



# **CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

## **JUNE 22, 2021**

### **REGULAR BOARD MEETING MINUTES**

#### **A) OPENING**

1) The meeting was called to order at 9:05 AM via Zoom.

2) The Pledge of Allegiance was not conducted as there was no flag present.

3) Board of Directors President Iggy Fedoroff, Vice President Bill Rice and Secretary Laurie Mileur were present forming a quorum. Also, present was Administrator Mike McDonough. Director Cecilia Montalvo and Operations Manager Tim Benes joined the meeting in progress.

#### **B) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

There were no members of the public present at the start of the meeting.

#### **C) CONSENT AGENDA**

1) The Minutes of the May 10, 2021 Special Board Meeting were approved 3/0 after Bill Rice motioned and Laurie Mileur seconded approval.

2) The Minutes of the May 19, 2021 Regular Board Meeting were approved 3/0 after Bill Rice motioned and Laurie Mileur seconded approval.

#### **D) REPORTS**

1) Operations Report. The Board members had no questions for Tim.

2) Administrator's Report and Financial Review. Mike explained the reason for including three month's worth of Year to Date detail was that the previously-submitted detail did not quite match the "green bar" report which presented financial information correctly. Mike was asked if he expected the District to finish the year revenue positive with or without the FEMA grant monies and Mike was of the opinion that the District would finish revenue positive.

3) Committee Reports.

a) President's Report. Iggy Fedoroff stated that the fuel MOU with the Cambria Community Services District was no longer in force because the CCSD would not agree to a replacement MOU absolving CCHD of maintenance cost responsibility for CCSD's aging fuel delivery system. As a result, the CCHD is now using a Fleet Discount card to purchase fuel – normally in Morro Bay where fuel prices are consistently lower than in other areas. Iggy also mentioned that Cece Lomeli had resigned as Director effective June 14 and that we are searching for a replacement. We have set a June 30, 5 PM deadline for

applications with a Special Board meeting convening via Zoom at 9 AM July 1 to review applicants. Should we not find a suitable candidate at that time, the District has a total of 60 days to fill the vacancy.

b) Property & Facilities. Laurie Mileur said the committee met and the results will be discussed under Item E. 8 of Regular Business.

c) Healthcare Advocacy & Outreach. Cecilia Montalvo did not provide a report.

d) Finance. Bill Rice reported the Finance Committee met twice to determine and finalize the FY21/22 budget as well as discuss the draft annual audit.

e) Grants. The Committee did not meet.

f) Strategic Planning. Cecilia Montalvo provided no report.

## **E) REGULAR BUSINESS**

1) Resuming In-Person Board Meetings & Establishing a Schedule. Iggy Fedoroff proposed resuming in-person meetings at the The Old Cambria Grammar School Board Room at 9 AM the fourth Tuesday of each month except December when it will be the third Tuesday due to the holidays. The recommendation passed 3/0 after a motion by Bill Rice and was second by Laurie Mileur.

2) FY 19/20 Audit Review. The audit representative from Clifton, Larson Allen LLP, Leslie Ward, briefed the results of the annual District audit. She pointed out only estimates are currently used for depreciation, receivables and pension liability. Clean up of financial entries took an extended period and thus the audit report was delayed. She highlighted that the financial statement presents fairly the financial position of the District. The District has increased its cash which is a positive step in assuring the liquidity of the organization. There was one carry-forward finding regarding reconciliation of accounts receivables and the reserve for doubtful accounts. However, Leslie believes this has been remedied and will not see it recur in the next audit. She expects to start the next audit in November with completion by December. Bill Rice moved to accept the audit and Cecilia Montalvo seconded. Board approved 4/0.

3) FY 21/22 Budget Review. Bill Rice said the proposed budget has been realigned to recognize the District's use of Quickbooks accounting software. He also said this budget anticipates a return to normalcy but should COVID-19 return, the budget will likely require revision. The budget includes substantial pay increases for part time employees and the full time employee rate increases per the MOU. The budget includes funds to pay for a demographer to perform a study per the California Voting Rights Act and substantial facilities-related costs totaling over \$100,000. Bill Rice moved and Cecilia Montalvo seconded budget adoption and the Board approved the budget 4/0.

4) CCHD Employment Policy Regarding COVID-19 Vaccination. Cecilia Montalvo offered that employers now have the right to require employees to be vaccinated subject to certain established exceptions related to personal health conditions and firmly-held religious beliefs. The Board decided that Cecilia will draft a letter to employees advocating vaccinations to be signed by Mike and Iggy. Mike will draft an employee policy and review it with Jeff Minnery and Bill Avery and present it to the Board in August. Cecilia will approach the Cookie Crock Market regarding the cost of employee-incentive gift certificates for those employees who are either vaccinated or have an accepted exception to vaccination that will be outlined in the aforementioned Policy. The Board agreed that mandating vaccinations (with certain exceptions) will only occur after the Food & Drug Administration grants the COVID-19 vaccines full approval.

5) Surplus of Kenwood Radios. Tim Benes recommended giving the old District radios to CERT. Bill Rice recommended a letter be given to CERT stating that the radios were donated in an as is condition without any liability accruing to the District from their future use. Cecilia moved to donate radios subject to the letter, Laurie seconded. Board approved without objection 4/0.

6) Trust Fund Goals and Targets. After Cecilia led a discussion of the need for a marketing plan to solicit donations to the Trust, Laurie moved to create an ad hoc committee consisting of Cecilia and Bill Rice to manage this project, Bill and Cecilia simultaneously seconded and the Board approved the formation 4/0.

7) Resolution 18-21 CPI Adjustment to District Special Assessment. Mike introduced the annual resolution for adjusting the special assessment by 3.9%. Bill Rice moved and Cecilia seconded the adoption of the Resolution. Board approved without exception 4/0.

8) Facility Project Feasibility & Design Study. Laurie Mileur was of the opinion that a piecemeal facility remodel would be expensive and achieve only a short-term solution. So rather than doing a piecemeal renovation, Laurie advocated doing a proper renovation either with the existing building or possibly a modular facility. She recommended hiring an Architect & Engineering firm and would like to come back to the Board in September with long-lasting options. With input from Cecilia and Laurie, Mike was tasked with drafting a Request for Proposal for A&E services. The Board approved 4/0 spending up to \$75,000 for A&E services for the purpose of defining options with cost estimates to solve the District's facility needs.

#### **F) DECLARATION OF FUTURE AGENDA ITEMS**

- 1) Induct new Director -- Fedoroff
- 2) Review of Committee Assignments – Fedoroff

#### **G) ADJOURNMENT**

The meeting was adjourned at 11:00 AM. The next Special Board Meeting will occur July 1, 2021 at 9:00 AM via Zoom and the next Regular Board Meeting will occur in person at the Old Cambria Grammar School Board Room at 9:00 AM with vaccinated attendees allowed to attend without masks and unvaccinated attendees required to wear masks.