

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

Regular Board Meeting Minutes

Tuesday March 22, 6:00 PM

<b>AGENDA ITEM</b>	<b>DISCUSSION OR ACTION</b>
<b>1. OPENING</b>	
<b>A. Call To Order</b>	<b>President Jenkins called the meeting to order at 6:00 p.m.</b>
<b>B. Pledge of Allegiance</b>	<b>Trustee McLaughlin led the pledge of allegiance.</b>
<b>C. Establishment of a Quorum</b>	<b>President Jenkins Present Vice President Putney Present Secretary Meyer Present Trustee Gray Present Trustee McLaughlin Present <u>Staff Present</u> Administrator Sayers Admin. Assistant Holmes-Nagy Operations Director McCrain</b>
<b>D. Report from Closed Session</b>	<b>Trustee Jenkins reported that Trustees voted to use the procedure that was used the previous year to evaluate Administrator Sayers during the closed session in February.</b>
<b>2. PUBLIC COMMENT</b>	<b>PUBLIC COMMENT:</b>  <b>None</b>

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

Regular Board Meeting Minutes

Tuesday March 22, 6:00 PM

<p><b>3. CONSENT AGENDA</b></p>	<p>Trustee Putney pulled Item 3B from the consent agenda.</p> <p>Trustee Jenkins pulled Item 3D from the consent agenda.</p> <p>Trustee McLaughlin made a motion to approve Items A, C, E and F.</p> <p>Trustee Gray seconded the motion. Motion passed. Ayes-5, Noes-0.</p> <p>3 B-Trustee Putney asked if there was an update on the delivery and purchase of the new ambulance, and asked that in the lease purchase of the ambulance, will we be going to inspect the vehicle prior to us accepting it.</p> <p>Operations Director McCrain gave an update on the new ambulance, when it will be delivered and stated that he will be inspecting the ambulance prior to its delivery.</p> <p>3 D-Trustee Jenkins commented on the monthly financials and the comparison of year to date and stated that the district as of February of 2016 is \$6,000 in the black. At this time last year we were over \$100k in the red.</p> <p>3 D-Trustee Putney stated that after review of the activity report he noticed a disparity in the time that we covered San Luis's area versus the district being covered and asked if San Luis ambulance has added a day car.</p> <p>Operations Director McCrain reported that San Luis Ambulance has added an additional staggered 24 hour day car.</p> <p>Trustee Putney made a motion to approve Item 3B and D.</p> <p>Trustee McLaughlin seconded the motion. Motion passed. Ayes-5, Noes-0.</p>
<p><b>4. VERBAL REPORTS</b></p>	
<p><b>A. MONTHLY FINANCIAL REVIEW</b></p>	<p>Administrator Sayers reviewed February revenues, fund balance, transports, and budget amounts.</p>

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

Regular Board Meeting Minutes

Tuesday March 22, 6:00 PM

<p><b>B. OTHER COMMITTEE REPORTS</b></p>	<p>Trustee Putney gave an overview of the Property and Finance committee meeting held this month. He stated that they looked at the districts major response corridors, where our primary call volume comes from, what a single facility and what a multiple facility would look like, access and emergency medical and fire data regarding safe access and issues regarding zoning. He continued saying that the committee is formulating a report to bring back to the board with their recommendation as to a decision making process about selling the property, leasing other property, where do we want to move, and possible co-location.</p> <p>Trustee Jenkins stated that the Finance committee did not meet in the month of March.</p> <p>Trustee Meyer stated that the Education Committee did not meet in the month of March.</p> <p>Trustee Gray stated that the Health Professionals Committee met in March as a standing committee and that there will be a presentation from the committee later in the meeting.</p>
<p><b>5. REGULAR BUSINESS</b></p>	
<p><b>A. PRESIDENT JENKINS REVIEWED FOR POSSIBLE ACTION, CHANGING THE REGULAR BOARD MEETING AND TIME.</b></p>	<p>President Jenkins presented this item.</p> <p><b>PUBLIC COMMENT:</b> Shirley Bianchi</p> <p>Trustee Gray made a motion that we take no action at this time knowing that we could take action in the future based on the CCSD's experience.</p> <p>Trustee McLaughlin seconded the motion.</p> <p>Trustee Putney stated that he had a point of order. The point of order would be that at the last board meeting a majority of the board approved a change to the time and</p>

