



**MINUTES
REGULAR BOARD MEETING**

Wednesday, April 8, 2020, 6:00 p.m.

In accordance with the current State of Emergency and the Governor’s Executive Order N-25-20, of March 12, 2020 and N-33-20 of March 19, 2020, teleconferencing was used for this meeting. Board members, staff and members of the public were able to participate by webinar and members of the public were also able to participate by telephone.

A. CALL MEETING TO ORDER / ROLL CALL / ESTABLISH A QUORUM / PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:11 p.m. by Chairman Howard Salmon. The roll was called to establish a quorum. In lieu of the Pledge of Allegiance, Chairman Salmon called for moment of silence and quiet thought.

In attendance: Directors Howard Salmon, Barbara Mroz, Bill Leach, Jennifer Jeffries and Kate Schwartz-Frates. Legal Counsel Jeffrey Scott; Executive Director Rachel Mason; Staff members: Linda Bannerman, Mireya Banuelos, Pamela Knox, Wendy Lyon, Tracy Rosalee and Accountant Susan Woodward. Dr. & Mrs. Graydon Skeoch and Kim Gerrish, Michelle’s Place Executive Director.

B. ADDITIONS TO AGENDA

None

C. PUBLIC COMMENTS

None

D. PRESENTATION REPORT

D1. Community Health Contract Recipient Presentation Report– Michelle’s Place, Cancer Resource Center

Executive Director of Michelle’s Place, Kim Gerrish, referred to the pages in the board packet regarding Michelle’s Place and the people they serve within the Fallbrook Regional Health District. Michelle’s Place is grateful to be one of the District’s Community Health Contract grant recipients. She said they would like to serve more people in our District and look forward to having a presence at our East Mission Road location once it is developed. She was asked to discuss the Pink Ribbon Assistance program and explained that they work with some people struggling not only with cancer, but in nearly all aspects of life. Once approved for this program, the recipient receives assistance with grocery gift cards, transportation needs, clothing and supplies for children and access to additional aid programs. Michelle’s Place has expanded to serve as a resource for not only breast cancer patients, but other forms of cancer as well.

E. CONSENT ITEMS

- E1. Approval of January 2020 Financial Statements
- E2. Minutes of February 5, 2020 Finance Committee Meeting
- E3. Minutes of February 10, 2020 Strategic Planning Committee Meeting
- E4. Minutes of February 12, 2020 Regular Board Meeting
- E5. Minutes of February 21, 2020 Facilities Committee Meeting
- E6. Minutes of February 22, 2020 Board Special Meeting/Workshop
- E7. Minutes of March 2, 2020 Strategic Planning Committee Meeting

- E8. Minutes of March 4, 2020 Finance Committee Meeting
- E9. Approval of February 2020 Financial Statements
- E10. Minutes of March 18, 2020 Strategic Planning Committee Meeting
- E11. Minutes of March 20, 2020 Facilities Committee Meeting
- E12. Minutes of March 27, 2020 Gov't and Public Engagement Committee Meeting
No member of the Board wanted any consent item pulled for further discussion.
Action: It was moved by Director Jeffries, seconded by Director Leach to approve the Consent Items as presented.
Motion carried: By roll call vote, approval was unanimous. (5-0)

F. REPORTS

- F1. Finance Committee – Directors Jeffries and Mroz
Committee Chair Jeffries reported she had attended the Virtual Summits for the LAIF and CalTrust investment instruments. Both were well done, and the message was no changes are recommended at this time. She said she was impressed with their professionalism and the depth of the information.
The financial reports were reviewed. (See attached report.) The negative net income was due to the routine payments to Community Health Contract (CHC) grant recipients, and she said another property tax apportionment is anticipated this month. Director Jeffries reviewed the data received from MedPlus Urgent Care. She said we support the urgent care for the extended hours and access for those with health coverage through Medi-Cal HMOs.
Lastly, in beginning to build the budget for 2020-21 and considering the financial resources and commitments of the District, the Finance Committee concluded and made a recommendation that the Strategic Planning Committee design a timeline and process relative to a framework for use of District funds which the full Board could then further consider. This would be a three to five-year plan.
- F2. Gov't and Public Engagement Committee – Directors Schwartz-Frates and Mroz
Committee Chair Schwartz-Frates thanked and commended the FRHD staff who have been able to continue working at the District office to network with not-for-profit organizations to help facilitate meeting their needs during the COVID-19 pandemic. She also commended staff for working with the Village News to publish an edition within their weekly publication covering the latest resources and information related to the pandemic. It was noted that the information is being translated into Spanish and will be distributed shortly. In addition, she acknowledged and thanked the physicians and all health care and health related workers. She noted that the FRHD website is updated daily with resources regarding COVID-19. The District is using social media to provide updates and notices as well. Facebook and Instagram are both used.
Chair Schwartz-Frates reviewed Federal, State and County updates related to the pandemic. Social distancing is recommended for the next two weeks.
- F3. Facilities Committee – Directors Leach and Mroz
Committee Chair Bill Leach reported that the Facilities Committee approved the purchase and installation of blinds in the FRHD Administrative Building. Regarding the East Mission Road property, drainage issues have been resolved. He said the District's building on East Alvarado Street property has been sold to the owner of the MedPlus Urgent Care, Dr. Graydon Skeoch.
Executive Director Rachel Mason commented that she has been investigating bids for security services due to increased burglaries and vandalism and will bring it forward at the next meeting.
- F4. Strategic Planning Committee – Directors Salmon and Jeffries
Chair Howard Salmon said his report involves the Discussion and Action items on the agenda and comments would be made at that time.

