



AGENDA

BOARD OF DIRECTORS MEETING

Wednesday, August 12, 2026, at 6:00 pm

138 S. Brandon Rd., Fallbrook, CA 92028

Administrative Office, 1st Floor Community Room

**All meetings are hybrid unless otherwise noted.*

*Please contact the Board clerk for language translation services 48 hours in advance of the meeting

In accordance with California Government Code Section 54956 teleconferencing will be used for this meeting. Members of the public will be able to participate by webinar by using this link: <https://us02web.zoom.us/j/5659435988?pwd=WmZhNHZ2eXp0cndqdC9Wc0ZDZlBlUT09&omn=82920864813>

Meeting ID: 565 943 5988. Passcode: 695141 Participants will need to download the Zoom app onto their mobile device. Members of the public will also be able to participate by telephone using the following number:

+1-669-900-6833 Meeting ID: 565 943 5988. Passcode: 695141

BOARD MEMBERS:

Board Chair Jennifer Jeffries, Vice-Chair Sally DeVito, Secretary Anabel Canseco, Interim Treasurer Cindy Acosta

A. CALL MEETING TO ORDER | ESTABLISH A QUORUM | PLEDGE OF ALLEGIANCE -

B. APPROVAL OF THE AGENDA -

C. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA | ANNOUNCEMENTS -

Members of the public may address the Board regarding any item listed on the Agenda at the time the item is being considered. Members of the public may also speak on any item not listed on the Agenda which falls within the subject matter jurisdiction of the District immediately prior to Board Comments & Items for Subsequent Meetings section below. Members of the public attending in-person need to fill-out a "Request to Speak" card and those attending by webinar need to raise their hand at this time and identify the Agenda item they would like to speak on. The Board has a policy limiting any speaker to not more than five minutes.

D. PRESENTATION - Service Award for Howard Salmon

E. APPOINTMENT OF TREASURER - Board Chair Jennifer Jeffries to appoint Director Cindy Acosta as Treasurer

F. CONSENT ITEMS -

F1. Minutes of July 8, 2026, Facilities Committee Meeting

(Staff Recommendation: Approve Minutes of July 8, 2026, Facilities Committee meeting)

F2. Minutes of July 8, 2026, Board of Directors Meeting

(Staff Recommendation: Approve Minutes of July 8, 2026, Board of Directors Meeting)

F3. Minutes of July 15, 2026, Strategic Planning Committee Meeting

(Staff Recommendation: Approve Minutes of July 15, 2026, Strategic Planning Committee Meeting)

G. DISCUSSION ITEMS -

G1. Minutes of August 5, 2026, Finance Committee Meeting

(Staff Recommendation: Approve Minutes of August 5, 2026, Finance Committee Meeting and for reimbursement of \$ 300,807.12 from CalTrust to the District's Operating Account)

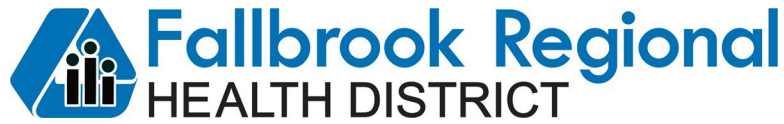


- G2. **Consideration and Authorization of RESOLUTION 478 Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority's Health Benefits Program**
(Staff Recommendation: Authorize RESOLUTION 478 Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority's Health Benefits Program)
- G3. **Consideration and Approval of the 2026 Biennial Review of the District's Conflict of Interest Code and Code of Ethics**
(Staff Recommendation: Approve the District's Conflict of Interest Code and Code of Ethics)
- G4. **Consideration and Approval of August 2026 Records Destruction**
(Staff Recommendation: Approve August 2026 Records Destruction)
- G5. **Consideration and Approval of Agreement for New Website Provider Revize Software Systems**
(Staff Recommendation: Approve Agreement for New Website Provider Revize Software Systems)
- G6. **Consideration and Authorization to Update Purchasing and Property Control Policy**
(Staff Recommendation: Approve to Update Purchasing and Property Control Policy)
- G7. **Chief Programs Officer Report – Theresa Geracitano**
(Staff Recommendation: Receive and file report)
- G8. **Chief Executive Officer Report – Rachel Mason**
(Staff Recommendation: Receive and file report)
- G9. **Second Amended And Restated Chief Executive Officer Employment Agreement**
(Staff Recommendation: Consider proposed amendments to CEO employment agreement)

H. CLOSED SESSION –

- H1. Conference with Labor Negotiator (Government Code Section 54957.6)
Name of District Negotiator: Aleks Giragosian, General Counsel
Unrepresented Employee: Rachel Mason, Chief Executive Officer

I. REPORT OUT OF CLOSED SESSION –



J. BOARD MEMBER COMMENTS & ITEMS FOR SUBSEQUENT MEETINGS –

Announcements for upcoming events:

See the District website event calendar at <https://www.fallbrookhealth.org/community-health-wellness-center>

**Age Well, Drive Smart Hosted by Senator Brian Jones Saturday, August 15, 2026,
11:00 am to 12:00 pm.**

**Government & Public Engagement Committee meets this month on Wednesday,
August 19, 2026, at 5:30 pm**

K. ADJOURNMENT-

NOTE: I certify that on Friday, August 7, 2026, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Fallbrook Regional Health District, said time being at least 72 hours in advance of the meeting. The American with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in or denied the benefits of District business. *If you need assistance to participate in this meeting, please contact the District office 24 hours prior to the meeting on 760-731-9187. **Please contact the Board clerk for language translation services 48 hours before the meeting. "The purpose of the Board meeting is to conduct District business. All demonstrations which disrupt, interrupt, or obstruct the Board's ability to conduct District business are prohibited. Members of the public that behave in a manner that disrupts, interrupts, or obstructs the Board's ability to conduct District business may be asked to leave the meeting. No signs, posters or other large objects shall be brought into the Board Conference Room or other meeting place if doing so would disrupt, interrupt, or obstruct the orderly course of the meeting."

Raquel A Williams

Executive Assistant/Board Clerk

**FAREWELL HOWARD SALMON
THANK YOU FOR YOUR
SERVICE**





MINUTES

FACILITIES COMMITTEE MEETING

Wednesday, July 8, 2026, at 5:00 pm

**Administrative Office, 1st Floor Community Room
138 S. Brandon Rd., Fallbrook CA 92028**

In accordance with California Government Code Section 54953 teleconferencing was used for this meeting. Board members, staff and members of the public were able to participate by webinar.

Committee Members: Chair Howard Salmon and Director Anabel Canseco

1. CALL MEETING TO ORDER/ROLL CALL - In attendance: Chair Howard Salmon, Director Anabel Canseco, Chief Executive Officer Rachel Mason, Chief Programs Officer Theresa Geracitano, Executive Assistant/Board Clerk Raquel Williams, Property Manager Roy Moosa

2. PUBLIC COMMENTS – ANNOUNCEMENT – None

3. DISCUSSION ITEMS-

Ongoing/Completed Projects at the Community Health & Wellness Center

- a.) Building A: Room 2 - Encinitas Design Group Updates | Demonstration Kitchen Project – CEO Rachel Mason opened the discussion with the hold up at the County of San Diego, the architect and the County are now in communication, and the permit issue is being resolved. Meetings with the architects are being scheduled and CEO Rachel Mason is planning to have one RFP for the project including both rooms of building A. This will help keep costs down and have the full building closed for renovations. Start for construction end of 2026.
- b.) Building A: Room 1- Develop RFP for Renovation
- c.) Building C – Concept and Redevelopment timeline – CEO Rachel Mason imagines that the process may start the end of this year. Will be requesting an estimate and design plans from Encinitas Design Group. Moving forward to 2027 the whole building and backyard must be redone to make it safe for the public.
- d.) Ribbon Cutting Ceremony on July 31, 2026, in honor of the major construction completion of Building B – CPO Theresa Geracitano shared that the final room in building B has been completed and we are ready to share it with the community. It has a space that can be converted into an office with a window



and a prep room with a sink and space that can be utilized as a nursing mothers' room, it turned out amazing and will be a perfect addition to the other meeting rooms in building B.

3. **BOARD MEMBER COMMENTS AND FUTURE AGENDA ITEMS** – CEO Rachel Mason shared that we are about to hire a new receptionist and Administrative Assistant Jessalyn Lopez has been through her first HR hiring process. Well done, Jessalyn!

4. **ADJOURNMENT –**

There being no further business, the meeting was adjourned at 5:28 pm

Raquel A Williams

Executive Assistant/Board Clerk





MINUTES BOARD OF DIRECTORS MEETING

Wednesday, July 8, 2026, at 6:00 pm

138 S. Brandon Rd., Fallbrook, CA 92028

Administrative Office, 1st Floor Community Room

**All meetings are hybrid unless otherwise noted.*

*Please contact the Board clerk for language translation services 48 hours in advance of the meeting

In accordance with California Government Code Section 54956 teleconferencing was used for this meeting. Members of the public were able to participate by webinar.

BOARD MEMBERS:

Board Chair Jennifer Jeffries, Vice-Chair Sally DeVito, Treasurer Howard Salmon, Secretary Anabel Canseco, Member Cindy Acosta

CALL MEETING TO ORDER | ESTABLISH A QUORUM | PLEDGE OF ALLEGIANCE -

Chair Jennifer Jeffries called the meeting to order at 6:07 p.m. and lead the Pledge of Allegiance.

In attendance: Directors Jennifer Jeffries, Anabel Canseco, Cindy Acosta, Howard Salmon, General Counsel Aleks Giragosian. Staff members: Chief Executive Officer Rachel Mason, Executive Assistant/Board Clerk Raquel Williams, Chief Programs Officer Theresa Geracitano, CPA Susan Woodward and members of the public.

Director/Vice Chair Sally DeVito joined the meeting via Zoom under “just cause” circumstances.

B. APPROVAL OF THE AGENDA -

Action: It was moved by Director Anabel Canseco, seconded by Director Cindy Acosta to approve the agenda as presented.

Motion carried (4-0) – unanimous vote

C. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA | ANNOUNCEMENTS – None

D. CONSENT ITEMS -

- D1. **Minutes of May 13, 2026 & June 10, 2026, Facilities Committee Meeting**
(Staff Recommendation: Approve Minutes of May 13, 2026, Facilities Committee meeting)
- D2. **Minutes of May 13, 2026, Board of Directors Meeting**
(Staff Recommendation: Approve Minutes of May 13, 2026, Board of Directors Meeting)
- D3. **Minutes of May 27, 2026, Special Board of Directors Meeting**
(Staff Recommendation: Approve Minutes of May 27, 2026, Special Board of Directors Meeting)
- D4. **Minutes of June 17, 2026, Strategic Planning Committee Meeting**
(Staff Recommendation: Approve Minutes of June 17, 2026, Strategic Planning Committee Meeting)



D5. Chief Programs Officer Report – Theresa Geracitano

(Staff Recommendation: Receive and file report)

D6. Chief Executive Officer Report – Rachel Mason

(Staff Recommendation: Receive and file report)

Action: It was moved by Director Cindy Acosta, seconded by Director Howard Salmon to approve the consent items as presented.

Motion carried (4-0) – unanimous vote

E. DISCUSSION ITEMS –

E1. June 3, 2026 & July 1, 2026, Finance Committee Meeting Packet & Minutes

(Staff Recommendation: Approve Minutes of the June 3, 2026 & July 1, 2026, Finance Committee Meeting) Treasurer Howard Salmon gave a brief report on the financials for both meetings. There will be a few changes to the reports for the new fiscal year.

Action: It was moved by Director Howard Salmon and seconded by Director Cindy Acosta to Approve Minutes of June 3, 2026 & July 1, 2026, Finance Committee Meeting Minutes as presented.

Motion carried (4-0) – unanimous vote

E2. Consideration to Review and Extend Michelles Place Grant Agreement for Cancer Support Services

(Staff Recommendation: Extend Michelle's Place Grant Agreement for Cancer Support Services)

Action: It was moved by Director Howard Salmon, seconded by Director Anabel Canseco to Approve and Extend Michelle's Place Grant Agreement for Cancer Support Services as presented.

Motion carried (4-0) – unanimous vote

E3. Consideration to Review and Revise North County Fire Protection District Ambulance Grant Agreement

(Staff Recommendation: Revise North County Fire Protection District Ambulance Grant Agreement)

Action: It was moved by Director Howard Salmon, seconded by Director Cindy Acosta to Approve and Revise North County Fire Protection District Ambulance Grant Agreement as presented.

Motion carried (4-0) – unanimous vote

E4. Consideration to Approve the Community Needs Assessment Proposal from Sowen for \$141,000.00



(Staff Recommendation: Approve the Community Needs Assessment Proposal from Sowen for \$141,000.0)

Action: It was moved by Director Cindy Acosta, seconded by Director Howard Salmon to Approve the Community Needs Assessment Proposal from Sowen for \$141,000.00 as presented.

Motion carried (4-0) – unanimous vote

E5. Consideration and Approval of July 2026 Records Destruction

(Staff Recommendation: Approve July 2026 Records Destruction)

Action: It was moved by Director Howard Salmon, seconded by Director Cindy Acosta to Approve July 2026 Records Destruction as presented.

Motion carried (4-0) – unanimous vote

F. CLOSED SESSION –

F1. Public Employee Performance Evaluation (Government Code Section 54957(b)(1))

Title: Chief Executive Officer

G. REPORT OUT OF CLOSED SESSION –

Per General Counsel Aleks Giragosian –

The Board met in closed session to discuss performance evaluation for the Chief Executive Officer, and no reportable action was taken.

H. BOARD MEMBER COMMENTS & ITEMS FOR SUBSEQUENT MEETINGS –

Announcements for upcoming events:

See the District website event calendar at <https://www.fallbrookhealth.org/community-health-wellness-center>

I. ADJOURNMENT-

There being no further business, the meeting was adjourned at 6:30 pm.

Raquel A. Williams

Executive Assistant/Board Clerk



MINUTES

Strategic Planning Committee Meeting

July 15, 2026, at 5:30 pm

Administrative Office, 1st Floor Community Room

138 S. Brandon Rd., Fallbrook, CA 92028

In accordance with California Government Code Section 54953 teleconferencing was used for this meeting. The public were able to participate by webinar.

BOARD COMMITTEE MEMBERS – Chair Jennifer Jeffries & Director Cindy Acosta

1. CALL MEETING TO ORDER/ROLL CALL –

In attendance- Director/Chair Jennifer Jeffries, Director Cindy Acosta, Chief Executive Officer Rachel Mason, Executive Assistant/Board Clerk Raquel Williams

2. PUBLIC COMMENTS – ANNOUNCEMENT – None

3. DISCUSSION ITEMS –

- a.) Community Needs Assessment – SOWEN Timeline – CEO Rachel Mason opened the discussion with an update on the SOWEN group and General Counsel Aleks Giragosian found that they were not registered with the California State Secretary and they are in the process of filing for that. Ad hoc meeting timelines are to begin in August to be completed by March 2027. Upon receipt of their registration with the State of California the agreement will be executed. This item will remain on the agenda until completion of the project.
- b.) Goal Setting for Fiscal Year 26.27 – The handout is attached to the minutes. CEO Rachel Mason updated the priorities and informed the committee that an Ad hoc committee will also be needed for the discussions that are going to be planned for the clinical partnership. Board Chair Jennifer Jeffries is on board as well as Vice-Chair Sally DeVito. This will remain a strategic priority and will be updated accordingly. We are in the process of changing website companies and more information is coming. CEO Rachel Mason shared that it is time to update the employee manual and Administrative Assistant Jessalyn Lopez will be assisting with this project. This will remain on the agenda.

AUGUST 4, 2026

FINANCE COMMITTEE

MEETING

PACKET & MINUTES

Fallbrook Regional Health District

Report #1 - Balance Sheet Comparison

As of June 30, 2026

	TOTAL		
	AS OF JUN 30, 2026	AS OF MAY 31, 2026 (PP)	% CHANGE
ASSETS			
Current Assets			
Bank Accounts			
ADP Payroll Bank -7700	200,323.22	200,323.22	0.00 %
Banc of California - Checking	712,207.98	1,143,865.39	(37.74 %)
Bank of Commerce-0897	50,000.00	50,000.00	0.00 %
Five Star- NEW Operating account- 0101	34,622.17		
Total Bank Accounts	\$997,153.37	\$1,394,188.61	(28.48 %)
Other Current Assets			
Employee Reimbursement Receivable	0.00	63.36	(100.00 %)
Interest Receivable - Foundation	1,362.92	1,196.88	13.87 %
Interest Receivable - LAIF	0.00	0.00	
Loan Receivable - FRHD Foundation	26,567.05	26,567.05	0.00 %
Prepaid Expenses	6,013.33	0.00	
Prepaid Insurance	0.00	3,054.42	(100.00 %)
Reimbursement Receivable - CDD	(1,569.02)	(1,569.02)	0.00 %
Tax Apportionment Receivable	17,580.35	34,622.17	(49.22 %)
Total Other Current Assets	\$49,954.63	\$63,934.86	(21.87 %)
Total Current Assets	\$1,047,108.00	\$1,458,123.47	(28.19 %)
Fixed Assets			
Accumulated Depreciation - All Buildings	(438,349.00)	(413,544.02)	(6.00 %)
Accumulated Depreciation - Equipment	(77,239.00)	(76,673.54)	(0.74 %)
Construction in Progress	30,997.92	403,645.80	(92.32 %)
E. Mission Road	1,441,539.86	1,441,539.86	0.00 %
E. Mission Road - Improvements	2,113,155.59	1,698,749.59	24.39 %
E. Mission Road - Land	360,629.00	360,629.00	0.00 %
Total E. Mission Road	3,915,324.45	3,500,918.45	11.84 %
Equipment	85,471.17	85,471.17	0.00 %
S. Brandon Road	161,578.00	161,578.00	0.00 %
S. Brandon Road - Improvements	264,480.55	264,480.55	0.00 %
S. Brandon Road - Land	129,662.00	129,662.00	0.00 %
Total S. Brandon Road	555,720.55	555,720.55	0.00 %
Total Fixed Assets	\$4,071,926.09	\$4,055,538.41	0.40 %
Other Assets			
California Class	1,504,992.90	1,500,430.99	0.30 %
CalTrust - Liquidity Fund	1,438,174.51	1,433,756.66	0.31 %
CalTrust - Medium Term Fund	5,294,756.59	5,287,540.91	0.14 %
LAIF	393,863.17	393,863.17	0.00 %
Total Other Assets	\$8,631,787.17	\$8,615,591.73	0.19 %
TOTAL ASSETS	\$13,750,821.26	\$14,129,253.61	(2.68 %)

Fallbrook Regional Health District

Report #1 - Balance Sheet Comparison

As of June 30, 2026

	TOTAL		
	AS OF JUN 30, 2026	AS OF MAY 31, 2026 (PP)	% CHANGE
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable (A/P)	59,758.76	113,726.04	(47.45 %)
Total Accounts Payable	\$59,758.76	\$113,726.04	(47.45 %)
Credit Cards			
Columbia Bank-CC-7117	0.00	0.00	
Five Star Bank - CC	4,741.77	4,932.20	(3.86 %)
Total Credit Cards	\$4,741.77	\$4,932.20	(3.86 %)
Other Current Liabilities			
Payroll - Tax Payable	6,487.54	5,368.81	20.84 %
Payroll - Vacation & Sick Payable	49,155.75	55,437.96	(11.33 %)
Payroll - Wages Payable	17,891.14	15,185.57	17.82 %
Refundable Deposits - Rental Security	480.00	480.00	0.00 %
Simple IRA Plan - Payable	1,507.22	5,256.29	(71.33 %)
Total Other Current Liabilities	\$75,521.65	\$81,728.63	(7.59 %)
Total Current Liabilities	\$140,022.18	\$200,386.87	(30.12 %)
Total Liabilities	\$140,022.18	\$200,386.87	(30.12 %)
Equity			
Community Development Disbursement	8,391,943.70	8,391,943.70	0.00 %
Opening balance equity	0.00	0.00	
Retained Earnings	0.00	0.00	
Unrestricted Operations Fund	4,701,354.80	4,701,354.80	0.00 %
Net Income	517,500.58	835,568.24	(38.07 %)
Total Equity	\$13,610,799.08	\$13,928,866.74	(2.28 %)
TOTAL LIABILITIES AND EQUITY	\$13,750,821.26	\$14,129,253.61	(2.68 %)

Fallbrook Regional Health District

Report #2 - Profit and Loss and YTD

June 2026

	TOTAL	
	JUN 2026	JUL 2025 - JUN 2026 (YTD)
Income		
Interest Income - Foundation	166.04	649.38
Property Tax Revenue	17,580.35	2,771,556.98
Rental Income	800.00	10,704.29
Wellness Center Income - Event/Space Rental		425.00
Total Income	\$18,546.39	\$2,783,335.65
GROSS PROFIT	\$18,546.39	\$2,783,335.65
Expenses		
Advertising & Promotions	2,548.91	31,471.24
Auto Expenses		3,436.51
Community Health Contracts		109.91
Boys & Girls Club of North County - TP		37,956.80
Boys & Girls Club of North County - WS		19,539.00
D'Vine Path		58,500.00
Fallbrook Food Pantry		220,000.00
Fallbrook Senior Citizens		33,750.00
Foundation for Senior Care		64,125.00
NC Fire JPA (Ambulance)	200,000.00	200,000.00
Reins Therapeutic Horsemanship Program		27,000.00
San Diego Children's Discovery Museum		18,000.00
The Center for Senior Wellbeing		32,625.00
Voices for Children		13,500.00
Youth Fitness Grants		
Bonsall/Fallbrook Little League		5,000.00
Boys & Girls Club North County - Soccer		5,000.00
Fallbrook Band Boosters		5,000.00
Fallbrook Girls Softball		5,000.00
Total Youth Fitness Grants		20,000.00
Total Community Health Contracts	200,000.00	745,105.71
District Direct Care Services		
District Sponsored Events		33.82
Health Services & Clinics	6,166.20	188,545.78
Total District Direct Care Services	6,166.20	188,579.60
Dues & Subscriptions	711.53	22,439.59
Education & Conferences	2,182.69	79,640.41
Equipment Lease	1,592.55	19,419.76
General Insurance	2,747.62	31,372.24
IT Services	3,041.00	12,797.68

