coordination, scheduling, and training for CPR instructors

Field Work

- Provides paramedic shift coverage on an ambulance if a staffing breakdown occurs
- Acts as command staff at multi-casualty incidents (MCIs) or large-scale incidents when necessary
- Responds 24/7 to EMS incidents as field supervisor when necessary

Clinical Education

- Develops in-service training materials and curriculum for equipment, treatment protocol updates, LEMSA and PDA policy changes or operational improvements
- Organizes and coordinates logistics for all training sessions
- Delivers Continuing Education (CE) courses
- Manages PDA-provided CE Hours documentation
- Conducts new employee orientation on PDA protocols, ePCR use, and ambulance operations

Clinical Education & Quality Improvement Manager

- Provides refresher training to PDA employees returning from an extended leave of absence
- Conducts and participates in EMS operational drills
- Provides didactic and clinical skills instruction to allied agencies (Patterson-West Stanislaus Fire)
- Prepares LEMSA training and clinical data reports
- Assists LEMSA staff as requested with QI and other training activities

Quality Improvement

- Analyzes ePCR patient care reports and determine the appropriateness of prehospital care and thoroughness of all documentation
- Provides appropriate level of QI feedback to EMS personnel and maintains related records
- Reviews and evaluates staff annually for clinical skills and protocol knowledge
- Provides classroom, field, and retrospective ePCR feedback to EMS staff regularly
- Prepares monthly QI reports
- Prepares LEMSA-required QI reports
- Assists with developing, implementing, and regularly updating the *PDA Quality Improvement Plan*.
- Reads and interprets a variety of prehospital EMS technical publications, reports, and journals to determine applicability to local treatment practices.
- (*Supervisory*) Serves as a field supervisor for training and crew observation
- (*Supervisory*) Develops and implements remediation plans as identified through QI observation.
- (*Supervisory*) Develops and implements Performance Improvement Plans (PIPs) as determined by the Director of Ambulance Operations
- (*Supervisory*) Identifies and recommends to the Director of Ambulance Operations employees for a transition to disciplinary measures based on noncompliance with statutes, protocols, and PIP

Supervisory Responsibilities: Direct: **0** Indirect: **Ambulance 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:

- REQUIRED Experience as a quality improvement program manager, base hospital coordinator, or EMS field supervisor
- REQUIRED Experience with electronic medical, health, or prehospital care record system
- REQUIRED Experience teaching adults
- PREFERRED Experience with Zoll EMSCharts software
- PREFERRED Experience in adult learning methodology

Language Skills:

- Ability to read, analyze, and interpret common emergency medical services, technical journals, documents, publications, quality improvement reports, and standards.
- Ability to respond diplomatically to common inquiries or concerns related to prehospital emergency medical care, including complaints from patients, residents, family members, regulatory agencies, or business community members.

Licenses and Certifications:

- California Paramedic license. (ALTERNATIVE: Licensed Registered Nurse from an accredited training program, preferably with a Mobile Intensive Care Nurse (MICN) certification)
- Current American Heart Association Health Care Provider CPR card required
- Stanislaus County LEMSA accreditation or obtain LEMSA accreditation within 90 days of accepting the position

\\Human Resources\Job Descriptions_PDA\QI & Ed\2024 Clinical Education & Quality Improvement Manager

Clinical Education & Quality Improvement Manager

- Paramedic must possess a valid California Ambulance Driver certificate or obtain it within 90 days of accepting the position
- Paramedic must be current with infrequent skill refresher training and any other Stanislaus County or State of California requirements at or within 90 days of appointment to position
- Current ACLS, PALS, and PHTLS certifications are preferred or must be obtained within six (6) months of accepting the position
- Incident Command System (ICS 300) and Advanced Medical Life Support (AMLS) trained or must be completed within six (6) months of accepting the position
- Must meet requirements for certification as a *Stanislaus County Prehospital Care Continuing Educational Provider* (StanEMS Policy 291.000), including National Association of EMS Educators Level 1 Instructor Course passed or must be completed within 12 months of accepting the position
- Critical Incident Stress Management (CISM) trained or must be completed within 12 months of accepting the position

Other Skills And Abilities:

- Maintains and grows their knowledge of applicable federal, state, and local laws and regulations regarding prehospital EMS service, HIPAA, and District policies and procedures.
- Familiar with pre-hospital patient electronic records and proficient within one year with Zoll ePCR software and related reporting tools
- Excellent computer knowledge and skills, including using standard business software such as Microsoft Word, Excel, PowerPoint, Outlook, Publisher, and Adobe Acrobat
- Ability to apply fractions, percentages, ratios, and proportions to practical managerial or field EMS situations.
- Ability to define problems, analyze quality improvement measurements, collect data, establish facts, and draw valid conclusions.
- Ability to adjust and change priorities and handle multiple tasks as needed.
- Exemplify our core values of Compassion, Commitment, and Excellence
- Professionally relate to others
- Create and motivate in a team environment
- Meet and professionally interact with EMS peers, hospital staff, and other agency staff
- Exhibit good organizational skills
- Proficient in public speaking and presentations
- Possess working knowledge of medical terminology, including proper spelling and use
- Handle multiple priorities and meet established deadlines
- Handle personnel, personal, and protected health information confidentially

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 1000 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:

\\Human Resources\Job Descriptions_PDA\QI & Ed\2024 Clinical Education & Quality Improvement Manager

Clinical Education & Quality Improvement Manager

The primary work area is a business office work environment. However, this job will also place an individual in the EMS field setting –actual EMS incidents and demonstrating EMS skills or assisting with practical skill assessments. The characteristics described below represent those 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: tasks involve the 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 at its location.



