

REGULAR MEETING AGENDA
THURSDAY, August 17, 2023
6:00 PM
REDWOODS ROOM, AHMC
700 RIVER DRIVE, FORT BRAGG, CA
<https://www.mchcd.org>

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS
MENDOCINO COAST HEALTH CARE DISTRICT

NOTICE IS HEREBY GIVEN in accordance with Section 54954 of the Government Code that a Regular Session of the Board of Directors of the Mendocino Coast Health Care District is called to be held August 17, 2023, at 6:00 p.m. in the Redwoods Room, Adventist Health Mendocino Coast Hospital, 700 River Drive, Fort Bragg, California. Supporting documentation for this agenda is available on the website at: <https://www.mchcd.org>

PLEASE NOTE: The outer doors to the Outpatient building where the Redwoods Room is located are locked at 7:00 PM. Anyone wishing to attend the meeting in person who arrives after 7:00 PM will see a sign on the doors indicating a phone number that can be used to bring someone from the meeting to open the door. In the event that anyone arrives to attend the meeting after 7:00 PM and does not have a cell phone, the hospital can be accessed through the Emergency Room where a security guard can be requested to provide an escort to the Redwoods Room.

In compliance with Government Code section 54954.2(a) the Mendocino Coast Health Care District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the District at 707-937-3089 at least 72 hours prior to the meeting. The Board reserves the right to mute or remove a member of the public for inappropriate behavior which is disruptive.

This Board Meeting is being held in person. Meeting attendees may also join virtually using the Zoom link below. See Appendix A for other links and phone numbers to access this meeting.

<https://us02web.zoom.us/j/84962610691?pwd=WHNXUkZheS9qRFZCT015REZmQ2tEdz09>

CONDUCT OF BUSINESS:

- 1. Call to Order:** Lee Finney, Chair
- 2. Roll Call:** Susan Savage, Secretary

BOARD AND COMMUNITY COMMENTS

3. Comments from the Board

4. Comments from the Community

This portion of the meeting is reserved for people desiring to address the Board of Directors on any matter which the District has jurisdiction that is not on the Agenda. You must state your name and address for the record. Time is limited to 3 minutes per speaker with a 20-minute total time limit for all comments. The Board of Directors can take no action on your presentation but can seek clarification of the points made in your presentation or comments.

The public is invited to comment on each agenda item as it is announced by the Chair. The same 3 minutes per speaker and 20-minute total time limits apply. The Board of Directors will then discuss the item without further public comment. The Agenda is approved without public comment.

Brown Act Requirements: Pursuant to the Brown Act, the Board of Directors cannot discuss or take action on items not on the agenda. This will limit the Board's response to requests and questions during the comment period.

5. APPROVAL OF AGENDA – Lee Finney, Chair

6. CONSENT CALENDAR – Lee Finney, Chair

TAB 1

- 6.1 Warrant List
- 6.2 Appointment of Paul Katzeff to the Office and Hiring Ad Hoc Committee with Susan Savage, Chair

7. COMMUNICATIONS

TAB 2

- 7.1 CSDA eNews for July 25, 2029
- 7.2 DHCS Response to Atty Jackson Re: IGT
- 7.3 Gabriel Maroney Inquiry Re: Board Vacancy
- 7.4 League of Women Voters Reception for Local Elected Officials Invitation at Caspar Community Center on September 22, 2023 from 5 -7 PM.
- 7.5 HCAI Notice of Hospital Building Safety Board Full Board Meeting August 17, 2023
- 7.6 CSDA eNews for August 8, 2023
- 7.7 MCHCF Dealing with Dementia Training Flyer September 7 or 8 in Redwoods Cannon Room
- 7.8 HCAI Health Care Affordability Board Meeting, August 22, 2023
- 7.9 Rhoda Teplow Inquiry Re: Board Vacancy
- 7.10 Shin Green, Eastshore Consulting: Summary of Preliminary Parcel Tax Roll File for Submission to Mendocino County

8. APPROVAL OF MINUTES – Susan Savage, Secretary

TAB 3

- 8.1 July 21, 2023, Board Retreat Minutes
- 8.2 July 27, 2023, Regular Meeting Minutes
- 8.3 August 10, 2023, Special Board Meeting

9. REPORTS

- 9.1 **Adventist Health Report** – Judy Leach
- 9.2 **Mendocino Coast Healthcare Foundation Report** – Terry Ramos
- 9.3 **Chair’s Report** – Lee Finney
- 9.4 **Treasurer’s Report** – Sara Spring

10. SEISMIC COMPLIANCE DECISIONS

- 10.1 **Discussion/Action** – **Outdated Facility Assessment Update** – Lee Finney
- 10.2 **Discussion/Action** – **HCAI August 14, 2023, Webinar Report** – Lee Finney

11. OLD BUSINESS

- 11.1 **Discussion/Action** – **Date for Next Meeting: September 9 or September 14**
– Lee Finney
- 11.2 **Discussion/Action** – **Executive Director Job Description Draft 2** – **TAB 4**
Susan Savage
- 11.3 **Discussion/Action** – **Task the Office and Hiring Ad Hoc Committee with creating and initiating a selection process for Executive Director** – Ad Hoc Committee on Office and Hiring
- 11.4 **Discussion/Action** – **Revised Bylaws Sections 8 and 9 Re: The Appointment and Duties of the District Manager** – Susan Savage **TAB 5**
- 11.5 **Discussion/Action** – **SMARSH Purchase** – Susan Savage

12. Comments from the Community This portion of the meeting is reserved for people desiring to address the Board of Directors on any matter over which the district has jurisdiction. You must state your name and address for the record. Time is limited to 3 minutes per speaker with a 20-minute total time limit for all comments. The Board of Directors can take no action on your presentation but can seek clarification of points made in your presentation or comments.

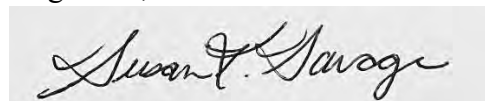
13. Comments from Board of Directors

14. Adjournment

Dated: August 14, 2023

STATE OF CALIFORNIA)
COUNTY OF MENDOCINO) §

I declare under penalty of perjury that I hold the position of Secretary of the Mendocino Coast Health Care District Board of Directors; and that I posted this notice at the District office on August 14, 2023



8/14/2023

Susan Savage, Secretary

Date

APPENDIX A

Topic: MCHCD Board Meeting

Time: Aug 17, 2023 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84962610691?pwd=WHNXUkZheS9qRFZCT015REZmQ2tEdz09>

Meeting ID: 849 6261 0691

Passcode: 209045

One tap mobile

+16699006833,,84962610691#,,,,*209045# US (San Jose)

+16694449171,,84962610691#,,,,*209045# US

Dial by your location

- +1 669 900 6833 US (San Jose)
 - +1 669 444 9171 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
 - +1 719 359 4580 US
 - +1 253 205 0468 US
 - +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
 - +1 305 224 1968 US
 - +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
 - +1 360 209 5623 US
 - +1 386 347 5053 US
 - +1 507 473 4847 US
 - +1 564 217 2000 US
 - +1 646 931 3860 US

Meeting ID: 849 6261 0691

Passcode: 209045

Find your local number: <https://us02web.zoom.us/j/84962610691?pwd=WHNXUkZheS9qRFZCT015REZmQ2tEdz09>

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R&P Associates LLC
415-971-6892
759 S State St # 17
Ukiah, CA 95482-5815

Billed To
Susan Savage
Mendocino Coast Health Care
District
700 River Dr
Fort Bragg, CA 95437

Date of Issue
08/01/2023

Due Date
08/01/2023

Invoice Number
0000343

Amount Due (USD)
\$2,400.00

Description	Rate	Qty	Line Total
Strategy Consulting Design and facilitation of the 2023 Board of Directors Retreat	\$2,400.00	1	\$2,400.00
	Subtotal		2,400.00
	Tax		0.00
	Total		2,400.00
	Amount Paid		0.00
	Amount Due (USD)		\$2,400.00

Notes

This is the second of two payments.

Terms

Payment is due upon receipt.



BNY MELLON

The Bank of New York Mellon
Trust Company, N.A.

