



**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*

## **BOARD OF DIRECTORS MEETING**

**Monday, December 9, 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**

**Board of Directors Meeting**

**Monday, December 9, 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. **Oath of Office:** Anne Stokman, Luis Avila, Ma Traore, Sylvia Ramirez
6. **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.]*
7. **Declarations of Conflict** *[Board members disclose any conflicts of interest with agenda items]*
8. **Approval of Agenda** **Action**  
*[\*Directors may request moving any consent calendar item to the regular calendar or change the order of the agenda items.]*
9. **Consent Calendar\*** *[Routine committee reports, minutes, and non-controversial items]* **Action**
  - A. \*Approve Board Meeting Minutes – Nov 18, 2024
  - B. \*Accept Finance Report and Warrants – September 30, 2024
  - C. \*Accept Finance Committee Meeting Minutes – October 23, 2024
  - D. \*Accept Finance Report and Warrants – October 31, 2024
  - E. \*Accept Written Department Reports – Ambulance, Health Center, and Human Resources.
10. **Regular Calendar**
  - A. \*Any Consent Calendar items moved to the Regular Calendar **Action**
  - B. Accept of FY 2023-24 Financial Audit **Action**
  - C. Policy #3441A - PTO Update **Action**
  - D. Approve Engagement of HMA for Ambulance Variable Rate Range Program **Action**
  - E. Proposed Salary Scale Policy **Action**
  - F. Engagement of Realtor for 1700 Keystone Pacific Pkwy, Bldg C **Action**
11. **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. 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).
12. **Report of any Action taken in Closed Session**
13. **Director Correspondence, Comments, Future Agenda Items** Information Only
14. **Upcoming Regular Board and Standing Committee Meeting Dates** Information Only

Finance – Wed, Dec 18 CANCELLED	Board – Mon, Dec 09 @ 6:00 PM
	Board – TENTATIVE, Monday, Dec 13 @ 6:00 PM
Finance – Wed, Jan 22 @ 6:00 PM	Board – Mon, Jan 27 @ 6:00 PM

**DEL PUERTO HEALTH CARE DISTRICT**

**Board of Directors Meeting**

**Monday, December 9, 2024 @ 6:00 pm**

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

Finance – Wed, Feb 19 @ 6:00 PM

Board – Mon, Feb 24 @ 6:00 PM

15. **Adjourn**





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Becky Campo, Secretary  
Luis Avila, Treasurer

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

**BOARD OF DIRECTORS MEETING MINUTES**  
**Monday, November 18, 2024 @ 6:00 PM**

1. **Call to order @ 6:01PM** by President, Anne Stokman

2. **Pledge of Allegiance**

3. **Roll Call**

**Directors Present:** President, Anne Stokman  
Vice President, Timothy Benefield  
Treasurer, Luis Avila  
Secretary, Becky Campo

**Staff Present:** CEO, Karin Freese  
Ambulance Director, Paul Willette  
Health Center Manager, Suzie Benitez  
Human Resources Manager, Robert Trefault  
Financial Accounting Manager, Maria Reyes-Palad  
Board Clerk/District Executive Secretary, Jasmine Sanchez

**District Legal Council:** Dave Ritchie, Cole Huber, LLP

**Members of the Public:** Jessica Wilkinson, Patterson Irrigator  
Sylvia Ramires, Zone 4  
Ma Traore, Zone 3

*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**

- During this time, staff members formally introduced themselves to one another, and individuals from the public also took the opportunity to introduce themselves.
- No further comments were made.

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 presented.**

Directors Benefield/Avila

**Ayes:** Directors: Stokman, Benefield, Avila, Campo

**Nays:** None  
**Abstain:** None  
**Motion:** Passed

8. **Consent Calendar\*** [*Routine committee reports, minutes, and non-controversial items*]

- A. \*Approve Finance Committee Minutes – Oct 28, 2024
- B. \*Accept Written Department/Committee Reports – Ambulance (including Legislation), Ambulance, Health Center, Human Resources.

**M/S/C. Approve the Consent Calendar.**

Directors Avila/Campo

**Ayes:** Directors: Stokman, Benefield, Avila, Campo

**Nays:** None

**Abstain:** None

**Motion:** Passed

9. **Regular Calendar**

- A. *\*Any Consent Calendar items moved to the Regular Calendar*

None

- B. FY 2023-24 Financial Audit Presentation by David Imus, Wipfli

No Action Taken, postpone until December 9<sup>th</sup>

The balance sheet overview shows that accounts receivables grew slightly, but this was balanced by a stabilization in contractual allowances and price rate increases, which is a positive development.

Third-party payer settlements decreased, but this is not a concern, as they typically fluctuate based on cost reports. Prepaid expenses increased slightly due to timing differences, and cash and cash equivalents grew by \$1.8 million, reflecting a 43% year-over-year increase driven by overall revenue and profitability.

On the income statement, patient service revenue increased by \$1.3 million, positively impacting cash collections. Contractual allowances increased, but the revenue growth more than offset this.

Fewer recruitment and other costs highlight the management team's strong ability to control expenses in the current environment, and other expenses decreased by \$261K, showcasing effective cost management. In the financial analysis, the operating margin is low due to a large loss from operations, but the trend is improving.

The total margin stands at 25%, which indicates strong financial stability. Cash on hand is 115 days, well above the 90-day benchmark, showing strong liquidity. Days in accounts receivable is 45, suggesting efficient cash flow management, and long-term debt is decreasing, reflecting effective debt management and repayment.

As for the next steps, David plans to be part of the December meeting.

- C. Triennial Review of Legal Counsel Services and Proposal

Dave Ritchie expressed several key accomplishments over the past few years, including a successful revised MOU with the steelworkers and nearing completion of a favorable settlement on a personnel matter that was previously in arbitration. They also mentioned ongoing general counsel work and frequent HR

tasks. The bond property purchase project is progressing well, with a strong relationship with the financing team. The counsel expressed appreciation for the support and collaboration of the management team, noting that this has been one of their favorite places to work. They also addressed a small increase in the contract rate, which remains below their regular public entity rate, and confirmed the contract extension for two years. Looking ahead, they expressed eagerness to work with new board members and continue achieving success.

**M/S/C. Approve the Consent Calendar.**

Directors Benefield/Avila

**Ayes:** Directors: Stokman, Benefield, Avila, Campo

**Nays:** None

**Abstain:** None

**Motion: Passed – Roll Call Vote**

**D. CSU Sacramento Proposal for Community Health Needs Assessment**

CEO and Board President are discussing the plan for the upcoming community health needs assessment, which will be conducted in 2025. They're exploring two options for the follow-up survey: one involves sending a full survey by mail in English and Spanish, and the other would be a simpler postcard with a QR code to encourage online responses. The previous survey, conducted by California State University Sacramento, involved sending mailers to approximately 9,000 households. The response rate was 5%, which was considered good for direct mail. They plan to follow up on 17 of the same questions from the previous survey to track changes in the Patterson area and compare it to the rest of the county.

The new survey will include questions focusing on behavioral health and mental wellness, based on Stanislaus County's annual plan for behavioral health. This would include a mailer with a QR code for online responses. While it's more expensive (around \$106,000), it provides more thorough data collection.

**M/S/C. Approve the Consent Calendar.**

Directors Avila/Benefield

**Ayes:** Directors: Stokman, Benefield, Avila, Campo

**Nays:** None

**Abstain:** None

**Motion: Passed – Roll Call Vote**

**E. Proposed Salary Scale Policy**

The goal is to ensure that all employees are in the mid-range of salaries. The board president has requested that we identify the salaries to be increased, including geographic adjustments, and have them ready before July 1<sup>st</sup> to include in the budget. This adjustment will result in an increase to the budget. No action is required at this time.

**Adjourned to Closed Session @ 6:45 PM**

**10. Recess to 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. 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).

- 11. **Returned to Open Session @ 7:34 PM** - Report of Closed Session – No reportable action, directions were given to staff.
  
- 12. **Continuation of Regular Calendar**  
None
  
- 13. **Director Correspondence, Comments, Future Agenda Items**  
None
  
- 14. **Upcoming Regular Board and Standing Committee Meeting Dates** Information Only
  - Finance – Wed, Nov 20 @ 6:00 PM      Board – Mon, Nov 18 @ 6:00 PM
  - Finance – Wed, Dec 18 CANCELLED      Board – Mon, Dec 9 @ 6:00 PM
  - Finance – Wed, Jan 22 @ 6:00 PM      Board – Mon, Jan 27 @ 6:00 PM
  
