



NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

MENDOCINO COAST HEALTH CARE DISTRICT

Thursday, September 26, 2024 - 6:00 PM

Redwoods Room, Adventist Health Mendocino Coast Hospital Campus
700 River Drive, Fort Bragg, CA.

Supporting documentation for this agenda is available on the website at:

<https://www.MendocinoChCd.gov>

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 maintain meeting decorum, 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.

Join Zoom Meeting:

<https://zoom.us/j/9210401893?pwd=SE9PY1JBNUZvSEVIY0tYNm9iTdHzdz09&omn=97347972878>

Meeting ID: 921 040 1893

Passcode: 634678

CONDUCT OF BUSINESS

1. CALL MEETING TO ORDER

1a) Roll Call: Paul Garza Jr. (Chair), Paul Katzeff (Vice Chair), Susan Savage (Secretary), Sara Spring (Treasurer), Jan McGourty (Member).

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Members of the public are welcome to address the Board on items not listed on the agenda, but within the jurisdiction of the Board. Time is limited to 3 minutes per speaker with a 20-minute total time limit for all public comments. No action or discussion shall be taken on any item presented except that the Board may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters pertaining to the Board may be scheduled for discussion at a future meeting or referred to staff for clarification or a report, at the pleasure of the Board. If general public comment exceeds the 20 minute time limit, members of the public who have not had the opportunity to speak on items not on this agenda will have the opportunity to do so after the business on the agenda is concluded.



3. REPORTS

3a) Receive and file MCHCD Board Chair's Report - Paul Garza Jr.
Recommended Action: None. This item is for information only.

Attachments: *September, 2024 Board Chair's Report.*

3b) Receive Mendocino Coast Healthcare Foundation - Terry Ramos, Board Chair.
Recommended Action: None. This item is for information only.

3c) Receive and file Adventist Health Monthly Report - Judy Leach, President, and Peter Johnston, Facilities Manager, Adventist Health Mendocino Coast Hospital.
Recommended Action: None. This item is for information only.

Attachments: *AHMC - District Funds Summary 9-20-24.pdf, AHMC Facility Project - Plan 2024-25*

3d) Receive and file Traditional Medicine Symposium Report - Paul Katzeff.
Recommended Action: None. This item is for information only.

3e) Receive and file Agency Administrator's Report - Katharine Wylie.
Recommended Action: None. This item is for information only.

Attachments: *September 26, 2024 Agency Administrator's Report.*

4. CONSENT CALENDAR

The Consent Calendar will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed from the Consent Calendar for individual consideration.

ITEMS RECOMMENDED FOR APPROVAL:

4a) Draft Minutes of the 8/22/2024 Regular Meeting.
Attachments: *8/22/2024 Regular Meeting Minutes.*

4b) Draft Minutes of the 9/9/2024 Regular Meeting.
Attachments: *9/9/2024 Regular Meeting Minutes.*

4c) MCHCD/LWV Candidate Forum, held in conjunction with the non-partisan Mendocino County League of Women Voters, on October 2, 2024, at Fort Bragg Town Hall, 6:00-7:30 pm.
Attachments: *MCHCD/LWV Candidate Forum detail.*

4d) Letter of Support to Governor Newsom, AB869.
Attachments: *9/26/2024 Letter of Support to Governor Newsom, AB 869.*



5. NEW BUSINESS

5a) Receive and consider adoption of the Board Bylaws amendments, dated 9/26/24, Directors Savage and McGourty, Policy/Bylaws ad hoc committee.

Recommended Action: Adopt amended Board Bylaws.

Attachments: *MCHCD Board Bylaws, dated 9/26/24.*

5b) Receive and consider Board Travel and Reimbursement Policy, Directors Savage and McGourty, Policy/Bylaws ad hoc committee.

Recommended Action: Adopt Board Travel and Reimbursement Policy.

Attachments: *Board Travel and Reimbursement Policy, dated 9/26/24.*

5c) Consider a change of date in the Regular meeting calendar for October 2024, Chair Garza.

Recommended Action: Adopt change in date for the October meeting to October 22, 2024.

Attachments: *Board Regular Meeting Calendar draft revision.*

5d) Receive Check Register Report, as of 8/31/24, CFO Wayne Allen.

Recommended Action: None. This item is for information only.

Attachments: *Check Register Report, as of 8/31/24.*

5e) Receive Actual vs. Budget Report, as of 8/31/24, CFO Wayne Allen.

Recommended Action: None. This item is for information only.

Attachments: *Actual vs. Budget Report, as of 8/31/24.*

5f) Receive Treasury Bill Inventory Portfolio as of 8/31/24, CFO Wayne Allen.

Recommended Action: None. This item is for information only.

Attachments: *Treasury Bill Inventory Portfolio as of 8/31/24.*

5g) Receive Summary of Cash Balances as of 8/31/24, CFO Wayne Allen.

Recommended Action: None. This item is for information only.

Attachments: *Summary of Cash Balances as of 8/31/24.*

6. CLOSED SESSION

6a) Gov. Code §54956.8: Conference with Real Property Negotiators, 721 River Drive, Fort Bragg, Ca.

District Negotiators: Appointed District *ad hoc* Subcommittee and legal counsel Negotiating parties: GL Bruno, Agent, Mendocino Coast Medical Plaza, LLC.

Under negotiation: price and terms of payment of possible purchase.



6b) Report out from Closed Session.

7. COMMENTS FROM THE BOARD

8. ADJOURNMENT

The next Regular Meeting of the Board will be held on October ____, 2024, at 6:00 pm, at the Redwoods Room, 700 River Drive, Adventist Health Mendocino Coast Hospital, Fort Bragg, Ca.

Dated: September 23, 2024

Katharine D. Wylie

Katharine Wylie, MS Ed
Agency Administrator, MCHCD

MENDOCINO COAST HEALTH CARE DISTRICT
775 RIVER DRIVE, FORT BRAGG 95437

MEMORANDUM

TO: MCHCD Board of Directors
FROM: Paul Garza, Jr.
DATE: September 26, 2024
SUBJECT: Monthly Report

MENDOCINO COAST HEALTHCARE FOUNDATION

Congratulations to Chair Terry Ramos, Vice-Chair Charlene McAllister and the other members of the Board of Directors of our Healthcare Foundation on the recent, very successful WineSong Celebration. It was an excellent event and while final accounting has not been completed at the time of this writing, I have been informed that the expected net is somewhere between \$250K and \$300K.

LEGISLATION

Regrettably, Senate Bill 1432 was vetoed by Governor Newsom. AB 869 authored by our Assembly Member Jim Wood, however, is on the Governor's desk for signature. Most observers are hopeful that it will be signed. This legislation would provide an additional three years to complete seismic retrofits and will provide some additional relief to rural hospitals. On tonight's agenda we have a proposed letter of support to the Governor urging his signature on this important legislation. We encourage all of you to submit letters and/or email messages to the Governor supporting this important legislation. Contact information and a sample letter are available on our website.

MEASURE C

Because there has been concern expressed about the Measure C Parcel Tax, I have directed staff to open a new account with Tri-Counties Bank. Henceforth, Measure C incremental payments will be deposited in that account. It will be easier for the public to see these funds as a line item. We are committed to ensuring these funds are used appropriately and for the purposes designated by the voters.

It is important, however, to remember that this parcel tax provides less than \$1.6M per year to the District. For perspective, since affiliation in July 2020, a little less than \$6.3M has been received. Additionally, over the next five years (when Measure C expires), we can expect less than \$8M from the parcel tax. While it is an important source of funding for our hospital, it represents less than 1/5 of the District's expected revenue over the next five years and will never be adequate to meet the needs for maintenance and improvements at our Hospital.

CHAIR'S ADVISORY GROUP – HOSPITAL 2030

These meetings continue to be highly productive in exploring options for a future hospital. We have reviewed a prior model developed by our architectural firm in 2022, the potential to add an ambulatory/outpatient surgical center, or an augmented version of what is called a Micro Hospital, and various combinations of the above.

Meanwhile, Adventist Health is working to define more completely a business model that they believe will be sustainable in our community without comprising high quality services. Going forward, it is important for our community to understand that it will take a great deal more than the currently available tax dollars to build/renew/modernize/improve our hospital so that it can continue to effectively serve our community. It will take any grant funding we identify and attract from the government, from established philanthropic non-government organizations, and the efforts of our Mendocino Coast Healthcare Foundation.

