



NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

MENDOCINO COAST HEALTH CARE DISTRICT

Thursday, May 23, 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.mchcd.org>

Agenda Item 3c), 3e) and 5f) were not available at the time of posting, and will be forwarded to the board and posted on the district's website as soon as possible.

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

Join Zoom Meeting:

<https://zoom.us/j/9210401893?pwd=SE9PY1JBNUZvSEVIY0tYNm9iTDhhdz09&omn=97347972878>

Meeting ID: 921 040 1893
Passcode: 634678

CONDUCT OF BUSINESS

1. OPEN SESSION -

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

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

Attachments: *May 23, 2024 Board Chair's Report*

3b) Adventist Health Mendocino Coast Hospital - Julia Drefke, Government Affairs.
Recommended Action: None. This item is for information only.

3c) Ca. Department of Health Care Access and Information - Carl Scheurerman, MBA, LFACHE, Senior Policy Advisor.
Recommended Action: None. This item is for information only.

*Members of the public wishing to submit their comments on this item via email must email their comments to the Clerk of the Board at info@mcdh.org. All comments received will be forwarded to the Board for review, but will not be read aloud during the meeting.

Attachments: *Rural Hospital Seismic Compliance presentation.*

3d) MCHCD Board Standing Planning Committee Chair's Report - Paul Katzeff
Recommended Action: None. This item is for information only.

Attachments: *Draft May 9, 2024 Planning Committee meeting minutes*

3e) Agency Administrator's Report - Katharine Wylie, MS Ed
Recommended Action: None. This item is for information only.

Attachments: *May 23, 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 February 8, 2024 Special Meeting.

Attachments: *February 8, 2024, Special Meeting Minutes*

4b) Draft Minutes of the February 29, 2024, Regular Meeting.

Attachments: *February 29, 2024, Regular Meeting Minutes*

4c) Draft Minutes of the February 29, 2024, Special Meeting.

Attachments: *February 29, 2024, Special Meeting Minutes*

4d) Draft Minutes of the April 10, 2024 Special Meeting.

Attachments: *April 10, 2024, Special Meeting Minutes*

4e) Draft Minutes of the April 25, 2024, Regular Meeting.

Attachments: *April 25, 2024, Regular Meeting Minutes*

4f) Draft Minutes of the April 25, 2024, Special Meeting.

Attachments: *April 25, 2024, Special Meeting Minutes*

4g) Draft Board Policy 3 - Internal Controls Policy, Policy Ad Hoc committee.

Attachments: *Draft Board Policy 3 - Internal Controls Policy*

5. REGULAR CALENDAR

5a) Receive Board Financial Report - CFO Wayne Allen.

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

Attachments: *Five-Year Capital Structure with Projected Cash Flow*

5b) Receive Covid Compliance Memo, 5/18/24 - CFO Wayne Allen.

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

Attachments: *Covid Compliance Memo, 5/18/24*

5c) Receive Seismic Compliance Team Progress Reports - Robin Garrity, Props & Measures, Dudley Campbell, Devenney Group, Shin Green, Eastshore Consulting,

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

Attachments: *May 23, 2024 Seismic Consultant Report*

5d) Receive Professional Liability Insurance policy renewal information and consider approval of renewal contracts with Beta Healthcare Group - Chair Garza.



Recommended Action: Approve July 1, 2024 Beta Healthcare Group - Professional Liability DO and HCL Insurance renewal contracts.

Attachments: *Beta Insurance Staff Report, July 1, 2024 Beta Healthcare Group - DO Quote and July 1, 2024 Beta Healthcare Group - HCL Quote*

5e) Review and Approve Board Policy 11 - Disposition of District-Owned Surplus/Obsolete Equipment and Supplies Policy, Policy Ad Hoc committee.

Recommended Action: Adopt Board Policy 11 - Disposition of District-Owned Surplus/Obsolete Equipment and Supplies Policy.

Attachments: *Draft Board Policy 11, Disposition of District-Owned Surplus/Obsolete Equipment and Supplies.*

5f) Receive 4/30/24 Listing of Bank Balances and U.S. Treasury Inventory Detail, and Consider Approval of the May 2024 Warrant list - CFO Wayne Allen.

Recommended Action: Consider and approve items on the May 2024 Warrant list.

Attachments: *4/30/24 Listing of Bank Balances and U.S. Treasury Inventory Detail, and May 2024 Warrant list,*

6. COMMENTS FROM THE BOARD

7. ADJOURNMENT

The next Regular Meeting of the Board will be held on June 27, 2024, at 6:00 pm, at the Redwoods Room, 700 River Drive, Adventist Health Mendocino Coast Hospital, Fort Bragg, Ca.

Dated: May 20, 2024

A handwritten signature in black ink that reads "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., Chair

DATE: May 23, 2024

SUBJECT: Monthly Report

BOARD APPOINTMENT

I am pleased to welcome Ms. Jan McGourty to District's Board of Directors. Ms. McGourty has been a long-term community leader on and advocate for mental health. She served as Chairperson for the County's Behavioral Health Advisory Board for three years and possesses a Master's Degree in Public Administration from the University of San Francisco, among many other qualifications. I am confident she will provide excellent advice and direction to our District.

FINANCES

After considerable effort over the last four months, I am pleased to report that our District's finances are now under control. The following reflects this:

1. The number of bank accounts held by our District have been reduced from 25 to 2.
2. Banking fees have been reduced from \$7,000 per quarter to \$0.
3. District reserves are now earning either 4.2% pr annum in the Local Agency Investment Fund, (LAIF) or 5.4% per annum in 4-week Treasury Bills. Please note the majority of District reserves are in Treasury Bills. Our CFO's Finance Report will indicate exact numbers. Our taxpayers can expect a much better return on their tax payments.
4. All taxpayer funds are now in accounts and/or investments that are fully guaranteed, as required by California Law.
5. There are now a minimum of 'two-eyes' on every District financial transaction, a universally recognized best practice.

The investment and banking policies followed earlier created a number of serious problems:

- Labyrinth-like administrative difficulties managing and accounting for funds;
- Complicated and therefore unnecessarily expensive processes for financial audits, and
- An ideal environment for fraud and embezzlement.

Some additional good news:

- Last week our District recovered the \$1,000,000 erroneously deposited in the IGF last year. Those funds have been deposited in District accounts.
- We have also recovered a check of slightly over \$202K from the closure of Bank of America accounts that was missing for over 100 days. Those funds were deposited last week in District accounts.

The above improvements in our finances indicate dedicated and exceptional work by our District staff.

On the negative side, our District may have a liability for up to \$1.5 Million for federal COVID relief funds that were received on behalf of our hospital in 2020. It appears that inaccurate reports were filled by the previous Board. Our CFO, Mr. Wayne Allen, is working to resolve this concern and will provide more information in his report.

LEGISLATION

California Senate Bill 1432 authored by Sen. Caballero as proposed would extend the date for seismic compliance to January 1, 2023 for all hospitals and, under certain conditions, offer some financial relief for rural and other financially stressed hospitals. This bill passed out of the Senate Appropriation Committee last Thursday and, I understand, is now headed to the full Senate for consideration. Assuming it is passed in the Senate, it will need go to the Assembly for consideration. There is some indication that the Assembly may amend the bill to include relevant portions of AB 869 that was previously introduced by our Assembly Member Jim Wood. It is important that we continue to monitor the progress of this legislation because if passed, it will have substantial impact upon our hospital.

This recent legislative activity, in my view, strongly indicates our need to become more actively involved in both monitoring legislation and providing regular education and input to the California Legislature on matters that affect us. This should include, in my view, evaluating our District's current association memberships and other affiliations to assure we are appropriately informed and represented. Perhaps should also direct staff to report regularly on important legislation affecting our District. Lastly, I believe we should maintain regular legislative updates on our website to enable better information to our community.

COMMUNITY FORUM

A Community Health Forum is scheduled on May 30 from 6 PM to 7:30 PM at the Town Hall in Fort Bragg. This event will feature a detailed analysis of data on the health status of our community from a report composed by the California Center for Rural Policy (CCRP), Cal-Poly Humboldt. I am pleased that we are partnering with the Mendocino Coast Health Care Foundation to present this event and, the Latino Coalition has joined us a sponsor, as well.

Following the presentation of the data by CCRP, key community health leaders will share their perspective on the data in a panel discussion. Then, the public will be invited to submit their questions to the panel. The event will also be available for viewing online and will be recorded and posted on our District website. I encourage all community members to view this important discussion which, I hope, will be the first of many about improving the health of our residents.



MINUTES of the MEETING of the PLANNING ADVISORY COMMITTEE

MENDOCINO COAST HEALTH CARE DISTRICT

Thursday, May 9, 2024 - 1:00 PM

MCHCD Office, Adventist Health Mendocino Coast Hospital Campus
775 River Drive, Fort Bragg, CA.

CONDUCT OF BUSINESS

1. OPEN SESSION

1a) The meeting was called to order at 1:06 pm. Paul Katzeff, (Committee Chair), and Paul Garza Jr., (Committee Member) were present.

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

There was no public comment.

3. REGULAR CALENDAR

3a) Discuss the Committee's Mission and Vision Statements

The committee discussed the possible amendment to the bylaws to focus solely on facility planning and maintenance, and disregard for the time being, or possibly rewrite the Bylaws Section 3a)-3c) which focus on Board employees.

Mr. Macdonald, a member of the public, discussed committee membership and suggested a reconsideration of the board's Mission and Vision statements, post-affiliation with Adventist Health.

3b) Discuss the Board's Statutory Responsibilities for Hospital Facilities Management and consider key topics related to its strategic facilities planning, to meet the standards for hospital licensure.

Chair Katzeff discussed possible methodologies for spending the taxpayer's money in a transparent way, with the MCHCD board's primary responsibility to focus on overseeing short- and long-term hospital facility planning and maintenance, and a secondary responsibility to encourage community health projects and discussions. Committee Member Garza discussed a draft strategic plan for hospital facilities maintenance, per the lease agreement with Adventist Health.

Mr. Maroney, a member of the Measure C committee, pointed out that the Hospital is a safe facility and that unsafe situations are immediately addressed.



Ms. Judy Leach, President, Adventist Health Mendocino Coast Hospital, and Mr. Peter Johnston, AH facilities manager, gave a presentation on facilities deferred maintenance projects totaling approximately \$7.2 million. They emphasized that the hospital is a safe facility, and with proper and ongoing maintenance, the facility will last another 50 years. The committee agreed to meet with Adventist Health to discuss prioritization, costs and the finance of deferred maintenance projects.

Mr. Hurst, Chair of the Measure C committee, conceded that all deferred maintenance has been ignored since the lease agreement with Adventist Health was signed, effective July 1, 2020.