- F5. Executive Director – Rachel Mason
 Non-profit entities applying for the CHC Grants for 2020-21 have been given an extension to April 10th to submit their applications. Rachel Mason noted that the FRHD website now has all the Grantee’s Impact Reports available for viewing.
 There was a brief review of what work is being done by staff from their remote offices. The Executive Director and Tracy Rosalee have been working in the office supporting the Food Pantry and the Foundation for Senior Care efforts to get locally grown produce cleaned and delivered to the Food Pantry and seniors.
 In addition, the SD County Blood Bank blood drive sponsored by FRHD was a huge success, in large part due to the social media efforts of Mireya Banuelos and Jen Koester. Lastly, a facilities update was provided highlighting painting and new carpet downstairs in the Administrative Office, the upcoming installation of new window blinds and the need for a building security alarm system. (See attached report.)

- F6. General Counsel – Jeffrey Scott
 Counsel Scott updated the Board regarding the Governor suspending a number of provisions of the Brown Act to allow for teleconferencing during this time of social distancing related to the COVID-19 pandemic. Mr. Scott noted that the Governor understood that there may be violations of the Brown Act during this period, but he asked that the public agencies across the State use their sound discretion and reasonable efforts in adhering to the Act during this time. Mr. Scott also addressed AB 2019 concerns and the Emergency Authority of the Executive Director. (See attached memo.)

G. DISCUSSION ITEMS

- G1. Consideration of CHC Grant Budget FY 2020-2021
Recommendation from the Strategic Planning Committee and the Finance Committee:
 That the board consider approving a baseline budget amount of \$1,193,243 in the CHC Grant Budget FY 2020-2021.
 Chair Howard Salmon said in consideration of the ensuing fiscal year budget, both the Strategic Planning and Finance Committees recommended starting with a baseline budget amount of \$1,193,243 for the CHC Grant Budget. Chairman Salmon indicated that the Committees wanted to bring the matter to the attention of the full Board but no action was required at this time.

- G2. Consideration of \$5,000 to support the Village News for a community-wide special edition related to COVID-19 updates and resources.
 Chair Howard Salmon stated that the Strategic Planning Committee had met with Julie Reeder of the Village News. Ms. Reeder indicated that the Village News was preparing a public service, special edition relating to the COVID-19 pandemic which would include the distribution of 20,000 copies published in English and Spanish. Ms. Reeder requested that the District provide \$5,000 toward the funding of the special edition.
Action: It was moved by Director Schwartz-Frates, seconded by Director Mroz to provide \$5,000 to support the public service special edition.
Motion carried: By roll call vote as follows: (4-1)
 Director Salmon Aye
 Director Jeffries..... Aye
 Director Schwartz-Frates Aye
 Director Mroz Aye
 Director Leach Nay

H. ACTION ITEMS

H1. Consideration of Additional Financial Support to the MedPlus Urgent Care Clinic during the State of Emergency
 MedPlus Urgent Care owner Dr. Graydon Skeoch had submitted an email to the District requesting additional support for the Urgent Care Clinic. Executive Director Rachel Mason reviewed the request and Dr. Skeoch reiterated the reasons for the request as follows:

- In March, the number of patients dropped to less than 50%
- Changes have been made by decreasing employee hours/payroll
- Medical providers were asked to accept a cut in pay
- He was investigating telemedical options while still trying to be available for all patients
- He indicated that he had installed HEPA filters, and stocked up on PPE supplies
- Dr. Skeoch noted that he had rerouted patient access to observe social distancing
- He projected \$10,000-\$15,000 per month loss moving forward

Dr. Skeoch’s request for the next two months is to increase the monthly support from the District by \$2,000. However, he would also need to reduce the number of hours the urgent care is open to (M-F 10:00 a.m. – 6:00 p.m. and weekends/holidays 10:00 a.m. – 2:00 p.m.

Discussion ensued. Director Leach expressed concerns with the District continuing to authorize the use of public funds to provide financial assistance to a private business. He also noted that Dr. Skeoch should be applying for a small business loan that Congress has made available and he should not be seeking additional funds from the District.

Action: It was moved by Director Leach, seconded by Director Jeffries to table the request from Dr. Skeoch until we have further information regarding telemedicine and other possible loan options available to Dr. Skeoch.

Discussion ensued regarding the District providing support to the clinic. It was noted that the funds provide additional access to medical services for patients, including those covered by Medi-Cal and Medi-Cal HMOs.