ELECTION OF BOARD MEMBERS

I encourage all of our citizens to attend the League of Women Voters Candidate Forum for our MCHCD Candidates on October 2 at 6 PM at the Town Hall in Fort Bragg. The District is supporting the event by paying the rental for the facility.

Mendocino Coast - District Funds Summary

From June 30, 2020 to July 31, 2024

Received - Improvement Funds	9,523,666
Received - Special Allocation Funds	2,000,000
Total funds received	11,523,666
<i>Capital Spending & Building Repairs from June, 2020 to July 31, 2024</i>	
Projects - Spent	5,308,235
Building Repairs	1,838,314
Total Spent	7,146,549
Committed (not spent)	4,377,117
Amount Available	-
Total Open Projects remaining balance to complete	5,499,009
Balance needed to complete	(1,121,892)



Approved MCHCD Expenditures

Sub	Capital Description	Approved - Grand Total	AH Actual spending	Difference between approved MCHCD vs AH spent	Estimated remaining amount to complete CIP	Total Capital Cost	Capital in Progress YES/NO	Notes
Completed Projects								
3.1	Radio System- Emergency Management	30,365	30,364	(1)		30,364	No	Closed
3.2	Ambulance Replacement Unit	245,774	191,976	(53,798)		191,976	No	Closed
4.5	Medical Air Replacement	1,242,689	1,192,661	(50,028)		1,192,661	No	Closed
4.6	Fire Sprinkler	43,612	43,612	-		43,612	No	Closed
4.7	Roof Repair- Patient Support Building	375,997	375,269	(728)		375,269	No	Closed
4.8	3 D Mammography- Facility Remodel	164,096	164,096	-		164,096	No	Closed
5.1	Surgery- ESU Machine & Force Triad Ligature	29,898	29,898	-		29,898	No	Closed
5.2	Surgery- Medical Waste Device	41,903	41,903	-		41,903	No	Closed
5.4	HVAC- Surgery & Central Sterile Supply	442,817	443,812	995		443,812	Yes	Phase 1 completed, Phase 2 no started yet
4.9	Roof Repair- Main Building	57,040	57,040	-		57,040	No	Closed
4.10	Fire Roll-Down NFPA Code Replacement	135,000	98,234	(36,766)	78,766	177,000	No	Project completed, \$78,114.83 invoices in transit
4.11	Infection Control - Lobby Flooring	132,722	132,722	-		132,722	No	Closed
4.12	Oncology-Infection Control Updates	60,480	64,900	4,420		64,900	No	Closed
4.14	Infection Control - ER Waiting, Front lobby, PT, Lab	275,998	258,498	(17,500)		258,498	No	Closed
4.15	Infection Control - Flooring - RT Cardio, PT Rooms	153,455	153,455	-		153,455	No	Closed
4.17	ED Hot Water Heater	20,516	22,944	2,428		22,944	No	Closed
4.18	Zoll Defibrillators (7)	170,540	170,540	-		170,540	No	Closed
N/A	Legionella Compliance Equipment Replacement	11,202	-	(11,202)		-	No	Garrett Callahan - Purchase service
1.1	ED - Med Room - Flooring	-	4,223	4,223		4,223	No	Closed. No included in MCHCD's list
4.19	Regulatory/Deferred - Generator Maintenance	-	55,466	55,466		55,466	No	Closed. No included in MCHCD's list
4.23	Furniture (Registration, ER Waiting, Front Lobby, PT, Lab, ICU)	-	111,090	111,090		111,090	No	Closed. No included in MCHCD's list
4.25	Platelet Agitator	-	10,051	10,051		10,051	No	Closed. No included in MCHCD's list
4.26	Ice Makers	-	58,170	58,170	48,830	107,000	No	Closed. No included in MCHCD's list
5.5	Sterile processing feasibility study	-	55,490	55,490		55,490	No	Closed. No included in MCHCD's list
Capital Projects In-progress								
4.1	Building Repairs	-	1,838,314	1,838,314		1,838,314	Yes	No included in MCHCD's list
1.2	ED HVAC (South and Center 3 Units) & ED Lobby	-	86,572	86,572	1,163,428	1,250,000	Yes	No included in MCHCD's list
1.3	Auto Transfer Switch - ED	1,700,000	-	(1,700,000)	1,700,000	1,700,000	Yes	Pending estimated cost depending on the State requirements.
4.4	Auto Transfer Switch - Main	846,802	920,117	73,315	25,000	945,117	Yes	Pending estimated cost depending on the State requirements.
4.2	Regulatory/Deferred Maintenance Investigation	-	274,165	274,165	-	274,165	Yes	No included in MCHCD's list
4.16	Pharmacy Fridge Replacement Project	-	22,017	22,017	42,983	65,000	Yes	No included in MCHCD's list, got the equipment, installation is in progress
4.21	PSB Areas - Flooring	-	-	-	52,000	52,000	Yes	No included in MCHCD's list, it has not started
4.22	Patient Care Areas - Flooring	-	65,545	65,545	77,890	143,435	Yes	No included in MCHCD's list, it has not started
4.24	Vacuum Pump Replacement	500,000	450	(499,550)	499,550	500,000	Yes	It hasn't started yet
4.27	AHMC Lab Equipment Replacement	-	159,056	159,056	358,304	517,360	Yes	No included in MCHCD's list
5.3	Two OR Rooms and Surgical Area Flooring Repairs	58,810	-	(58,810)	58,810	58,810	Yes	It hasn't started yet
5.6	Sterile Processing Dept. Renovation, (No Rental)	-	13,900	13,900	1,316,100	1,330,000	Yes	No included in MCHCD's list, it has not started
4.28	Generator (4) Annual repairs & maintenance - 2024	-	-	-	77,347	77,347	Yes	No included in MCHCD's list
Total Project Expenses				\$406,833	\$5,499,009	\$12,645,558		
Approved - Grand Total		\$6,739,716	\$7,146,549					

