

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

Regular Board Meeting Minutes

Wednesday, November 14, 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>	<table border="0"> <tr> <td>President Wood</td> <td>Present</td> </tr> <tr> <td>Vice President Gray</td> <td>Present</td> </tr> <tr> <td>Secretary Bianchi</td> <td>Present</td> </tr> <tr> <td>Trustee Putney</td> <td>Present</td> </tr> </table> <p><u>Staff Present</u>                      Temporary Administrator Melendy                      Administrative Services Manager Nagy</p>	President Wood	Present	Vice President Gray	Present	Secretary Bianchi	Present	Trustee Putney	Present
President Wood	Present								
Vice President Gray	Present								
Secretary Bianchi	Present								
Trustee Putney	Present								
<b>D. Report from October 17, 2018, Closed Session</b>	Trustee Wood reported that there was no reportable action.								
<b>E. Presentation for former Administrator Robert Sayers</b>	Trustee Wood presented a commemorative plaque to Administrator Robert Sayers, in recognition of his excellent service to the CCHD. Former Administrator Sayers accepted the plaque.								
<b>2. PUBLIC COMMENT</b>	PUBLIC COMMENT: None								
<b>3. CONSENT AGENDA</b>	<p>Trustee Gray pulled Item 3A to inquire regarding the SDRMA meeting.</p> <p>Trustee Putney moved to approve Items 3B through E.</p> <p>Trustee Bianchi seconded the motion.</p> <p>Motion carried 4/0.</p> <p>3A – Trustee Gray requested a report on the SDRMA meeting from Temporary Administrator Melendy. He reported that Vince Pierucci, SLO County EMS director, had recommended having this meeting because of their request that the CCHD reopen the claim with them. Several people attended the meeting, and the issues were discussed.</p> <p>Trustee Putney moved to approve Item 3A.</p> <p>Trustee Gray seconded the motion.</p> <p>Motion carried 4/0.</p>								

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<b>4. VERBAL REPORTS</b>	
<b>A. MONTHLY FINANCIAL REVIEW</b>	<p>Administrative Services Manager Nagy reviewed October revenues, fund balance, transports, and budget amounts. She reported that CHC has paid rent through November.</p> <p>Trustee Gray inquired as to whether there was an update on the audit process, and any concern regarding it. Administrative Services Manager Nagy stated it should be done by the end of December, and that she didn't have a sense of any concerns. Trustee Putney inquired regarding the outgoing county auditor review of bookkeeping, accounting and payroll practices, and district oversight. Administrative Services Manager Nagy stated that this was discussed at the Finance Committee meeting, and that she has a copy of the letter, which she will email to the Board members.</p>
<b>B. AD HOC COMMITTEE REPORTS</b>	<p>Trustee Putney reported for the Finance Ad Hoc Committee. The committee met twice in October to look at finances because October was expected to be the worst month for revenues. Administrative Services Manager Nagy has been paying in multiple payments wherever possible.</p> <p>Trustee Putney reported for the Property and Facilities Ad Hoc Committee. There wasn't an actual meeting, but they had met to talk about temporary relocation at the office. He went to the SDRMA meeting to provide information if asked.</p> <p>Trustee Bianchi reported for the CCHD/CCSD Shared Services Ad Hoc Committee. She and Dave Pearson from the CCSD attended a VOAD meeting in San Luis Obispo. Mr. Pearson spoke briefly at today's meeting on the topic of emergency preparedness. The Board discussed COAD for Cambria.</p>
<b>C. OTHER COMMITTEE REPORTS</b>	<p>Trustee Gray reported for the Healthcare Advocacy Committee. There will be an open house for touring the new healthcare facility on November 28 from 2 to 6 pm. The physician will be there to answer questions.</p> <p><b>PUBLIC COMMENT:</b> Marianne Meyer</p>

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<b>5. REGULAR BUSINESS</b>	
<b>A. ADMINISTRATIVE STAFF REVIEWED THE COMPLETE CHC LEASE FOR ACTION.</b>  <u>TIME ON TAPE 33:47</u>	<p>Administrative Services Manager Nagy presented Item 5A, stating that she now has a complete lease from CHC. She will be following up with language changes requested by Trustee Bianchi.</p> <p>Trustee Gray moved to approve the lease as presented and signed.</p> <p>Trustee Bianchi seconded the motion.</p> <p>Motion carried 4/0.</p> <p><b>PUBLIC COMMENT: None</b></p>
<b>B. TRUSTEES DISCUSSED ADMINISTRATOR REQUIREMENTS AND THE BENEFIT PACKAGE TO BE OFFERED TO A NEW ADMINISTRATOR, FOR DIRECTION AND ACTION.</b>  <u>TIME ON TAPE 36:04</u>	<p>Trustee Wood presented Item 5B. The Executive Committee, comprised of himself and Trustee Gray, put together a job description and had legal counsel review it. It is now up for Board discussion and finalization so the position can be advertised.</p> <p>Board discussion followed regarding the laws for PERS, and what should be included in the ad, plus language and placement of the ad.</p> <p>Trustee Bianchi made a motion to approve pages 53 and 54, with her minor correction.</p> <p>Board discussion followed regarding supplying staff with the final corrections.</p> <p><b>PUBLIC COMMENT: Kristi Jenkins</b></p> <p>There was further Board discussion regarding the best way to handle these matters, considering the installation of a new Board and the need to expedite publishing of the ad.</p> <p><b>PUBLIC COMMENT: Kristi Jenkins</b></p> <p>Board discussion followed regarding working with staff on the final details.</p> <p>Trustee Putney seconded Trustee Bianchi's motion, with an amendment to post the ad on the district website. Trustee Bianchi agreed to the amendment. The motion was restated by Trustee Putney as follows: We will approve the Administrator</p>

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<b>B. Continued</b>	<b>position description and primary duties and responsibilities on pages 53-54 with one change, and post that on the district website.</b>  <b>Motion carried 4/0.</b>  <b>Further discussion followed regarding the time frame for placing the position opening on the website, and other details.</b>
<b>6. DECLARATION OF FUTURE AGENDA ITEMS</b>	<b>Administrative Services Manager Nagy requested setting the 2019 meeting calendar, and also a check-signing resolution for the new Board members.</b>
<b>7. ADJOURN TO CLOSED SESSION</b>	<b>Trustee Wood adjourned to Closed Session at 2:18 pm.</b>
<b>8. ADJOURNMENT</b>	<b>Trustees came out of Closed Session at 3:45 pm. At that time, Trustee Wood adjourned the meeting.</b>