Position: **Director of Ambulance Operations**

Date: **Oct 15, 2024**

Exempt Non-Exempt

Department: **Ambulance**

Salary Range: **\$119,662 - \$161,895**

Written By: **Human Resources Manager**

Approved By: **CEO**

Reports To: **CEO**

Supervises: **Ambulance staff directly**

Job Summary:

Plan, organize, develop and direct the overall operation of the Ambulance Services in accordance with current federal, state, and local standards, guidelines and regulations that govern our agency and as may be directed by the Administrator.

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

Management

- Regularly arrange staff meetings to inform employees of current District policy and procedures, especially any changes to prior policy/practice. Ensure meetings are documented and participants sign-in. Share information with staff not attending
- Provide supervision, leadership and direction to all ambulance staff
- Manage the recruitment, development and retention of ambulance personnel
- With administrator concurrence, develop, maintain, and periodically update written policies and procedures that govern the day-to-day functions of the ambulance service and periodically update the Ambulance Service Procedures Manual. Submit Policy and Procedure manual, with overview of changes, bi-annually, for Board approval
- Develop, monitor, and ensure participation by all personnel in all required safety orientations, drills, training programs, provide proper safety education for all ambulance personnel and help control workers' compensation claims
- Work with Human Resources Manager to ensure that disciplinary action is administered fairly and consistently
- Monitor absenteeism to ensure that an adequate number of ambulance personnel are on duty at all times
- Review complaints and grievances made by the customers and make a written/oral report to Administration indicating what action(s) were taken to resolve the complaint or grievance

Ambulance Operations

- Perform administrative duties such as completing medical forms, reports, evaluations, studies, job descriptions, participate in inspections made by authorized government agencies, performance evaluations, etc., as necessary
- Follow and update written procedures for ensuring that professional ambulance personnel have valid and current licenses as required by State
- Develop and participate in the planning, conducting, and scheduling of timely in-service training classes
- Develop, implement, and maintain an effective orientation program that orients the new employee to the facility, its policies and procedures, and to his/her job position and duties
- Develop, implement, and maintain a procedure for reporting hazardous conditions or equipment

Director of Ambulance Operations

- Maintain the confidentiality of all patient care information. Ensure HIPAA policies and procedures are followed
- Monitor patient care to assure that all patients are treated fairly, and with kindness, dignity, and respect
- With Administrator approval, plan, organize, develop and direct the Quality improvement Committee in developing and implementing appropriate plans of action to correct identified deficiencies. Maintain an ongoing quality assurance program for the ambulance service department
- Responsible to the District Administrator for budget and fiscal matters
- Act as a liaison to the Mountain Valley E.M.S. Agency and Medical Director
- Respond as scheduled or as needed to emergency calls
- Implement, oversee and assist in community public education programs
- Responsible for adhering to the established Customer Service Standards for all Del Puerto Health Care District ambulance employees
- Assure that an appropriate stock level of medications, medical supplies, equipment, etc., is maintained at all time. Ensure that supplies and equipment are used in a safe and efficient manner to avoid waste and that ambulance service work areas are maintained in a clean and sanitary manner
- As a representative of the District, treat patients, employees, and community with respect, concern and hospitality
- Perform administrative duties such as completing medical forms, reports, evaluations, studies, job descriptions, participate in inspections made by authorized government agencies, performance evaluations, etc., as necessary
- Follow and update written procedures for ensuring that professional ambulance personnel have valid and current license as required by State
- Provide prescribed medical treatment and personal care services by performing the following duties:
Other duties may be assigned
- The EMS Director must be able to demonstrate knowledge and skills necessary to provide care appropriate to age of the patient served
- Operations employees for a transition to disciplinary measures based on noncompliance with statutes, protocols, and PIP

Supervisory Responsibilities: Direct: **25 or more**

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:

- Associate or Technical degree (two years of college)

Language Skills:

- Ability to read, analyze, and interpret common emergency medical services, technical journals, documents, publications, quality improvement reports, and standards.
- Ability to respond diplomatically to common inquiries or concerns related to prehospital emergency medical care, including complaints from patients, residents, family members, regulatory agencies, or business community members.

Licenses and Certifications:

- California Paramedic license.
- Current American Heart Association Health Care Provider CPR card required
- Stanislaus County LEMSA accreditation or obtain LEMSA accreditation within 90 days of accepting the position
- Paramedic must possess a valid California Ambulance Driver certificate or obtain it within 90 days of accepting the position

Director of Ambulance Operations

- Paramedic must be current with infrequent skill refresher training and any other Stanislaus County or State of California requirements at or within 90 days of appointment to position
- Current ACLS, PALS, and PHTLS certifications are preferred or must be obtained within six (6) months of accepting the position
- Incident Command System (ICS 300) and Advanced Medical Life Support (AMLS) trained or must be completed within six (6) months of accepting the position
- Must meet requirements for certification as a *Stanislaus County Prehospital Care Continuing Educational Provider* (StanEMS Policy 291.000), including National Association of EMS Educators Level 1 Instructor Course passed or must be completed within 12 months of accepting the position
- Critical Incident Stress Management (CISM) trained or must be completed within 12 months of accepting the position