- 15. **Adjourned @ 7:35 PM**



**Del Puerto Health Care District**  
**Balance Sheet**  
As of September 30, 2024

	Sep 30, 24	Aug 31, 24	% Change	Sep 30, 23	% Change	Notes
<b>ASSETS</b>						
Current Assets						
<b>Total Checking/Savings</b>	6,290,264	6,162,299	2%	3,727,807	69%	
<b>Total Accounts Receivable</b>	1,040,610	1,064,354	(2%)	1,177,407	(12%)	
Total Other Current Assets	764,601	596,136	28%	723,882	6%	
<b>Total Current Assets</b>	8,095,475	7,822,789	3%	5,629,096	44%	
Fixed Assets						
Total 151.000 · Capital assets	5,050,229	5,063,206	(0%)	4,946,762	2%	
<b>Total Fixed Assets</b>	5,050,229	5,063,206	(0%)	4,946,762	2%	
Other Assets						
150.000 · Lease Receivable - Non Current	273,263	273,263		273,263		
<b>Total Other Assets</b>	273,263	273,263		273,263		
<b>TOTAL ASSETS</b>	<b>13,418,967</b>	<b>13,159,258</b>	<b>2%</b>	<b>10,849,121</b>	<b>24%</b>	
<b>LIABILITIES &amp; EQUITY</b>						
Liabilities						
Total Current Liabilities	580,822	543,184	7%	511,226	14%	
Total Long Term Liabilities	1,641,489	1,647,221	(0%)	1,710,062	(4%)	
<b>Total Liabilities</b>	<b>2,222,311</b>	<b>2,190,405</b>	<b>1%</b>	<b>2,221,288</b>	<b>0%</b>	
Equity						
350.000 · Unrestricted Assets	4,364,197	4,444,197	(2%)	2,705,771	61%	
Total 360.000 · Assigned Fund Balance	2,672,135	2,672,135		2,636,216	1%	
Total 370.000 · Restricted Fund Balance	1,428,856	1,344,862	6%	456,422	213%	
390.000 · Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762		
<b>Net Income</b>	<b>238,708</b>	<b>14,900</b>	<b>1,502%</b>	<b>336,664</b>	<b>(29%)</b>	<i>YTD overall result</i>
Total Equity	11,196,658	10,968,856	2%	8,627,835	30%	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>13,418,969</b>	<b>13,159,261</b>	<b>2%</b>	<b>10,849,123</b>	<b>24%</b>	

	Sep 30, 24	Aug 31, 24
<b>Month End Cash Balance</b>	6,290,264	6,162,299
101.015 - TCB Keystone C 8641	(51,195)	(42,892)
103.100 - TCB USDA Debt Reserve 7237	(122,966)	(122,964)
370.010 - Mitigation Fees	(1,305,276)	(1,301,280)
360.030 - Asset Replacement Fund	(1,181,135)	(1,181,135)
AP & Payroll Liabilities	(511,892)	(471,848)
<b>UNENCUMBERED CASH</b>	<b>3,117,800</b>	<b>3,042,180</b>
Percent of Operating Reserve	209%	204%
360.070 - Operating Reserve	1,491,000	1,491,000

Del Puerto Health Care District  
YTD by Class  
July through September 2024

	Total 01 Administration			Total 02 Patterson District Ambulance			Total 03 Del Puerto Health Center			Total 090 Other Non-Operating			Total 096 Keystone Bldg C			TOTAL		
	Jul - Sep 24	Budget	FY24-25 Budget	Jul - Sep 24	Budget	FY24-25 Budget	Jul - Sep 24	Budget	FY24-25 Budget	Jul - Sep 24	Budget	FY24-25 Budget	Jul - Sep 24	Budget	FY24-25 Budget	Jul - Sep 24	Budget	FY24-25 Budget
	Ordinary Income/Expense																	
Income																		
401.000 · Gross Patient Service Revenue				2,656,796	2,691,957	11,344,486	1,140,431	1,277,043	5,108,174							3,797,227	3,969,000	16,452,660
403.000 · Adjustments				(1,466,701)	(1,453,657)	(6,736,647)	(330,105)	(168,603)	(674,412)							(1,796,806)	(1,622,260)	(7,411,059)
405.000 · Bad Debt				(290,811)	(167,301)	(669,203)	18,766	(11,488)	(45,953)							(272,045)	(178,789)	(715,156)
407.000 · Other Income	500	2,000		545	2,033	8,130	2,175	3,156	12,626							2,720	5,689	22,756
<b>Total Income</b>	<b>500</b>	<b>2,000</b>		<b>899,829</b>	<b>1,073,032</b>	<b>3,946,766</b>	<b>831,267</b>	<b>1,100,109</b>	<b>4,400,435</b>							<b>1,731,096</b>	<b>2,173,641</b>	<b>8,349,201</b>
Gross Profit	500	2,000		899,829	1,073,032	3,946,766	831,267	1,100,109	4,400,435							1,731,096	2,173,641	8,349,201
Expense																		
601.000 · Salaries & Wages	142,481	158,536	573,042	495,500	508,656	2,017,300	444,662	473,033	1,860,722							1,082,643	1,140,225	4,451,064
602.000 · Employee Benefits	30,917	42,766	149,655	114,260	116,466	466,065	124,092	141,227	559,119							269,269	300,459	1,174,839
603.000 · Professional Fees	48,405	52,500	148,000	32,301	9,750	39,000	107,627	110,446	434,392							188,333	172,696	621,392
604.000 · Purchased Services	3,139	3,570	14,733	61,733	64,413	257,651	106,087	99,374	397,494							170,959	167,357	669,878
605.000 · Supplies	857	2,070	8,280	30,550	22,878	91,511	31,629	26,683	106,734							63,036	51,631	206,525
606.000 · Utilities	2,209	2,054	8,218	7,177	6,614	26,455	12,458	11,781	47,065							21,844	20,449	81,738
607.000 · Rental and Lease	61	69	277				648	648	2,592							709	717	2,869
608.000 · Insurance Coverages	15,930	10,448	41,792	63,052	52,905	211,619	37,804	35,312	141,249							116,786	98,665	394,660
609.000 · Maintenance & Repairs	551	361	1,266	27,047	21,801	87,202	13,417	9,799	39,196							41,015	31,961	127,664
610.000 · Depreciation and Amortization	2,968	2,637	10,549	57,655	60,500	242,000	23,440	22,304	89,215		24,300		11,997	11,899	47,597	96,060	97,340	389,361
611.000 · Other operating expenses	39,500	32,355	83,894	140,400	127,002	563,146	29,593	34,315	137,178							209,493	193,672	808,518
699.999 · Condensed Item Adj. Expen	(269,797)	(239,629)	(958,521)	134,899	119,815	479,260	134,899	119,815	479,260									1
<b>Total Expense</b>	<b>17,221</b>	<b>67,738</b>	<b>81,185</b>	<b>1,164,574</b>	<b>1,110,800</b>	<b>4,481,209</b>	<b>1,066,356</b>	<b>1,084,737</b>	<b>4,294,216</b>		<b>24,300</b>		<b>11,997</b>	<b>11,899</b>	<b>47,597</b>	<b>2,260,148</b>	<b>2,275,174</b>	<b>8,928,507</b>
Net Ordinary Income	(17,221)	(67,238)	(79,185)	(264,745)	(37,768)	(534,443)	(235,089)	15,372	106,219		(24,300)		(11,997)	(11,899)	(47,597)	(529,052)	(101,533)	(579,306)
Other Income/Expense																		
Other Income																		
701.000 · District Tax Revenues				62,865	62,865	251,459				432,174	458,750	1,728,695				495,039	521,615	1,980,154
702.000 · Impact Mitigation Fees										226,410						226,410		
703.000 · Investment Income							0			30,217	18,000	70,000				30,217	18,000	70,000
704.000 · Interest Expense							(12,900)	(12,900)	(50,200)							(12,900)	(12,900)	(50,200)
705.000 · Tenant Revenue													33,849	29,005	116,019	33,849	29,005	116,019
710.000 · Misc Other Income			2,000						5,000									7,000
<b>Total Other Income</b>			<b>2,000</b>	<b>62,865</b>	<b>62,865</b>	<b>251,459</b>	<b>(12,900)</b>	<b>(12,900)</b>	<b>(45,200)</b>	<b>688,801</b>	<b>476,750</b>	<b>1,798,695</b>	<b>33,849</b>	<b>29,005</b>	<b>116,019</b>	<b>772,615</b>	<b>555,720</b>	<b>2,122,973</b>
Other Expense																		
802.000 · Keystone District Expense													4,855	4,127	16,507	4,855	4,127	16,507
810.000 · Misc Other Expense												100,000						100,000
<b>Total Other Expense</b>												<b>100,000</b>	<b>4,855</b>	<b>4,127</b>	<b>16,507</b>	<b>4,855</b>	<b>4,127</b>	<b>116,507</b>
Net Other Income			2,000	62,865	62,865	251,459	(12,900)	(12,900)	(45,200)	688,801	476,750	1,698,695	28,994	24,878	99,512	767,760	551,593	2,006,466
<b>Net Income</b>	<b>(17,221)</b>	<b>(67,238)</b>	<b>(77,185)</b>	<b>(201,880)</b>	<b>25,097</b>	<b>(282,984)</b>	<b>(247,989)</b>	<b>2,472</b>	<b>61,019</b>	<b>688,801</b>	<b>476,750</b>	<b>1,674,395</b>	<b>16,997</b>	<b>12,979</b>	<b>51,915</b>	<b>238,708</b>	<b>450,060</b>	<b>1,427,160</b>

