

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

Regular Board Meeting Minutes

Wednesday, October 17, 2018

1:00 p.m.

AGENDA ITEM	DISCUSSION OR ACTION
<b>1. OPENING</b>	
<b>A. Call To Order</b>	President Wood called the meeting to order at 1:00 p.m.
<b>B. Pledge of Allegiance</b>	President Wood led the Pledge of Allegiance.
<b>C. Establishment of a Quorum</b>	President Wood Present Vice President Gray Present Secretary Bianchi Present Trustee Putney Present  <u>Staff Present</u> Temporary Administrator Melendy Administrative Services Manager Nagy
<b>D. Report from September 19, 2018, Closed Session</b>	Trustee Wood reported that there was no reportable action.
<b>2. PUBLIC COMMENT</b>	<b>PUBLIC COMMENT: None</b>
<b>3. CONSENT AGENDA</b>	Trustee Gray pulled Items 3A, B and E, for questions with regard to financial issues, the Transport Activity Report, the Main Street property, and the Move Up and Cover status meeting. She requested some additions to the previous meeting minutes.  Trustee Putney moved to approve Items 3C and D.  Trustee Bianchi seconded the motion.  Motion carried 4/0.  3A – Trustee Gray inquired regarding the reconciliation with the accountant and auditor. Administrative Services Manager Nagy explained that the 2016-2017 audit has been completed. Trustee Gray also asked if there would be a CCHD representative at the Cambria Community Council meeting, at which Project Heartbeat will be applying for funds for a used power gurney. Temporary Administrator Melendy responded in the affirmative. Trustee Gray requested clarification regarding a Monterey County call on the Transport Activity Report. Temporary Administrator Melendy explained the San Luis Ambulance coverage. She also had a question regarding the days the report covered, which the temporary administrator explained. Trustee Gray inquired regarding workout equipment storage at the Main Street property. Temporary Administrator Melendy responded that he will look into alternatives.

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<p><b>3. Continued</b></p>	<p><b>3B – Trustee Gray inquired as to whether Temporary Administrator Melendy had anything to report from the Move Up and Cover meeting. The temporary administrator explained that he had given an informational presentation, and had received feedback that the system seems to be working. There has been no negative effect on response times.</b></p> <p><b>3E – Trustee Gray requested that Section 6B of the September 19, 2018, meeting minutes be amended to include Trustee Wood adding himself to the Finance Committee. She also requested that Trustee Putney’s acknowledgment of Administrator Sayers in Section 8 be attributed to the entire Board of Trustees.</b></p> <p><b>Trustee Gray moved to approve Items 3A, B, and E.</b></p> <p><b>Trustee Putney seconded the motion.</b></p> <p><b>Motion carried 4/0.</b></p>
<p><b>4. VERBAL REPORTS</b></p>	
<p><b>A. MONTHLY FINANCIAL REVIEW</b></p>	<p><b>Administrative Services Manager Nagy reviewed September revenues, fund balance, transports, and budget amounts.</b></p> <p><b>Trustee Gray had questions regarding the payout to Administrator Sayers and cash management over the next 1 to 2 months, which Administrative Services Manager Nagy explained. The Board discussed the best way to manage the cash flow, and that a special meeting could be held if necessary. They agreed that staff will send a memo in a few days with an update on the cash flow status.</b></p> <p><b>PUBLIC COMMENT: Bill Rice</b></p>
<p><b>B. AD HOC COMMITTEE REPORTS</b></p>	<p><b>Trustee Gray reported that there had been no Healthcare Advocacy Committee meeting. She did receive a report that First California Physician Partners has an Ohio physician who will be visiting Cambria, and they are anticipating the clinic opening December 1. The committee also met with the school district, which has dental screenings scheduled for 2019.</b></p>

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<p><b>B. Continued</b></p>	<p><b>Trustee Wood stated that there was no report from the Public Education &amp; Outreach Ad Hoc Committee.</b></p> <p><b>Trustee Putney reported for the CCHD/CCSD Shared Services Ad Hoc Committee. Both organizations have lost their leaders, so the Board members will continue to meet. CCHD has been invited to the SLO County VOAD meeting next week. The committee is actively working with the CCSD to look at the value of creating a COAD (Community Organizations After Disasters) in Cambria.</b></p> <p><b>Trustee Putney stated that the Finance Ad Hoc Committee had no report.</b></p> <p><b>Trustee Putney reported that the Property and Facilities Ad Hoc Committee had a brief meeting regarding a plumbing issue at the Main Street facility. The Board was updated on this issue, which involves inappropriate items being flushed down toilets.</b></p>
<p><b>C. OTHER COMMITTEE REPORTS</b></p>	<p><b>There were no other committee reports.</b></p>
<p><b>5. REGULAR BUSINESS</b></p>	
<p><b>A. TRUSTEE DISCUSSION REGARDING THE PROCESS OF RECRUITMENT FOR A PERMANENT ADMINISTRATOR INCLUDING A SALARY AND BENEFIT PACKAGE, FOR DIRECTION AND POSSIBLE ACTION.</b></p> <p><b><u>TIME ON TAPE 37:09</u></b></p>	<p><b>Trustee Wood presented Item 5A, requesting suggestions for the recruitment process.</b></p> <p><b>Board discussion followed regarding how to approach recruitment, including proceeding in a timely manner, and that the Board that will be elected in November will have the final say.</b></p> <p><b>It was decided that the Executive Committee would work on specifics of the job description, advertising the position, and finalizing filing dates.</b></p> <p><b>Board discussion followed regarding how to proceed with getting Board approval on the recommendations of the Executive Committee.</b></p> <p><b>It was decided that this issue will be agendaized for the next Board meeting, and will be prepared to be advertised the following day.</b></p> <p><b>PUBLIC COMMENT: None</b></p>

