

# Fallbrook Regional HEALTH DISTRICT

## MINUTES REGULAR BOARD MEETING

Tuesday, October 8, 6:00 p.m.

Administrative Office, 1<sup>st</sup> Floor Community Room, 138 S. Brandon Rd., Fallbrook

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

Chairman Howard Salmon called the meeting to order at 6:01 p.m. and led the Pledge of Allegiance.

Board members present included William Leach, Howard Salmon, Jennifer Jeffries and Barbara Mroz.

Absent: Kate Schwartz-Frates

Others present: Executive Director Rachel Mason and Legal Counsel Jeffrey Scott.

Staff and Consultants: Linda Bannerman, Pamela Knox, Mireya Banuelos, Wendy Lyon and Susan Woodward, CPA.

### B. ADDITIONS TO AGENDA

None

### C. BOARD MEMBER AND PUBLIC COMMENTS

Joy Frew shared that there have been discussions in the community regarding transportation issues and the feasibility of a shuttle bus.

Jennifer Jeffries said speaking as a private citizen, there is a group effort under the name *Fallbrook Community Benefit Program* organized to promote, coordinate and oversee funding for community projects that benefit Fallbrook and its residents. She distributed a handout which explaining the current situation, what is needed and what has been proposed. See attached handout.

### D. PRESENTATIONS

D1. Public Hearing – Possible 5% Increase in Director Meeting Compensation.

Legal Counsel Jeffrey Scott indicated that this was the time for a public hearing to consider Ordinance No. 2, which would provide for an increase in compensation to board members, not to exceed five percent of the current rate of \$100 per meeting. Last year, the legislature voted to allow healthcare and cemetery districts to take this action, as other districts, like water and sanitary districts are allowed compensation for many more meetings with greater compensation limits. This public hearing was scheduled to obtain feedback from the community. He indicated that the current rate of compensation is \$100 per qualified meeting up to five meetings per month. If the Ordinance is passed, it would increase the compensation to \$105 per meeting beginning January of 2020.

Board Chairman Salmon opened the public hearing. Leticia Stamos a member of the public, spoke in favor of the increase. As there were no other speakers, Chairman Salmon closed the public hearing.

**Action:** On motion duly made and seconded to approve the \$5.00 increase per qualified meeting, the Chair called for discussion. Board discussion followed.

**Roll Call Vote:**

Director Leach	Aye
Director Mroz	Aye
Director Salmon	Aye
Director Jeffries	Aye
Director Schwartz-Frates	Absent

**Motion carried:** 4-0 with 1 absent

**E. CONSENT ITEMS**

- E1. Approval of August 2019 Financial Statements
- E2. Minutes of September 3, Strategic Planning Committee Meeting
- E3. Minutes of September 4, 2019 Finance Committee Meeting
- E4. Minutes of September 11, 2019 Regular Board Meeting
- E5. Minutes of September 13, 2019 Facilities Committee Meeting
- D4. Minutes of September 27, 2019 Gov't and Public Engagement Committee Meeting

No board members asked to have any items pulled for further discussion.

**Action:** On motion duly made, seconded and carried, the above listed Consent Items were approved as presented.

**Motion carried:** 4-0 with 1 absent (Director Schwartz-Frates)

**F. REPORTS**

- F1. Finance Committee – Directors Jeffries and Mroz  
Committee Chair Jennifer Jeffries presented the Finance Committee report, reviewing the financial statements as follows:
  - 1) Balance Sheet Comparison of August to July  
Total Liabilities and Equity July \$11,528,618  
Total Liabilities and Equity August \$11,458,029  
A decrease month to month of \$70,589.
  - 2) Income Statement for the Month Ended August 31, 2019 & Fiscal Year to Date  
The 2019-20 approved budget projected an income of \$2,335,600.  
Total Income through August is \$ 104,708.  
Net income through August 2019 is a negative \$352,467. This is the expected amount of net income at the beginning of the fiscal year as property tax payments to the district have not begun.
  - 3) Profit & Loss Actual vs Budget – July 2019 to August 2019  
Based on the approved budget, the District is to date under budget by \$36,005.
  - 4) Profit & Loss Approved Annual Budget Overview July 2019 – June 2020  
Available on the District website.
  - 5) LAIF Balance is \$1,328,775, reflecting a withdrawal of \$46,000. Local Agency Investment Fund (LAIF) Statement – August
  - 6) CalTrust Statement – August  
CalTRUST \$7,060,882, reflecting a one month increase due to the combined effect of interest of \$12,267 and an unrealized gain of \$48,686. This is a month to month balance increase of \$60,953.  
Of note: The District pays less than .25% for the management of these accounts. It is paid quarterly.