Second Notice

MENDOCINO COAST DISTRICT HOSPITAL
ATTN: CHIEF FINANCIAL OFFICER
700 RIVER DRIVE
FORT BRAGG, CA 95437

000001

Invoice Number: 252-2528501
Account Number: MENDOCINO22
Invoice Date: 16-Jun-22
Cycle Date: 16-Jun-22
Administrator: Atra Boustani
Phone Number:
Currency: USD

MENDOCINO COAST HEALTH CARE DISTRICT GENERAL OBLIGATION BONDS ELECTION OF 2000 SERIES 2001
CAPITAL APPRECIATION

	<u>Quantity</u>	<u>Rate</u>	<u>Proration</u>	<u>Subtotal</u>	<u>Total</u>
Flat					
Administration Fee					825.00
For the period: June 01, 2022 to May 31, 2023					

Invoice Total:	825.00
Satisfied To Date:	0.00
Balance Due:	825.00

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance. Our Tax ID Number is 95-3571558. Please fax Taxpayer Certification requests to (732) 667-9576. The Bank of New York Mellon Trust Company, N.A is located at 333 South Hope Street - Suite 2525, Los Angeles, CA 90071

Check Payment Instructions:
The Bank of New York Mellon
Corporate Trust Department
P.O. Box 392013
Pittsburgh, PA 15251-9013
Please enclose billing stub.

Wire and ACH Payment Instructions:
The Bank of New York Mellon
ABA Number: 021000018
Account Number: 8901245259
Account Name: BNY Mellon - Fee Billing Wire Fees
Please reference Invoice Number: 252-2528501

Billing Stub

MENDOCINO COAST HEALTH CARE DISTRICT GENERAL
OBLIGATION BONDS ELECTION OF 2000 SERIES 2001 CAPITAL
APPRECIATION

Invoice Number: 252-2528501
Account Number: MENDOCINO22
Invoice Date: 16-Jun-22
Cycle Date: 16-Jun-22
Administrator: Atra Boustani
Phone Number:
Amount: 825.00 USD

000000053117252D25285010000000000000825004

July 21, 2023
 Invoice No: 20260

MENDOCINO COAST HEALTHCARE DISTRICT
 Mendocino Coast Health Care District
 P.O. Box 579
 Fort Bragg, CA 95437-0579

Project 18000.00 MCDH - MENDOCINO COAST DISTRICT HOSPITAL CONCEPTUAL
 DESIGN CONCEPT DEVELOPMENT

Professional Services for the Period: June 1, 2023 to June 30, 2023

Phase 100 BASIC SERVICES

Phase	Phase Fee				
Percent Complete	Fee Earned	Prior Billing	Current Fee		
ARCHITECTURAL	97,650.00	98.00	95,697.00	87,885.00	7,812.00
SPECIAL PLANNING					
COST ESTIMATING	16,000.00	100.00	16,000.00	0.00	16,000.00
SUPPORT					
OPERATIONAL	25,000.00	79.00	19,750.00	19,750.00	0.00
PLANNING					
Total Fee	138,650.00		131,447.00	107,635.00	23,812.00
			Total Fee		23,812.00
Billing Limits			Current	Prior	To-Date
Expenses			0.00	3,608.97	3,608.97
Limit					11,310.00
Remaining					7,701.03
				Phase Total	\$23,812.00

Phase 101 ASA #1: STRUCTURAL

Total Fee 44,450.00

Percent Complete	95.00	Total Earned	42,227.50
		Previous Fee Billing	22,225.00
		Current Fee Billing	20,002.50
		Total Fee	20,002.50

Devenney Group Ltd., Architects 6900 E. Camelback Road, Suite 500, Scottsdale, Arizona 85251
 T: 602.943.8950 / www.devenneygroup.com

Project

18000.00 MCDH - CONCEPTUAL DESIGN CONCEPT Invoice

20260

Billing Limits	Current	Prior	To-Date
Expenses	0.00	0.00	0.00
Limit			2,945.00
Remaining			2,945.00
		Phase Total	\$20,002.50
		Total this Invoice	<u><u>\$43,814.50</u></u>

Project Manager David Healy



MENDOCINO COAST HEALTH CARE DISTRICT

2475

June 08, 2023 - July 07, 2023

Business Card

Company Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 660441
DALLAS, TX 75266-0441

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	0.00%	\$0.00	\$0.00
CASH	0.00%	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Important Messages

Your Current Payment Due has not been received and your account is past due. Please call us at the number on this statement to discuss possible payment alternatives to bring your account up to date.



Account Number: 2475
June 08, 2023 - July 07, 2023

New Balance Total \$2.29
Minimum Payment Due \$2.29
Payment Due Date 08/03/23

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

MENDOCINO COAST HEALTH CARE DISTRICT
PO BOX 579
FORT BRAGG, CA 95437-0579

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com



JACKSON LAW OFFICES
 310 S. Main Street, #2
 Fort Bragg, CA 95437

Invoice

Date	Invoice #
7/1/2023	19328

Bill To
Mendocino Coast Hospital District Lee Finney, Chair P.O. Box 579 Fort Bragg, CA 95437

Terms	In Reference To

Date of Service	Description	Hours/Quantity	Amount
6/23/2023	Extended telephone conference with Chair	0.8	200.00
6/23/2023	Review Agenda, resolutions, correspondence and policies; correspondence to District	1.6	400.00
6/23/2023	Review correspondence re: PRA requirements	0.1	25.00
6/28/2023	Review correspondence; research; correspondence to District	0.5	125.00
6/28/2023	Telephone call from client	0.4	100.00
6/29/2023	Preliminary review of documents on thumb drive; correspondence to client	0.5	125.00
6/29/2023	Attendance at Regular Meeting of Board of Directors	3.4	850.00
6/29/2023	Review correspondence; review Facebook article by M. McDonald and comments; correspondence to client	0.6	150.00
6/29/2023	Review Board Packet including CPRA Policy; correspondence to client	0.8	200.00
6/30/2023	Correspondence to District	0.4	100.00

		Total	\$2,275.00
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Overdue accounts are charged interest at the rate of 18% annually.

Payments/Credits	\$0.00
Balance Due	\$2,275.00

**Mendocino Coast Health Care District
Warrant List**

July 1 – August 14, 2023

Payee	For	Date Paid/Due	Amount
Automated Payments			
BNY Mellon	Revenue Bond	8/1/23	\$51,691.19
CFFA	Help II Loan	7/28/23	\$13,802.02
Pelican Storage	Storage Unit	7/24/23	\$720.00
Beta Healthcare	Insurance	8/1/23	\$935.42
K. McKee & Co	Accounting	8/2/23	\$245.00
Payments Made			
TriCounties VISA	File Converter	8/10/23	\$69.00
IRS	PCORI Filing	8/10/23	\$22.95
B of A CC	Bank Charge	8/11/23	\$2.29
Devenney Group	Architectural Planning	8/14/23	\$43,814.50
Stanford Innovation	Retreat Lunch	8/11/23	\$240.00
R & P Co	Retreat Consultant	8/11/23	\$2,400.00
BNY Mellon	Bond Agent fee	8/9/23	\$750.00
Payments Due			
Jackson Law Offices	Legal Services	7/3/23	\$2,275.00
BNY Mellon	Annual Admin Fee	6/16/23	\$825.00



Service With Solutions™

ACCOUNTS PAYABLE

Account Number: XXXX XXXX XXXX 5578

ACCOUNT SUMMARY

Credit Limit	\$2,000.00
Credit Available	\$1,931.00
Statement Closing Date	June 30, 2023
Days in Billing Cycle	30
Previous Balance	\$0.00
- Payments & Credits	\$0.00
+ Purchases & Other Charges	\$69.00
+ Cash Advances	\$0.00
+ Finance Charges	\$0.00
= New Balance	\$69.00

PAYMENT INFORMATION

New Balance	\$69.00
Minimum Payment Due	\$50.00
Payment Due Date	July 26, 2023

Questions? 24-Hour Customer Service 1-800-809-2244
 Write: P.O. Box 31112
 Tampa, FL 33631-3112
 Online: TriCountiesBank.com

Notice: SEE REVERSE SIDE FOR MORE IMPORTANT INFORMATION

TRANSACTIONS

Tran Date	Post Date	Reference Number	Transaction Description	Amount
		JAMES TIPPETT	TOTAL 4007831000045586	\$69.00
06/21	06/22	24906415Q54G3D7V5	DRI*RecoveryTools myord.com MN MCC: 5734 MERCHANT ZIP: 55343 SALES TAX: \$ 0.14 TAX INCLUDED: 1	69.00

REWARDS SUMMARY

Cashback earned on statement \$1.04
 Cashback earned year to date \$1.04

Please note:
 Cashback rewards are distributed quarterly, or upon request.
 Limitations apply.