Other Skills And Abilities:

- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, patients, family members, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Involvement in community/civic health matters/projects as appropriate
- Plan, organize, develop and direct the Safety Committee and safety standards for the ambulance services.
- Assure that all personnel performing tasks that involve potential exposure to blood/body fluids participate in an in-service training program prior to performing such tasks
- Ability to apply fractions, percentages, ratios, and proportions to practical managerial or field EMS situations.
- Ability to define problems, analyze quality improvement measurements, collect data, establish facts, and draw valid conclusions.
- Ability to adjust and change priorities and handle multiple tasks as needed.
- Exemplify our core values of Compassion, Commitment, and Excellence
- Professionally relate to others
- Create and motivate in a team environment
- Meet and professionally interact with EMS peers, hospital staff, and other agency staff
- Exhibit good organizational skills
- Proficient in public speaking and presentations
- Possess working knowledge of medical terminology, including proper spelling and use
- Handle multiple priorities and meet established deadlines
- Handle personnel, personal, and protected health information confidentially
- Proficient with Microsoft Office 365

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 1000 pounds and push 100 pounds on wheels. Specific

Director of Ambulance Operations

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 primary work area is a business office work environment. However, this job will also place an individual in the EMS field setting –actual EMS incidents and demonstrating EMS skills or assisting with practical skill assessments. The characteristics described below represent those 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: Tasks involve the 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 at its location.



Position: **Financial Accounting Manager**

Date: **15 Oct 2024** X Exempt Non-Exempt

Department: **Administration**

Salary Range: **\$115,720 – \$156,563 Annually**

Written By: **Human Resources Manager**

Approved By: **CEO**

Reports To: **Chief Executive Officer**

Supervises: **1**

Job Summary:

The Financial Accounting Manager supports the CEO and is responsible for all accounting transactions, internal controls, and financial reporting in the District including all Del Puerto Health Center and Patterson District Ambulance operations. This position 1) develops, follows, and maintains District accounting principles, practices, and procedures, 2) performs and supervises all accounting functions, and 3) assures accounting and reporting work is properly allocated and completed in a timely and accurate manner. The District has standardized deadlines for all accounting activities including budgeting, accounts receivable, accounts payable, financial reporting, general ledger preparation, and year-end audit preparation and completion. This position is supported by and supervises the Staff Accountant.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must satisfactorily perform each essential duty. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties. Other duties may be assigned

- Apply financial accounting principles, including generally accepted accounting principles (GAAP)
- Assure compliance with public fund accounting best practices including state mandated general ledger structure, public agency and health care financial reports, expenditure tracking, cost/income analysis, property tax revenue, impact mitigation fee and development agreement management, restricted fund accounting, and public agency purchasing
- Maintain confidentiality of all District and patient information in accordance with HIPAA regulations
- Ensure accurate and timely monthly, quarterly, and fiscal year-end closes and financial reports.
- Manage annual audit requirements, preparation of general ledger account reconciliation schedules
- Assist CEO: 1) plan and implement strategies which maximize revenue and efficiency 2) develop and deliver organized, concise, yet thorough communications to management team and Board of Director, and 3) develop opportunities for the District
- Oversee accounts payable and receivable
- Oversee daily banking activities; manage bank reconciliation procedures; monitor funds and investment transactions
- Manage bi-weekly payroll process; ensure the accuracy of pay, deduction, and benefits adjustments.
- Manage District assets by monitoring physical equipment and supplies inventory; monitor and analyze depreciation costs against general ledger.
- Help to resolve reimbursement cases which get escalated or require the attention or intervention of management including oversight of patient financial assistance programs such as the Sliding Fee

Financial Accounting Manager

Scale

- Support budget and forecasting activities; participate in monthly Board of Directors and Board Finance Committee meetings and reports
- Monitor actual revenue and expenses to budget and prior period amounts on a regular basis
- Analyze variances and communicate issues and opportunities to management team
- Reconcile 3rd party billing reports and activities with the District financial accounting system; track and maintain the status of patient accounts receivable, work with billing partners on patient accounts receivable management
- Manage compliance with policies for approvals, authorizations, verifications, check signing, and purchasing
- Financial compilations for the district's financial statements, including conduct financial analysis, including measures of profitability ratios, current/prior period comparisons by department and productivity analysis
- Prepare government expense reports for specific reimbursement programs such as Medi-Cal/Medicaid, Intergovernmental Transfer, Ground Emergency Medical Transport, and Medicare.
- Stay updated and familiar with health care billing and collections regulations, standards, as well as upcoming trends and changes in health care finances
- Assure Federally certified Rural Health Clinic, Medicare, Medi-Cal and third-party payor compliance
- Oversee third party payor contracting (insurance companies' contracts and/or negotiating with new payors), interpret billing contracts, and verify properly applied to billing practices
- Comply with generally accepted auditing standards (GAAS); ensure a clean and timely year-end audit
- Manage effective relationships with coworkers, vendors, and auditors
- Assist in development and implementation of new procedures and features to enhance the workflow of the department
- Provide training to new and existing staff as needed
- Other duties as assigned

Supervisory Responsibilities: Directly supervises the Staff Accountant

Knowledge Requirements:

The requirements listed below represent the knowledge, skills, and/or ability required.