AHMC / MCHCD - Facility Project - Plan 2024-25

Additional to the 2020-2024 MCHCD Approved List of Expenditures

Project Start Date Scheduled	Duration / Completion	HCAI Permit Required	Reoccurring Annual Cost	Area / Dept.	Project Description	Detailed Justification	Estimate Project Cost	AH Project Management & Staff Support of Project (AH Labor Cost 10%)	Total Project Estimate Cost
2023	2023	No		Main	TV Replacement - 25 - Purchased and Completed	Replace failing TV's in MedSurg & ICU	\$12,500	\$1,250	\$13,750
2024	2024	No		BioMed	18 MedSurg, 4 ICU - Hospital Beds - Purchased	Bed Replacement, Patient Safety	\$246,981	\$24,698	\$271,679
2024	2024	No		BioMed	Alaris Infusion Pumps - Purchased and Completed	Patient Safety, EMR, Pharmacy, Patient Continuity	\$242,214	\$24,221	\$266,435
2024	2024	Yes		OR	Ultrasonic Cleaner - CSS - Purchased - Installation Pending 9/12/24	Equipment Failure - Required for functional OR	\$27,500	\$2,750	\$30,250
2024	2025	No		DI	Ongoing CT Repairs & Maintenance	Downtime, Emergency Repairs / Maintenance - Service Agreement	\$98,250	\$9,825	\$108,075
2024	2025	No		DI	Ongoing MRI Repairs & Maintenance	Downtime, Emergency Repairs / Maintenance - Service Agreement	\$110,229	\$11,023	\$121,252
2024	2024	Yes		Facility	Pharmacy BD Pyxis - Equipment / Installation	Computerized Rx Dispense and tracking equipment	\$357,659	\$3,968	\$361,628
2024	2024	Yes	Yes	Facility	Generator PM's - Annual - Completed for 2024	Emergency Power Compliance & Safety \$74.1k per year - One Year	\$74,100	\$7,410	\$81,510
2024	2024	Yes	Yes	Main	Fan coil replacement repair TJC finding airflow	TJC Finding for Airflow	\$750,000	\$75,000	\$825,000
2024	2025	Yes	Yes	Lab	Clinical Lab Equipment - Level 1 (Critical Instruments)	Replace End of Life, High Maintenance cost Equipment	\$668,423	\$66,842	\$735,265
2024	2024	No	Yes	Facility	Electrical IR Panel Survey - Annual	Compliance Testing - Annual 18k per year - One Year	\$18,000	\$1,800	\$19,800
2024	2025	No		Facility	Door Replacement - Failed Exterior / Interior Damaged	Ongoing Door replacements as identified during inspections, Staff entrance, Old OB as examples	\$100,000	\$10,000	\$110,000
2024	2024	No		Facility	Painting Exterior - Old OB, DI, MedSurg	Lifecycle - Exterior patching and Paint	\$48,000	\$4,800	\$52,800
2024	2025	No		BioMed	Nurse Call System - Updates to integrate Beds "Alarms"	Integrate bed alarms and nurse call for patient safety and fall prevention, existing panels will be upgraded	\$39,683	\$3,968	\$43,651
2024	2025	Yes	Yes	Main	MedSurg - Pantry - Repairs	Repair / replace casework and FFE to create a compliant space for food service	\$50,000	\$5,000	\$55,000
2024	2025	No		Plant	Plumbing Leaks - Central Plant	Copper Piping Leaks at multiple locations	\$175,000	\$17,500	\$192,500
2024	2025	No		Main	Plumbing Leaks - Main Hospital	Copper Piping Leaks at multiple locations	\$75,000	\$7,500	\$82,500
2024	2025	Yes	Yes	Lab	Electrical - Add outlets for Lab Refrigerators / Freezers	Multiple pieces of Clinical Refrigeration Equipment single circuit breakers	\$100,000	\$10,000	\$110,000
2024	2025	Yes	Yes	Main	Walk-in Shower Med Surg	Patient & Nurse Safety	\$50,000	\$5,000	\$55,000
2024	2025	Yes	Yes	Facility	Exhaust Fans - Roof	Repair / replace existing rooftop exhaust fans at EOL	\$150,000	\$15,000	\$165,000
2024	2029	Yes	Yes	Facility	CCTV System & Door Access "Security"	Safety & Security of staff & patient	\$729,417	\$72,942	\$802,359
2025	2025	No		Facility	Fire Damper Testing - 5 Year	Compliance Testing	\$18,500	\$1,850	\$20,350
2025	2025	No		DI	MRI Lighting Upgrade	Existing Incandescent lamps are no longer available, Upgrade to Direct Current LED	\$15,000	\$1,500	\$16,500
2025	2025	Yes	Yes	Facility	Electrical - add charging locations for Medical Equipment	Power Taps (Strips) are not a substitute for permanent power.	\$75,000	\$7,500	\$82,500
2025	2026	Yes	Yes	Facility	IT Infrastructure / Paging System Equipment	EPIC - EIMR update will require this to be completed	\$1,975,000	\$197,500	\$2,172,500
Totals							\$6,206,456	\$588,848	\$6,795,304

AH has Paid in 2024	\$1,254,579
Project to start and complete in 2024	\$1,841,517
Project to start in 2024 and will continue into 2025	\$3,699,209
Total	\$6,795,304



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MENDOCINO COAST HEALTH CARE DISTRICT
775 RIVER DRIVE, FORT BRAGG 95437

MEMORANDUM

TO: MCHCD Board of Directors

FROM: Paul Katzeff

DATE: September 26, 2024

SUBJECT: Report on the Traditional Medicine Symposium, Sept. 6, 2024.

In my opinion we did a good event with all attendees feeling they got a good chunk of info. The presentation received a round of applause at the close. Attendees (38) lingered for about a half hour after the close to discuss their interests with other attendees.

Many asked why they were not informed earlier.

Most attendees found out from reposts on social media from two sources with their own followers.

Grass Roots Institute

Spirit Spirit House

A video was created by City employees assigned to the event, and posted on the Local Governmental affairs Channel 3.

Information on the Symposium and a copy of the video are also posted on the MCHCD Website: <https://www.mendocinohcd.gov/traditional-medicine-providers-symposium>

The presenters wanted more of this sort of effort and this moderator will ask the full Board to repeat with the same presenters in October, with the venue being the Caspar Community center and a third Symposium in Mendocino at the Mendocino Community Center.

Most negative feedback came via email to me expressing exasperation with the publicity timing and the first Friday date.



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REGULAR MEETING OF THE BOARD OF DIRECTORS
 MENDOCINO COAST HEALTH CARE DISTRICT
DRAFT MINUTES
 Thursday, August 22, 2024, at 6:00 PM
 Redwoods Room, Adventist Health Mendocino Coast Hospital Campus
 700 River Drive, Fort Bragg, CA.

CONDUCT OF BUSINESS

1. CALL THE MEETING TO ORDER

Chair Garza called the meeting to order at 6:20 p.m.

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

Directors Present:	Chair Paul Garza, Jr. Secretary Susan Savage Jan McGourty	Vice Chair Paul Katzeff Treasurer Sara Spring
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A quorum of the Board was present.

Management Team:	Agency Administrator Katharine Wylie Chief Financial Officer Wayne Allen District Attorney Craig Steele Clerk of the Board Norma I. Alley, MMC
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2. CLOSED SESSION

2a) GC § 54956.9(d)(1): Conference with Legal Counsel — Existing Litigation (1 matter).

District General Counsel Steele introduced the closed session item.

Chair Garza called for public comment.

Malcolm Macdonald spoke to the way the item was agendized.

Seeing no further comment, Chair Garza closed public comment.

District General Counsel Steele let the Board into Closed Session at 6:24 p.m.

The Closed Session adjourned and the Regular Meeting reconvened at 6:34 p.m.

2b) Report out from Closed Session.

Chair Garza reported there was no reportable action.

3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Linda Jo Stern spoke to the concern of oncology services being discontinued and transparent communication from the Board on decisions such as this (full written testimony was provided to the Board and entered into the record).

Katie Sanchez spoke to the concern of oncology services being discontinued and transparent communication from the Board on decisions such as this.

Judy Valadeo spoke to the concern of oncology services being discontinued.

Jenny Shattuck spoke to the concern of oncology services being discontinued and transparent communication from the Board on decisions such as this.

Malcolm Macdonald spoke to prohibition of public criticism of the governing body during public comment, missing links to meeting video or audio recordings on the website, questions regarding contract services, and the public's ability to participate.

4. REPORTS

4a) Receive and File MCHCD Board Chair's Report

Chair Garza reported on his written report and fielded inquiry from the Board.

4b) Receive Adventist Health Mendocino Coast Hospital Report

Adventist Health Mendocino Coast Hospital President Judy Leach reported on general hospital matters pertaining to the District and fielded inquiry from the Board.

Secretary Savage suggested letters to Congress be written by the community to support the hospital's efforts and efforts to continue oncology services. Chair Garza directed staff to post a sample letter on the MCHCD website for easy access for the public to download.

4c) Receive Mendocino Coast Healthcare Foundation Board Report

There was no report.

4d) Receive and file Seismic Compliance and Communications Team Progress Report

There was no report.

4e) Receive and file Agency Administrator's Report

Agency Administrator Wylie reported on her written report and provided updates on general matters of the District and fielded inquiry from the Board.

Chief Financial Officer Allen reported on the audit and fielded inquiry from the Board.

5. CONSENT CALENDAR

5a) Draft Minutes of the 7/25/2024 Regular Meeting

5b) Appointment of Jessica Grinberg, Former MCHCD Board Chair, to the Measure C Committee

5c) Appointment of Gabriel Maroney and Lynn Finley, R.N., to the Planning Committee

Chair Garza called for public comment.

Malcolm Macdonald spoke to the inconsistencies in the appointment process.

Seeing no further comments, Chair Garza closed public comment.

Motion: Secretary Savage made a motion to approve the Consent Calendar. Motion was seconded by Treasurer Spring. The motion was approved by a 5 Yes/0 No vote.

Chair Garza called a five minute recess at 7:40 p.m.

6. NEW BUSINESS

6a) Receive and Consider Staff Recommendation to Rescind the Health Reimbursement Account Benefit for Board Members

Chair Garza and District General Counsel Steele provided a report and fielded inquiry from the Board.

Chair Garza called for public comment.

Malcolm Macdonald provided general comments regarding the agenda item.

Jenny Shattuck provided general comments regarding the agenda item.

Seeing no further comments, Chair Garza closed public comment.

General discussion ensued amongst the Board.