Del Puerto Health Care District  
 Warrants by Bank Account

September 2024

Type	Date	Num	Name	Credit	Credit
<b>101.000 - Cash and cash equivalents</b>					
<b>101.010 - Tri Counties Bank</b>					
<b>101.011 - TCB-Operating Checking 1739</b>					
Check	09/30/2024			25.00	
Bill Pmt -Checl	09/04/2024	ACH	DeliverHealth	237.00	
Bill Pmt -Checl	09/04/2024	ACH	Life Line	807.40	
Bill Pmt -Checl	09/04/2024	ACH	Motorola Solutions, Inc.	21,165.60	Asset
Bill Pmt -Checl	09/04/2024	ACH	Beta Healthcare - Workers Comp	4,111.00	
Bill Pmt -Checl	09/16/2024	ACH	ACETECH Corp	4,320.00	Prepaid
Bill Pmt -Checl	09/16/2024	ACH	Amazon	2,293.01	
Bill Pmt -Checl	09/16/2024	ACH	Data Path, Inc	4,848.99	
Bill Pmt -Checl	09/16/2024	ACH	DeliverHealth	79.00	
Bill Pmt -Checl	09/16/2024	ACH	Motorola Solutions, Inc.	3,260.77	Asset
Bill Pmt -Checl	09/16/2024	ACH	Pacific Records Management	333.60	
Bill Pmt -Checl	09/16/2024	ACH	Stryker Sales Corporation	14,458.00	Prepaid
Bill Pmt -Checl	09/23/2024	ACH	Beta Healthcare - Workers Comp	7,492.83	
Bill Pmt -Checl	09/23/2024	ACH	Beta Healthcare Group	17,913.08	
Bill Pmt -Checl	09/23/2024	ACH	Kaiser Permanente	1,687.50	
Bill Pmt -Checl	09/23/2024	ACH	Sacramento Metro Fire District	4,029.24	Prior years' fees
Bill Pmt -Checl	09/16/2024	EFT	Athena Health, Inc.	17,267.31	
Bill Pmt -Checl	09/16/2024	EFT	City Of Patterson-H2O, sewer, garba	905.10	
Bill Pmt -Checl	09/06/2024	EFT	Umpqua Bank	10,340.70	
Bill Pmt -Checl	09/17/2024	EFT	AP Logic	2,394.00	
Bill Pmt -Checl	09/23/2024	EFT	ABW Medical, LLC	8,230.00	
Bill Pmt -Checl	09/04/2024	33105	Bound Tree Medical LLC	204.00	
Bill Pmt -Checl	09/04/2024	33106	City of Patterson-Business Licenses	110.04	
Bill Pmt -Checl	09/04/2024	33107	Data Path, Inc	6,378.64	
Bill Pmt -Checl	09/04/2024	33108	DeHart Plumbing Heating & Air Inc	99.00	
Bill Pmt -Checl	09/04/2024	33109	EMS eSchedule	4,659.20	
Bill Pmt -Checl	09/04/2024	33110	GreenWorks Janitorial Services	4,145.00	
Bill Pmt -Checl	09/04/2024	33111	MD - Rodriguez, Jose	35,333.33	
					0601, 1801 & 1901
Bill Pmt -Checl	09/04/2024	33112	NVB Equipment	3,808.96	ambulance repair
Bill Pmt -Checl	09/04/2024	33113	O'Reilly Auto Parts	21.74	
Bill Pmt -Checl	09/04/2024	33114	Patterson Irrigator	30.00	
Bill Pmt -Checl	09/04/2024	33115	Stericycle	638.14	
Bill Pmt -Checl	09/04/2024	33116	Stericycle	191.45	
Bill Pmt -Checl	09/04/2024	33117	TID Turlock Irrigation District +06	1,886.92	
Bill Pmt -Checl	09/04/2024	33118	Verizon Wireless	574.27	
Bill Pmt -Checl	09/04/2024	33119	Zoll	853.96	
Bill Pmt -Checl	09/04/2024	33120	CSDA-California Special Dist Assoc	720.00	
Bill Pmt -Checl	09/16/2024	33121	Airgas USA, LLC	152.63	
Bill Pmt -Checl	09/16/2024	33122	AMR-American Medical Response	7,337.30	
Bill Pmt -Checl	09/16/2024	33123	Bound Tree Medical LLC	533.94	
Bill Pmt -Checl	09/16/2024	33124	CA Occupational Physicians	277.00	
Bill Pmt -Checl	09/16/2024	33125	City Of Patterson-H2O, sewer, garba	573.18	
Bill Pmt -Checl	09/16/2024	33126	Comcast - Other	192.57	
Bill Pmt -Checl	09/16/2024	33127	Frontier-3755	315.95	
Bill Pmt -Checl	09/16/2024	33128	Frontier - HC 8639	35.52	
Bill Pmt -Checl	09/16/2024	33129	Language Line	306.05	
Bill Pmt -Checl	09/16/2024	33130	Life-Assist	1,536.00	
					1801 & 2101 ambulance
Bill Pmt -Checl	09/16/2024	33131	McAuley Ford	3,158.53	repair

**Del Puerto Health Care District  
 Warrants by Bank Account**

September 2024

Type	Date	Num	Name	Credit	Credit
Bill Pmt -Checl	09/16/2024	33132	McKesson Medical Surgical Inc.	7,296.74	
Bill Pmt -Checl	09/16/2024	33133	Mission Linen Supply	874.56	
Bill Pmt -Checl	09/16/2024	33134	Monique Whitworth	600.00	
Bill Pmt -Checl	09/16/2024	33135	Mr. Rooter Plumbing	284.54	
Bill Pmt -Checl	09/16/2024	33136	Patterson Irrigator	360.00	
Bill Pmt -Checl	09/16/2024	33137	Patterson Police Services	250.00	
Bill Pmt -Checl	09/16/2024	33138	Paul Oil Co., Inc.	3,137.19	
Bill Pmt -Checl	09/16/2024	33139	Physicians Service Bureau	369.83	
Bill Pmt -Checl	09/16/2024	33140	Riggs Ambulance Service, Inc.	21.00	
					<i>2101 ambulance repair; rcvd \$7140 from insurance to offset</i>
Bill Pmt -Checl	09/16/2024	33141	Rush Truck Center Ceres	8,952.82	
Bill Pmt -Checl	09/16/2024	33142	Sanofi Pasteur, Inc	5,675.01	
Bill Pmt -Checl	09/16/2024	33143	Staples Advantage	760.81	
Bill Pmt -Checl	09/16/2024	33144	Stericycle / Shred-it	117.80	
Bill Pmt -Checl	09/16/2024	33145	Stericycle / Shred-it	341.58	
Bill Pmt -Checl	09/16/2024	33146	Westside Landscape & Concrete	1,276.00	
Bill Pmt -Checl	09/16/2024	33147	Workbench True Value Hdwe.	92.11	
Bill Pmt -Checl	09/16/2024	33148	Mountain-Valley EMS Agency	4,610.00	<i>2021 &amp; 2022 bills</i>
Bill Pmt -Checl	09/16/2024	33149	Mountain-Valley EMS Agency	7,220.00	<i>received Sep 2024</i>
Bill Pmt -Checl	09/23/2024	33150	Airgas USA, LLC	102.30	
Bill Pmt -Checl	09/23/2024	33151	Cole Huber (Cota Cole)	2,867.94	
Bill Pmt -Checl	09/23/2024	33152	Comcast Business Voice Edge	2,260.69	
Bill Pmt -Checl	09/23/2024	33153	DeHart Plumbing Heating & Air Inc	3,597.00	
Bill Pmt -Checl	09/23/2024	33154	FP Mailing Solutions	61.33	
Bill Pmt -Checl	09/23/2024	33155	Paul Oil Co., Inc.	3,163.54	
Bill Pmt -Checl	09/23/2024	33156	PG&E	39.30	
Bill Pmt -Checl	09/23/2024	33157	Rush Truck Center Ceres	698.60	
Bill Pmt -Checl	09/23/2024	33158	Staples Advantage	59.85	
Bill Pmt -Checl	09/23/2024	33159	Stericycle	638.14	
Bill Pmt -Checl	09/23/2024	33160	Stericycle	191.45	
Bill Pmt -Checl	09/23/2024	33161	West Side Storage Baldwin	216.00	
Total 101.011 - TCB-Operating Checking 1739				256,408.58	
<b>101.012 - TCB-Payroll Account 2999</b>					
Liability Check	09/11/2024		Payroll Direct Deposit	102,817.75	
Liability Check	09/25/2024		Payroll Direct Deposit	99,686.66	
Liability Check	09/13/2024	EFT	Corebridge / AIG / VALIC	15,888.63	
Liability Check	09/26/2024	EFT	Corebridge / AIG / VALIC	15,436.67	
Liability Check	09/30/2024	EFT	AFLAC	1,254.44	
Liability Check	09/30/2024	EFT	CA Choice	49,301.62	
Liability Check	09/30/2024	EFT	Principal Life Insurance Co	6,548.34	
Liability Check	09/12/2024	E-pay	EDD State of California	8,326.69	
Liability Check	09/12/2024	E-pay	Internal Revenue Service	41,545.17	
Liability Check	09/26/2024	E-pay	EDD State of California	7,809.10	
Liability Check	09/26/2024	E-pay	Internal Revenue Service	38,307.28	
Liability Check	09/26/2024	E-pay	EDD State of California	191.12	
Paycheck	09/12/2024	25820	Employee Payroll	4,252.27	
Paycheck	09/12/2024	25821	Employee Payroll	775.43	
Paycheck	09/12/2024	25822	Employee Payroll	1,366.42	
Liability Check	09/12/2024	25823	California State Disbursement Unit	296.30	
Liability Check	09/12/2024	25824	Franchise Tax Board	671.02	
Liability Check	09/12/2024	25825	Stanislaus County Sheriff - Garn 37	100.00	