- Excellent interpersonal and customer service skills.
- Excellent organizational skills.
- Proficient with Microsoft Office 365.
- Proficient with QuickBooks

Experience

- Minimum five (5) to seven (7) years experience as a senior level accountant or in an accounting management role
- Familiarity with healthcare accounting is preferred but not required.

Language, Education, And Licensing

- Bachelor's degree or higher, with a concentration in Accounting, Finance, or Business Administration.
- Current and continued possession of a valid California Driver's License issued by the California Department of Motor Vehicles is required.
- Strong Verbal and written communication skills

Financial Accounting Manager

Other Skills and Abilities

- Maintain professionalism in all interactions with patients, family members, providers, office staff, members of the community, and related outside agencies.
- Attend general and medical staff meetings.
- Strong analytical, planning, and strategy skills.
- Ability to collaborate, motivate, and support teammates.
- Strong organizational and interpersonal skills.
- Strong Verbal and written communication skills
- Ability to multi-task, work under pressure, and meet deadlines required.
- Maintain confidentiality, exercise discretion, use independent and mature judgment, work independently without constant supervision.
- Work with ethnically diverse populations in a culturally sensitive manner.
- Ability to multi-task and work effectively in a high-stress and fast-moving environment, utilizing good decision-making skills.
- 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.
- Working with ethnically diverse populations in a culturally sensitive manner.

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. 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, 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.



Position: **Human Resources Manager**

Date: **15 Oct 2024** X Exempt Non-Exempt

Department: **Administration**

Salary Range **\$112,906 - \$144,269 Annually**

Written By: **Human Resources Manager**

Approved By: **CEO**

Reports To: **Chief Executive Officer**

Supervises: **1**

Job Summary:

Under administrative direction, plan, organize, and oversee all human resource functions of the District, including recruitment and selection; training and development; compliance with HR laws for public agencies; performance management; compensation and payroll administration; safety and wellness planning; development of personnel policies and procedures; coordinating personnel risk management and worker's compensation; and performing other job-related duties such as monthly staff reports; annual budgeting; periodic dispute resolution; and occasional investigation of complaints and grievances. This is a top-level at-will management position for the organization, under the direction of the Chief Executive Officer, with responsibility for developing and managing human resource programs and services to achieve effective utilization and development of District staff. This position is also responsible for providing professional assistance and guidance to department managers regarding labor law and personnel policy compliance and provides a liaison role between District employees, management, and the Chief Executive Officer.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must satisfactorily perform each essential duty. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties. Other duties may be assigned

Recruitment and Staffing:

- Lead and oversee recruitment and selection efforts to fill District vacancies, including conducting background investigations for new hires.
- Develop, ensure accuracy, and update according to market need job descriptions
- Post job vacancies, review applicants for qualifications, and provide managers best qualified for interviewing,
- Assist managers with arranging interviews as needed
- Ensuring selectees are properly vetted with background investigations and credentials based on occupation
- Onboard new hires, provide district orientation and coordinate department orientation with managers
- Attend targeted and local recruitment events
- Monitor adherence to labor laws, equal opportunity (EEO) laws, workplace safety regulations, and data privacy policies

Personnel Policy Development:

- Develop and recommend personnel policies to the Chief Executive Officer, ensuring compliance

Human Resources Manager

- with legal requirements and best practices.
- Revise and update policies as required, or as needed, or to comply with changes rules, laws, or best practices
- Develop Human Resources Standard Operating Procedures (SOP) to ensure continuity of all actions

Risk Management:

- Oversee administration for Risk Management, including liability and workers' compensation claims, ensuring the organization's compliance with safety regulations, IIPP requirements, and safety committee requirements.
- Coordinate and oversee the District's Workman's Compensation program
- Develop and oversee the District's Safety Program to include IIPP requirements
- Ensure compliance to all workplace safety regulations and data privacy policies.

Performance Management:

- Develop and maintain the Performance Management System
- Assist managers in developing performance standards
- Ensure uniformity of application across the District
- Provide annual reports

Compensation & Benefits Planning:

- Maintain and administer the District's classification and compensation plan, ensuring equity and consistency.
- Develop the District's annual staffing budget, ensuring efficient allocation of resources to meet organizational needs.
- Administer the employee benefits program, supporting employees and ensuring compliance with policies and regulations. Coordinate with third party for Open Enrollment annually
- Oversee bi-weekly payroll process; ensure the accuracy of timecards, pay, deduction and benefits adjustments.
- Conduct market salary surveys as required

Training and Development:

- Analyze training needs in collaboration with department managers and develop training programs to address those needs.
- Create orientation programs for new staff to facilitate their smooth integration into the organization.
- Monitor employee annual training and certifications; report discrepancies to management and ensure proper action is taken timely
- Provide training, coaching, and mentoring opportunities to employees for professional growth

Employee Engagement:

- Monitor and assess employee satisfaction levels to identify areas for improvement and implement strategies to enhance employee engagement and morale.
- Conduct annual Employee Engagement Surveys
- Publish quarterly Newsletters
- Coordinate annual District Employee Recognition Ceremonies

Team Management:

- Supervise and evaluate the work of assigned HR staff, providing guidance and support to ensure their professional growth and optimal performance.