Fallbrook Regional Health District

Report #2 - Profit and Loss and YTD

June 2026

	TOTAL	
	JUN 2026	JUL 2025 - JUN 2026 (YTD)
Legal & Accounting services	454.25	962.75
Accounting	1,500.00	34,000.00
Independent Audit		15,500.00
Legal	651.75	40,912.32
Total Legal & Accounting services	2,606.00	91,375.07
Medical Records Expense	3,497.39	33,870.83
Meeting Expenses	327.87	4,751.02
Mileage Reimbursement	149.20	201.40
Office Expenses		
General Office Expenses	1,176.89	7,146.41
Maintenance & Repairs	12,743.72	111,219.60
Office Equipment & Fixtures	313.24	2,737.79
Office Supplies	42.73	10,607.91
Postage & Shipping	261.11	721.88
Software & Website	1,300.81	45,539.34
Total Office Expenses	15,838.50	177,972.93
Other Tax and Licenses		(266.58)
Payroll Expenses		
Board Stipends	2,016.00	21,624.75
Employee Benefits	10,872.83	143,578.45
Payroll Processing Fees	347.93	4,800.10
Payroll Taxes	5,465.47	66,663.49
Salaries	69,745.60	826,274.52
Simple IRA Match	(31.17)	18,251.58
Vacation & Sick Leave	(6,282.21)	(3,362.69)
Workers Compensation	306.80	4,164.60
Total Payroll Expenses	82,441.25	1,081,994.80
Property Management Fees		1,500.00
Utilities		
Cell Phones	474.49	5,103.58
General Utilities	2,206.11	33,147.97
Internet/Telephone	907.74	15,343.72
Total Utilities	3,588.34	53,595.27
Total Expenses	\$327,439.05	\$2,579,257.48
NET OPERATING INCOME	\$ (308,892.66)	\$204,078.17
Other Income		
Credit Card Rebate		99.39
Grants - Other Income		120,000.00
Interest/Dividend Income	26,964.37	331,333.23
Unrealized Gain/Loss - LAIF		(485.81)

Fallbrook Regional Health District

Report #2 - Profit and Loss and YTD

June 2026

	TOTAL	
	JUN 2026	JUL 2025 - JUN 2026 (YTD)
Unrealized Gain/Loss CalTrust - Medium Term	(10,768.93)	(53,711.84)
Total Other Income	\$16,195.44	\$397,234.97
Other Expenses		
Depreciation Expense	20,057.52	20,057.52
Depreciation Expense - Brandon Road	1,108.42	13,301.04
Depreciation Expense - Mission Road	4,204.50	50,454.00
Total Depreciation Expense	25,370.44	83,812.56
Total Other Expenses	\$25,370.44	\$83,812.56
NET OTHER INCOME	\$ (9,175.00)	\$313,422.41
NET INCOME	\$ (318,067.66)	\$517,500.58

Fallbrook Regional Health District
Report #3 - Profit & Loss Actual vs Operating Plan FY 25 - 26 - District
July 2025 - June 2026

	Administrative				Wellness Center				TOTAL			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
1 Income												
2 Interest Income - Foundation	649.38		649.38				0.00		649.38	0.00	649.38	
3 Program Fees			0.00		7,500.00	(7,500.00)	0.00%		0.00	7,500.00	(7,500.00)	0.00%
4 Property Tax Revenue	2,771,556.98	2,894,708.45	(123,151.47)	95.75%		0.00			2,771,556.98	2,894,708.45	(123,151.47)	95.75%
5 Rental Income	9,679.29	8,160.00	1,519.29	118.62%	1,025.00	1,025.00			10,704.29	8,160.00	2,544.29	131.18%
6 Wellness Center Income - Event/Space Rental		3,000.00	(3,000.00)	0.00%	425.00	3,000.00	(2,575.00)	14.17%	425.00	6,000.00	(5,575.00)	7.08%
7 Total Income	\$ 2,781,885.65	\$ 2,905,868.45	\$ (123,982.80)	95.73%	\$ 1,450.00	\$ 10,500.00	\$ (9,050.00)	13.81%	\$ 2,783,335.65	\$ 2,916,368.45	\$ (133,032.80)	95.44%
8 Gross Profit	\$ 2,781,885.65	\$ 2,905,868.45	\$ (123,982.80)	95.73%	\$ 1,450.00	\$ 10,500.00	\$ (9,050.00)	13.81%	\$ 2,783,335.65	\$ 2,916,368.45	\$ (133,032.80)	95.44%
9 Expenses												
10 Advertising & Promotions	5,853.10	1,500.00	4,353.10	390.21%	25,618.14	11,000.00	14,618.14	232.89%	31,471.24	12,500.00	18,971.24	251.77%
11 Auto Expenses	3,178.71	1,568.28	1,610.43	202.69%	257.80	900.00	(642.20)	28.64%	3,436.51	2,468.28	968.23	139.23%
12 Community Health Contracts			0.00		109.91		109.91		109.91	0.00	109.91	
13 Boys & Girls Club of North County - TP	37,956.80	37,956.80	0.00	100.00%			0.00		37,956.80	37,956.80	0.00	100.00%
14 Boys & Girls Club of North County - WS	19,539.00	19,539.00	0.00	100.00%			0.00		19,539.00	19,539.00	0.00	100.00%
15 D'Vine Path	58,500.00	58,500.00	0.00	100.00%			0.00		58,500.00	58,500.00	0.00	100.00%
16 Fallbrook Food Pantry	220,000.00	100,000.00	120,000.00	220.00%			0.00		220,000.00	100,000.00	120,000.00	220.00%
17 Fallbrook Senior Citizens	33,750.00	45,000.00	(11,250.00)	75.00%			0.00		33,750.00	45,000.00	(11,250.00)	75.00%
18 Foundation for Senior Care	64,125.00	85,500.00	(21,375.00)	75.00%			0.00		64,125.00	85,500.00	(21,375.00)	75.00%
19 NC Fire JPA (Ambulance)	200,000.00	200,000.00	0.00	100.00%			0.00		200,000.00	200,000.00	0.00	100.00%
20 Reins Therapeutic Horsemanship Program	27,000.00	27,000.00	0.00	100.00%			0.00		27,000.00	27,000.00	0.00	100.00%
21 San Diego Children's Discovery Museum	18,000.00	18,000.00	0.00	100.00%			0.00		18,000.00	18,000.00	0.00	100.00%
22 The Center for Senior Wellbeing	32,625.00		32,625.00				0.00		32,625.00	0.00	32,625.00	
23 Voices for Children	13,500.00	13,500.00	0.00	100.00%			0.00		13,500.00	13,500.00	0.00	100.00%
24 Youth Fitness Grants			0.00				0.00		0.00	0.00	0.00	
25 Bonsall/Fallbrook Little League	5,000.00	5,000.00	0.00	100.00%			0.00		5,000.00	5,000.00	0.00	100.00%
26 Boys & Girls Club North County - Soccer	5,000.00	5,000.00	0.00	100.00%			0.00		5,000.00	5,000.00	0.00	100.00%
27 Fallbrook Band Boosters	5,000.00	5,000.00	0.00	100.00%			0.00		5,000.00	5,000.00	0.00	100.00%
28 Fallbrook Girls Softball	5,000.00	5,000.00	0.00	100.00%			0.00		5,000.00	5,000.00	0.00	100.00%
29 Total Youth Fitness Grants	\$ 20,000.00	\$ 20,000.00	\$ -	100.00%	\$ -	\$ -	\$ -		\$ 20,000.00	\$ 20,000.00	\$ -	100.00%
30 Total Community Health Contracts	\$ 744,995.80	\$ 624,995.80	\$ 120,000.00	119.20%	\$ 109.91	\$ -	\$ 109.91		\$ 745,105.71	\$ 624,995.80	\$ 120,109.91	119.22%
31 District Direct Care Services			0.00				0.00		0.00	0.00	0.00	
32 District Sponsored Events		0.00	0.00		33.82	10,000.00	(9,966.18)	0.34%	33.82	10,000.00	(9,966.18)	0.34%
33 Health Services & Clinics		500,000.04	(500,000.04)	0.00%	188,545.78	206,139.96	(17,594.18)	91.46%	188,545.78	706,140.00	(517,594.22)	26.70%
34 Total District Direct Care Services	\$ -	\$ 500,000.04	\$ (500,000.04)	0.00%	\$ 188,579.60	\$ 216,139.96	\$ (27,560.36)	87.25%	\$ 188,579.60	\$ 716,140.00	\$ (527,560.40)	26.33%
35 Dues & Subscriptions	20,640.59	18,955.00	1,685.59	108.89%	1,799.00	3,155.00	(1,356.00)	57.02%	22,439.59	22,110.00	329.59	101.49%
36 Education & Conferences	61,972.22	63,708.04	(1,735.82)	97.28%	17,668.19	28,956.65	(11,288.46)	61.02%	79,640.41	92,664.69	(13,024.28)	85.94%
37 Equipment Lease	9,709.92	9,555.36	154.56	101.62%	8,913.57	9,555.24	(641.67)	93.28%	18,623.49	19,110.60	(487.11)	97.45%

38	General Election		0.00	0.00			0.00		0.00	0.00	0.00		
39	General Insurance	14,885.44	16,020.00	(1,134.56)	92.92%	16,486.80	16,020.00	466.80	102.91%	31,372.24	32,040.00	(667.76)	97.92%
40	IT Services	4,970.50	4,200.00	770.50	118.35%	7,827.18	4,200.00	3,627.18	186.36%	12,797.68	8,400.00	4,397.68	152.35%
41	Legal & Accounting services			0.00		962.75		962.75		962.75	0.00	962.75	
42	Accounting	34,000.00	42,000.00	(8,000.00)	80.95%			0.00		34,000.00	42,000.00	(8,000.00)	80.95%
43	Independent Audit	15,500.00	18,500.00	(3,000.00)	83.78%			0.00		15,500.00	18,500.00	(3,000.00)	83.78%
44	Legal	36,275.61	66,000.00	(29,724.39)	54.96%	4,636.71	0.00	4,636.71		40,912.32	66,000.00	(25,087.68)	61.99%
45	Total Legal & Accounting services	\$ 85,775.61	\$ 126,500.00	\$ (40,724.39)	67.81%	\$ 5,599.46	\$ -	\$ 5,599.46		\$ 91,375.07	\$ 126,500.00	\$ (35,124.93)	72.23%
46	Medical Records Expense	33,870.83	43,600.00	(9,729.17)	77.69%			0.00		33,870.83	43,600.00	(9,729.17)	77.69%
47	Meeting Expenses	3,389.70	2,550.00	839.70	132.93%	1,361.32	600.00	761.32	226.89%	4,751.02	3,150.00	1,601.02	150.83%
48	Mileage Reimbursement	201.40		201.40				0.00		201.40	0.00	201.40	
49	Office Expenses			0.00				0.00		0.00	0.00	0.00	
50	General Office Expenses	3,233.15	3,275.00	(41.85)	98.72%	3,913.26	2,700.00	1,213.26	144.94%	7,146.41	5,975.00	1,171.41	119.61%
51	Maintenance & Repairs	53,053.99	28,245.40	24,808.59	187.83%	58,165.61	37,499.00	20,666.61	155.11%	111,219.60	65,744.40	45,475.20	169.17%
52	Office Equipment & Fixtures	2,737.79		2,737.79			0.00	0.00		2,737.79	0.00	2,737.79	
53	Office Supplies	5,064.57	4,500.00	564.57	112.55%	5,543.34	4,800.00	743.34	115.49%	10,607.91	9,300.00	1,307.91	114.06%
54	Postage & Shipping	721.88	1,079.52	(357.64)	66.87%		115.00	(115.00)	0.00%	721.88	1,194.52	(472.64)	60.43%
55	Software & Website	15,059.31	16,680.16	(1,620.85)	90.28%	30,480.03	19,016.00	11,464.03	160.29%	45,539.34	35,696.16	9,843.18	127.57%
56	Total Office Expenses	\$ 79,870.69	\$ 53,780.08	\$ 26,090.61	148.51%	\$ 98,102.24	\$ 64,130.00	\$ 33,972.24	152.97%	\$ 177,972.93	\$ 117,910.08	\$ 60,062.85	150.94%
57	Other Tax and Licenses	(266.58)		(266.58)				0.00		(266.58)	0.00	(266.58)	
58	Payroll Expenses			0.00				0.00		0.00	0.00	0.00	
59	Board Stipends	21,624.75	26,460.00	(4,835.25)	81.73%			0.00		21,624.75	26,460.00	(4,835.25)	81.73%
60	Employee Benefits	61,843.48	61,370.89	472.59	100.77%	81,734.97	72,000.00	9,734.97	113.52%	143,578.45	133,370.89	10,207.56	107.65%
61	Payroll Processing Fees	2,400.07	2,149.20	250.87	111.67%	2,400.03	1,432.80	967.23	167.51%	4,800.10	3,582.00	1,218.10	134.01%
62	Payroll Taxes	44,188.47	48,679.80	(4,491.33)	90.77%	22,475.02	21,525.58	949.44	104.41%	66,663.49	70,205.38	(3,541.89)	94.95%
63	Salaries	563,522.68	608,497.80	(44,975.12)	92.61%	262,751.84	270,168.54	(7,416.70)	97.25%	826,274.52	878,666.34	(52,391.82)	94.04%
64	Simple IRA Match	11,260.17	18,254.94	(6,994.77)	61.68%	6,991.41	30,476.33	(23,484.92)	22.94%	18,251.58	48,731.27	(30,479.69)	37.45%
65	Vacation & Sick Leave	(6,337.63)		(6,337.63)		2,974.94	0.00	2,974.94		(3,362.69)	0.00	(3,362.69)	
66	Workers Compensation	2,323.80	18,000.00	(15,676.20)	12.91%	1,840.80	17,880.00	(16,039.20)	10.30%	4,164.60	35,880.00	(31,715.40)	11.61%
67	Total Payroll Expenses	\$ 700,825.79	\$ 783,412.63	\$ (82,586.84)	89.46%	\$ 381,169.01	\$ 413,483.25	\$ (32,314.24)	92.18%	\$ 1,081,994.80	\$ 1,196,895.88	\$ (114,901.08)	90.40%
68	Property Management Fees	1,500.00	1,000.00	500.00	150.00%			0.00		1,500.00	1,000.00	500.00	150.00%
69	Utilities			0.00				0.00		0.00	0.00	0.00	
70	Cell Phones	2,823.55	2,400.00	423.55	117.65%	2,280.03	1,800.00	480.03	126.67%	5,103.58	4,200.00	903.58	121.51%
71	General Utilities	13,444.55	15,402.53	(1,957.98)	87.29%	19,703.42	24,400.00	(4,696.58)	80.75%	33,147.97	39,802.53	(6,654.56)	83.28%
72	Internet/Telephone	7,348.06	7,320.72	27.34	100.37%	7,995.66	6,300.00	1,695.66	126.92%	15,343.72	13,620.72	1,723.00	112.65%
73	Total Utilities	\$ 23,616.16	\$ 25,123.25	\$ (1,507.09)	94.00%	\$ 29,979.11	\$ 32,500.00	\$ (2,520.89)	92.24%	\$ 53,595.27	\$ 57,623.25	\$ (4,027.98)	93.01%
74	Total Expenses	\$ 1,794,989.88	\$ 2,276,468.48	\$ (481,478.60)	78.85%	\$ 783,471.33	\$ 800,640.10	\$ (17,168.77)	97.86%	\$ 2,578,461.21	\$ 3,077,108.58	\$ (498,647.37)	83.79%
75	Net Operating Income	\$ 986,895.77	\$ 629,399.97	\$ 357,495.80	156.80%	\$ (782,021.33)	\$ (790,140.10)	\$ 8,118.77	98.97%	\$ 204,874.44	\$ (160,740.13)	\$ 365,614.57	-127.46%
76	Other Income												
77	Credit Card Rebate	81.13		81.13		18.26		18.26		99.39	0.00	99.39	
78	Grants - Other Income	120,000.00		120,000.00				0.00		120,000.00	0.00	120,000.00	
79	Interest/Dividend Income	331,333.23	0.00	331,333.23				0.00		331,333.23	0.00	331,333.23	
80	Unrealized Gain/Loss - LAIF	(485.81)		(485.81)				0.00		(485.81)	0.00	(485.81)	
81	Unrealized Gain/Loss CalTrust - Medium Term	(53,711.84)		(53,711.84)				0.00		(53,711.84)	0.00	(53,711.84)	

82	Total Other Income	\$	397,216.71	\$	-	\$	397,216.71	\$	18.26	\$	-	\$	18.26	\$	397,234.97	\$	-	\$	397,234.97			
83	Other Expenses																					
84	Depreciation Expense		132.98				132.98		19,924.54				19,924.54		20,057.52		0.00		20,057.52			
85	Depreciation Expense - Brandon Road		13,301.04				13,301.04						0.00		13,301.04		0.00		13,301.04			
86	Depreciation Expense - Mission Road						0.00		50,454.00				50,454.00		50,454.00		0.00		50,454.00			
87	Total Depreciation Expense	\$	13,434.02	\$	-	\$	13,434.02	\$	70,378.54	\$	-	\$	70,378.54	\$	83,812.56	\$	-	\$	83,812.56			
88	Total Other Expenses	\$	13,434.02	\$	-	\$	13,434.02	\$	70,378.54	\$	-	\$	70,378.54	\$	83,812.56	\$	-	\$	83,812.56			
89	Net Other Income	\$	383,782.69	\$	-	\$	383,782.69	\$	(70,360.28)	\$	-	\$	(70,360.28)	\$	313,422.41	\$	-	\$	313,422.41			
90	Net Income	\$	1,370,678.46	\$	629,399.97	\$	741,278.49	217.78%	\$	(852,381.61)	\$	(790,140.10)	\$	(62,241.51)	107.88%	\$	518,296.85	\$	(160,740.13)	\$	679,036.98	-322.44%

INVESTMENT COMPLIANCE REPORT

This report is provided in compliance with Section 53646 of the California Government Code and aligns with best practice recommendations outlined in the Local Agency Investment Guidelines (LAIG).

LOCAL AGENCY INVESTMENT FUND (LAIF)

Through the Pooled Money Investment Account (PMIA), the State Treasurer invests taxpayers' money to manage the State's cash flow and strengthen the financial security of local governmental entities. PMIA policy sets as primary investment objectives safety, liquidity and yield.

As of June 30, 2026, the District's balance was \$393,863.17. This represents 4.56% of the District's investment portfolio. The Average Monthly Effective Yield for the month of June, 2026 was 3.816%, up from prior month 3.810%. In June 2026, the District reported \$0.00 in quarterly earnings.

As of June, 2026, the PMIA's holdings include US Treasury Securities, Federal Agency Debentures and Discount Notes, along with CDs and Commercial Paper.

CalTRUST

The CalTRUST Board works closely with the investment manager, State Street Global Advisors, to ensure that public dollars are managed securely and efficiently and are in full compliance with California Law. The primary objective is to safeguard the preservation of principal.

The District is invested in two CalTRUST Funds: Medium Term Fund and Liquidity Fund. As of June 30, 2026, the District's closing Net Asset Value was \$6,732,931.10. This represents 78.00% of the District's investment portfolio.

In June, 2026, the District earned \$22,402.46 in dividend income and reported \$10,768.93 in unrealized losses. The One Year Yield on the Medium-Term Fund was 4.00%, down from prior month 4.01% and the One Year Yield on the Liquidity Fund was 4.07%, down from prior month 4.12%.

As of June 30, 2026, CalTRUST's holdings include US Treasury Securities, Investment Grade Corporates, Commercial Paper and CD's.

California CLASS

The California Cooperative Liquid Assets Securities System (California CLASS) is a pooled investment option that invests in high-quality, short-to-medium-term securities that prioritize principal preservation. The California CLASS management has appointed Public Trust Advisors, LLC to serve as the Investment Advisor and Administrator. As of June 30, 2026, the District's balance was \$1,504,992.90. This represents 17.44% of the District's investment portfolio. In June, 2026, the District reported \$4,561.91 in earnings. The 30-day average yield was 3.6996%, up from prior month 3.6977%.

As of June 30, 2026, California CLASS's holdings include US Treasury Securities, Federal Agency Securities, and CD's.

The investments of the District are in compliance with the District's 2026-2027 Investment Policy. The balances in the District's investment accounts give the District the ability to meet its expenditure requirements for the next twelve (12) months.



