

SPECIAL MEETING AGENDA
THURSDAY, AUGUST 10, 2023
6:00 PM
REDWOODS ROOM, AHMC
700 RIVER DRIVE, FORT BRAGG, CA
<https://www.mchcd.org>

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

NOTICE IS HEREBY GIVEN in accordance with Section 54956 of the Government Code that a Special Session of the Board of Directors of the Mendocino Coast Health Care District is called to be held on August 10, 2023, at 6:00 p.m. in the Redwoods Room, Adventist Health Mendocino Coast Hospital, 700 River Drive, Fort Bragg, California.

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/83009140956?pwd=K3dEUFZKQS95WG4wdFVPcjhRSG1Odz09>

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 persons desiring to address the Board of Directors on any matter over which the District has jurisdiction that is not on the agenda. Please 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.

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-minutes total time limits apply. The Board of Directors will then discuss the item without further public comment. The Agenda and the Minutes are 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 made during this comment period.

5. APPROVAL OF THE AGENDA - Lee Finney, Chair

6. DISTRICT OFFICE AND STAFFING

6.1 Discussion/Action: "Brainstorming Needs; Establishing Priorities"

Exercise – Susan Savage, Ad Hoc Committee on Office and Hiring

6.2 Discussion/Action: Untable Discussion of Draft Job Description for Executive Director - Susan Savage, Ad Hoc Committee on Office and Hiring

6.3 Discussion/Action: Draft Job Description for Executive Director

– Susan Savage, AD Hoc Committee on Office and Hiring

TAB 1

7. APPOINTMENT PROCESS FOR NEW BOARD MEMBER

7.1 Discussion/Action: Flier for Posting and Distribution; Inquiry Response

Recommended – Lee Finney and Susan Savage, Chair and Secretary

TAB 2

8. Comments from the Community

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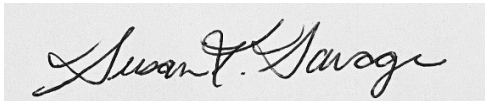
10. Comments from the Board of Directors

11. ADJOURNMENT

Dated: August 7, 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 MCHCD Office on August 7, 2023



8/7/2023

Susan Savage, Secretary

Date

APPENDIX A
Special MCHCD Board Meeting
Aug 10, 2023 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83009140956?pwd=K3dEUFZKQS95WG4wdFVPcjhRSG1Odz09>

Meeting ID: 830 0914 0956

Passcode: 421732

One tap mobile

+16694449171,,83009140956#,,,,*421732# US

+16699006833,,83009140956#,,,,*421732# US (San Jose)

Dial by your location

- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
 - +1 253 205 0468 US
 - +1 253 215 8782 US (Tacoma)
 - +1 346 248 7799 US (Houston)
 - +1 719 359 4580 US
 - +1 507 473 4847 US
 - +1 564 217 2000 US
 - +1 646 931 3860 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

Meeting ID: 830 0914 0956

Passcode: 421732

Find your local number: <https://us02web.zoom.us/j/kxHngKw9p>

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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 in all matters relating to District business; full charge and control of the affairs of the District consistent with the policies established by the Board

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

- Effective leadership
- Work effectively in a highly stressful environment which is politically influenced
- Strong problem-solving skills
- Ability to communicate effectively both orally and in writing.
- Strong computer skills
- Tactfully deal with public in oral communications and by telephone
- Be sufficiently adaptable to accept and perform work assignments that are outside the normal day-to-day routine in a timely and effective manner
- Maintain courteous, professional and effective working relationships with members of the Board of Directors and the public.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Prepares agendas for meetings of the Board of Directors.
- Attends meetings of Board, furnishing information and recommendations regarding District policies, programs and analysis.
- Enforces and administers the provisions of any applicable laws and regulations
- Receives special assignments from the Board.
- Negotiates and oversees the management of District contracts and agreements.
- Reports on District operation, policies, and problems.
- Directs the development of the annual budget, consults with the Board regarding budget priorities, and recommends a budget to the Board of Directors for adoption
- Represents the District's interests in relationships with the general public, community organizations, representatives of the media, and other agencies regarding District policies and programs.
- Researches and identifies potential sources of revenue to fund District priorities.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of public administration, governmental budgeting/finance, and agency management practices.
- Methods of analyzing, evaluating and modifying administrative policies and practices.
- Principles of organization and management.
- Laws and regulations affecting special districts