Employee and Labor Relations:

- Assist the Chief Executive Officer in managing employee relations, concerns, and complaints
- Assist the CEO with Labor through partnership and communication to avoid conflict. Assist with compensation and benefits negotiations as needed.
- Investigate and address complaints and grievances promptly and fairly, working to resolve

Human Resources Manager

issues and maintain positive employee relations.

Represent the District:

- Serve as a representative of the District, as delegated by the Chief Executive Officer, in various internal and external settings.
- Assist the District Board with the annual CEO evaluation
- Provide training to new and existing staff as needed
- Other duties as assigned

Supervisory Responsibilities: Directly supervises District Executive Secretary, that works as 20% HR as primarily payroll

Knowledge Requirements:

The requirements below represent the required knowledge, skills, and/or ability.

- Principles and practices of public sector human resources and labor relations, including administrative analysis, recruitment and selection, classification and compensation, equal employment opportunity, employer-employee relations, and policy/program development.
- Principles, laws, rules, and regulations related to safety and risk management.
- Budget development and expenditure control.
- Laws, rules, and ordinances governing public agency personnel processes and procedures.
- Research and evaluation methodologies.
- Sound customer service practices and procedures.
- Employee development and training.
- Principles of supervision and employee evaluation.
- HRIS software and Microsoft Office Programs
- Excellent interpersonal and customer service skills.
- Excellent organizational skills.
- Proficient with Microsoft Office 365.
- Proficient with QuickBooks

Experience

- Minimum five (5) years of increasingly responsible experience in developing and administering public sector personnel programs, including at least two years in a management or supervisory capacity.
- Familiarity with healthcare accounting is preferred but not required.

Language, Education, And Licensing

- Bachelor's degree or higher in human resources management, personnel administration, business administration, psychology, or a closely related field.
- Current and continued possession of a valid California Driver's License issued by the California Department of Motor Vehicles is required.
- A certificate in public human resources management is desirable
- Strong verbal and written communication skills

Other Skills and Abilities

- Plan, organize, direct, coordinate, and manage the human resources functions of the District,
- Exercise initiative, creativity, and sound judgment in solving difficult administrative, technical, and human resource problems.
- Provide supervision, training, and work evaluation for assigned staff.
- Maintain coordination for District Safety and Risk Management.

Human Resources Manager

- Formulate, implement, and evaluate personnel and labor relations systems and procedures.
- Collect and analyze data on various technical, analytical, and administrative topics.
- Communicate effectively, verbally and in writing, in various settings.
- Prepare comprehensive technical reports and recommendations.
- Effectively represent District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Consistently utilize exceptional human relations skills with a diverse group of employees, associates, and members of the public.
- Ability to collaborate, motivate and support teammates.
- Involvement in community/civic health matters/projects as appropriate.
- Ability to develop relationships with vendors.

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



Position: **Health Center Manager**

Date: **15 Oct 2024** **X** **Exempt** **Non-Exempt**

Department: **Health Center**

Salary Range: **\$112,108 - \$151,675 Annually**

Written By: **Human Resources Manager**

Approved By: **CEO**

Reports To: **Chief Executive Officer**

Supervises: **20-25**

Job Summary:

Under direct supervision of the CEO and Medical Director manages the day-to-day operations and supervises medical assistants, medical records clerks, referral coordinators, health center assistant manager and patient engagement specialists. Adheres to the philosophy and mission of Del Puerto Health Center in all aspects of job performance.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must satisfactorily perform each essential duty. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties. Other duties may be assigned

CLINIC MANAGEMENT

- Oversee evaluation and management of clinical practice within the department and in other departments.
- Assist with patient needs and any additional assistance in understanding office protocols.
- Ensure the efficient and effective flow of patients throughout the department while also ensuring that they are properly treated and taken care of.
- Intervene and diffuse situations involving agitated, confused, scared or emotional patients and family members.
- Abide by policies, procedures, and laws to ensure that the organization's best interests are kept in mind while providing quality health care.
- Ensure a safe work environment for staff is maintained by keeping the environment clean, including adequate supplies and upkeep of the unit and equipment.
- Responsible for ensuring compliance with Standard Precautions.
- Ensure compliance with QA policy and procedures.
- Manage and maintain the Clinic to provide certifications, fire and safety programs and compliance with Board policies and Federal and State laws and regulations.
- Conduct facility audits and assure compliance in deficient areas.
- Responsible contact for emergency situations regarding the fire alarm, security alarm, and any other facility-related issues at the site during and after hours and responds as necessary. Will contact the CEO as appropriate.
- Review and approve staff hours worked for timecards
- Order medical supplies and submit purchase orders for office supplies to A/P
- Direct monthly staff meetings as needed
- Provide required and ongoing training
- Liaison for Staff with upper management

Health Center Manager

- Ensure Staff medical and Certificate requirements are current
- Maintain employee files and records
- Maintains confidentiality of records and other sources of information.
- Maintain a working knowledge of applicable Federal, State and Local laws and regulations, as well as other policies and procedures.
- Perform other duties as assigned.
- Assist patients with financial inquiries and act as liaison between patient and billing department. Ensure staff and providers are using Healthcare Effectiveness Data Information Set tools to measure the exceptional care provided to our members.
- Update EMR and billing with new CPT code requirements.
- Responsible for ordering from Vaccines for Children Program and acts as Provider of Record Designee as indicated in the VFC Provider Agreement.