Mr. Macdonald, a member of the public, agreed with Mr. Hurst's assessment of the lack of a deferred maintenance schedule for the hospital facility.

3c) Discuss possible community health project feasibility and funding procedures, using a Community Cannery Project model.

Committee Chair Katzeff discussed a local tin cannery project, first proposed in 1976, that would support community health and the local agricultural and fishing industries, and encourage economic development.

Mr. Macdonald, a member of the public, discussed the board's role as a catalyst for community health projects, and was not in favor of the District board financing such a project.

Ms. McAllister, a member of the public, encouraged the committee to focus on recommendations that address other established, and pressing community health needs, such as the Food Bank.

Mr. Reinhardt, a member of the public, spoke in support of a tin cannery concept.

Mr. Drewno, a member of the public, spoke in support of a tin cannery concept.

Ms. Bell, a member of the public, supported a cannery idea and suggested that a cannery project might also include educational workshops and farm-to-table dinner events.

Mr. Hurst, speaking in his role as Chair of the Harbor District, encouraged the committee to submit ideas to the Harbor District; they are currently writing an economic development grant proposal for \$3.1 million, and he thinks that the cannery idea would fit well with their grant. Committee Chair Katzeff agreed to follow up with the Harbor District.

4. ADJOURNMENT

Committee Chair Katzeff adjourned the meeting at 3:15 pm.

The next Regular Meeting of the Planning Advisory Committee will be held on June 6, 2024, at 1:00 pm, at the MCHCD Office, 775 River Drive, Adventist Health Mendocino Coast Hospital, Fort Bragg, Ca.

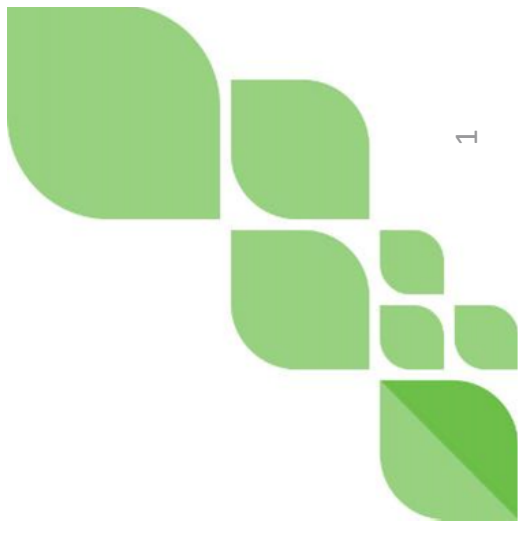


Dated: May 13, 2024

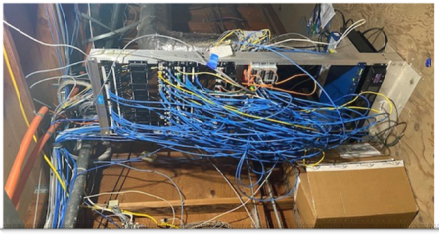
Katharine Wylie, MS Ed
Agency Administrator, MCHCD

Supporting documentation for this agenda is available on the website at:
<https://www.mchcd.org>

Mendocino Coast - Facilities Equipment Impact Report May 2024



IT Infrastructure

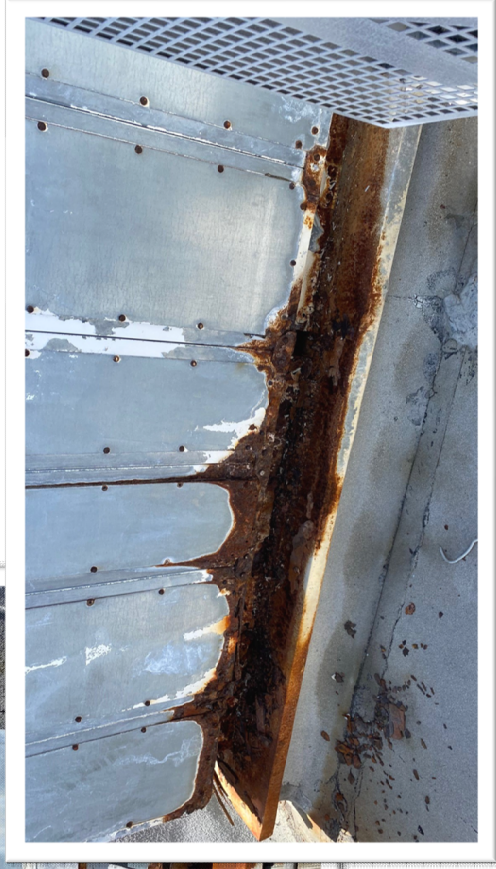
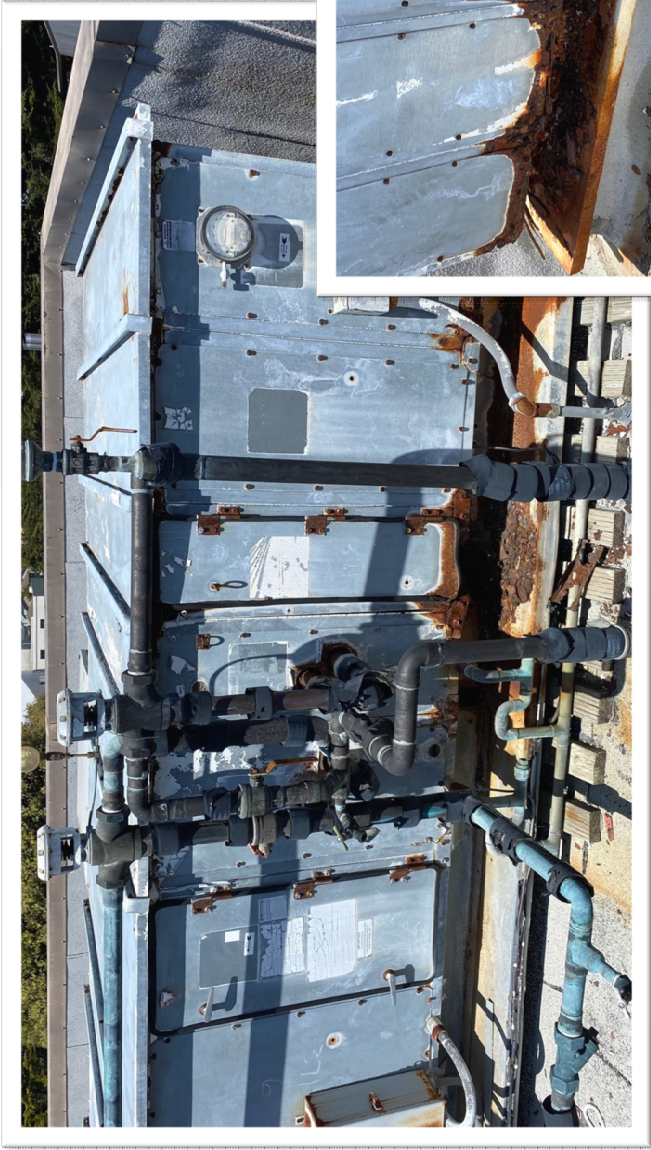


\$1,975,000 est.

[ADVENTISTHEALTH:INTERNAL]



HVAC Kitchen



\$1,665,000 est.

[ADVENTISTHEALTH:INTERNAL]

Clinical Laboratory

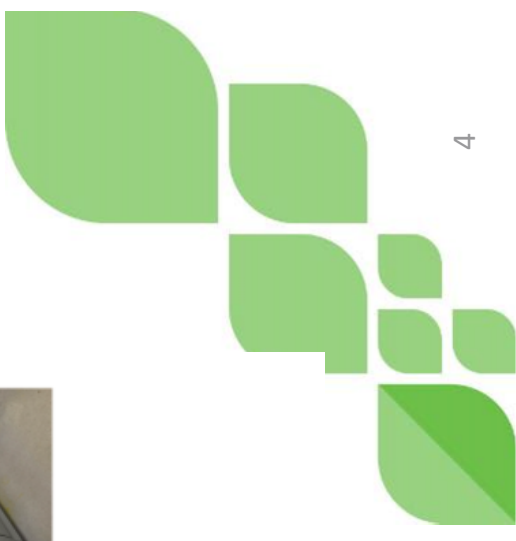


Current Lab Analyzers

Adventist Health Mendocino Coast

\$1,277,099 est.

[ADVENTISTHEALTH:INTERNAL]



Lab Analyzer Replacement Project Cost

Pre-Construction Costs	\$345,202
Construction Costs	\$404,475
Analyzer Cost *	\$527,422*
Total	\$1,277,099
Less Analyzer cost	\$527,422
Less funds already approved	\$227,500

Balance: \$522,177

*Equipment has already been purchased by Adventist Health Corporate Lab division for placement at AHMC Laboratory

Chemistry and Hematology analyzers are the most frequently used instruments within the laboratory setting and help to provide necessary test results for assessing and treating the vast majority of Emergency Room, inpatient and outpatients that rely on our coast services. As analyzers reach their end of life, they start to fail which requires downtime for troubleshooting and repairs. Life of laboratory instrument is considered 5 – 7 years.

- At AHMC, the current analyzers are manufactured by Siemens Diagnostics. AHMC is one of the only Laboratories in the Adventist Health system that has not converted their analyzers to the preferred Beckman Coulter platform. Because of this, reagent and service pricing will cost AHMC lab an additional \$50-75,000/year if we remain with the Siemens platform.

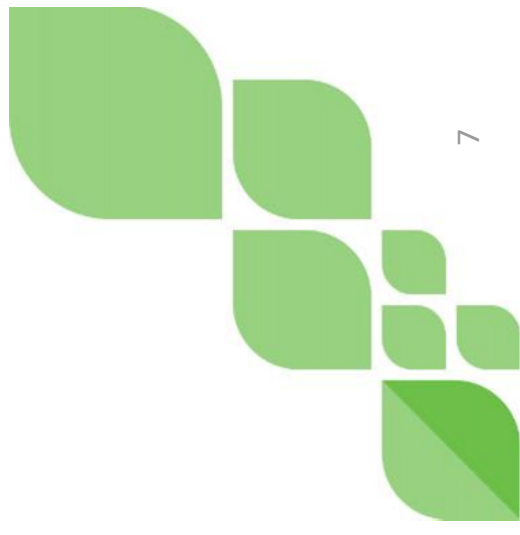
Laboratory Analyzers	Type of Analyzer	Year Installed at AHMC	End of Life (Year)	Current Scheduled to be replaced by vendor placement with new 2023 contract extension with AH system:
Siemens Dimensions EXL with LM	Chemistry	2008	2017	Beckman Coulter DxC 500i (1)
Siemens Dimensions EXL 200	Chemistry	2011	2020	Beckman Coulter DxC 500i (2)
Abbott Cell Dyn Ruby	Hematology	2012	2021	Beckman Coulter Unicel DXH690T/Scopio (1)
Abbott Cell dyn Emerald	Hematology	2015	2024	Beckman Coulter Unicel DXH690T (2)
Siemens Clinitek Status Primary	Urinalysis	2021	2024	Beckman Coulter DxU 840 WorkcellUS

HVAC Impatient Pharmacy



\$50,000 est.