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

Regular Board Meeting Minutes

Tuesday March 22, 6:00 PM

<p><b>A. Continued</b></p>	<p>the location of the board meetings. If we take no action then the next meeting will be 1 p.m. and he feels that any motion made tonight would have to be to change back to continuing our meetings at 6 p.m. here at Rabobank and that would be a more appropriate motion.</p> <p>Trustee Gray revised her motion and moved that we reestablish our meeting time at this time, to be the 4th Tuesday of the month at 6 p.m. at Rabobank. Trustee McLaughlin seconded the motion.</p> <p>Roll Call Vote: Trustee Gray-Yes Trustee Putney-Yes Trustee McLaughlin-Yes Trustee Meyer-No Trustee Jenkins-Yes <u>Motion passed, Ayes-4, Noes 1.</u></p>
<p><b>B. THE HEALTH PROFESSIONALS COMMITTEE PRESENTED THE HEALTH SURVEY RESULTS AND GAVE A REPORT FROM THE COMMITTEE MEETING WITH RECOMMENDATIONS FOR NEXT STEPS FOR POSSIBLE ACTION</b></p>	<p>Trustee Gray introduced Laura Milier, PhD, RD, a member of the health professionals committee who gave a brief Power Point Presentation of the health survey and its results and statistics.</p> <p><b>PUBLIC COMMENT:</b> Shirley Bianchi Tom Gray Mike Burkey, Chris Coronado Igor Fedoroff</p> <p>Trustee Gray made a motion asking the board to authorize representatives of the health professionals committee, with our Administrator, to meet with representatives from Dignity Health, Tenet and CHC and report back at our next meeting.</p> <p>Trustee McLaughlin seconded the motion.</p> <p>Trustee Putney asked that the motion be amended adding that the results are sent out in the next mailing of the water bills.</p>

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

Regular Board Meeting Minutes

Tuesday March 22, 6:00 PM

<p><b>B. Continued</b></p>	<p><b>Trustee Gray accepted the amended motion.</b></p> <p><b>Trustee McLaughlin who seconded the motion also accepted the amendment.</b></p> <p><b>Roll Call Vote:</b> <b>Trustee Gray-Yes</b> <b>Trustee Putney-Yes</b> <b>Trustee McLaughlin-Yes</b> <b>Trustee Meyer-Yes</b> <b>Trustee Jenkins-Yes</b></p> <p><b><u>Motion passed, Ayes-5, Noes 0.</u></b></p>
<p><b>C. ADMINISTRATOR SAYERS REVIEWED THE EXCLUSIVE AMBULANCE AGREEMENT WITH SAN LUIS OBISPO COUNTY FOR AMBULANCE SERVICE AND A REVIEW OF SAID AGREEMENT BY LEGAL COUNSEL FOR POSSIBLE ACTION</b></p>	<p><b>Administrator Sayers gave an update on the final ambulance agreement with San Luis County for ambulance service and reviewed changes made by our legal counsel.</b></p> <p><b>PUBLIC COMMENT:</b> <b>None</b></p> <p><b>Trustee Putney made a motion to approve the Memorandum of Agreement and execute it within today's date and have it signed and sent to the county of San Luis Obispo for ratification.</b></p> <p><b>Trustee Meyer seconded the motion</b></p> <p><b>Roll Call Vote:</b> <b>Trustee Gray-Yes</b> <b>Trustee Putney-Yes</b> <b>Trustee McLaughlin-Yes</b> <b>Trustee Meyer-Yes</b> <b>Trustee Jenkins-Yes</b></p> <p><b><u>Motion passed, Ayes-5, Noes-0.</u></b></p>
<p><b>D. ADMINISTRATOR SAYERS DISCUSSED THE POSSIBLE FORMATION OF A POLICY REGARDING IF A FULL TIME EMT WITH THE CCHD BECOMES A LICENSED PARAMEDIC FOR DISCUSSION AND POSSIBLE ACTION</b></p>	<p><b>Administrator Sayers presented this item and stated that he feels that this item will require more time and research before it is presented to the board and asked that it return on the April agenda.</b></p> <p><b>Trustees agreed and no action was taken on this item.</b></p>