- 7) Property Tax Revenue – Fiscal Year to Date  
Year to Date revenue is \$43,931. This is the expected amount of tax revenue at the beginning of the fiscal year.
- 8) Check Detail as of August  
Available on District website.
- 9) Beginning with the 2019-20 fiscal year, the Community Investment Fund report will be provided on a quarterly basis, rather than monthly, beginning in October 2019. Chair Jeffries noted that the Annual Audit will go to the board in November.
- F2. Gov't and Public Engagement Committee – Directors Schwartz-Frates and Mroz  
In the absence of the Committee Chair, Director Mroz said the District is participating in local activities and events, and she noted the emphasis on fire safety as we are moving into our typical fire season with Santa Ana winds.
- F3. Facilities Committee – Directors Leach and Mroz  
Chair William Leach reported that the contract for roofing services was awarded to *A Good Roofer, Inc.* In addition, the Community Planning Group had approved our modifications to the use permit for the E. Mission property and it has been sent to the County for approval. The fire system has been checked and upgrades are required. Also, an upgraded audiovisual system is needed. The Facilities Committee recommended moving forward with both upgrades. Lastly, for safety and security, some additional fencing/gates are needed for the S. Brandon administrative office property.
- F4. Strategic Planning Committee – Directors Salmon and Jeffries  
Two major focuses for this committee include the planning for the E. Mission Rd. property and a pilot program with Lyft for transportation needs. The need for an expert consultant in the area of planning and programs for the property has been identified and the Executive Director was directed to identify several for the board to consider. On the 16<sup>th</sup> of October, another Strategic Planning Committee meeting will take place to consider the progress of both focuses.
- F5. Executive Director – Rachel Mason  
Rachel Mason said reviewed the following projects:
- The sidewalk project on E. Elder Street is nearing completion.
  - The roofing of the District Administrative Office building will begin on October 21st to be followed by our building on E. Alvarado housing MedPlus Urgent Care.
  - Work is in progress on the banners for the urgent care building.
  - Six firms were sent a request for introductory proposal for the development consultants for the E. Mission Rd. property, with responses due by October 9<sup>th</sup>.
  - Next Monday, use of the E. Mission Rd. property during after hours will begin.
  - Barring unforeseen circumstances, it is anticipated that the modified Major Use Permit will be received by year end.
  - Community Health Contract recipients will be visited beginning in November and board members (no more than two at a site) are invited to attend.
  - She reviewed upcoming community events in which the District will participate.
  - Lastly, the District is working closely with the Census representatives, inviting them to share in our booths and community events.
- F6. General Counsel – Jeffrey Scott  
Counsel Scott said his comments would be confined to Discussion and Action Items.

## G. DISCUSSION ITEMS

- G1. Review Resolution 430 – Establishing Policies and Procedures for Implementing the California Public Records Act and Policy  
Mr. Scott stated the District is in process of renewing its Association of California Health District (ACHD) Best Practices Certification. This formal policy outlines the process and

follows the requirements for responding to public records requests. It was noted that it is important to follow item i consistently.

This item will be brought to the board for action at the November regular meeting.

G2. Review Grant Policy

Executive Director Rachel Mason said this policy has been updated to reflect current practice and regulatory requirements. In addition, it allows additional time for the board to review applications and award recipients. This item will also be brought back to the board for action next month.

G3. Review Election of Directors and Board Vacancies Policy

Mr. Scott said the District follows the law regarding these matters and this policy incorporates Health & Safety and Election Codes. It too will be brought back for action at the next meeting.

## H. ACTION ITEMS

H1.

H2. Consideration and Adoption of Resolution 429 – Adopting Meeting Compensation Guidelines and a Policy of Six (6) Meetings Per Month

This resolution adopts the policy and guidelines of six meetings per month, which had been discussed earlier in the meeting. Legal Counsel reviewed the meetings that meet the guidelines for performance of official duties. He said other qualifying meetings can be added as appropriate. Discussion ensued. It was noted that the Meeting Compensation Policy 3010 is incorporated as a part of the resolution.

**Action:** On motion duly made and seconded, the Chairman asked for further discussion. Hearing none, the following roll call vote was taken.

Director Leach	Aye
Director Mroz	Aye
Director Salmon	Aye
Director Jeffries	Aye
Director Schwartz-Frates	Absent

**Motion carried:** 4-0 with 1 absent

H3. Approval of Meeting Compensation Policy 3010  
(Incorporated into Resolution No. 429 above)

## I. ITEMS FOR SUBSEQUENT MEETINGS

I1. Other Director/Staff discussion items

I1a. Item(s) for future board agendas

I1b. Announcements of upcoming events:

- **ACHD 65<sup>th</sup> Annual Meeting – October 9-11**, La Jolla
- **Community Collaborative for Health & Wellness Committee (CCH&W)** meeting – 3<sup>rd</sup> Wednesday, **October 16**, 10:30am-noon, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
- **Strategic Planning Committee meeting – October 16**, 5:00pm, Administrative Office, Board Community Room, 138 S. Brandon Rd., Fallbrook
- **Fallbrook Chamber of Commerce “Fallbrook Harvest Faire 2019”** – Sunday, **October 20**, 9:00a-4:00p, Downtown Fallbrook
- **Bonsall Chamber of Commerce “Fall Festival”** – Saturday, **October 26**, 10:00a-3:00p, location to be determined
- **CSDA “Essential Communications for Every Special District” Workshop** – Wednesday, **October 30**, San Diego
- **Finance Committee** meeting – 1<sup>st</sup> Wednesday, **November 6**, 5:30pm, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook

- **Woman of Wellness** meeting – 1<sup>st</sup> Thursday, **November 7**, 6:00 – 7:30pm, Fallbrook Library

12. Next Regular Board meeting – Wednesday, November 13, 2019, 6:00pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook

**J. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:08 p.m.



Howard Salmon  
Chairman



Pamela Knox  
Board Secretary/Clerk