[ADVENTISTHEALTH:INTERNAL]

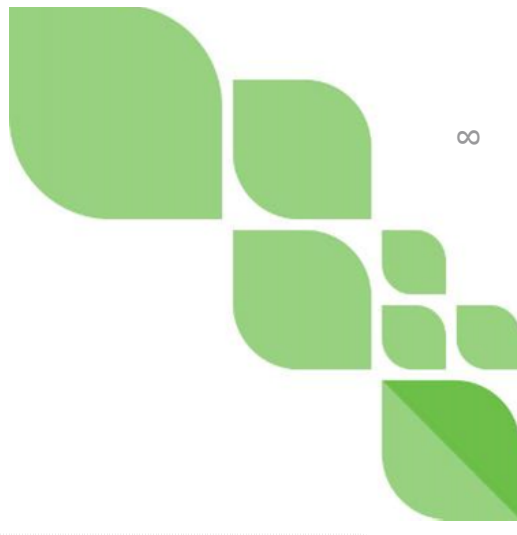


Window Replacement – ICU / Med Surg Patient Rooms



\$250,000 est.

[ADVENTISTHEALTH:INTERNAL]



TJC – Airflow Finding - Fan Coil Repair / Replacement

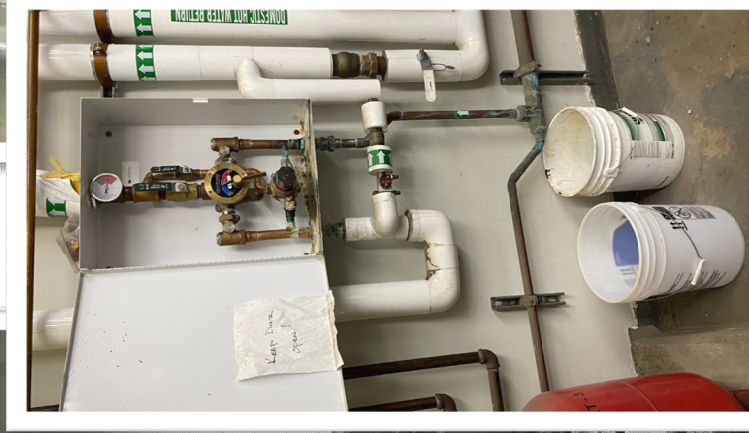


\$750,000 est.

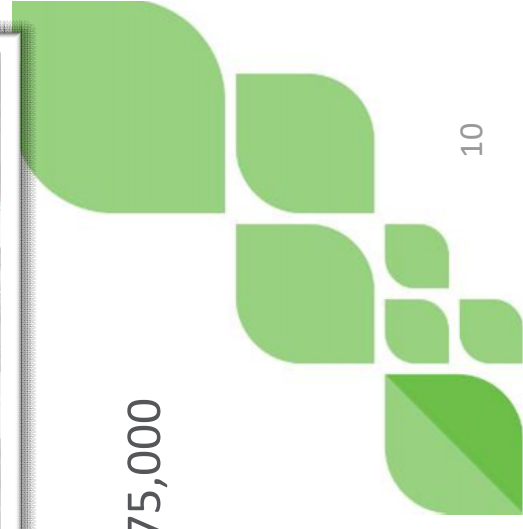
[ADVENTISTHEALTH:INTERNAL]



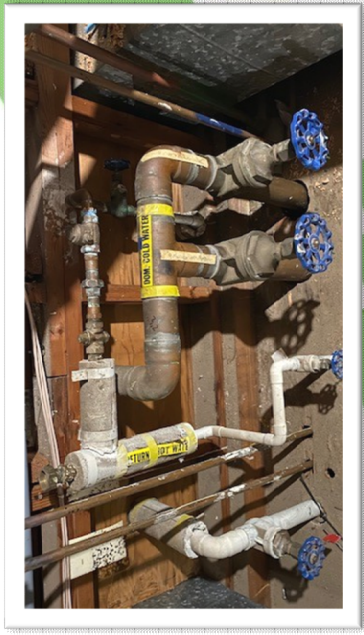
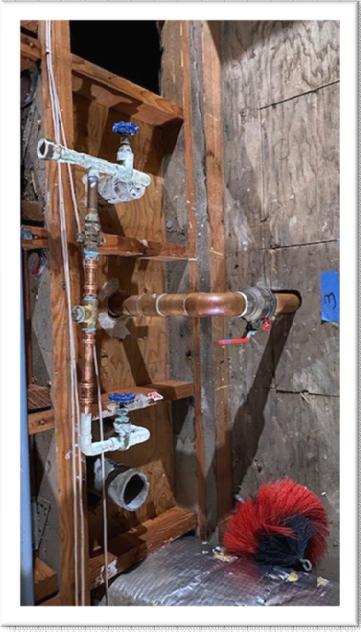
Insulation / Plumbing Leaks – Central Plant



\$175,000



Plumbing Leaks – Main Hospital



\$75,000 est.

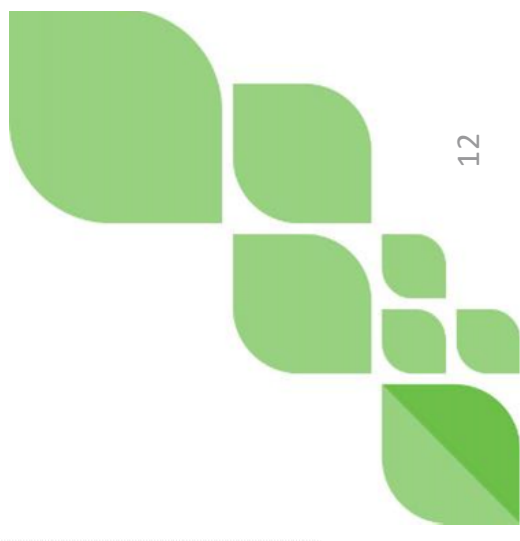
[ADVENTISTHEALTH:INTERNAL]

Vacuum Pumps – Main Hospital



\$500,000 est.

[ADVENTISTHEALTH:INTERNAL]



Sterile Processing / Central Sterile Supply – Main Hospital

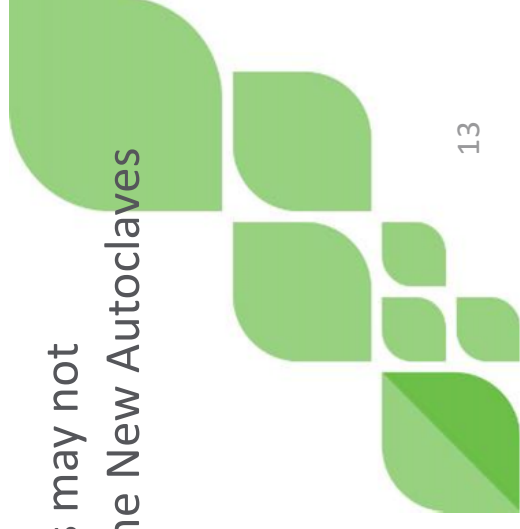


\$1,330,000 est.

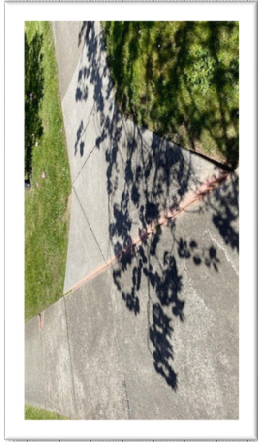
[ADVENTISTHEALTH:INTERNAL]



Steam Generators may not
be needed with the New Autoclaves



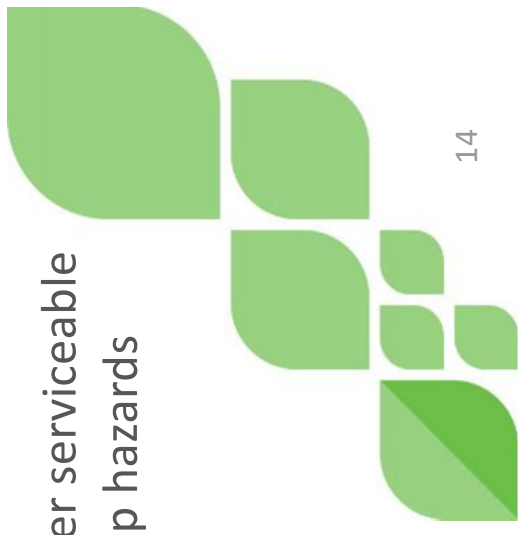
Parking & Walkways – Main Hospital / ED



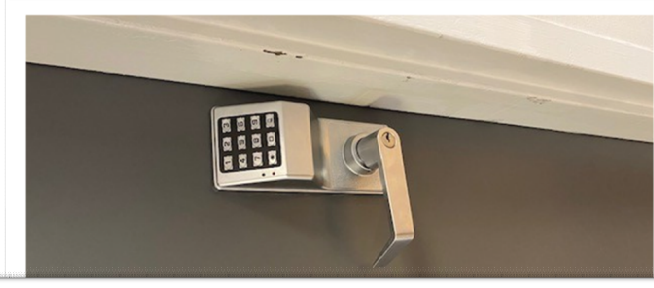
Asphalt is no longer serviceable
Walkways have trip hazards

\$TBD est.

[ADVENTISTHEALTH:INTERNAL]



CCTV & Access Control – Main Hospital / Pharmacy / ED



\$729,417 est.

[ADVENTISTHEALTH:INTERNAL]

**MINUTES OF THE PROCEEDINGS
OF THE BOARD OF DIRECTORS SPECIAL MEETING OF THE
MENDOCINO COAST HEALTH CARE DISTRICT**

February 8, 2024

1. CALL TO ORDER

The Board of Directors of the Mendocino Coast Health Care District, with Chair Garza presiding, convened via Zoom webinar and in person at the Redwoods Room, Adventist Health Mendocino Coast Hospital, 700 River Drive, Fort Bragg, Ca., at 6:07 p.m. on Thursday, February 8, 2024.

Directors Finney, Garza, Katzeff, Savage and Spring were present.