1147 0001 WG 002 7 31 230630 0 PAGE 1 of 2 13 4094 1000 BP3 1862

Please detach bottom portion and submit with payment using enclosed envelope



Tri Counties Bank
 P.O. Box 909
 Chico CA 95927

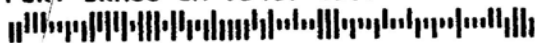
Payment Information

Account Number: XXXX XXXX XXXX 5578
 Payment Due Date: July 26, 2023
 New Balance: \$89.00
 Minimum Payment Due: \$50.00
 Past Due Amount: \$0.00

Make Check Payable to:

Amount Enclosed: \$

ACCOUNTS PAYABLE 1862
 MENDOCINO COAST HLTH CARE 5206
 PO BOX 579
 FORT BRAGG CA 95437-0579



Tri Counties Bank
 PO Box 60532
 City Of Industry CA 91716-0532



400783100004557800005000000069008



the **STANFORD INN**
BY THE SEA

MCHD Meeting/Luncheon Invoice

Event: Friday, July 21, 2023

Guests: 6

- Meeting Room Rental/Service = \$0
- Food/Beverage (gratuity/tax included) – \$40.00/person = \$240.00

TOTAL = \$240.00



BNY MELLON

The Bank of New York Mellon
Trust Company, N.A.

Second Notice

000012 XBFRSDD1 000000

Mendocino Coast Health Care District
ATTN: CHIEF EXECUTIVE OFFICER
PO Box 579
Fort Bragg, CA 95437

Invoice Number: 252-2555992
Account Number: MENDOCINO16
Invoice Date: 06-Jun-23
Cycle Date: 01-Aug-23
Administrator: Arla Scott
Phone Number: 713-483-6529
Currency: USD

MENDOCINO COAST HEALTH CARE DISTRICT (MENDOCINO COUNTY, CALIFORNIA) ELECTION OF 2000
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016

	<u>Quantity</u>	<u>Rate</u>	<u>Proration</u>	<u>Subtotal</u>	<u>Total</u>
Flat					
Paying Agent Fee					750.00
For the period: August 01, 2023 to July 31, 2024					

Invoice Total:	750.00
Satisfied To Date:	0.00
Balance Due:	750.00

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance.
Our Tax ID Number is 95-3571558. Please fax Taxpayer Certification requests to (732) 667-9576.
The Bank of New York Mellon Trust Company, N.A is located at 333 South Hope Street - Suite 2525,
Los Angeles, CA 90071

Check Payment Instructions:
The Bank of New York Mellon
Corporate Trust Department
P.O. Box 392013
Pittsburgh, PA 15251-9013
Please enclose billing stub.

Wire and ACH Payment Instructions:
The Bank of New York Mellon
ABA Number: 021000018
Account Number: 8901245259
Account Name: BNY Mellon - Fee Billing Wire Fees
Please reference Invoice Number: 252-2555992

Billing Stub

MENDOCINO COAST HEALTH CARE DISTRICT (MENDOCINO
COUNTY, CALIFORNIA) ELECTION OF 2000 GENERAL
OBLIGATION REFUNDING BONDS, SERIES 2016

Invoice Number: 252-2555992
Account Number: MENDOCINO16
Invoice Date: 06-Jun-23
Cycle Date: 01-Aug-23
Administrator: Arla Scott
Phone Number: 713-483-6529
Amount: 750.00 USD

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HBSB MEETING NOTICE: Full Board, August 17, 2023 at 10:00 am (In-person and Virtual Meeting)

HCAI <noreply@hcai.ca.gov>

Mon 8/7/2023 11:39 AM

To:John Redding <jredding@mcdh.org>



HBSB Full Board Meeting

Thursday, August 17, 2023

10:00 am to 4:00 pm

This meeting will be held in-person as well as by teleconference.

Members of the public may join the meeting and provide public comment virtually through Microsoft Teams. Board members must attend in person.

Meeting locations and teleconference access information are in the blue box below.

IN PERSON:

HCAI Sacramento

[2020 W. El Camino Avenue, Ste. 930](#)

[Sacramento, CA 95833](#)

MICROSOFT TEAMS*:

For best results, please use Google Chrome or Microsoft Edge browsers to join meeting.

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 270 792 910 42

Passcode: EVvytb

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

576732194@t.plcm.vc

Video Conference ID: 117 327 337 9

[Alternate VTC instructions](#)

Or call in (audio only)

[+1 916-535-0978](tel:+19165350978), [980480975#](tel:+1916980480975) United States, Sacramento

Phone Conference ID: 980 480 975#

[Find a local number](#) | [Reset PIN](#)

*Members of the public are NOT required to identify themselves or provide other information to attend or participate in this meeting. If Microsoft Teams requires a name, they may enter "Anonymous." They may also input fictitious information for other requested information if required to attend the meeting (e.g., anonymous@anonymous.com).

The [meeting agenda](#) and [meeting binder](#) are available online here: <https://hcai.ca.gov/construction-finance/hbsb/>

If you have any questions, please email

HBSBSupportStaff@hcai.ca.gov.

or call (916) 440-8453.

Department of Health Care Access and Information
Office of Statewide Hospital Planning and Development
<https://hcai.ca.gov>

Our mailing address is:

HCAI HBSB
2020 W El Camino Ave, Ste. 800
Sacramento, CA 95833-2988

Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list.



Michelle Baass | Director

July 26, 2023

VIA EMAIL ONLY

James A. Jackson
Jackson Law Offices
310 S. Main Street, #2
Fort Bragg, CA
jackson@mcn.org

Re: Calendar Year 2021 Voluntary Rate Range Program Intergovernmental Transfer

Dear Mr. Jackson:

We are in receipt of your letter dated July 18, 2023, requesting a refund of the Mendocino Coast Health Care District's (District) Intergovernmental Transfer (IGT) amount collected as a participating funding entity of the Calendar Year (CY) 2021 Voluntary Rate Range Program (VRRP). The Letter of Interest that the District completed and returned to Department of Health Care Services (DHCS) outlines the voluntary nature of the District's IGT. The District was eligible to fund the IGT under Welfare and Institutions Code section 14164 subdivision (a). In addition, Welfare and Institutions Code section 14164 subdivision (b)(1) reiterates the voluntary nature of the IGT.

DHCS has no obligation to return the funds voluntarily transferred by the District. However, we are working with Partnership Health Plan to secure a commitment from another allowable governmental funding entity to fund a replacement contribution equal to the \$1,095,395 originally voluntarily transferred by the District, which should make it possible for DHCS to void the District's CY 2021 VRRP contract and refund \$1,095,395 to the District. DHCS cannot void the District's CY 2021 VRRP contract unless it receives the full amount of the replacement IGT from the new governmental funding entity, and no refund will issue until such funds are received. DHCS anticipates the refund to occur, if at all, in March 2024.

California Department of Health Care Services

Capitated Rates Development Division
1501 Capitol Avenue, P.O. Box 997413
Sacramento, CA, 95899-7413
MS 4413 | Phone (916) 345-7070 | Fax (916) 650-6860
<https://www.dhcs.ca.gov/>

State of California
Gavin Newsom, Governor



To expedite the refund, should one occur, DHCS' accounting department needs the attached form (GOVT TIN Form) filled out and returned prior to issuing any payment.

Sincerely,

DocuSigned by:
David Bishop
4E24B632D6CC45B...

