



CAMBRIA COMMUNITY HEALTHCARE DISTRICT

OCTOBER 21, 2020

BOARD MEETING MINUTES

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

A) OPENING

- 1) Call to order.

President Fedoroff called the meeting to order at 9:06 am.

- 2) Pledge of Allegiance.

Not performed as no flag was present.

- 3) Establishment of a quorum.

Board of Directors President Iggy Fedoroff was present, as well as Director Bill Rice. Director Barbara Bronson-Gray, Director Laurie Mileur and Director Cecilia Montalvo. Also present were Administrator Mike McDonough and Administrative Assistant Simone Rathbun, as well as Labor Consultant Bill Avery and Legal Counsel Jeff Minnery.

B) PUBLIC COMMENT

Kristi Jenkins, a member of the public, was present.

C) CONSENT AGENDA

The minutes from the September 8, 2020 Special Board Meeting and the Minutes from the September 17, 2020 Regular Board Meeting were reviewed and submitted for approval. No public comments were made in regards to these Minutes. Director Montalvo motioned to approve, Director Rice seconded, Board approved 5/0.

D) REPORTS

- 1) The Operations Report was presented by Administrator Mike McDonough as Operations Manager Tim Benes was out on a call. Mike stated that Tim is speaking with CalFire daily regarding the transfer of their 2005 4x4 ambulance to the District. It will be on the Board of Supervisors' November agenda for approval. Zoll monitor order status was given – the Representative Tim has been working with is upset because the Federal government recently

bought all their monitors and ventilators. He is trying to get us monitors as soon as possible and giving us loaners until then.

Tracking of SLO ambulance transports into Cambria report discussed; Director Mileur inquired as to where they were dispatched from. We have a backlog of Monterey call Billings that are due to us. They are having a paperwork issue on their end, delayed due to Covid.

The safety gear has been ordered and has started to arrive thanks to Project Heartbeat, who will reimburse us. Tim was able to save money while doing this and Project Heartbeat has agreed to do a second phase, also agreeing to fund ballistic vests for the crew.

Director Rice inquired as to number of runs so far in October; Mike will get the info from Tim when he gets back from his current call.

Kristi Jenkins stated that as an Administrator of Project Heartbeat we will be getting our funding soon for the jackets and helmets, and she is working on getting us the funds for the ballistic vests.

2) The Administrator's report and Financial Review were given by Administrator McDonough; the current Covid statistics given; all employees healthy. The Supplemental grant for PPE was denied but we are applying for other public assistance grants. A Representative from FEMA is working with us to help with the next submission. The next big AFG Grant for power-loading cots and equipment will open in November or December and that application is already being worked on.

The CalFire MOU has been put on hold due to fires, but the official is back and working on it and he will have it back to Mike soon. Trust IRS 990 form completed. We received a \$1500 donation to the trust.

Call volume was down in September at 9% below normal compared to last year and the ambulance transports are down 15% however the ambulance revenue is up over 31%.

Other financials were reviewed; we received a refund from SDRMA due to an audit they did. Tax revenue down in September, however this month we have received three payments.

Director Bronson Gray inquired about the Resolution regarding lifetime benefit for new hires. Bill Avery is working on this and it will be coming soon, delay due to getting information from PERS.

Director Fedoroff pointed out that on page 31 of the Board Packet we continue to do better cash-wise than a year ago, up over 21k from this time last year.

Director Rice asked Mike to speak about GEMT and the financial impact it will have on the District in the future. There are funds owed to us for some years that are not funded by the federal government yet however we have to give them a \$5k refund in November for another year that was reported incorrectly by the District.

1) Committee Reports:

- a) President's: Nothing to report
- b) Property & Facilities: Nothing to report
- c) Healthcare Advocacy & Outreach: Will cover in Agenda Item 3.
- d) Finance: Meeting was held on October 7, 2020. We covered the Annual Audit Corrective Action Plan; GEMT discussed; discussed financial reporting and the further automation of the monthly financial close process. Discussed financial policy and procedures and are in the process of reviewing those. Discussed alternative banking arrangements, which will be discussed later in Agenda Item F. 5, and finally we reviewed the possibility of setting up a credit card system for trust donations covered in F.6.
- e) Grants: Did not meet in October, but we did in September. Will discuss when we get to Agenda item F.4.
- f) Strategic Planning: Will be covered as Agenda item F.2.

F) REGULAR BUSINESS

- 1) Director Barbara Bronson Gray opened for discussion safeguarding the District's unique identity. Director Gray discussed control over the name and publishing by staff of pictures of identifiable assets and people. Director Montalvo asked about the current status of the policies, and is the version in the packet different from the one received before, Administrator McDonough stated that this is what has evolved. Mike stated that there are several layers of policy, which include the Bylaws, the District policies, and The Standard Operating Procedures (SOP), which is a draft. Director Bronson Gray suggested that the SOP be that staff should not be allowed to take any videos or photos while on calls. This will help protect the District from possible HIPAA violations.

Jeff Minnery stated that Mike needs more time to work with Bill Avery and the staff. Director Gray stated that it is important to protect our "brand", as people in the community see a post from the Cambria Ambulance Employees and think it's the Healthcare District.

