



CAMBRIA COMMUNITY HEALTHCARE DISTRICT

APRIL 20, 2021

BOARD MEETING MINUTES

Due to Coronavirus-19 concerns, this meeting was held via Zoom.

A) OPENING

- 1) President Fedoroff called the meeting to order at 5:32 pm.
- 2) Pledge of Allegiance

The Pledge of Allegiance was led by Administrator McDonough.

- 3) Establishment of a quorum

Board of Directors Members Iggy Fedoroff, Bill Rice, Laurie Mileur, Cecilia Montalvo and Cesilia Lomeli were present. Also present were Administrator Mike McDonough, Operations Manager Tim Benes and Administrative Assistant Simone Rathbun.

Members of the public present were Henry Krzciuk and Kristi Jenkins. Brynn Albanese joined the meeting at 5:50 pm.

B) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Members of the public were present and made comments.

C) CONSENT AGENDA

The minutes from the March 16, 2021 Regular Board Meeting were reviewed and presented for approval. Director Rice motioned to approve, Director Mileur seconded, Board approved 5/0.

D) REPORTS

- 1) Operations Report – Tim Benes stated there have been 60 incidents so far this month; with 9 transports, 14 dry runs and 1 Monterey call. Unit 21 is getting finished up, going to the radio shop tomorrow, will be response ready by Monday if everything goes as planned.

Director Montalvo inquired about the recent loss of staff. Tim stated we could not staff an ambulance one day and lost a transport to San Luis Ambulance. Tim mentioned he has a scheduling plan so they will not have to down staff an ambulance again. In the last year we've had to down staff 9 different times. Bill, Laurie and Tim will form an Ad Hoc Committee to discuss this and then present results to the full Board.

2) Administrator's Report and Financial Review – Michael McDonough stated that the Public Assistance Grant through FEMA, to recover COVID costs, was submitted for approximately 40k. It is estimated that the funds should arrive in 60-90 days. We will submit again in May and then again in September, or when the disaster is declared over.

Tax revenue is up because the County was catching up. \$48k was budgeted for the new radios in March however the bill has not come in yet. Call volume increased in March 42% over last year, transports up 17% from last year. Ambulance revenue still 20% below budget.

Director Fedoroff inquired about the approximately \$55k in the over 120 days billing aging report, specifically the Tricare claims. These claims are all actively being worked and he will discuss with billing offline. Director Montalvo commented on the performance objectives and project reports, which she stated do not match. She would like improved reporting; Mike will discuss with her further to find out specifics.

3) COMMITTEE REPORTS

a) President's Report: President Fedoroff stated there was nothing to report.

b) Property & Facilities: Director Mileur stated that the committee met on 3/29 with Vanir Construction and a number of issues were brought to their attention; including what would need to be done to improve the crew's quarters, and renovation vs. remodeling. It was noted that there were electrical issues that had not been addressed correctly. Gowdy Electric to get back to us with a bid.

c) Healthcare Advocacy & Outreach: Director Montalvo stated that the committee did not meet although she and Director Lomeli did correspond about which topics to make a priority.

d) Finance: Director Rice stated the committee did not have a formal meeting; he has been focused with Mike and Sherrington Financial on getting audit issues completed.

e) Grants: Director Mileur stated the committee did not meet although they were made aware of potential funding through Salud Carbajal's office and submitted a preliminary request for funds for building replacement.

f) Strategic Planning: Director Montalvo stated that the committee did not meet.

E) REGULAR BUSINESS

1) Fund raiser concert proposal – Brynn Albanese suggested a fund-raising Healthcare Fair for the community. Director Mileur recommended Camp Ocean Pines because they have an amphitheater and an area to set up booths. Brynn suggested that perhaps the Fair could be held somewhere more easily accessible for public attendance, and recommended the Fair be held in August. Kristi Jenkins offered to help with the Fair. Brynn then beautifully performed “Singing in the Rain” on her violin, much to everyone’s enjoyment.

2) Part-time reserve ambulance staff wage proposal – Administrator McDonough discussed how the current wages make it difficult to hire and retain part time staff, which also requires full time staff to fill these positions, with more cost to the District. Comparison charts were presented and discussed. President Fedoroff asked Tim if a 30% pay increase would solve the hiring issue, to which Tim stated that yes, we would attract more applicants however a lot of them currently work for San Luis ambulance. Tim stated that the biggest issue is the 12-hour car. Director Rice stated that the Board will approve the new pay scale when the new budget is approved.

3) Property & Facilities Committee options/recommendations for future building remodel – Director Mileur stated that the committee met with Vanir Construction regarding their previous proposal. The buildings have electrical issues and are not ADA compliant. Extensive renovation vs. modular housing vs total rebuild should be compared. It was noted by Gowdy Electric that PG&E has some drop lines that need attention. Director Lomeli added that the bathroom facilities are in need of repair, the cooling and heating issue is a problem and she thinks renovation does not seem feasible; she recommends modular. President Fedoroff recommended that this could be done in stages, and funds acquired for each phase. He recommended sending out an RFP for a modular crew’s quarters. Directors Mileur and Montalvo will then get together and discuss further with all of this input.

4) QI Plan Update – Administrator McDonough wants to include KPI elements into the QI that is measurable and reportable. He presented a list of potential QI elements and asked the Board to review and offer any suggestions for items to either delete or add. Mike added that there are some software packages that do this tracking however due to the size of the District he doesn’t feel that this is necessary. Benchmarks were then discussed. Director Montalvo added that she did not want to mix the billing QI with the ambulance QI however President Fedoroff added that he feels the billing QI is a good thing to see.

The Directors will send to Mike separately which QI metrics they want to see and how often they would like this information to be presented to them, whether quarterly, monthly, yearly, etc.

The meeting was adjourned to closed session at 7:36 pm.

F) CLOSED SESSION

Reportable action was an increase to CHC's lease from \$4,324 to \$4,824 per month beginning June 1, 2021 until November 30, 2021 and then reverting to month to month thereafter at the same rate. The Board also directed Mike to waive an arrears amount resulting from a clerical error amounting to about \$218.

G) DECLARATION OF FUTURE AGENDA ITEMS

- 1) Audit report
- 2) Draft Budget
- 3) Primary Care
- 4) QI metrics recommendations

H) ADJOURNMENT

The next regular meeting of the Board of Directors of the Cambria Community Healthcare District will be held on May 19 at 9:00 am – online.