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

July 01, 2026

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

FALLBROOK REGIONAL HEALTH DISTRICT

DISTRICT ADMINISTRATOR
138 SOUTH BRANDON ROAD
FALLBROOK, CA 92028

[Tran Type Definitions](#)

Account Number: XXXXXXXXXX

June 2026 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	393,863.17
Total Withdrawal:	0.00	Ending Balance:	393,863.17



CalTRUST
50 Iron Point Circle, Suite 140
Folsom, CA 95630
www.caltrust.org
Email: admin@caltrust.org
Fax: 402-963-9094
Phone: 833-CALTRUST (225-8787)

22

Investment Account Summary

06/01/2026 through 06/30/2026

SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Jun 30 (\$)	Value on Jun 30 (\$)	Average Cost Amount (\$)	Cumulative Change in Value (\$)
FALLBROOK REGIONAL HEALTH DISTRICT						
CalTRUST Medium Term Fund		540,281.285	9.80	5,294,756.59	5,404,015.69	(109,259.10)
CalTRUST Liquidity Fund		1,438,174.510	1.00	1,438,174.51	1,438,174.51	0.00
Portfolios Total value as of 06/30/2026				6,732,931.10		

DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
CalTRUST Medium Term Fund							FALLBROOK REGIONAL HEALTH DISTRICT	
Beginning Balance	06/01/2026			538,446.121	9.82	5,287,540.91		
Accrual Income Div Reinvestment	06/30/2026	17,984.61	1,835.164	540,281.285	9.80	5,294,756.59	0.00	0.00
Change in Value						(10,768.93)		
Closing Balance as of	Jun 30			540,281.285	9.80	5,294,756.59		
CalTRUST Liquidity Fund							FALLBROOK REGIONAL HEALTH DISTRICT	
Beginning Balance	06/01/2026			1,433,756.660	1.00	1,433,756.66		
Accrual Income Div Reinvestment	06/30/2026	4,417.85	4,417.850	1,438,174.510	1.00	1,438,174.51	0.00	0.00
Change in Value						0.00		
Closing Balance as of	Jun 30			1,438,174.510	1.00	1,438,174.51		

Please note that this information should not be construed as tax advice and it is recommended that you consult with a tax professional regarding your account.



Summary Statement

June 30, 2026

Page 1 of 3

Investor ID: C [REDACTED]

0000079-0000382 PDF 974947
Fallbrook Regional Health District
138 South Brandon Road
Fallbrook, CA 92028

California CLASS

California CLASS		Average Monthly Yield: 3.6996%						
		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[REDACTED]	FRHD_CLASS_Prime	1,500,430.99	0.00	0.00	4,561.91	27,452.03	1,500,583.05	1,504,992.90
TOTAL		1,500,430.99	0.00	0.00	4,561.91	27,452.03	1,500,583.05	1,504,992.90



Account Statement

June 30, 2026

Page 2 of 3

Account Number [REDACTED]

FRHD_CLASS_Prime

Account Summary

Average Monthly Yield: 3.6996%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,500,430.99	0.00	0.00	4,561.91	27,452.03	1,500,583.05	1,504,992.90

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2026	Beginning Balance			1,500,430.99	
06/30/2026	Income Dividend Reinvestment	4,561.91			
06/30/2026	Ending Balance			1,504,992.90	

Fallbrook Regional Health District

Report #5 - Check Detail

June 2026

DATE	TRANSACTION TYPE	NUM	NAME	AMOUNT
Banc of California - Checking				
06/02/2026	Bill Payment (Check)	15566	Specialized Elevator Corp	(1,565.47)
				(1,565.47)
06/02/2026	Bill Payment (Check)	15564	Rotary Club of Fallbrook	(238.00)
				(238.00)
06/02/2026	Bill Payment (Check)	15563	Low Voltage	(225.75)
				(225.75)
06/02/2026	Bill Payment (Check)	15562	Leslie Salmon	(913.75)
				(913.75)
06/02/2026	Bill Payment (Check)	15569	Susan Woodward	(1,500.00)
				(1,500.00)
06/02/2026	Bill Payment (Check)	15561	Juana Diaz	(200.00)
				(200.00)
06/02/2026	Bill Payment (Check)	15565	Safe and Sound Security	(2,431.99)
				(2,431.99)
06/02/2026	Bill Payment (Check)	15559	Amazon Capital Services	(464.11)
				(464.11)
06/02/2026	Bill Payment (Check)	15567	Spectrum Business-Brandon	(933.53)
				(933.53)
06/02/2026	Bill Payment (Check)	15568	Springston Design LLC	(900.00)
				(900.00)
06/02/2026	Bill Payment (Check)	15560	Impact Marketing & Design, Inc.	(7,344.30)
				(7,344.30)
06/03/2026	Expense		American Funds Investment	(2,746.52)
				(2,746.52)
06/04/2026	Expense		Iron Mountain	(3,441.64)
				3,441.64
06/05/2026	Expense		ADP, LLC	(156.50)
				78.25
				78.25
06/08/2026	Expense		Fallbrook Waste & Recycling - E. Mission	(107.68)

Fallbrook Regional Health District

Report #5 - Check Detail

June 2026

DATE	TRANSACTION TYPE	NUM	NAME	AMOUNT
				107.68
06/08/2026	Expense		Fallbrook Waste & Recycling - E. Mission	(218.22)
				218.22
06/09/2026	Bill Payment (Check)	15571	Colantuono, Highsmith & Whatley, PC	(1,106.00)
				(1,106.00)
06/09/2026	Bill Payment (Check)	15577	Fallbrook Printing Corporation	(129.30)
				(129.30)
06/09/2026	Bill Payment (Check)	15579	Juana Diaz	(200.00)
				(200.00)
06/09/2026	Bill Payment (Check)	15572	Columbia Bank-CC-7117	(299.00)
				(299.00)
06/09/2026	Bill Payment (Check)	15570	Amazon Capital Services	(68.92)
				(68.92)
06/09/2026	Bill Payment (Check)	15583	Sofia Webber	(560.00)
				(560.00)
06/09/2026	Bill Payment (Check)	15573	Culligan of Escondido	(69.10)
				(69.10)
06/09/2026	Bill Payment (Check)	15578	Five Star Bank - CC	(4,932.20)
				(4,932.20)
06/09/2026	Bill Payment (Check)	15574	Culligan of San Diego	(72.17)
				(72.17)
06/09/2026	Bill Payment (Check)	15580	Knight Security & Fire Systems	(44.00)
				(44.00)
06/09/2026	Bill Payment (Check)	15575	Diamond Environmental Services	(44.64)
				(44.64)
06/09/2026	Bill Payment (Check)	15582	SDRMA	(11,581.92)
				(11,581.92)
06/09/2026	Bill Payment (Check)	15576	Fallbrook Chamber of Commerce	(35.00)
				(35.00)
06/09/2026	Bill Payment (Check)	15581	North County Fire Protection District	(200,000.00)

Fallbrook Regional Health District

Report #5 - Check Detail

June 2026

DATE	TRANSACTION TYPE	NUM	NAME	AMOUNT
				(200,000.00)
06/09/2026	Expense		SDG&E - 6994 - Brandon	(434.82) 434.82
06/09/2026	Expense		SDG&E - 6994 - Brandon	(629.26) 629.26
06/09/2026	Expense		FPUD - 7720-003 - E. Mission Rd.	(515.83) 515.83
06/09/2026	Expense		FPUD - 7720-002 - E. Mission Rd.	(53.05) 53.05
06/09/2026	Expense		FPUD - 7721-000	(53.05) 53.05
06/09/2026	Expense		FPUD - 7720-001	(194.20) 194.20
06/10/2026	Bill Payment (Check)	15584	Fallbrook Chamber of Commerce	(100.00) (100.00)
06/11/2026	Expense		ADP, LLC	(9,395.43) (9,395.43)
06/11/2026	Expense		ADP, LLC	(26,574.70) (26,574.70)
06/15/2026	Check	15585	Skinny Gene Project	(4,200.00) 4,200.00
06/16/2026	Bill Payment (Check)	15592	United Nursing International Healthcare Recruiters	(520.00) (520.00)
06/16/2026	Bill Payment (Check)	15588	Classic Handyman Services	(98,075.53) (98,075.53)
06/16/2026	Bill Payment (Check)	15591	Juana Diaz	(200.00) (200.00)
06/16/2026	Bill Payment (Check)	15586	Ahrend Studios	(269.38) (269.38)
06/16/2026	Bill Payment (Check)	15587	Amazon Capital Services	(137.82)

Fallbrook Regional Health District

Report #5 - Check Detail

June 2026

DATE	TRANSACTION TYPE	NUM	NAME	AMOUNT
				(137.82)
06/16/2026	Bill Payment (Check)	15589	Fallbrook Chamber of Commerce	(10.00)
				(10.00)
06/16/2026	Bill Payment (Check)	15590	Fowler Pest Control, Inc.	(161.00)
				(161.00)
06/17/2026	Expense		American Funds Investment	(2,746.52)
				(2,746.52)
06/22/2026	Expense		ADP, LLC	(191.43)
				95.72
				95.71
06/23/2026	Check	15593	ProVest California LLC	(1.75)
				1.75
06/23/2026	Bill Payment (Check)	15597	Specialized Elevator Corp	(1,091.00)
				(1,091.00)
06/23/2026	Bill Payment (Check)	15595	Juana Diaz	(200.00)
				(200.00)
06/23/2026	Bill Payment (Check)	15594	Amazon Capital Services	(238.12)
				(238.12)
06/23/2026	Bill Payment (Check)	15596	San Diego County Tax Collector	(182.22)
				(182.22)
06/25/2026	Bill Payment (Check)	15600	Safe and Sound Security	(2,431.99)
				(2,431.99)
06/25/2026	Bill Payment (Check)	15601	SDTEK	(2,141.00)
				(2,141.00)
06/25/2026	Bill Payment (Check)	15598	CSDA-SD Chapter	(150.00)
				(150.00)
06/25/2026	Bill Payment (Check)	15599	Impact Marketing & Design, Inc.	(1,865.26)
				(1,865.26)
06/25/2026	Expense		ADP, LLC	(8,864.95)
				(8,864.95)

Fallbrook Regional Health District

Report #5 - Check Detail

June 2026

DATE	TRANSACTION TYPE	NUM	NAME	AMOUNT
06/25/2026	Expense		ADP, LLC	(23,807.57)
				(23,807.57)
06/25/2026	Expense		Konica Minolta	(1,592.55)
				796.28
				796.27
06/30/2026	Expense		Pitney Bowes - Lease	(261.11)
				261.11
06/30/2026	Expense		American Funds Investment	(2,746.52)
				(2,746.52)



ACCOUNTS PAYABLE

Account Number: XXXX XXXX XXXX 0944

ACCOUNT SUMMARY

Credit Limit	\$15,000.00
Credit Available	\$9,118.00
Statement Closing Date	June 30, 2026
Days in Billing Cycle	30
Previous Balance	\$4,932.20
- Payments & Credits	\$5,172.20
+ Purchases & Other Charges	\$4,981.77
+ Cash Advances	\$0.00
+ Finance Charges	\$0.00
= New Balance	\$4,741.77

Questions? Call Cardmember Services 1-855-401-4743
Or Write: PO Box 332509
Murfreesboro, TN 37133-2509
Or visit: MyApexCard.com

PAYMENT INFORMATION

New Balance	\$4,741.77
Minimum Payment Due	\$4,741.77
Payment Due Date	July 25, 2026

Notice: SEE REVERSE SIDE FOR MORE IMPORTANT INFORMATION

TRANSACTIONS

Tran Date	Post Date	Reference Number	Transaction Description	Amount
			TOTAL XXXXXXXXXXXX 0944	\$4,932.20-
06/16	06/16	8559325HP00XV8NTH	PAYMENT - THANK YOU	4,932.20-
		JASMINE THOMAS	TOTAL XXXXXXXXXXXX 8726	\$216.16
06/14	06/14	1230202HM00J9FZ02	FACEBK *RN88TQMH42 WILMINGTON DE	173.00
06/30	06/30	1230202J500V393SH	FACEBK *K2HNLSDH42 WILMINGTON DE	43.16
		RACHEL MASON-RUNNELLS	TOTAL XXXXXXXXXXXX 6849	\$1,081.18
06/02	06/02	8702130H9EHNWT6LF	ACHD* CA SACRAMENTO CA	700.00
06/03	06/03	5530959HB98LM9WE0	SAN DIEGO UNION TRIB-S IRVINE CA	14.00
06/03	06/03	1230202HA003K4FD3	STONE BREWING - ESCOND ESCONDIDO CA	27.47
06/04	06/04	5543286HQ5V19785V	STARBUCKS STORE 25590 FALLBROOK CA	12.90
06/16	06/16	5754024HPLTW4Q28M	WF *WAYFAIR4338147176 8662638325 MA	66.28
06/22	06/22	8271116HYEHMAL5ZD	VOICEOFSANDIEGO.ORG SAN DIEGO CA	10.53
06/27	06/27	7541823J27K2TKNFT	CCI*CONSTANT-CONTACT WALTHAM MA	250.00

Transactions continued on next page

Please detach bottom portion and submit with payment using enclosed envelope



Cardmember Services
PO BOX 332509
Murfreesboro TN 37133

Payment Information

Account Number: XXXX XXXX XXXX 0944
Payment Due Date July 25, 2026
New Balance \$4,741.77
Minimum Payment Due \$4,741.77
Past Due Amount \$0.00

Make Check
Payable to:

Amount Enclosed:

\$

ACCOUNTS PAYABLE
FALLBROOK REGIONAL HD
138 S BRANDON RD
FALLBROOK CA 92028-2205



Cardmember Services
PO BOX 306005
Nashville TN 37230-6005



553312031005094400474177004741777

ACCOUNTS PAYABLE

Account Number: XXXX XXXX XXXX 0944

TRANSACTIONS (continued)

Tran Date	Post Date	Reference Number	Transaction Description	Amount
JESSALYN LOPEZ				
			TOTAL XXXXXXXXXXXX 6498	\$298.64
06/03	06/03	5554650HBNHYBXV43	SMARTSIGN BROOKLYN NY	23.38
06/08	06/08	5554650HGPNB4Q7XS	SMARTSIGN BROOKLYN NY	23.38
06/08	06/08	7513048HFS66LX32H	MANOR DRY CLEANERS INC FALLBROOK CA	214.50
06/10	06/10	5554650HHNREK87MG	SMARTSIGN BROOKLYN NY	37.38
RAQUEL WILLIAMS				
			TOTAL XXXXXXXXXXXX 2761	\$328.98
06/06	06/06	5550036HDNKVP9NVE	WALMART.COM WALMART.COM AR	153.11
06/08	06/08	5550080HGNNRN6JM4	MAJOR MARKET FALLBROOK FALLBROOK CA	15.06
06/10	06/10	5526352HJNT4ZD0S2	ALBERTSONS #4786 FALLBROOK CA	44.02
06/25	06/25	5104323J11YJQ971A	WES FLOWERS 9516935700 CA	116.79
THERESA GERACITANO				
			TOTAL XXXXXXXXXXXX 9242	\$709.24
06/08	06/08	5543687HG7KLBGHA8	HILTON HOTEL SAN DIEGO SAN DIEGO CA	323.69
		CHECK-IN 06/08/26	FOLIO #3055742	
06/10	06/10	5543687HJ3SJV3HL	ROSAS MEXICAN FOOD FALLBROOK CA	221.43
06/11	06/11	5526352HKNSA0Z75L	ALBERTSONS #4786 FALLBROOK CA	6.99
06/23	06/23	5542135HZJ82KRN5S	CALIFORNIA SPECIAL DIS SACRAMENTO CREDIT	240.00-
06/24	06/24	5543286HZ618TXWNQ	IN *BRAND ASSASSINS TEMECULA CA	397.13
FRHD DEFAULT 4 VENDORS				
			TOTAL XXXXXXXXXXXX 0090	\$2,107.57
06/03	06/03	5754024HALXQ32XGD	ADOBE *ADOBE 4085366000 CA	211.89
06/08	06/08	5554650HGPNB4Q7S7	SMARTSIGN BROOKLYN NY	31.40
06/10	06/10	5554650HHNREK8746	SMARTSIGN BROOKLYN NY	31.64
06/15	06/15	5542135HPVAL3BSRP	GOVERNMENT FINANCE OFF CHICAGO IL	1,200.00
06/15	06/15	5542135HPVAL3BV0Y	GOVERNMENT FINANCE OFF CHICAGO IL	199.00
06/16	06/16	5265384HPLVMJ30LL	GREAT BIG CANVAS 3039511343 CO	313.24
06/26	06/26	5550629J1PA1K67ZG	SHAREFILE PAYLINK BURLINGTON MA	70.40
06/29	06/29	8271116J5EHM5KV17	OPENAI *CHATGPT SUBSCR SAN FRANCISCO CA	50.00

INTEREST CHARGE CALCULATIONYour **Annual Percentage Rate (APR)** is the annual interest rate on your account

Type of Balance	ANNUAL PERCENTAGE RATE (APR)	Expiration Date	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	23.99% (v)	-	\$0.00	30	\$0.00
Cash Advances	21.00% (f)	-	\$0.00	30	\$0.00

(v) = variable (f) = fixed



BL ACCT 00002840-20000001
FALLBROOK REG HEALTH DIST
Account Number: #### #### 7117
Page 1 of 3



32

RECEIVED

7.16.26

Account Summary

Billing Cycle	06/30/2026	
Days In Billing Cycle	30	
Previous Balance	\$299.00	
Purchases	+	\$780.57
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$299.00
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$780.57

Credit Summary

Total Credit Line	\$12,000.00
Available Credit Line	\$11,219.43
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries



Call us at: (866) 777-9013
Lost or Stolen Card: (866) 839-3485



Go to ColumbiaBank.com



Write us at PO BOX 35142 - LB1181, SEATTLE, WA
98124-5142

Payment Summary

NEW BALANCE	\$780.57
MINIMUM PAYMENT	\$780.57
PAYMENT DUE DATE	07/25/2026

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

TOTAL CORPORATE ACTIVITY \$299.00-

Trans Date	Post Date	Reference Number	Transaction Description	Amount
06/15	06/16	70005606167555167060296	PAYMENT - THANK YOU SPOKANE WA	\$299.00-

Cardholder Account Summary

JUDITH OSWALD #### #### 7000	Payments & Other Credits \$0.00	Purchases & Other Charges \$780.57	Cash Advances \$0.00	Total Activity \$780.57
---------------------------------	---------------------------------------	--	-------------------------	----------------------------

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/16	06/16	PPLN01	24011346167100057839079	CASEBOOK* CASEBOOK CAS CASEBOOK.NET NY	\$780.57

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

COLUMBIA BANK
PO BOX 35142 - LB1181
SEATTLE WA 98124-5142



Account Number

7117

Check box to indicate
name/address change
on back of this coupon ☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date

06/30/26

New Balance

\$780.57

Total Minimum
Payment Due

\$780.57

Payment Due Date

07/25/26

\$



BL ACCT 00002840-20000001
FALLBROOK REG HEALTH DIST
138 SOUTH BRANDON ROAD
FALLBROOK CA 92028



MAKE CHECK PAYABLE TO:



COLUMBIA BANK
PO BOX 35142 - LB1181
SEATTLE WA 98124-5142

09 0004 7117 0000 0000 00000000 00000000 0

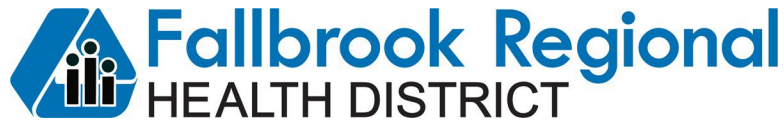


BL ACCT 00002840-20000001
FALLBROOK REG HEALTH DIST
Account Number: ##### 7117
Page 3 of 3

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$780.57
Cash									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 30		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

FRHD Report #7 - Community Development Disbursements FY25.26 - Q2, Q3,Q4

Date	Name	Memo/Description	Amount
Administration			
01/15/2026	Nasland Engineering	survey for admin. Solar project	1,350.00
02/11/2026	Classic Handyman Services	painting and repairs to conference room and hallway	9,177.95
Total for Administration			\$ 10,527.95
Wellness Center			
10/01/2025	County of San Diego Planning Services	COUNTY OF SAN DIEGO PL SAN DIEGO CA	571.56
11/02/2025	Active Power Solutions	CDD - Relocate underground conduit	250.00
12/03/2025	JW Mechanical	HVAC for Bldg A	4,215.00
12/03/2025	JW Mechanical	HVAC for Bldg A	9,530.00
12/03/2025	JW Mechanical	HVAC for Bldg A	9,530.00
02/03/2026	Classic Handyman Services	Exterior restrooms - Bldg B	68,555.00
02/11/2026	Diamond Environmental Services	Portable restrooms for exterior restroom renovations	268.09
02/23/2026	Diamond Environmental Services	Portable restrooms for exterior restroom renovations	614.20
03/20/2026	Classic Handyman Services	Pay app 2 CHWC CDD Bldg. B Ext. Restrooms	73,234.55
03/23/2026	Diamond Environmental Services	Portable restrooms for exterior restroom renovations	614.20
03/23/2026	SitelogIQ	CHWC - CDD Final payment Solar and parking lot project	4,372.77
03/25/2026	Safe and Sound Security	Additional cameras/security to CHWC: Bldg B	3,933.07
04/14/2026	Uline	WC CDD Bldg B	1,950.54
04/16/2026	Amazon Capital Services	Supplies for renovation of restrooms	1,165.48
04/22/2026	WebstaurantStore	THE WEBSTAURANT STORE LANCASTER PA WC CDD	277.98
04/24/2026	Springston Design LLC	Cabling and IT infrastructure - Verkada & new office.	2,856.68
04/27/2026	Classic Handyman Services	WC-CDD Bldg B Rm 3	39,425.00
04/30/2026	Classic Handyman Services	Renovations Bldg B - Rm 6	59,100.35
05/06/2026	Classic Handyman Services	Renovations Bldg B - Rm 6	600.00
05/11/2026	Classic Handyman Services	Gutters Bldg B	11,316.00
05/28/2026	SP Aunt Flow	Feminine hygiene supplies - Bldg B restrooms	109.91
06/02/2026	Uline	CDD WC credit memo for original invoice #5677 from 4/14/26 order #3779	(642.19)
6/30/2026	CDD Reimbursement Receivable	Reimbursement Receivable - CDD	(1,569.02)
Total for Wellness Center			\$ 290,279.17
Total			\$ 300,807.12



MINUTES
FINANCE COMMITTEE MEETING
Wednesday, August 5, 2026, at 4:00 pm
138 S. Brandon Road, Fallbrook, CA 92028

*All meetings are hybrid unless otherwise noted

In accordance with California Government Code Section 54953 teleconferencing was used for this meeting. Members of the public were able to participate by webinar.

