



Fallbrook Regional
HEALTH DISTRICT
MINUTES

BOARD OF DIRECTORS MEETING

Wednesday, November 12, 2025, 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 54953 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

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

Chair Jennifer Jeffries called the meeting to order at 6:02 p.m. and led the Pledge of Allegiance.

In attendance: Directors Jennifer Jeffries, Sally DeVito, Howard Salmon, Anabel Canseco, Cindy Acosta, General Counsel Matthew Slentz. Staff members: Chief Executive Officer Rachel Mason, Chief Administrative Officer Judith Oswald, Chief Programs Officer Theresa Geracitano, CPA Susan Woodward, Executive Assistant/Board Clerk Raquel Williams, Managing Partner at Nigro & Nigro, CPA Paul Kaymark

Members of the public: Tom Frew, Roy Mossa, Gail Jones

B. APPROVAL OF THE AGENDA -

Action: It was moved by Director Salmon, seconded by Director DeVito to approve the agenda as presented.

Motion carried (5-0) - unanimous vote

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

D. CONSENT ITEMS -

D1. Minutes of September 10, 2025, Board of Directors Meeting

(Staff Recommendation: Approve minutes of September 10, 2025, meeting)

D2. Chief Programs Officer Report - Theresa Geracitano

(Staff Recommendation: Receive and file report)

D3. Chief Administrative Officer Report - Judith Oswald

(Staff Recommendation: Receive and file report)

D4. Chief Executive Officer Report - Rachel Mason

(Staff Recommendation: Receive and file report)

Action: It was moved by Director DeVito, seconded by Director Canseco to approve the consent items as presented.

Motion carried (5-0) - unanimous vote

E. DISCUSSION ITEMS-

- E1. **Consideration and Approval of the FY24.25 Audit Report**
(Staff Recommendation: Approve the FY24.25 Audit Report)
Managing Partner at Nigro & Nigro, Paul Kaymark gave a brief presentation regarding the nature and results of the audit. Board Chair Jennifer Jeffries thanked Paul and shared what made her feel good about the audit and our Finance Team, the accumulated amounts in investments make her hopeful and proud that we are conserving our resources for the next leap.
Action: It was moved by Director Salmon, seconded by Director DeVito to approve the Audit as presented.
Motion carried (5-0) – unanimous vote
- E2. **Consideration of October 1, 2025 & November 5, 2025, Finance Committee Meeting Packets and Minutes** (Staff Recommendation: Approve minutes of October 1 & November 5, 2025, Finance Meetings)
Action: It was moved by Director Salmon, seconded by Director Acosta to approve minutes of October 1 & November 5, 2025, Finance Meetings
Motion carried (5-0) – unanimous vote
- E3. **Consideration of Resolution 474 To Authorize Administrators of the Charles Schwab Account**
(Staff Recommendation: Adopt Resolution 474 To Authorize Administrators of the Charles Schwab Account) CAO Judith Oswald shared with the Board of Directors that the District has an old account that neither she nor CEO Rachel Mason can access. A resolution is needed to access the information and funds.
Action: It was moved by Director DeVito, seconded by Director Salmon to Adopt Resolution 474 To Authorize Administrators of the Charles Schwab Account
Motion carried (5-0) – unanimous vote
- E4. **Consideration of First Amendment to Purchase Agreement for property located at 617 E. Alvarado St.**
(Staff Recommendation: Approve First Amendment to Purchase Agreement for property located at 617 E. Alvarado St.)
CEO Mason opened the discussion reminding the Board about the negotiations going on with Dr. Skeoch and we thought we had a conclusion. However, on the day of the meeting Dr. Skeoch brought forward a concern that the survey did not have enough specific information as to the line between the two properties. Dr. Skeoch does not believe that this is a 50-50 equitable split, and he would like to have more clarity about it. Dr. Skeoch also indicated that he will need to pay the property taxes and will need to be reimbursed accordingly. Legal Counsel Matthew Slentz indicated that the agreement that is in the packet is no longer approvable. Negotiations will continue with Dr. Skeoch.
Action: It was moved by Director Salmon, seconded by Director Acosta, to withdraw the agreement as presented in the agenda.
Motion carried (5-0) – unanimous vote



E5. **Consideration and Approval of the new FRHD job description: Administrative Services Coordinator- Finance & Systems**

(Staff Recommendation: Approval of the new FRHD job description: Administrative Services Coordinator- Finance & Systems)- CEO Rachel Mason shared that we currently have a contract bookkeeper that comes into the office once a week. The Bookkeeper is great, and this is not a reflection of her work. As we are growing and upgrading systems, we have found that we have more needs than a once-a-week service can do. The District now has more than 30 software systems that need to be maintained, and this person will be responsible for that as well. This position will create an increase of \$45,000.00 in salaries and will be supervised by CAO Judith Oswald.

Action: It was moved by Director Salmon, seconded by Director DeVito the Approval of the new FRHD job description: Administrative Services Coordinator- Finance & Systems

Motion carried (5-0) – unanimous vote

E6. **Consider Emergency Grant Funding to Fallbrook Food Pantry**

(Staff Recommendation: Approve Emergency Grant Funding to Fallbrook Food Pantry)

CEO Mason opened the discussion with issues affecting the SNAP, WIC recipients and Federal workers who were affected by the shutdown. The Board of Directors has agreed to fund an additional \$40,000.00 per month for the next three months.

Action: It was moved by Director DeVito, seconded by Director Canseco to Approve Emergency Grant Funding to Fallbrook Food Pantry for \$40,000.00 per month for the next three months. November 2025, December 2025 , January 2026.

Motion carried (5-0) – unanimous vote

F. **BOARD MEMBER COMMENTS & ITEMS FOR SUBSEQUENT MEETINGS - None**

Announcements for upcoming events:

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

G. **ADJOURNMENT-**

There being no further business, the meeting was adjourned at 6:45 pm.

Raquel A Williams

Executive Assistant/Board Clerk