



MINUTES
REGULAR BOARD MEETING
 Wednesday, July 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

Chairman Howard Salmon called the meeting to order at 6:03 p.m. and led the Pledge of Allegiance.

In attendance: Directors Howard Salmon, Barbara Mroz, Bill Leach, Jennifer Jeffries, and Kate Schwartz-Frates. Legal Counsel Jeffrey Scott, Executive Director Rachel Mason, Accountant Sue Woodward and staff members Linda Bannerman, Mireya Banuelos, Wendy Lyon, and Pamela Knox.

B. APPROVAL OF THE AGENDA

Action: It was moved by Director Mroz, seconded by Director Leach to approve the agenda.
Motion carried: By unanimous roll call vote. 5-0

C. PUBLIC COMMENTS

None

D. PRESENTATIONS

D1. CalTrust Advisors

CalTrust representatives Laura Labanieh and Tom Musmanno had been invited to join the FRHD Board of Directors meeting to provide guidance regarding the District's investment funds. The Finance Committee sought their advice to assure that funds are available for use without being subject to market volatility as the District moves forward to develop the property on East Mission Road. They recommended moving investments to a short-term fund when the anticipated need for the monies is approximately six months away, and into a money market account one to two months prior.

Counsel Jeff Scott said the Board can defer to the Executive Director and the Finance Committee to monitor the funds and report back to the entire Board when action is required.

E. CONSENT ITEMS

- E1. Approval of May 2020 Financial Statements
- E2. Minutes of June 1, 2020 Strategic Planning Committee Meeting
- E3. Minutes of June 3, 2020 Finance Committee Meeting
- E4. Minutes of June 5, 2020 Special Board Meeting
- E5. Minutes of June 5, 2020 Finance Committee Meeting
- E6. Minutes of June 10, 2020 Special Board Meeting

- E7. Minutes of June 10, 2020 Regular Board Meeting
 - E8. Minutes of June 17, 2020 Strategic Planning Committee Meeting
 - E9. Minutes of June 24, 2020 Special Board Meeting
 - E10. Minutes of June 26, 2020 Facilities Committee Meeting
- There was no request to pull a consent item for further discussion.
Action: It was moved by Director Jeffries, seconded by Director Schwartz-Frates to approve the Consent Items as presented.
Motion carried: By unanimous roll call vote. 5-0

F. REPORTS/POSSIBLE ACTION

- F1. Finance Committee – Directors Jeffries and Mroz
 Committee Chair Jennifer Jeffries reviewed the financial reports for the month of May. (See attached report for details.) Items of note include a decrease in the total net income through May due to distributions to Community Health Contract recipients totaling \$295,815. Based on the approved budget, the District is over budget in net income by \$263,365. The balance in the District's investment funds through May were as follows: LAIF account - \$1,255,309, and the CalTrust balance was \$7,273,063.55. Fiscal year-to-date through May, the District received \$1,868,396 in property taxes. Regarding MedPlus Urgent Care, the number of patients remains low due to the pandemic. 42.7 percent of the 215 patients treated were covered by Medi-Cal HMO insurance. Due to the pandemic, the census was down, and telehealth services were low in May.
- F2. Gov't and Public Engagement Committee – Directors Schwartz-Frates and Mroz
 Chair Kate Schwartz-Frates said COVID-19 testing is a major topic and she noted that the District has been providing the site on East Mission Road for North County Fire Protection District and CalFire to perform the tests. Results are provided by San Diego County. Nearly 750 people have been tested at our site during the three days offered to date. She reviewed the District's website and information regarding the pandemic at the local, County, State and Federal levels. The District is providing safe reopening kits to local businesses as well. Community Health Coordinator Mireya Banuelos provided the Social Media update including the following: New page likes – 100+. Post Reach: 12,129 up 132% and Post Engagements: 5,716 up 341%. Chair Schwartz-Frates reviewed the *This Week in Sacramento* publication. (See attachments for details.)
- F3. Facilities Committee – Directors Leach and Mroz
 Chair Leach was unable to attend the Committee meeting. It was reported that security gates and cameras were installed at the office on South Brandon Road. The Facilities Committee approved the bid for new carpeting on the 2nd floor of the building since the total was within the parameters of approval by the Facilities Committee. In addition, the Committee recommended Board approval of the bid for painting the 2nd floor of the District office and it is an item for consideration on the agenda. Lastly, Property Manager Roy Moosa facilitated obtaining bids for the landscaping needs for the East Mission Road and South Brandon Road properties.
- F4. Strategic Planning Committee – Directors Salmon and Jeffries
 Chair Howard Salmon said the Committee met on June 17th to discuss the Catalyst proposal and a Steering Committee for this project. Directors Leach and Mroz agreed to serve on the committee along with Executive Director Rachel Mason and Community Health Coordinator Mireya Banuelos. The Steering Committee will meet as needed, but no less than once a month. Rachel Mason provided an update regarding COVID-19 and the District's efforts to facilitate testing in Fallbrook. The East Mission Road property was offered as a site and working in conjunction with North County Fire Protection District and CalFire testing was done on June 15th and June 30th, with additional dates for testing on July 14th and 28th.

