

ALTA HEALTHCARE DISTRICT MINUTES
MEETING HELD AT DINUBA FIRE DEPARTMENT, 496 East Tulare Street, Dinuba, CA 93618

MEETING DATE: THURSDAY, JULY 21, 2022
TIME: 11:00 A.M.
LOCATION: ALL BOARD MEMBERS, STAFF, AND GUESTS APPEARED IN PERSON

BOARD ATTENDANCE

AREA I	JAVIER QUEVEDO	VICE CHAIR	PRESENT
AREA II	KATHY GRANT		PRESENT
AREA III	YVETTE BOTELLO	CHAIR	ABSENT
AREA IV	MARTHA SWAIM		PRESENT
AREA V	MARGIE DAVIDIAN		PRESENT

STAFF

CHIEF FISCAL OFFICER	JANA SPADE	PRESENT
CLERK OF THE BOARD	STEFANE LAWSON	PRESENT
LEGAL COUNSEL	ALEX PELTZER	PRESENT

GUESTS

JORDAN WEBSTER	DINUBA FIRE CHIEF
JOSHUA SNODGRASS	DINUBA FIREFIGHTER
ROGER NEUFELD	OPEN GATE MINISTRIES
CHERYL JACKSON	OPEN GATE MINISTRIES

**MISSION: WE EXIST TO ENHANCE THE PHYSICAL AND MENTAL HEALTH OF ALL RESIDENTS
OF THE DISTRICT FROM CONCEPTION TO FINAL PASSING.**

1. CALL TO ORDER – The meeting was called to order at 11:01 a.m. by Vice Chairperson, Javier Quevedo.
2. INTRODUCTIONS OF BOARD MEMBERS, STAFF AND GUESTS
3. CONSENT CALENDAR
Motion to approve the Minutes of May 19, 2022, as presented, was made by Martha Swaim, seconded by Kathy Grant and approved. Minutes of the May 19, 2022 Meeting shall be executed by Stefane Lawson, Clerk of the Board.
4. PUBLIC COMMENT
Jordan Webster reported on fire season, receipt of two million for the purchase of a ladder truck, budget to replace fire engine 32- front line fire engine, two paramedics are on an exit pattern from the department then going through recruitments, and two paramedic trainees will be wrapping up their program in the coming month.

Roger Neufeld spoke of the positive participation of AHCD and its Board Members and expressed his appreciation for everything the Board does for the area.

5. GRANT APPLICATIONS, REPORTS AND INFORMATION

- 5.1 Open Gate Ministries – Review and Discuss Grant Report and Pending Grant Application
Roger Neufeld sent out the grant report for Open Gate Ministries and accompanied that with a new proposal. The last couple of years, \$40,000 of AHCD funding has supplied food distribution and medical services in the shelter. Utilities have increased, gas, etc., which has caused some changes to spending; everything has been done per diem. Roger Neufeld explained that everyone that stays in the shelter receives much-needed groceries, temporary shelter for homeless families, as well as mental, emotional and personal growth programs to help with whole-person health.

Margie Davidian asked if the spending is equal with the two entities- the food distribution services as well as the family homeless shelter. Roger Neufeld confirmed that it is and stated that personal donors have decreased.

Cheryl Jackson reported that there was a dip in food distribution, most likely because of EBT. However, now the food distribution has skyrocketed. Some of the participants in the food distribution program come once per week. The services are provided once per month in Cutler and Orosi. Walmart has been a great partner in the food distribution program. Cheryl Jackson explained that freezers are needed to store the meat donations.

Roger Neufeld addressed the new grant and explained the need for new beds for the homeless shelter. Cheryl Jackson reported that there are five rooms upstairs for moms and kids and three rooms downstairs. Roger Neufeld indicated that the shelter is typically half full.

Attorney Peltzer requested the Board's acceptance of the report of Open Gate Ministries. Motion to accept the report of Open Gate Ministries made by Kathy Grant, seconded by Margie Davidian and approved.

Attorney Peltzer advised that the Board shall now open discussion on Open Gate Ministries' new grant application, which the Board did. Motion to approve the new grant application of Open Gate Ministries was made by Martha Swaim, seconded by Margie Davidian and approved.

Attorney Peltzer and CFO Spade will work together to prepare the grant agreement for Open Gate Ministries.

