

**REGULAR MEETING AGENDA**  
**THURSDAY, JANUARY 26, 2023**  
**6:00 PM**  
**THANKSGIVING COFFEE**  
**19100 SOUTH HARBOR DRIVE, FORT BRAGG, CA\***  
<https://www.mchcd.org>

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

NOTICE IS HEREBY GIVEN in accordance with Section 54956 of the Government Code that a Regular Session of the Board of Directors of the Mendocino Coast Health Care District is called to be held January 26, 2023, at 6:00 p.m. in the Lobby at Thanksgiving Coffee, 19100 South Harbor Drive, Fort Bragg, California. **NOTE: DIFFERENT LOCATION**

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 Attachment A for other links and phone numbers to access this meeting.

<https://us02web.zoom.us/j/83938852791?pwd=UXMxQlRRN2UyeHdFdXptRWlrzhlZz09>

Meeting ID: 839 3885 2791

Passcode: 9veX7b

**CONDUCT OF BUSINESS;**

**Call to Order:** Lee Finney, Chair

**Roll Call:** Susan Savage, Secretary

**APPROVAL OF AGENDA** – Lee Finney, Chair

**APPROVAL OF MINUTES**

January 12, 2023, Special Meeting Minutes – Susan Savage, Secretary

**TAB 1**

**BOARD AND COMMUNITY COMMENTS**

**Comments from the Board**

### **Comments from the Community**

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

### **REPORTS**

**Adventist Health Report** – Judy Leach

**Mendocino Healthcare Foundation Report** – Mary Kate McKenna or Terry Ramos

**Measure C Report** – Jim Hurst

**TAB 2**

**Treasurer’s Report** – Jade Tippet

**TAB 3**

- **Discussion/Action** IRS Employment Shared Responsibility Payment

### **OLD BUSINESS**

**1. Discussion/Action Fiscal Controls** – Jade Tippet, Treasurer - 10 minutes **TAB 4**

Approve Board Policy establishing maximum expense amounts that Board members and the Chair may incur or encumber without Board approval and procedure for incidental expenses between Board meetings.

**2. Discussion Standing Committee assignments** – Lee Finney - 5 minutes.

- Planning Committee
- Finance Committee

**3. Discussion/Action Creation of Ad Hoc Committees** – Lee Finney – 10 minutes

- Ad hoc By-laws Committee
- Ad hoc District Office Committee
  - Research job description and hiring process for office manager

**4. Discussion/Action Audit** – Jade Tippet - 10 minutes

Assign responsibility for completing preparation for currently planned audits. Consideration of a complete forensic audit of MCHCD finances for FYs 2020-2021, and 2021-2022

**5. Discussion/Action Assignment of Board Responsibilities** – Lee Finney - 10 minutes

- Website manager
- Manager of Office 365 accounts and One Drive storage

**6. Discussion/Action District General Counsel** –Lee Finney - 10 minutes

- Form Ad Hoc Committee to research and recommend permanent General Counsel

7. **Discussion/Action Board Health Savings Account** –Lee Finney - 10 minutes  
Transfer administration of Board Medical Reimbursement Account **TAB 5**
8. **Discussion/Action Board Calendar and Meeting Location** – Lee Finney - 5 minutes  
Regular monthly meeting days
9. **Discussion/Action Board Retreat** – Lee Finney - 10 minutes  
Set date and location and authorize engaging a consultant to facilitate retreat
10. **Discussion/Action Service choices for remote attendance** – Lee Finney - 5 minutes  
Zoom or Microsoft Teams?
11. **Discussion/Action Report on AIG needs to resolve 403B accounts** – Sara Spring – 5 minutes

### **NEW BUSINESS**

1. **Presentation/Discussion/Action at 7:00 PM Time Certain** - Scott McKey **TAB 6**  
Principal, **The Devenney Group**, by zoom – 30 minutes  
Update the Board and public on the status of the work Devenney is contracted to do, has done to date; projected timeline completion. Approve additional work fees per the attached Estimate.
2. **Discussion/Action Financial Reconciliation for Transactions Prior to the Current Board Taking Office** – Sara Spring

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### **Comments from Board of Directors**

### **Adjournment**

Dated: January 23, 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 North and Patient Services Building Lobby entrances to Adventist Health Mendocino Coast hospital on January 23, 2023

\_\_\_\_\_  
Susan Savage, Secretary

\_\_\_\_\_  
Date

## Appendix A

Join Zoom Meeting

<https://us02web.zoom.us/j/83938852791?pwd=UXMxQlRRN2UyeHdFdXptRWlrazhIZz09>

Meeting ID: 839 3885 2791

Passcode: 9veX7b

One tap mobile

+16699006833,,83938852791#,,,,\*217372# US (San Jose)

+16694449171,,83938852791#,,,,\*217372# US

Dial by your location

+1 669 900 6833 US (San Jose)

+1 669 444 9171 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 253 205 0468 US

+1 689 278 1000 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 931 3860 US

Meeting ID: 839 3885 2791

Passcode: 217372

Find your local number: <https://us02web.zoom.us/j/83938852791?pwd=UXMxQlRRN2UyeHdFdXptRWlrazhIZz09>