## Del Puerto Health Care District Warrants by Bank Account

September 2024

Type	Date	Num	Name	Credit	Credit
Liability Check	09/12/2024	25826	United Steelworkers	372.70	
Paycheck	09/26/2024	25827	Employee Payroll	5,035.11	
Paycheck	09/26/2024	25828	Employee Payroll	99.12	
Paycheck	09/26/2024	25829	Employee Payroll	1,048.66	
Liability Check	09/26/2024	25830	California State Disbursement Unit	23.07	
Liability Check	09/26/2024	25831	Franchise Tax Board	671.02	
Liability Check	09/26/2024	25832	Stanislaus County Sheriff - Garn 37	100.00	
Liability Check	09/26/2024	25833	United Steelworkers	361.59	
Liability Check	09/30/2024	25834	LegalShield	619.35	
Total 101.012 · TCB-Payroll Account 2999				402,905.53	
<b>101.015 · TCB - Keystone C 8641</b>					
Bill Pmt -Checl	09/04/2024	10410	Barton Overhead Door	559.73	
Bill Pmt -Checl	09/04/2024	10411	Mr. Rooter Plumbing	240.07	
Bill Pmt -Checl	09/04/2024	10412	TID Turlock Irrigation District +06	527.53	
Bill Pmt -Checl	09/16/2024	10413	Barton Overhead Door	1,790.00	
Bill Pmt -Checl	09/16/2024	10414	City Of Patterson-H2O, sewer, garba	193.12	
Bill Pmt -Checl	09/23/2024	10415	DeHart Plumbing Heating & Air Inc	1,051.00	
Bill Pmt -Checl	09/23/2024	10416	Gilberto Arroyo-06	415.00	
Total 101.015 · TCB - Keystone C 8641				4,776.45	
Total 101.010 · Tri Counties Bank				664,090.56	
Total 101.000 · Cash and cash equivalents				664,090.56	
<b>103.000 · Restricted Funds</b>					
<b>103.100 · TCB-USDA Debt Reserve 7237</b>					
Check	09/15/2024	eft	USDA Rural Development Loan-EFT	10,060.00	
Total 103.100 · TCB-USDA Debt Reserve 7237				10,060.00	
Total 103.000 · Restricted Funds				10,060.00	
<b>TOTAL</b>				<b>674,150.56</b>	
Less: Irregular items (highlighted)				74,983.92	
<b>NET WARRANTS ISSUED - SEPTEMBER 2024</b>				<b>599,166.64</b>	

**DEL PUERTO HEALTH CARE DISTRICT**  
**875 E Street, Patterson, CA 95363**  
**FINANCE MEETING**  
**MINUTES October 23, 2024**

**1. Call to order/Attendance**

The meeting was called to order by Luis Avila 6:01 PM

**Other Board Members Present:** Becky Campo

**Staff Members Present:** Maria Reyes-Palad, Financial Accounting Manager; Suzie Benitez, Health Center Manager; and Danae Skinner, Administrative Staff Accountant. Karin Freese, Administrative Director/CEO; Paul Willette, Ambulance Operations Director; and Jim Whitworth, Clinical Education & Quality Improvement Manager arrived at 6:15 PM.

**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: September 24, 2024, Finance Meeting Minutes**

M/S/C Becky Campo/Luis Avila to accept the minutes for September 24, 2024, as presented.

**5. Old Business – NONE**

**6. New Business – NONE**

**A. Review for Approval: Management Salary Adjustments**

Karin Freese reviewed the Update of Management Salary Ranges, she reiterated that these ranges are the same from the previous meeting, however the committee asked for updated job descriptions, and these have now been included. Karin Freese answered all questions during discussion by committee members.

M/S/C Becky Campo/Luis Avila to recommend the Update of Management Salary Ranges Resolution, as presented.

**7. Accounting and Finance Manager Report**

**A. Asset Replacement Fund Update 2024**

Maria Reyes-Palad reviewed and answered all questions regarding the Asset Replacement Fund Update 2024.

Information Only – No Action Taken.

**B. E Street Land & Building Details**

Maria Reyes-Palad reviewed and answered all questions regarding the E Street Land & Building Details.

Information Only – No Action Taken.

**C. FY23-24 Audit Result**

Maria Reyes-Palad informed the committee the Audit draft will be ready in mid-November.

Information Only – No Action Taken.

**D. Set Schedule for Committee Review of Account Reconciliations**

Becky Campo reviewed the account Reconciliations for August 2024.

Next Finance Committee Meetings scheduled as follows:

Wednesday, November 20 @ 6:00PM

**8. Meeting adjourned: 06:45 PM**

Respectfully submitted,

---

Luis Avila, Treasurer

Del Puerto Health Care District  
YTD by Class  
July through October 2024

	Total 01 Administration			Total 02 Patterson District Ambulance			Total 03 Del Puerto Health Center			Total 090 Other Non-Operating			Total 096 Keystone Bldg C			TOTAL		
	Jul - Oct 24	Budget	Annual Budget	Jul - Oct 24	Budget	Annual Budget	Jul - Oct 24	Budget	Annual Budget	Jul - Oct 24	Budget	Annual Budget	Jul - Oct 24	Budget	Jul '24 - Jun 25	Jul - Oct 24	Budget	OVERALL BUDGET
Ordinary Income/Expense																		
Income																		
401.000 · Gross Patient Service Revenue				3,344,252	3,589,275	10,767,826	1,541,176	1,702,725	5,108,174							4,885,428	5,292,000	15,876,000
403.000 · Adjustments				(1,863,627)	(1,938,209)	(5,814,626)	(497,276)	(224,804)	(674,412)							(2,360,903)	(2,163,013)	(6,489,038)
405.000 · Bad Debt				(368,792)	(223,068)	(669,203)	29,485	(15,318)	(45,953)							(339,307)	(238,386)	(715,156)
407.000 · Other Income	283	667	2,000	3,893	2,710	8,130	3,385	4,209	12,626							7,561	7,586	22,756
Total Income	283	667	2,000	1,115,725	1,430,709	4,292,127	1,076,770	1,466,812	4,400,435							2,192,778	2,898,188	8,694,562
Gross Profit	283	667	2,000	1,115,725	1,430,709	4,292,127	1,076,770	1,466,812	4,400,435							2,192,778	2,898,188	8,694,562
Expense																		
601.000 · Salaries & Wages	215,731	226,305	665,742	685,569	693,661	2,056,156	626,516	642,536	1,884,813							1,527,816	1,562,502	4,606,711
602.000 · Employee Benefits	43,537	59,359	178,073	154,101	157,236	471,893	168,695	188,521	562,698							366,333	405,116	1,212,664
603.000 · Professional Fees	87,856	60,000	148,000	33,238	13,000	39,000	158,359	146,029	434,392							279,453	219,029	621,392
604.000 · Purchased Services	4,519	4,760	14,733	79,410	85,884	257,651	138,992	132,498	397,494							222,921	223,142	669,878
605.000 · Supplies	2,342	2,760	8,280	39,141	30,504	91,511	43,217	35,578	106,734							84,700	68,842	206,525
606.000 · Utilities	2,930	2,739	8,218	9,519	8,818	26,455	16,365	15,701	47,065							28,814	27,258	81,738
607.000 · Rental and Lease	61	69	277				864	864	2,592							925	933	2,869
608.000 · Insurance Coverages	20,239	13,931	41,792	90,456	70,540	211,619	51,772	47,083	141,249							162,467	131,554	394,660
609.000 · Maintenance & Repairs	626	461	1,266	37,471	29,068	87,202	17,323	13,065	39,196							55,420	42,594	127,664
610.000 · Depreciation and Amortization	4,023	3,516	10,549	77,465	80,667	242,000	31,317	29,738	89,215				16,040	15,866	47,597	128,845	129,787	389,361
611.000 · Other operating expenses	44,174	41,080	83,894	226,976	215,796	563,146	37,797	45,745	137,178			24,300				308,947	302,621	808,518
699.999 · Condensed Item Adj. Expense	(400,289)	(363,725)	(1,091,174)	200,144	181,862	545,587	200,144	181,862	545,587									(1)
Total Expense	25,750	51,257	69,650	1,633,491	1,567,035	4,592,220	1,491,363	1,479,221	4,388,213			24,300	16,040	15,866	47,597	3,166,644	3,113,379	9,121,980
Net Ordinary Income	(25,467)	(50,590)	(67,650)	(517,766)	(136,326)	(300,093)	(414,593)	(12,409)	12,222			(24,300)	(16,040)	(15,866)	(47,597)	(973,866)	(215,191)	(427,418)
Other Income/Expense																		
Other Income																		
701.000 · District Tax Revenues				83,820	83,820	251,459				576,232	611,667	1,835,000				660,052	695,487	2,086,459
702.000 · Impact Mitigation Fees										226,410						226,410		
703.000 · Investment Income							0			39,136	26,000	70,000				39,136	26,000	70,000
704.000 · Interest Expense							(17,072)	(17,071)	(50,200)							(17,072)	(17,071)	(50,200)
705.000 · Tenant Revenue													45,261	38,673	116,019	45,261	38,673	116,019
710.000 · Misc Other Income			2,000						5,000									7,000
Total Other Income			2,000	83,820	83,820	251,459	(17,072)	(17,071)	(45,200)	841,777	637,667	1,905,000	45,261	38,673	116,019	953,786	743,089	2,229,278
Other Expense																		
802.000 · Keystone District Expense													15,790	5,502	16,507	15,790	5,502	16,507
810.000 · Misc Other Expense												100,000						100,000
Total Other Expense												100,000	15,790	5,502	16,507	15,790	5,502	116,507
Net Other Income			2,000	83,820	83,820	251,459	(17,072)	(17,071)	(45,200)	841,777	637,667	1,805,000	29,471	33,171	99,512	937,996	737,587	2,112,771
Net Income	(25,467)	(50,590)	(65,650)	(433,946)	(52,507)	(48,634)	(431,664)	(29,481)	(32,978)	841,777	637,667	1,780,700	13,432	17,305	51,915	(35,868)	522,394	1,685,353







## Ambulance Report November 2024

Patterson responses in November: 235 responses resulting in 164 transports. Our BLS unit P294 had 8 responses and 4 transports. This unit is most commonly staffed when we are unable to staff a third paramedic unit (P93). There were 221 responses in the Patterson District Ambulance response area resulting in 152 transports. PDA units responded to 215 of 221 (97.29%) EMS calls in our district and transported 147 of 152 (96.71%) of all patients transported from our district. AMR responded into the district twice in November for 1 transport and Westside had 4 responses yielding 4 transports. PDA responded into the Westside District 15 times which resulted in 13 transports and 4 responses in AMR response area with 3 transports.