Others Present: Robin Gerrity, Polls & Measures, Sophia Selivanoff and MJ Brown, Regional Government Services, Peter Johnston, Adventist Health Mendocino Coast Hospital Facilities Manager, Jim Hurst, Measure C Committee Chair, Craig Steele, Board Counsel, Katharine Wylie, Agency Administrator.

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Linda Williams commented on the Measure C committee meeting.

Jenny Shattuck commented on the seismic retrofit poll and the Adventist Health Emergency room.

Malcolm Macdonald commented on the Measure C committee and Board procedures.

Gabriel Maroney commented on Board Procedures.

3. REPORTS

3a) Director Lee Finney, Jessica Polsky-Sanchez, and Robin Garrity presented the results of a recent poll on a possible bond measure for seismic retrofit of the hospital facility.

Mr. Macdonald, commented on Board procedures.

3b) The Board approved a revised contract agreement from Redwood Roofers, in the amount of \$120,375 plus a 10% cost overrun contingency, for emergency roof replacement at 515 Cypress Drive.

Mr. Macdonald commented on Board procedures.

3c) Upon advice of the Board Counsel, the Chair removed this item from the agenda, and no action was taken.

7. ADJOURNMENT

The meeting adjourned at 7:45 pm.

The next Regular Meeting of the Mendocino Coast Health Care District Board is scheduled for February 29, 2024, at 6:00 pm, Redwoods Room, Mendocino Coast District Hospital, 700 River Drive, Fort Bragg, Ca.

Director	Attendance	Item 3b
Finney	✓	Y
Garza	✓	Y
Katzeff	✓	Y
Savage	✓	Y
Spring	✓	Y
Voting Record (Y= Yes; N=No; A=Abstain)		

Dated: February 9, 2024

Katharine Wylie, MS Ed.,
 Agency Administrator
 Mendocino Coast Health Care District



REGULAR MEETING OF THE BOARD OF DIRECTORS
MENDOCINO COAST HEALTH CARE DISTRICT
MINUTES

Thursday, February 29, 2024, at 6:00 PM
Redwoods Room, Adventist Health Mendocino Coast Hospital Campus
700 River Drive, Fort Bragg, CA.

1. OPEN SESSION

Chair Garza called the meeting to order at 6:00 p.m.

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

Directors Present: Chair Pual Garza, Jr. Secretary Susan Savage
 Treasurer Sara Spring Director Lee Finney

Directors Absent: Vice Chair Katzeff

A quorum of the Board was present.

Management Team: Agency Administrator Katherine Wylie
 Clerk of the Board Norma I. Alley, MMC

2. PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Miss Williams spoke to the future of the District and non-response to recent Public Records Act request.

Mr. McDonald spoke to the order of business, public comments, and requested matters be on a future agenda.

Karen Bowers highlighted Director Finney's service on the Board and thanked all the Board Members for their service.

3. REPORTS

3a) Adventist Health Report on Solar installation

Adventist Health Mendocino Coast Hospital Facilities Manager Peter Johnston presented a brief update and fielded questions from the Board.

3b) Board Chair's Report

Chair Garza provided an update noting the Board was working diligently on transparency noting progress made. He requested for the meeting material be posted on the website at the same time the agenda is published and posted, the committees get on a regular schedule, and agenda note detail of Board action requested. He noted there was material pertaining to the Brown Act in the packet and stated managing the Brown Act is difficult, which is why the District has a management team to assist.

3c) Director's Reports on Standing and Ad Hoc committee activities.

Secretary Savage noted she was looking into the Grassroots Institute's health care work group.

3d) Agency Administrator's Report

Katharine Wylie presented a brief report updating the Board on District matters.

Chair Garza called for public comments.

Mr. McDonald provided general comments regarding the presentation.

Seeing no further comments, Chair Garza closed public comments.

4. CONSENT CALENDAR

Request was made for Item 4.b and 4.c to be discussed and considered separately.

4a) Approval of Minutes of the January 25, 2024, Regular Meeting and February 8, 2024, Special Meeting

Chair Garza called for public comment.

Mr. McDonald spoke to the minutes and possible correction to the February minutes. Director Finney confirmed correction was needed.

Seeing no further comments, Chair Garza closed public comment.

Motion: Treasurer Spring made a motion to approve the minutes with correction to the February 8, 2024, minutes. Motion was seconded by Director Finney. The motion was approved by a 4 Yes/0 No/1 Absent (Katzeff) vote.

4b) Approval of Board Resolution 2024-1, Tri-Counties Bank Signature Authority

Chair Garza called for public comment.

Miss Williams provided general comments pertaining to this item.

Mr. McDonald provided general comments pertaining to this item.

Seeing no further comments, Chair Garza closed public comment.

Motion: Director Finney made a motion to approve Resolution 2024-2. Motion was seconded by Chair Garza. The motion was approved by a 4 Yes/0 No/1 Absent (Katzeff) vote.

4c) Review Communications received by the District since January 25, 2024.

Treasurer Spring inquired on the GL Bruno matter and the Perry claim. Chair Garza fielded the inquiry.

Direction was provided to staff to work with Treasurer to submit overdue reports; staff to gather information on possible real estate purchase offer, and to follow up with insurance regarding Perry claim.

5. REGULAR CALENDAR

5a) Receive Seismic Compliance Team Progress Report and consider authorization for expenditures for costs of holding six community meetings, not to exceed \$1500.

Secretary Savage and Agency Administrator Wylie introduced this item.

Robin Gerrity provided a brief summary and fielded questions from the Board.

Chair Garza called for public comments.

Mr. McDonald provided general comments regarding the presentation.

Wayne Allen provided general comments regarding the presentation.

Seeing no further comments, Chair Garza closed public comment.

Motion: Secretary Savage made a motion to accept the report and approve expenditures for community meetings, not to exceed \$1000. Motion was seconded by Director Finney. The motion was approved by a 3 Yes/0 No/1 Abstain (Spring)/1 Absent (Katzeff) vote.

5b) Review and Approve Draft Board Policy 6 - Electronic Documents Retention.

Chair Garza called for public comments.

Mr. McDonald provided general comments regarding the presentation.

Seeing no further comments, Chair Garza closed public comment.

Motion: Director Finney made a motion to approve Policy 6, subject to review by the Board's attorney and advisement on retention. Motion was seconded by Treasurer Spring.

Discussion commenced regarding retention and release in the Public Records Act request of text messages. Direction was given to staff to work with the Boards attorney for review and provide advisement on this matter.

Vote on Motion: The motion was approved by a 4 Yes/0 No/1 Absent (Katzeff) vote.

5c) Review and Approve Board Policy 7 - Records Retention, Appendix A, Appendix B.

Chair Garza called for public comments.

Mr. McDonald provided general comments regarding the item.

Seeing no further comments, Chair Garza closed public comment.

Motion: Secretary Savage made a motion to approve Policy 7. Motion was seconded by Chair Garza.

Discussion commenced amongst the Board regarding retention of Item #1, how to read the retention schedule, and need for each of the columns.

Chair Garza called for postponement of the item. Hearing no objection, the item was postponed to the March 28, 2024, Board Meeting.

5d) Review and Consider Approval of health care forum at Cotton Auditorium and expenditure not to exceed \$1000.

Chair Garza and Agency Administrator Wylie presented the report and suggested researching a new location.

Board had general inquiry regarding creating an ad-hoc committee to plan the event.

Chair Garza called for public comment.

Mr. Ramos volunteered to serve on the planning ad-hoc committee.

Seeing no further comments, Chair Garza closed public comment.

Motion: Secretary Savage made a motion to approve participation in planning the forum and create an ad-hoc committee. Motion was seconded by Treasurer Spring. The motion was approved by a 4 Yes/0 No/1 Absent (Katzeff) vote.

Chair Garza appointed Vice Chair Katzeff and Mr. Ramos to the ad-hoc committee.

5e) Consideration of approval of the Board's Standing committee meetings calendar

Chair Garza introduced the item.

Secretary Savage requested the Finance Committee be removed so they can work on a schedule at their next meeting on March 21 and present a schedule at the next regular Board meeting.

Chair Garza called for public comment.

Mr. Ramos provided general comments regarding the item.

Mr. McDonald provided general comments regarding the item.

Seeing no further comments, Chair Garza closed public comment.

Motion: Secretary Savage made a motion to approve the meeting calendar, removing the Finance Committee. Motion was seconded by Treasurer Spring. The motion was approved by a 4 Yes/0 No/1 Absent (Katzeff) vote.

5g) Review and accept Director Finney’s Letter of Resignation, effective March 1, 2024.

Motion: Chair Garza made a motion to accept Director Finney’s letter of resignation. Motion was seconded by Treasurer Spring. The motion was approved by a 4 Yes/0 No/1 Absent (Katzeff) vote.

Chair Garza, Treasurer Spring, and Secretary Savage read a proclamation into the record that recognized all the hard work and dedication Director Finney has given to the District. Chair Garza presented the proclamation to Director Finney.

6. COMMENTS FROM THE BOARD

There were no comments from the Board.

7. ADJOURNMENT

Seeing no further business, Chair Garza adjourned the meeting at 8:21 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, April 10, 2024, at 6:00 PM
Mendocino Coast Healthcare Foundation Office
130 N. Main Street, Fort Bragg, CA.

1. OPEN SESSION

Chair Garza called the meeting to order at 1:10 p.m.

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

Directors Present: Chair Pual Garza, Jr. Vice Chair Paul Katzeff
 Treasurer Sara Spring Secretary Susan Savage

Director Seat: One Vacant Seat

A quorum of the Board was present.

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

2. PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Malcolm Macdonald spoke to language on the agenda.

3. REGULAR CALENDAR

3a) Consideration of approval of the revised Investment of Funds Policy #5

Chief Financial Officer Allen introduced the item and fielded questions from the Board.

Chair Garza called for public comments.

Malcolm Macdonald provided general comments regarding the presentation.

Gabriel Maroney provided general comments regarding the presentation.

Seeing no further comments, Chair Garza closed public comments.

Motion: Vice Chair Katzeff made a motion to approve Policy #5, as recommended by staff. Motion was seconded by Secretary Savage. The motion was approved by a 3 Yes/1 No (Spring)/1 Vacant vote.

3b) Consideration of approval of Board Resolution 2024-5, Tri-Counties Bank Signature Authority

Chair Garza introduced the item and fielded questions from the Board.

Treasurer Spring expressed concern to financial matters being handled without the Treasurer's knowledge.

Chair Garza called for public comments.

Malcolm Macdonald provided general comments regarding the presentation.

Linda Williams provided general comments regarding the presentation.

Gabriel Maroney provided general comments regarding the presentation.

Seeing no further comments, Chair Garza closed public comments.