Motion: Director McGourty made a motion to approve rescinding the health reimbursement account benefit Board Members, effective when Board Members are reseated after the November 2024 elections, and have a future discussion

regarding stipends. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 4 Yes/1 No (Spring) vote.

6b) Receive and Consider Board Response to a Mendocino County Grand Jury Report, Dated June 12, 2024, Entitled, “MENDOCINO COAST HEALTH CARE DISTRICT - Sick, but Returning to Health”

Chair Garza introduced the item.

General discussion commenced amongst the Board regarding items noted in the Grand Jury Report. Treasurer Spring noted there were missing videos from the District website. The Board directed staff to restore the videos on the website.

Chair Garza called for public comment.

Malcolm Macdonald provided general comments regarding the agenda item.

Seeing no further comment, Chair Garza closed public comment.

Motion: Secretary Savage made a motion to postpone the item to a Special Meeting, date uncertain. Motion was seconded by Treasurer Spring. The motion was approved by a 5 Yes/0 No vote.

6c) Receive MCHCD Board Standing Planning Committee Chair’s Report and Approve Cost Not to Exceed \$1000, to Convene a Traditional Medical Providers Symposium on September 6, 2024, at Fort Bragg Town Hall, 6:00-7:30 pm

Vich Chair Katzeff provided a report and fielded inquiry from the Board.

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

Motion: Secretary Savage made a motion to approve expenditure of costs not to exceed \$1500 to sponsor the symposium. Motion was seconded by Treasurer Spring. The motion was approved by a 5 Yes/0 No vote.

6d) Receive Check Register Report, as of 7/31/24

6e) Receive Actual vs. Budget Report, as of 7/31/24

6f) Receive Treasury Bill Inventory Portfolio, as of 7/31/24

6g) Receive Summary of Cash Balances, as of 7/31/24

Hearing no objection from the Board, as all items are information only, the four agenda items were heard at one time.

Chief Financial Officer Allen provided a report on Agenda Items 6d, 6e, 6f, and 6g and fielded inquiry from the Board. Agency Administrator also fielded inquiry from the Board.

Treasurer Spring requested inclusion in communications amongst the management team and/or Board regarding fiduciary responsibility and matters. Chair Garza noted support of this request and directed the management to include the Treasurer in communications.

Chair Garza called for public comment.

Malcolm Macdonald provided general comments regarding the agenda item.

Seeing no further comments, Chair Garza closed public comment.

7. COMMENTS FROM THE BOARD

Secretary Savage spoke to an upcoming festival.

7. ADJOURNMENT

Seeing no further business, Chair Garza adjourned the meeting at 8:51 p.m.

Respectfully Submitted,

Norma I. Alley, MMC, Clerk of the Board



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

DRAFT MINUTES

Wednesday, September 9, 2024, at 3:00 PM

Redwoods Room, Adventist Health Mendocino Coast Hospital Campus
700 River Drive, Fort Bragg, CA.

CONDUCT OF BUSINESS

1. CALL THE MEETING TO ORDER

Chair Garza called the meeting to order at 3:00 p.m.

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

Directors Present:	Chair Paul Garza, Jr.	Vice Chair Paul Katzeff (arrived at 3:15 p.m.)
	Secretary Susan Savage	Treasurer Sara Spring (participated via teleconference)
	Jan McGourty	

A quorum of the Board was present.

Treasurer Spring requested the Board accept her participation by teleconference for just cause in accordance with AB2449. By consensus, the Board accepted Treasurer Spring's request to participate in the meeting by teleconference.

Management Team:	Agency Administrator Katharine Wylie
	Chief Financial Officer Wayne Allen
	Clerk of the Board Norma I. Alley, MMC

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Due to the Special Meeting, there was no public comment.

3. CONSENT CALENDAR

3a) Appointment of Mikael Blaisdell to the Standing Planning Committee.

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

Motion: Secretary Savage made a motion to approve the Consent Calendar. Motion was seconded by Director McGourty. The motion was approved by a 3 Yes/1 No (Spring)/1 Absent (Katzeff) vote.

4. REGULAR CALENDAR

4a) Receive and Consider Approval of Board Response to a Mendocino County Grand Jury Report, Dated June 12, 2024, Entitled, "MENDOCINO COAST HEALTH CARE DISTRICT - Sick, but Returning to Health"

Treasurer Spring suggested excerpts of the Grand Jury Report language be included in the responsive record, for each item the response is referring to.

Chair Garza called for public comment.

Malcolm Macdonald provided general comments regarding the item.

Seeing no further comment, Chair Garza closed the public comment.

Motion: Director McGourty made a motion to approve the Board response to the Grand Jury report, with the amendment to include the excerpt from the Grand Jury report into the response, and submit by the September 12, 2024, deadline. Motion was seconded by Secretary Savage. The motion was approved by a 3 Yes/1 No (Spring)/1 Abstain (Katzeff) vote.

4b) Receive and file the Capital Expenditure Report Update

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

Chair Garza called for public comment.

Adventist Health Mendocino Coast Hospital President Judy Leach provided general comments regarding the presentation.

Peter Johnston provided general comments regarding the presentation.

Seeing no further comments, Chair Garza closed the public comment.

The Board directed Treasurer Spring and Chief Financial Officer Allen to work out the capital expenditures and budget.

Discussion ensued regarding the Measure C funds.

5. ADJOURNMENT

Seeing no further business, Chair Garza adjourned the meeting at 4:12 p.m.

Respectfully Submitted,

Norma I. Alley, MMC, Clerk of the Board



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MCHCD Board Candidate Forum

October 2, 2024

Fort Bragg Town Hall
363 N. Main Street

6:00 -7:30 pm

Board Candidates on the November 4, 2024 ballot:

Gabriel Maroney
Lynn Finley, RN
Mikael Blaisdell
Paul Katzeff, Incumbent

The forum will be hosted by
Mendocino Coast HealthCare Foundation Treasurer:
Susan Warner

Co-sponsored by
Mendocino County League of Women Voters
and the
Mendocino Coast Health Care District Board



LWV Candidate Forum - Projected Costs

Town Hall Cleaning Deposit	\$200 (refundable)
Town Hall Technical Asst Fee	\$273
Event Flyer print cost	<u>\$100</u>
	Total \$573 (\$200 refundable)



September 26, 2024

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Suite 9000
Sacramento, CA 95814

SUBJECT: AB 869 (Wood) - REQUEST FOR SIGNATURE

Dear Governor Newsom:

The Mendocino Coast Health Care District respectfully requests your signature on Assembly Bill (AB) 869 (Wood) — legislation that will prevent California’s rural and district hospitals from closing and create a path for financially distressed hospitals to comply with California’s 2030 seismic standards.

AB 869 covers hospitals like ours in remote locations, with the next hospital many miles away, and where closure would immediately jeopardize the health of the community and its ability to respond to emergencies. This bill would provide a discretionary up to three-year delay, with the potential for two additional discretionary years if certain challenges arise, for financially distressed rural and district hospitals to meet the compliance requirements. **Without such relief, the current deadline may force our hospital to close.**

We are not alone. Half of California’s 60-plus rural community hospitals — often the sole source of care for miles and miles like ours — lose money every day to care for patients. That number is up 10 percentage points in the past five years alone. This is largely the result of state and federal policies that provide lower reimbursement to rural hospitals.

A potential delay of up to five years, at the discretion of the Department of Health Care Access and Information (HCAI), provides us with a path to keep our hospital open as we work to meet the 2030 seismic standards. Funding for construction costs for our hospitals is simply difficult to achieve.

It is important to note that our district hospital like many others must go to voters to approve a bond or tax to fund these projects or to leverage government financing, and with the current toll of inflation, competing interests and the 67% voter approval threshold such an initiative has become much harder to pass. With 2030 rapidly approaching, our district hospital is struggling to secure financing for these projects.



In addition, AB 869 provides access to grant funding for seismic assessments and would expand eligibility for these grants under the Small and Rural Hospital Relief Program. Specifically, single- and two-story general acute care hospitals in rural areas with less than 80 general acute care beds and less than \$75 million in annual revenue would now be eligible. Many of these types of hospitals do not have the financial resources or ability to acquire funding from other sources for planning and estimating the costs of 2030 seismic compliance.

It is important to note that given the 2030 seismic requirements are already existing law, there is no budget impact for HCAI. The only change is the timeframe for compliance beyond 2030.

