



REGULAR MEETING OF THE BOARD OF DIRECTORS
MENDOCINO COAST HEALTH CARE DISTRICT
DRAFT MINUTES
Thursday, May 23, 2024, at 6:00 PM
Redwoods Room, Adventist Health Mendocino Coast Hospital Campus
700 River Drive, Fort Bragg, CA.

CONDUCT OF BUSINESS

1. OPEN SESSION

Chair Garza called the meeting to order at 6:00 p.m.

This meeting was held in-person and by teleconference in accordance to the Brown Act.

Directors Present: Chair Pual Garza, Jr. Vice Chair Paul Katzeff
 Secretary Susan Savage Treasurer Sara Spring

Director Seat: One Seat Vacant

A quorum of the Board was present.

Management Team: Agency Administrator Katharine Wylie
 Clerk of the Board Norma I. Alley, MMC.

2. PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Malcolm MacDonald spoke about a recent mailing and Board recruitment process.

3. REPORTS

3a) Board Chair's Report

Chair Garza provided a general update on Board and District matters.

3b) Adventist Health Mendocino Coast Hospital

Adventist Health Mendocino Coast Hospital President Judy Leach, Adventist Health Mendocino Coast Hospital Public Affairs Executive Julia Drefke, Hospital Council Northern & Central California Chief Executive Officer Bryan

Bucklew, and Hospital Council Northern & Central California Regional Vice President Meghan Hardin presented on general government affairs matters pertaining to the District and fielded inquiry from the Board.

3c) Ca. Department of Health Care Access and Information

Ca. Department of Health Care Access and Information Senior Policy Advisor Carl Scheurerman provided a presentation and fielded inquiry from the Board.

Chair Garza called for public comment.

Lee Finney provided written comment.

Malcolm MacDonald provided general comments regarding the presentation.

Mr. Childs provided general comments regarding the presentation.

Seeing no further comments, Chair Garza closed public comment.

3d) MCHCD Board Standing Planning Committee Chair's Report

Vice Chair and Planning Committee Chair Katzeff provided an update on planning matters relating to the District and fielded inquiry from the Board.

3e) Agency Administrator's Report

Agency Administrator Wylie presented a brief update on District matters.

Chair Garza called a break at 7:48 p.m. The meeting reconvened at 7:55 p.m.

4. CONSENT CALENDAR

4a) Draft Minutes of the February 8, 2024 Special Meeting.

4b) Draft Minutes of the February 29, 2024, Regular Meeting.

4c) Draft Minutes of the February 29, 2024, Special Meeting.

4d) Draft Minutes of the April 10, 2024 Special Meeting.

4e) Draft Minutes of the April 25, 2024, Regular Meeting.

4f) Draft Minutes of the April 25, 2024, Special Meeting.

4g) Draft Board Policy 3 - Internal Controls Policy, Policy Ad Hoc committee.

Request was made to pull item 4g for separate discussion.

Chair Garza called for public comments for items 4a through 4f. Seeing no one come forward, he closed public comment.

Motion: Treasurer Spring made a motion to approve Consent Calendar items 4a through 4f. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

Item 4g

Treasurer Spring provided general comments and recommended amendments for the Board to consider.

Chair Garza called for public comment.

Malcolm MacDonald provided general comments on the agenda item.

Seeing no further comments, Chair Garza closed public comments.

General discussion amongst the Board ensued regarding Treasurer Spring's recommended amendments. Recommended changes were:

1. 1.a) Add language to notify the Treasurer of cashed checks, change daily to monthly, and add prepared for the Board of Directors so it would read: All cashed checks received will be reported to the Board Treasurer and a receipt log will be prepared monthly, for the Board of Directors, by an employee or consultant not in the Finance department;
2. 1.e) Add "or electronic transaction" so it would read: Every check or electronic transaction greater in amount than \$10,000 must be signed by two authorized signers;
3. 1.h) Strike "Chair of the" so it would read as: The Board of Directors shall be responsible for authorizing all expenses and encumbrances on the District Treasury;
4. 1.i) Strike "Chair" and replace with "Board" so it would read: No Board member shall spend, or cause to be encumbered or spent, any District funds without the prior consent of the Board. Consent must be documented in writing, or by email, and shall become part of the District permanent record.
5. 6. Add the word "and" between Board Secretary and Treasurer.
6. 9. Change "disclosed quarterly" to "disclosed monthly".
7. 10. Strike entire paragraph and 11. Becomes 10.

Motion: Treasurer Spring made a motion to approve Consent Calendar item 4g Board Policy 3 – Internal Controls, as revised. Motion was seconded by Secretary Savage. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

5. REGULAR CALENDAR

5a) Receive Board Financial Report

Chief Financial Officer Allen provided a brief report and fielded inquiry from the Board.

5c) Receive Seismic Compliance Team Progress Reports

This item was heard out of order.

Props & Measures Representative Robin Gerrity, Props & Measures Representative Michael Terrace, Devenney Group Dudley Campbell, and Eastshore Consulting Shin Green provided a report and fielded inquiry from the Board.

5b) Receive Covid Compliance Memo, 5/18/24

Chief Financial Office Allen provided a report and fielded inquiry from the Board.

5d) Receive Professional Liability Insurance Policy Renewal Information and Consider Approval of Renewal Contracts with Beta Healthcare Group

Chair Garza presented the report and fielded inquiry from the Board.

Treasurer Spring asked if there were any other bids explored or if this item went out to bid. Staff responded bids were sought and Beta Healthcare Group were the lowest price. Treasurer Spring expressed concern SDRMA may not have been given the possibility to submit a quote.

Chair Garza called for public comment.

Malcolm MacDonald provided general comments on the presentation.

Seeing no further comments, Chair Garza closed public comments.

Motion: Vice Chair Katzeff made a motion to approve July 1, 2024, Beta Healthcare Group Professional Liability DO and HCL Insurance renewal contracts. Motion was seconded by Secretary Savage. The motion was approved by a 3 Yes/1 No (Spring)/1 Vacant vote.

5e) Review and Approve Board Policy 11 - Disposition of District-Owned Surplus/Obsolete Equipment and Supplies Policy

Chair Garza presented the report on this item.

Chair Garza called for public comments. Seeing no one come forward, he closed public comment.

Motion: Secretary Savage made a motion to approve Board Policy 11 – Disposition of District Owned Surplus/Obsolete Equipment and Supplies Policy. Motion was seconded by Treasurer Spring. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

5f) Receive ~~4/30/24~~ Listing of Bank Balances and U.S. Treasury Inventory Detail, and Consider Approval of the May 2024 Warrant list

Chief Financial Officer Allen presented the report on this item and fielded inquiry from the Board.

Chair Garza called for public comments.

Malcolm MacDonald provided general comments regarding the item.

Linda Williams asked about the \$216,825 loan payoff and who had authorized it. Chair Garza stated that Treasurer Spring had initiated the transaction, and Rick Wood, CSDA Consultant had been the second approval for the transaction.

Seeing no further comments, Chair Garza closed public comments.

Motion: Secretary Savage made a motion to approve the Warrant List/Check Register. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

6. COMMENTS FROM THE BOARD

Treasurer Spring announced she had not been involved in one single transaction in the month prior, except for paying the loan payment, and was unaware of any financial matters in the last month.

9. ADJOURNMENT

Seeing no further business, Chair Garza adjourned the meeting at 9:29 p.m.

Respectfully Submitted,

Norma I. Alley, MMC, Clerk of the Board