The Patterson High School varsity football season wrapped up with two playoff wins in November. This concludes our football standbys for Patterson HS and the Patterson Jr Tigers for the 2024 season.

PDA management attended Stanislaus County EMS System Status and Operations meetings at the Stanislaus OES facility. We also participated in a virtual meeting for STEMI/Chest Pain Committee at Emanuel Medical Center

On November 1, 2024 I attended an EMS Run Review hosted by Doctors Medical Center. Both DMC and MMC liaisons presented very interesting cases.

On November 5<sup>th</sup>, I joined a panel of area healthcare professionals for an interactive discussion with Patterson High School students in the high school healthcare careers program.

Jim and I traveled to southern California on November 11 – 13 to attend a Beta Safe Patient Handling training seminar.

The PDA Medicare cost report was finalized and submitted.



## Health Center Report November 2024/ Suzie Benitez

<b>Encounter November 2024</b>		
<b><i>Primary Care Vacation/Sick/CME time off</i></b>		
<b>Provider</b>	<b>Hours worked</b>	<b>Encounters</b>
Rodriguez	96	292
Singh	144	457
Barragan	88	200
Mercado	136	307
<b>Primary Total</b>	<b>464</b>	<b>1,256</b>
<b><i>Mental Health Encounters</i></b>		
Herrera		66
<i>Saturday Clinics</i>		<b>0</b>
<b>HC Total Encounters</b>		<b>1,322</b>
<b>Urgent Care Clinic Encounters (Tuesday and Thursday)</b>		
<b>Date</b>	<b>Time</b>	<b>Encounters</b>
February	5:00pm-9:00pm	170
March	5:00pm-9:00pm	134
April	5:00pm-9:00pm	133
May	5:00pm-9:00pm	82% Medi-cal 18% Private =136
June	5:00pm-9:00pm	91
July	5:00pm-9:00pm	66% Medi-cal 34% Private = 98
August	5:00pm-9:00pm	163
September	5:00pm-9:00pm	126
October	5:00pm-9:00pm	89
November	5:00pm-9:00pm	96
<ul style="list-style-type: none"> <li>• Alinea Event (Mobile Mammography)- November 13<sup>th</sup>. We were able to do 22 patients for this event.</li> <li>• Monthly Health Plan Meeting (HEDIS MEASURES SUPPORT)</li> <li>• State Audit-November 12<sup>th</sup> and 19<sup>th</sup>. Scored 95% on Charts and 98% on our facility.</li> </ul>		



11/19/2024

Del Puerto Health Center  
1700 KEYSTONE PACIFIC PKWY UNIT B  
PATTERSON, CA. 95363

Dear Providers:

Congratulations! Health Net is pleased to report your office is in compliance with the Department of Health Care Services (DHCS) Medi-Cal Facility Site and Medical Record Review guidelines. On 11/19/2024 your Facility Site Review score was 98% and on 11/12/2024 your Medical Record Review score was 95%. Your Corrective Action Plan (CAP) was received and approved.

Enclosed is your certificate that deems your facility, located at the above address, as a DHCS Certified Quality Medical Site under the provisions of All Plan letter (APL) 22-017.

**Please retain this certificate in your records as it may be submitted to and accepted by other entities requiring a valid Facility Site and Medical Record Review.**

The certificate expires three years from the date of this review. However, Health Net is required to review sites in between the three-year review cycle based on monitoring, evaluation and/or CAP follow-up issues. The health plan may withdraw this certification if Medi-Cal requirements are below compliance standards.

Thank you for your cooperation during this process. Please contact HN - Keturah Wallace, RN at 916-963-6540, if you have any questions or concerns regarding this information.

Respectfully,

A handwritten signature in cursive script that reads "Pam Carpenter, RN".

Pam Carpenter, RN, DHCS-CMT  
Director, Clinical Support Services  
Facility Site Review

Enclosure: Provider Certificate

<b>Column1</b>	<b>Column2</b>
<b>2024 Measures</b>	<b>2024 Measure Description</b>
IHA	Initial Health Appointment
DEV	Developmental Screening in the First Three Years of Life
TFL-CH	Topical Fluoride for Children
BCS	Breast Cancer Screening
CCS	Cervical Cancer Screening
CIS10	Childhood Immunization Status-Combination 10
IMA	Immunizations for Adolescents-Combination 2
LSC	Lead Screening in Children
W30_1	Well-Child Visits in the First 0 to 15 Months-Six or More Well-Child Visits
W30_2	Well-Child Visits in the First 15 Months to 30 Months-Two or More Well-Child Visits
WCV	Child and Adolescent Well Care Visits
CBP	Controlling High Blood Pressure
HBD	Hemoglobin A1C Control for Patients With Diabetes-HbA1C Poor Control (>9%)
COL	Colorectal Cancer Screening
CHL	Chlamydia Screening Women
PPC_Pre	Timeliness of Prenatal Care
PPC_Post	Timeliness Postpartum Care
FUM	Follow-Up After ED Visits for Mental Illness-30 days
FUA	Follow-Up After ED Visits for Substance Abuse-30 days
AMR	Asthma Medication Ratio
WCV REL	Child and Adolscent WCV-Black or While REL Cohort



# Medi-Cal Managed Care Certified Provider Site

Del Puerto Health Center  
1700 KEYSTONE PACIFIC PKWY UNIT B PATTERSON, CA 95363

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This site has successfully completed the Department of Health Care Services (DHCS) Site Review Survey and is deemed as a DHCS Certified Primary Care Site under the provisions of DHCS All Plan Letter (APL) 22-017 or any superseding APL issued by DHCS.

Certificate No: 0240016811192024

Ramiro Zuniga, MD, Vice President, Medical Director,  
Medical Affairs  
Health Net of California/California Health and Wellness

Date(s) of Review: 11/19/2024

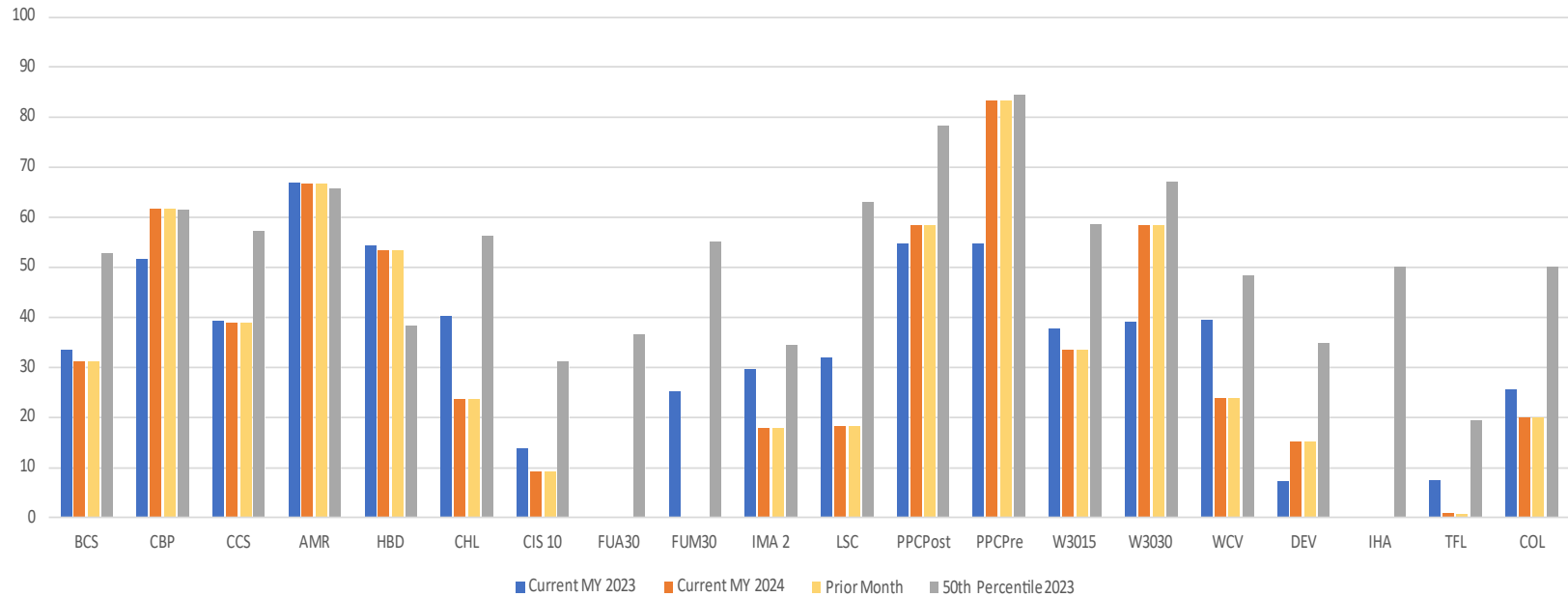
Date Issued: 11/12/2024

Pam Carpenter, Director Clinical Support Services  
Health Net of California/California Health and Wellness

