



Agency Administrator's Report

6/27/2024

The contract between the district and RGS began on December 18, 2023. The Terms of the contract for Administrator Services day-to-day operations and descriptions of my actions are described below.

During the past 6 months serving as the Agency Administrator to this District, I have tried to initiate a stewardship mindset by establishing and implementing policies and procedures to help ensure that this organization runs smoothly and effectively, and effectively represents the needs of the residents and taxpayers of this district. By presenting information that allows this board to review budgets and receive community and stakeholder input on important topics, this board can begin to align the district's responsibilities and goals for the taxpayer-owned Mendocino Coast Hospital facility and set priorities for future action to upgrade the facilities and enhance in-patient and out-patient health services. These processes help the board show accountability to members, to stakeholders, and to the larger community we serve.

The board must now determine what are the board priorities, based on the community needs. The district's cash inflow is very well defined and now fully accounted for, and deposited in investment vehicles which earn a significant interest-return. Over time, the district should have a sufficient amount of money saved up, to pay for the cost of seismic retrofitting of our rural, frontier, Coast Hospital facility, which is estimated at approximately \$17 million dollars in today's money. The board now has the difficult decision of what the outflow of that cash will be, AND the time to gather Adventist Health partners and our community's input about their needs, in order to make the best decisions about the future of health care delivery in our community. It can't be overstated - these are literally life and death decisions for our community.

Looking forward, the board now has the opportunity to partner with our community and with Adventist Health to construct, modify and/or redesign this hospital facility to be the best health facility it can be, providing the best array of services for ourselves and our future community residents. RGS has provided this board with plans for a staffing study, and for facilitating this district strategic planning, that can be accomplished by the end of this year.



It has been a pleasure working for this board and this community. I would like to give my sincere thanks and appreciation to Past Chair Lee Finney, Current Chair Paul Garza and members of the board, CFO Wayne Allen, all of the Adventist staff including Judy Leach, Peter Johnston, Dr. William Miller and Davey Beak, Sophia Selivanoff and Norma Alley and all the RGS support staff; and Past board member Norman DeVall and Mendocino County Supervisor Ted Williams, and to President Terry Ramos and all the members of the Mendocino Coast HealthCare Foundation Board, and Measure C Committee Chair Jim Hurst.

Per the RGS contract, the Agency Administrator is responsible for much of the business of the district. Below you will find specific contractual obligations between this district and RGS, and the actions I have taken to provide accountability, transparency and compliance with state, local, and federal laws.

- Prepare reports and agendas for Board and committee meetings in Consultation with the Board Chair in accordance with agency By-laws.

Action Taken: In consultation with the Board Chair, I have consistently prepared Brown Act compliant agendas for Board and committee meetings, that include descriptions of the actions to be considered, a staff recommendation report for the action to be taken, and Brown Act compliant meeting minutes that describe the actions taken. This is to ensure that the public has a ‘seat at the table’ in all decisions made by this board.

Evidence: Copies of all meeting agendas and meeting minutes are posted on the district’s website and at the district office.

- Arranging relevant presentations, information, updates, and analysis for Board consideration at meetings.

Action Taken: I have paid particular attention to providing the backup information, updates and analysis for board actions. Besides creating agenda staff reports for board action items, I have arranged for several relevant community presentations including 6 Community Listening Sessions in Westport, Fort Bragg/English and Spanish meetings, Caspar, Mendocino, Comptche and Elk; A community Health Forum at Fort Bragg Town Hall, a local Seismic Compliance presentation to the board, by HCAI, and ongoing meetings with local stakeholder groups.



Evidence: Records of presentations, updates provided to the Board, and feedback from Board members.

- Coordination of committee and Board activity and communication.

Action Taken: I have worked with the Measure C committee chair and the Board Vice Chair and Treasurer to establish regular meeting schedules for the Measure C committee and the Board Standing (Brown Act compliant) Finance and Planning committees.

Evidence: committee schedules, meeting agendas and minutes, and coordination emails.

- Facilitating the policy decisions and priorities of the District's Board of Directors.

Action Taken: I worked with the ad hoc Policy/Bylaws committee for the board to adopt new or revised board policy on Internal Controls, Credit card use, investment of funds, Records retention, purchasing, accounts receivable, code of ethics, and disposition of surplus property. The update process for the Board Bylaws adoption is scheduled for late July or Early August 2024.

Evidence: Records of policy decisions, priority setting documents, meeting notes, files available on the website in English and Spanish.

- Coordinate District administrative and project activities with other contracted service providers, District partnering organizations including Adventist Health, and others.

Action Taken: I coordinated District administrative and project activities with contracted service providers and partner organizations: Adventist Health, Mendocino Coast Healthcare District, Mendocino County Board of Supervisors, Senator Mike McGuire and Assemblyman Jim Wood, HCAI (Ca. Department of Health Care Access and Information), Devenney Corp, Derek Petrak, Eastshore Bond Consultants, Grass Roots Institute, local League of Women Voters chapter, P & A Admin Health Benefits, Silverton Management and RWG Legal services, Sourcewell and Redwood Roofers.