Finance Committee Members – Interim Treasurer Cindy Acosta & Director Sally DeVito

1. **Call to Order-** In attendance: Interim Treasurer Cindy Acosta, Director Sally DeVito, Chief Executive Officer Rachel Mason, Chief Programs Officer Theresa Geracitano, Finance Officer Olga Gorkovenko, Certified Public Accountant Susan Woodward, Executive Assistant/Board Clerk Raquel Williams.

2. **Public Comments – Announcement – None**

3. **Review of Financial Statements for June 2026**
 - Report 1 – Balance Sheet of **June 2026** – CEO Rachel Mason shared with the committee that the changes on the reports are on hold until the committee has a little more continuity.
 - Report 2 – Profit & Loss - **June 2026**- Property tax revenue was \$17,580.35 which is a small amount compared to the larger apportionment.
 - Report 3 – Profit & Loss Actual vs YTD Budget – **June 2026** - Line item for auto expenses shows it over budget due to the wrap that was done to the District truck. Another over budget is for Fallbrook Food Pantry that is due to the extra funds that were given to the Pantry to assist the community with the government shutdowns. Other unbudgeted item was for Software & Website that is for the Hubspot Client relationship management software for use at the Community Health & Wellness Center, we are also changing website providers and that is going to raise costs in the beginning for initial set up and will eventually be a lower cost for the website in general.
 - Report 4 – Investment Compliance Report – **June 2026** There will be a rebalance of the investment accounts coming in September or October. The investments of the District are in compliance with the District's 2026-2027 Investment Policy
 - Report 5 - Check Detail Report as of **June 2026**
 - Report 6 – Credit Card Statements– **June 2026**
 - Report 7 – Community Development Disbursement as of **June 2026** –
Recommendation for reimbursement of \$ 300,807.12 from CalTrust to the District's Operating Account

Finance Committee agrees with the recommendation for reimbursement of \$300, 807.12 from CalTrust to the District's Operating Account.

4. **Discussion Items – None**

5. Board Member Comments and Future Agenda Items- None

Next Finance Committee Meeting Wednesday, September 2, 2026, at 4:00 pm.

6. Adjournment-

There being no further business, the meeting was adjourned at 4:30 pm.

Raquel A Williams

Executive Assistant/Board Clerk



RESOLUTION NO. 478

**A RESOLUTION OF THE OF THE (GOVERNING BODY) OF Fallbrook Regional
Health District APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION
OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING
PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S
HEALTH BENEFITS PROGRAM**

WHEREAS, Fallbrook Regional Health District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Severability. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are severable.

Section 5. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 6. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this ____ day of _____, 20____ by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Name

Title

ENTITY Secretary



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA in its capacity as a member of Public Risk Innovation, Solutions and Management (PRISM) and having executed the Joint Powers Agreement (JPA) governing PRISM, was appointed administrator for the purpose of enrolling small public entities into the (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "Program"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program (the "Committee") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the Program, acknowledging that SDRMA acts solely in an administrative capacity and does not establish Program terms.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **DEFINITIONS.** For purposes of this MEMORANDUM, unless the context otherwise requires, the following terms when capitalized have the respective meanings set out below and are applicable to the singular as well as to the plural forms of such terms and to the masculine as well as to the feminine and neuter genders of such terms.
 - a. "Committee" means the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program.
 - b. "Coverage Documents" means, except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the Program and will be provided by SDRMA to each ENTITY. Documents will be made available through the online SDRMA Portal and be accessible to approved users of the ENTITY.
 - c. "Program Participation Agreement" means the agreement issued by PRISM/AUS Underwriting to the Entity that details the final terms of acceptance and any special exceptions or terms that have been made a part of the underwriting approval and is required to be completed and executed in order to constitute full acceptance as a member of the PRISM Small Group Program.



d. "Program" or "PRISM" means the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program.

e. "Program Documents" means the following: SDRMA Program Administrative Guidelines, SDRMA Resolution, Program Underwriting application and any required underwriting documents, Program approval, Program Underwriting & Eligibility Rules and Program Participation Agreement.

2. PURPOSE. ENTITY is signatory to this MEMORANDUM for the sole purpose of enrolling in the Program.
3. ENTRY INTO PROGRAM. ENTITY shall apply for participation in the Program by executing and all forms prescribed by SDRMA. SDRMA shall submit the completed forms to the Program's Underwriter who has the authority to accept or reject Entity's application in its sole discretion based on the Program's governing documents and in accordance with the Program's eligibility guidelines.
4. MAINTENANCE OF EFFORT. Program provides health benefits to all active employees, retired employees, dependents of an active or retired employee and public officials of the ENTITY who satisfy requirements for participation. ENTITY public officials may participate in the Program only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
5. PREMIUMS. ENTITY agrees and acknowledges that premiums and rates for the Program are set by the Committee and that SDRMA's Administrative Fee is set by SDRMA For each billing cycle. ENTITY will remit the total monthly amount billed by SDRMA for each category of participants and the census of covered employees, public officials, dependents and retirees. PREMIUMS are based on a full month, and there are no partial months or prorated PREMIUMS. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

Late Payment Penalties. ENTITY shall pay all PREMIUM invoices as billed to SDRMA, regardless of any changes to eligibility or adjustments to PREMIUMS that may occur during the billing month and not reflected in the PREMIUM invoice. SDRMA shall issue PREMIUM invoices to ENTITY prior to the coverage month in which they are due. PREMIUM invoices are due by the due date stated on the invoice and considered delinquent thirty (30) calendar days from the due date. In addition to the outstanding balance due for any unpaid invoice, ENTITY shall be liable to SDRMA for a late payment penalty of 1% of the outstanding balance of any unpaid portion of such invoice effective (30) calendar days after the invoice due date. SDRMA reserves the right to terminate the



MEMORANDUM and ENTITY'S Participation Agreement, including immediate cessation of all services under the Program, any time after it provides written notice to ENTITY of its failure to pay the amount due of any invoice.

6. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the Program and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to Program underwriter for approval.
7. **ASSESSMENTS AND DIVIDENDS.** The Program annual premium, as approved by the Committee will be established at a level which is anticipated to provide adequate overall funding. The Program will directly manage surpluses and deficits. Premiums are targeted to fund expected claims (including incurred-but-not-reported (IBNR) and run-out), reinsurance (if any), Program/administrative expenses, and any reserve or margin adopted by the Committee.

If Program funds are insufficient (including funding IBNR), the Committee may impose premium assessments on all applicable participating Entities, consistent with the JPA, including ENTITY signing this MEMORANDUM. Entities that have withdrawn from the Program are liable for assessments attributable to plan year(s) in which they participated.

After appropriate reserves and obligations are funded and any Committee-approved margin is achieved, the Committee may declare a dividend or premium credit, using a formula recommended by the Program Underwriters and actuary.

8. **WITHDRAWAL.** ENTITY may withdraw from this MEMORANDUM and terminate its Program Participation Agreement for a subsequent calendar year subject to the following condition: ENTITY shall notify SDRMA in writing of its intent to withdraw from this MEMORANDUM and terminate its Program Participation Agreement at least 120 days prior to January 1st of the subsequent calendar year in which it shall be effective. No withdrawal shall become effective until December 31 of the year that notice of termination is received. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. ENTITY may rescind its notice of intent to withdraw. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. Once ENTITY withdraws from the Program, there is a 3-year waiting period to come back into the Program, and the ENTITY will be subject to underwriting approval.
9. **ARBITRATION OF DISPUTES.** To the extent permitted by law, all controversies between the ENTITY and SDRMA that may arise out of or relate to any of the services provided by SDRMA under the MEMORANDUM, or the construction, performance or breach of this



or any other agreement between the ENTITY and SDRMA, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in the City of Sacramento, California, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final and may be entered into any court having jurisdiction.

10. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.
11. **VENUE.** Venue for any dispute or enforcement shall be in the City of Sacramento, California.
12. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
13. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related Program Documents constitutes the full and complete agreement of the ENTITY.
14. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
15. **AMENDMENT OF MEMORANDUM; WAIVER.** This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the right of either party thereafter to enforce each and every such provision. If ENTITY fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate this MEMORANDUM and ENTITY'S Program Participation Agreement effective as of the next annual renewal date.
16. **EFFECTIVE DATE.** This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the last date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA and the authorized person for the ENTITY.
17. **EXECUTION IN COUNTERPARTS.** This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.



In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

Fallbrook Regional Health District

**CONFLICT OF INTEREST CODE
OF
FALLBROOK REGIONAL HEALTH DISTRICT**

1. Standard Code of FPPC

The Political Reform Act of 1974 (Gov. Code, § 81000 et seq.) requires each state and local government agency to adopt and promulgate a conflict of interest code. Fallbrook Regional Health District has adopted such a code that should be revised and updated. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code of Regs., §18730), which contains the terms of a standard conflict of interest code that can be incorporated by reference as a district's code. After public notice and hearing, the standard code may be amended by the FPPC to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. The regulation and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of Fallbrook Regional Health District.

2. Adoption of Standard Code of FPPC

The terms of Title 2, California Code of Regulations, section 18730 and any future amendments to it duly adopted by the FPPC are hereby incorporated by reference. A copy of Section 18730 currently in effect (June 2020) is appended to this Code for reference purposes. This regulation and the Appendix attached hereto designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Fallbrook Regional Health District. This Conflict of Interest Code shall take effect when approved by the Fallbrook Regional Health District Board of Directors and San Diego County Board of Supervisors and shall thereupon supersede all prior codes adopted by the Fallbrook Regional Health District.

3. Filing of Statements of Economic Interests

Pursuant to the standard conflict of interest code, the members of the Board of Directors and the designated employees set forth in the appendix shall file statements of economic interests with the Secretary of the Fallbrook Regional Health District which shall make the statements available for public inspection and reproduction (Government Code Section 81008). All original statements will be retained at the District office.

APPENDIX A

General Provisions

4. Designated employees listed in Column 1 must disclose investments in business entities and source of income which manufacture, distribute, sell or supply the goods or services listed in Column II. Current Board Members are not listed as they are mandatory reporters under Government Code Section 87200, as they manage public investments.

5. Investments in any business entity or sources of income which are entities or persons engaged in the following health care facilities, services, equipment, instruments, materials, supplies or businesses listed in the categories.

I. <u>Designated Employees</u>	II <u>Disclosure Categories</u>
Candidates Running for the Office of Board of Directors	ALL
General Counsel	ALL
Chief Executive Officer	ALL
Consultants	*

*Consultants shall disclose all sources of income, interests in real property and investments, and business positions in business entities.

The General Counsel of the District may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

APPENDIX B DISCLOSURE CATEGORIES

General Provisions

Designated employees or individuals shall disclose their financial interest pursuant to the appropriate disclosure category as indicated. Disclosure categories pertain to investments, real property, business positions and sources of income, including loans, gifts and travel payments from sources located in or doing business within the jurisdictional boundaries of the Fallbrook Regional Health District ("District").

Disclosure Categories Category 1:

A designated employee in this category must report all interests in real property as well as investments, business positions, sources of income, and gifts from any source, or doing business in, the jurisdiction of the District.

Category 2:

A designated employee in this category must report all interests in real property located within the District. Investments, business position in business entities and income, gifts, loans and travel payments, from sources in, doing business within the District which:

1. Engages in the appraisal, acquisition, disposal, development of real property, or rehabilitation or construction of improvement on real property including architects, contractors, and subcontractors.
2. Provides services, supplies, materials, machinery or equipment of any type utilized by the District.
3. Are of the type which is subject to the regulation or supervision of the District.

Category 3:

A designated employee in this category must report all interests in real property located in the District. Investments, business positions in business entities and, income, gifts, loans, and travel payments from sources in, or doing business within

the District which:

1. Provide services, supplies, materials, machinery or
Provide services, supplies, materials, machinery or equipment of any type utilized
by designated filers in the District.
2. Are of a type which are subject to regulation of the District.

**Regulations of the Fair Political Practices Commission, (Model Code)
Title 2, Division 6, California Code of Regulations**

§ 18730 Provisions of Conflict of Interest Codes

a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974 (Act), regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200;and

(C) The filing officer is the same for both agencies.(1)

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.<2J

(5) Section 5. Statements of Economic Interests: Time of Filing.

- (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.
- (D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and

resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(D) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(E) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(F) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(G) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(H) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(6) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

Investment and Real Property Disclosure. When an investment or an interest in real property^{<31} is required to be reported,^{<41} the statement

7. Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure. When an investment or an interest in real property^{<31} is required to be reported,^{<41} the statement shall contain the following information

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

B. Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating \$ 520 or more in value, or \$ 50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$ 1,000 or less, greater than \$ 1,000, greater than \$ 10,000, or greater than \$ 100,000;
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

C. Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,^{6J} the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.

D. Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any

position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

E. Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

8. Section 8. Prohibition on Receipt of Honoraria.

(7) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$520.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$520 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(8) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(A) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(B) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(C) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose

duties are solely secretarial, clerical, or manual.

(D) This section shall not apply to the following:

(1) Loans made to the campaign committee of an elected officer or candidate for elective office.

(2) Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

(3) Loans from a person which, in the aggregate, do not exceed \$520 at any given time.

(4) Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$520 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

(1) Loans made to the campaign committee of the elected officer.

(2) Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

(3) Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee

for the purposes of this section in the following circumstances:

(1) If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

(2) If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of \$100 or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(8) This section shall not apply to the following types of loans:

(1) A loan made to the campaign committee of an elected officer or a candidate for elective office.

(2) A loan that would otherwise not be a gift as defined in this title.

(3) A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

(4) A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

(5) A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

9. Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public

generally, on the official or a member of his or her immediate family or on:

(E) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

(8) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$520 or more

in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$520 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be

taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

(8) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

11. Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

12. Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

ENDNOTES:

<1/ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

PJ See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

'3J For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

<4J Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

CODE OF ETHICS

The Fallbrook Regional Health District designed its Code of Ethics & Values (the “Code”) to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today's complex and diverse society.

- a) To make Fallbrook Regional Health District a better District built on mutual respect and trust.
- b) To promote and maintain the highest standards of personal and professional conduct among all in-volved in District government, District staff, volunteers and members of the District's Board. All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District, herein called “Officials” for the purposes of this policy.
- c) The Code is a touchstone for members of District Board and staff in fulfilling their roles and responsibilities.

The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The Fallbrook Regional Health District has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District's government.

All Officials, and others, who participate in the District's government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

Core Value:

As participatory Officials in the District's government, we subscribe to the following Core Values: dedication, efficiency, integrity, objectivity, prudence, respect, and transparency for all members of our community. Our efforts support our commitment to being an inclusive entity as we continually seek to strengthen our institution as a place for personal and social development.

As a representative of Fallbrook Regional Health District, I will be ethical.

- a) I am trustworthy, acting with the utmost integrity and moral courage. I am truthful. I do what I say I will do. I am dependable.
- b) I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
- c) I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- d) I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.
- e) I show respect for people, confidence, and information designated as "confidential."

- f) I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.
- g) I will avoid actions that might cause the public or others to question my independent judgment.
- h) I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.

As a representative of Fallbrook Regional Health District, I will be professional.

- a) I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent and productive manner.
- b) I approach my job and work-related relationships with a positive, collaborative attitude.
- c) I keep my professional education, knowledge, and skills current and growing.

As a Representative of Fallbrook Regional Health District, I will be service-oriented.

- a) I provide friendly, receptive, courteous service to everyone.
- b) I am attuned to and care about the needs and issues of citizens, public Officials and District workers.
- c) In my interactions with constituents, I am interested, engaged and responsive.

As a representative of Fallbrook Regional Health District, I will be fiscally responsible.

- a) I make decisions after prudent consideration of their financial impact, considering the long-term financial needs of the District, especially its financial stability.
- b) I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- c) I make good financial decisions that seek to preserve programs and services for District residents.
- d) I have knowledge of and adhere to the District's Purchasing and Contracting and Allocation of Funds Policies.

As a representative of Fallbrook Regional Health District, I will be organized.

- a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- b) I follow through in a responsible way, keeping others informed and responding in a timely fashion.
- c) I am respectful of established District processes and guidelines.

As a representative of Fallbrook Regional Health District, I will be communicative.

- a) I positively convey the District's care for and commitment to its citizens.
- b) I communicate in various ways, that I am approachable, open-minded, and willing to participate in dialog.
- c) I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

As a representative of Fallbrook Regional Health District, I will be collaborative.

- a) I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b) I work towards consensus building and gain value from diverse opinions.
- c) I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- d) I consider the broader regional and state-wide implications of the District's decisions and issues.

As a representative of Fallbrook Regional Health District, I will be progressive.

- a) I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
- b) I display a style that maintains consistent standards; but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.
- c) I promote intelligent and thoughtful innovation to forward the District's policy agenda and District services.

Enforcement:

Any Official found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the CEO or by an authorized supervisor.

RECORDS RETENTION DESTRUCTION LIST | AUGUST 2026

[illegible]



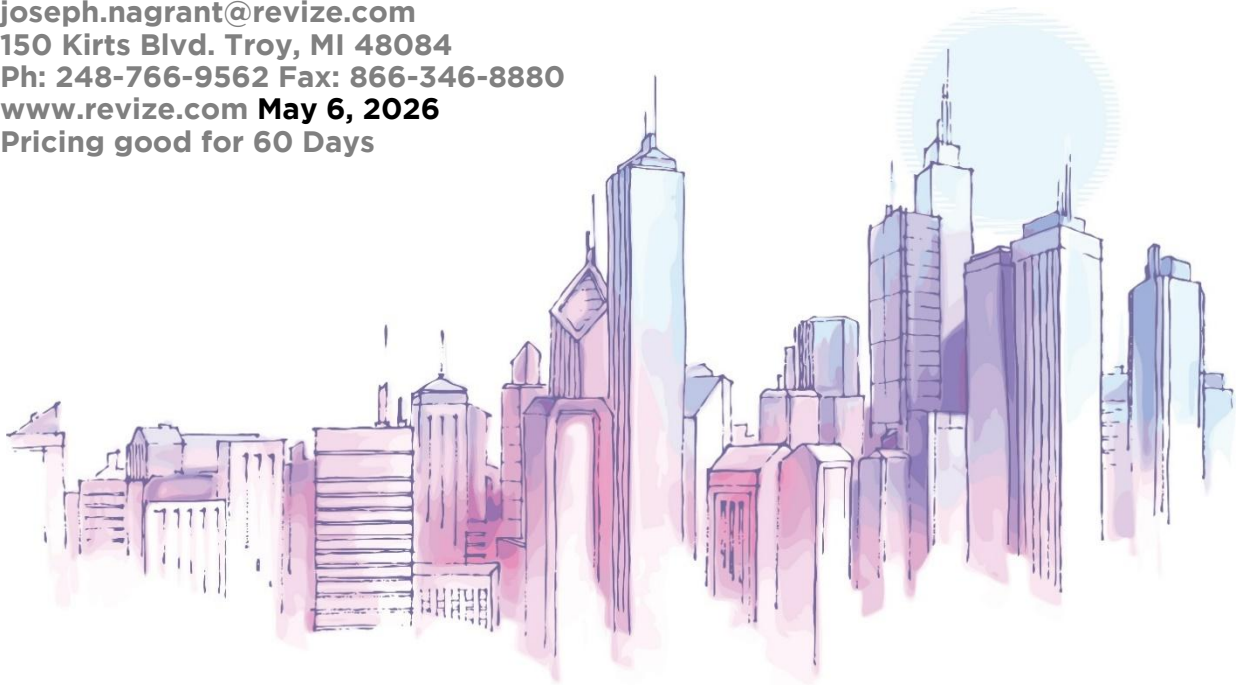
The Government Website Experts

WEBSITE DESIGN & DEVELOPMENT PROPOSAL FOR

Fallbrook Regional Health District,
California

Revize is a Minority Business Enterprise (MBE)

Prepared by Joseph Nagrant
joseph.nagrant@revize.com
150 Kirks Blvd. Troy, MI 48064
Ph: 248-766-9562 Fax: 866-346-8880
www.revize.com **May 6, 2026**
Pricing good for 60 Days



Dear Rachel Mason & Jasmine Thomas,

For over two decades, Revize has been a leader in providing high quality, government-compliant web solutions for our clients. Located in Troy, Michigan, we have launched thousands of government, library, housing authority, and non-profit websites nationwide, and our myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that this project is more than a website; It's a necessary resource that can help you provide important government information and a strong message to all residents. It will allow visitors to the site to see the full breadth of your community services, special events, marketing efforts and important information.

Visitors looking for the "digital front door" of your organization will be drawn to a website that is not only visually appealing, but is also functional, user-friendly, and can provide a plethora of services on a wide range of devices. A Revize website will allow your users to easily fill out and submit documents for employment, review local events and programs, read blog updates, perform curated searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance.

What's more; with Revize your website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations!

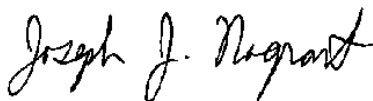
We will work closely with you to design and develop a dynamic, easy-to-navigate website that will perfectly fit your vision. The sites will empower you to control your digital presence with the industry's best administrative management applications, and our Revize training ensures that your teams will have the skills needed to expertly update and manage website content and delivery all in-house across all of your departments!

Government clients select Revize because we can help them

- Effectively engage website visitors.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes and provide inter-departmental workflow solutions.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.
- Enable AI apps on government websites to deliver faster, more personalized, and efficient public services—helping citizens get the right information at the right time while reducing administrative burden.