Expiration Date: 11/19/2027

# Quality Performance – NOVEMBER 2024MY

Performance for Del Puerto Health Center

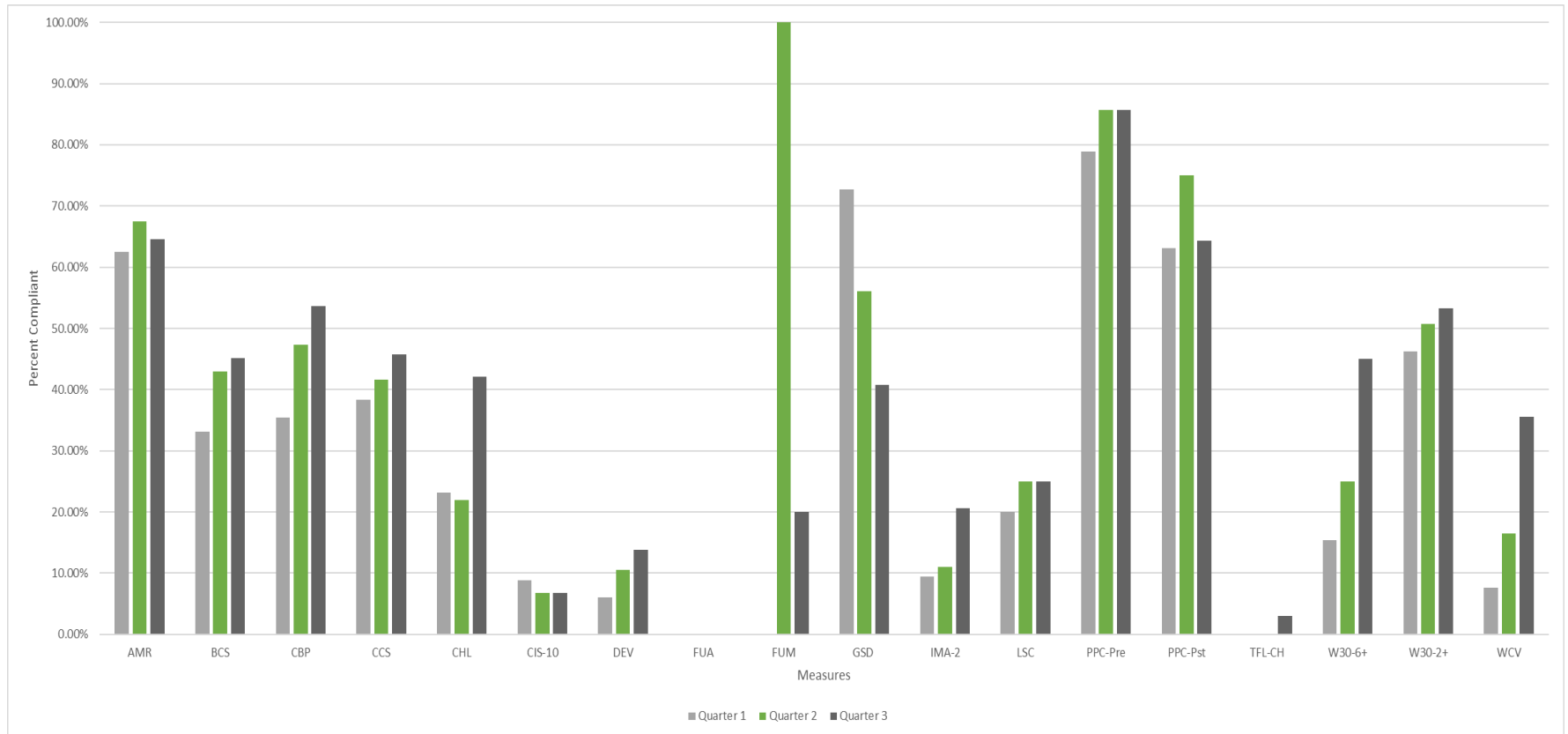


	BCS*	CBP*	CCS*	AMR	HBD*^A	CHL	CIS10*	FUA30	FUM30	IMA2*	LSC*	PPC POST	PPC PRE*	W30_15*	W30_30*	WCV*	DEV*	IHA*	TFL*	COL*	WCV REL*
Cur MY 2023	33.3%	51.4%	39.1%	66.7%	54.2%	40.1%	13.6%	0%	25%	29.5%	31.8%	54.5%	54.5%	37.5%	38.9%	39.3%	7.0%	0%	7.2%	25.5%	-
Cur MY 2024	31.03%	61.54%	38.78%	66.67%	53.33%	23.53%	9.09%	-	-	17.65%	18.18%	58.33%	83.33%	33.33%	58.33%	23.68%	15.15%	0%	.62%	19.82%	-
2024 Den	29	39	196	6	45	14	11	0	0	34	11	12	12	6	12	561	33	176	657	111	-
Prior Month	31.03%	61.54%	38.78%	66.67%	53.33%	23.53%	9.09%	-	-	17.65%	18.18%	58.33%	83.33%	33.33%	58.33%	23.68%	15.15%	0%	.61%	19.82%	-
50 <sup>th</sup> Percentile	52.6%	61.3%	57.1%	65.5%	38%	56%	30.9%	36.5%	54.9%	34.3%	62.8%	78.1%	84.2%	58.4%	66.8%	48.1%	34.7%	50%	19.3%	50%	-





# Trend November Report





## **Human Resources Status Report December 2024**

By Robert Trefault, Human Resources Manager

The Del Puerto Health Care District's Human Resources Department continues to be actively involved in the District's growth and employee engagement. We are still recruiting a Pediatrician and an Advanced Practice Provider (e.g., NP, PA). We are also currently recruiting Clinical Medical Assistants, Patient Service Representatives, and Paramedics. We were able to recruit and process one Paramedic and the X-Ray Technician, both have completed their physicals and backgrounds and will be starting later in December.

We have also drafted several policies, two of which are being presented this month, and will have them ready for presentation in the coming months. Human Resource intends to have policies in place for several areas of Human Capital by Spring of 2025. We have also implemented tracking system for job protected leaves within BambooHR.

We are still working with the Language Line to have some employees take the Interpreter Skills Test for certification. This would meet the requirements should we be audited for State compliance. The cost for testing is \$200 per employee for the first 49 staff members, we also intend to offer the certification to the Ambulance team. We will report on its progress once we have had a few individuals take the test.



**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – December 13, 2024**

**Item # Title 10B. Fiscal Year 2023-24 Financial Audit**

**Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

**SUBJECT:** The Fiscal Year 2023-24 Financial Audit

**STAFF REPORT:** The audit report was presented by Wipfli who is available to answer any questions. Staff requests the board adopt the audited finance statements.

**DISTRICT PRIORITY:** Fiscal Accountability and Transparency

**FISCAL IMPACT:** None

**STAFFING IMPACT:** None

**CONTACT PERSON:** Karin Freese / Maria Reyes-Palad

**ATTACHMENT(S):** Fiscal Year 2023-24 Financial Audit

**RECOMMENDED BOARD ACTION:**

ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *I move the Board of Directors to adopt the Fiscal Year 2023-24 financial audit as presented.*

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				



**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – December 9, 2024**

**XX 3441 District PTO Policy**

**Page 1 of 2**

**Department:** Human Resources

**CEO Concurrence:** Yes

**Consent Calendar:** No

**4/5 Vote Required:** No

**SUBJECT:** Policy 3441 – District PTO Policy

**STAFF REPORT:** The District recognizes providing employees with clear guidance on the use of Paid Time Off (PTO) is in the best interest of all. Policy 3441 outlines the procedures for usage of PTO, to include procedures for receiving payment in lieu of PTO for hardship or emergencies and an explanation of ensuring employees do not exceed PTO maximums.

Adopting Policy 3441 ensures district employees are provided with a means of understanding the usage of PTO and ways it can be used should illness or emergencies occur. The policy enables the Board to maintain oversight of employee satisfaction and morale.

**DISTRICT PRIORITY:** Regular review of policy to ensure it is current with the needs of the District, State and Federal laws, and coordination with Union agreements.

**CONTACT PERSON:** Karin Freese / Robert Trefault

**ATTACHMENT(S):** Draft Policy 3441 – District PTO Policy

**RECOMMENDED BOARD ACTION:**

**ROLL CALL REQUIRED:** YES / NO

**RECOMMENDED MOTION:** *I move the Board of Directors to adopt Policy 3403 - Establishing and Updating Salary Ranges.*

<i><b>Motion Made By</b></i>	<i><b>Motion</b></i>	<i><b>Second</b></i>
<i>Director Avila</i>		
<i>Director Benefield</i>		
<i>Director Campo</i>		
<i>Director Stokman</i>		

<i><b>Roll Call Vote</b></i>	<i><b>Aye</b></i>	<i><b>No</b></i>	<i><b>Abstain</b></i>	<i><b>Absent</b></i>
<i>Director Avila</i>				
<i>Director Benefield</i>				
<i>Director Campo</i>				
<i>Director Stokman</i>				

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – December 9, 2024**

**XX 3441 District PTO Policy**

**Page 2 of 2**

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**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – December 9, 2024**

**10D Approval of Health Management Associates Project Agreement**

**Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

**SUBJECT: Approval of Health Management Associates Project Agreement**

**STAFF REPORT:** Health Management Associates, Inc. (HMA) has proposed a retainer agreement to assist Del Puerto Health Care District. However after discussion with HMA, two proposals with not to exceed prices will be presented by the CEO at the meeting. These projects are:

- Investigate and apply for the Ambulance Variable Rate Range Program to recover the deficit between Medi-Cal net reimbursement and actual costs of providing services..
- Securing funding opportunities through Health Plan Incentive Funding and Medi-Cal programs.