July 26, 2023

David Bishop, Acting Division Chief
Capitated Rates Development Division

CC:
Rafael Davtian, Deputy Director
Health Care Financing

Beau Bouchard, Assistant Division Chief
Capitated Rates Development Division

Michael Jordan, Staff Service Manager II
Capitated Rates Development Division

Vivian Beeck, Staff Service Manager I
Capitated Rates Development Division

BOARD OF DIRECTORS VACANCY

Gabriel Maroney <gabrielquinn@sbcglobal.net>

Fri 8/4/2023 1:18 AM

To: Lee Finney <lfinney@mcdh.org>

Hello Chair Lee Finney,

please send information on the process of applying for the appointment and procedures related to the Mendocino Coast Healthcare District's vacant position.

Thank you,

Gabriel Quinn Maroney



Sent from my iPhone

Agenda Posted for August Health Care Affordability Board Meeting

OHCA <noreply@hcai.ca.gov>

Tue 8/8/2023 2:36 PM

To: Lee Finney <lfinney@mcdh.org>



Health Care Affordability Board

The Office of Health Care Affordability (OHCA) is hosting the Health Care Affordability Board meeting on Tuesday, August 22, 2023, at 10:30 a.m.

Please [follow this link](#) to view the agenda for this meeting on the HCAI Public Meetings page. All other meeting materials will be posted on the same page prior to the meeting.

Thank you.

If you have any questions, please reach out to ohca@hcai.ca.gov

Department of Health Care Access and Information

hcai.ca.gov

Want to change how you receive these emails?

You can update your preferences or unsubscribe from this list.

Re: interested in the board.

Lee Finney <lfinney@mcdh.org>

Tue 8/8/2023 5:21 PM

To: Rhoda Teplow <rteplow@mcn.org>

The board meets the last Thursday of the month at 6 pm in the Redwoods Room at the hospital except for November and December when we meet on the second Thursday. We often have a special meeting father middle of the month, also at 6pm in the Redwoods Room. This month we are meeting on 8/10/23 for a special meeting to discuss what kind of staff and how many we need. We moved our regular meeting from 8/31/23 to 8/17/23. The public can come in person or participate by zoom. The Agenda and zoom link are published on our website 72 hours before the meetings. The board itself must meet in person per the Brown Act. Our meetings are taped and regular meetings are on YouTube.

Get [Outlook for iOS](#)

From: Rhoda Teplow <rteplow@mcn.org>

Sent: Tuesday, August 8, 2023 4:50:11 PM

To: Lee Finney <lfinney@mcdh.org>

Subject: interested in the board.

When does the board meet? and at what time? where?

Rhoda Teplow

rteplow@mcn.org

707 964 2787

14351 Hanson Circle

Mendocino CA 95460

Dealing with Dementia flyer

Cynthia Wall <cwall@mcn.org>

Tue 8/8/2023 10:02 AM

To: Alison Morse <alison@amfiduciary.com>; Analuisa Orozco <analuisa@frontiernet.net>; Andrea Hadik <andreaHadik@gmail.com>; Annette Jarvie <ajarvie@mcn.org>; Barbara Lindquist <Barbaral@mcn.org>; Barbara Ortega <bwortega@comcast.net>; Carolyn Petersen, RN <cpot@mcn.org>; Chela Ruano <RuanoC@mendocinocounty.org>; Cindy Jo Willey <queenbee@mcn.org>; Eliana Yoneda <elianalyoneda@gmail.com>; Emily Inwood <eminwood@hotmail.com>; Glyn Rixon <garb121@gmai.com>; Jessica Toste <tostej@mendocinocounty.org>; Kathy O'Ferrall <oferrall10811@yahoo.com>; Kathy O'Grady <kog@mcn.org>; Lee Finney <lfinney@mcndh.org>; Maggie Watson <mwatson@mcn.org>; marcella caprinica <marcella94924@gmail.com>; Marisa.Rheem <marisa.rheem@yahoo.com>; Marnie Elder <elderm@mendocinocounty.org>
Cc: 'Ellen Campbell' <albioncnc@mcn.org>


📎 1 attachments (603 KB)

DWD Flyer (1).png;

Hello to all who have expressed interest, or might benefit, in attending this training. September 7 OR 8!

I have a request: We are offering this in TWO days, and if you can please respond directly to me cwall@mcn.org with which day you NEED or if you are flexible and can attend either day. This will help in planning for the lunch and seating. Zoom is available, and we will get the resource binder available for you to pick up before or after the event.

PLUS: we are hoping for more family caregivers to sign up, so share this flyer and invite them to email me. If you have any questions, please call me at 707 357 1019.



<https://www.cynthiawall.com/essays>

Cynthia Wall, LCSW

author of *The Courage to Trust*: Now also available on Audible.com

& President of The Friends of Health on the No. Mendo Coast

www.cynthiawall.com

Cell/Text: 707 357 1019

Fax: 707-734-7831

From: Casey Davis <hello@casesofcasey.com>

Sent: Sunday, August 06, 2023 4:11 PM

To: Cynthia Wall, LCSW <cwall@mcn.org>

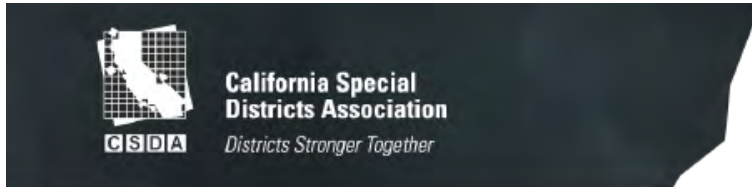
Subject: Latest flyer for emailing only

CSDA eNews: Board Election Results, New Magazine, and Board Secretary / Clerk Conference Brochure are Here!

Neil McCormick <neilm@csda.net>

Tue 7/25/2023 4:53 PM

To:Jade Tippett <jtippett@mcdh.org>



CSDA eNews

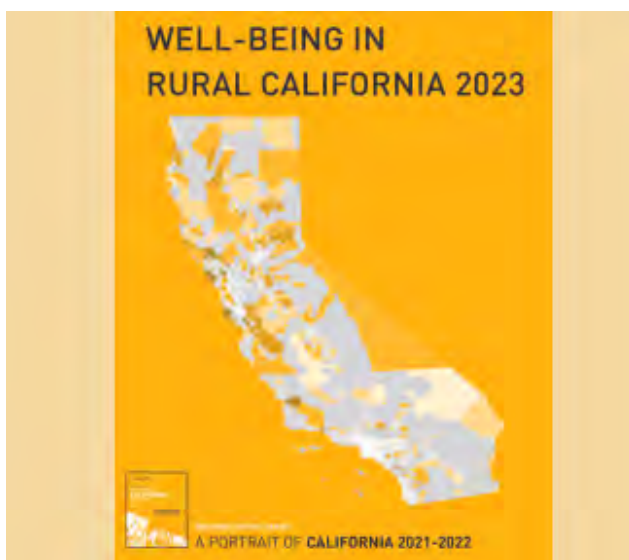
[View Web Version](#)

July 25, 2023

CSDA Board of Directors Seat C Election Results Are In!

Congratulations to our incumbents who have all successfully secured another 3-years on the CSDA Board of Directors. We also welcome new Board Members in our Central and Coastal Networks.

[READ MORE](#)



Rural Communities in California Face Struggles Amidst Inequities, According to 2023 Rural California Report

In the vast landscapes of rural America, communities are grappling with a range of challenges that hinder their ability to provide adequate care for their residents. The state of California is no exception.

[READ MORE](#)

Let the Games Begin! The 2023 Board Secretary / Clerk

Conference Brochure is HERE

Join us November 6 – 8 in beautiful Seaside / Monterey for our Board Secretary / Clerk Conference. This game-themed conference will feature two tracks – one for first-time attendees to earn their Board Secretary / Clerk Certificate and the second track for advanced or returning attendees.

[SEE BROCHURE](#)



Cracks Emerging in the Labor Market?

July 2023 Economic Review from California CLASS Trading Desk

As we enter the second half of the year, stubbornly persistent core inflation and surprising economic resilience remain major themes to the U.S. economic outlook.

[READ MORE](#)



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Learn more about building an optimal liquidity portfolio for your special district.

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Upcoming Events

12

Webinar: Meeting Management for Parliamentary Procedure

Tuesday, September 12, 2023

Sept

10:00 a.m. – 12:00 p.m.

