

**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

Regular Board Meeting Minutes

Tuesday June 28, 2016 1:00 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 1:00 p.m.</b>
<b>B. Pledge of Allegiance</b>	<b>Trustee Gray led the pledge of allegiance.</b>
<b>C. Establishment of a Quorum</b>	<b>President Jenkins Present</b> <b>Vice President Putney Present</b> <b>Secretary Meyer Present</b> <b>Trustee Gray Present</b> <b>Trustee McLaughlin Present</b>  <b><u>Staff Present</u></b> <b>Administrator Sayers</b> <b>Admin. Assistant Holmes-Nagy</b> <b>Operations Director McCrain</b>
<b>D. Report from Closed Session</b>	<b>Trustee Jenkins stated that the report from the closed session at the May meeting will be discussed under Regular Business-Item 5 G, Administrator Sayers employment agreement.</b>
<b>2. PUBLIC COMMENT</b>	<b>PUBLIC COMMENT:</b>  <b>None</b>

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**3. CONSENT AGENDA**

**Trustee Gray pulled Items 3 A and E.**

**Trustee McLaughlin pulled Item 3 B.**

**Trustee Gray made a motion to approve consent agenda items 3 C and D.**

**Trustee Putney seconded the motion.  
Motion carried, 5/0.**

**3 A-Trustee Gray asked Administrator Sayers to review the move up and cover system, and his plans to reach out to San Luis Ambulance and the county.**

**Administrator Sayers gave a brief explanation of the move up and cover system and how the district covers for San Luis Ambulance. He continued, stating that he will be talking to a representative at the county to discuss how we might begin to receive some sort of income for the time that we cover for SLAS.**

**3 B-Trustee McLaughlin asked Operations Director McCrain how many Property and Facilities meetings he had attended, and asked for clarification concerning what the "SLOFIST" arson investigation course is.**

**Operations Director McCrain stated that he attended all the scheduled meetings and thinks that there have been 8 to 10 meetings to date. He explained that SLOFIST arson class is held near Cuesta and that this is the 2nd time we have participated in this course for ambulance standby as people who participate fight fires and may get injured.**

**3 E-Trustee Gray asked why the special meeting minutes from June 14th are not part of the packet.**

**Staff stated that the special meeting minutes will be part of the July 26th board packet.**

**3 E-Trustee McLaughlin stated that on page #21 of the packet on the first page of the May 24th minutes he is listed as absent and asked that it be changed to "excused absence".**

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<p><b>3. Continued</b></p>	<p><b>Staff asked President Jenkins, from this point forward, if a trustee is not at a meeting and have been excused by the President, should the minutes reflect the absence as excused.</b></p> <p><b>Trustee Jenkins stated that yes she would like to make this change moving forward.</b></p> <p><b>Staff will make this change.</b></p> <p><b>Trustee Meyer made a motion to approve Consent agenda Item's A, B and E.</b></p> <p><b>Trustee Putney seconded the motion. Motion carried, 5/0.</b></p>
<p><b>4. VERBAL REPORTS</b></p>	
<p><b>A. MONTHLY FINANCIAL REVIEW</b></p>	<p><b>Administrator Sayers reviewed May revenues, fund balance, transports, and budget amounts.</b></p>
<p><b>B. OTHER COMMITTEE REPORTS</b></p>	<p><b>Trustee Jenkins stated that the Finance committee meeting will be reviewed under Item 5 B.</b></p> <p><b>Trustee Putney stated that the Property and Facilities committee meeting will be discussed under Item 5 F.</b></p> <p><b>Trustee Meyer stated that there is an Outreach committee meeting scheduled for July 28th at 10 a.m.</b></p> <p><b>Administrator Sayers stated that members of the Health Professionals committee met with Dignity Health representatives, the local school district nurse, and school superintendent Vicki Schumacher this month.</b></p> <p><b>Trustee Gray stated that there will be a Health Professionals meeting tomorrow at the district office.</b></p>