- 5.2 Monson Sultana Unified – Review and Discuss Grant Report
Attorney Peltzer advised that the new agreement with Monson Sultana was for 2022-23; the agreement states Monson Sultana agreed to report. Monson Sultana will be sent a letter advising them that they have a report due, it's overdue, and to report at the next meeting in September. CFO Spade stated that July 19, 2021 was the issuance of last year's funding. This discussion is deferred to next meeting in September.

- 5.3 **Dinuba HS Medical Academy – Review and Discuss Grant Report**
CFO Spade and Attorney Peltzer will collaborate, prepare a letter to Dinuba HS Medical Academy advising that a report is due and advise of expected presentation of same in September. This discussion deferred to next meeting in September.
- 5.4 **Orosi HS Career Pathways/Academy of Health – Review and Discuss Grant Report**
CFO Spade and Attorney Peltzer will collaborate, prepare a letter to Orosi HS Career Pathways/Academy of Health advising that a report is due and advise of expected presentation of same in September. This discussion deferred to next meeting in September.
- 5.5 **Dinuba Fire Department – Review and Discuss Grant Report**
Jordan Webster reported that this particular grant report is of a prior grant received for covid funding and a portion of the funds were rolled over for another program; the unused funds were returned to AHCD. CFO Spade acknowledged and confirmed receipt of the unused grant monies. Jordan Webster introduced Firefighter Joshua Snodgrass and invited Joshua Snodgrass to commence his presentation for Files Of Life. Presentation started at 11:45 a.m. See File Of Life PowerPoint included herewith. Kathy Grant advised Joshua Snodgrass of Dinuba Healthcare's involvement. Margie Davidian asked Joshua Snodgrass about participating pharmacies, and Joshua Snodgrass confirmed it would be a great option as well as Dinuba Healthcare. Mark at Dinuba Pharmacy (an AHCD partner) will receive contact from Joshua Snodgrass.

Motion to accept report of Dinuba Fire Department was made by Margie Davidian, seconded by Martha Swaim and approved.

Jordan Webster reported that he will continue to distribute the File Of Life.

- 5.6 **Dinuba Fire Department – Potential New Proposal for Firefighter-Paramedic Funding Grant** – Jordan Webster presented for discussion only a potential proposal and provided background, seeking funding for personnel for the department, which will provide much needed services for the citizens of the district. Jordan Webster expressed gratitude and appreciation of AHCD's purchase of four ambulances, the most recent ambulance was in the bay and the Board was invited to view same. Jordan Webster stated that the City of Dinuba Fire Department has had a long-standing partnership with AHCD. The district has awarded grant funding for the purchase of four ambulances as well as various other projects. Currently, the Fire Department budget allocates 27 line personnel, including three captains, three engineer-paramedics, nine firefighter-paramedics, six firefighter-EMTs and six single role paramedics. These personnel are split between three shifts with a minimum daily staffing of seven personnel. These seven personnel staff one fire engine and three ALS ambulances. The Fire Department is interested in applying for a grant that would fund a portion of the expense of three additional personnel. These personnel would allow for daily minimum staffing to be eight personnel allowing for the fire engine to have an increase of two personnel assigned to it full-time. This additional person will allow for a more consistent deployment of ambulance service. This in turn will allow for better ambulance coverage to the AHCD area.

The personnel shifts were explained by Jordan Webster and the rotations of same. Three captains, who are responsible for the other eight personnel; the other eight personnel are split up and assigned to an ambulance. Injuries and sick time is to be considered daily, operating with seven people. The proposal is to increase staffing which includes three people to cover all the shifts. \$390,000 is the cost to include salary and benefits and all the things that comes along with employment. The City of Dinuba denied the request. Jordan Webster requested consideration of funding of two single roll position and will present the funding for one single roll to the City of Dinuba. Jordan Webster would be asking for \$210,000 to assist in the hiring with an agreement that the funds continue for a three-year period or something similar.

Jordan Webster provided the fiscal impact, stating that the district has an estimated annual revenue of \$700,000. The fully burdened cost of three firefighter-paramedics is roughly \$390,000 (including salaries and benefits). The fully burdened cost for three single-role-paramedics is roughly \$310,000. The Fire Department is interested in requesting a portion of that expense and the decision of the board, acknowledging that this amount will have a significant impact to the annual budget of AHCD.

Jordan Webster concluded with stating that the Dinuba Fire Department is in a transitional period of growth. Funding from AHCD for additional personnel will have a great impact on the delivery of EMS services within the district's boundaries. Jordan Webster asked for feedback on the proposal before he creates an official proposal.