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

Regular Board Meeting Minutes

Tuesday March 22, 6:00 PM

**E. ADMINISTRATOR  
SAYERS DISCUSSED THE  
POSSIBLE FORMATION OF  
A DRAFT POLICY AND  
PROCEDURE CONCERNING  
THE CCHD FACEBOOK  
PAGE FOR DISCUSSION  
AND POSSIBLE ACTION**

**Administrator Sayers presented this item for discussion and stated that per direction at the last meeting he has collected more information regarding Facebook including statistical information from our own page, and reached out to other organizations that have Facebook pages.**

**Trustee Meyer made a motion that Administrator Sayers borrow a policy from another district or Fire Department and re work it to be our own and have it available at the next meeting.**

**Trustee Putney seconded the motion.**

**PUBLIC COMMENT:**

**Jake Bittner**

**Trustee Gray asked for a friendly amendment to the motion, rather than directing the Administrator exactly how to create a policy that you simply ask him to bring us a policy however he wishes to do it.**

**Trustee Meyer agreed to the friendly amendment.**

**Trustee Putney also agreed to amend the original motion.**

**Roll Call Vote:**

**Trustee Gray-Yes**

**Trustee Putney-Yes**

**Trustee McLaughlin-No**

**Trustee Meyer-Yes**

**Trustee Jenkins-Yes**

**Motion passed, Ayes-4, Noes-1.**

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

Regular Board Meeting Minutes

Tuesday March 22, 6:00 PM

<p><b>F. ADMINISTRATOR SAYERS REVIEWED THE QUALITY REPORTING DATA THAT IS AVAILABLE FROM COUNTY EMSA WITH A DISCUSSION BY TRUSTEES AS TO WHETHER THAT DATA SHOULD BE GIVEN TO THEM ON A REGULAR BASIS</b></p>	<p><b>Administrator Sayers reviewed the quality reporting data that comes from Kathy Collins who works for the EMSA that shows the district statistics.</b></p> <p><b>Operations Director McCrain clarified that there is no data that is transmitted from us to the EMSA each month in report form. The EMSA receives our patient care reports when we upload our patient collection system. Operations Director McCrain reads each patient care report and he does a more detailed examination of particular reports that require more high risk, low frequency skills making certain that patient treatment is appropriate for the chief complaint. If he identifies any specific deficits on a particular call he deals directly with the Paramedic who was on the call. He continued stating that there is an agency representative at the EMSA that reviews and looks for trends, problems or deficiencies to identify issues and areas for training.</b></p> <p><b>PUBLIC COMMENT:</b> <b>Jeremy Kantner</b> <b>Chris Coronado</b> <b>Kristen</b></p> <p><b>After trustee discussion it was decided that they direct Administrator Sayers to ask Kathy Collins if she can supply us with data every six months if possible, and if not we will accept the annual report that she creates every twelve months.</b></p>
<p><b>G. ADMINISTRATOR SAYERS DISCUSSED THE FORMATION OF A POLICY REGARDING PARAMEDIC SPONSORSHIP FOR DISCUSSION AND POSSIBLE ACTION</b></p>	<p><b>Administrator Sayers presented this item and discussed a policy regarding Paramedic sponsorship stating that he created a separate policy for this issue, and that he has added some language to the existing policy.</b></p> <p><b>PUBLIC COMMENT:</b> <b>Shirley Bianchi</b></p> <p><b>Trustee Putney requested that staff have Legal counsel review adding language about grant funding information in this policy, as</b></p>