Free CSDA Member | \$95 Non-member

A board's objectives can be efficiently and productively accomplished if a board's bylaws and the members' rights are respected. Robert's Rules of Order assures productive debate, efficient meetings, and protected rights.

[Register Now](#)

13

Sept

Virtual Workshop: Supervisory Skills for the Public Sector

**Part of the SDLF Essential Leadership Skills Certificate Program*

Wednesday and Thursday, September 13 - 14, 2023

9:00 a.m. – 12:00 p.m. each day

\$150 SDRMA Member | \$200 CSDA Member

[Register Now](#)

27

Sept

Virtual Workshop: Demystifying IT Oversight: A Non-Technical Guide for Managers

Wednesday and Thursday, September 27 and 28, 2023

9:00 a.m. – 12:00 p.m. each day

\$200 CSDA Member | \$300 Non-member

[Register Now](#)

NEW! Offerings for Young Professionals at Annual Conference!

If you are a special district staff person or elected official 40 and under, you are invited to check out events and sessions crafted with you in mind! Start the conference a day early with a kayak tour and end your day networking with your peers. Pay close attention to the "YP" next to certain sessions.

[REGISTER NOW](#)



The July-August Magazine is Hot Off the Press!

Check out our annual pre-conference issue of *California Special Districts* magazine for a



sneak peek of some of the hot content that will be presented at the 2023 CSDA Annual Conference & Exhibitor Showcase!

[READ NOW](#)

Fire District Leads the Way Increasing Survival Rates for Sudden Cardiac Arrest

Chino Valley Independent Fire District has achieved remarkable success in its unwavering mission to enhance survival rates for sudden cardiac arrest. The latest statistics show that the Utstein Survival rates in the Chino Valley reached an impressive percentage.

[READ MORE](#)



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Legal News

Supreme Court Hears Voting Rights Act Case

Cities and special districts will soon have clear guidance from the California Supreme Court on the California Voting Rights Act's demand that many of them convert from at-large to district-based elections for Council - and Boardmembers.

[Read More](#)



Federal Weekly Grants

NSDC July 24 Grants Update

The National Special Districts Coalition (NSDC) provides weekly highlights for CSDA Members on newly-opened federal grant opportunities, as curated by The Ferguson Group (TFG).

Here are highlights of this week's grants:

- Rural Energy for America (REAP) Technical Assistance Grant (TAG) Program
- Underserved and Indigenous Community Microgrids

[READ MORE](#)



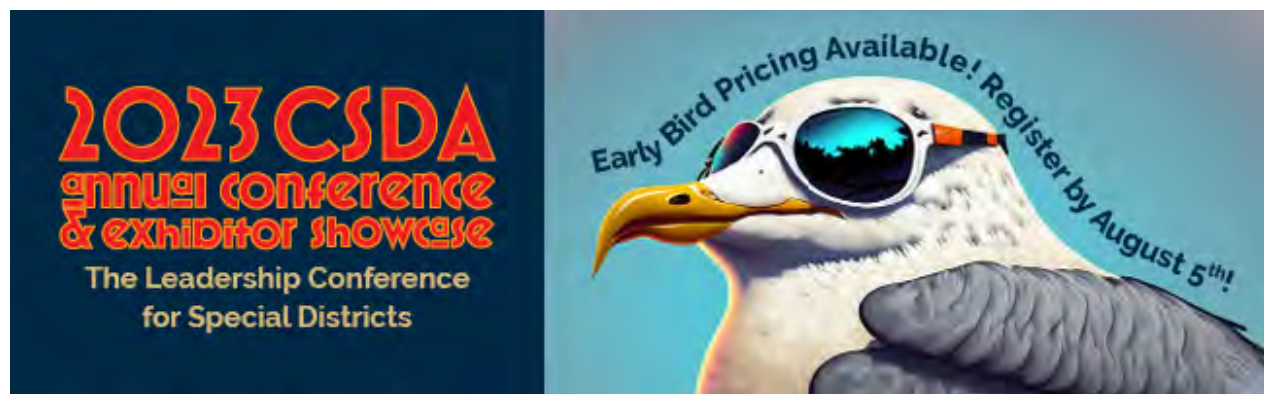
Federal Legislative Update

NSDC Legislative Update July 24

The House and Senate are in session. This week marks the final week Congress is in session before the month-long August recess begins.

Appropriators have released the bill text and summaries of all 12 spending bills in the House, with only the Labor-HHS-Education and Commerce-Justice-Science bills awaiting full committee markups.

[READ MORE](#)



Career Center

Recent Job Postings



RFP Clearinghouse

Recent RFPs & RFQs

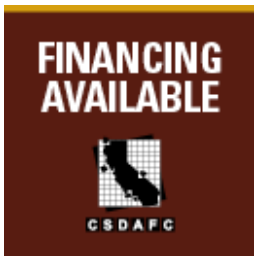
- **Athletics Program Coordinator** - Truckee-Donner Recreation and Park District
- **Senior Engineer** - Mojave Water Agency
- **Engineering Manager** - Mojave Water Agency
- **Engineering Coordinator** - Calaveras County Water District
- **Plant Operator I, II or III** - Rancho Murieta Community Services District

- RFP – Grant Funding Research & Writing Services
- RFP – Native Plant Nursery Management
- RFP – General Counsel Legal Services
- RFP – Municipal Financial Advisory Services

To post an RFP or receive notifications when a new RFP is posted, join the RFP Clearinghouse Community!

[Visit the RFP Community](#)

CSDA Career Center



California Special Districts Association
 1112 I Street, Suite 200
 Sacramento CA, 95814
 Phone - 877.924.2732
www.csda.net

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CSDA eNews: \$32 Million Now Available for Clean Transportation & Planning Projects, ZEV Mandate Comments Due August 21

Neil McCormick <neilm@csda.net>

Tue 8/8/2023 12:43 PM

To:Jade Tippett <jtippett@mcdh.org>



**California Special
Districts Association**
Districts Stronger Together

CSDA eNews

[View Web Version](#)

August 8, 2023

ZEV Mandate Pulled Back from Rulemaking Allowing for Additional Comments Due August 21

On August 4, 2023, CARB posted a Second Notice of Public Availability of Modified Text and Availability of Additional Documents (Second 15-Day Notice) for the ACF regulation.

[READ MORE](#)

Comments Due August 21



Voter Initiative Forum Hosted by Local Chapters

The Contra Costa Special Districts Association and the Alameda County Special Districts Association held a joint meeting to provide an educational forum on Initiative 21-0042A1, entitled "Limits Ability of Voters and State and Local Governments to Raise Revenues for Government Services."

[READ MORE](#)

\$32 Million Now Available for Clean Transportation & Planning Projects

Technical assistance available!

Grant application due: September 8

The California Air Resources Board (CARB) has \$32.65 million available to fund multiple planning, clean transportation, and supporting projects across the state.

[READ MORE](#)



Upcoming Events

26

Sept

NEW! Webinar: Water Infrastructure Funding Information Session

Tuesday, September 26, 2023

10:00 – 11:00 a.m.

Free CSDA Member | \$95 Non-member

Every year, hundreds of millions of dollars are administered by the State Water Resources Control Board for a variety of local water supplier projects. Learn how your district can access these funds and the technical assistance available from the state to do so.

[Register Now](#)

27

Sept

Virtual Workshop: Demystifying IT Oversight: A Non-Technical Guide for Managers

Wednesday and Thursday, September 27 and 28, 2023

9:00 a.m. – 12:00 p.m. each day

\$200 CSDA Member | \$300 Non-member

[Register Now](#)

10

Oct

Virtual Workshop: The Brown Act in a Modern World

Wednesday and Thursday, October 10 and 11, 2023

9:00 a.m. – 12:00 p.m. each day

\$200 CSDA Member | \$300 Non-member

[Register Now](#)

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Federal Weekly Grants from NSDC

NSDC August 7 Grants Update

The National Special Districts Coalition (NSDC) provides weekly highlights for CSDA Members on newly-opened federal grant opportunities, as curated by The Ferguson Group (TFG).