Motion: Chair Garza made a motion to approve Resolution No. 2024-5. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

3c) Consideration of approval of Board Resolution 2024-6, California Bank of Commerce Bank Signature Authority

Chair Garza introduced the item.

Chair Garza called for public comments.

Malcolm Macdonald provided general comments regarding the presentation.

Seeing no further comments, Chair Garza closed public comments.

Motion: Secretary Savage made a motion to approve Resolution 2024-6. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

3d) Consideration of approval of Board Resolution 2024-7, Bank of America Bank Signature Authority

Chair Garza introduced the item.

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

Motion: Vice Chair Katzeff made a motion to approve Resolution 2024-7. Motion was seconded by Secretary Savage. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

3e) Consideration of approval of Board Resolution 2024-8, Local Agency Investment Fund (LAIF) Signature Authority

Chair Garza introduced the item.

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

Motion: Chair Garza made a motion to approve Resolution 2024-8. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

3f) Consideration of approval of Board Resolution 2024-9, Department of the US Treasury - Treasury Bills Signature Authority

Chair Garza introduced the item.

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

Motion: Vice Chair Katzeff made a motion to approve Resolution 2024-9. Motion was seconded by Secretary Savage. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

3g) Consideration of approval of Board Resolution 2024-10, Wells Fargo Bank Signature Authority

Secretary Savage introduced the item and fielded questions from the Board.

Chair Garza called for public comments.

Malcolm Macdonald provided general comments regarding the presentation.

Seeing no further comments, Chair Garza closed public comments.

Motion: Treasurer Spring made a motion to approve Resolution 2024-10. Motion was seconded by Secretary Savage. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

4. ADJOURNMENT

Seeing no further business, Chair Garza adjourned the meeting at 2:30 p.m.

Respectfully Submitted,

Norma I. Alley, MMC, Clerk of the Board



REGULAR MEETING OF THE BOARD OF DIRECTORS
MENDOCINO COAST HEALTH CARE DISTRICT
DRAFT MINUTES

Thursday, April 25, 2024, at 5:00 PM
Redwoods Room, Adventist Health Mendocino Coast Hospital Campus
700 River Drive, Fort Bragg, CA.

CONDUCT OF BUSINESS

Chair Garza noted a quorum of the Board was present, called the meeting to order, and stated the first item was for the purpose of conducting interviews of Board Director candidates and stated the Closed Session item was to be pulled from the agenda.

1. BOARD DIRECTOR CANDIDATE INTERVIEWS

Interviews of the candidates were conducted. A vote was taken and Chair Garza abstained, Vice Chair Katzeff voted for Gabriel Maroney, and Secretary Savage abstained. Seeing none of the candidates received the quorum majority of votes, no one was appointed to fill the vacant position. Direction was given to the management team to look into the procedure to move forward with an appointment.

Chair Garza called a recess at 5:52 p.m. and reconvened the meeting at 5:56 p.m.

2. 6:00 pm. CLOSED SESSION GC § 54956.9(d)(1): CONFERENCE WITH LEGAL COUNSEL - Existing Litigation (1 matter)

This item was pulled from the agenda.

3. OPEN SESSION

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

Directors Present:	Chair Pual Garza, Jr. Secretary Susan Savage	Vice Chair Paul Katzeff
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Directors Absent:	Treasurer Sara Spring
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Director Seat:	One Vacant Seat
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A quorum of the Board was present.

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

4. PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Malcolm Macdonald spoke to the order of business.

Anna Stockel spoke to the order of business.

5. REPORTS

5a) Ca. Hospital Association Update

Adventist Health Mendocino Coast Hospital President Judy Leach presented a brief update and fielded questions from the Board.

5b) Board Chair's Report

Chair Garza provided a general update on Board and District matters.

5c) Agency Administrator's Report

Agency Administrator Wylie presented a brief update on District matters.

6. CONSENT CALENDAR

6a) Approval of Minutes of the March 28, 2024, Regular Meeting

6b) Approval of Minutes of the April 10, 2024, Regular Meeting

6c) Approval of Board Policy 7, Records Retention Policy, and Appendices A & B

Chair Garza pulled item 6b from consideration as they were not included in the meeting packet.

Chair Garza called for public comments.

Malcolm Macdonald provided general comments on the agenda items.

Seeing no further comments, Chair Garza closed public comments.

Motion: Secretary Savage made a motion to Consent Calendar items 6a and 6c. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 3 Yes/0 No/1 Absent (Spring)/1 Vacant vote.

7. REGULAR CALENDAR

7a) Receive Seismic Compliance Team Progress Report and Update on Community Meetings

Props & Measures Representative Robin Garrity provided a brief summary and fielded questions from the Board.

7b) Consideration and Approval of the Measure C Committee Recommended Fund Cash Receipts and Disbursements Record

Measure C Committee Chair Hurst presented the report regarding items 7b and 7c and fielded inquiry from the Board.

Chair Garza called a recess at 7:15 p.m. to convene a Special Board Meeting. The meeting reconvened at 7:50 p.m.

Chair Garza called for public comments.

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

Dr. William Miller, Adventist Health Mendocino Coast Hospital Medical Director and Chief of the Medical Staff, provided general comments regarding the presentation.

Peter Johnson provided general comments regarding the presentation.

Anna Stockel provided general comments regarding the presentation.

Rick Childs provided general comments regarding the presentation.

Linda Williams provided general comments regarding the presentation.

Seeing no further comments, Chair Garza closed public comments.

Motion: Chair Garza made a motion to approve the Measure C Committee's recommended fund cash receipts and disbursements record and authorize the transfer of District funds. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 3 Yes/0 No/1 Absent (Spring)/1 Vacant vote.

7c) Consideration and Approval of the Measure C Committee Recommended 4/17/24 Adventist Health Improvements List

Measure C Committee Chair Hurst presented a collective report on this agenda item during the previous agenda item and fielded questions from the Board.

Chair Garza called for public comments. Seeing no one come forward, he closed public comments. It is noted for the record members of the public which spoke to this agenda item spoke under item 7b.

Motion: Secretary Savage made a motion to approve Measure C Committee's recommended 4/17/2024 Adventist Health Improvement List. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 3 Yes/0 No/1 Absent (Spring)/1 Vacant vote.

7d) Receive Listing of Bank Balances, 4/22/24, and Consider Approval of the Warrant List, April 2024

Chief Financial Officer Allen presented the report on this item.

Chair Garza called for public comment.

Terry Ramos provided general comments on the presentation.

Seeing no further comments, Chair Garza closed public comments.

Motion: Secretary Savage made a motion to approve the Warrant List. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 3 Yes/0 No/1 Absent (Spring)/1 Vacant vote.

Chief Financial Officer Allen presented Pro Forma Financials, which were presentation only, and fielded questions from the Board.

Chair Garza called for public comment.

Dr. William Miller provided general comments on the presentation.

Malcolm Macdonald provided general comments on the presentation.

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

7e) Review and Approve Board Policy 3 - Internal Controls Policy

Secretary Savage and Chair Garza presented the report on this item.

Chair Garza called for public comments.

Malcolm Macdonald provided general comments regarding the item.

Terry Ramos provided general comments regarding the item.

Seeing no further comments, Chair Garza closed public comments.

Motion: Vice Chair Katzeff made a motion to postpone to the next Regular Board Meeting. Motion was seconded by Secretary Savage. The motion was approved by a 3 Yes/0 No/1 Absent (Spring)/1 Vacant vote.

7f) Review and Approve Board Policy 4 - Credit Card Use Policy

Secretary Savage presented the report on this item.

Chair Garza called for public comments.

Malcolm Macdonald provided general comments regarding the item.

Gabriel Maroney provided general comments regarding the item.

Seeing no further comments, Chair Garza closed public comments.

Motion: Secretary Savage made a motion to approve Board Policy 4. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 3 Yes/0 No/1 Absent (Spring)/1 Vacant vote.

7g) Review and Approve Board Policy 8 - Purchasing Policy

Secretary Savage presented the report on this item.

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

Motion: Vice Chair Katzeff made a motion to approve Board Policy 8. Motion was seconded by Secretary Savage. The motion was approved by a 3 Yes/0 No/1 Absent (Spring)/1 Vacant vote.

7h) Review and Approve Board Policy 9 - Accounts Receivable Policy

Secretary Savage presented the report on this item.

Chair Garza called for public comments.

Malcolm Macdonald provided general comments regarding the item.

Seeing no further comments, Chair Garza closed public comments.

Motion: Secretary Savage made a motion to approve Board Policy 9. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 3 Yes/0 No/1 Absent (Spring)/1 Vacant vote.

7i) Review and Approve Board Policy 10 - Code of Ethics Policy

Secretary Savage presented the report on this item.

Chair Garza called for public comments.

Malcolm Macdonald provided general comments regarding the item.

Anna Stockel provided general comments regarding the item.

Seeing no further comments, Chair Garza closed public comments.

Motion: Secretary Savage made a motion to approve Board Policy 10. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 3 Yes/0 No/1 Absent (Spring)/1 Vacant vote.

8. COMMENTS FROM THE BOARD

Vice Chair Katzeff commented that the appointment of the next Director needed to be a priority of the Board.

9. ADJOURNMENT

Seeing no further business, Chair Garza adjourned the meeting at 9:20 p.m.

Respectfully Submitted,

Norma I. Alley, MMC, Clerk of the Board



SPECIAL MEETING OF THE BOARD OF DIRECTORS
MENDOCINO COAST HEALTH CARE DISTRICT
DRAFT MINUTES
Thursday, April 25, 2024, at 7:15 PM
Redwoods Room, Adventist Health Mendocino Coast Hospital Campus
700 River Drive, Fort Bragg, CA.

1. OPEN SESSION

Chair Garza called the meeting to order at 7:15 p.m.

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

Directors Present: Chair Pual Garza, Jr. Vice Chair Paul Katzeff
 Secretary Susan Savage

Director Absent: Treasurer Sara Spring

Director Seat: One Vacant Seat

A quorum of the Board was present.

Management Team: Agency Administrator Katherine Wylie
 Chief Financial Officer Wayne Allen
 Clerk of the Board Norma I. Alley, MMC
 General Legal Counsel Craig Steele

2. PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

3. CLOSED SESSION GC §54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL - SIGNIFICANT EXPOSURE TO LITIGATION (1 MATTER)

Chair Garza opened the closed session and introduced the matter.

3a) Public Comment on Closed Session

Chair Garza called for public comments.

Malcolm Macdonald spoke to general matters regarding the Closed Session.

Seeing no further comments, Chair Garza closed public comments.

3b) Adjourn to Closed Session

Chair Garza recessed the open session and called the closed session to order at 7:19 p.m. The open session reconvened at 7:49 p.m.

3c) Report Out on Closed Session

Chair Garza reported there was no reportable action.