Margie Davidian reported that the fire department is acting as the hospital since the hospital closed. Margie Davidian stated shared resources are of real concern and wanted confirmation that the services will support and be provided only to their district.

Jordan Webster advised that, unfortunately, the ability to pull the statistics effectively is not sophisticated enough to provide at this meeting. Jordan Webster stated that he will continue to ask the City of Dinuba for more personnel; in the next year and a half the Fire Department will need another ambulance.

Martha Swaim asked Attorney Peltzer whether this is something AHCD can fund. Attorney Peltzer advised that it is, as it is providing healthcare to the required area.

Attorney Peltzer reiterated that a formal grant application from Dinuba Fire Department will be made only if the interest of the board members is present.

Jordan Webster stated that the City Manager advised Jordan Webster that, if he can get a majority of the funding, the City of Dinuba will fund the rest.

- 5.7 Consideration (and possible approval) of the above by Board Members
Vice Chairperson Javier Quevedo asked Attorney Peltzer about community partners' alignment in connection with Jordan Webster's proposal. Attorney Peltzer explained to the Board Members of a strategic plan and is in alignment with Jordan Webster's proposal. All present Board Members are interested in knowing more. Attorney Peltzer advised that the new grant application of Dinuba Fire Department shall be on the next

agenda. Jordan Webster requested the board's input on the number. CFO Spade confirmed the funding is available for the Fire Department's request.

Jordan Webster will present the grant application with several options and requests inclusion of same on the September agenda.

6. NEW BUSINESS –

- 6.1 Cost of new auditor – CFO Spade reported that there is a list of auditors solicited, and M. Green & Co. was the only one that responded. The quote of M. Green & Co. is \$14,000, which is twice as high as the prior auditor. Margie Davidian stated she will talk to her friend about district audits. Attorney Peltzer stated he will reach out to Adair & Evans and Capone. CFO Spade stated that the new auditor needs to be approved before the September meeting, because year-end was June 30, and the district was issuing financials in September last year. Attorney Peltzer stated that we do not have another meeting scheduled before September and asked if CFO Spade wanted to go with M. Green & Co. and get the other prospects for potential proposals for next year. Martha Swaim confirmed M. Green & Co. will be for only one year. CFO Spade stated the cost is double, but it would allow time to get another bid. CFO Spade stated the cost for the new auditor is \$14,000 per year and a budget adjustment is needed.

Vice Chairperson Javier Quevedo made a motion to approve a one-year term with the new auditor, M. Green & Co., Kathy Grant approved the one-year term with M. Green & Co., seconded by Margie Davidian and approved.

- 6.2 Cost of tablets for Board Members – CFO Spade advised that she has researched the costs of tablets for the Board Members and shared her findings.
- 6.3 Cost of investment in applications, back end systems and ongoing technical management of tablets to ensure practicality for Board Members – Attorney Peltzer explained that the problem with purchasing tablets is that the software needed for the tablets is costly and will require ongoing IT support; the tablets will be useless without the software.
- 6.4 Consideration (and possible approval) of the above by Board Members. Kathy Grant advised that she is perfectly happy to proceed as the district is doing now; the other Board Members present all agreed.

7. OLD BUSINESS –

- 7.1 Alternate plan(s) to engage the community in funding opportunities (in lieu of Community Partners' Meeting) – Related Strategic Planning Needs and Options – District Counsel Peltzer

Attorney Peltzer explained that there is a community outreach to be maintained and the issue is providing healthcare to the community that does not have a hospital. The various clinics may need to provide urgent care 24 hours a day. Questions need to be made re strategic planning, and Attorney Peltzer referenced the City of Visalia's current practices. Attorney Peltzer expressed that the Board does have grant applications being submitted, the Board is responsive to the grant applications, but if there is a period of time in the future where the Board is not receiving grant applications, then the Board