Here are highlights of this week's grants:

- Community Wildfire Defense Grant Program
- NETL Energy Storage and Validation Program
- Pathways to Removing Obstacles to Housing (PRO Housing)
- Energy, Power, Control, and Networks (EPCN)

[READ MORE](#)



Special District Leadership Foundation

SDLF Coaches at Conference

Working to advance your career with special districts? Working on your Certified Special District Manager Accreditation? Whatever you are working on, we've got a coach for that!

The **Special District Coaching Program** is designed to help individuals accelerate their advancement in local government management. Emerging leaders from all districts, at any stage of their careers, are invited to link with experienced local government managers (coaches) and use them as an educational and career development resource.

Come by the SDLF Booth at the CSDA Annual Conference to meet our coaches!

[LEARN MORE](#)

Sing Your Heart Out at Annual Conference!

The Dueling Pianos will be joining us once again at this year's Annual Conference Taste of the City Reception, and NEW this year, join us for our special After-Party* to benefit the Special District Leadership Foundation where you will get to show off your karaoke skills!

Call the CSDA office or email us to add the After Party to your registration. **Pre-registration/payment required*

Email to Add After-Party



Cyberattack: Not IF but WHEN

Will Your Agency Be Ready?

Read these cautionary tips to enhance your cybersecurity from the *California Special Districts* magazine in May / June, adapted from the SDRMA Spring Education Day session "Cybersecurity Checklist" by VC3.

[READ MORE](#)

Register Now for our Fall Special District Leadership Academy Conference!

October 22 -25, 2023

Hyatt Regency Sonoma Wine Country

Join us in Santa Rosa this October and take advantage of essential governance training where you will not only learn the fundamentals but also gain an understanding of important topics such as strategic planning, community outreach, finances, and human resources!

Sign up by September 22 to save \$50.

[REGISTER HERE](#)





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- Online Surplus Action
- Risk Management
- Utility Cost Control
- Vehicle Rentals
- Website Design

Learn more online at csda.net/value-benefits

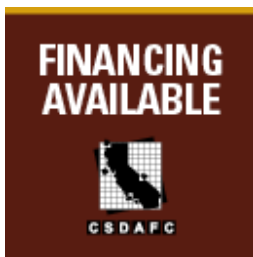


Career Center

Recent Job Postings

- **Director of Finance and Administration** - Rancho Murieta Community Services District
- **Operations Manager** - Olivenhain Municipal Water District
- **Athletics Program Coordinator** - Truckee-Donner Recreation and Park District
- **Senior Engineer** - Mojave Water Agency
- **Engineering Manager** - Mojave Water Agency

CSDA Career Center

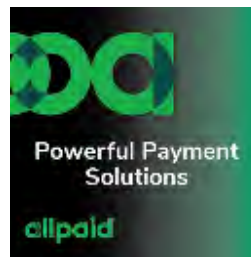


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SDRMA

Property/Liability Workers' Comp & Health Benefits



RFP Clearinghouse

Recent RFPs & RFQs

- RFP – Routing Software
- RFP – Shared Use Path Feasibility Study
- RFP – Social Media and Public Relations Services
- RFP – Grant Funding Research and Writing Services
- RFP – Native Plant Nursery Management

To post an RFP or receive notifications when a new RFP is posted, join the RFP Clearinghouse Community!

Visit the RFP Community



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League of Women Voters Meet & Greet

Jary Stavely <jstavely@mcn.org>

Sat 8/5/2023 10:20 AM

To: Jary Stavely <jstavely@mcn.org>

SAVE THIS DATE

The Mendocino County League of Women Voters will hold a "Meet & Greet Your Local Officials" reception again at the Caspar Community Center from 5 to 7 p.m. on Friday, Sept. 22nd. Last year's outdoor gathering was well attended, and we hope to repeat its success. As in the past, this event would be open to the public, thus providing an opportunity for elected and appointed officials to meet their constituents and fellow officials in a relaxed setting.

Please forward to your board members and/or administrators, if you are not one. And note the email address, if you wish to respond. A letter invitation will be sent near the end of the month, unless you have already let us know that you can't come.

With thanks for your public service,

Jary Stavely (Event Chair for the League of Women Voters of Mendocino County)

Summary of Preliminary Parcel Tax Roll File for Submission to Mendocino County

Shin Green <shin@eastshoreconsulting.com>

Thu 8/10/2023 12:54 PM

To: Lee Finney <lfinney@mcdh.org>

Cc: 'Michael Riemenschneider' <michael@eastshoreconsulting.com>

Lee,

I hope all is going well for you and that things are calming down for you and the Board. Today is the technical deadline for the submission of the Measure C Parcel Tax levy to the County. And we are in a position to submit what I believe is a pretty solid file with a total levy amount of \$1,604,160.00 reflecting the levy of the parcel tax on 11,140 parcels. This year's preliminary file submission will include 8 additional parcels being levied as compared to the final levy last year and six parcel removed per County direction from last year.

We have conducted procedures to verify the full parcel list provided by the County and believe we have captured all new Parcel ID Numbers (or PINs) for 2023-24. In total, there were 14 new PINs of which we have determined 8 are taxable. The non-taxable new PINs are a combination of four State assessed parcel which are not taxed locally, one manufactured home on a taxable land parcel for which we do not levy on the structure PIN because the land PIN is charged, and one replacement APN for a parcel owned by Lyme Redwood Timberland that was previously exempted through consolidation and therefore the replacement PIN is also "consolidated".

There are two things which I feel compelled to review before I call the roll final. The first is we noticed that there are roughly 2,577 PINs no longer reflected on the full parcel listing for the District. While the number is fairly large, I am not overly concerned as those PINs were taxed in the past. (I think, but want to confirm with the County that those are most likely PINs removed due to consolidations (which I believe the County is now tracking better) and potentially some PINs from the deannexed territory. SO, mainly I want to ensure that nothing is escaping levy with those removals. Second is the desire to just do a review of all of our non-taxed PINs that still remain in in the All PINs listing. In this case, I believe most are either legally non-taxable (government owned properties), prior exemptions for consolidations or contiguous parcel exemptions and other welfare benefit exemptions. In total there are roughly 2,203 listed PINs which are not currently being levied, but given we know that MRC and Lyme account for nearly 1,000 of those non-taxed parcels, the magnitude is not overly concerning.

And in total, the levy amount and taxed parcel counts are both fairly consistent with the recent prior levies, so, my follow-up is mainly about double checking for anything more we can add, but I do not expect a material reduction in the totals.

That is all for now, but wanted to touch base before I submit the file, which will happen this afternoon after I get one question about the submission file format answered by the County. And, if you wish to discuss, please feel free to call at any time – I will be at my desk working through the two review procedures discussed above for the balance of today and hope to wrap it all up early next week when we can submit any "corrections" to today's submission if anyone needs to be added to the roll. Thanks and all my best.

Shin Green, Principal
Eastshore Consulting LLC
1714 Franklin Street, #100-406
Oakland, CA 94612

Phone: (510) 725-2930

Email: shin@eastshoreconsulting.com

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MENDOCINO COAST HEALTHCARE DISTRICT SPECIAL BOARD RETREAT MINUTES

Members Present: Lee Finney, Paul Katzeff, Susan Savage, Sara Spring, Jade Tippet
Public Attendees: 6 persons from the public attended

DATE: July 21, 2023
TIME: 9:00 AM to 4:30 PM
PLACE: Stanford Inn
44850 Comptche Ukiah Rd.
Mendocino, CA

Call to Order: Lee Finney, Chair

The meeting was called to order by Chair Lee Finney at 9:00 AM. Facilitator Christine Rodrigues was introduced and continued facilitating conversation throughout the day.

Agenda for the Day:

As recommended by the ad hoc committee members Directors Savage & Spring, the following topics were included in the discussion:

- Agreement on Ground Rules
- Discussion of pre-read materials
- Strengths/ Weaknesses/ Opportunity/ Threats Analysis
- Strategic Planning Process
- MCHCD Purpose
- Strategic Options
- SMART Goals

Action Items for future consideration:

It was agreed that no action items would be included in the day. There were 2 items that will be referred to a future agenda for discussion and possible adoption:

- Statement of MCHCD Purpose

The purpose of the Mendocino Coast Health Care District is to support thriving, healthy communities on the coast by ensuring continuous, accessible, high-quality, sustainable health care.