Evidence: Emails, contracts, events, meetings, coordination meeting notes and board reports.

- Ensure District records are maintained in compliance with applicable law and Board policy.



Action Taken: I facilitated the adoption of board policies concerning records. I ensured that District records are maintained in compliance with applicable laws and Board policies, and per district storage and retention policies. I have also organized all district files for ease of accessibility. I have all District Contracts, Legal Decisions, Board Policies, Board personnel records, Board Budgets and finance documents organized and safely stored onsite and offsite on a secure, portable digital drive.

Evidence: Record-keeping logs, compliance checklists, district website.

- Implement and advise on District budgets.

Action Taken: I realized that the board records and reports were insufficient to allow the board the financial information necessary for them to make informed decisions. I managed to retain the services of Wayne Allen as CFO. We worked with the Account Vice Presidents from Bank of America, Tri-Counties Bank, and Ca. Bank of Commerce, DZA Auditors, McKee and Company Bookkeepers. Together we were able to consolidate 26 bank accounts at 4 different commercial banks, down to 2 bank accounts held at Tri-Counties Bank; We reduced bank fees from over \$7800 per quarter to \$0. All funds owned by the district meet all requirements for Federal Deposit Insurance Corporation (FDIC) coverage, and are invested in either 4-week Treasury Bills, or with the Local Agency Investment Fund (LAIF), earning a rate of return of either 4.36% (LAIF) or 5.365% (T-bills)

Evidence: Budget reports, advisory notes, and financial statements to the board and on the website.

- Serve as a spokesperson for the District, attend meetings with community stakeholders, and represent the District at public and professional functions as needed.

Action Taken: I served as a spokesperson for the District, attended meetings with community stakeholders, and represented the District at public functions.

Evidence: Meeting attendance records, public function schedules, and stakeholder feedback.

- Identify and pursue grant and other funding opportunities as appropriate.



Action Taken: I have identified possible FEMA grant funding opportunities for the mandated seismic retrofit project. I also continue to work with HCAI to determine those seismic retrofit costs which may be reimbursable to the district. I continue to monitor various association and trade periodicals and work with the local Mendocino Coast Healthcare Foundation and the Community Foundation of Mendocino for additional funding opportunities.

Evidence: Grant funding proposals, and correspondence with funding bodies.

- Facilitate strategic and other planning efforts as requested by the District.

Action Taken: Together with Chair Garza I have most recently facilitated a 2030 strategic planning group comprised of members of Adventist Health Staff and local community members, to begin the process of designing a 5-year deferred-maintenance building plan that may allow for possible facilities upgrades and improvements to in-patient and out-patient services. I have also recently been in negotiations with agents who may represent potential district-owned property buyers.

Evidence: Strategic planning documents, planning meeting notes, and draft implementation plans.

- Ensure compliance with relevant state, local, and federal laws.

Action Taken: I have ensured compliance with relevant state, local, and federal laws, and together with the board's legal counsel and RGS professional staff, educate the board members on various legal issues. I have encouraged all Board members to complete required board trainings and pursue additional educational opportunities.

Evidence: Compliant Meeting agendas and minutes, Accurate financial reports, Compliance reports to the state, and legal consultation records.

- Meet with Board regularly to ensure effective progress on identified priorities.

Action Taken: I meet regularly with members of the Board to ensure effective progress on identified priorities, and provide timely information.

Evidence: Meeting schedules, progress reports, and Board feedback.

- Meet with local stakeholders as needed about RGS services and establish appropriate channels of communication, following closely all administrative guidelines and requirements.



Action Taken: I meet regularly with local stakeholders and organizations about RGS services and establish appropriate channels of communication.

Evidence: Stakeholder meeting logs, communication records, and stakeholder engagement reports.

- As mutually agreed between the District and RGS, maintain office hours access and ensure the office is a functional and usable space.

Action Taken: I maintain office hours. I have cleaned out old files and furniture and the office is now functional and usable space, with a small conference room also available.

The Website Project

The website had a mix of current and stale information on it when I began this work. Not only has the navigation been improved, the materials and information have been updated and the website is ADA-access compliant.

Small districts are now required to have a .gov website address by January 1, 2025. An application submitted in February was approved a few weeks ago. We are now authorized to use the website address: www.MendocinoCHCD.gov. I am in the process of transitioning email services to the new domain address. All old email addresses and old website locations will continue to function in the near future as we transition over to the new .gov addressing.

The Grand Jury Report

As the report noted many of the report's recommendations have already been implemented. I see no reason why the rest of the report recommendations cannot be implemented according to their timelines.