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<b>5. REGULAR BUSINESS</b>	
<b>A. ADMINISTRATOR SAYERS PRESENTED THE 2015 AUDIT FOR APPROVAL</b>	<p>Administrator Sayers stated that we have received the 2015 audit and asked that Trustees approve and receive the audit.</p> <p><b>PUBLIC COMMENT:</b> None</p> <p>Trustee Jenkins asked for a consensus of the board to receive and file the 2015 audit.</p> <p>All trustees agreed and the audit was accepted.</p>
<b>B. ADMINISTRATOR SAYERS PRESENTED THE DRAFT BUDGET FOR THE 2016/2017 FISCAL YEAR FOR DISCUSSION, REVIEW AND APPROVAL</b>	<p>Administrator Sayers introduced the item and gave a presentation of the draft 2016/2017 budget.</p> <p><b>PUBLIC COMMENT:</b> None</p> <p>Trustee Putney made a motion to approve the 2016/2017 fiscal year budget and the recommended action on page # 42 regarding the unit replacement fund and using the \$28,000 in that fund toward the purchase of a used ambulance.</p> <p>Trustee Meyer seconded the motion.</p> <p><b>Roll Call Vote:</b> Trustee Putney-Yes Trustee Gray-Yes Trustee McLaughlin-Yes Trustee Meyer-Yes Trustee Jenkins-Yes</p> <p><b><u>Motion passed- Ayes-5, Noes-0.</u></b></p>

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**C. ADMINISTRATOR  
SAYERS PRESENTED THE  
BIENNIAL ELECTION  
RESOLUTION 01-16,  
REQUESTING  
CONSOLIDATION OF THE  
CCHD ELECTION WITH THE  
NOVEMBER 8, 2016,  
CONSOLIDATED  
PRESIDENTIAL ELECTION  
AND RESOLUTION 02-16  
SPECIAL ASSESSMENT  
AND RATIFICATION FOR  
REVIEW AND POSSIBLE  
ACTION**

**Administrator Sayers presented both  
Resolution 01-16, and 02-16.**

**Biennial Election Resolution #01-16  
will consolidate the CCHD election with the  
November 8, 2016 Presidential election.**

**PUBLIC COMMENT:  
None**

**Trustee Putney made a motion to approve  
Biennial Election Resolution #01-16.**

**Trustee Gray seconded the motion.**

**Roll Call Vote:  
Trustee Putney-Yes  
Trustee Gray-Yes  
Trustee McLaughlin-Yes  
Trustee Meyer-Yes  
Trustee Jenkins-Yes**

**Motion passed- Ayes-5, Noes-0.**

**Special Assessment and Ratification  
Resolution #02-16, to place the current CPI  
increase and charges on the tax rolls.**

**PUBLIC COMMENT:  
Kathe Tanner**

**Trustee Meyer made a motion to approve  
Special Assessment Resolution #02-16.**

**Trustee Putney seconded the motion.**

**Roll Call Vote:  
Trustee Putney-Yes  
Trustee Gray-Yes  
Trustee McLaughlin-Yes  
Trustee Meyer-Yes  
Trustee Jenkins-Yes**

**Motion passed- Ayes-5, Noes-0.**

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<p><b>D. ADMINISTRATOR SAYERS DISCUSSED THE POSSIBLE FORMATION OF A DRAFT POLICY AND PROCEDURE CONCERNING THE CCHD FACEBOOK PAGE FOR DISCUSSION AND POSSIBLE ACTION</b></p>	<p>Administrator Sayers presented a draft policy for the CCHD Facebook website that he recommends Trustees adopt if they choose to have a Facebook page.</p> <p><b>PUBLIC COMMENT:</b> None</p> <p>Trustee Meyer asked that the word "Trustee", is added after the word "Employee" under Authorized Use in the draft policy.</p> <p>Trustee Putney made a motion to accept the Facebook use page policy as presented in the board packet.</p> <p>Trustee Meyer seconded the motion.</p> <p><b>Roll Call Vote:</b> Trustee Putney-Yes Trustee Gray-No Trustee McLaughlin-No Trustee Meyer-Yes Trustee Jenkins-Yes</p> <p><b><u>Motion passed- Ayes-3, Noes-2.</u></b></p>
<p><b>E. TRUSTEE JENKINS REVIEWED THE CURRENT CCHD MISSION STATEMENT AND SUBMITTED REVISED STATEMENTS FROM TRUSTEES FOR DISCUSSION AND POSSIBLE ACTION</b></p>	<p>Trustee Jenkins presented this item and shared the original mission statement and the other proposed mission statements that specific trustees prepared. All the statements were sent to trustees for review and are included in the board packet.</p> <p><b>PUBLIC COMMENT:</b> None</p> <p>Trustee Gray made a motion to change our Mission Statement to Trustee McLaughlin's as follows: To improve the health of district residents by providing emergency services, enhancing access to care and promoting wellness.</p> <p>Trustee McLaughlin seconded the motion.</p>