- SMART Goals for the remainder of 2023
 1. *Hire a consultant to research community needs and wants, and develop options for retrofit, building, and bond issues*
 2. *Pass the 2023-2024 budget*
 3. *Identify at least two alternatives to Robert's Rules of Order*
 4. *Hire staff to support administrative activities*
 5. *Make a preliminary decision about building vs retrofitting hospita*

I hereby certify that all the information contained in these minutes is true and correct.

Respectfully submitted,

A rectangular box containing a handwritten signature in cursive script that reads "Susan Savage".

July 24, 2023

Susan Savage, Secretary

Date

DRAFT

**MENDOCINO COAST HEALTHCARE DISTRICT BOARD MEETING
MINUTES**

Members Present: Lee Finney, Paul Katzeff, Susan Savage, Sara Spring

Members Absent: Jade Tippett

Public Attendees: 2 persons from the public attended plus 6 persons via Zoom

DATE: July 27, 2023

TIME: 6:00 PM

PLACE: Redwoods Room, Adventist Health Mendocino Coast Hospital
700 River Dr.
Fort Bragg, CA

1. Call to Order: Lee Finney, Chair

The meeting was called to order by Chair Lee Finney at 6:03 PM

2. Comments from the Board

Comments were received from Director Spring, Director Finney, and Director Savage.

3. Comments from the Community

Comments from Kathie Wylie were received.

4. Approval of Agenda – Lee Finney, Chair

It was moved by Director Savage, seconded by Director Spring, to amend the agenda to include discussion of attendance at the conference of the California Special Districts Association

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES
Jade Tippett	ABSENT

The agenda was amended.

It was moved by Director Savage, seconded by Director Spring to remove item 14.4 on Staffing Selection from the agenda. After discussion, the motion was withdrawn.

It was moved by Director Spring, seconded by Director Katzeff, to pull the Treasurer's report.

VOTE:

Lee Finney	NO
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES
Jade Tippett	ABSENT

The Treasurer's Report is pulled from the agenda.

It was moved by Director Savage seconded by Director Spring to approve the agenda as amended.

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES
Jade Tippett	ABSENT

The agenda as amended was approved.

5. Resignation of Director Tippett

It was moved by Director Finney, seconded by Director Savage, to accept the resignation of Director Tippett, effective immediately.

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES
Jade Tippett	ABSENT

The resignation is accepted.

6. Election of Treasurer

It was moved by Director Finney, seconded by Director Savage, to elect Director Spring as Treasurer. There were no further nominations.

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES

Director Spring is elected as MCHCD Treasurer.

7. Banking Resolutions

It was moved by Director Savage, seconded by Director Finney to adopt Resolution 2023-08 dealing with signers on the Bank of America accounts and adding Director Spring as Treasurer.

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES

The resolution was approved.

It was moved by Director Savage, seconded by Director Finney to adopt Resolution 2023-09 dealing with signers on the Savings Bank of Mendocino accounts and adding Director Spring as Treasurer.

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES

The resolution was approved.

It was moved by Director Savage, seconded by Director Finney to adopt Resolution 2023-10 dealing with signers on the Tri-Counties Bank accounts and adding Director Spring as Treasurer.

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES

The resolution was approved.

It was moved by Director Savage, seconded by Director Finney to adopt Resolution 2023-11 dealing with signers on the Local Agency Investment Fund (LAIF) and adding Director Spring as Treasurer.

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES

The resolution was approved.

8. Consent Calendar- Warrant List

It was moved by Director Spring, seconded by Director Finney, to approve payment of invoices for the Tri-Counties Bank credit card, the Devenney Group, the Stanford Inn, and the Bank of America credit card.

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES

Payment of those invoices was approved. Chair Finney will discuss the inclusion of greater detail in the invoice from legal counsel as requested.

9. Communications

Communications were received from BETA for contracts for general liability and D & O coverage, a Committee Meeting Notice from HCAI, and an invitation to the Mendocino Coast Healthcare Foundation Winesong events.

10. Approval of Minutes

It was moved by Director Savage, seconded by Director Spring to approve the minutes of the special Board meeting on April 17, 2023.

VOTE:

Lee Finney YES

Paul Katzeff YES

Susan Savage YES

Sara Spring YES

The minutes were approved.

It was moved by Director Savage, seconded by Director Finney to approve the minutes of the special Board meeting on July 13, 2023.

VOTE:

Lee Finney YES

Paul Katzeff YES

Susan Savage YES

Sara Spring YES

The minutes were approved.

11. Mendocino Coast Healthcare Foundation Report- Terry Ramos

Foundation Board member Terry Ramos reported on Foundation fundraising events and scholarships.

12. Report from the Devenney Group

Reports were received from the Devenney Group for both seismic retrofit and construction of a new hospital as well as an outdated facility assessment.

13. Engagement of Consulting Firm

RFP's have been received from two consulting firms to assist the district with community assessment, funding options, bond costs, and electoral options. It was moved by Sara, seconded by Paul, to hold a meeting in September if possible to invite principals from both consulting firms to share what they can do and to answer questions.

VOTE:

Lee Finney YES

Paul Katzeff YES

Susan Savage YES

Sara Spring YES

The motion was approved.

14. Adoption of SMART Goals

It was moved by Susan, seconded by Lee to adopt the SMART goals developed at the retreat for the remainder of 2023.

VOTE:

Lee Finney YES

Paul Katzeff YES

Susan Savage YES

Sara Spring YES

The SMART goals are adopted.

15. August Meeting Date

It was moved by Director Savage, seconded by Director Finney to untable the consideration of overruling the bylaws to change the date of our August meeting.

VOTE:

Lee Finney YES

Paul Katzeff YES

Susan Savage YES

Sara Spring YES

The item is untabled.

It was moved by Director Spring, seconded by Director Savage, to over-rule the bylaws to change the regular meeting date in August to August 17. A 2/3 vote would be required.

VOTE:

Lee Finney YES

Paul Katzeff YES

Susan Savage YES

Sara Spring YES

The August meeting will be on August 17.

16. Staff Selection Process

It was moved by Director Savage, seconded by Director Spring, to hold a dedicated special meeting to talk through our needs and next steps to hire staff.

VOTE:

Lee Finney YES

Paul Katzeff YES

Susan Savage YES

Sara Spring YES

The dedicated special meeting will be called ASAP.

17. Engagement with Rick Wood from CSDA

It was moved by Susan, seconded by Sara, to contract with Rick Wood from CSDA to assist the District with our financial operations according to the Scope of Work he provided at \$110 per hour without a specific limit at this time.

VOTE:

Lee Finney YES

Paul Katzeff YES

Susan Savage YES

Sara Spring YES

The agreement was approved.

18. Appointment to Board Vacancy

The process for appointing someone to our Board vacancy was reviewed.

19. Attendance at CSDA Conference

It was moved by Director Savage, seconded by Director Katzeff, to approve Director Spring's attendance at the annual CSDA conference in Monterey, including reimbursement for registration, lodging, meals and mileage.

VOTE:

Lee Finney YES

Paul Katzeff YES

Susan Savage YES

Sara Spring YES

Attendance at this conference by Director Spring is approved.

20. Comments from the Community

Comments from Linda Williams were received.

21. Comments from the Board of Directors

Comments from Director Katzeff were received.

22. Adjournment

It was moved by Director Katzeff, seconded by Director Savage, to adjourn.

VOTE:

Lee Finney YES

Paul Katzeff YES

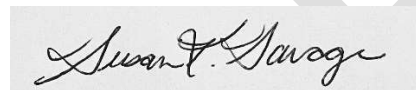
Susan Savage YES

Sara Spring YES

The meeting was adjourned at 8:45 PM.

I hereby certify that all the information contained in these minutes is true and correct.