4. ADJOURNMENT

Seeing no further business, Chair Garza adjourned the meeting at 7:49 p.m.

Respectfully Submitted,

Norma I. Alley, MMC, Clerk of the Board



INTERNAL CONTROLS

POLICY #3

April 25, 2024

1. There will be established procedures for the adequate separation of duties, including at least the following:

- a) A receipt log of all cash/checks received will be prepared daily by an employee or consultant not in the Finance department;
- b) The agency administrator or designee will prepare or oversee the deposit and ensure it is made using the check scanning machine and software provided by agreement with the district's banks and will confirm that the daily deposits agree with the original of the receipt log which the District maintains;
- c) The bank reconciliation will be prepared promptly after month-end by an employee or consultant with no authority to prepare or sign checks or authorize other debits against the account;
- d) All invoices presented for payment must be approved by a person authorized by the agency administrator or Board of Directors;
- e) Every check greater in amount than \$10,000 must be signed by two authorized signers;
- f) All paid invoices shall be so marked and filed for reference;
- g) The same employee, consultant, or board member cannot be responsible for authorizing transactions, collecting or paying bills, and maintaining accounting records.
- h) The Chair of the Board of Directors shall be responsible for authorizing all expenses and encumbrances on the District treasury.
- i) No Board member shall spend, or cause to be encumbered or spent, any District funds without the prior consent of the Chair. Consent must be documented in writing or by email and shall become part of the District permanent record.

2. There will be an annual financial audit and any finding(s) shall be reported to the Board of Directors with simultaneous notice to the agency administrator.
3. There will be biennial audits of the Property/Liability claims paid by the District and those report(s) will be promptly presented to the Board of Directors.
4. In regard to the District's cash reserve account in the Local Agency Investment Fund (LAIF), the District will maintain a balance for all programs, not to exceed the amount as currently authorized by LAIF guidelines. Transfers out of LAIF may be initiated by the CFO and authorized by the following individuals: 1) Board Chair, 2) Board Secretary, 3) Treasurer. The requests for such transfers out of LAIF shall be signed by one of the three individuals above and be supported by detailed information which shall be maintained by the agency administrator.
5. That other excess funds shall be deposited in or transferred to such long-term investment accounts as the Board may, from time to time designate by resolution; and
6. That funds in the investment account(s) shall only be withdrawn upon approval of the 1) Board Chair, 2) Board Secretary, 3) Treasurer. The requests for such transfers shall be signed by the CFO or the agency administrator and be supported by detailed information which shall be provided to the Director approving the transfer. Such information shall be maintained by the agency administrator.
7. To maximize interest earnings and manage the District's cash flow needs, the CFO will strive to maintain a reasonable balance in the checking accounts to off-set monthly bank charges, but at the same time recognizing that surplus funds should be transferred as appropriate to LAIF or the long-term investment accounts.
8. Templates for Fed-wire or Automated-Clearing House (ACH) Transfers out of the District's bank accounts may only be established by the CFO. Subsequent use of these Fed-wire or ACH templates shall require two individuals – an initiator and one of the approving board members: 1) Board Chair, 2) Board Secretary, 3) Treasurer.

9. The signing of any checks written on the accounts of the District will be in accordance with the district’s procurement policy. All “fed wires” or ACH transfers that exceed \$50,000 (other than to/from LAIF) shall be considered similar to a “large check” and be disclosed quarterly to the Board.

10. Any payment of funds for claims and/or allocated loss adjustment expenses will be made in accordance with the District’s policy for settlement.

11 The Board of Directors confirms that the Board will review these internal control policies upon completion of each year’s audit with input from its external auditor.

Approval Signatures:

Chair, Board of Directors

Date

Secretary, Board of Directors

Date



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Mendocino Coast Health Care District
 Statement of Annual Projected Cash Flow- 5 Years
 DRAFT- FOR DISCUSSION PURPOSES ONLY
 FYE 06-30-2025 thru FYE 06-30-2029
 Prepared: May 18, 2024

	FYE 06-30-25	FYE 06-30-26	FYE 06-30-27	FYE 06-30-28	FYE 06-30-29	TOTAL
Sources of Cash:						
Measure C- expires June 30, 2030 (1)	\$1,550,000	\$1,550,000	\$1,550,000	\$1,550,000	\$1,550,000	\$7,750,000
District Tax Receipts	\$825,000	\$825,000	\$825,000	\$825,000	\$825,000	\$4,125,000
AH Lease Payment (+2% annual CPI begins FYE 06-30-2027)	\$1,750,000	\$2,950,000	\$3,009,000	\$3,069,180	\$3,130,564	\$13,908,744
Total Sources	\$4,125,000	\$5,325,000	\$5,384,000	\$5,444,180	\$5,505,564	\$25,783,744
Uses of Cash:						
CapEx/Deferred Maintenance Expenditures - Lease Investment Fund (+2% annual CPI)	\$2,251,024	\$2,296,044	\$2,341,965	\$2,388,805	\$2,436,581	\$11,714,419
Revenue Bonds- Refinanced 2016 (2)	\$562,550	\$564,750	\$561,500	\$562,250	\$561,750	\$2,812,800
HELP II Loan (3)	\$165,624	\$165,624	\$165,624	\$165,624	\$12,250	\$674,746
Total Uses	\$2,979,198	\$3,026,418	\$3,069,089	\$3,116,679	\$3,010,581	\$15,201,965
Cash Available for Distribution	\$1,145,802	\$2,298,582	\$2,314,911	\$2,327,501	\$2,494,983	\$10,581,778
Less Distributions:						
Restricted Capital Fund	\$795,802	\$1,948,582	\$1,964,911	\$1,977,501	\$2,144,983	\$8,831,778
District Operating Cash	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
District Reserve	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Total Distributions	\$1,145,802	\$2,298,582	\$2,314,911	\$2,327,501	\$2,494,983	\$10,581,778

Restricted Capital Fund							
	Beginning Balance July 1, xxxx	\$13,200,000	\$14,655,802	\$17,227,255	\$19,838,188	\$22,311,644	
ADD: Current Year Distribution		\$795,802	\$1,948,582	\$1,964,911	\$1,977,501	\$2,144,983	\$8,831,778
Investment Income (5.00%,4.25%,3.75%,2.50%,2.50%)		\$660,000	\$622,872	\$646,022	\$495,955	\$557,791	\$2,982,639
	Ending Balance June 30, xxxx	\$14,655,802	\$17,227,255	\$19,838,188	\$22,311,644	\$25,014,418	

- (1) Sunset provision of 12 years and must be used for voter mandated purposes. Expires year ending June 30, 2030.
- (2) Paid Off - June 2029
- (3) Paid Off - August 2028

MENDOCINO COAST HEALTH CARE DISTRICT
775 River Drive, Fort Bragg, CA 95437

MEMORANDUM

Date: May 18, 2024

TO: Board of Directors
Mendocino Coast Health Care District

FROM: Wayne Allen, Chief Financial Officer
Mendocino Coast Health Care District



SUBJECT: CARES Act of 2020 Reimbursement Liability

Introduction:

The Coronavirus Aid, Relief, and Economic Security Act also known as the CARES Act of 2020 was a \$2.2 trillion economic stimulus federal law in response to the economic fallout of the COVID-19 pandemic in the United States. It was intended to provide emergency response to individuals, families and businesses affected by the COVID disease. The Department of Health and Human Services (HHS) is the Federal Administrative Agency for the program. Some documents may make a reference to the Health Resources and Services Administration (HRSA) which is a subagency of the Department of the Health and Human Services.

Obviously, health care facilities (specifically Mendocino Coast District Hospital, MCDH as it was named in the spring of 2020) was included in the distribution of these funds.

Funding (also called the Provider Relief Fund):

MCDH received the following three CARES payment distributions:

1. \$1,461,504.08 on 04-17-2020
2. \$4,300,331.51 on 05-06-2020

The subtotal of these two payments was \$5,761,835.59

3. \$49,461.42 on 05-20-2020 (for Rural Health testing expenses)

Grand Total for the three distributions was \$5,811,297.01

Purpose of the Funding:

Provider Relief Fund (PRF) recipients must use payments received in the Period 1 of Availability (April 10, 2020 to June 30, 2020) only for eligible expenses, including services rendered, and lost revenues attributable to coronavirus, incurred by the end of the 1st eighteen months of the program called the Period of Availability (January 1, 2020 to June 30, 2021). Providers were required to maintain supporting documentation that demonstrated costs were incurred during the Period of Availability, as required under the Terms and Conditions.

Reimbursement Approval:

Entities that receive more than \$10,000 (either one time or in the aggregate) are required to report the uses of their funds and to have expended all received funds within a year of receiving them, and to report all their expenditures within three months after the end of the expenditure period. For example, funds awarded between April 10 and June 30, 2020, must be expended by June 30, 2021, and reported by September 30, 2021 (grace period extended the deadline to November 30, 2021).

A PRF Reporting Portal will need to be set up with the following information to file your report:

- Tax ID Number (TIN) or other identification number submitted during the application process (e.g., Social Security Number (SSN), Employer Identification Number [EIN])
- Business name (as it appears on IRS Form W-9 of the reporting entity)
- Contact information (name, phone number, email address) of the person responsible for submitting the report
- Address (street, city, state, zip code) of the reporting entity as it appears on IRS Form W-9
- TIN(s) of subsidiaries, (if a provider is reporting on behalf of subsidiary(ies) - in a list delimited by commas [e.g., 123456789,987654321,135791357])
- Payment information for any one of the PRF payments received (Note: this payment information is used for identity verification purposes only).
- You will also need to create a username in the format of an email address and a password during the registration process.

Once the PRF Reporting Portal is approved as operational by HHS, you are ready to enter your request for reimbursement compliance with the relevant dollars for COVID expenses and lost revenues into what I have named as the Reimbursement Document. Per the accompanying attachment, it appears that Mr. John Redding was the registered individual for MCDH's Reimbursement Document and it has a dated stamp of last usage as May 23, 2023. I am puzzled by Mr. Redding using the Portal on May 23, 2023 as he was no longer associated with the District as a Board member on that date. Once the filing is electronically submitted to HHS, that original document cannot be amended.