We are proud to join our colleagues throughout rural California and the California Hospital Association in supporting AB 869 for hospitals in California's most vulnerable communities. By providing additional time to meet the 2030 standard as well as access to grant funding for seismic construction assessments, AB 869 would deliver the relief that small, rural, and district hospitals need to achieve compliance. Due to ongoing financial challenges, rising health care delivery costs, and long-term workforce shortages, many of these hospitals will be forced by state law to close unless a delay is provided.

As the state experienced with the closure of Madera County's only hospital, the health of any community is at grave risk when its hospitals are on the brink.

For these reasons, and behalf of our hospital and the families that depend upon its services, we respectfully ask for your signature on AB 869

Sincerely,

Paul Garza, Jr.
Chair, Mendocino Coast Health Care District



**Mendocino Coast Health Care District
Board Bylaws
Amended, by the Board of Directors**

September 26, 2024

ARTICLE I. GENERAL INFORMATION

Section 1. The District

The name of the District is the Mendocino Coast Health Care District (the "District"), an independent health care district, formed on January 17, 1967, by a vote of the District's constituents for the purpose of constructing a public hospital to serve the people of Mendocino County and continues to operate as a local healthcare district pursuant to California Health & Safety Code § 32000, et seq., (the "Health Care District Law"). The hospital construction was completed in 1971.

The principal office of the District is hereby fixed and located at 775 River Drive, Fort Bragg CA, 95437. All Board meetings are to be held in the jurisdiction of the District.

ARTICLE II. GOVERNANCE

Section 1. Board of Directors

The District is governed by an elected five-member Board of Directors (the "Board"). Board members must be a registered voter within the District. The Board is responsible for oversight of all District facilities and shall make all rules and regulations necessary for the administration of the District facilities. Members of the Board serve in a voluntary capacity.

The Board acts in accordance with, and has all rights and responsibilities set forth in, *The Ralph M. Brown Act*, Government Code section 54950, et seq., as is now in effect or as amended in the future. The Board has responsibility to act transparently and in the best interests of the public. The Board shall establish district policies and perform strategic planning and carry out their fiduciary responsibility for meeting the district's financial, contractual and regulatory obligations, to protect and enhance district assets.

In addition to the Bylaws, the Board shall adopt a policy manual governing specific matters of the Board to augment the Bylaws (the "Policy Manual"), including, at a minimum, a local Conflict-of-Interest Code and policies for ethics standards, Board and committee meetings, investments, legal claims, contracts and purchasing, and public records and retention.

These Bylaws and policy manual shall be reviewed by the Board biannually, or more often as necessary, to ensure they comply with the District Law and all other applicable federal and state laws and regulations in keeping with the functions of the Board.

These Bylaws may be amended by a quorum of the Board at a duly noticed Board meeting, provided a full statement of each proposed amendment has been sent to each director along



with the meeting agenda and packet.

Section 2. Bylaws Authority

These Bylaws are intended for the governance of the District Board in compliance with the Health Care District Law and other applicable Federal and State statutes and regulations.

The Board is empowered to perform all legal acts necessary and prudent to carry out the provisions of the Health Care District Law.

The adoption of these Bylaws or the repeal of a resolution by the Bylaws shall not affect:

- Vested rights and obligations pertaining to any prior resolution; or,
- Other matters of record referring to resolutions and not included within the Bylaws.

All previous legal agreements will continue in effect under their terms.

Section 3. Maintenance of Bylaws.

A signed copy of the Bylaws shall be maintained on file in the District office, together with each adopted resolution making a change to the Bylaws. A current copy shall be maintained on the District website. Each Director shall be given a copy of the Board Bylaws and Policy Manual. Additional copies of the Bylaws shall be distributed as requested.

Section 4: Board Powers

The Board of Directors is the decision-making body for the District. The Board controls all District powers and makes decisions as a whole group, not individually. The Board can create rules and regulations for the District by a majority vote, as long as these rules don't conflict with the Bylaws or State or Federal Law. All directors shall have one vote each at meetings of the Board, and each Director's vote shall have equal weight. There shall be no voting by proxy.

The Board is authorized to make appropriate delegations of its powers and authority to officers, consultants, and employees of the District. As a whole, the Board must:

- Establish policies for the management of all District operations, facilities and activities;
- Oversee the Lease of the Hospital and other designated assets of the District, insure compliance of the Lessee, and monitor the function of the District, as Lessor;
- Establish a job description and appoint a General Manager and evaluate the General Manager at least once a year;
- Form and engage with required governance structures established by local funding measures;
- Provide assistance consistent with the terms of any lease;
- Make grants to nonprofit entities that are able to provide health related services in the District;



- Follow all rules in the Bylaws and Health Care District law;

Section 5. Board Membership

County Election

Directors shall be elected in accordance with the Health Care District Law, except the date of election shall be the same date as, and consolidated with, the statewide general election. The dates of any notices, canvass of voters, certification of election, and all other procedural requirements shall comply with those for the statewide general election.

A Director shall be elected for a term of four years or until his or her successor is elected and has qualified. The terms of Directors shall be staggered such that two seats are filled in one District election and three seats are filled in the following District election.

Assuming Office

Directors shall take office at noon on the first Friday following certification of the election results by the Mendocino County Registrar of Voters, as provided by Elections Code § 10554, and upon receipt of an original, notarized oath of office, by the Mendocino County Elections office.

Appointment

The office of Director may become vacant before the end of the term because of death, resignation or other event causing vacancy. A resignation shall be in writing, is effective when accepted by the Board and is irrevocable. The position shall be filled in accordance with applicable State law.

Quorum

Notwithstanding any other provision of this section, if the number of remaining members of the District Board falls below a quorum, then at the request of the District secretary or a remaining member of the District Board, the Board of Supervisors shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy. The Board of Supervisors shall only fill enough vacancies by appointment or by election to provide the District Board with a quorum. If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after.

Attendance

All Directors shall notify the Board Chair or his/her designee not later than 24 hours prior to any regular meeting if they do not plan to attend the meeting. In the event a Director fails to do so, then that absence shall be deemed unexcused. If any Director is deemed unexcused and absent from three consecutive regular meetings or from three or more of any five consecutive meetings of the Board (including meetings of any Standing Committee), the Board may, by vote and resolution, declare that a vacancy exists on the Board, and that



Director's term shall expire upon such resolution's adoption, In accordance with Health & Safety Code § 32100.2, as amended.

Resignation

Any Board member may resign effective upon giving written notice to the chair, the secretary, or the board, unless a notice specifies a later time for the effectiveness of such resignation.

Fiduciary Responsibility

The Board and persons authorized to make investment decisions on behalf of the District are trustees, and therefore fiduciary and subject to the prudent investor standard when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing such public funds. Investment of surplus funds of the district may be made in those investments authorized by Government Code § 53601, the District's investment policy, or such other provisions as may be provided from time to time by law.

Section 6. ~~(b)~~ Board Ethics and Conflict of Interest Code.

It is the intent of the Board to act in the highest ethical standard in carrying out its duties to the public. It is also the intent of the Board to protect the District's interests when entering into a transaction or agreement, and not the private interests of any director, officer, consultant or employee. To that end, the Board has adopted an "Ethics Policy" and a "local Conflict of Interest Code" contained in the Board Policy Manual.

California Assembly Bill 1234 provides that, if a local agency gives any type of compensation, salary, or stipend to, or reimburses the expenses of a member of its 'legislative body' (as that term is defined in California Government Code § 54952), that local agency's officials must receive training in ethics.

Section 7. Board Organization

Officers of the Board

The officers of the Board shall be Chair, Vice-Chair, Treasurer, and Secretary. Officers shall be elected by majority vote, at the Board's regular January meeting for the calendar year, and shall serve at the pleasure of the Board, until their successor assumes office or until he or she is otherwise disqualified to serve. A Board Member cannot hold more than one Board officer office at a time. The Treasurer does not need to be an elected member of the Board.

Chair.