Please contact me if you have any questions at all.

Sincerely,



Joseph J. Nagrant
Vice President of Business Development & Marketing
+1 248-766-9562 Joseph.Nagrant@revize.com

Table of Contents

Table of Contents	2
Experience and Qualifications	3
Executive Summary	3
Revize Project Management Team	4
Website Project Experience Examples	7
Website Account References	10
Project Approach/Technical Capabilities	11
The Revize Solution	13
Project Planning and Setup	13
Revize Design Principals	14
Wireframe to Concept	15
Revize Project Life Cycle	16
Phase 1: Initial Meeting, Communication Strategy, SOW	16
Phase 2: Discovery and Design	16
Phase 3: Template Development, CMS Integration	17
Phase 4: CMS Modules Setup	17
Phase 5: Custom Functionality Development	17
Phase 6: Quality Assurance Testing	17
Phase 7: Content Development / Migration	17
Phase 8: Training Staff	18
Final Phase: You Go Live!	18
Marketing & Ongoing Consultation	18
Search Engine Registration and Marketing	18
Standard Training Agendas	19
Timeline Summary	20
Hosting Service and Technology Architecture	21
Security	22
Security Controls, SSL, and Active Directory (LDAP)	22
Application Security Authentication	22
Revize Security/Disaster Recovery Architecture:	23
Revize Website Analytics	24
Revize Support	25
Revize Custom Design Cost Proposal	26
Optional Payment Plans	27
Custom Website Features Included	28
Service Level Agreement	29

Experience and Qualifications

Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated the Board is to select the right vendor; one who will work with you through all the steps required to create an excellent website to fully represent the services you offer.

In more than two decades of working with non-profit leaders and overseeing multiple government association/non-profit collective communication projects, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design; including all the online applications and user functionality. In simpler terms: you need a solution that works for YOU and is tailored to accommodate any nuanced use-cases; whether it be document management of programs and applications, donation forms, listing directories for contacts, blogging platforms for news and events, or any other unique aspects you need!

About Us

Focused exclusively on creative web-design, government web apps and content management technologies, Revize continues to invest in its technology by continually adding new capabilities and features that manifest our vision. While many organizations choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/extranets to acquire, analyze, process, summarize and share information - ensuring that the right people always have the right information at the right time.

Our Innovative Responsive Web Design (RWD) and Web Apps

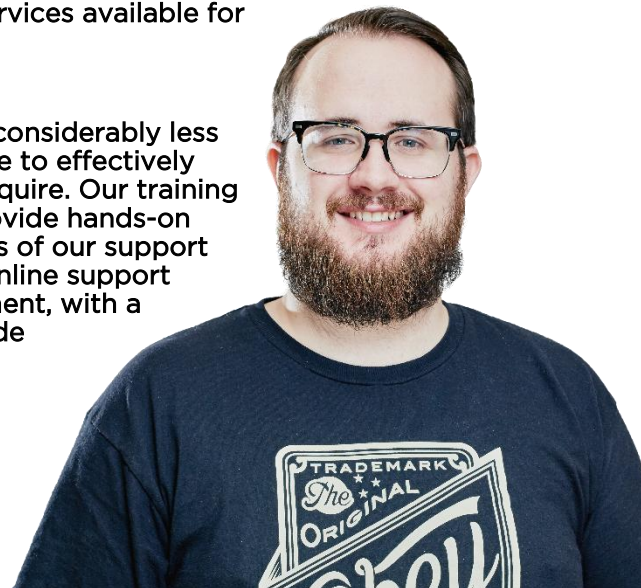
Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD): This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with minimal resizing, panning, and scrolling — across a wide range of devices; from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but will also receive 24/7 access to our Communication Center for residents, businesses and visitors.

Our Award-Winning Non-Profit CMS

Revize is renowned as a leader in providing practical, high-value, easy-to-use content management software. This powerful solution enables clients to manage their online presence with efficiency and style. With applications such as the online document center, our public service request app, frequently asked questions modules and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time, and because our software is so easy to use, we are able to effectively train our clients in less than half the time our competitors require. Our training program is customized based on each client's needs: we provide hands-on training the way you want it! We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24/7/365 for issue tracking and management, with a team dedicated specifically to your websites. We also provide phone and e-mail support during regular business hours.



Revize Project Management Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top-notch experts in the field of government website design, development, analysis, content management, training and support. Here are just a few who will be working on your project!

Dylan Johnston

Client Success Manager

Dylan is a proven and experienced website design and IT services consultant. His attention to detail, assertive personality and general desire to help his clients make him a great asset to have and is someone you can truly trust to manage your website project. He has worked with a variety of clients in healthcare, non-profits and local governments across the US and has extensive knowledge on the current trends, industry standards, and advanced applications that help make Revize Government Websites a leader in municipal government web design.

- **Education:** Bachelor of Science and Bachelor of Communication Arts - College of Santa Fe, Santa Fe NM.
- **Expertise:** 7+ years of experience in account management, project management, sales and marketing with a focus in consultative web design sales, server hardware/software implementation and digital marketing strategies including SEO, Google Adwords, and other digital solutions.
- **Role on your website project:** Account & Project Overseer

Joseph J Nagrant

Vice President/Business Development

Joseph is an accomplished professional internet and website design consultant with more than 25 years of successful business development and account management leadership experience. He has worked with well over 500 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- **Expertise:** 30+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- **Role on your website project:** Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

Ray has 22+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing

stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 600+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

Derek Ortiz

Website Developer / Front End Application Designer Manager

Derek is the senior front-end developer and designer manager for Revize with more than 13 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent website development work.

- **Expertise:** Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Web development of website templates and backup support.

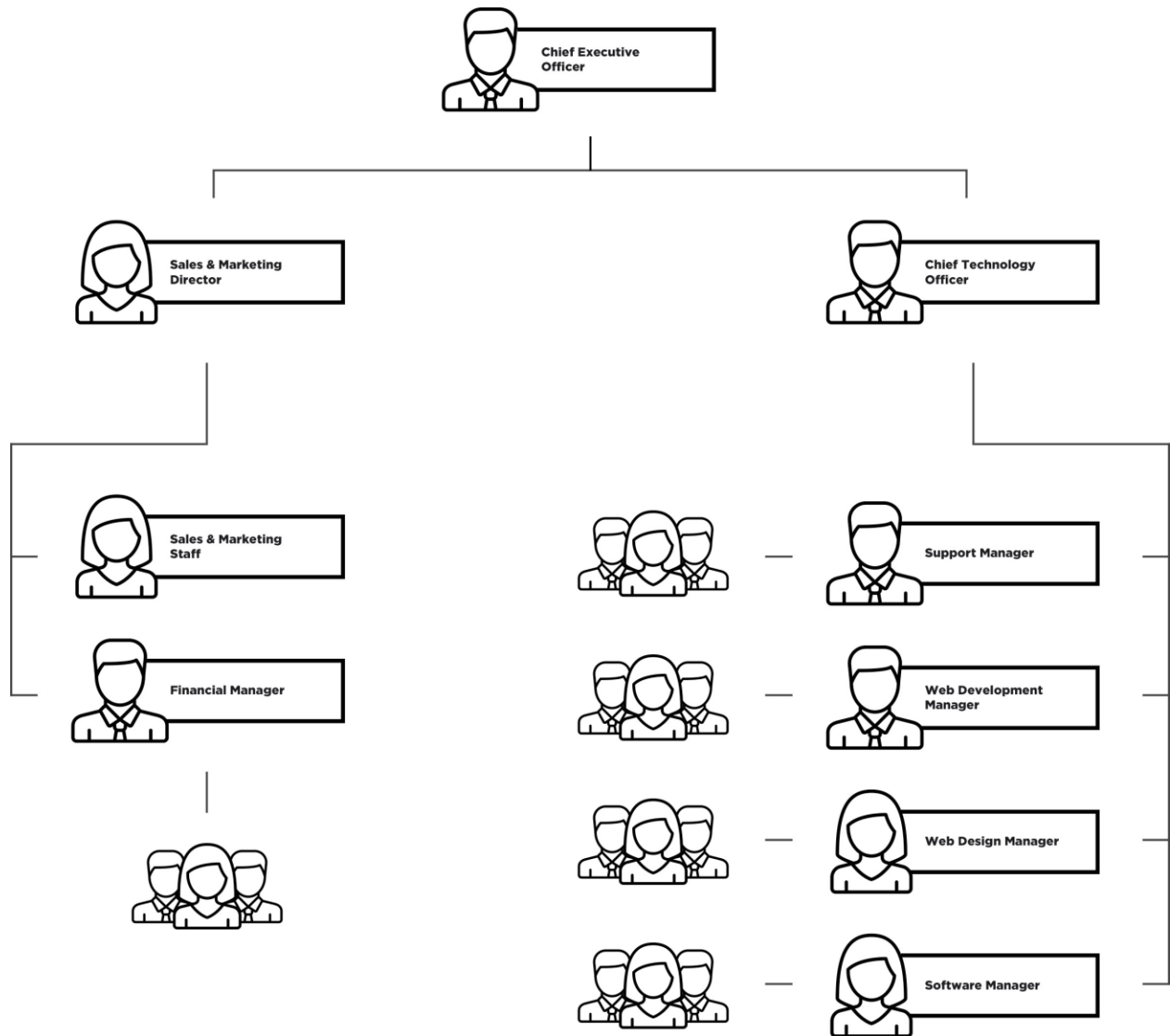
Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

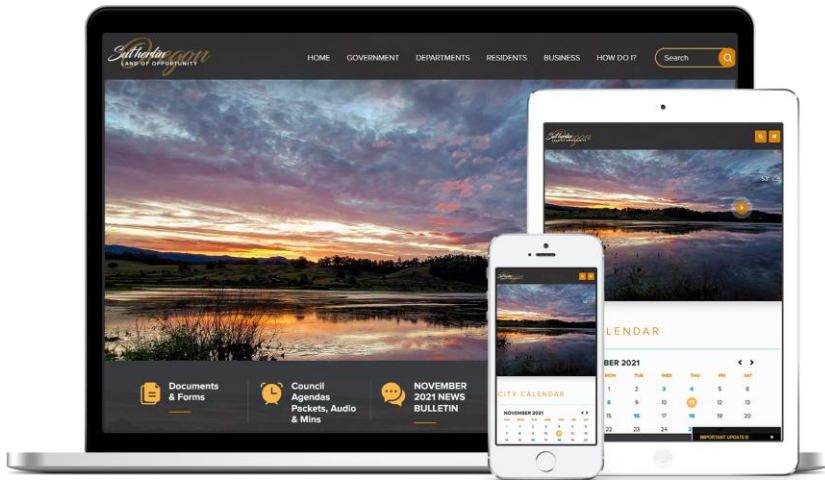
- **Education & Training:** MS in the Art of Education from Marygrove College. Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset and project manager

Revize Organizational Chart



Website Project Experience Examples

The City of Sutherlin, Oregon



www.ci.sutherlin.or.us

Details:

Revize created a modern, aesthetically pleasing website for Sutherlin that truly captured the essence of the community. The website introduced a responsive design which now allows for an adaptive experience across all devices including smartphones and tablets, but also integrated a user-friendly content editing management system. This website brings together an amazing design with a full suite of web apps to engage residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. Their unique design, streamlined integration of web applications, and a high traffic featured news and headlines area top off this website!

Details:

Genoa Township is one of the fastest growing areas in the state. Because of this fact, the website needed to refocus its attention. In addition to resident services, this website has a focus on economic development. As you scroll down the website, this business-friendly atmosphere is intertwined with resident engagement features. Each department has their own icon that is used to identify them uniquely. The interior pages have distinctive features that make them stand out as if they were stand-alone websites. With its service for residents and its appeal to the business community, this is the next generation of government websites.

Genoa Township, Ohio



www.genoatwp.com

The City of Largo, Florida



www.largo.com

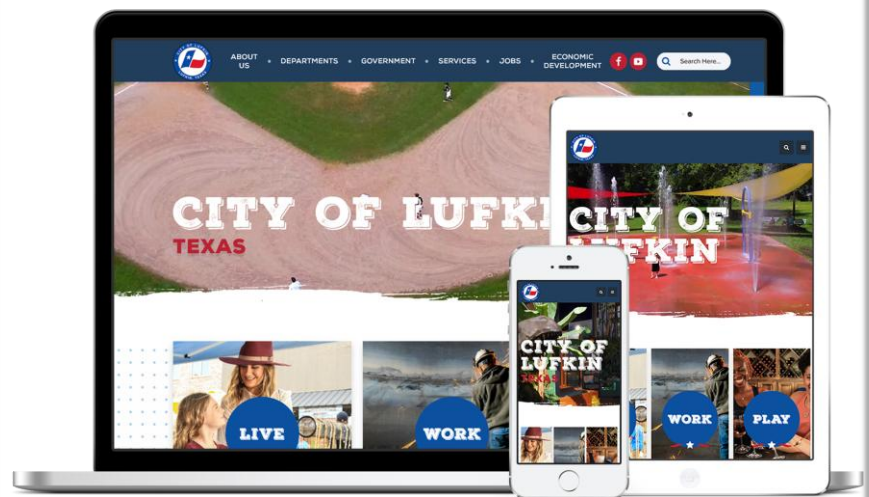
Details:

Largo, Florida wanted a website built from a collaboration between the city marketing team and Revize, and we were able to create this award-winning website. Each page in this website was designed to uniquely fit the needs of the community. We also built unique designs for the city parks, library, and theater. The navigation within this site is built based on services rather than department silos. Overall, this website brings together an amazing mix of design expertise and functional clarity to create a great user experience!

Details:

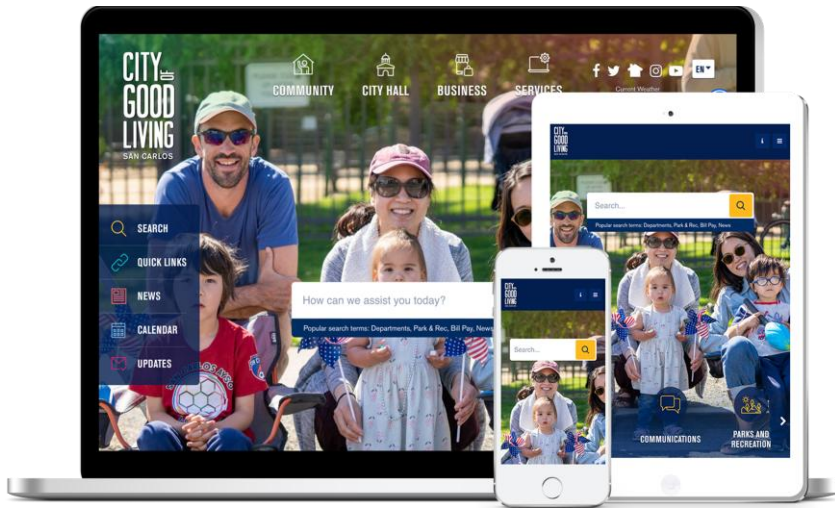
Lufkin wanted a design unlike any other. We pushed the limit of what people think when they see a city website. In addition to integrating a drone video that spans the full width of the homepage, this site features a strong mobile-ready design that showcases multiple aspects of the city they wanted visitors to see. Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the city's brand in a way that is unmatched in the industry!

The City of Lufkin, Texas



www.cityoflufkin.com

The City of San Carlos, California



www.cityofsancarlos.org

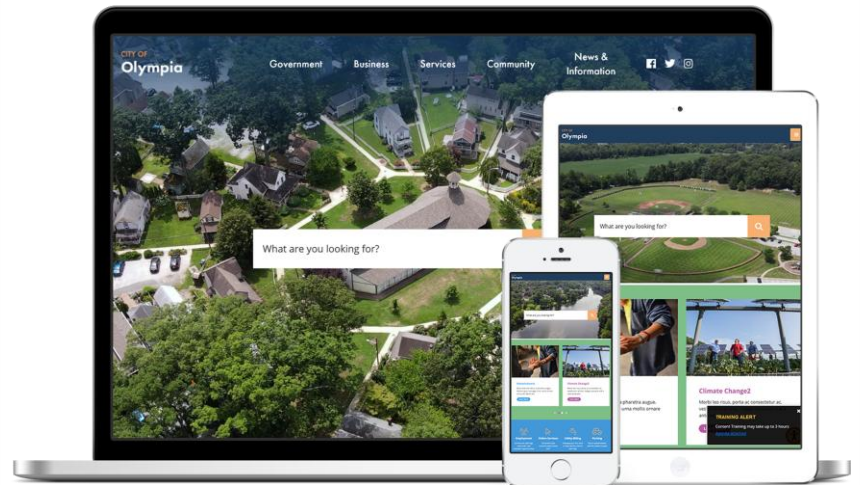
Details:

The City San Carlos, California chose Revize because they wanted a website that stood out from all of the others in California! For this site, we built unique designs for the city, with every page having a unique look and feel while maintaining their new brand. This site also includes our proprietary “curated search” feature. This feature puts you in control of the search results on the site. You get to decide which results display based on the search criteria your users input into the search. This allows them to find the results they are looking for instantly!

Details:

The City of Olympia, the capitol of Washington, presented a unique opportunity for Revize and the city’s web team. This website features an extremely innovative homepage: As users scroll from one section to the next, they can explore different trending topics, services, news and much more in an extremely modern fashion. We built this website to be one of the most visually inspiring, but also most functional websites in the United States. With the unique design coupled with features such as a curated “smart search” feature and online interactive forms, this website makes a strong case for that title!

The City of Olympia, Washington



www.olympia.gov

Website Account References

Client: City of Wylie, TX

Craig Kelly, Public Information Officer
Office: (972) 516-6016
Email: craig.kelly@wylietexas.gov
Website: www.ci.wylie.tx.us

Client: Borough of Prospect Park, NJ

Intashan Chowdhury, Borough Administrator
Phone: (973) 790-7902 x532
Email: chowdhuryi@prospectpark.net
Website: www.prospectpark.net

Client: City of Buena Park, CA

Simon Mikewicz, Information Systems Administrator
Office: 714-562-3931
Email: smikewicz@bppd.com
Website: <https://www.buenapark.com>

Client: City of Sutherlin, OR

Contact: Diane Harris, CMC, City Recorder/HR Manager
Office: (541) 459-2857 ext. 207
Email: d.harris@ci.sutherlin.or.us
Website: <https://www.ci.sutherlin.or.us/>

Client: City of Conroe, TX

Andrew Yousse, Public Information Officer
ayousse@cityofconroe.org
936-522-3002
www.cityofconroe.org

Client: City of Duluth, GA

Alisa Williams, Economic Development & Marketing Director
Office: (678) 475-3506
Email: awilliams@duluthga.net
Website: www.duluthga.net

Client: City of Olympia, WA

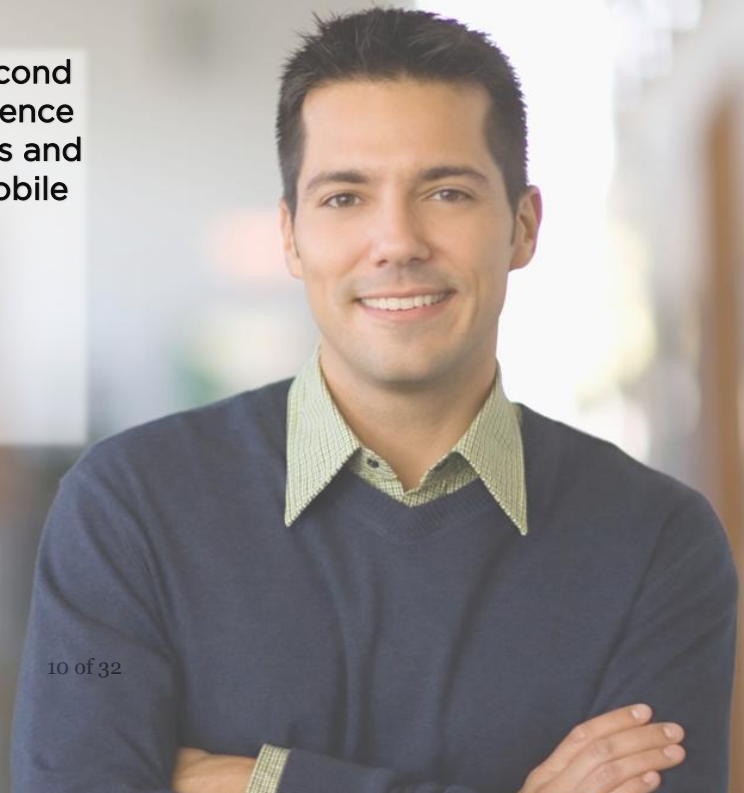
Joshua Linn, Website Administrator
Office: (360) 570-3782
Email: JLinn@ci.olympia.wa.us
Website: www.olympiawa.gov

Client: City of San Carlos, CA

Quinne Woolley, Management Analyst
Office: (650) 802-4212
Email: qwoolley@cityofsancarlos.org
Website: www.cityofsancarlos.org

“The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website’s progressive look captures the vibrant culture of the community.

— Craig Kelly, Public Information Officer
City of Wylie, TX



Project Approach/Technical Capabilities

The following list the details of each project's goals:

1. Visually Appealing Sites for Your Major Target Audience

Revize clients have told us that Revize has one of the best creative design teams in the industry. We will create a branded style for the site with eye-catching, functional elements that will help your prospective users increase communication and promote awareness. Your website is your front-facing advertisement to the world and should appeal to wide-ranging communities to attract families and businesses considering utilizing your services. The award-winning Revize designs have been sought by municipalities, development boards, healthcare leaders and government organizations across the country to increase education, embrace new perspectives and foster collaboration! Our on-staff designers will create your logo and branding as you want it to be seen!