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

Regular Board Meeting Minutes

Tuesday March 22, 6:00 PM

<p><b>G. Continued</b></p>	<p><b>well as give us direction regarding any Meyers- Miliias-Brown act issues.</b></p> <p><b>Trustee Gray asked that legal counsel review the document to be clear on if the district in this document is giving something that we need to negotiate.</b></p> <p><b>There was no motion made regarding this item.</b></p>
<p><b>H. ADMINISTRATOR SAYERS REVIEWED A NEW LEASE AGREEMENT WITH CHC TO LEASE SUITE A OF THE MEDICAL OFFICE BUILDING FOR DISCUSSION AND POSSIBLE ACTION</b></p>	<p><b>Administrator Sayers presented the revised lease agreement with a new rental cost per month of \$1,320 per month which is a 5% increase.</b></p> <p><b>He continued, stating that Trustee McLaughlin suggested the following changes;</b></p> <ol style="list-style-type: none"><li><b>1. Page # 58, Section 7- increase the \$50,000 of insurance required.</b></li><li><b>2. Page # 65, last sentence-remove the death and disability clause.</b></li></ol> <p><b>Trustee Gray asked that on Page # 57, under # 2 TERM, she would like the entire paragraph deleted.</b></p> <p><b>PUBLIC COMMENT:</b> <b>Shirley Bianchi</b></p> <p><b>Trustee Putney made a motion that we approve the amended lease as was described to us by Administrator Sayers including the discussed changes and the the change to page # 57 and ask our Administrator to execute it.</b></p> <p><b>Trustee McLaughlin seconded the motion.</b></p> <p><b>Roll Call Vote:</b> <b>Trustee Gray-Yes</b> <b>Trustee Putney-Yes</b> <b>Trustee McLaughlin-Yes</b> <b>Trustee Meyer-Yes</b> <b>Trustee Jenkins-Yes</b></p> <p><b><u>Motion passed, Ayes-5, Noes-0.</u></b></p>



**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

Regular Board Meeting Minutes

Tuesday March 22, 6:00 PM

<p><b>6. DECLARATION OF FUTURE AGENNDA ITEMS</b></p>	<p>Trustee Meyers would like a discussion by the board regarding the district ambulance transportation reports as they are included in the monthly board packets.</p> <p>Trustee Putney stated that item 5D- the policy regarding a Full Time EMT, Item 5E- formation of a policy regarding Facebook, and Item 5G- formation of a policy regarding Paramedic sponsorship should all be included on the April agenda.</p> <p>Trustee Gray asked that 5F-an update from Kathy Collins, and a (? bylaw change for the timing reorganization?)-<i>this motion cannot be heard on the tape, be on the April agenda.</i></p> <p>Trustee Putney stated that as we will have concluded our strategic planning he would ask that either Administrator Sayers have a review in his report, or that the board present something to the public concerning the culmination of our strategic planning.</p>
<p><b>7. ADJOURNMENT TO CLOSED SESSION TO CONFER WITH LABOR NEGOTIATOR AGENCY REPRESENTATIVE: ROBERT SAYERS EMPLOYEE ORGANIZATION: SEIU LOCAL 620 GOVERNMENT CODE SECTION 549.57.6</b></p>	<p>Trustee Jenkins made a motion to adjourn the meeting to go into Closed Session at 9:42 pm.</p>
<p><b>8. OUT OF CLOSED SESSION</b></p>	<p>Trustees came out of Closed Session at 10: 05 pm and stated there was no reportable action.</p>

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

Regular Board Meeting Minutes

Tuesday March 22, 6:00 PM

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Regular Board Meeting Minutes

Tuesday March 22, 6:00 PM