The Chair shall preside over and conduct all meetings of the Board of Directors, shall carry out the resolution and orders of the Board of Directors, and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including, but not limited to, the following:

- Prepare Board agendas with input from Board members, with the assistance of the General Manager, Chief Financial Officer and legal counsel, as necessary;
- Call the meeting to order at the appointed time;



- Announce the business to come before the Board in its proper order;
- Enforce the Board's policies in relation to the order of business and the conduct of meetings;
- Recognize persons who desire to speak, and protect the speaker who has the floor from
- disturbance or interference;
- Explain what the effect of a motion would be if it is not clear to every member;
- Restrict discussion to the question when a motion is before the Board;
- Rule on parliamentary procedure;
- Put motions to a vote, and state clearly the results of the vote; and
- Preserve order and decorum.
- Represent the Board (or appoint a designee) at official functions as necessary for coordination and liaison with community groups, public agencies, and residents served by the District;
- Serve as a spokesperson for the Board regarding board actions, and keep the Board promptly informed;
- Sign as Chair: contracts, conveyances, and other instruments in writing, and checks on the funds of the District as the Board shall authorize or direct the Chair to sign;
- Be responsible for coordination and liaison with Adventist Health, and District legal counsel, auditors, employees and consultants;
- Receive all requests from Board members for the preparation of legal opinions, legal memoranda, contracts, corporate documents or other legal work for legal counsel;
- Prepare memoranda and other materials which are necessary to hold closed session meetings, with the assistance of the General Manager, Chief Financial Officer and legal counsel, as necessary;
- Prepare Board Resolutions and other material pertinent to Board meetings as required with the assistance of the General Manager, Chief Financial Officer and legal counsel, as necessary;
- Invite legal counsel to attend meetings, as needed;
- Designate staff or members of the Board to undertake special responsibilities and to report to the Board on those activities;
- Appoint, with the concurrence of the Board, members of Standing and ad hoc committees; and
- Perform other duties pertaining to the office as prescribed by the Board.

Vice-Chair.

In the absence or inability of the Chair to serve, the Vice Chair shall perform the duties of the Chair and shall perform other duties as are prescribed by the Board. The Vice Chair shall serve as one member of the Standing Planning Committee, as the Chair.

Secretary.



The Secretary shall perform oversight to ensure that:

- Minutes of all meetings of the Board are prepared and filed in the official records of the District and are available on the District website. At a minimum, meeting Minutes shall show the meeting time and place, the names of Directors present, and a statement of the vote of the Directors on all motions and resolutions;
- The official record of resolutions, correspondence, actions, or orders passed or adopted by the Board are maintained in the records of the District;
- The official record of all correspondence and financial reports are maintained in the records of the District;
- That appropriate notices are provided in accordance with these Bylaws or as required by law; and,
- That all duties incident to the office and such other duties as prescribed by the Board are completed.

Treasurer.

The Treasurer shall perform oversight to ensure that:

- In conjunction with the Chief Financial Officer and the General Manager, present an annual fiscal year budget (July 1 to June 30), to the Board for adoption at the June meeting each year.
- there is accurate accounting of the District funds;
- s/he acts as Board liaison with the Measure C Standing committee; and,
- all duties incident to the office and such other duties as prescribed by the Board shall be carried out.

Section 8. Board Meetings.

Regular meetings of the Board shall be held on the fourth Thursday of the month at 6:00 p.m., except that the November and December and January meetings will be held on the second Thursday of the month, in accordance with an annual calendar adopted at the January meeting. Regular meetings of the Board shall be held at 700 River Drive, Redwoods Room, Adventist Health Mendocino Coast Hospital, Fort Bragg, Ca., unless an alternate location is specified by action of the Board. Special meetings shall be held within the jurisdiction of the District, or another location permitted by law, as specified in the Notice and Call of the Special meeting.

Meetings of the Board shall be open and public, except as allowed to be closed by law. Persons shall be permitted to attend any portion of a meeting, except a closed session. The Board or the Board Secretary as applicable may adjourn or cancel a meeting as provided in the Brown Act. The Board has adopted the use of Robert's Rules of Order as modified for small groups for the conduct of all meetings. When feasible, remote online access for meeting attendance by the public will be provided.

A quorum of the Board shall not discuss the business of the District directly, serially or through an intermediary, except at a properly noticed public meeting. A quorum of the Board may discuss the time, place and agenda for a meeting at any time. Two members of the Board (but not a standing committee) may discuss District business at any time.



Section 9. Board Compensation and Benefits

Members of the Board of Directors shall serve without compensation and are entitled to stipends for Directors' attendance at regular Board meetings, special Board meetings, and Board Standing committee meetings. The Board may adopt a policy authorizing a stipend not to exceed fifty dollars (\$50) per meeting, for each committee meeting or other meeting authorized by Board or Chair of the Board; and not to exceed \$250 a month in accordance with § 32103 of the California Health and Safety Code, as amended.

A budget for the Board of Directors educational expenses is developed each year. The Board shall review all travel and incidental expenses annually at the regular June meeting.

The District shall provide Errors and Omission (E&O) insurance to cover members of the Board of Directors

Section 10. Board Expenses.

Directors must be authorized by the Board in advance to incur expenses for District purposes and shall submit a written request with receipts for reimbursement. If Directors are reimbursed for expenses incurred in attending a meeting or event on District business, the Director shall provide a brief public report on such activity at the next Board meeting.

Section 11. Appointment of General Manager

The Board shall be solely responsible for selecting a General Manager or designee, who shall be responsible for managing the District's day-to-day operations, facilities, and finances. The General Manager serves at the will of the Board and may be an employee or an independent contractor.

The General Manager may recommend and shall implement policies adopted by the Board. The General Manager shall ensure that an annual independent audit of the District is performed in accordance with law, commencing in August of each year.

The Board shall adopt a written statement setting forth the qualifications, authority, and duties of the General Manager. The Board shall set the General Manager's compensation. The Board shall at least annually conduct a review of the performance and compensation of the General Manager.

Board members may discuss District business with the staff members or consultants individually, but no individual Board member may give direction to staff members or consultants. In consultation with Board members, the Board Chair has sole authority to direct staff or consultants to carry out the business of the Board.

Section 12. Legal Counsel

An attorney shall be retained by the Board to act as General Counsel. The Board may appoint Special Counsel. The Board will set the compensation of General Counsel and Special Counsel. General and Special Counsel serve at the pleasure of the Board. The General Counsel is directly accountable to the Board. General Counsel shall provide legal advice and



services as requested by the Board and shall work with the Chair and the General Manager on the District's legal matters.

The General Counsel represents the District. General Counsel shall not represent individual Board members, Officers or Employees, unless authorized in writing by the Board. General Counsel will recommend appointment of Special Counsel when conflicts arise or if necessary to deal with matters requiring specialized knowledge. Neither General Counsel nor Special Counsel shall respond to individual Board members' requests for service, but may respond to individual Board members' questions regarding District legal issues or business. All Board member requests for general or special legal counsel service shall be referred to the Chair.

Section 13. Indemnification.

The District shall, to the full extent permitted by law, defend and indemnify each of its Board members, officials, and employees against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any civil claim arising out of the scope of his or her employment for the District. For purposes of this section, the term "employee" shall have the same meaning set for in Government Code § 810.2, or any successor statute thereof, and includes without limitation any person who was or is a director, officer, employee or servant of the District.

For claims other than civil claims, the District may, but is not obligated to, defend and indemnify its Board members, officials and employees (as defined above). If an employee seeks defense and indemnification in any such proceeding, he or she shall submit a written request to the Board, which shall conduct a review of the request in accordance with Government Code § 995.6 and § 995.8, or any successor statutes

ARTICLE III. BOARD COMMITTEES

Section 1. General.

Committees of the Board shall be established via appointment by the chair, via a majority vote and resolution of the Board, and may be Standing or ad hoc. Standing committees are subject to the *Ralph M. Brown Act* provisions. *Ad hoc* committees are not subject to Brown Act requirements but shall provide reports back to the Board in open and public meetings.

Standing committee membership shall be elected or appointed at will at the January regular Board meeting, or as otherwise needed for *ad hoc* committees. Two directors shall be appointed to each Standing committee, one of whom shall be the committee chair, and both of whom shall be a voting member. Any Director not appointed to a Standing committee may serve as an alternate to that Standing committee. A Regular meeting calendar of Standing committees shall be developed and posted on the District website. All committees shall be advisory to the Board, except as otherwise expressly specified by the Board.

If committee members are absent from two consecutive meetings of that committee, the Board may replace such an absentee member by appointing another Board member via majority vote to serve on the committee. Every Standing committee shall keep action minutes of each of its meetings, and every committee shall report to the Board periodically



concerning its activities.

