

Fallbrook Regional HEALTH DISTRICT

MINUTES

REGULAR BOARD MEETING

Wednesday, April 10, 2019, 6:00 p.m.

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

A. CALL MEETING TO ORDER – PLEDGE OF ALLEGIANCE

President Howard Salmon called the meeting to order at 6:02 p.m. and led the Pledge of Allegiance.

Present: Directors Howard Salmon, Barbara Mroz, William Leach, Jennifer Jeffries and Kate Schwartz-Frates.

Also present: Legal Counsel Blaise Jackson and staff members Wendy Lyon, Linda Bannerman, Mireya Banuelos, Pamela Knox and Accountant Kathy Bogle.

B. ADDITIONS TO AGENDA

None

C. BOARD MEMBER AND PUBLIC COMMENTS

Mr. Armando Telles announced a community meeting will take place tomorrow at Sullivan Middle School on the topic of gangs. Members of the North County Gang Commission will discuss proactive measures the community can take regarding gangs and drug use. He brought flyers for those with interest and said he thought someone from the FRHD Board might want to attend. Mr. Telles said he was not able to attend our recent public forums regarding redistricting. He expressed concern about publicity for the forums and more advanced notice of upcoming forums. He said outreach to the Spanish speaking in Rainbow, Bonsall, De Luz and Fallbrook is important.

Mr. Barry Meadow expressed concerns regarding the District's arrangement with Med-Plus Urgent Care, questioned whether the Wellness Center can yet be used, and what is the purpose of consulting services for that property and the terms of the contract. He questioned landscaping at the property prior to hardscaping. He asked about the purpose for seeking design services for roof repair. He asked about Closed Session and what would be a trade secret. He said if behavioral health services are eventually offered at the Wellness Center, he believes it would be important to include treatment for drug and alcohol abuse. Lastly, he asked about Fallbrook Food Pantry collaborating with the District and though they were on the agenda to present in March, they did not attend.

President Salmon asked Counsel Blaise Jackson to provide education on Closed Session and Trade Secrets. Counsel said trade secrets are an exception to the open meetings rule that applies to healthcare districts to ensure a level playing field with non-profit and for-profit entities. It allows the districts to consider possible new programs without alerting their competition of their possible intention.

D. PRESENTATIONS

President Salmon said as the District continues to focus on health and wellness, one of the efforts being made is to learn more about existing programs to ascertain if there might be a place for them at or in conjunction with the upcoming Wellness Center. These organizations/persons have been invited to present.

- D1. Live Well San Diego presented by HHSA representative
Due to a last-minute scheduling conflict, Live Well San Diego representatives were unable to attend.
- D2. Fit 2 Be Kids – Shae Gawlek
Shae Gawlek, Executive Director of the Food Pantry, provided a PowerPoint presentation on a not-for-profit program she founded in Orange County called Fit 2 Be Kids. She said she ran and operated this program prior to moving to Temecula and she now has the opportunity to find a new home for the program she created. Shae said she is impressed with our community and believes Fallbrook is the perfect environment for this program. She said the program provides prevention, awareness and advocacy education about childhood obesity and the health risks that accompany this disease, to at-risk youth and their families empowering them to live healthier wholesome lives while promoting physical activity, nutrition education, social-emotional character development all through guided-discovery enrichment programs that ultimately impact the overall well-being of our communities. She reviewed the program's Mission, Vision and Values and its goals, strategies and measures. Parent participation is required for the children to attend and outcomes are measured. Children can earn rewards, e.g., bicycles or other exercise related prizes. She said she is offering her program to the District free of charge.

Director Jeffries asked if local schools and parks are utilized in her program and how many children participated. Shae said that yes, they established relationships with both the city (parks) and schools. The program ran for nine years impacting up to 4,000 children and their families.

Director Schwartz-Frates asked about the size of the staff and if any volunteers. There were three paid staff; One full-time, two part-time and volunteers. Attendance included at least 3 Saturdays out of four. The program was free to all children and their parents.

E. CONSENT ITEMS

- E1. Approval of February 2019 Financial Statements
- E2. Minutes of March 6, 2019 Finance Committee Meeting
- E3. Minutes of March 6, 2019 Special Board Meeting/Public Forum
- E4. Minutes of March 8, 2019 Facilities Committee
- E5. Minutes of March 13, 2019 Special Board Meeting
- E6. Minutes of March 13, 2019 Regular Board Meeting
- E7. Minutes of March 22, 2019 Facilities Committee
- E8. Minutes of March 28, 2019 Strategic Planning Committee
- E9. Minutes of March 29, 2019 Special Board Meeting
- E10. Minutes of March 30, 2019 Special Board Meeting

None of the Consent Items were pulled for further discussion.