Ms. Mason said she is working with the County to set up additional testing in Rainbow and De Luz targeting nursery workers. Director Jeffries note there has been a significant increase in COVID19 cases in Fallbrook (we had been the lowest in San Diego County). The District is providing business re-opening kits to be available to local businesses from June 29th – July 6th.

F5. Executive Director – Rachel Mason

Rachel Mason said she and Chairman of the Board, Howard Salmon, reviewed the results of the Board's self-assessment and will refer areas of concern for discussion and action to the appropriate Board committees.

Regarding COVID-19 testing, two dates of testing were completed with nearly 500 people tested. Two additional testing dates are scheduled for July 14 and 28th. Efforts are in process to facilitate testing in De Luz and Rainbow targeting nursery workers.

Upgrades to the District office on South Brandon Road will be completed mid-August. A property condition assessment is the final action needed to assure significant maintenance expenses could be considered in the next budget.

Ms. Mason met with 18 of the 23 organizations that applied for grant funding in the last cycle to provide feedback regarding scoring used, recommendations for better scores and anticipated changes to this process in the upcoming year. (See attached report.)

F6. General Counsel – Jeffrey Scott

Counsel Scott directed attention to his report which included the 2020 Election Calendar. This year's election is different in that it will be by zone, rather than at-large. Zones 2 and 4 will have seats up for election in November. (See attached Election Calendar.)

G. DISCUSSION/POSSIBLE ACTION ITEMS

- G1. Consideration of Painting Bid for Brandon Road Property 2nd Story – Vivify Painting
Recommendation from the Facilities Committee: That the board approve the painting bid for the South Brandon Road property's 2nd story with Vivify Painting (Not to exceed \$10,950.00)

Rachel Mason said Vivify Painting had completed the first floor of the building and submitted a bid for the 2nd floor. The total does not fall within the guidelines for committee approval and requires full board approval.

Action: It was moved by Director Leach, seconded by Director Mroz to accept the bid from Vivify Painting, not to exceed \$10,950.00.

Motion carried: By unanimous roll call vote. 5-0

- G2. Consideration of Amendment to the Executive Director's Employment Agreement
Counsel Scott said following the annual review of the Executive Director, he was directed to prepare an amendment to the Employment Agreement, effective July 8, 2020. It includes a change of title from Executive Director to Chief Executive Officer and a six percent increase to the base annual salary from \$125,000 to \$132,000. The terms and conditions of the May 20, 2019 Executive Director Employment Agreement are restated and shall remain in full force and effect.

Action: It was moved by Director Schwartz-Frates, seconded by Director Jeffries to approve the 2020 Amendment To Executive Director Employment Agreement as presented.

Motion carried: By unanimous roll call vote. 5-0

- G3. Consideration of Catalyst Proposal (Not to exceed \$232,300)
Chairman Salmon said the Phase II proposal from Catalyst had been received, with a total expense not to exceed \$232,300. It was noted the Steering Committee for this project consists of two Board members so there is ongoing oversight.

Action: It was moved by Director Jeffries, seconded by Director Schwartz-Frates, to approve the proposal as presented.

Motion carried: By unanimous roll call vote. 5-0

H. BOARD MEMBER COMMENTS & ITEMS FOR SUBSEQUENT MEETINGS

H1. Other Director/Staff discussion items

H1a. Item(s) for future board agendas

None

H1b. Announcements of upcoming events:

- **COVID-19 Testing – Tuesday, July 14 and Tuesday, July 28 at FRHD** Wellness Center, 1636 E. Mission Rd., Fallbrook
- **Community Collaborative for Health & Wellness Committee (CCH&W)** meeting – 3rd Wednesday, **July 15**, 10:30am-noon, Virtual Meeting (See fallbrookhealth.org/calendar)
- **Strategic Planning Committee meeting – July 15**, 5:00pm, Virtual Meeting
- **Facilities Committee meeting – July 17**, 10:30am, Virtual Meeting
- **Finance Committee meeting – 1st Wednesday, August 5**, 4:30pm, Virtual Meeting
- **POSTPONED Woman of Wellness – 1st Thursday, August 6**
- **Community Collaborative for Health & Wellness Committee (CCH&W)** meeting – 3rd Wednesday, **August 19**, 10:30am-noon, Virtual Meeting (See fallbrookhealth.org/calendar)
- **Strategic Planning Committee meeting – Wednesday, August 19**, 5:00pm, Virtual Meeting
- **Government/Public Engagement Committee meeting – Friday, August 28**, 10:30am, Virtual Meeting

H2. **Next Regular Board meeting – Wednesday, August 12, 2020, 6:00pm, Virtual Meeting**

I. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:15 p.m.


Howard Salmon, Chairman
Board of Directors


Bill Leach, Secretary,
Board of Directors