The Board may, by majority vote, appoint a temporary Committee Member to serve during the absence of a regular committee member.

Any member of a committee may be removed at any time by the Chair, subject to the consent of the Board.

Section 2. Standing Committees.

Planning

A Standing Committee on Planning, composed of two Board members and up to Six community members, will be chaired by the Vice Chair and shall meet at least quarterly and report to the Board thereafter. The purpose of the Planning Committee includes but is not limited to

- Developing a plan and performing oversight for projects authorized by the Board;
- Developing a plan and performing oversight for ongoing facilities maintenance and a five-year facilities improvement plan;
- Recommending and overseeing Human Resource policies, compensation and benefits; and,
- Recommending community members as appropriate for Board appointment to the Planning Committee.

Finance

A Standing Finance Committee composed of two board members and up to Six community members, chaired by the Treasurer, shall meet at least quarterly and report to the Board thereafter. The purpose of the Finance Committee includes but is not limited to:

- Ensuring an annual independent audit is performed;
- Providing a budget recommendation to the Board in May of each year for adoption in June;
- Recommending and overseeing fiscal policies and investments, and accounting and budgeting practices;
- Reviewing Board financial statements and reports; and
- Reviewing Measure C Committee recommendations;

Section 3. Ad Hoc Committees.

Ad hoc committees, including not more than two directors, may be established by the Chair for defined tasks of a limited duration. The Chair shall notify the Board that an *ad hoc* committee has been established, and the purpose thereof. An *ad hoc* committee shall only perform those duties assigned by the Chair, and upon their completion be discharged. The Chair shall determine the members of the committee. The Chair shall be notified in advance of all *ad hoc* committee meetings.



ARTICLE IV. DISSOLUTION

Any proposal for dissolution of the District shall be subject to confirmation of the voters in the District, in accordance with California Government Code § 56378. There shall be no contemplation of profit or monetary gain, and no distribution of profits to any individual, under any guise whatsoever, nor any distribution of assets or surpluses to any individual on the dissolution of the District.

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of Mendocino Coast Healthcare District; and that the foregoing Bylaws comprised of ten (10) pages constitute the Bylaws of the District, , as amended and adopted at a meeting of the Board of Directors held on September 26, 2024.

IN WITNESS WHEREOF

Susan Savage, Secretary

Date



Mendocino Coast Health Care District Travel Reimbursement Policy September 26, 2024

The purpose of this policy is to establish a travel and expense reimbursement policy for the Mendocino Coast Health Care District (the District). This policy applies to both Board Members and employees who incur actual and necessary expenses in the performance of official duties, including attendance at business or professional conferences and training seminars on behalf of the District, or other travel on authorized District business. In this policy, the term “employee” includes contractors for the District for whom the District reimburses expenses.

It is the intent of the District to assure compliance with IRS regulations and California Government Code Section 53232.2 specifically relating to Board member reimbursements.

Authorization of Board Expenses

It is in the best interests of the District to maintain Board member participation in professional, community and industry organizations. Expenses incurred by members of the Board of Directors in attending meetings and conferences of the following organizations and functions are hereby designated as reimbursable:

- 1.1 Meetings of organizations in which the District is an active member (e.g. Association of California Health Care Districts, California Special Districts Association).
- 1.2 Meetings directly related to the conduct of District business. Included in this category are groundbreaking and special events sponsored by healthcare organizations, both governmental and non-profit, receiving financial support from the District.
- 1.3 Meetings of non-political community groups that extend a specific invitation to attend and at which the Board member actively participates in the program.
- 1.4 Attendance at symposia and educational events, the primary purpose of which is to elucidate or update industry members on health care issues or matters relating to special districts or district board administration.



All other expenditures by Board members require specific prior approval at a regular meeting of the Board.

Authorization of Employee Expenses

Attendance by employees at events approved for Board attendance is appropriate, subject to prior approval by the General Manager or designee. In addition, special training sessions and other unique one-time meetings or situations may be pre-approved by the General Manager or designee on a case by case basis.

PROCEDURE

Reimbursement of business-related expenses pursuant to this policy is usually not considered income to the person seeking reimbursement; however, all requests for reimbursement must be substantiated, including documentation of the reason for the expense, accompanied by itemized expenses with original receipts, prior to reimbursement.

1. Required Forms and Procedures

The General Manager or designee, will establish such forms as are necessary and appropriate to provide accurate records of travel requests and travel expense reimbursement. It is the responsibility of the individual seeking reimbursement to obtain and submit documentation for every expense. Reimbursement of expenses incurred pursuant to this policy or with prior board approval, shall be made upon submission of appropriate expense forms and receipts. Applicable receipts must be submitted with the board member or employee's name and nature of the business documented.

2. Per Diem Transportation Expenses

Use of air, train, private car or bus shall be selected on the basis of the most reasonable and appropriate method, taking into consideration distance, time and total costs to the District, after all expense items are tabulated. If the use of a personal automobile is required for approved District business, the District will reimburse for mileage at the prevailing IRS reimbursement rate on a per vehicle basis, regardless of the number of passengers. Use of a privately owned vehicle on District business requires the driver to possess a valid California driver's license and to carry the minimum automobile insurance required by law, and the District retains the right to request proof of insurance. Any damages to a personal vehicle or service repairs are of a personal nature, and are not reimbursed by the District. Expenses such as tolls and parking will be fully reimbursed upon presentation of



the receipt. When the use of public air carrier transportation is approved, travel for all personnel shall be in coach class or equivalent service.

While traveling, the use of rental vehicles is discouraged. Courtesy shuttle service, buses, or limousine service should be utilized between airports and meeting locations. When rental vehicles are used, the least expensive vehicle practical will be used.

4. Meal Expenses

While traveling for the District, the following meal reimbursement rates apply:

*If the work commitment requires leaving your home before 7:00 am or staying overnight in the travel location, the eligible reimbursement per person for breakfast is up to \$17.00.

*If the work commitment requires travel during the lunch hour, the eligible reimbursement per person for lunch is up to \$18.00.

*If the work commitment requires travel during the dinner hour, the eligible reimbursement per person for dinner is up to \$34.00.

In addition, the maximum daily meal allowance is \$69.00 (which includes taxes and tips) per person, per day, as established by the United States General Services Administration. Expenses shall not exceed the daily meal limit amounts set, regardless of the amount of receipts submitted. Meals that are included in conference registration fees will not be an allowable expense. If the rates set by the United States General Services Administration exceed those established in this policy, the federal government rates/allowances shall supersede.

4. Lodging Expenses

The cost of lodging accommodations for approved conferences, seminars or meetings will be arranged in advance directly by the District staff or reimbursed to the Board Member or employee as outlined in the following paragraphs. In the case of advance arrangements approved by the General Manager, a check will be issued to the traveler prior to departure which will cover all hotel/motel charges, including parking.

Hotel and motel charges shall be based on single occupancy rates, and to the extent possible will be at government or group rates. The District will not reimburse Board Members or employees for lodging expenses incurred by family members when an Board Member's or employee's family accompanies them, or for any charges for additional guests in the same room. In instances where conference hotels are filled, the Board Member or employee should attempt to secure comparable rates at the nearest hotel.



5. Unauthorized Expenses

Items of personal nature are not reimbursable including: movies, entertainment, premium television services, alcoholic beverages, dry-cleaning, spas, gyms, barber, magazines, shoeshine, travel insurance, purchase of clothing or toiletries, loss of tickets, fines or traffic violations, excess baggage, spouse and/or guest accommodations, office equipment and other personal items. Quasi-social events such as retirement or political events, are not reimbursable.

If unauthorized expenses have been paid by the District, (i.e., via credit card or petty cash), the Board member or employee will be responsible for immediate reimbursement to the District, either by personal check or an authorized payroll deduction. Unauthorized expenses that are not immediately reimbursed shall be classified as income to the person reimbursed, and may be prohibited by law.

6. Reports

Pursuant to Government Code § 53232.3, Board Members shall make a brief report on meetings or events attended for which expenses are reimbursed, at the next regular meeting of the Board.