PROVIDER RELATIONS

- Responsible for the timely inputting of provider schedules and exception blocks into the practice management system.

Responsible contact for all industrial accounts and trains staff according to each industrial account policy and procedure.

- Responsible for providing the adequate staff to all providers and formulating staff monthly schedule.
- Responsible for attending all monthly commercial and non-commercial insurance meetings and providing clinic with updates.
- Attend all meetings of the Board of Directors and other meetings as required.
- Conducts clinical chart audits and assures compliance in deficient areas.

EMPLOYEE/STAFF RELATION

- To develop, coordinate and supervise staff within the department and between other departments.
- Ensure that there is adequate staff with appropriate training in the department, and exceptional customer service that provides quality health care.
- Ensure of assigning and reviewing the work of staff in each department.
- Providing for and recommending staff for promotions and corrective actions as needed within the department. This is done by participating in the production of setting performance standards for the staff and then monitoring, assessing, reviewing and evaluating employee performance based on these established standards.
- Listens and asks for feedback from staff and patients. Effective and utmost importance.
- Resolves staff disputes and misunderstandings.
- Updates employees with certificates and credentials. Assist in disaster planning and other such activities that the staff and organization may have to face.
- Trains new and existing staff on proper patient care practices , computer applications, understanding of special programs, standardized Del Puerto Health Center processes, policies and procedures and work instructions.
- Provides clear and concise verbal and written instructions to staff regarding running the department to ensure that they are understood.
- Ensures that department staff are kept up to date on any changes that are occurring regarding the working style of the department.

BILLING ISSUES

- Responsible for the timely submission of deposits to Administration in accordance with policies and procedures.
- Monitors site's Account Receivable (AR) and works together with the Billing department to assure AR is at organization's standard.

Health Center Manager

Assists providers with patient medical forms and letters

ASSIST MEDICAL DIRECTOR

- Ensures that Medical Director is overseeing mid-level charting.
- Ensures that clinic has all medical supplies needed or as indicated by the provider.

HEALTHCARE DISTRICT/BOARD OF DIRECTORS

- Controlling inventory and establishing procedures for purchasing, product selection, product evaluation and supply distribution.
- Implementation programs necessary to control and effectively utilize the physical and financial resources of the Clinic including but not limited to : complete and adequate Accounting records, budgeting, handling of funds, establishment of rates and charges, monitoring of the Clinic's insurance program.
- Responsible for logging daily patient count and recording into monthly reports.
- Responsible for the timely completion and submission of employee performance, attendance evaluations, annual skills and consultations in accordance with policies and procedures for all staff.
- Supports, communicates, and facilitates the health care district programs and policies. Example working overtime, etc.
- Complete and assures timely submission of employee worked hours in accordance with policies and procedures.

Supervisory Responsibilities: Directly supervises medical assistants, medical records clerks, referral coordinators, health center assistant manager and patient engagement specialists.

Knowledge Requirements:

The requirements listed below are representative of the knowledge, skills, and/or ability required.

- Excellent interpersonal and customer service skills.
- Excellent organizational skills.
- Proficient with Microsoft Office 365.
- Proficient with QuickBooks

Experience

- Minimum two (2) to five (5) years' related experience

Language, Education, And Licensing

- High School diploma or equivalent
- Bilingual Fluent in the English/Spanish language both written and oral.

Other Skills and Abilities

- Ability to read and interpret documents operating and/or maintenance instructions, and procedure manuals.
- Ability to speak effectively with customers and all members of the health care team.
- Strong analytical, planning, and strategy skills.
- Ability to collaborate, motivate and support teammates.
- Strong organizational and interpersonal skills.
- Strong Verbal and written communications skills
- Ability to multi-task, work under pressure, and meet deadlines required.
- Ability to work with mathematical concepts.

Health Center Manager

- Ability to apply concepts such as 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 technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Involvement in community/civic health matters/projects as appropriate.
- Maintain professionalism in all interactions with patients, family members, providers, office staff, members of the community and related outside agencies.

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. The noise level in the work environment is usually moderate.

Risk Exposure Category I:

Tasks do involve 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.