2. Easy to Find Content

Revize regularly conducts government web visitor usability studies, and as a result, we already know how web visitors want to navigate the website and get to the programs, services and information they desire in an easy-to-use manner! Revize has developed a navigation system to get to any web page in one click from the Home Page, and provides specific applications that allow for SEO optimized, functional directories and navigation that are as attractive as they are useful. The streamlined navigation includes elements such as drop-down menu navigations and mega-menus, content categorization, resource tabs and quick-links and the ability to create additions to website pages or link to all the third-party programs and online training platforms you need!

3. Increase Partner Engagement and Follow-Up

Our list of website features allows a plethora of features specifically tailored to increase interactivity with your local businesses, coalitions, and organizations. These applications include web forms for direct submissions with workflow, listing directories with keyword search, mapping and categorization for highlighting all your important partnerships, e-mail and text notifications, home page alerts, etc. We also design the website with "Calls-to-Action" in mind to inspire web visitors to take advantage of programs and information offered. We will also include bookables/appointment setting capabilities as well.

4. Increase Search Engine Visibility

Every Revize website is programed to allow 100% of each page's content to be indexed by all the popular Search Engines. We also allow non-technical editors access to each web page's metadata so you can increase your web presence and contour the search so if someone enters a question in Bing or Google Search, it will try to pull them to the web page of your new website directly. This also includes allowing web crawling of the website, and you can even elect to implement a curated search function and categorization for all your internal searches! This can be especially important for your job postings that you can place in dedicated modules so users can see what is available quickly and easily! Additionally, we provide keyword directories to provide excellent representation for your staff as well as the community profiles you have created, which include mapping integration and can even embed your own third-party applications for increased functionality.

5. Seamless Integration with Social Media and Third-Party Applications

Revize: Revize will add Social Media icons and Social Media integration to your website's News Center. We will also create a social media wall or a clean looking social media center to show off your latest social media posts. More and more, younger populations seeking resources for career options find these elements through Facebook and other social media sites. With Revize, we incorporate these elements from the start!

6. Mobile and User-Friendly

Your new website will be functional on any electronic devices, including phones, tablets and PCs. Revize has made Responsive Website Design a standard for over 8 years. Because of this, we add additional responsive programming to take advantage of new mobile phone technologies and high-definition video cards to make your web visitors' website experience more enjoyable and smoother. This is especially important for low-income communities, as many cannot afford home computers and mobile devices are their best option.

7. Easy-to-Update Content and Integrations

The Revize CMS non-technical website editing solution has a 24-year maturity and was written for non-technical editors to edit the website in an easy-to-use "common-sense" manner through a methodology called Live-Page Editing. This allows for easy management of all functions of the website, including updating menus, removing content, embedding media, etc. The sites also all provide translations for every page with over 95 languages.

Clients have indicated that if you know about 5% of Microsoft Word, you should be able to fully edit and update a Revize Government Website! This includes implementations of your own custom server applications into the Revize CMS and providing consistent, high-speed connections and loading for every functionality!

8. ADA Compliant Website

Your new website will adhere to the new WCAG 2.1 AA requirements and Section 508. We will also train your content editors how to keep ADA compliance when writing content. With your approval, Revize will also install an ADA Accessibly Widget, free of charge. This widget brings the ADA software for reading and resizing text, change color contrasts, etc. on demand for the visually impaired and/or disabled web visitor.

Example – Double Click on the Man Icon in the lower right corner to see it in action:

<https://www.olympiawa.gov>

9. Cyber-Security

Revize has not had any website security intrusions for over a decade. Revize has partnered with Amazon Web Services (AWS) and the Oracle Cloud Service Platform (OCP) for its Live-Web server hosting infrastructure needs. Both AWS and OCP are industry leaders in high availability cloud server architecture, both server farm infrastructures are highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster.

Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Witel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.



Did you know?

Revize will provide a project portal that allows you to check in on the status of your project at any time!

The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We use a standard and effective process methodology: each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

We don't use a "one size fits all" approach
because it doesn't make sense.

The following steps are followed while designing new sites

- **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the website.

- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.
- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. The news and announcements module and events calendar would be integrated into the website, along with the social media center.

Revize Design Principles

Security

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization, and provides access control mechanisms as required.

Accessibility

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Color

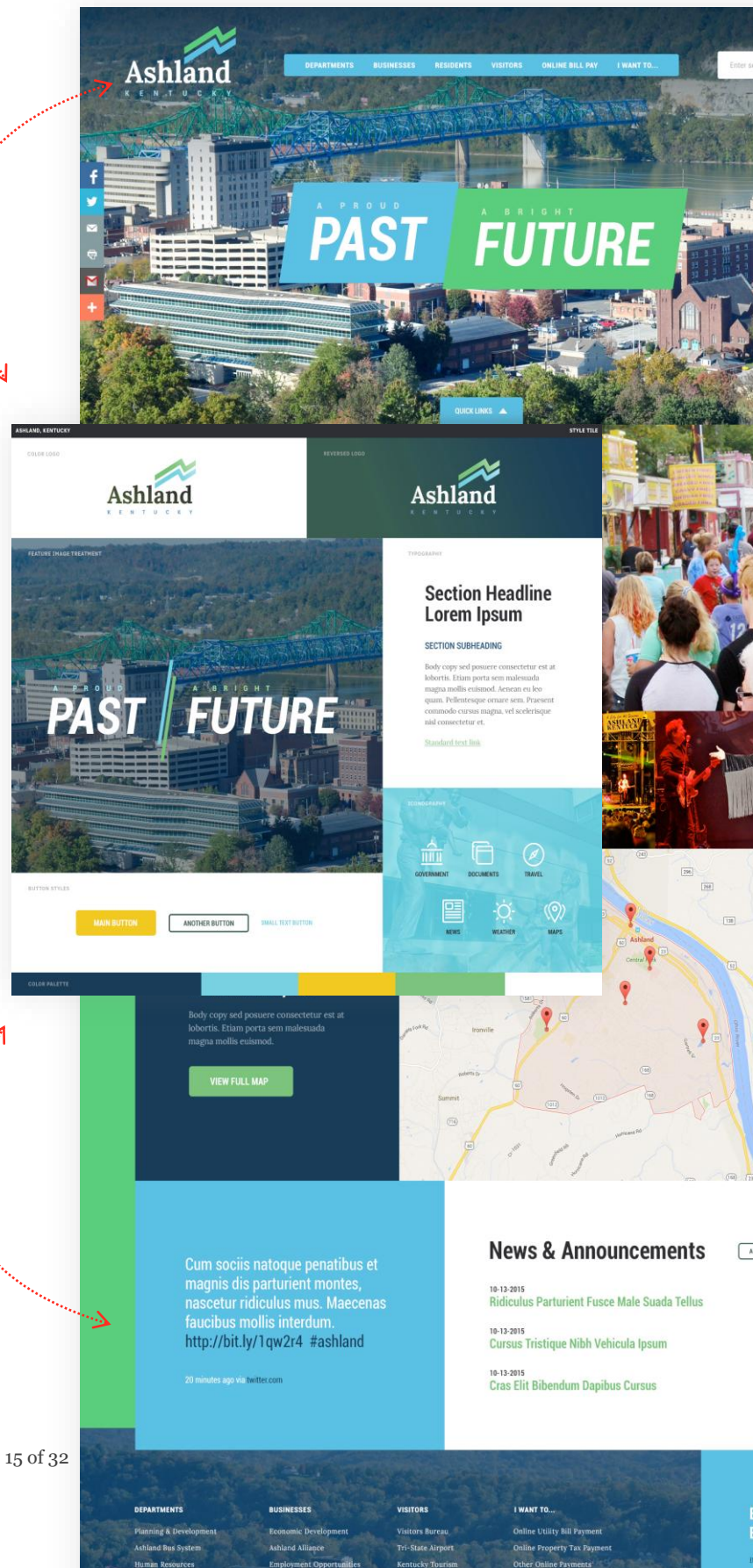
Of course, color cannot be overlooked! Our designers first take the client's preferences, official logo colors and pictures into consideration to create a unique color scheme that balances good, marketable color contrast with simplicity of design. Starting with the basic 2-3 colors, we then expand and utilize variants and hues to create maximum visual appeal, ADA compliance contrast, eye-catching allure and invoke the overall feel the client wishes to display.

Functionality

Last, but not least, are effective page elements such as call-to-action buttons, social sharing icons, e-mail newsletter sign-up submissions, and other promotional areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

- Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.
- Final Home Page Sign Off:** When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.
- Final Inner Page Sign Off:** When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written

Please Note: The home page “wireframe” will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase.



Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meetings for each site where we will talk about the overall management of your projects, establish a timeline, and devise a Revize/Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of each site, per your scope of work, any new content that needs to be written and how to fit the existing content into the new site. Additionally, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval for each design.

Prior to the design kick-off meeting, each organization will receive our questionnaire to complete with various answers that will help our designers gather information regarding their specific needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

Phase 2: Discovery & Design

You and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 25+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award-winning design!

Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

Phase 5: Custom Functionality Development

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 – 4.

Phase 6: Quality Assurance Testing

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

Phase 7: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

Phase 8: Training Your Staff (in-person or web-based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website.

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.



Did you know?

Revize will provide a 100% from scratch design with a satisfaction guarantee!

Standard Training Agenda

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Specific Modules

- Emergency Notification Center
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Frequently Asked Questions
- Visitor Request Center
- Library Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

- Quarterly CMS upgrades
- Software and module upgrades (Automatically Installed)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage



Did you know?

Revize has launched hundreds of municipal and county websites large and small!

Timeline Summary

Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW - Revize will conduct a staff interview and website design kickoff meeting with the client. - After the meeting, Revize will provide a detailed project plan that assesses key findings and details.	Weeks 1 through 3	3 Weeks
Phase 2: Discovery & Design - Within (5) five weeks of the kick-off meeting Revize will provide (1) one custom homepage mockup, (1) one basic interior page mockup, and (1) one navigation mockup. - Revize will provide revisions to each mockup based on the feedback received from the client, and will begin site-mapping process when client approves design	Weeks 4 through 8	5 Weeks
Phase 3 and 4: Template Development and CMS Integration - Mockups will be developed into HTML pages making them clickable and resizable. - Following HTML Development, Revize will add in the Revize Content Management System which makes the website easily editable. - Integration of any 3rd party software will begin during this phase	Phase 3: Weeks 9-12 Phase 4: Weeks 12-16	4 Weeks 5 Weeks
Phase 5 and 6: Quality Assurance, Accessibility and Custom Development - Revize will review all developed assets for functionality. The development team will review functionality, style sheet, and formatting checking for errors and verifying that site matches approved design mockups. - Any custom needs identified earlier in the project will be executed during this phase and tested for quality assurance. - ADA programming and beta site review with the client	Phase 5 Weeks 15-16 Phase 6: Week 17	2 Weeks 1 Week
Phase 7: Sitemap Development / Content Migration - Revize will deliver a suggested sitemap, in Excel format, for the website prior to this phase (Unless the client has chosen to create their sitemap). Client and Revize will review and provide updated versions for approval. Pages will be built out one-by-one according to this previously approved sitemap architecture. Pages that are not linked in the sitemap will be created as blank pages. - Migration includes up to all webpages, documents, and new content up to the relevant amount on the current website.	Weeks 18-24	7 Weeks
Phase 8: Content Editor and Web Administrator Training and Go Live preparation - Revize will conduct a review of the beta site followed by a core team training (smaller group). - After the beta site review, the client may request tweaks to the functionality of the website. - Revize will conduct Website Usability testing and a separate full staff training for all CMS editors on-site in a classroom style setting. - The training schedule will include editor training, and administrator training with a question-and-answer period. - Results of the user experience testing will be provided to the client for review. - Any change requests will be reviewed by Revize for feasibility and scope conformance before they are completed. - Revize will conduct meeting with client IT department before go live to discuss the process and establish pre-go-live checklist (e.g. SSL certificates, redirects, subdomains, etc.) - Retraining is available any time after Go Live.	Weeks 25-27	3 Weeks
Go-Live (Average)		24-30 Weeks

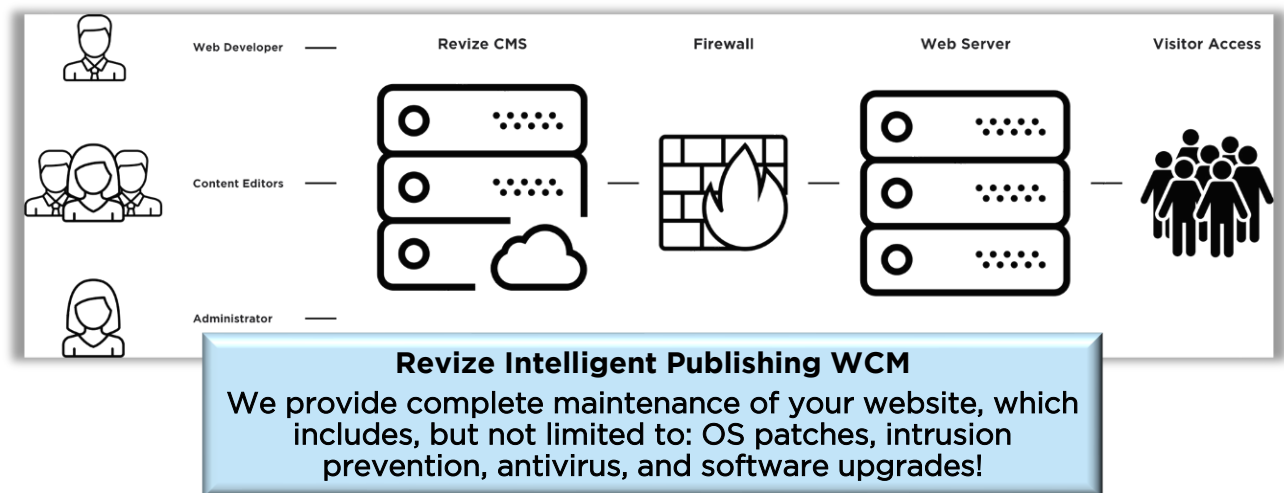
Did you know?

The project planning process is designed to fit your needs.
We will adapt our timeline if your schedule requires!

Hosting Service and Technology Architecture

Revize has partnered with Amazon Web Services (AWS) and Oracle Cloud Service Platform (OCP) for its LIVE WEB server hosting infrastructure needs. Both AWS and OCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web sites and web applications on redundant (3 TB Hard Drive, 3.2 GHZ CPU and 32 GB RAM) servers in order to provide enhanced performance and reliability. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy/security. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to a timeframe of several hours or days our competitors offer).



The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL certificate, we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatible with the Revize CMS. It can be set up in a variety of configurations. As part of the process, we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
 - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers



Did you know?

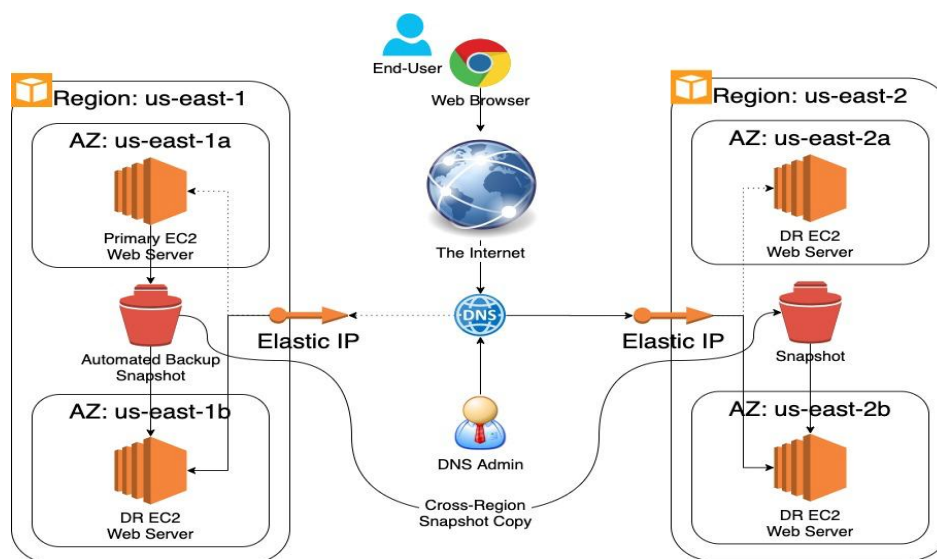
Revize will host your website and CMS in at least two completely separate geographic locations!

Revize Security/Disaster Recovery Architecture:

Revize uses the following AWS services to provide the most secure and reliable server infrastructure to its clients:

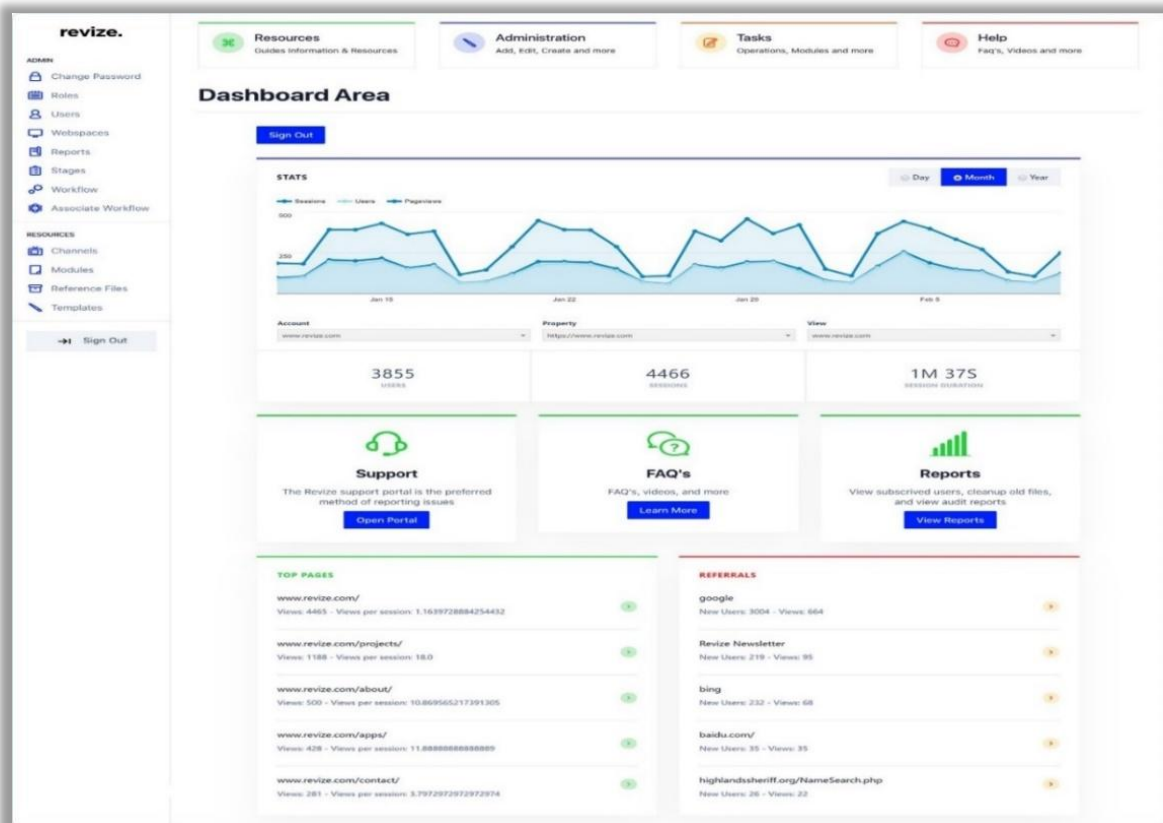
1. AWS Server infrastructure is built in with AWS Shield Standard service to prevent layer1 thru layer 6 security attacks. Shield Standard defends against the most common, frequently occurring network and transport layer DDoS attacks that targets websites or applications. AWS WAF (Web Application Firewall) is used to prevent Application Layer security attacks like HTTP Floods, SQL Injections etc
2. AWS Global Accelerator service is used to allocate global IP, client's website points to one of the global ips within the whole AWS infrastructure
3. Primary webserver instances runs in one of the geographic regions: US-East(Virginia), US-East (Ohio) and US-West(Oregon)
4. Each primary webserver has a corresponding failover webserver across regions
5. Load balancers are deployed in all regions that directs the traffic to corresponding EC-2 instances (primary web server)
6. Each Load Balancer is associated with a Web ACL (AWS Firewall service)
7. Web server Elastic Block Storage (EBS) data volume is snapshotted every night and copied to another geographic region in AWS data center, the failover webserver is connected with the copied data volume.
8. Global accelerator always points to two different regions, if the traffic direction to one region fails because of a region wide issue or server specific issue, accelerator service automatically redirects the traffic to the failover instance in another region. Therefore, **there is zero down time** in the case of a server/zone/region wide failure.
9. For Clients who expect their sites to have unusual high-volume traffic at peak load time, AWS Cloudfront service is deployed for CDN and caching.

Revize Disaster Recovery Infrastructure Diagram. AZ stands for Availability Zones



Revize Website Analytics

Revize uses Google Web Analytics that is integrated in each of our client's websites. Analytics makes it easy to understand how your site and app users are engaging with your content, so you know what's working and what's not. Analytics provides an overall picture of how residents are interacting with your site, which pages/documents are being viewed most, how much traffic you are getting in your site across different geographic regions etc. You can filter and download all sorts of analytics reports for your IT Team and Management to analyze the data and effectiveness of your website content and services offered. Below is an example of an analytics dashboard!



Revize Support Includes

- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- 24/7/365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and web site trends

Software Maintenance

As a Revize Client, you will receive full access to all enhancements to the core components and modules within the Revize CMS at no additional charge!