Approval Signatures:

Chair, Board of Directors

Date

Secretary, Board of Directors

Date



Board of Directors' 2024 Regular Meeting Calendar

Meeting Time: 6:00pm

Meeting Location: Redwoods Room, Adventist Health Mendocino Coast Hospital
700 River Drive, Fort Bragg, CA 95437

January 25, 2024

February 29, 2024

March 28, 2024

April 25, 2024

May 30, 2024

June 27, 2024

July 25, 2024

August 22, 2024*

September 26, 2024

October 24, 2024**

November 14, 2024

December 12, 2024

***As Amended by Board Action on 7/25/24**

****As Amended by Board Action on 9/26/24**



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MENDOCINO COAST HEALTH CARE DISTRICT
FISCAL YEAR ENDING JUNE 30, 2025
ACTUAL VS. BUDGET STATEMENT

Item 5e)

OPERATIONS CHECKING ACCOUNT	Month Ended August 31, 2024			Two Months Ended August 31, 2024		
	Actual	Budget	(Over) Under	Actual	Budget	(Over) Under
1. INCOME						
(a) Measure C Tax Revenue	110,095	129,167	19,072	110,095	258,334	148,239
(b) Property Tax Revenue	127,489	87,500	(39,989)	127,489	175,000	47,511
(c) AH Lease Revenue	0	0	0	875,000	875,000	0
(d) Investment Income	146,840	55,179	(91,661)	212,108	110,358	(101,750)
(e) Other Income		0	0	429	0	(429)
2. TOTAL INCOME	\$384,424	\$271,846	(\$112,578)	\$1,325,121	\$1,418,692	\$93,571
3. EXPENSES- DISTRICT OPERATIONS						
(a) Purchased Services- RGS Administrative	13,200	13,200	0	26,400	26,400	0
(b) Purchased Services- RGS Support Resources	3,099	2,083	(1,016)	3,099	4,166	1,067
(c) Projects/Consultants	4,864	4,167	(697)	12,614	8,334	(4,280)
(d) Community Organization & Outreach	0	4,167	4,167	0	8,334	8,334
(e) Communications Director	0	2,917	2,917	0	5,834	5,834
(f) Purchased Services- Audit	3,600	7,125	3,525	3,600	14,250	10,650
(g) Purchased Services- Legal	5,440	3,000	(2,440)	5,440	6,000	560
(h) Board Elections Fee	0	2,667	2,667	0	5,334	5,334
(i) Purchased Services- Financial Oversight	3,000	3,000	0	6,000	6,000	0
(j) Purchased Services- Bookkeeping	956	1,330	374	1,906	2,660	754
(k) Bond Trustee Fee	1,500	256	(1,244)	2,325	512	(1,813)
(l) Board Meetings & Postings	400	600	200	800	1,200	400
(m) Board Benefits	1,488	3,000	1,512	2,788	6,000	3,212
(n) Board Education	0	2,083	2,083	0	4,166	4,166
(o) Insurance (D & O and General Liability)	963	0	(963)	27,422	26,458	(964)
(p) Office Expenses (Supplies, Postage)	3,000	550	(2,450)	3,720	1,100	(2,620)
(q) Communication Expenses (Phone, Internet)	367	390	23	3,449	780	(2,669)
TOTAL- District Operating Expenses	\$41,877	\$50,535	\$8,658	\$99,562	\$127,528	\$27,966
4. RESTRICTED PAYMENTS						
(A) Payments to Lease Improvements Fund	0	0	0	1,125,512	1,125,512	0
(B) Payments to BNY Revenue Bond Escrow	37,115	39,355	2,240	66,764	69,004	2,240
(C) Payments to HELP II Loan Amortization	13,802	13,802	0	27,604	27,604	0
TOTAL- Restricted Payments	\$50,917	\$53,157	\$2,240	\$1,219,880	\$1,222,120	\$2,240
5. TOTAL PAYMENTS	\$92,794	\$103,692	\$6,418	\$1,319,442	\$1,349,648	\$25,726

Mendocino Coast Health Care District
 Restricted Capital Fund
 Recap of Treasury Bill Inventory Portfolio (Current Holdings)
 Monthly Investment Board Report as of 08-31-2024

DESCRIPTION	PAR VALUE	PURCHASE PRICE	FOOTNOTE (A)	PURCHASE DATE	MATURITY DATE	INVESTMENT RATE %
			INVESTMENT INCOME			
<u>4 WEEKS</u>						
PURCHASE 1	\$1,198,000.00	\$1,193,098.85	\$4,901.15	08/20/24	09/17/24	5.355%
PURCHASE 2	\$2,000,000.00	\$1,991,848.88	\$8,151.12	08/27/24	09/24/24	5.335%
<u>8 WEEKS</u>						
PURCHASE 1	\$1,000,000.00	\$991,864.44	\$8,135.56	08/06/24	10/01/24	5.346%
PURCHASE 2	\$2,000,000.00	\$1,984,055.56	\$15,944.44	08/27/24	10/22/24	5.238%
<u>13 WEEKS</u>						
PURCHASE 1	\$2,000,000.00	\$1,974,444.16	\$25,555.84	08/22/24	11/21/24	5.192%
PURCHASE 2	\$2,500,000.00	\$2,468,055.20	\$31,944.80	08/22/24	11/21/24	5.192%
<u>17 WEEKS</u>						
PURCHASE 1	\$2,700,000.00	\$2,655,553.49	\$44,446.51	08/20/24	12/17/24	5.134%
TOTALS	\$13,398,000.00	\$13,258,920.58	\$139,079.42			

FOOTNOTE (A)

MATURITY MONTH	INVESTMENT INCOME
Jun-24	\$43,050.01
Jul-24	\$54,533.22
Aug-24	\$50,038.81
Sub Total	\$147,622.04

Mendocino Coast Health Care District
 Recap of Treasury Bill Inventory Portfolio (Matured)
 as of 08-31-2024

	PAR VALUE	PURCHASE PRICE	INVESTMENT INCOME	PURCHASE DATE	MATURITY DATE	INVESTMENT RATE %
4 WEEKS						
PURCHASE 1	\$3,000,000.00	\$2,987,691.66	\$12,308.34	05/07/24	06/04/24	5.370%
PURCHASE 2	\$2,500,000.00	\$2,489,752.78	\$10,247.22	05/14/24	06/11/24	5.365%
PURCHASE 3	\$4,000,000.00	\$3,983,604.44	\$16,395.56	05/21/24	06/18/24	5.365%
PURCHASE 4	\$1,000,000.00	\$995,901.11	\$4,098.89	05/28/24	06/25/24	5.365%
PURCHASE 5	\$3,043,000.00	\$3,030,527.08	\$12,472.92	06/11/24	07/09/24	5.365%
PURCHASE 6	\$2,700,000.00	\$2,688,933.00	\$11,067.00	06/11/24	07/09/24	5.365%
PURCHASE 7	\$2,500,000.00	\$2,489,772.23	\$10,227.77	06/18/24	07/16/24	5.355%
PURCHASE 8	\$4,000,000.00	\$3,983,728.88	\$16,271.12	06/25/24	07/23/24	5.324%
PURCHASE 9	\$1,000,000.00	\$995,901.11	\$4,098.89	07/02/24	07/30/24	5.365%
PURCHASE 10	\$3,093,000.00	\$3,080,322.13	\$12,677.87	07/16/24	08/13/24	5.365%
PURCHASE 11	\$2,700,000.00	\$2,688,933.00	\$11,067.00	07/16/24	08/13/24	5.365%
PURCHASE 12	\$2,500,000.00	\$2,489,752.78	\$10,247.22	07/23/24	08/20/24	5.365%
PURCHASE 13	\$4,000,000.00	\$3,983,557.76	\$16,442.24	07/30/24	08/27/24	5.381%
TOTALS	\$36,036,000.00	\$35,888,377.96	\$147,622.04			



Mendocino Coast Health Care District		
Summary of Cash Balances as of August 31, 2024		
FY 2024/2025		
		8/31/2024
<u>Improvements & Measure C Fund:</u>		
Wells Fargo Bank- possession held by Adventist Health- Footnote 1		\$4,783,950
<u>Restricted Capital Fund:</u>		
Treasury Bills		\$13,258,921
<u>Operations Fund:</u>		
Tri Counties Bank		\$763,399
LAIF		\$610,919
	TOTAL	\$19,417,189
Footnote 1: Currently being reconciled for recent AH CapEx purchase lists		