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<p><b>E. Continued</b></p>	<p><b>Roll Call Vote:</b> <b>Trustee Putney-Yes</b> <b>Trustee Gray-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>F. TRUSTEE PUTNEY PRESENTED A REPORT AND MADE A RECOMMENDATION FROM THE PROPERTY AND FACILITIES COMMITTEE REGARDING DISTRICT PROPERTY AT 2535 MAIN STREET IN CAMBRIA FOR BOARD DIRECTION AND ACTION</b></p>	<p>Trustee Jenkins stated that at the Special meeting Trustee McLaughlin asked who had prepared the presentation and did we use a consultant, why the board had not been aware of the extent of the committee research and the examination of alternate properties, and how many meetings have property and facilities committee had.</p> <p>Trustee Jenkins stated that the renovation sale and relocation of the property is not a new issue and has been discussed for many years including when the long range planning committees were formed in 2009. The district had a strategic workshop in June where they formulated 4 goals, in October of 2015 those goals were approved and at the direction of then President McLaughlin the committees were tasked to begin working on their particular goals, the properties and facility committee goal was as follows: "direct the property and facilities committee to explore options for consolidating administrative offices, our facilities and perhaps the first responders facilities into one facility or complex as soon as practicable".</p> <p>She continued stating that at that point in time the property and facilities committee began meeting on a monthly basis investigating the sale, relocation and renovation of the property. At the regular May board meeting, under the property and facilities committee report, the verbal report that Trustee Putney gave was that the committee had been meeting for 10 months compiling information for a presentation to</p>

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be given at a special meeting to be held in June that was approved at the May meeting. This presentation would be a power point presentation that would include statistics, regulations, facility location, general design features, existing buildings and other property investigations, EMS safety, operational efficiencies, limitations, estimated costs and other additional information. Trustee Jenkins stated that she and Administrator Sayers put together the agenda for the special meeting held on June 14th.

Trustee McLaughlin asked for a point of order stating that as the minutes from the June 14th special meeting were not in the packet for approval, that we postpone this item.

President Jenkins overruled Trustee McLaughlin's point of order.

Trustee Putney reported that Item 5F is a continuation of the June 14th meeting about a report that the property and facilities committee was tasked to do by the entire board and the strategic plan. He continued stating that a committee cannot make a unilateral decision, they can only bring forth information. He stated that the committee had at least 10 meetings to date, the response statistics came from our Operations Director, all or some of the members of the committee looked at specific properties and locations, and as the committee has no authority to take any action no real estate agent was hired by the committee members. The recommendation from the committee is part of this board packet.

**PUBLIC COMMENT:**

Don Melendy  
Shirley Bianchi  
Tom Gray  
Lori Miluer  
Susie Melendy



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**F. Continued**

**MOTION #2**

Trustee Gray made a motion to ask the property and facilities committee to provide a thorough analysis of the cost, benefit and issues associated with each of the options they have put forward before taking any further action.

Trustee McLaughlin seconded the motion.

Roll Call Vote:

Trustee Putney-Yes

Trustee Gray-Yes

Trustee McLaughlin-Yes

Trustee Meyer-No

Trustee Jenkins-Yes

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

**MOTION # 1**

Trustee Meyer made a motion that the board move forward with option # 3.

