

**MENDOCINO COAST HEALTHCARE DISTRICT BOARD REGULAR MEETING  
MINUTES**

**Members Present:** Lee Finney, Paul Katzeff, Susan Savage, Sara Spring, Jade Tippet  
**Guests:** Attorney Alexander Henson, Adventist Health representative Judy Leach, Mendocino Coast Healthcare Foundation representative Terry Ramos, Supervisor Ted Williams  
**Public Attendees:** 2 persons from the public attended plus 11 persons via Zoom

DATE: January 26, 2023  
TIME: 6:00 PM  
PLACE: Thanksgiving Coffee  
19100 South Harbor Dr.  
Fort Bragg, CA

**I. Call to Order – Lee**

The meeting was called to order at 6:01 PM

**II. Approval of Agenda – Lee**

Moved by Sara, seconded by Susan to pull item #11 relating to 403 B accounts, as the report is not ready.

VOTE:

Lee: YES  
Paul: YES  
Susan: YES  
Sara: YES  
Jade: YES

Item #11 relating to 403 B accounts is removed.

Moved by Sara to pull item #2 relating to standing committees and add to item #4 relating to the audit. Motion died for lack of a second.

Moved by Sara to pull adoption of minutes. Motion died for lack of a second.

Moved by Sara to pull item # 1 relating to fiscal controls. Motion died for lack of a second.

Moved by Susan, seconded by Paul to approve the agenda as amended with item #11 removed.

VOTE:

Lee: YES  
Paul: YES  
Susan: YES  
Sara: NO  
Jade: YES

The agenda as amended was approved.

**III. Approval of Minutes – Susan**

Susan submitted a number of corrections to the posted draft minutes for the January 12 meeting that included spelling & date corrections, along with additions that were missed in the posted draft. After much discussion, it was moved by Paul, seconded by Jade to approve the minutes with those corrections.

VOTE:

Lee: YES  
Paul: YES  
Susan: YES  
Sara: NO  
Jade: YES

The minutes of the January 12 special meeting were approved as corrected. It was noted that adopted minutes can be amended as needed at subsequent meetings.

**IV. Community Comments – Lee**

Comments from the community were received concerning the format of minutes, the location of this meeting, and the arrangement for legal counsel.

**V. Presentation by The Devenney Group – Scott McKey**

The Board and public were updated on the status of the work Devenney is contracted to do dealing with seismic compliance and possible options for new construction. The timeframe for the next phase is approximately 3 months.

It was moved by Jade, seconded by Sara to authorize \$ 44,450 for additional expense for the Devenney Group to provide structural engineering for possible improvements to meet the 2030 seismic requirements, plus \$2945 for reimbursable expenses.

VOTE:

Lee: YES  
Paul: ABSTAIN  
Susan: YES  
Sara: YES  
Jade: YES

The expenditure is authorized.

Judy Leach will be the point of contact with Adventist Health for this project.

**VI. Adventist Health Report – Judy Leach**

Judy Leach provided an update on services provided.

**VII. Mendocino Coast Healthcare Foundation – Terry Ramos**

Terry Ramos provided an update on the purpose and activities of the Foundation in support of health care on the coast.

**VIII. Measure C Report – Jim Hurst**

A written report was submitted by Measure C Oversight Committee Chair Jim Hurst. Paul pointed out that the committee has 4 vacancies that should be filled. All are encouraged to think about individuals who might be willing to be appointed by the Board to this important committee.

**IX. Treasurer Report – Jade**

Jade reported on progress to create accurate reports of all transactions in all accounts administered by the Board. Bookkeeper Kristine McKee has recommended a P.O. Box to

ensure that mail for the District is timely received. A bill has been received from the IRS that is believed to be an error. Jade is working to resolve the issue. It was moved by Lee, seconded by Paul to accept the report.

VOTE:

Lee: YES  
Paul: YES  
Susan: YES  
Sara: NO  
Jade: YES

The report is accepted.

It was moved by Sara, seconded by Jade, to authorize Jade to set up automated payment of any bills at his discretion to minimize any late fees and is authorized to pay all usual and customary expenses.

VOTE:

Lee: YES  
Paul: YES  
Susan: YES  
Sara: YES  
Jade: YES

Automatic payment is hereby authorized as appropriate.

Moved by Lee, seconded by Jade, to authorize attorney assistance with resolving the IRS error issue.

VOTE:

Lee: YES  
Paul: YES  
Susan: YES  
Sara: NO  
Jade: YES

Access to attorney assistance with the IRS issue if needed is approved.

#### **X. Motion to Table – Jade**

Jade moved, seconded by Lee to table all remaining items on the agenda.

VOTE:

Lee: YES  
Paul: NO  
Susan: NO  
Sara: NO  
Jade: YES

Motion failed.

#### **XI. Fiscal Controls – Sara**

Sara noted concerns about the draft policy on fiscal controls, to be discussed at a later meeting.

#### **XII. Website manager – Sara**

It was moved by Sara seconded by Lee to appoint Susan as the website manager.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

Susan is designated as the website manager.

**XIII. Board Health Savings Account – Lee**

There was discussion of administration of the health savings accounts for Board members. It was moved by Lee seconded by Jade for the treasurer to act as manager of these accounts to add and remove Board members as “employees”.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

Jade will check with Kristine to see if our bookkeeper is willing to help with this.

**XIV. Motion to Table – Jade**

It was moved by Jade, seconded by Lee to table all other items on the agenda.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

All remaining items on the agenda are tabled.

**XV. Location & date of next meetings**

Lee stated that a special meeting will be called within 2 weeks pending determining location and Board availability.

The next regular meeting will be on February 23 at 6:00 PM at the Redwood Room at the hospital.

**XVI. Motion to Adjourn**

Moved by Paul, seconded by Jade to adjourn.

VOTE:

Lee: YES

Paul: YES

Susan: YES

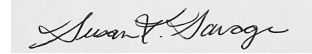
Sara: YES

Jade: YES

The meeting was adjourned at 10:04 PM.

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

Respectfully submitted,

A handwritten signature in cursive script, reading "Susan K. Savage", is displayed within a light gray rectangular box.

Susan K Savage, Secretary

\*Approved on 02/23/23