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

Maximum Response Times

1 hour for crisis issues

4-6 hours for critical issues

24 hours for normal issues



Revize Custom Design Cost Proposal

Phase 1: Project Planning and Analysis and SOW as outlined by stakeholder and user feedback.

Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page design, and inner page design, includes Responsive Web Programming for great viewing on mobile screens.

Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web applications. You also receive all updates to all CMS modules for the life of your Revize relationship. **You own the technology, design and content!**

Phase 5 & 6: Quality Assurance, Accessibility and Custom Development, including integration of internal custom applications and SQL datasets.

Phase 7: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections up to 1,000 pages and documents. **To help remove stale content, Revize will not be moving over old announcements, events or calendar items. Additional content migration, if requested, is available for \$4 per webpage and document. Content to be migrated estimated from current web-crawl of site.**

Phase 8: Content editing and site administration training via web conference for content editors (6 hours)

Go live!

Custom Website Design Subtotal		\$12,200
Revize Annual Maintenance Fee (1st Year pre-paid during site development)		
Includes Unlimited Tech Support, CMS software updates (up to 4 users), security software updates, SSL security certificates and website health checks. Website hosting up to 10 GB web content storage with 100 GB monthly bandwidth included free of charge with pre-paid annual fee.		\$6,070/yr
Grand Total (1st Year) 5-Year Agreement		\$18,270

Revize AI ChatBot, AI Search, and AI Content Writing tools Available!

Optional Interest-Free Payment Plans

Option 1: Revize Year One Payment Plan

During year one the client reserves the option to pay for the website upon completion of certain project phases. The first payment would be collected upon project start, second payment upon completion of Phase 2: Design Concept, and the final payment after completion of Phase 7: Client Training.

Payment Amount	Due Date	Payment Includes
\$ 11,875	Start of Project	65% of Project Cost and Year 1 Annual Hosting and Maintenance
\$ 6,395	Upon delivery of website at Phase 7 Training	35% of Project Cost and Year 1 Annual Hosting and Maintenance
\$ 6,070	Year 2	Year 2 Annual Hosting & Maintenance
\$ 6,070	Year 3	Year 3 Annual Hosting & Maintenance
\$ 6,070	Year 4	Year 4 Annual Hosting & Maintenance
\$ 6,070	Year 5	Year 5 Annual Hosting & Maintenance
Free Website Redesign!		

Option 2: Revize Five-Year Interest-Free Payment Plan

Instead of paying for the total project cost in year one, Revize would spread out the total first year cost over five years of service.

Payment Amount	Due Date	Payment Includes
\$ 8,510	Year 1	20% of Project Cost + Year 1 Annual Hosting & Maintenance
\$ 8,510	Year 2	20% of Project Cost + Year 2 Annual Hosting & Maintenance
\$ 8,510	Year 3	20% of Project Cost + Year 3 Annual Hosting & Maintenance
\$ 8,510	Year 4	20% of Project Cost + Year 4 Annual Hosting & Maintenance
\$ 8,510	Year 5	20% of Project Cost + Year 5 Annual Hosting & Maintenance
Free Redesign!		

Custom Design Website Features Included

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for government. The applications and features are grouped into five categories:

VISITOR'S COMMUNICATION CENTER APPS

- Home Page Alert
- Document Center with keyword search
- FAQs with keyword search
- Staff/Listing Directory with keyword search
- Multi-Use Listing Directories with keyword search and Google Mapping
Example:
https://www.largo.com/facilities_directory/index.php
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Photo Galleries
- Quick Link Buttons
- Web Calendars with monthly grid and listing view
- Sliding Feature Bar
- Language Translator – over 100 languages
- Agenda Posting
- Bid Posting
- Job Posting

VISITOR'S ENGAGEMENT CENTER APPS:

- Citizen Request Center with Captcha
- RSS Feed
- Online Bill Pay linked to your Third-Party Payment Provider (if required)
- **Board Intranet with Secure Login Gateway**

Website ADA Scan & Fix Services Included:

Tier 1: WCAG ADA Compliance and Remediation Service:

- Up to 2 comprehensive WCAG Compliance scans per year upon client request
- Up to 4 custom development hours included to remediate suspected WCAG compliance issues
- Scans and fixed archived for audit purposes

STAFF PRODUCTIVITY APPS

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- CMS Web Form Builder with drag & drop text fields
- Page Builder Template
- Website Content Archiving
- Website Content Scheduling

SITE ADMIN & SECURITY APPS

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SSL Security Certificate
- Unique Login/Password for each Content Editor
- Web Statistics and Analysis with Google Analytics

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ADA Compliant WCAG 2.2AA
- ADA Accessibility Widget
- Responsive Website Design (RWD) – for great Mobile Device viewing i.e. SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices



Optional Features:

RZ ClearDocs – Remediate PDF documents on demand within your website:

Annual Fee: \$4,900 up to 7,500 pages

Example:

https://www.leavenworthcounty.gov/government/county_commission/agenda.php

Interactive Forms App, Unlimited Users, Unlimited Forms:

Set Up Fee: \$3,600 Annual Fee: \$1,900

Example: <https://hamilton.rja.revize.com/forms/879>

AI Chatbot & AI Search:

Annual Fee: \$4,900

Revize AI Chatbot with Artificial Intelligence – Revize

Tier 3: AI ChatBot with Auto Retrain, Backend Access and External Site Training.

- Up to 20,000 monthly queries
- Unlimited trained pages/documents
- Backend dashboard access with Client ability to manually retrain pages
- Color, text, and position customized by Revize (1 revision)
- Weekly automatic retrain
- Includes AI Chatbot and AI Search
- Includes built in analytics
- Ability to train external websites
- Multi-Site Implementation

AI Image Analyzer/Alt Tag Creator

Annual Fee: \$400

AI Content Writer

Annual Fee: \$990

Service Level Agreement

Revize Maximum Response Times via Severity Level

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Crisis issues, determined by Revize, are defined as when a website error renders the CMS program or website completely unusable or nearly unusable or introduces a high degree of operational risk and no workaround is available. Until this error is resolved, the website is essentially halted. A large number of users and or core program functionality are severely impacted.

Critical issues are defined as website errors that are an inconvenience, or causes an inconsistent behavior of the website, which does not impede the normal functioning of the website. It could be an error that occurs consistently and affects non-essential functions and is an inconvenience which impacts a small number of users. May also contain visual errors for the graphical display of the website that is not ideal but still functioning correctly.

Normal issues are defined as an error that has a small degree of significance or is a minor cosmetic issue, or is a one-off case. A one-off case occurs when the error occurs and cannot be reproduced easily. These are errors that do not impact the daily use of the website. A low error is something that does not affect normal use, and can be accepted for a period of time, but the user would eventually want changed.

Technical Support Escalation:

If an issue cannot be remedied by the Tech Support technician within 3 days, it will be escalated to the CTO, Derek Ortiz. If the problem is not resolved within 3 business days, then Revize will assemble a team to work on the issue and have a conference call with the client explaining the resolution path the company will take to resolve the issue. If additional time is needed, Revize will contact the client and notify the client with an explanation and a follow up date as agreed by both the client and Revize.

Revize Support

- 5 a.m. – 5 p.m. PST Phone Support (Monday thru Friday)
- 24/7/365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- Training refreshers
- Video tutorials and online training manual

Thank you

For Considering Revize

Prepared by Joseph J. Nagrant
150 Kirts Blvd., Suite B, Troy, MI 48084
Ph: 248-766-9562 Fax: 866-346-8880
www.revize.com

Revize Web Services Sales Agreement

This Sales Agreement is between Fallbrook Regional Health District, California ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 6-3-2026

CLIENT INFORMATION:		REVIZE LLC:
Client Name:	<u>Fallbrook Regional Health District</u>	Revize Software Systems
Client Address:	<u>138 South Brandon Road</u>	150 Kirts Blvd., Suite B
Client Address 2:		Troy, MI 48084
Client City/State/Zip:	<u>Fallbrook CA 9202</u>	248-269-9263
Contact Name:	<u>Jasmine Thomas 760-731-9187 ext. 101</u> <u>jthomas@fallbrookhealth.org</u>	
Billing Dept. Contact:	<u>Olga Gorkovenko</u> <u>ogorkovenko@fallbrookhealth.org</u>	
Client Website Address:	<u>https://www.fallbrookhealth.org/</u>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
1	Phase 1 – Project Planning and Analysis, onetime fee:	Included
1	Phase 2 – Discovery & Design from scratch - One concept, three rounds of changes, home page and inner page designs and layout, includes Responsive Web Design.	Included
1	Phase 3 & 4 – Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web applications and CMS module updates, onetime fee:	Included
1	Phase 5 – Quality Assurance Testing, onetime fee:	Included
1	Phase 6 – Site map development/content migration from old website into new website including spell checking and style corrections – up to 1,200 webpages and documents. To help remove stale content, Revize will not be moving over old event or calendar items.	Included
1	Phase 7 – Content Editing/Administrator Training, one-day session, remote, onetime fee:	Included
1	Phase 8 – Go Live, onetime fee:	Included
	Custom Website Design & Build Subtotal	\$12,200
1	Revize Annual Fee, pre-paid: Includes unlimited tech support, CMS software updates (up to 4 users), security software updates, and 24 hour website health monitoring. Website hosting included free of charge with SSL security certificate (10 GB storage space, 100 GB monthly bandwidth limit) with pre-paid annual fee:	\$11,070
	Grand Total	\$23,270

Five-year agreement with free website design refresh during year four. The annual fee will be a locked-in rate of \$11,070 for the first 5 years. If client cancels this sales agreement, without cause, before the sales agreement expiration date, the full amount of the 5-year agreement is still due. This agreement will automatically renew each year after five years of service, unless either party gives notice of cancelation by email and letter 60 days before the end of the annual one-year anniversary date.

Revize requires a check for \$13,962 to start this Initiative. Remaining balance due upon website delivered for content editor training or the first-year anniversary of the kick off meeting, whichever comes first. Annual services and website hosting start the day of the Kick Off project meeting. For project timeline and details please refer to our proposal dated 5-6-2026. CLIENT understands that the project completion date is highly dependent on their timely communication with REVIZE.

CLIENT also agrees and understands that:

- a. The primary communication tool for this project and future tech support is the REVIZE customer portal found at <https://support.revize.com>.
- b. During the project, CLIENT will respond to REVIZE inquiries within 48 hours of the request to avoid any delay in the project timeline.
- c. CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.

Terms:

1. **Payments:** All Invoices are due Net 30 days. Work begins upon receiving initial payment.
2. **Additional content migration, if requested, is available for \$4 per web page or document.**
3. **This Sales Agreement is the only legal document governing this sale. If the contract is terminated before the expiration date, the full amount of the contract is still owed.**
4. **Both parties must agree in writing to any changes or additions to this Sales Agreement.**
5. **Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of California.**
6. **Pricing expires in 30 days.**

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Title of Authorized Person

Date:

Joseph J. Nagrant
Vice President

Please sign and return to:

Joseph J. Nagrant

Joseph.Nagrant@revize.com

The Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for government websites. The applications and features are grouped into five categories:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

VISITOR'S COMMUNICATION CENTER APPS

- Home Page Alert
- Document Center with keyword search
- FAQs with keyword search
- Staff/Listing Directory with keyword search
- Multi-Use Listing Directories with keyword search and Google Mapping
- Example:
https://www.largo.com/facilities_directory/index.php
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Photo Galleries
- Quick Link Buttons
- Web Calendars with monthly grid and listing view
- Sliding Feature Bar
- Language Translator - over 100 languages
- Agenda Posting
- Bid Posting
- Job Posting

VISITOR'S ENGAGEMENT CENTER APPS:

- Citizen Request Center with Captcha
- RSS Feed
- Online Bill Pay linked to your Third-Party Payment Provider (if required)
- RZ ClearDocs - up to 7,500 pdf pages
- **Board Intranet with Secure Login Gateway**

Website ADA Scan & Fix Services Included:

Tier 1: WCAG ADA Compliance and Remediation Service:

- Up to 2 comprehensive WCAG Compliance scans per year upon client request
- Up to 4 custom development hours included to remediate suspected WCAG compliance issues
- Scans and fixed archived for audit purposes

STAFF PRODUCTIVITY APPS

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- CMS Web Form Builder with drag & drop text fields
- Page Builder Template
- Website Content Archiving
- Website Content Scheduling

SITE ADMIN & SECURITY APPS

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SSL Security Certificate
- Unique Login/Password for each Content Editor
- Web Statistics and Analysis with Google Analytics

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- **ADA Compliant WCAG 2.2AA**
- ADA Accessibility Widget
- Responsive Website Design (RWD) - for great Mobile Device viewing i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

Project Timeline Statement of Understanding

Revize and CLIENT acknowledge that any project timeline provided is an estimate only and not a guarantee. Project duration is dependent on a variety of factors, including timely CLIENT participation, feedback, approvals, and other variables that may be outside the reasonable control of either party. Revize will make commercially reasonable efforts to adhere to the estimated timeline.

CLIENT agrees to take an active role in the project, including participating in meetings, providing timely feedback and approvals related to design and sitemap development, and scheduling and participating in CMS training. Delays caused by CLIENT's failure to respond to Revize requests in a timely manner may result in corresponding delays to the project timeline and do not constitute a breach of contract by Revize.

Upon completion of initial Revize CMS content editor training, CLIENT is responsible for determining when the website will go live. Any CLIENT decision to delay go-live for reasons unrelated to a functional defect rendering the website inoperable does not constitute a breach of this Agreement by Revize.

CLIENT acknowledges that website design and user experience are inherently subjective. The parties agree that this is a collaborative process and will work in good faith to reasonably fine-tune final deliverables in preparation for launch. Generalized dissatisfaction with aesthetic elements or previously approved deliverables does not constitute a breach of contract unless Revize fails to cure a material functional defect.

CLIENT may elect to postpone or reprioritize certain deliverables in favor of an earlier go-live date, subject to mutual agreement.

WCAG Accessibility and Compliance Terms

1. Revize will build the website to highly conform with the Web Content Accessibility Guidelines WCAG 2.1 Level AA ("WCAG 2.1 AA") at the time of delivery while actively incorporating WCAG 2.2 AA best practices as standards evolve using current industry-recognized approaches. This includes keyboard access, semantic markup, ARIA where appropriate, color contrast, focus management, and accessible forms for the delivered templates.
2. Conformance does not extend to: (i) third-party modules, plug-ins or integrations not provided by Revize (e.g., payment gateways, third-party calendars, embedded third-party widgets), (ii) content authored, uploaded, or maintained by the Client (including documents such as PDFs), and (iii) legacy pages or archives unless specifically included in the Statement of Work.
3. CLIENT website editors are responsible for ensuring they have an understanding of WCAG compliance principles. CLIENT agrees they are responsible for the content they post and shall make reasonable efforts to avoid posting content that does not conform to these guidelines. This includes, but is not limited to, posting non-compliant PDFs, failing to include descriptive ALT descriptions on photos, etc.
4. CLIENT agrees and understands accessibility compliance is not a fixed or absolute standard. It is more of a spectrum rather than a pass/fail standard. Because testing tools and methodologies may produce different results, Revize and the CLIENT agree to focus on accommodating user needs and maintaining a continuing, good-faith approach to accessibility and regulatory compliance.

5. Revize provides tools and features designed to support website accessibility and best practices. However, Revize does not guarantee legal compliance with WCAG, ADA, or other regulations. Ongoing compliance requires active participation by CLIENT, including content management and policy decisions.
6. For an additional fee, Revize offers an ongoing WCAG scan and remediation service. This service will scan the website at regular intervals after the website goes live and remediate any WCAG compliance issues with an allocated bucket of additional development hours. Remediation priorities can be set by CLIENT and may include content remediation (e.g., PDFs, Flyers, etc.). Revize also includes an accessibility checker within the Revize CMS editor. This utility will alert users of suspected accessibility issues.
7. If PDF remediation is included in this agreement, completion time is highly dependent on the number and the complexity of PDFs.
8. Additional development hours may be necessary to complete remediation to CLIENT's satisfaction and are available at a rate of \$125 per hour.
9. Additional PDF remediation may be requested at a rate of \$5 per page. 100 Minimum
10. PDF remediation is priced by page, not by individual file e.g., PDF of 10 pages would be billed \$50

Enterprise Revize CMS License

As part of this Agreement, Revize LLC ("Revize") grants CLIENT a limited, non-exclusive, non-transferable license to access and use the Enterprise Revize CMS software ("Software"), hosted on Revize's cloud servers, solely for the purpose of maintaining the website(s) identified in this Agreement. The Software is proprietary to Revize and remains the sole property of Revize.

CLIENT may terminate this Agreement by providing at least sixty (60) days written notice prior to the applicable annual renewal date. All fees incurred or scheduled through the effective termination date remain due and payable. Early termination does not relieve CLIENT of payment obligations for services already rendered.

CLIENT may not sublicense, share, or otherwise provide access to the Software to any third party not expressly authorized under this Agreement.

During the term of this Agreement and while CLIENT remains current on all payment obligations, Revize will host, maintain, and provide updates to the Software as part of the applicable annual subscription.

Upon termination or expiration of this Agreement for any reason, CLIENT's access to the Software will be discontinued. Upon written request and provided all amounts due under this Agreement have been paid in full, Revize will make CLIENT's website content available to CLIENT in a reasonable electronic format.

Notice of termination must be in writing and delivered to the non-terminating party in accordance with the notice provisions of this Agreement.

Service Level Agreement

Revize Maximum Response Times via Severity Level

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Crisis issues, determined by Revize, are defined as when a website error renders the CMS program or website completely unusable or nearly unusable or introduces a high degree of operational risk and no workaround is available. Until this error is resolved, the website is essentially halted. A large number of users and or core program functionality are severely impacted.

Critical issues are defined as website errors that are an inconvenience, or causes a inconsistent behavior of the website, which does not impede the normal functioning of the website. It could be an error that occurs consistently and affects non-essential functions and is an inconvenience which impacts a small number of users. May also contain visual errors for the graphical display of the website that is not ideal but still functioning correctly.

Normal issues are defined as an error that has a small degree of significance or is a minor cosmetic issue, or is a one-off case. A one-off case occurs when the error occurs and cannot be reproduced easily. These are errors that do not impact the daily use of the website. A low error is something that does not affect normal use, and can be accepted for a period of time, but the client would eventually want changed.

Technical Support Escalation:

If an issue cannot be remedied by the Tech Support technician within 3 days, it will be escalated to the CTO, Derek Ortiz. If the problem is not resolved within 3 business days, then Revize will assemble a team to work on the issue and have a conference call with the client explaining the resolution path the company will take to resolve the issue. If additional time is needed, Revize will contact the client and notify the client with an explanation and a follow up date as agreed by both the client and Revize.

Revize Support

- 5 a.m. – 5 p.m. PST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- Training refreshers
- Video tutorials and online training manual

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(Fallbrook Regional Health District /Revize LLC)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the **Fallbrook Regional Health District**, a California independent special district (“District”), and Revize LLC, aka Revize Software Systems, a software and website provider (“Consultant”).

2. RECITALS

- 2.1 District has determined that it requires the following professional services from a consultant: **website design and hosting.**
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3 Consultant represents that it has no known relationships with third parties, District Board members, or employees of District which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, District and Consultant agree as follows:

3. DEFINITIONS

- 3.1 “Scope of Services”: Such professional services as are set forth in Consultant’s **June 3, 2026** proposal to District attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 “Agreement Administrator”: The Agreement Administrator for this project is Rachel Mason, CEO. The Agreement Administrator shall be the principal point of contact at the District for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. District reserves the right to change this designation upon written notice to Consultant

Professional Services Agreement – Consultant Services

Page 1 of 7

- 3.3 “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4 “Maximum Amount”: The highest total compensation and costs payable to Consultant by District under this Agreement. The Maximum Amount under this Agreement is Sixty seven thousand, five hundred fifty Dollars (\$67,550.00).
- 3.5 “Commencement Date”: September 1, 2026.
- 3.6 “Termination Date”: August 30, 2031

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 16 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by District in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT’S DUTIES

- 5.1 **Services.** Consultant shall perform the services identified in the Scope of Services. District shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

6. SUBCONTRACTING

- 6.1 **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

7. COMPENSATION

- 7.1 **General.** District agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by District in advance.
- 7.2 **Invoices.** Consultant shall submit to District an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed

pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

- 7.3 **Taxes.** District shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.4 **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 7.5 **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the District through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the District.

8. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of District without restriction or limitation upon its use or dissemination by District except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

9. RELATIONSHIP OF PARTIES

- 9.1 **General.** Consultant is, and shall at all times remain as to District, a wholly independent contractor.
- 9.2 **Campaign Contributions.** This Agreement is subject to Government Code section 84308, as amended by Senate Bill 1439 (2022), Senate Bill 1181 (2024), and Senate Bill 1243 (2024). Consultant shall disclose any contribution to an elected or appointed District official’s campaign or committee in an amount of more than five hundred dollars (\$500) made within 12 months preceding the Commencement Date, by Consultant, its, her, or his agent, or another party affiliated with Consultant. Consultant shall provide a signed copy of the attached Campaign Contribution Disclosure Form to District prior to, or concurrent with, Consultant's execution of this Agreement and no later than the Commencement Date.