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

Motion carried: 5-0

F. REPORTS

- F1. Finance Committee – Directors Jeffries and Mroz
Committee Chair Jennifer Jeffries said the Finance Committee met on April 3 to review the Financial Statements through February 2019. Her report follows:
Total Liabilities and Equity – January \$12,669,937
Total Liabilities and Equity – February \$12,388,974

A difference month-to-month of \$280,963 less than January. This difference is due largely to the over projection of property tax revenue in the annual budget. There are signs that, by fiscal year-end, this gap will be reduced.

Profit and Loss YTD versus Budgeted (Report 3)

- The Elder Street Property sidewalk project is underway. \$8,135 had been expended. We should expect to see continuing costs associated with this project which was not budgeted for 2018-19.
- In the area of Administrative Expenses and Overhead, YTD there was an over-budget amount of \$56,034, primarily due to unexpected personnel costs, increase in general counsel expenses and payment for the general election costs.
- In the area of budgeted funds for property manager and utilities for the South Brandon Rd. property, the District was under budget by \$38,744.
- The projected net income was \$393,780 YTD due to the shortfall of property tax revenue and over-budget expenses. The YTD net income was \$21,546. It is anticipated that, come fiscal year-end, the actual net income bottom line will improve due to the two apportionments of property tax revenue.

Profit and Loss Approved Annual Budget Overview (Report 4) is available on the website. Investment Funds: LAIF (Report 5) The balance was \$1,489,507. This includes quarterly interest of \$8,947. CalTRUST (Report 6) The balance was \$6,853,681 including quarterly interest of \$12,087.

Property Tax Revenue: (Report 7) YTD as of the end of February, the total was \$1,168,312.

The Community Investment Fund had a beginning balance of \$9,630,036. Funds spent totaled \$13,123, leaving an ending balance of \$9,616,913.

F2. Gov't and Public Engagement Committee – Directors Schwartz-Frates and Mroz
Committee Chair Kate Schwartz-Frates said the Governmental and Public Engagement Committee met on March 27. Some of the items the committee is focusing on include the following: Improved community relations; notices for the redistricting open forum meetings to be provided in Spanish and English in a timely manner; increasing the District's presence and participation in the community (both board members & staff). Director Schwartz-Frates said she would like to see our District coordinate with the Chamber of Commerce, S.D. County and HHSA She noted that Director Mroz attends the Community Collaborative for Health & Wellness and the Woman of Wellness event and the committee is considering reinstating the Healthcare Heroes program. She said a priority is reaching out to the Latino Community more effectively. At some point soon she looks forward to a social media staff member. She also noted that Director Salmon had attended the ACHD Legislative Day and had the opportunity to meet with our legislators. Director Salmon reminded staff to notify legislators of District activities and initiatives. It was noted that County Supervisor James Desmond will be in Fallbrook tomorrow morning to hear about the needs of this unincorporated area of San Diego County.

F3. Facilities Committee – Directors Leach and Mroz
Committee Chair Bill Leach said the Facilities Committee has been meeting often to address the following: repairs, upgrading lights on Brandon and E. Mission, many minor repairs, vehicle maintenance, and they also reviewed the property management professional services agreement. There had been a water leak on the E. Mission property and Wendy Lyon contacted Fallbrook Public Utility District to discuss the leak. The result was a significant refund. Director Mroz said she receives many questions about when the E. Mission property will be available for use. She said she is pleased with their enthusiasm and wants the public to know we are working as quickly as possible. Director Leach said the remainder of his comments would be related under discussion/action items.