This agreement will support the district's strategic initiatives in accessing additional funding and strengthening healthcare services.

**DISTRICT PRIORITY:** Enhance healthcare access and funding through strategic partnerships.

**FISCAL IMPACT:** A not to exceed price will be presented at the board meeting to address these two specific projects.

**STAFFING IMPACT:** No additional staffing impacts are anticipated.

**CONTACT PERSON:** Karin Freese, Chief Executive Officer.

**ATTACHMENT(S):** HMA Letter Agreement Retainer, dated December 6, 2024.

**RECOMMENDED BOARD ACTION:**

The Board is requested to approve the retainer agreement with Health Management Associates, effective December 16, 2024, through December 31, 2025.

**ROLL CALL REQUIRED:** YES / NO

**RECOMMENDED MOTION:** *I move the Board of Directors to authorize the CEO to engage HMA on a project-by-project basis with not to exceed prices as follows: \_\_\_\_\_*

\_\_\_\_\_  
\_\_\_\_\_

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – December 9, 2024**

**10D Approval of Health Management Associates Project Agreement**

**Page 2 of 2**

<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				



# HEALTH MANAGEMENT ASSOCIATES

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December 6, 2024

Karin Freese  
Chief Executive Officer  
Del Puerto Health Care District  
1700 Keystone Parkway Suite B  
Patterson, CA 9563

Re: Summary of Services

Dear Karin:

On behalf of Health Management Associates, Inc. (HMA), thank you for the opportunity to submit our agreement to provide strategic support to assist in maintaining the Rural Health Clinic (RHC) designation Del Puerto Health Care District enjoys when the new facility is relocated as part of the new medical services plaza. In addition, HMA will provide Del Puerto Health District with a range of Medi-Cal technical assistance services.

HMA has successfully tackled a wide variety of healthcare issues, working directly with federal, state, and local government agencies, health systems, health plans, providers, foundations, investors, community organizations, and associations to effect change. We stand ready to assist Del Puerto Health District with ensuring it maintains its RHC designation and is able to access additional funding through Medi-Cal program opportunities.

As a follow-up to our discussion, we propose the following Letter Agreement.

## SCOPE OF SERVICES

HMA will provide the following services and any other tasks, as requested:

### RURAL HEALTH CLINIC

HMA is positioned to assist Del Puerto Health Care District in offering consultative and strategic support for retaining its existing Rural Health Clinic designation as part of its long-term strategy in moving the clinic to the forthcoming medical services plaza in the city of Patterson. HMA will work with Del Puerto Health Care District, supporting its interactions with the California Department of Public Health (CDPH) and the California Department of Health Care Access and Information (HCAI), and provide strategic guidance on how to meet CDPH and HCAI's requirements.

### Health Plan Incentive Funding

HMA will identify and help Del Puerto Health Care District work with MCPs to apply for and receive incentive payment program funding and community reinvestment funding from the MCP to develop infrastructure, processes, information technology, and other systems, as well as a workforce to provide ECM and CS services to MCP enrollees.

### Department of Health Care Services Funding

HMA will identify and help Del Puerto Health Care District pursue Providing Access and Transforming Health (PATH) funding directly from the Department of Health Care Services. This specifically would be

through the Capacity and Infrastructure Transition, Expansion and Development initiative and the Technical Assistance Vendor MarketPlace, where HMA is a prequalified vendor of services.

The opportunities above will be identified and developed, depending on strategic and financial considerations, to ensure Del Puerto Health Care District's maximizes community partnership funding opportunities.

#### Medi-Cal Program Analysis and Strategic Response

HMA will work with Del Puerto Health Care District to identify new initiatives and program requirements in the Medi-Cal program and facilitate the development of strategies in response to these initiatives and requirements to protect the interests of Del Puerto Health Care District, including:

- Regular updates on Medi-Cal program developments and areas of opportunity and risk
- Technical assistance as requested on interpretation of statutory or regulatory requirements
- Identification of regional partnership opportunities with community and/or safety net providers for initiatives that benefit and portray Del Puerto Health Care District as committed to the Medi-Cal program.

## STAFFING

Nai Kasick will serve as the project manager and will ensure timely completion of deliverables, coordinate team activities, and provide consistent communication with Del Puerto Healthcare District. Matthew Sandoval, Steve Soto, and Warren Brodine will be the primary staff on this project. Additional HMA staff will provide services for the project, as appropriate.

## TERM OF AGREEMENT

This Agreement will begin on December 16, 2024 and shall continue in effect until December 31, 2025, unless terminated earlier by either party giving the other party thirty (30) days written notice of termination. If this Agreement is terminated by a party's written notice of termination, you agree to compensate HMA for all services rendered prior to HMA's actual knowledge of termination and for all out-of-pocket expenses incurred to date. The staffing arrangements and the scope of work stated in this letter apply to this project only.

## PROJECT FEES

The services described above will be provided beginning January 1, 2025 for a monthly fee of \$15,000. For this amount, HMA will provide up to 30 hours of service and travel time each month. Services and travel time beyond this amount will not be conducted without your prior approval. Hourly rates for services beyond the monthly fee will be billed as indicated in the table below. Expenses associated with travel and material preparation will be itemized separately. Monthly invoices will be issued detailing hours spent and expenses incurred. These invoices will be payable upon receipt.

Title	Professional Hourly Rates	Travel Time Rates
Physician Principal	545	545
Managing Principal/Director/Vice President	475	475

<b>Title</b>	<b>Professional Hourly Rates</b>	<b>Travel Time Rates</b>
<b>Principal</b>	465	515
<b>Associate Principal</b>	420	420
<b>Senior Consultant</b>	380	380
<b>Consultant</b>	290	290

HMA billing rates increase on January 1 of each calendar year unless agreed otherwise in writing. The parties agree that the January 1, 2025 rate increase shall be waived and the hourly rates herein will remain in effect through December 31, 2025 unless otherwise agreed to in a written amendment signed by both parties.



**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – December 13, 2024**

**10E Policy for Establishing and Updating Salary Ranges**

**Page 1 of 2**

**Department:** CEO / Human Resources

**CEO Concurrence:** Yes

**Consent Calendar:** No

**4/5 Vote Required:** No

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**SUBJECT:** **Policy 3403 - Establishing and Updating Salary Ranges**

**STAFF REPORT:** The Board of Directors requested a policy for establishing and updating salary ranges. The review should be done regularly to avoid falling behind competitor compensation and risking the loss of valuable employees.

Policy 3403 outlines the procedures for determining and updating employee salary ranges based on mid-market rates, ensuring fairness and competitiveness. This policy reflects Del Puerto Health Care District's (DPHCD) commitment to fair employee compensation practices while supporting recruitment and retention efforts.

The policy mandates an annual salary range review, conducted between March and April, and incorporates third-party independent compensation analysis to maintain competitiveness. Salary ranges are anchored at 85%-115% of mid-market rates. Additionally, the policy excludes represented employees and sets guidelines for handling exceptions.

Adopting Policy 3403 ensures the district employs industry-standard compensation practices aligned with best practices outlined by the California Special Districts Association (CSDA) and other reliable benchmarks. The policy enables the Board to maintain oversight of salary governance while delegating appropriate discretion to the CEO and management staff for individual employee placement within approved ranges.

**DISTRICT PRIORITY:** Annual reviews and third-party analyses will enhance the district's ability to respond to market shifts and ensure equitable compensation.

**CONTACT PERSON:** Karin Freese / Robert Trefault

**ATTACHMENT(S):** Draft Policy 3403 - Establishing and Updating Salary Ranges

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**RECOMMENDED BOARD ACTION:**

**ROLL CALL REQUIRED:** YES / NO

**RECOMMENDED MOTION:** *I move the Board of Directors to adopt Policy 3403 - Establishing and Updating Salary Ranges.*

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – December 13, 2024**

**10E Policy for Establishing and Updating Salary Ranges**

**Page 2 of 2**

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				

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<b>ESTABLISHING AND UPDATING SALARY RANGES</b>	<b>EFFECTIVE DATE</b>
	TBD

<b>REVIEW DATE:</b>	<b>REVISION DATE:</b>
<b>POLICY SOURCE:</b> CSDA and Compensation Best Practices (2023)	

**Purpose:** This policy outlines the policies and procedures for determining employee compensation ranges based on mid-market rates. DPHCD is committed to paying employees at the mid-market rate to ensure they are compensated fairly and equitably. Salary ranges are reviewed annually and require Board of Directors approval before adjusting the range.

**Definitions** **Governance of Compensation:** The Board of Directors establishes the salary ranges for each position.

**Management of Compensation:** The CEO and management staff exercise discretion in determining where each employee falls within the position's salary range.