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<p><b>B. ADMINISTRATIVE STAFF REPORTED ON THE STATUS OF THE MAIN STREET PROPERTY AND GAVE AN UPDATE REGARDING THE LEASE WITH CHC FOR DISCUSSION AND POSSIBLE ACTION.</b></p> <p><b><u>TIME ON TAPE 59:01</u></b></p>	<p><b>Temporary Administrator Melendy presented Item 5B, stating he hopes the crews will be moving to Main Street near December 1, with the last day at Camborne Street approaching on December 15. The CHC will be relocating to the Knollwood location by the end of March, so clean-up and renovation of CCHD's part of Suite C will start next week.</b></p> <p><b>Administrative Services Manager Nagy reported that she's looking for a signature page to add to CHC's lease, and should be receiving full payment this week for rent owed.</b></p> <p><b>Board discussion followed regarding the signed CHC lease, and agendaing approval of their whole package at the next Board meeting.</b></p> <p><b>PUBLIC COMMENT:</b> <b>Iggy Fedoroff</b></p> <p><b>The Board agreed to include the whole CHC package for next month's Board meeting, for approval, and that Administrative Services Manager Nagy will verify the amount due for CHC rent, as well as providing legal counsel with this updated information.</b></p>
<p><b>C. TEMPORARY ADMINISTRATOR MELENDY WILL DISCUSS A STATION SUPERVISOR POSITION FOR POSSIBLE ACTION.</b></p> <p><b><u>TIME ON TAPE 1:06:31</u></b></p>	<p><b>Temporary Administrator Melendy stated that he would like to table Item 5C, because a new administrator is expected to begin with the district in February or March of 2019. He would like to wait so that the new administrator can be involved.</b></p> <p><b>PUBLIC COMMENT: None</b></p> <p><b>The Board agreed to table this item.</b></p>
<p><b>D. TEMPORARY ADMINISTRATOR MELENDY REVIEWED AND DISCUSSED INFORMATION FROM ANITA KONOPA WITH THE COUNTY OF SAN LUIS OBISPO REGARDING HER PROFESSIONAL OPINION CONCERNING THE DENIAL FROM FEMA.</b></p> <p><b><u>TIME ON TAPE 1:07:36</u></b></p>	<p><b>Temporary Administrator Melendy presented Item 5D, stating he had been referred to Anita Konopa, who handles SLO County's FEMA claims. Her advice was that CCHD is very unlikely to receive approval if the denial letter is challenged.</b></p> <p><b>Board discussion regarding the FEMA denial followed. Trustee Putney stated that staff should not pursue this any further unless CCHD hears from CalOES or FEMA that they're reconsidering their denial.</b></p> <p><b>PUBLIC COMMENT: None</b></p>

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<p><b>E. TRUSTEES DISCUSSED A CHANGE IN DISTRICT ADMINISTRATION OFFICE HOURS FOR REVIEW AND POSSIBLE ACTION.</b></p> <p><b><u>TIME ON TAPE 1:12:36</u></b></p>	<p><b>Temporary Administrator Melendy presented Item 5E, stating that staff would like to reduce the number of hours the administration office is open, to better handle the increased work load.</b></p> <p><b>Board discussion followed regarding the amount of phone calls and foot traffic per week.</b></p> <p><b>The Board directed staff to leave the hours status quo for now, but to contact the Board in the event of a problem, and adjustments will be made.</b></p> <p><b>PUBLIC COMMENT: None</b></p>
<p><b>6. DECLARATION OF FUTURE AGENDA ITEMS</b></p>	<p><b>At this time, Trustee Wood suggested putting Item 8 in front of the Closed Session, to keep the Declaration of Future Agenda Items in its usual place on the agenda. The Board agreed.</b></p> <p><b>Trustee Wood requested including final approval of a plan for the new administrator recruitment for action on the discussion.</b></p> <p><b>Trustee Wood stated Trustee Gray's request to include an item for ensuring a signed lease from CHC is in place, and the payments are up to date.</b></p> <p><b>Trustee Gray requested a QA report from the county if the new person is ready. Board discussion followed as to a realistic timeframe for this, and all agreed it would be better to include it when the new Board is in place.</b></p>
<p><b>7. ADJOURN TO CLOSED SESSION</b></p>	<p><b>Trustee Wood adjourned to Closed Session at 2:22 pm.</b></p>
<p><b>8. ADJOURNMENT</b></p>	<p><b>Trustees came out of Closed Session at 3:07 pm. At that time, Trustee Wood adjourned the meeting.</b></p>

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