- F4. Strategic Planning Committee – Directors Salmon and Jeffries
 Committee Chair Howard Salmon said he and Director Jeffries met on March 28 and discussed the following: Blue Zone references have been contacted which led to a couple more parties to call in our further efforts to glean additional information. The committee will summarize responses and review to consider if Blue Zones remains an alternative for our District. The Wellness Center criteria is in development and the Lyft option for transportation needs is also being pursued. After additional meetings with Lyft, a proposal is anticipated. Shared resources with the North County Fire Protection District are also in consideration. Director Jeffries said she has categorized the responses from the public regarding possible uses for the E. Mission Property. She noted many good ideas had been submitted and that most of the responses had come from a more senior population. She suggested that additional focus groups might meet over the next few months under the Governmental/Public Engagement Committee to obtain the opinions of additional groups.
- F5. General Counsel – Blaise Jackson
 Counsel Blaise Jackson said a lengthy list of medical records for destruction at Iron Mountain will be considered at the next meeting of the board. The remainder of his comments were confined to Closed Session.

G. DISCUSSION ITEMS

- G1. Consideration of Amendments to Bylaws (president changes – 1st reading) Board
 Counsel reported that President Salmon had requested that the Board of Directors consider changing President to Chair and Vice President to Vice Chair. This being the first reading, it will be an action item on next month's agenda.
- G2. Review Urgent Care Update Status
 President Salmon said he has spoken with the owner of Med-Plus Urgent Care and Counsel advised this be discussed under Closed Session at this time.
- G3. Review Wellness Center Use Criteria
 Director Jeffries reviewed the process taken to determine criteria for use of the Wellness Center in meeting the health disparity needs of the District. These include: Cholesterol, Hypertension; Diabetes, Eye Problems; Obesity, Anxiety, Depression, Adolescent Health; Behavioral Health (includes alcohol and substance abuse) and Prevention Activities. In addition, services and activities must not compete with existing services and activities. The user must agree to fulfill FRHD quality and customer service conditions. Advertising cites partnership with FRHD. The length of lease/agreement may be for short periods of time, as well as up to 2 years with renewal options. There will be 1st right of refusal for existing District service providers. Use fees can vary from free for qualified non-profits to "direct cost reimbursement." This list of criteria is still in process with an expectation for taking it to the Board in May.
- G4. Review Proposals from Non-Profit Schools Regarding Space Use
 Discussion ensued regarding two early childhood schools proposing to use a portion of our space on E. Mission Road. Director Leach said Rock Rose and Spirit Mountain are currently on S. Mission Road and can no longer utilize their current space. They need a temporary "home" for their schools and are interested in a one-year lease. Directors Leach and Mroz, along with Roy Moosa and Wendy Lyon visited the schools and were very impressed with their programs. The director of Rock Rose has used the "school portion" of the property in the past. Director Jeffries said she has known the director of the Rock Rose school and vouches for her integrity and teaching expertise. Having said that, she has concern about upcoming renovations on our property taking place while young children are present. The District would necessarily have to have "additional insured" on their insurance; however, if an accident occurred it likely would reflect badly on the District. She said the District might consider a 6 to 8-month lease; however, it cannot

impede progress the District requires to make the facility available to the community. In addition, she has had several other pre-school facilities contact her about availability for them. Further discussion ensued. Director Kate Schwartz-Frates expressed that she had similar concerns. Director Leach said he wanted to assist these schools on a temporary basis if possible. Other inquiring entities could be informed that this is on a temporary basis only. President Salmon said next month we hope to finalize the criteria for use at the Wellness Center, then we need some assistance in developing a Wellness Center, and he recommends being fair to all and not accepting any concepts now.

H. ACTION ITEMS

- H1. Approval of Proposal for Design Services Technical Provisions – Roof Replacement Projects for 1636 Mission, 617 Alvarado, 138 Brandon Properties – A.D. Magellan Counsel said A.D. Magellan is the entity having responded to the RFP for providing specifications and project management for roof replacement services. Facilities Chair Leach said the Committee reviewed the proposal and recommends to the Board approval of Items 1 and 2. Discussion ensued in which it was recommended to include Construction Management Services as well.
Action: It was moved by Director Leach, seconded by Director Jeffries to approve Item 1 and Item 2 and Construction Management Services.
Motion carried: 5-0
- H2. Approval of Lease with Med-Plus Urgent Care
 The lease under consideration is for the period August 1, 2018 through June 30, 2019. It covers the period from when the Urgent Care was A+ Urgent Care and then became Med-Plus Urgent Care through June 30th of this year to allow time for a decision by the Board regarding a permanent solution to this matter.
Action: It was moved by Director Schwartz-Frates, seconded by Director Bill Leach to approve the lease with Med-Plus Urgent Care as presented.
Motion carried: 5-0
- H3. Ratify Proposal to Provide Consulting Services on Fallbrook Property for Major Use Permit -- J. Whalen Associates Inc.
 Director Leach said J. Whalen Associates Inc. is the consultant that will facilitate our zoning and permits for the E. Mission Property. This firm responded to the RFP and his proposal was reviewed by the Facilities Committee which recommended Board approval.
Action: It was moved by Director Leach, seconded by Jennifer Jeffries to ratify the proposal from J. Whalen Associates, Inc. as presented.
Motion carried: 5-0
- H4. Approval of Facility Repair Parameters
 Director Leach said the Facilities Committee developed the Facility Repair Parameters and recommends approval by the Board. It outlines costs and who is authorized to approve costs up to the amount specified.
Action: It was moved by Director Leach, seconded by Director Jeffries to approve the Facility Repair Parameters as presented.
Motion carried: 5-0