We are at the point in my narrative where it appears a lot of confusion occurred in the filing process of the Reimbursement Document. Specifically, the following items:

- The MCHCD Board of Directors engaged on June 14, 2021 a consulting firm, FTI Consulting Inc, to assist with the completion of the Reimbursement Document.
- I have discovered just two days ago, on May 16, 2024 what appears to be a draft Excel workbook with nineteen tabs of COVID calculations.
 - a. It contains instructions of how to place the calculations into the specific lines on the PRF Reporting Portal.
 - b. The Excel workbook does not have an identified author and it is not dated. However, I am told by AH staff that the author is FTI and it was developed during their engagement in the summer/fall of 2021.
 - c. I am surmising it is a draft because one of the tabs is for outstanding items and another tab shows the **Repayment Liability at \$1,088,799** subject to a couple of footnotes (I have included Attachment A to this memo showing the content of those two tabs).
 - d. I still need a copy of the final FTI audit report along with their supporting work papers.
- Mr. Redding reports in the October 28, 2021 MCHCD Board minutes the following on behalf of FTI:

“6.3 Finance Report: John Redding • CARES Audit Update Unsolicited funds, totaling \$5.8 million, were received by the District. The distribution of this fund was to offset losses due to the impact of COVID 19 on hospital revenue (prior to affiliation) though June 2020. After a comprehensive audit by FTI, an independent consulting company, it was determined the financial impact on the district totaled \$4.4 million. The balance of the funds will be refunded.”

- The balance of the funds would have been \$5.8M minus \$4.4M equals \$1.4M. I can find no evidence that the **\$1.4M Repayment Liability** payment was ever made.
- If fact, when John Redding submitted the Reimbursement Document, it was completed with no refund balance owing. However, Mr. Redding’s calculation of lost revenues is not correct.
- Mr. Redding stated for the 1st and 2nd Quarters of calendar year 2021 the lost revenues were \$31,174,988.28 (Including the erroneous 2021 lost revenues yields a **\$-0- Repayment Liability**). However, the MCDH provider was not eligible for lost revenues in 2021 as it ceased patient care operations as of midnight on June 30, 2020.
- The correct calculation: Lost revenues of \$3,388,801.54 for only the 2nd Quarter of calendar year 2020 plus the expenses of \$226,049.25 equals \$3,614,850.79 of claimed reimbursement expenditures.
- Payments received of \$5,761,835.59 minus the total expenditures of \$3,614,850.79 equals a **Repayment Liability of \$2,146,984.80** due HHS.
- A prudent person would not praise an expert consulting opinion showing a refund due HHS of \$1.4M. Then be that same prudent person to file a Reimbursement Document with HHS claiming there is no refund due HHS (where is the extenuating circumstance?).

Recovery of payments made to providers not supported with specific claims for reimbursement:

The Provider Relief Fund Terms and Conditions and applicable legal requirements authorized HHS to audit Provider Relief Fund recipients now or in the future to ensure that program requirements are met. Provider Relief Fund payments that were made incorrectly, or exceed lost revenues or expenses due to coronavirus, or do not otherwise meet applicable legal and program requirements must be returned to HHS, and HHS is authorized to recover these funds.

Providers that had Provider Relief Fund payments that they cannot expend on allowable expenses or lost revenues by the deadline to use funds that corresponds to the Payment Received Period, as outlined in the Post-Payment Notice of Reporting Requirements, will return this money to HHS. The Provider Relief Fund Terms and Conditions and legal requirements authorize HHS to audit Provider Relief Fund recipients now or in the future to ensure that program requirements are met. HHS is authorized to recover any Provider Relief Fund amounts that were made incorrectly or exceed lost revenues or expenses due to coronavirus, or do not otherwise meet applicable legal and program requirements.

If a provider cannot expend its Provider Relief Fund payment by the applicable deadline to use funds, **the provider must return any unused funds to the government** within 30 calendar days after the end of the applicable Reporting Time Period or any associated grace period. **The deadline for MCDH was November 30, 2021.**

Single Audit: MCDH has not had its Single Audit conducted.

Recipients that spend a total of \$750,000 or more in federal funds (including PRF payments and other federal financial assistance) during their fiscal year are subject to Single Audit requirements, as set forth in the regulations at 45 CFR 75.501.

The recipients of Provider Relief Fund payments may be subject to additional auditing to ensure the accuracy of the data submitted to HHS for payment. Any recipients identified as having provided inaccurate information to HHS will be subject to payment recoupment and other legal action. Further, all recipients of Provider Relief Fund payments shall maintain appropriate records and cost documentation including, as applicable, documentation described in 45 CFR § 75.302 – Financial management and 45 CFR § 75.361 through 75.365 – Record Retention and Access, and other information required by future program instructions to substantiate that all Provider Relief Fund payments were used appropriately.

Upon the request of the Secretary, the recipient shall promptly submit copies of such records and cost documentation and the recipient must fully cooperate in all audits the Secretary, Inspector General, or Pandemic Response Accountability Committee conducts to ensure compliance with applicable Terms and Conditions. **Deliberate omission, misrepresentation, or falsification of any information contained in payment applications** or future reports may be punishable by criminal, civil, or administrative

penalties, including but not limited to revocation of Medicare billing privileges, exclusion from federal health care programs, and/or the imposition of fines, civil damages, and/or imprisonment.

Conclusion:

The Repayment Liability has four conflicting dollar amounts:

- \$1,088,799.00 from the draft FTI Excel workbook
- \$1,400,000.00 from the John Redding statement in the Board minutes
- \$2,146,984.80 from the PRF portal (corrected audit filing)
- \$-0- from the PRF portal (current filing)

As of this very moment, the current filing in the PRF portal shows a \$-0- Repayment Liability and that represents the official record on file with HHS.

However, when the audit is conducted, the dollars will be adjusted to a Repayment Liability of \$2,146,984.80 due to the removal of the false inclusion of \$31,174,988.28 for calendar year 2021 lost revenues.

A prudent person would question whether there has been a deliberate omission, misrepresentation, or falsification of any information in the PRF portal filing. I frankly do not know the answer to that statement yet.

During the audit field work, I will be working closely with the audit team to present them with some opportunities to decrease any potential Repayment Liability.

I still need a copy of the final FTI audit report along with their supporting work papers.

APPENDIX A
COVID EXCEL WORKBOOK

Estimated Provider Relief Funds (PRF) Repayment

	<u>January - June</u>
1 Total PRF received	5,811,297
2 Interest earned on unused PRF funds ¹	-
3 Covid-19 Related Expenses ²	(226,049)
4 Net Revenue Loss	<u>(4,496,448)</u>
Estimated PRF Repayment Owed \$	1,088,799

Notes:

- 1) This value will increase if there is interest earned on unused PRF Funds. This will increase the estimated PRF repayment owed.
- 2) This value will increase after the fringe benefits base rate is applied to the labor report. This will decrease the estimated PRF repayment owed.

Outstanding Items

1) Interest earned on unused PRF funds (if no interest was earned enter zero). This is to be entered on Step 5 of the HHS Portal.

If the value is greater than zero it will increase the amount of PRF funds owed.

Total \$ -

If PRF payments were held in an interest-bearing account, these interest amounts must be reported to HRSA and must be used only for allowable expenses or lost revenues. If interest is earned on PRF payments received in the Payment Received Period corresponding to the current reporting period, interest must be applied toward a reportable use of funds. Interest should be calculated from the date the payment was received until the date of expenditure (or the date of return in the case of unused PRF payments).

If interest is earned on funds that are only partially expended, the interest earned on remaining unused funds must be calculated, reported, and returned. (Reporting User Guide p. 29)

2) Labor distribution report for MCDH Infection Control must be broken out by calendar quarter. This is to be entered on Step 9 of the HHS Portal.

The HHS portal requires data to be entered by calendar quarter.

Q1 (Jan - Mar)	1,891.40
Q2 (Apr to Jun)	92,549.63
Total \$	94,441.03

3) Fringe benefits base percentage to be applied to labor distribution report above. This is to be entered on Step 9 of the HHS Portal.

This can be claimed as an expense and will decrease the amount of PRF funds owed.

For example if the base rate is 18% the amount of PRF funds owed would decrease by \$16,999.39 (18% * 94,441.03).

Rate	48.22%
Q1 (Jan - Mar)	912.03
Q2 (Apr to Jun)	44,627.43
Total \$	45,539.46

4) Need to re-run the following reports to include January and February (Jan - June). This will then be used to update

1. Mar-Jun 2019 Gross Pt Revenue Detail.pdf
 2. Mar-Jun 2020 Gross Pt Revenue Detail.pdf
 3. Mar-Jun 2019 -Deductions to Revenue.pdf
 4. Mar-Jun 2020 -Deductions to Revenue.pdf
- the payer mix schedule on tab 'Net_Revenue_For_Portal' and Step 12.1 of the HHS Portal.



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To: Mendocino Coast Health Care District Board
From: Michael Terris & Robin Gerrity, Props & Measures
Date: May 20, 2024
Re: Seismic Compliance Team Report

The Seismic Compliance Team continues to meet weekly to discuss planning efforts and communication regarding the seismic compliance project and a potential bond measure to help fund the project.

The below information is an update from the team consultants who will also be present at the board meeting via zoom.

Communication and Outreach Planning

Michael Terris & Robin Gerrity

1. Community Outreach Meetings – A community meeting was held in Mendocino on May 15 and the final community meeting is scheduled for May 22 in Comptche. A synopsis of information received at the community meetings will be posted to the MCHCD website in the near future.
2. An informational mailer, *Community Update*, was mailed to all registered voters in the district. The mailer provided an update on the hospital district and information about a potential bond measure. Corresponding digital outreach will begin in the next couple of weeks.
3. Informational messaging about the hospital district continues to be posted on Facebook, Instagram and the district website.

HCAI Status on Seismic Compliance

Dudley Campbell, Devenney Group & Devon Lumbard, Degenkolb

1. All seismic evaluations were submitted to HCAI by the end of the year (2023) per the required deadline. We have not received any comments on the submitted evaluations from HCAI at this time.
2. SPC-4D (Structural Performance Category – this is the structure that holds the building): We are currently in the process of preparing a design proposal for the SPC MTCAP (Material Testing and Conditions Assessment Program) that is in alignment with the HCAI approved Seismic Compliance Report. Once this is submitted and approved, we will start this effort and it has 3-month duration.
3. NPC-4 (Non-Structural Performance Category – Equipment anchorage, above ceiling MEP/FP systems): We are awaiting comments/approval on the evaluation to proceed into the next stages of design which will require a design proposal for the next steps.
4. NPC-5 (Potable and wastewater storage tanks and emergency generator fuel storage tanks): The evaluation has been submitted – no comments or approval received. Next steps are to



proceed with the design if directed or look at water rationing to reduce the water tank sizes.

5. Next major milestone from an HCAI standpoint is completing design work by end of 2025 and submit to HCAI for plan review.

Preliminary Projections for General Obligation Bond Program

Shin Green, Eastshore Consulting

1. As the MCHCD continues to engage the local community about the needs for a general obligation bond to meet seismic compliance regulations established by the state, it is important to review potential bond amounts and issuance dates for a potential bond program.
2. Attached report identifies tax rates from \$27 per \$100,000 up to \$54 per \$100,000 generating \$20.9 million to \$40 million in local funding to upgrade the Coast hospital and support facility needs of the Mendocino Coast Health Care District.