will need to be more concerned than now. Attorney Peltzer stated there is some community outreach principal that the association requires the Board to maintain as part of their accreditation, so not having any community partners' meeting might be slightly scrutinized by that accreditation. Attorney Peltzer acknowledged that, from the initial discussion, it wasn't a process that paid dividends to the district nor was there any good ideas obtained from the community partners' meeting. Kathy Grant agreed. Attorney Peltzer expressed understanding, stating that the Board needs to think long-term about how to provide healthcare to the community when the community does not have a hospital and will not have a hospital. Attorney Peltzer stated that there are possibilities, however, as an example, there are the various types of clinics already here, including the possibility of Kaweah Delta or Family Healthcare Network or some of the other clinics that operate and how the district can support those that have urgent care that is not currently offered. When that is compared with the mix of grants that have been received, Attorney Peltzer questioned whether the Board is getting to that height, considering the smaller grants, including the homeless shelter/food; those types are not really the district's responsibility, rather it is healthcare. Attorney Peltzer explained that those kinds of questions are a part of "strategic planning." Attorney Peltzer stated that the City of Visalia every year has a retreat, wherein they share what is new and what shall be focused on, by presenting the prior year's strategic plan and asking all what needs to be focused on "this year?" Effective non-profit organizations do that regularly. The community partners' meeting stemmed from that kind of idea; however, it was led by an attorney. Though the Board does have capable people on staff, the attorney is not the right person for this job and suggested that the Board needs an executive director, as no one on staff can take charge of the strategic planning. Attorney Peltzer requested reference to his memo provided for the meeting re ideas on community outreach, suggesting that the district should have a board meeting wherein the discussion is community outreach. It is Attorney Peltzer's recommendation that the Board be more fundamental about the issue and establish a strategic planning process for the Fall. Attorney Peltzer tried to get more information from ACHD in terms of what they can provide, and he is still awaiting a response from ACHD. Attorney Peltzer is hopeful to receive a management consultant of some sort who can help with strategic planning via a dedicated board meeting for that purpose. There is also a "strategic planning tool kit" available through ACHD, which may be included in the ACHD membership. CFO Spade confirmed the ACHD dues of \$4,000 were just paid this month, and Attorney Peltzer advised this is a benefit that is to be included with the membership. Attorney Peltzer is awaiting a call back from ACHD member services representative. Attorney Peltzer invited comment on the subject and whether the Board is interested in hiring an executive director position for strategic planning, as it can be a lot of busy work, and the Board really should already have one. Kathy Grant suggested that the specific language is included in the Bylaws. Attorney Peltzer stated it is unusual for a public agency to have Bylaws, because they are generally governed by statute, which spells out how the public agency is to operate and the healthcare district laws are fairly light on how the Board is supposed to operate as opposed to the City; the City has lots of laws on operation and sometimes have charters, but the Board adopted Bylaws, and the Bylaws are very specific that there is no executive director. There is a Clerk of the Board and a Chief Fiscal Officer; the Bylaws do not call for legal counsel. In the State's laws, it states that the powers of the organization include the ability to hire legal counsel, so apparently that is what was relied on. The responsibilities need to be

defined, including who gets the mail, which it is believed at this time to be Chairperson Yvette Botello. Margie Davidian and Martha Swaim both stated and agreed that Michael Wilhelm was in charge of delegating everything prior to his departure. Attorney Peltzer acknowledged same and indicated that he is willing to do so as well, but the Board may not want to pay Attorney Peltzer is hourly rate to be the administrator, as it is not cost effective. Vice Chairperson Javier Quevedo shared that the reason why Michael Wilhelm was involved so deeply in the administration was to ensure that the Board was on the right path and staying in compliance with their responsibilities. Attorney Peltzer acknowledged that Michael Wilhelm's involvement went from the time of bankruptcy to today, and now the Board is at a point where they can step back and think about the administration a bit and better define the roles of their contractors and consider adding an executive director to the staff members to be in charge of delegating. For instance, said Attorney Peltzer, this proposal from the Fire Department was delivered to Attorney Peltzer, the district's legal counsel, and as the attorney he should not be the one telling the Board what to do with such proposal; also, the special meeting for the elections issue, had there been an executive director, the district could have been ahead of that and had that issue on the May agenda instead of calling a special meeting in June; also, the ACHD membership, that was delivered to Attorney Peltzer, the district's legal counsel. Attorney Peltzer stated that he was uncertain if the Board should continue to pay ACHD for membership. Attorney Peltzer stated all of these issues are best delegated by an executive director who would take charge of and research the issues. Margie Davidian asked what the background would be of an executive director? Attorney Peltzer indicated that an executive director would have background in both healthcare and hospital management. Attorney Peltzer stated that there are hospital administrators that do this role by contract; this is a question for ACHD as well. Margie Davidian indicated that ACHD was supposed to show up to one of the board meetings and they did not. Attorney Peltzer invited the Board Members to consider the hiring of an executive director for the reasons mentioned. Attorney Peltzer shared that both Stefane Lawson, Clerk of the Board, and himself, both need clarification on their roles and what they are supposed to be doing. Margie Davidian suggested that Martha Swaim provide explanation on this issue, as Martha Swaim was on the board from the time of the bankruptcy to now. Attorney Peltzer stated that the goal is to increase the ability to have urgent care in the community, and there are lots of ways of doing that, and part of it is funding dedicated paramedics. Margie Davidian stated that at the prior community partners' meeting the main focus was for funding a walk-in clinic that could be accessed late at night, the Board funded it, and the Board got burned, stating that there doesn't seem to be any clinics in town that will do it, even though they say they are doing it, they are not. Martha Swaim stated that they all say they are "urgent care," but they all close at five o'clock. Attorney Peltzer reiterated that those are the kinds of topics that if the Board had somebody who had background to help implement and consult the Board to tell the Board what to focus on for the next five years to get to that point, a consultant could do this. Kathy Grant asked if this would be a full-time position? Attorney Peltzer clarified that a consultant could help with strategic planning. Part of what that consultant would do is advise the Board as to whether the Board should have an executive director part-time, a dedicated position for that. Kathy Grant stated that for \$4,000 a year to ACHD the Board should be entitled to receive the information requested. Attorney Peltzer suggested getting together again with Chairperson Yvette Botello and Vice Chairperson Javier Quevedo in a