Trustee Putney seconded the motion.

Trustee McLaughlin asked Trustee Meyer to withdraw her motion.

Trustee Meyer did not agree to rescind her motion.

Roll Call Vote:

Trustee Putney-No

Trustee Gray-No

Trustee McLaughlin-No

Trustee Meyer-Yes

Trustee Jenkins-No

**Motion did not pass- Ayes-1, Noes-4.**

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<p><b>G. TRUSTEE JENKINS PRESENTED ADMINISTRATOR SAYERS SECOND AMENDMENT TO HIS EMPLOYMENT AGREEMENT FOR POSSIBLE ACTION</b></p>	<p>Trustee Jenkins presented the second amendment to Administrator Sayers employment agreement for possible action and recommendation.</p> <p>Trustee Putney moved the recommended action. Trustee Gray seconded the motion.</p> <p><b>PUBLIC COMMENT:</b> None</p> <p><b>Roll Call Vote:</b> Trustee Putney-Yes Trustee Gray-Yes Trustee McLaughlin-Yes Trustee Meyer-Yes Trustee Jenkins-Yes</p> <p><b><u>Motion passed- Ayes-5, Noes-0.</u></b></p>
<p><b>H. TRUSTEE GRAY ASKED FOR CLARIFICATION OF TRUSTEE SPENDING AUTHORITY FOR NON-BUDGETED ITEMS, REVISITED OUR BE PREPARED GOAL AND ASKED THAT WE RECEIVE INFORMATIONAL PACKETS TO SUPPORT EACH AND EVERY MEETING'S AGENDA, AND DISCUSSED FOR POSSIBLE ACTION MAKING THE PROPERTY AND FACILITIES COMMITTEE A STANDING COMMITTEE</b></p>	<p>Trustee Gray stated that she would like clarification as to whether or not a member of a committee has the ability to authorize the Administrator to place a several hundred dollar ad in the paper without bringing it to the full board for budget approval.</p> <p>Trustee Jenkins stated that ad that was placed to publicize the special meeting on June 14th was not placed as a member of a committee, it was placed by the President of the board. She continued, stating that ads can also be placed under the Administrators authority for notification of the public.</p> <p>Trustee Gray stated that her second item concerns the "be prepared goal" that we made in our strategic planning session. It stated that we would receive an informational packet for every meeting and she feels that it would have been very helpful to have an informational packet at our special meeting that we had 2 weeks ago. She felt the type was very small on the screen, and the board did not get packets</p>

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<p><b>H. Continued</b></p>	<p>that they could use and read ahead of time so we could ask good and thoughtful questions. Trustee Gray is requesting in the future that we have packets as we have discussed.</p> <p>Trustee Gray then stated that she would like a discussion for possible action making the property and facilities committee a standing committee.</p> <p>After trustee discussion, a motion was made by Trustee Gray to make the property and facilities committee a standing committee.</p> <p>Trustee McLaughlin seconded the motion.</p> <p>Roll Call Vote: Trustee Putney-No Trustee Gray-Yes Trustee McLaughlin-No Trustee Meyer-No Trustee Jenkins-No</p> <p><u>Motion did not pass- Ayes-1, Noes-4.</u></p>
<p><b>6. DECLARATION OF FUTURE AGENDA ITEMS</b></p>	<p>Trustee Jenkins asked that property and facilities report come back in July. Trustee Putney asked that it be postponed until the August meeting allowing the committee to meet and staff to work on the requests made by trustees.</p> <p>Trustee Gray asked that Kathy Collins semi-annual report from the EMSA be on the agenda.</p> <p>Staff stated that election material from the CSDA for a seat on their board be put on the agenda.</p> <p>Trustee McLaughlin stated that he would like an update on where we stand with regards to a labor negotiator.</p>
<p><b>7. ADJOURNMENT</b></p>	<p>Trustees adjourned the meeting at 4:20 P.M.</p>

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