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**CAMBRIA COMMUNITY HEALTHCARE DISTRICT  
MINUTES**

The regular meeting of the Cambria Community Healthcare District was held Tuesday, March 22, 2011, at 6:30 pm in the Rabobank Community Room at 2001 Main Street, Cambria California.

1. CALL TO ORDER/ESTABLISHMENT OF A QUORUM: President Bates called the meeting to order at 6:30 pm.

PRESENT:	Greg Bates	President
	Kristi Jenkins	Vice President
	Frank Fratto	Secretary
	Bob Putney	Trustee
	John Headding	Trustee
STAFF:	Don Melendy	Administrator
	Heidi Holmes	Administrative Assistant
	Dan McCrain	Operations Director

**PLEDGE OF ALLEGIANCE**

2. PUBLIC DISCUSSION PERIOD: There was no public comment.

3. APPROVAL OF MINUTES:

Trustee Putney made a motion to accept the minutes. Vice President Jenkins seconded the motion.

1           4. REPORTS: ADMINISTRATOR AND STAFF REPORTS,  
2           ANNOUNCEMENTS AND PRESENTATIONS.

3           Trustee and Staff discussed and reviewed the Financial and Ambulance activity reports  
4           for February 2011 and there were no significant issues or questions with respect  
5           to the submitted reports.

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7           Administrator Melendy reported that the leaking roof issue at CHC has been fixed by  
8           Cencal roofing, discussed the AMGEN bicycle tour ride down highway 1 and through  
9           Cambria, and the current closure of the road 88 miles north of Cambria.

10  
11          Vice President Jenkins stated that as there has not been any response yet from CHC  
12          no facilities report will be given.

13  
14          Trustee Putney reported that there is still no word about the Homeland Security  
15          Assistance to Firefighters grant that the CCHD applied for.

16  
17          Vice President Jenkins reported that she and Trustee Headding met on March 2<sup>nd</sup> at  
18          President Bates direction to look at Administrator replacement options as current  
19          Administrator Melendy is retiring on June 30. Trustee Headding then outlined the  
20          four options that he and Vice President Jenkins came up with to address the upcoming  
21          Administrative vacancy while trying to be cost effective, efficient and prudent in  
22          maintaining administrative oversight and control.

- 23           1. To discover where the ad hoc committee is headed and look at opportunities for  
24           utilization of administrative function and oversight and possibly contracting with  
25           CCSD for administration only if the direction of the ad hoc is to form a JPA.  
26           2. Also discussed was hiring a full time administrator but after reviewing the duties and  
27           responsibilities, the job as it exists now does not require or mandate the need for a  
28           full time administrative individual.

- 1 3. Third was the feasibility of contracting with another agency that provides the same  
2 service that the CCHD does such as AMR and contracting for administrative  
3 oversight only. After examining this option the committee decided that expense and  
4 other issues made this a costly and unattractive option.
- 5 4. After reviewing the duties, responsibilities and functions and talking with personnel,  
6 the committee reported that they felt the current administrative assistant has an  
7 excellent skill set that is being utilized and could continue to be utilized in a fashion  
8 that might lend itself to greater oversight of operations and personnel in the future.  
9 The committee feels that there should be a mentor for the administrative assistant to  
10 be involved on a limited basis that would oversee administrative duties and report  
11 directly to the board. This would minimize costs, maximize the reporting  
12 responsibilities to this board with no third party involvement and lastly it would  
13 allow for continuity and preservation of the current operation. The committee feels  
14 that this would be the most beneficial  
15 option from an oversight, control and cost effectiveness standpoint. They are  
16 recommending that in the absence of Administrator Melendy that the board seek  
17 a part time individual at a lower cost that is being paid now to administrate the  
18 district eight hours per week. The ideal person would have administrative experience  
19 and knowledge of an operation like the CCHD and have administrative oversight  
20 and report directly to the board.
- 21 President Bates would like to have a special meeting in two weeks to discuss all  
22 options brought to the attention of trustees by the operations committee regarding  
23 the replacement of the administrator.

24  
25 Trustee Putney then reported that at the last ad hoc meeting, Administrator Melendy  
26 reported that he had met with Chief Miller and they had discussed how the two agencies  
27 could realize cost savings in the areas of staffing, equipment etc. During this time  
28 Administrator Melendy told ad hoc members that he was retiring and a committee

1 member suggested the possibility of the CCSD providing on a short term basis, an  
2 individual in an administrative capacity.

3 President Bates suggested that he agrees that there are only two viable options in regards  
4 to filling the administrator position, and that he would like Trustee Putney to develop an  
5 overview of implications regarding the possible per diem hiring of Chief Miller for the  
6 aforementioned position.

7  
8 6. DISCUSSION ITEMS:

9 A. Trustees discussed paying off the Sprinter Ambulance lease early. It was the general  
10 consensus of the board to continue with the lease until we have more information  
11 regarding our FEMA grant application and the Social Security reimbursement we are  
12 expecting.

13  
14 B. Administrator Melendy reviewed subscription ambulance service programs.

15  
16 Trustee Headding stated that he feels that this service might not bring in as much  
17 revenue as we would hope; that this there is a great possibility for fraud and that the  
18 community perception may be that we are again asking citizens to pay for something  
19 they are already being taxed for.

20  
21 C. Administrator Melendy reviewed the suggested changes to the District By-Laws.

22  
23 Vice President Jenkins stated that at the special districts meeting last month the topic of  
24 bylaws was brought up and the major discussion was about how the special districts  
25 legal council want board members to be aware of and understand what the/our enabling  
26 legislation is and that this is where our bylaws come from. She continued reporting that  
27 through research of this legislation and the California Health and Safety Code she found  
28 that the issue on public speaking should not appear in our bylaws, it is a duty and

1 responsibility and should be a policy statement.

2 Trustee Putney and Trustee Heading agreed that the public speaking verbiage should  
3 be a policy statement.

4

5 Secretary Fratto suggested that Steve Chanley review our bylaws.

6

7 Trustee Putney stated that we look to the CSDA for clarification of our bylaws so they  
8 are California compliant.

9

10 Trustee Heading suggest consulting ACHD for information about templates for  
11 Healthcare District bylaws.

12

13 6. ACTION ITEMS

14 A. Administrator Melendy presented the ballot for the Special District position on  
15 LAFCO for trustee consideration.

16

17 Vice President Jenkins made a motion to endorse Ed Ebby for the position. Trustee  
18 Heading seconded the motion. The motion passed 5/0.

19

20 7. ADJOURNMENT: MOTION: Trustee Heading made a motion for adjournment.

21 The motion was seconded by Secretary Fratto and carried 5/0. The meeting adjourned at  
22 7:40 p.m.

23 Prepared and Submitted by:

24 \_\_\_\_\_

25 Heidi Holmes, Administrative Assistant