Motion failed: By the following roll call vote: (2-3)

Director Salmon	Nay
Director Leach	Aye
Director Jeffries.....	Aye
Director Mroz	Nay
Director Schwartz-Frates	Nay

Action: It was moved by Director Mroz, seconded by Director Schwartz-Frates to approve the request from Dr. Skeoch providing support to MedPlus Urgent Care for the next two months for an additional \$2,000 per month and approval for the reduced hours as specified above. In addition, it was understood that Dr. Skeoch would pursue additional funding options available for small businesses during this time and provide an update to the Board at the May Board meeting regarding his pursuits and the data regarding implementation of telemedicine services.

Discussion ensued. Dr. Skeoch said his goal is to continue to provide much needed medical services in this District, knowing they will be provided at a significant loss during the pandemic.

Motion carried: By the following roll call vote (4-1)

Director Salmon	Aye
Director Mroz	Aye
Director Leach	Nay
Director Jeffries.....	Aye
Director Schwartz-Frates	Aye

- H2. Consideration of FRHD coordination of support to essential nonprofit service partners to assist with COVID-19 efforts.

Chair Salmon said this item was suggested by the Strategic Planning Committee and he asked Rachel Mason to discuss it. Executive Director Mason said she reviewed the District's CHC grant partners to determine those recipients providing direct essential services to our communities. The organizations include the following:

- Foundation for Senior Care
- Fallbrook Food Pantry
- Michelle's Place
- Fallbrook Senior Center
- Boys & Girls Club

Ms. Mason said she reached out to them, noting the inclusion of the Boys & Girls Club as being a part of the solution. (See Coordination of Support document.)

Identified Challenges:

The Fallbrook Food Pantry needs to cover vacant volunteer spots, and their demands for food distribution have more than doubled. In addition, they anticipate needing to buy some bulk shelf stable products in order to meet the growing need.

The Foundation for Senior Care needs funding support to cover staffing of additional Care Advocate services and for Care Van Drivers.

Michelle's Place clients are actively receiving care for cancer and need Patient Navigators, transportation to/from medical care and basic services (food & essential care products).

The Senior Center congregate meal program is currently providing nearly double the to-go orders and the closure of their thrift shop means that they are running at a deficit.

Proposed Solutions:

The Boys & Girls Club have three part-time staff currently furloughed that can be redirected to work at the Food Pantry. (Already background checked.)

The Foundation for Senior Care drivers can also facilitate transportation for Michelle's Place clients to access their ongoing cancer treatments. Food Pantry can supplement Michelle's Place clients with food where appropriate.

The Senior Center meal program could use funding to support the additional meal expenses with the closure of the thrift shop.

The Executive Director recommended that the District approve the funding recommendations as outlined on the Coordination of Support document, beginning with one month and assessing further need to continue each month thereafter through June.

Action: It was moved by Director Leach, seconded by Director Mroz to approve funding recommendations for essential nonprofit service partners to assist with COVID-19 efforts as outlined, beginning with one month and assessing further need to continue each month thereafter through June. Discussion ensued regarding funding options available to non-profits and the Executive Director said she had discussed that with each of the recipients.

Motion carried: By unanimous roll call vote (5-0)

I1. BOARD MEMBER COMMENTS & ITEMS FOR SUBSEQUENT MEETINGS**I1. Other Director/Staff discussion items**

Director Schwartz-Frates asked if it might be necessary to meet more often during this time. In addition, she asked if there might be other community medical needs we should consider. Director Mroz suggested the North County Fire Protection District (NCFPD) might be able to assist the District with PPEs. Rachel Mason commented that she has been in touch with NCFPD regarding that possibility.

Director Salmon suggested any board member contact the Executive Director if the need arises for a Special Board meeting. The Chairman can call for a Special Meeting with 24-hour notice.

Director Leach commended staff for their ongoing efforts to coordinate not only teleconference meetings, but services in the community during this COVID-19 pandemic. He suggested this is a time the District can be innovative in developing programs and coordinating efforts to meet the health needs of the District residents.

I1a. Item(s) for future board agendas**I1b. Announcements of upcoming events:**

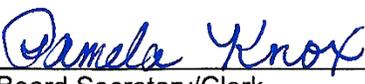
- **POSTPONED Public Health Champion Awards – April 10**, County Administrative Center, Rm. 310, 1600 Pacific Highway, San Diego
- **POSTPONED Community Collaborative for Health & Wellness Committee (CCH&W) meeting – 3rd Wednesday, April 15**, 10:30am-noon
- **Strategic Planning Committee meeting – April 15**, 1:00pm, Virtual Meeting
- **Facilities Committee meeting – April 17**, 10:30am, Virtual Meeting
- **Finance Committee meeting – 1st Wednesday, May 6**, 4:30pm, Virtual Meeting
- **POSTPONED Woman of Wellness – 1st Thursday, May 7**, 6:00 – 7:30pm;
- **Memorial Day, May 25 – District Holiday**

I2. Next Regular Board meeting – 2nd Wednesday, May 13, 6:00pm, Virtual Meeting**L. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:52 p.m.



 Howard Salmon, Chairman



 Board Secretary/Clerk