Del Puerto Health Care District
ASSET REPLACEMENT FUND BALANCE

As of September 30,2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
DPHCD Capital Projects							
AMB Motorola Two-Way Radios							
General Journal	04/30/2024	JE 04-13	DPHCD Capital Projects:AMB Motorola Two-Way Radi	Purchase of Motorola Radios per Board approved Apr 29, 2024.		24,311	24,311
Total AMB Stryker Power Load						24,311	24,311
AMB Stryker Power Load							
General Journal	03/31/2023	JE 03-11	DPHCD Capital Projects:AMB Stryker Power Load	Purchase of Stryker power Load per Board approved Jan 30, 2023.		23,078	23,078
General Journal	06/30/2024	JE 06-13	DPHCD Capital Projects:AMB Stryker Power Load	To transfer cost of Stryker Power Load for 2023 Ambulance.	28,624		(5,545)
Total AMB Stryker Power Load					28,624	23,078	(5,545)
AMB Video/Speed Monitoring System							
General Journal	06/30/2022	JE 06-14	DPHCD Capital Projects:AMB Video/Speed Monitoring	AMB driver video & speed monitoring system.		32,000	32,000
General Journal	02/28/2023	JE 02-11	DPHCD Capital Projects:AMB Video/Speed Monitoring	Paid equipment deposit to ACETECH for AMB vehicle cameras.	7,122		24,878
General Journal	06/30/2023	JE 06-19	DPHCD Capital Projects:AMB Video/Speed Monitoring	PAID AceTech for AMB Vehicle cameras.	11,872		13,006
Total AMB Video/Speed Monitoring System					18,994	32,000	13,006
HC Equipments							
General Journal	06/30/2022	JE 06-14	DPHCD Capital Projects:HC Equipments	HC old equipments replacements (ECG system, freezer, wheelchair & scale).		4,985	4,985
General Journal	02/28/2023	JE 02-15	DPHCD Capital Projects:HC Equipments	PAID purchased wheelchair and scale for HC.	811		4,174
General Journal	06/30/2023	JE 06-08	DPHCD Capital Projects:HC Equipments	Paid purchased HC ECG system.	2,885		1,289
General Journal	12/31/2023	JE 12-12	DPHCD Capital Projects:HC Equipments	Paid purchased HC ECG system.	1,347		(58)
Total HC Equipments					5,043	4,985	(58)
AMB New Ambulance							
General Journal	02/28/2023	JE 02-12	DPHCD Capital Projects:AMB New Ambulance	New Ambulance purchase per Board approved Feb 27, 2023		289,450	289,450
General Journal	06/30/2024	JE 06-13	DPHCD Capital Projects:AMB New Ambulance	To transfer 2023 Ambulance Costs to Asset.	280,112		9,339
Total AMB New Ambulance					280,112	289,450	9,339
AMB Crew Quarters							
General Journal	05/02/2019	JE 05-06	DPHCD Capital Projects:AMB Crew Quarters	Crew Quarter alerting system, crew lockers, bathroom repairs		35,000	35,000
General Journal	06/30/2021	JE 06-21	DPHCD Capital Projects:AMB Crew Quarters	Paid capital expense re: AMB Bathroom repairs.	9,456		25,544
Total AMB Crew Quarters					9,456	35,000	25,544
360.031 Total Approved Capital Expenses - DPHCD Capital Projects							66,597
360.030 Unassigned Asset Replacement Fund							783,726
General Journal	1/31/2024	JE 01-13		Increase Asset Replacement Fund approved by Board		346,000	1,129,726
General Journal	04/30/2024	JE 04-13	DPHCD Capital Projects:AMB Motorola Two-Way Radi	Purchase of Motorola Radios per Board approved Apr 29, 2024.	15,188		1,114,538
360.030 Unassigned Asset Replacement Fund							1,114,538
TOTAL ASSET REPLACEMENT FUND - August 31, 2024							1,181,135

Del Puerto Health Care District
E Street Land and Building Expansion Details
As of September 30, 2024

Date	Num	Name	Memo	Amount
151.152 - E Street Land				
09/18/2017	1/718-01-17	LDA Partners, LLP	Architectural Services	4,084
11/18/2017	#2/718-01-17	LDA Partners, LLP	Architectural Services	1,910
02/08/2018	#4/718-01-17	LDA Partners, LLP	Architectural Services	800
03/18/2018	5/718-01-17	LDA Partners, LLP	Architectural Services	750
04/18/2018	#3 / 718-01-17	LDA Partners, LLP	Architectural Services 11/16/17 - 12/15/17	800
05/22/2018	27052	State of California Condemnation	sum of probable compensation deposit for acquiring immedicate p	283,000
06/18/2018	6/718-01-17	LDA Partners, LLP	Architectural Services	250
06/30/2018	27285	Malm Fagundes LLP	Legal fees	363
06/30/2018	FYE 18-04	DPHCD Capital Projects:E Street	Legal advice, filing, and title insurance costs for purchase of 875 E	31,633
08/01/2018	27345	Malm Fagundes LLP	Legal E Street Property	600
09/04/2018	27415	Malm Fagundes LLP	Legal Fees	1,361
09/28/2018	27479	Malm Fagundes LLP	Legal Fees	1,053
10/31/2018	27549	Malm Fagundes LLP	Legal Fees	285
12/04/2018	27621	Malm Fagundes LLP	Legal Services	1,385
12/31/2018	27749	Malm Fagundes LLP	Legal Fees	516
01/31/2019	27770	Malm Fagundes LLP	Legal Services	784
02/28/2019	27897	Malm Fagundes LLP	Legal Services	644
03/31/2019	27964	Malm Fagundes LLP	Legal Services	330
05/31/2019	28104	Malm Fagundes LLP	Legal Services	420
06/30/2019	AJE # 11	DPHCD Capital Projects:E Street	To book the balance for land purchase per preliminary settlement l	62,000
07/31/2019	28337	Malm Fagundes LLP	Legal Services	1,596
08/29/2019	28551	Malm Fagundes LLP	Legal Fees	1,344
09/30/2019	28759	Malm Fagundes LLP	Legal Services	1,536
10/31/2019	33076	Cole Huber (Cota Cole)	Legal Services	1,247
10/31/2019	28830	Malm Fagundes LLP	Legal Services	2,307
10/31/2019	JE 10-03	Cole Huber (Cota Cole)	Reclass entry invoice dated 9/30/19; erroneously booked as Gene	2,494
11/06/2019	1057	Nelson Enviro, LLC	Phase I Site Assessment	1,900
11/30/2019	28989	Malm Fagundes LLP	Legal Services	417
12/20/2019	28989	Malm Fagundes LLP	Legal Services	210
01/15/2020	81487	Condor Earth Technologies, Inc	E Street Expansion - Phase II (Project Mgmt/Regulatory Liasion)	1,463
01/31/2020	29179	Malm Fagundes LLP	Legal Fees	840
02/15/2020	81692	Condor Earth Technologies, Inc	Phase II (Mgmt, Mark Drilling locations & Soil Sampling)	3,469
02/29/2020	29189	Malm Fagundes LLP	Legal Fees	510
02/29/2020	81804	Condor Earth Technologies, Inc	Phase II - Lab Analysis & Report Preparation	7,790
03/31/2020	29360	Malm Fagundes LLP	Legal Fees	978
04/30/2020	29438	Malm Fagundes LLP	Legal Fees	420
05/31/2020	29585	Malm Fagundes LLP	Legal Fees	543
06/30/2020	34993	Cole Huber (Cota Cole)	Legal Services	215
06/30/2020	29736	Malm Fagundes LLP	Legal Services	1,308
07/29/2020	29830	Malm Fagundes LLP	Legal Services	906
08/30/2020	29953	Malm Fagundes LLP	Legal Fees	452
09/30/2020	30050	Malm Fagundes LLP	Legal Fees	767
11/30/2020	30215	Malm Fagundes LLP	Legal Fees	840
02/05/2021	30422	Malm Fagundes LLP	Legal Fees	900
02/27/2021	30551	Malm Fagundes LLP	Legal Fees	24
04/29/2021	31228	Malm Fagundes LLP	Legal Services	188
Total E Street Land				427,630