Administrator McDonough stated there are two incidents when pictures would be allowed; high impact vehicle injury for ER MD purposes and the other being if one of the ambulances itself was to be involved in an accident, for insurance purposes.

Director Fedoroff suggested November 4th, 2020 for a Special Board Meeting at 10 am to specifically address this policy. Director Bronson Gray asked Jeff Minnery who owns the CCHD name and he stated that the name should not be the concern, but rather the publishing of pictures should be the focus. Director Bronson Gray then suggested that the employees should post under their SEIU Local name and not as the Cambria Ambulance Employees. Director Mileur then suggested that we could have a Communication Committee, with an employee Representative.

Kristi commented that the CCHD came about in 1947 and there have been attempts to change the name of the CCHD to the North Coast Emergency Services District. She stated that we need to apply ourselves to the highest standard and our employees are professional enough to understand the liability of taking pictures and posting them on social media.

- 2) Director Montalvo discussed the consideration of the formal adoption of the CCHD Strategic Plan – she asked that the plan be formally adopted today. Communication document to be held until CalFire ambulance and monitors obtained. Director Rice moved for the formal adoption of this plan; Director Mileur seconded. Board approved 5/0.
- 3) Director Montalvo presented a Primary Care Recruitment document for review. It is critical to recruit a primary MD for this area. It is a problem in many rural areas, and right now there is a National shortage of primary care MDs. Director Montalvo recommends we send out Requests for Proposal. \$10k is estimated for this activity. Director Rice moved to approve, Director Mileur seconded, Board approved 5/0.
- 4) Director Mileur discussed submitting two AFG Grant applications currently available; the main goal being to apply for an ambulance replacement grant. The FEMA Representative suggested that we apply for two ambulances since we are eligible. Also need to replace radios, working with Motorola and grants that they offer. We need dual frequency radios due to geographically-challenged areas that we cover. Director Mileur would like permission to apply for these. The Tucson Fire Chief is going to send his successful narrative to Mike. Director Rice moved to approve, Director Bronson Gray seconded, Board approved 5/0.
- 5) Administrator McDonough proposed to move banking to Pacific Premier Bank. After Rabobank changed to Mechanics Bank, the quality of service has changed, as well as bank access, and excessive analysis fees which Pacific Premier agreed would not be charged. Mike recommends transitioning our bank services to Pacific Premier. Director Bronson Gray suggested we do it in December when there will be new signatories on the accounts. Director Rice motioned to move to Pacific Premier Bank, Director Montalvo seconded, Board approved 5/0.
- 6) President Fedoroff opened the discussion of Trust fundraising, specifically what is the best way to energize the community to contribute to the trust. We have received only \$2,590 in donations so far. Director Fedoroff, as Trustee, has applied for a grant from the Cambria Community Council to fund the acquisition of the used Cal Fire 4#4 ambulance. The purpose of the Trust is to fund capital items and equipment. The start-up costs of bringing primary care to the community would seem to fit into the capital nature of trust donations. We need a focused campaign.

In order to simplify donations and enable donors to use credit cards, QGIV.com seems appropriate to use for depositing donated funds into our trust account, sending the donor a thank you note that would be on our letterhead, as well as providing a tax receipt. QGIV has no startup costs and charges 3.95% + \$.30 for each credit card transaction except for AMEX which is 4.95%.

Director Montalvo stated that she has noticed from looking at social media that a lot of the community think that their taxes pay for the CCHD, which is not true.

Director Bronson Gray then stated that items from Phase 2 of the marketing plan from earlier this year have not been done yet and she thinks there are still some things that can be done that would not cost us any money.

Director Fedoroff would like to break this up into two parts – one part being the focused flyer, the other being the QGIV portal. Director Montalvo motioned that we proceed with the implementation of QGIV. Director Rice then added that we need to make sure that any donors get a handwritten note by Administrator McDonough and not a QGIV generated one; Director Mileur seconded.

Director Bronson Gray cautioned about our pitch, stating that by saying we need a lot of things that historically has not raised a lot of money, so we should discuss specifics. Kristi Jenkins then asked who the Administrator of the trust is, to which President Fedoroff stated that he is the Trustee as President of the CCHD Board of Directors. She asked what the money was being used for. As stated, funds will be used for equipment and capital type expenses. Kristi stated that Project Heartbeat has over \$140k in funds. Director Bronson Gray stated the District Trust was created so the Board would be in a position to state what our needs are and be in control of the funds whereas Project Heartbeat funds employee requests. Board approved the motion to proceed with implementing QGIV immediately and a detailed solicitation for donations to follow when specifics were clearly identified, voting 4/1.

- 7) Director Montalvo discussed the District's COVID-19 response with related CCHD activities. The Community Leaders Forum was discussed, as well as establishing a group to begin the plan for future needs, including vaccines. Director Mileur stated that the County should be our point of contact. Director Bronson Gray suggested we contact Dr. Penny Borenstein about getting more involved, Director Montalvo will contact her.

G) DECLARATION OF FUTURE AGENDA ITEMS:

- 1) PRIMARY CARE INITIATIVE – Director Montalvo.
- 2) DISTRICT POLICIES TO BE REVIEWED — Administrator McDonough.

H) ADJOURNMENT

The meeting was adjourned at 11:32 am.

The next Regular Board Meeting will be held on November 18, 2020 at 9:00 am via Zoom.