subcommittee meeting to further discuss the pending issues, perhaps sometime in August so that preparation is done by September's meeting.

- 7.2 Report of Current Investment Account – CFO Spade stated the investment account is going down, as is everybody's. Per Chris at Wells Fargo Advisors, the third and fourth quarter will show some improvement, keeping in line with the district's required investments. CFO Spade stated there is \$820,000 in the investment account and \$344,000 in the district's current bank account. CFO Spade reported that the district does not have too many current commitments; there is the \$19,000 for the Fire Department's EMT for the next year, the Monson Sultana and the district just approved the \$80,000 to Open Gate Ministries; \$100,000 is to be kept aside for unexpected health commitments per our prior agreement when Michael Wilhelm was on staff.
- 7.3 Flash Report – CFO Spade asked if there were any questions. Margie Davidian asked about the receipt of funds from property taxes, and CFO Spade indicated we just received \$26,000 from property taxes, \$310,000 in December, \$40,000 in February, \$146,000 in April, and \$100,000 in June.
- 7.4 YTD Budget to Actual – CFO Spade asked if there were any questions, and there were none.
- 7.5 Grant Status Report – CFO Spade stated that there has not been any adjustments except that now we will clear the next three reports.
- 7.6 Budget Status Report – CFO Spade confirmed the district is fine on the budget status report and asked if there were any questions, and there were none.
- 7.7 Budget Adjustments – New Auditor. CFO Spade stated that the district has the additional funding for the auditor and the insurance came in \$400 more than the prior year; a budget increase is necessary for that as well. With those two items, CFO Spade requested a budget increase. Vice Chairperson Javier Quevedo requested that he proceed with both items combined in one motion. CFO Spade confirmed that it is \$6500 more for the audit and \$400 more for the insurance.

A motion was made by Martha Swaim to approve the budget adjustment, seconded by Margie Davidian and approved.

8. MISCELLANEOUS COMMENTS/QUESTIONS – Board/Staff

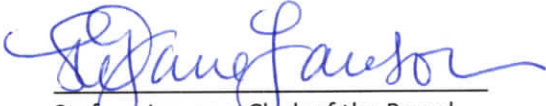
CFO Spade shared as a follow-up that she contacted Davis Demographics, as she had not received a bill for the second half of the reallocation of the zones. Attorney Peltzer suggested that before the invoice of Davis Demographics is paid, Davis Demographics needs to know that he, Attorney Peltzer, has a question that Davis Demographics has not responded to. CFO Spade will provide this information to Davis Demographics, along with Attorney Peltzer's email, and ask Davis Demographics to respond to Attorney Peltzer's inquiries/concerns.

CFO Spade asked for clarification on the Post Office Box and retrieval of mail and indicated she will check with Chairperson, Yvette Botello, to confirm current practices.

9. NEXT MEETING DATE: SEPTEMBER 15, 2022; TIME: 11:00 A.M.; PLACE: Dinuba Fire Department

10. ADJOURNMENT: 1:06 P.M.

Respectfully Submitted,



Stefane Lawson, Clerk of the Board
Alta Healthcare District