Del Puerto Health Care District
E Street Land and Building Expansion Details
As of September 30, 2024

Date	Num	Name	Memo	Amount
151.182 - E Street Building				
01/21/2021	9805027	Amazon	Design-Build Reference Book- E Street Expansion	29
12/30/2020	36244	Cole Huber (Cota Cole)	Legal Services	1,800
03/01/2023	42150	Cole Huber (Cota Cole)	Legal Services	113
03/30/2023	42335	Cole Huber (Cota Cole)	Legal Services	67
04/27/2023	43062	Cole Huber (Cota Cole)	Legal Services	90
06/27/2023	43064	Cole Huber (Cota Cole)	Legal Services	165.00
06/29/2023	43062 & 43063	Cole Huber (Cota Cole)	Legal Services	495.00
07/30/2023	43427	Cole Huber (Cota Cole)	Legal Services	832.50
11/18/2022	1/718-02-22	LDA Partners, LLP	Architectural Services (Program 25% and Site Evaluation 42% con	10,000
02/01/2023	2/718-02-22	LDA Partners, LLP	Architectural Services (Program 75% complete)	5,000
02/01/2023	2/718-02-22	LDA Partners, LLP	Architectural Services (Site Evaluation 80% complete)	6,900
02/18/2023	3/718-02-22	LDA Partners, LLP	Architectural Services (Program 90% complete)	1,500
02/18/2023	3/718-02-22	LDA Partners, LLP	Architectural Services (Site Evaluation 85% complete)	900
02/18/2023	3/718-02-22	LDA Partners, LLP	Architectural Services (Conceptual Design 15% complete)	4,800
03/15/2023	4/718-02-22	LDA Partners, LLP	Architectural Services (Program 100% complete)	1,000
03/15/2023	4/718-02-22	LDA Partners, LLP	Architectural Services (Site Evaluation 100% complete)	2,700
04/18/2023	5/718-02-22	LDA Partners, LLP	Architectural Services (Conceptual Design 30% complete)	4,800
06/18/2023	6/718-02-22	LDA Partners, LLP	Architectural Services (Conceptual Design 95% complete)	20,800
07/18/2023	7/7 18-02-22	LDA Partners, LLP	Architectural Services (Conceptual Design 100% complete)	1,600
09/06/2023	1008150	MurphyAustin	Pre-Construction Consulting for DPAC Project	5,610
09/13/2023	2843	Walker Advisory, Inc.	Project Management for Building	10,602
09/29/2023	43906 (Aug 2023)	Cole Huber (Cota Cole)	Legal Services	2,025
09/29/2023	4931	Cole Huber (Cota Cole)	Legal Services	315
09/29/2023	43932	Cole Huber (Cota Cole)	Legal Services	1,013
09/30/2023	1008943	MurphyAustin	Pre-Construction Consulting for DPAC Project	10,710
10/30/2023	1009483	MurphyAustin	Pre-Construction Consulting for DPAC Project	3,103
03/31/2024	1012753	MurphyAustin	Pre-Construction Consulting for DPAC Project	85
04/30/2024	200461235	Cole Huber (Cota Cole)	Legal Services	158
05/31/2024	1014134	MurphyAustin	Pre-Construction Consulting for DPAC Project	43
08/30/2024	200462381	Cole Huber (Cota Cole)	Legal Services	235
Total E Street Building Expansion				97,489