**Annual Cost-of-Living Adjustments (COLA):** A cost-of-living pay adjustment refers to an increase in income based on estimating how much money is needed to maintain a standard of living. Please refer to the Board of Directors' adopted policy on Cost-of-Living adjustments.

**Policy:** **Compensation Philosophy:** DPHCD organization aims to provide competitive and fair compensation to all employees in alignment with industry standards and business objectives.

- This philosophy will enable us to attract and retain top talent while remaining competitive within the healthcare industry.
- DPHCD will differentiate compensation based on job responsibilities, experience, performance, and skillset.

**Represented Employees:** Employees represented by an organized bargaining group are excluded from this policy.

**Salary Ranges:** The minimum of each range will be set at 85% of the mid-market rate, and the maximum will be set at 115% of the mid-market rate.

**Exceptions:** Exceptions to the compensation ranges will be made on a case-by-case basis and require approval from the Board of Directors.

**Communication:** DPHCD compensation philosophy and practices will be communicated to all employees through the DPHCD Personnel Rulebook, new hire orientation, and other communication channels. Employees will have access to

<b>ESTABLISHING AND UPDATING SALARY RANGES</b>	<b>EFFECTIVE DATE</b>
	TBD

information about their compensation ranges and how they can progress within the range.

**Procedure:** **Annual Review Timing:** Salary reviews for management employees and the CEO will be conducted annually between March and April.

**Independent Compensation Analysis:** It is preferred that a third-party independent compensation advisor perform a comprehensive review of salaries to ensure adherence to mid-market rates, competitiveness, and equity.

**Market Rate Analysis:** A market rate analysis will include external compensation data from reliable sources such as industry surveys and salary databases to ensure alignment with the current mid-market rate.

- a) At least the following information will be identified from each source:
  - i) Salary information to include minimum, mid-range, and maximum salary
  - ii) Geographical adjustments
  - iii) Benefit package cost (if available)
  - iv) Three to five “like” entities should be analyzed for this phase.
- b) The following additional sources will be used to gather salary data:
  - i) [Government Compensation in California](https://publicpay.ca.gov/) (e.g., <https://publicpay.ca.gov/>) is used to identify “like” entities with the same occupation, similar financial assets, and similar complexity of operations. However, the data is typically two years old and, therefore, not representative of the current market rate.
  - ii) [Onetonline.org](https://www.onetonline.org/) information here can be used to identify current market rates in specific zip codes.
  - iii) [Indeed.com](https://www.indeed.com/) and similar job sites may be used to identify current private-sector salary information.



**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – December 9, 2024**

**9F1 Realtor Proposals for Listing 1700 Keystone C**

**Page 1 of 2**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

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**SUBJECT: Consideration of Realtor Proposals for Listing 1700 Keystone Pacific Parkway, Building C**

**STAFF REPORT:** The property at 1700 Keystone Pacific Parkway, Building C, Patterson, CA, will be listed for sale. Realtor proposals are to be reviewed:

1. Mountain Valley Properties (George Mac Master):
  - Listing Price Recommendation: \$2,950,000.
  - Commission Structure: 4% of the sale price.
  - Marketing: Utilizes MLS, Crexi, LoopNet, professional materials (brochures, virtual tours), and community outreach.
  - Expertise: Established experience in Patterson's commercial real estate market.
2. Brekke Real Estate, Inc. (Randy Brekke):
  - Commission: 5% if a buyer is represented by another broker; 4% if not.
  - Marketing: Brochures, signage, emails to potential buyers, postings on LoopNet, Crexi, and CoStar, and direct solicitation of businesses.
  - Expertise: 20+ years of experience in Patterson real estate.
3. Lee & Associates (Chris Sill): to be submitted

**DISTRICT PRIORITY:** Optimize financial outcomes through strategic property sales.

**FISCAL IMPACT:** Commissions vary based on the selected realtor and the sale price of the property. Mountain Valley Properties offers a flat 4% commission, while Brekke Real Estate has a 4-5% range depending on buyer representation. \$80,000 to \$100,000

**STAFFING IMPACT:** No additional staffing impacts are anticipated

**CONTACT PERSON:** Karin Freese, Chief Executive Officer.

**ATTACHMENT(S):** Realtor Proposals from Mountain Valley Properties  
Brekke Real Estate, Inc.

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**RECOMMENDED BOARD ACTION:**

The Board is requested to approve a realtor to list the property for sale at 1700 Keystone Pacific Parkway, Building C.

**ROLL CALL REQUIRED:** YES / NO

**RECOMMENDED MOTION:** *I move the Board of Directors to approve \_\_\_\_\_ to list the 1700 Keystone Pacific Pkwy, Bldg. C property and authorize the CEO to sign any and all agreements to facilitate the sale of the property.*

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – December 9, 2024**

**9F1 Realtor Proposals for Listing 1700 Keystone C**

**Page 2 of 2**

<i>Motion Made By</i>	<i>Motion</i>	<i>Second</i>
<i>Director Avila</i>		
<i>Director Campo</i>		
<i>Director Ramirez</i>		
<i>Director Stokman</i>		
<i>Director Traore</i>		

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>Director Avila</i>				
<i>Director Campo</i>				
<i>Director Ramirez</i>				
<i>Director Stokman</i>				
<i>Director Traore</i>				

## **Proposed Listing and Marketing Strategy**

### **1. Listing Price Recommendation**

Based on an extensive Broker Price Opinion (BPO), I recommend a listing price of **\$2,950,000**, positioned competitively to attract buyer interest while maintaining alignment with current market conditions.

### **2. Commission Structure**

I propose a competitive commission rate of 4%, which includes:

- Comprehensive marketing efforts.
- Full-service transaction management.
- Expert negotiations to maximize the property's value.

### **3. Marketing Plan**

Our strategy is tailored to secure a qualified buyer efficiently:

- Targeted Campaigns: Utilize online platforms, including MLS, Crexi, LoopNet, and our proprietary commercial buyer database.
- Local and Regional Exposure: Focused outreach to established businesses and investors familiar with Patterson's market.
- Professional Materials: High-quality brochures, virtual tours, and property videos to enhance the presentation.

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### **Brokerage Expertise**

Mountain Valley Properties is deeply embedded in the Patterson community, with a proven record of success in the commercial real estate market. My team and I specialize in showcasing properties like 1700 Keystone-Pacific Parkway to their fullest potential, ensuring a seamless sales process and maximum return for the seller.

### **Deliverables Timeline**

If selected, we can launch the listing immediately, utilizing our existing resources and buyer network to generate strong interest

**From:** [George Mac Master](#)  
**To:** [Karin Freese](#)  
**Subject:** Subject: Proposed Commission Rate for Property Sale to Larry Buehner  
**Date:** Friday, November 29, 2024 11:15:36 AM

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**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Dear Karin,  
I hope Thanksgiving was fantastic! I wanted to share my proposed commission rate based on a potential property sale to Larry Buehner.

Given the appraisal and a proposed sale price of \$2,000,000, I request a significantly reduced commission rate of \$24,000.

Please let me know your thoughts or if you'd like to discuss any adjustments. I'm happy to collaborate to achieve the best outcome for this property, whether that's proceeding with the reduced rate for Larry Buehner or launching a full-scale marketing campaign with a 4% commission structure.

Looking forward to hearing from you.

Best regards,

**George Galloway Mac Master**

Broker / Partner

CA License No. 01184629

**Direct +1 209 996 4672** | Text Mobile +1 209 996 4672

Main +1 209 892 8300 | [www.iLovePatterson.com](http://www.iLovePatterson.com)

[MVP95363@outlook.com](mailto:MVP95363@outlook.com)

**Mountain Valley Properties**

515 Keystone Blvd.

Patterson, CA 95363 | United States

[www.iLovePatterson.com](http://www.iLovePatterson.com)



December 2, 2024

Karin Freese, CEO  
Del Puerto Health Care District  
875 E Street  
Patterson, CA 95363  
karin.freese@dphealth.org

Re: 1700 Keystone Pacific Parkway, Building C, Patterson, CA 95363

Dear Karin,

I appreciate the consideration for being selected to represent Del Puerto Health Care District in the sale of the subject property. As you know, I have been involved in the sales, leasing and management of commercial properties in Patterson for 20+ years and welcome the opportunity to work with Del Puerto Health Care District again. If selected, I will personally provide you and the Board with a level of service and professionalism that will not disappoint.

I propose a 6-month listing agreement, with a commission schedule of five percent (5%) of the gross purchase price if the buyer is represented by another broker and four percent (4%) of the gross purchase price if the buyer is not represented by another broker.

Marketing of the subject property for sale shall include the following:

- Prepare an attractive and informative sale brochure that will include a description of property and surrounding building park, interior and exteriors photos (including aerial), floor plan, location map, demographics, amenities, and price.
- "For Sale" signage placed on site and/or on the building fascia.
- Direct marketing via e-mail of sale brochures to potential buyers.
- Direct marketing via recurring emails of the sales brochure to commercial brokers and agents in Stanislaus, San Joaquin, Merced, Fresno, Sacramento, and East and South Bay Area counties.
- Post on the websites LoopNet, Crexi and CoStar and on the Brekke Real Estate website.
- Regularly network with business owners and managers in the community.
- Directly solicit targeted businesses that I think might be candidates for the building.

Call or email me if you have any questions and thank you for the opportunity to submit this proposal.

Yours truly,

Randy Brekke  
Brekke Real Estate, Inc.  
DRE #00856863