10. INDEMNIFICATION

- 10.1 **Definitions.** For purposes of this Section 10, “Consultant” shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. “District” shall include District, its officers, agents, employees and volunteers.
- 10.2 **Consultant to Indemnify District.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend District from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant’s alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11. INSURANCE

- 11.1 **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the District shall not relieve or decrease any liability of Consultant. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 11.2 **Documentation of Insurance.** District will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant’s obligation to provide them. Consultant shall file with District:
- Certificate of Insurance, indicating companies acceptable to District, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: FRHD Website
 - Documentation of Best’s rating acceptable to the District.
 - Original endorsements effecting coverage for all policies required by this Agreement.
 - Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.
- 11.3 **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

Professional Liability Insurance:	\$1,000,000 per occurrence, \$2,000,000 aggregate
--	--

General Liability:

General Aggregate:	\$2,000,000
Products Comp/Op Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000

Professional Services Agreement – Consultant Services

Page 4 of 7

Each Occurrence	\$1,000,000
Fire Damage (any one fire)	\$50,000
Medical Expense (any 1 person)	\$5,000

Workers' Compensation:

Workers' Compensation	Statutory Limits
EL Each Accident	\$1,000,000
EL Disease – Policy Limit	\$1,000,000
EL Disease – Each Employee	\$1,000,000

Automobile Liability

Any vehicle, combined single limit	\$1,000,000
------------------------------------	-------------

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to District
Rachel Mason
Chief Executive Officer
138 S. Brandon Road
Fallbrook, CA 92028
Tel: 760.731.9187

If to Consultant
Joseph Nagrant
150 Kirts Blvd., Ste. B
Troy, MI 48084
Telephone: 248.269.9263

With courtesy copy to:
Aleks R. Giragosian, Esq.
General Counsel
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd., Ste. 850
Pasadena, CA 91101
Telephone: (213) 542-5700

13. TERMINATION

Either party may terminate this Agreement for any reason on seven calendar days' written notice to the other party. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All District data, documents, objects, materials or other tangible things shall be returned to District upon the termination or expiration of this Agreement. Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“DISTRICT”

Fallbrook Regional Health District

Signature: _____

Printed: _____

Title: _____

Date: _____

“CONSULTANT”

Revize LLC. aka Revize Software Systems

Signature: _____

Printed: _____

Title: _____

Date: _____

Attest:

Signature: _____

Printed: _____

Title: _____

Date: _____

Approved as to form:

Signature: _____

Printed: _____

Title: General Counsel

Date: _____

CAMPAIGN CONTRIBUTION DISCLOSURE PROVISIONS

Districts are subject to the campaign disclosure provisions detailed in Government Code Section 84308.

Please carefully read the following information to determine if the provisions apply to you. If you determine that the provisions are applicable, the Campaign Disclosure Form must be completed and returned to the District with your application.

No Board Member shall accept, solicit, or direct a contribution of more than \$500 from any party¹ or agent² for 12 months subsequent to the date a final decision is rendered by the District. This prohibition commences when your application has been filed, or the proceeding is otherwise initiated.

A party to a District proceeding shall disclose on the record of the proceeding any contribution of more than \$500 made to any Board Member by the party, or agent, during the preceding 12 months. No party to a proceeding, or agent, shall make a contribution to a Board Member during the proceeding and for 12 months following the date a final decision is rendered by the District.

Prior to rendering a decision on a proceeding, any Board Member who received contribution of more than \$500 within the preceding 12 months from any party, or agent, to a proceeding shall disclose that fact on the record of the proceeding, and shall be disqualified from participating in the proceeding. However, if any Board Member receives a contribution that otherwise would require disqualification, and returns the contribution within 30 days of knowing about the contribution and the relevant proceeding, that Board Member shall be permitted to participate in the proceeding.

¹ "Party" is defined as any person who files an application for, or is the subject of, a proceeding.

² "Agent" is defined as a person who represents a party in connection with a proceeding. If an individual acting as an agent also is acting as an employee or member of a law, architectural, engineering, or consulting firm, or a similar entity or corporation, both the individual and the entity or corporation are agents. When a closed corporation is a party to a proceeding, the majority shareholder is subject to these provisions.

To determine whether a campaign contribution of more than \$500 has been made by you or your agent to a Board Member within the preceding 12 months, all contributions made by you or your agent during that period must be aggregated.

Names of current Directors are available on the City's website. If you have questions about Government Code Section 84308, FPPC regulations, or the Campaign Disclosure Form, please contact the District Chief Executive Officer.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

(a) Document:

- ☐ License
- ☐ Lease
- ☐ Permit
- ☐ Franchise
- ☐ Other Contract
- ☐ Other Entitlement

Name and address of any party, or agent, who has contributed more than \$50 to any Director within the preceding 12 months:

1. _____
2. _____
3. _____

(b) Date and amount of contribution:

Date _____ Amount \$ _____

Date _____ Amount \$ _____

(c) Name of Director to whom contribution was made:

1. _____
2. _____
3. _____

(d) I certify that the above information is provided to the best of my knowledge.

Printed Name _____ Signature _____

Date _____ Phone _____

FALLBROOK REGIONAL HEALTH DISTRICT	Policy #: FIN-09	Page 1 of 2
	Title: PURCHASING AND PROPERTY CONTROL	
	Board Approval Date: 05/14/2025	
Policies and Procedures Manual		

1. Purchasing Policy.

The Board of Directors shall adhere to the purchasing and contracting guidelines of the Local Health Care District Law including the competitive bidding requirements of Public Contract Code section 22000 et seq. and Health & Safety Code section 32132. All obligation authority shall reside in the Board of Directors. In order to facilitate the orderly conduct of the District's business, the Board has delegated the authority set forth in this Purchasing Policy.

2. Definitions.

- 2.1 "Design-build" means a method of project delivery in which the design and construction services are contracted from a single entity pursuant to Public Contract Code section 22160 et seq.
- 2.2 "Supplies and equipment" means equipment, materials, goods, parts, miscellaneous commodities and other supplies which are not included as part of a contract for a public improvement project, professional services, or for special services.
- 2.3 "Professional services" means those services provided to the District by independent consultants or contractors including, without limitation, architectural, landscape architectural, engineering, environmental, land surveying, construction management and other similar services under Government Code section 4525 et seq. which are incidental to the operation of the District.
- 2.4 "Public Improvement project" shall be defined to mean a "public project" under Public Contract Code section 22002.
- 2.5 "Special services" means those services provided to the District by independent consultants and contractors including, without limitation, financial, economic, accounting, engineering, legal, administrative, and other similar services under Government Code section 53060 which are incidental to the operation of the District.

3. Supplies & Equipment

- 3.1 Whenever a contract for supplies and equipment is \$25,000 or less, the Chief Executive Officer may award the contract without the need to call for bids.

FALLBROOK REGIONAL HEALTH DISTRICT	Policy #: FIN-09	Page 2 of 2
	Title: PURCHASING AND PROPERTY CONTROL	
Policies and Procedures Manual	Board Approval Date: <u>05/14/2025</u>	

3.2 Whenever the expenditure required for the purchase of supplies and equipment exceeds \$25,000, the Board of Directors shall award the contract and the District may, in the Chief Executive Officer's discretion, procure bids for the purchase of supplies and equipment by any one of the following methods:

3.2.1 By publication of a notice inviting bids at least once in a newspaper of general circulation in the Fallbrook area or on a virtual bidding platform available to all eligible bidders. Such notice shall state the time and place for the opening of bids and shall state the specifications for the supplies and equipment to be purchased. Said publication must be made at least 10 days prior to the time set for the opening of bids.

- (a) In addition to publication, the Chief Executive Officer may notify prospective bidders by written correspondence or telephone that bids are being called for.
- (b) At the time and place fixed for the opening of bids, the bids shall be made available to the public, and the contract presented to the District Board for consideration at the next scheduled meeting.

3.2.2 In lieu of publication, the Chief Executive Officer may submit specifications to at least three prospective bidders and request that bids be submitted at a fixed time and place. The Chief Executive Officer shall open the bids at the time and place set for the same and present them to the District Board for consideration at the next scheduled meeting.

4. Public Improvement Projects

4.1 Whenever a contract for a public improvement project is \$75,000 or less, the Chief Executive Officer may award the contract without following the informal or formal bidding procedures.

4.2 Whenever a contract for a public improvement project is more than \$75,000 and less than \$220,000, the contract shall be awarded by the Board of Directors to the lowest responsible and responsive bidder in accordance with the following informal bid procedures:

FALLBROOK REGIONAL HEALTH DISTRICT	Policy #: FIN-09	Page 3 of 2
	Title: PURCHASING AND PROPERTY CONTROL	
	Board Approval Date: 05/14/2025	
Policies and Procedures Manual		

- 4.2.1 Notice shall be provided pursuant to Public Contract Code section 22034 to all contractors on the District's list of qualified contractors.
- 4.2.2 The District shall maintain a list of qualified contractors, identified according to categories of work. The list must be updated no less than annually to remove names of inactive contractors or to add names of contractors that requested listing.
- 4.2.3 A name may be deemed inactive if:
- (a) Letters addressed to the contractor at its last known address are returned without a forwarding address;
 - (b) The contractor does not obtain plans for, or bid on, a public project for two years;
 - (c) The contractor's license is revoked or suspended by the California State Licensing Board;
 - (d) The contractor removes its name; or
 - (e) For other good cause as determined by the Chief Executive Officer.
- 4.2.4 Before removing a qualified contractor from the Director's bid list, the Chief Executive Officer must make a good faith attempt to notify the contractor regarding the removal.
- 4.2.5 All contractors on the list for the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailings of notices to contractors pursuant to this paragraph shall be completed not less than 10 calendar days before bids are due.
- 4.2.6 The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.
- 4.3 Whenever a contract for a public improvement project is greater than \$220,000, the contract shall be awarded by the Board of Directors to the

FALLBROOK REGIONAL HEALTH DISTRICT	Policy #: FIN-09	Page 4 of 2
	Title: PURCHASING AND PROPERTY CONTROL	
	Board Approval Date: 05/14/2025	
Policies and Procedures Manual		

lowest responsible and responsive bidder in accordance with the formal competitive bid procedures set out in the Act.

5. Professional Services and Special Services.

- 5.1 Whenever a contract for professional services or special services is \$50,000 or less, the Chief Executive Officer may award the contract without the need to call for bids.
- 5.2 Whenever a contract for professional services or special services exceeds \$50,000, the contract shall be awarded by the Board of Directors.
- 5.3 The District may, in its discretion, issue a request for proposals or qualifications for such services.

6. EXCEPTIONS.

- 6.1 The following contracts are exempt from the requirement to call for bids.
 - 6.1.1 Competitive bidding already completed. When the authorized contracting party determines that a competitive bid procedure has been conducted by another public agency and the price to the District is equal to or better than the price to that public agency under Public Contract Code section 10298 et seq.
 - 6.1.2 Design-build projects.
 - 6.1.3 Emergencies. Pursuant to Public Contract Code 22035, in the case of an emergency declared under Public Contract Code section 1102, the District may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes pursuant to Public Contract Code sections 20806 and 22050.
 - 6.1.4 No bids received. Pursuant to Public Contract Code section 22038, subdivision (a), when no bids are received the District Board may have the project done without following the procedures of this policy.

FALLBROOK REGIONAL HEALTH DISTRICT	Policy #: FIN-09	Page 5 of 2
	Title: PURCHASING AND PROPERTY CONTROL	
	Board Approval Date: 05/14/2025	
Policies and Procedures Manual		

Rejecting all bids. Pursuant to Public Contract Code section 22038, subdivision (c), the District can reject all bids and have the project done by force account.

7. Credit Cards.

The use of credit cards shall be in accordance with Policy FIN-06 "Credit Card Use."

8. Legal Review.

All contracts (a term which is defined as an all-inclusive description of contractual agreements whether on a District form or a vendor form) including purchase orders, leases, joint venture agreements, or grants shall be reviewed by the District's legal counsel and approved as to form prior to execution on behalf of the District.

9. Property Control.

Property purchased or leased by the District shall be recorded for purposes of accounting and an annual inventory to be completed in the month of July, for the prior fiscal year. The CAO shall be in charge of all property records.

10. Capitalization Threshold.

Purchases of long-lived assets of less than Five Thousand Dollars (\$5,000) will be expensed.

Summary: July focused on staff development, expanded community outreach, and improvements to the physician referral process. New referral materials were developed allowing providers to refer patients based on their health needs rather than requiring them to select a specific program. The Healthy Living Coordinator will follow up with referred patients and connect them with the most appropriate services.

Programming

- Highlights- July
 - **Building B Ribbon Cutting:** The completion of Building B was celebrated with a well-attended ribbon-cutting event that brought together both community members and partner organizations.
 - **Mental Health First Aid:** Twenty-six community members completed the eight-hour Mental Health First Aid training.
 - **Spanish-language programming:** Spanish-language offerings included the Around the Table and Body Connections nutrition series, Lotería Night, the Fueling Your Best Self workshop, and the monthly mindfulness program.
- Looking ahead- August
 - Mobility Mondays, a popular class focusing on fall prevention, returns in August.
 - Staff coordinators will teach several educational workshops, including Beat the Heat, Beyond the Numbers, Coffee with the Coach, and Protect Your Heart. Workshops will provide practical health education while introducing residents to additional Wellness Center programs and services.

Community Outreach

- Staff conducted outreach to connect residents with Wellness Center services at:
 - Fallbrook Food Pantry Food Distribution
 - Mike Choate Early Childhood Development Center Parent Participation Day
 - Fallbrook Family Health Center Backpack Give-away event
 - Art & Healing Panel at Fallbrook Library
- Lunch-and-learn presentations were provided to Graybill Medical Group and Rancho Family Medical Group to strengthen physician awareness and referral pathways.
- Staff attended the Mirasol and Meadows grand opening and the Brookview senior housing groundbreaking as well as the County's North County Leadership Team meeting.

Team training and continued education:

- Henry and Julianna will complete Diabetes Prevention Program Lifestyle Coach training in August.
- Katia completed Housing Strategies 101 training.

Wellness Center Participation Summary 2026	JAN	FEB	MAR	APR	MAY	JUNE	JULY
Mental Health First Aid	6	0	0	24	6		26
CCHW	15	4	7	9	10	9	4
Wellness Wednesday- Screening/Workshop	14	15	20	20	18	11	21
Disease Specific Education (Lifestyle Change)	96	47	43	35	51	71	31
Mindfulness				65	8	13	5
Partner Health & Wellness activities	201	273	297	257	177	200	179
Support Groups	58	85	72	103	83	90	83

FRHD Yoga	168	139	13	119	112	64	140
Community Safety		13	144			14	
Club/ Organizational meetings	257	335		267	233	239	171
District Special Events			345	16			40
Youth Activity							
Affiliate			20	19	26		
Wellness Walks	30				4		
Private Party/Event							
Total Wellness Center Visits	845	911	961	934	728	711	700

Number of Events 2026	JAN	FEB	MAR	APR	MAY	JUNE	JULY
Private events	19	26	26	21	25	15	14
Public Events	67	52	65	78	58	66	59
Total Events	86	78	91	99	83	81	73

Spanish Events *	7	4	7	9	6	9	8
-------------------------	---	---	---	---	---	---	---

*In addition to our Spanish Language programming, we also work to support several events in both languages: Blood Drives, Wellness Wednesday screenings, and vaccination clinics.

REFERRAL COORDINATOR QUICK REFERENCE



**No-Cost Community Health & Wellness Programs
For Eligible Greater Fallbrook Area Residents**



Programs available
in **ENGLISH**
and **SPANISH**

Need additional support for your patients?

REFER PATIENTS FOR:



Prediabetes



Diabetes



**High Blood
Pressure**



**Nutrition &
Healthy Eating**



**Sedentary
Lifestyle**



**Stress &
Anxiety**



**Support
Groups**



**Community
Resource
Navigation**



**And those looking
to improve their
general health and
prevent disease**



SIMPLY FAX THE REFERRAL

We'll contact the patient and help connect them with the appropriate program.



FAX

(760) 731-9131



PHONE

(760) 731-9187



WEBSITE

www.fallbrookhealth.org



Healthy Living Coordination Julianna Taft, jtaft@fallbrookhealth.org



KEEP REFERRAL FORMS BEHIND THIS GUIDE

Refer patients to the right program for their health needs.

In English or Spanish

PATIENT CONDITION	REFER TO	PATIENT RECEIVES	IDEAL FOR PATIENTS WHO...
 Prediabetes	Diabetes Prevention Program (Lifestyle Change Program) <i>CDC-Recognized</i>	• 1 year of lifestyle coaching • Nutrition & activity support • Weight loss guidance • Group support	• A1C 5.7–6.4% • BMI ≥25 (≥23 Asian) • History of gestational diabetes • High risk for diabetes
 Type 2 Diabetes	Diabetes Self-Management Education	• 5-week education series • Medication & self-management • Nutrition guidance • Lifestyle coaching	• Newly diagnosed • A1C above goal • Needs guidance with self-management
 Hypertension / Heart Health	Blood Pressure Program & monitor loan	• Blood pressure monitoring • Dietary modifications • Lifestyle strategies	• High blood pressure • Cardiovascular risk • Needs monitoring
 Nutrition	Nutrition Education & Healthy Living	• Nutrition classes & cooking demos • Meal planning • Behavior change strategies	• Managing weight • High cholesterol • Want healthier eating habits • Poor dietary habits
 Sedentary Lifestyle	Gentle Fitness	• Improve strength & balance • Reduce fall risk • Safe, guided exercise	• Are physically inactive • Arthritis / joint pain • Beginning exercise
 Stress / Anxiety / Emotional Wellness	Counseling & Mindfulness Programs	• Group education & support • Mindfulness practices • Stress management tools	• Anxiety / depression • Stress • Life transitions
 Resource Navigation/ Social Connection	Support Groups & Community Resources	• In-person support groups • Community resource navigation • Connection & encouragement	• Isolation • Caregiver stress • Ongoing support needs

Programs are offered at no-cost to residents of the Greater Fallbrook Area

THE REFERRAL PROCESS IS SIMPLE



1. FAX REFERRAL
Use the form on the back or refer online.



2. FRHD CONTACTS PATIENT
We reach out within 3 business days to connect and assist.



3. PATIENT CONNECTED
We help determine the best program and guide the next steps.



Thank you for partnering with us to improve patient health.

1 REFERRING OFFICE

Practice / Clinic Name _____

Referring Provider _____

Phone _____ Fax _____

2 PATIENT INFORMATION

Patient Name _____ DOB ____/____/____

Phone _____ Email _____

Address _____

Preferred Language: ☐ English ☐ Spanish ☐ Other _____

3 REASON FOR REFERRAL (Check all that apply)

 Prediabetes	 Type 2 Diabetes	 Hypertension / Heart Health	 Nutrition / Healthy Eating	 Sedentary Lifestyle	 Mental Wellness / Stress	 Resource Navigation / Support Groups
---	---	---	--	--	--	--

Other (please specify): _____

4 PREDIABETES PROGRAM – ELIGIBILITY INFORMATION (if known)

Helps us identify patients who may qualify for the Diabetes Prevention Program.

☐ Most recent A1C: _____ Date: _____ ☐ History of Gestational Diabetes

☐ Other qualifying criteria (e.g., metabolic syndrome, family history): _____



WHAT HAPPENS NEXT?

- ✓ We contact your patient within 3 business days.
- ✓ We help determine the best program based on their needs.
- ✓ We assist with enrollment and answer any questions.

REFER ONLINE

Scan the QR code
to refer securely.



CHIEF EXECUTIVE OFFICER'S REPORT – AUGUST

Community Health & Wellness Center: (for programming updates see the CPO report)

- Facility construction updates
 - EDG – Teaching Kitchen (bldg. A.) – Minor deviation has been applied and paid for, pending next step. Assigned County staff for project.
 - West Coast Arborists trimmed all trees along the East side of the property, along Building B. Now reviewing privacy fencing options. We will work with WCA again to complete trimming and thinning the trees along the North/field border of the property next.
 - Pollinator Preserve contract with Landscape One is being finalized. Initial planting will likely occur late Fall.
- Palomar Family Counseling Services has merged with TrueCare, and we have transferred our contract to TrueCare. I have a meeting with the TrueCare/PFCS team on Aug 11 and can share any expected changes or concerns after that meeting.

Clinical Care Option

- We held an Ad Hoc meeting with the Sharp team on Friday, August 7th to explore expectations around contracting for advanced clinical services in our area.

Administrative Projects:

- General Counsel Giragosian and I were selected to present the California Uniform Public Construction Cost Accounting Act (CUPCCAA) at the October ACHD Annual Meeting. This program will share how much CUPCCAA has streamlined our District's ability to get services and construction completed.
- Tax apportionments have now been transferred to the new operating account at Five Star Bank. We will keep the old account at Banc of California for a few months to ensure no outstanding auto-occurring charges hit.
- We will be presenting drafts of new mission and vision statements at the next Government & Public Engagement committee meeting. We have also outlined a messaging strategy that we will use to inform and engage the community about the services we offer. This plan is detailed enough to support our ongoing growth but will be flexible enough to allow for the CAN/Sowen report findings to be integrated.
- We are continuing the discussion of the District's selection of an AI tool that can be utilized across all District users. We are researching the security, efficiency and effectiveness of Microsoft Copilot since we are already utilizing Office 365. A new AI

policy has been drafted, reviewed by legal and will be ready to implement upon selection of a tool and training options are prepared.

- Change of website vendor: Moving from Streamline to Revize will offer us better website design and handle our pdf accessibility challenges. The initial cost is higher than with our current vendor; however, the current vendor has just been purchased, and we have been told to expect pricing to increase. Additionally, the pdf accessibility service is included with the new vendor while the old vendor quoted an additional \$7,000 increase to resolve the issue. Making the switch to the new vendor is cost effective and provides website design flexibility. This should result in decreased costs after the first year. We paid for our current website vendor, Streamline in Jan, but we'll need a couple of months to draft and then launch the new website, so some overlap is needed.
- Moving forward I will be removing LAFCO MSR updates from this report until new meetings and or draft dates are brought forward. LAFCO has extended the deadline for completion to the end of FY27.

Staff Updates:

- We are excited to have Juana Luna join us as the new receptionist/backup CHWC staffer.
- No August birthdays or anniversaries.