Respectfully submitted,



August 14, 2023

Susan Savage, Secretary

Date

MENDOCINO COAST HEALTHCARE DISTRICT BOARD MEETING MINUTES

Members Present: Lee Finney, Paul Katzeff, Susan Savage, Sara Spring
Public Attendees: 2 persons from the public attended plus 6 persons via Zoom

DATE: August 10, 2023
TIME: 6:00 PM
PLACE: Redwoods Room, Adventist Health Mendocino Coast Hospital
700 River Dr.
Fort Bragg, CA

1. **Call to Order:** Lee Finney, Chair
The meeting was called to order by Chair Lee Finney at 6:08 PM
2. **Comments from the Board**
Comments were received from Director Finney.
3. **Comments from the Community**
No comments were received from the community.
4. **Approval of Agenda** – Lee Finney, Chair
It was moved by Director Savage, seconded by Director Spring, to approve the agenda as distributed.
VOTE:
Lee Finney YES
Paul Katzeff YES
Susan Savage YES
Sara Spring YES
The agenda was approved.
5. **Brainstorming Needs, Establishing Priorities**
Director Savage led the Board in a discussion of the tasks that we might want to include in a job description of a position we might be interested in hiring. After discussion, it was moved by Director Savage, seconded by Director Finney, that we hire an executive director whose job description would include the following that had support from at least 3 of the current 4 Board members:
 - Organize district documents
 - Prepare agendas with input
 - Attend regular meetings with stakeholders
 - Handle preparation of and responses to RFP's
 - Manage the office space
 - Staff the office
 - Research grants

- Attend Board meetings
- Manage day to day operations of the district
- Keep the District compliant with regulations and laws
- Respond to PRA's in consult with the attorney
- Facilitate communication between Board members
- Report to the Board regularly
- Maintain a communication log
- Facilitate strategic planning
- Implement budget
- Hire additional staff as approved
- Manage any additional employees

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES

The creation of the executive director position was approved.

6. Job Description For Executive Director

It was moved by Director Savage, seconded by Director Finney, to reconsider the draft job description for Executive Director submitted to the Board at an earlier meeting.

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES

The item was reconsidered.

It was agreed that Director Savage will redraft the job description to include the tasks listed above to be discussed at our next meeting on August 17.

7. Appointment Process for New Board Member

It was moved by Director Spring, seconded by Director Finney, to adopt the draft flyer to advertise the Board vacancy and to use the response text as submitted for any replies received.

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES

The flyer and response were adopted.

8. Comments from the Community

Comments from Terry Ramos and Malcolm Macdonald were received.

9. Comments from the Board of Directors

Comments from Director Spring, Director Savage, and Director Katzeff were received.

10. Adjournment

It was moved by Director Savage, seconded by Director Finney, to adjourn.

VOTE:

Lee Finney YES

Paul Katzeff YES

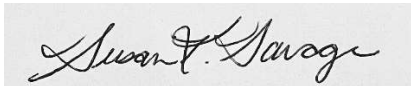
Susan Savage YES

Sara Spring YES

The meeting was adjourned at 8:48 PM.

I hereby certify that all the information contained in these minutes is true and correct.

Respectfully submitted,



August 15, 2023

Susan Savage, Secretary

Date

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**MENDOCINO COAST HEALTH CARE DISTRICT
JOB DESCRIPTION**

JOB TITLE: EXECUTIVE DIRECTOR

REPORTS TO: BOARD OF DIRECTORS

POSITION SUMMARY:

Plans, directs, coordinates, evaluates and reviews the activities and operations of the health care district; keeps the Board of Directors fully informed on all matters relating to District business; in full charge of the affairs of the District consistent with the policies established by the Board

DUTIES AND RESPONSIBILITIES:

- Manages the day to day operations of the District
- Reports regularly to the Board of Directors and maintains a communications log
- Prepares agendas for meetings of the Board of Directors with input from Board members
- Attends meetings of the Board, furnishing information and recommendations regarding District policies and programs.
- Facilitates communication between Board members
- Administers the provisions of any applicable laws and regulations to keep the district compliant
- Receives special assignments from the Board.
- Implements the Board-adopted budget
- Attends regular meetings with community stakeholders.
- Researches grants and other potential sources of revenue to fund District priorities.
- Facilitates strategic planning for the District
- Responds to Public Records Act requests in consultation with District counsel
- Prepares and manages responses to Requests for Proposals as authorized by the Board
- Organizes and manages the District office space and District documents
- Staffs the office on an agreed schedule
- Hires additional staff as approved by the Board
- Manages any human resources functions as required for all employees

DESIRABLE SKILLS:

- Familiarity with principles and practices of organizational administration and management.
- Appreciation for an opportunity to work independently
- Communication skills, both in writing and speaking
- Ability to organize work, set priorities, meet deadlines, and follow up on assignments with minimum direction.

- Ability to research potential grants, develop a written proposal, and summarize a variety of information with statistical analysis.

DESIRED EDUCATION/EXPERIENCE:

Bachelor's Degree or equivalent experience

FOR MORE INFORMATION:

Contact Board Chair Lee Finney at lfinney@mcdh.org or visit our website at www.mchcd.org .

NOTE: *As per the Americans With Disabilities Act, 42 U.S.C. § 12101 et seq, accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

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Section 8. Appointment of ~~District Manager~~ Executive Director

- a. The Board shall be solely responsible for selecting a District Manager, who shall be responsible for managing the District's operations, facilities, and property. The Board shall adopt a written ~~statement~~ **job description**, setting forth the qualifications, authority, and duties of the District Manager. The Board shall set the ~~District Manager~~ **Executive Director's** compensation.
- b. **Other employees may be authorized by the Board to assist the Executive Director in the implementation of policy.**
- c. **Directors may discuss District business with District employees but not direct employees in the exercise of their duties. Such employees shall, if possible, supply information requested in writing and shall inform the Executive Director when information is supplied.**
- d. The Board shall ~~at least~~ annually conduct a review of the performance and compensation of the District Manager
- e. The ~~District Manager~~ **Executive Director** may recommend and shall implement policies adopted by the Board. ~~The Board~~ **The Executive Director** is ~~not~~ responsible for day-to-day management or operations of the District.
- d. ~~The Board and individual Directors may question the District Manager with respect to the development and implementation of District policy. The Board, but not the individual Directors, may direct the District Manager with respect to the development and implementation of District policy.~~
- e. ~~Individual Directors shall not direct employees in the performance of their duties~~
- f. ~~Any such direction shall be reported to the Board and District Manager~~
- f. The ~~District Manager~~ **Executive Director** may discuss District business with Directors outside a public meeting, but the ~~District Manager~~ **Executive Director** shall not communicate the views of Directors to one another, except at a Board meeting. The Board shall not discuss or act on the ~~District Manager's~~ **Executive Director's** recommendations, except at a public meeting

Section 9. ~~Duties of the District Manager~~

~~The Board of Directors, unless otherwise stated, shall delegate to District Manager full charge and control of the affairs of the District consistent with the policies established by the Board. The District Manager shall work with the Board or any of its committees in a highly professional manner.~~

~~The District Manager also shall:~~

- a. ~~Present to, and upon Board approval, implement a District strategic plan.~~
- b. ~~Develop and implement a plan, along with the appropriate budget and schedule, that will meet the state of California's seismic upgrade requirement~~
- c. ~~Administer the Agreements.~~
- d. ~~Serve as liaison between the Board and District employees.~~

~~e. If an emergency arises and there is insufficient time to notify the Board, the District Manager may take appropriate and reasonable action otherwise within the Board's jurisdiction. The District Manager shall report such action to the Board as soon as possible.~~

~~f. The District Manager shall hire, with the concurrence of the Board, other District officers as the District may require, each of whom shall perform such duties as the Board may determine from time to time. Officers shall serve at will.~~

~~g. The District Manager may engage professional consultants to provide specialized service with the approval of the Board.~~

~~h. The District Manager may engage an engineer to assist in the planning and design of District facilities with the approval of the Board.~~

~~Section 10. Other Officers.~~

~~a. Other officers and employees shall assist the District Manager in the implementation of policy.~~

~~b. Directors may discuss District business with officers. The officers shall, if possible, supply information requested by Directors in writing, and shall inform the District Manager when information is supplied.~~

~~Section 11. Employees.~~

~~The District Manager shall serve as head of Human Resources. Directors are not encouraged to discuss District business with employees. If a Director inquires of an employee about District business, the employee shall respond to the Director and inform the District Manager~~