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Communicating clearly and effectively with the Board and the public, orally and in writing.
- Using email, spreadsheets, word processing and financial accounting software.
- Preparing clear and concise reports, correspondence and other written materials

Ability to:

- Serve efficiently as the administrative agent of the District
- Analyze organizational and administrative problems, adopt an effective course of action, and provide leadership to others in such action.
- Prepare clear and comprehensive written reports.
- Speak effectively in public.
- Establish and maintain cooperative relationships with the Board, news media, the general public and representatives of other agencies in the capacity of agent for the District

DESIRED EDUCATION/EXPERIENCE:

Bachelor's Degree with major course work in public administration, health care, or related field. Two years of experience in a small special district or other governmental agency or one year at the level of Executive Director.

COMPENSATION:

Salary \$75,000 to \$95,000
Health benefit plan
PERS retirement system

NOTE: *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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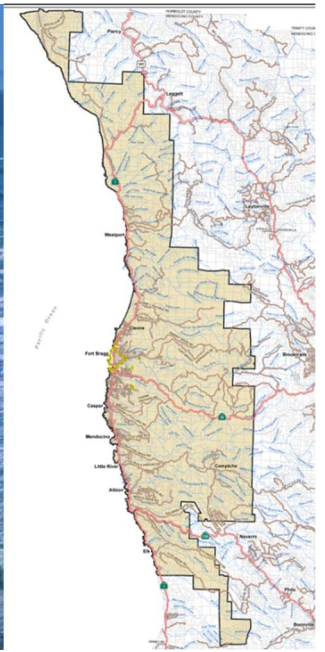
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Response to Board of Directors Vacancy Inquiries

Thank you for your interest in the vacancy on the MCHCD Board of Directors. Please send me a letter telling us about yourself, why you are interested in serving on the Mendocino Coast Health Care District Board and why you think you would be a good fit for the board. You must live within the MCHCD boundaries and you must be registered to vote in Mendocino County. You may attach a resume if you wish.

The members of the Board will interview candidates who apply and vote on the candidate to be appointed. This will most likely occur at a special board meeting on either September 7 or September 14, 2023. If the Board of Directors cannot agree on someone to appoint by September 25, 2023, the Board of Supervisors for Mendocino County can appoint someone to fill out the term of the resigned member until the next election which will be November, 2024. If the Board of Supervisors fails to appoint someone to the vacancy before October 26, 2023, the vacancy will not be filled until the next election in November, 2024, at which time the seat will be open for eligible candidates to run for the office of Director.

Lee Finney
Chair of the Board of Directors
Mendocino Coast Health Care District
443-569-9756



VACANCY – MENDOCINO COAST HEALTH CARE DISTRICT BOARD

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. We are the body responsible for the hospital facilities in Fort Bragg currently leased to Adventist Health.

The Mendocino Coast Health Care District is governed by a 5-member Board of Directors elected by voters in the District. The current available position is to complete the term of a vacancy created by a resignation. The applicant appointed by the Board to this vacancy will serve until the next regular election in November 2024. The Board meets 1-2 times a month, usually in the evening for approximately 3 hours. Board members also have other duties as agreed to accomplish the work of the Board between meetings. For information on the district, future and past meetings, please visit our website at www.mchcd.org.

We seek a community-minded, solution-oriented, collaborative individual with an interest in health care to join us who is a registered voter and a resident of the health care district. We are particularly interested in participation by members of our growing African American, Latino, and Native American communities. But anyone interested in serving our community by joining the MCHCD Board of Directors is encouraged to apply.

If you are interested or would like to know more

please contact

Lee Finney, Chair

Mendocino Coast Health Care District Board of Directors

lfinney@mcdh.org

443-569-9756