- H5. Approval of Landscaping for 1636 E. Mission Rd. Property: Phase One – Dewhirst+ Designs
 Director Leach said the landscaping proposed is for the front portion of the E. Mission Property.
Action: It was moved by Director Leach, seconded by Director Mroz to approve the Dewhirst+ Designs proposal for landscaping services as presented.
Discussion: Legal Counsel Jackson said he recommends tabling this item due to the total cost (which is close to \$25,000) and the need for prevailing wages assurance.
Action: It was moved by Director Leach to modify his motion to table the Dewhirst+ Designs proposal at this time. Motion seconded by Director Mroz.
Motion carried. 5-0

- H6. Consideration of Resolution 425 Authorization of Investment Deposit and Withdrawal of LAIF Funds
 Director Jeffries said with the change in composition of the Board, it is necessary to designate signers for the LAIF account. Directors Jeffries, Mroz, Salmon and Administrator Wendy Lyon were designated as signers on the account.

Action: Approval of Resolution 425
 Authorization of Investment Deposit and Withdrawal of LAIF Funds

Roll Call Vote

Kate Schwartz-Frates	_____	Aye	_____
Howard Salmon	_____	Aye	_____
Barbara Mroz	_____	Aye	_____
William Leach	_____	Aye	_____
Jennifer Jeffries	_____	Aye	_____

I. ITEMS FOR SUBSEQUENT MEETINGS

- I1. Other Director/Staff discussion items
 I1a. Item(s) for future board agendas
 I1b. Announcements of upcoming events:
- **ACHD Legislative Days, April 8-9**, Sacramento, CA
 - **Facilities Committee meeting** – Friday, **April 12th**, 10:00am, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
 - **Community Collaborative for Health & Wellness Committee (CCH&W) meeting** – 3rd Wednesday, **April 17**, 10:30am-noon, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
 - **Bonsall Chamber of Commerce Easter Egg Hunt** – Thursday, **April 18th**, 3:00–5:00pm, River Village Plaza, 5256 S. Mission Rd., Fallbrook
 - **Special Meeting/Public Forum** – Transition to Zone-Based Elections – **April 18**, 6:00pm, Fallbrook Regional Health District, Community Room, 138 S. Brandon Rd., Fallbrook
 - **NCCCHI meeting** – 1st Wednesday, **May 1**, 2:00-3:00pm, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
 - **Finance Committee meeting** – 1st Wednesday, **May 1**, 5:30pm, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
 - **Woman of Wellness** – 1st Thursday, **May 1**, 6:00 – 7:30pm, Fallbrook Library
- I2. Next Regular Board meeting – Wednesday, May 8, 2019, 6:00pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook

The meeting adjourned into Closed Session at 8:05 p.m.

J. CLOSED SESSION

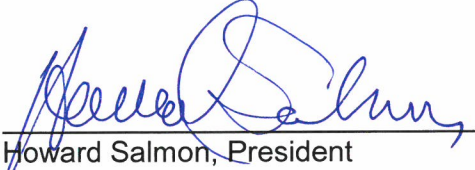
- J1. Report Involving Trade Secret Pursuant to Health & Safety Code 32106 (potential new service or program, anticipated date of disclosure: TBD)
- J2. Consideration of Appointment of Public Employee Pursuant to Government Code Section 54957(b) – new Executive Director

K. RETURN TO OPEN SESSION

The meeting returned to Open Session at 8:48 p.m.

L. ADJOURNMENT

There being no further business, the meeting adjourned at 8:48 p.m.


Howard Salmon, President


Board Secretary/Clerk