**Mendocino Coast Healthcare District
 Potential Election of 2024 General Obligation Bond Program
 Preliminary Projections**

Tax Rate*	Projected GO Bond Series**			Final Maturity	Net Repayment Requirements	Repayment Ratio***
	Series A	Series B	Total			
\$ 27.00	\$ 10,230,000	\$ 10,720,000	\$ 20,950,000	2052	\$ 39,899,950	1.9 to 1
\$ 36.00	13,660,000	14,300,000	27,960,000	2052	53,260,450	1.9 to 1
\$ 42.00	15,935,000	16,685,000	32,620,000	2052	62,129,800	1.9 to 1
\$ 54.00	20,500,000	19,500,000	40,000,000	2051	73,090,200	1.83 to 1

* Tax Rate per \$100,000 of Assessed (or "Taxable") Value

** Potential GO Bond measure would contemplate issuance of the authorized GO Bonds in two series. First series is anticipated to be issued in February 2025. Second series is anticipated to be issued in August 2026. Amounts for each series could be adjusted to provide a larger percentage of the total authorized amount in Series A while reducing the amount obtained by Series B.

*** Ratio of net repayment requirement to the principal amount of the GO Bonds projected to be issued. Effectively, this ratio demonstrates the ratio of principal and interest due for each dollar borrowed.



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STAFF Report

Beta Healthcare Group - Professional Liability Insurance

May 20, 2023

Beta Healthcare Group has provided the 2024-2025 renewal quotes for Mendocino Coast Healthcare District:

Healthcare Liability (HCL) - General Liability Only

The Beta Healthcare insurance group experienced a 3% base rate increase for HCL coverage this year. This increase affects all members regardless of loss history. The District's contribution last year was \$11,225 and they are proposing a 2024 contribution of \$11,561 for the 2024-25 year.

Directors, Officers and Trustees Liability (D&O)

The Beta Healthcare insurance group experienced a 5% base rate increase for D&O coverage this year. The District's 2023 contribution was \$24,280 and they are proposing a 2024 contribution of \$25,495 for the 2024-25 year.

Katharine D. Wylie

*Katharine (Kathy) Wylie, MS Ed.
Agency Administrator
Mendocino Coast Health Care District*



RENEWAL QUOTE FOR

Mendocino Coast Healthcare District

Date April 28, 2024

Directors, Officers And Trustees Liability Renewal Quote

April 28, 2024

Named Member: Mendocino Coast Healthcare District

COVERAGE INFORMATION AND RENEWAL QUOTE TERMS

<i>Issuing Company</i>	BETA Risk Management Authority (BETA _{RMA}); A.M. Best Company rating: A (Excellent); FSC VIII
<i>Coverage</i>	Directors, Officers and Trustees Liability, coverage includes: <ul style="list-style-type: none">• Entity coverage• Duty to defend• Employment practices liability• Anti-trust coverage sub-limit - \$1 million per claim
<i>Form</i>	D&O (07/2021)
<i>Type</i>	Claims Made and Reported
<i>Effective Date</i>	July 01, 2024
<i>Retroactive Date</i>	March 01, 2021
<i>Contract Period</i>	July 01, 2024 at 12:01 a.m. to July 01, 2025 at 12:01 a.m.
<i>Liability Limits</i>	\$4 million per occurrence and \$4 million aggregate <i>Defense expenses are paid within the limits of liability</i>
<i>Indemnity and Defense Deductible</i>	Deductibles applicable to Section 2 Coverages Coverage (A): \$0 each Claim Coverage (B): \$10,000 each Claim including Defense Expenses Coverage (C): \$10,000 each Claim including Defense Expenses Coverage (D): \$25,000 each Claim including Defense Expenses Coverage (E): \$0 each Claim BETA _{RMA} reserves the right to rerate based on a material change in projected exposures
<i>Annual Contribution</i>	\$25,495

Healthcare Entity Comprehensive Liability Renewal Quote

April 28, 2024
Named Member: Mendocino Coast Healthcare District

COVERAGE INFORMATION AND RENEWAL QUOTE TERMS

Issuing Company BETA Risk Management Authority (BETA_{RMA}); A.M. Best Company rating: A (Excellent); FSC VIII

Coverage Healthcare Entity Comprehensive Liability, *coverage includes:*

- General Liability (occurrence)
 - Bodily Injury and Property Damage
 - Personal Injury and Advertising Injury Liability
 - Employee Benefit Administration Liability
 - Fire and Water Damage Legal Liability sub-limit

Form HCL (07/2021)

Effective Date July 01, 2024

Contract Period July 01, 2024 at 12:01 a.m. to July 01, 2025 at 12:01 a.m.

Liability Limits \$5 million per occurrence and \$5 million aggregate
All defense expenses are paid outside of the per occurrence limits
All sub-limits are subject to the per occurrence and aggregate limits

Deductible \$1,000 Indemnity Only

Mendocino Coast Healthcare District	
2024 Annual Contribution Due	\$11,561.00
Monthly Installment Contribution Due	\$963.42



DISPOSITION OF DISTRICT-OWNED SURPLUS/OBSOLETE EQUIPMENT AND SUPPLIES

POLICY #11

May 23, 2024

1. PURPOSE

The intent of this policy is to establish uniform guidelines for the disposal or transfer of surplus, or obsolete District equipment and supplies. This policy excludes the transfer, sale, or other disposal of real property.

2. DEFINITIONS

“Equipment” shall mean all tangible District property that has a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. This definition includes property used in the provision of District health care services and responsibilities.

“Supplies” shall mean all tangible District property, other than Equipment, having a useful life of less than one year and an acquisition cost of \$5,000 or more per unit.

“Surplus or obsolete equipment” shall mean tangible property which the district determines is no longer required for its needs or for the fulfillment of its responsibilities.

“Fair Market Value” shall mean the most probable price which equipment or supplies should bring in a competitive and open market.

“Net proceeds from the sale of surplus or excess property” shall mean the amount Realized from the sale of property no longer needed for district purposes less the expenses of any actual and reasonable selling and fixing up expenses.

“Service Life or Useful Life” begins on the date the equipment or vehicle is placed in revenue service and continues until it is removed from service.

“Straight Line Depreciation” shall mean the method by which the value of District equipment is depreciated (reduced) over its service or useful life as a percentage of its cost.

3. POLICY

A. Disposition of Surplus Equipment and Supplies

If the estimated fair market value, as determined by the agency administrator or designee, does not exceed \$25,000, a negotiated sale may be conducted and sale of the item concluded at the price determined to be fair and reasonable without competitive bids.

If the estimated fair market value, as determined by the agency administrator or designee, is greater than \$25,000, but does not exceed \$100,000, the Chief administrative officer's approval shall be obtained prior to any sale. Information provided to the Chief Administrative Officer shall, as a minimum, identify the buyer and the supporting documentation behind the sale at that value.

If the estimated fair market value, as determined by the agency administrator or designee, is greater than \$100,000 or the sales price is less than the determined fair market value, Board of Director's approval shall be obtained prior to any sale. Information provided to the Board of Directors shall, at a minimum, identify the buyer and the supporting documentation behind the sale at that value.

B. Methods of Disposition of Tangible Property

Approved methods for the disposition of surplus or obsolete tangible property shall include: 1) trade-in as part of a new procurement; 2) transfer or sale to other public agencies; 3) transfer to nonprofit agencies or organizations consistent with established legal parameters; 4) sale by auction open to the public; 5) solicitation of sealed bids or negotiated sale - whichever maximizes the disposal value to the District; or 6) disposal through scrapping.

C. Prohibited Sales

Except in the case where surplus or obsolete District property is sold at public auction conducted by an independent third party auctioneer, members of the Board of Directors and or employees of the District or persons acting as agents of the foregoing, shall not be permitted to purchase at the sale.

D. Reports to the Board of Directors

On a quarterly basis, the agency administrator shall provide, as an information item to the Board, a report of the activities relating to the disposal of surplus or obsolete property describing the identification of property, type of items disposed of, original purchase price information and dates, the gross sales price, and the net proceeds to the District.

4. AUTHORITY

A. Board Authority - Disposition Authorization

The Board of Directors shall authorize the disposal of any surplus or obsolete tangible equipment or supplies having an original acquisition cost exceeding \$100,000. The staff report to the Board recommending disposition shall include acquisition cost, source of funding, funding agency and reimbursement to the funding agency if required.

B. Agency Administrator's Authority - Disposition Authorization

The agency administrator may authorize the disposal of any surplus or obsolete tangible equipment or supplies having an original acquisition cost not exceeding \$100,000,

providing the useful life of said equipment or supplies have been met and with supporting documentation of the negotiated sale. The agency administrator is authorized to sell or dispose of surplus or obsolete tangible equipment or supplies when it is judged to be in the best interest of the organization that the property concerned has an estimated market value of up to \$25,000 per unit, without competitive bid.

- C. District personnel responsible for monitoring use and disposal of surplus equipment and/or supplies under their custody may seek the Board of Directors approval for an exception to this policy when it is in the best interest of the District.

Approval Signatures:

Chair, Board of Directors

Date

Secretary, Board of Directors

Date



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Mendocino Coast Health Care District
Listing of Bank Balances
April 30, 2024

Item 5f)

Agency	Act#	April 2024 Bal	
Bank of America	155	\$ 6,312,807.57	
Bank of America	743	\$ 22,542.10	
Bank of America	263	\$ 435,731.24	
Subtotal		\$ 6,771,080.91	
Calif Bank of Commerce	729	\$ 250,000.00	
Calif Bank of Commerce	760	\$ 1,971.30	
Calif Bank of Commerce	737	\$ 1,785,079.50	
Subtotal		\$ 2,037,050.80	
Tri Counties	219	\$ 97,552.26	
Tri Counties	861	\$ 21,744.60	
Tri Counties	244	\$ 52,315.63	
Subtotal		\$ 171,612.49	
LAIF		\$ 3,678,799.88	
TOTALS		\$ 12,658,544.08	

Mendocino Coast Health Care District
 Restricted Capital Fund
 Recap of Treasury Bill Inventory (Current Holdings)
 Monthly Investment Board Report as of 05-21-2024

DESCRIPTION	PAR VALUE	PURCHASE PRICE	INVESTMENT INCOME	PURCHASE DATE	MATURITY DATE	INVESTMENT RATE %
<u>4 WEEKS</u>						
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%
TOTALS	\$9,500,000.00	\$9,461,048.88	\$38,951.12			