

MINUTES

REGULAR BOARD MEETING

## Wednesday, January 13, 2021, 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.

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

Chairman Howard Salmon called the meeting to order at 6:04 p.m. and led the Pledge of Allegiance.

In attendance: Directors Ortiz, Schwartz, Jeffries, Mroz and Salmon. Legal Counsel Jeffrey Scott, CEO Rachel Mason, Accountant Susan Woodward and staff members Linda Bannerman, Mireya Banuelos, Wendy Lyon, Tracy Rosalee, and Pamela Knox. Members of the public were also in attendance.

**B. APPROVAL OF THE AGENDA**

**Action:** It was moved by Director Jeffries, seconded by Director Mroz to approve the agenda as presented.

**Motion carried** by the following roll call vote: 5-0

Director Jeffries Aye

Director Mroz Aye

Director Ortiz Aye

Director Schwartz Aye

Director Salmon Aye

**C. PUBLIC COMMENTS**

Tom Frew said he continues to be concerned that too many residents are not taking the pandemic seriously. He encouraged the health district to double its efforts to encourage safe practices. He said efforts are needed beyond social media. The Government and Public Engagement Committee is meeting on Friday and this topic will be discussed further.

The new Executive Director of the Foundation for Senior Care, Patty Sargent, noted that they work with the District to assist in communications via e-mail and social media. Rachel Mason said that most of the District’s grantees also assist in District communications.

**D. CONSENT ITEMS**

D1. Approval of November 2020 Financial Statements

D2. Minutes of December 4, 2020 Finance Committee Meeting

D3. Minutes of December 9, 2020 Regular Board Meeting

D4. Minutes of December 16, 2020 Strategic Planning Committee Meeting

D5. Minutes of December 18, 2020 Special Board Meeting/Public Forum

No member of the Board asked to pull any of the above items for further discussion.

**Action**: It was moved by Director Schwartz, seconded by Director Jeffries to approve the above listed Consent Items as presented.

**Motion carried** by the following roll call vote: 5-0

Director Jeffries Aye

Director Mroz Aye

Director Ortiz Aye

Director Schwartz Aye

Director Salmon Aye

**E. REPORTS/POSSIBLE ACTION**

E1. Finance Committee – Directors Jeffries and Mroz

Committee Chair Jeffries reviewed the financial statements for November 2020. She said report three allows for tracking of each line item by actual vs. budget. She noted that the investments of the District are in compliance with the District’s 2020-21 Investment Policy. LAIF represents 28 percent of the District’s total invested funds, and CalTRUST the other 72 percent. The balances in the District’s investment accounts give the District the ability to meet its expenditure requirements for the next six (6) months.

**Recommendation:** The Finance Committee reviewed the status of the Annual Audit for Fiscal Year 2019-20 and recommends Board approval.

E2. Gov’t and Public Engagement Committee – Directors Schwartz-Frates and Ortiz

Committee Chair Schwartz reviewed the latest information regarding COVID vaccine, which is updated regularly on the District website. She discussed the tier system for vaccine distribution and state and county efforts to provide locations for vaccines. The state’s initiatives for dealing with the complications from the pandemic (school closures, business closures, etc.) and the budgets allotted for each were also discussed.

Mireya Banuelos, Community Health Coordinator, reviewed the Community Engagement Report, with dates and locations for COVID testing and the number of tests provided to date. She discussed the Community Collaborative for Health & Wellness and the Farmworker CARE Coalition. The District still has masks available for residents. Jen Koester, Social Media Specialist for NCFPD and FRHD, reviewed the Social Media report. Director Ortiz announced an upcoming VOCES of Fallbrook (a multi-generational grassroots organization) Zoom Webinar on Thursday, January 21st and invited participation. Their current proactive efforts are to keep the community informed regarding COVID updates.

Lastly, Director Schwartz announced that applications for two new regional county parks have been approved by the County Board of Supervisors (one in Bonsall, one in Fallbrook).

E3. Facilities Committee – Directors Mroz and Salmon

Committee Chair Mroz said a Facilities Committee meeting is scheduled the last week of this month. Sodium lights have been replaced with LED lights in parking lots.

F4. Ad Hoc Steering Committee – Directors Schwartz-Frates and Ortiz

Committee Chair Schwartz reported that a workshop meeting had taken place with Catalyst representatives and another will be scheduled with the full Board. CEO Rachel Mason will provide additional information in her report.

E4. Strategic Planning Committee – Directors Jeffries and Salmon

Committee Chair Jeffries said a new application form which includes the Social Determinants of Health is being developed and was reviewed by the Strategic Planning Committee. There was also discussion regarding the budget process, setting aside monies for both the development of the E. Mission Rd. property, and the grantees. Lastly, following review of the board member’s self-assessment results, lower scoring items in which it appears there could be improvement will be discussed at future board meetings.

E5. Chief Executive Officer – Rachel Mason

Rachel Mason reviewed a COVID-19 Update and discussed the Community Based Participation Input survey for the development of the programs to be offered at the property on E. Mission Rd. She recognized the receipt of Certificates of Election for Barbara Mroz (Zone 4) and Stephanie Ortiz (Zone 2), noting an orientation for the Board took place earlier in the month, conducted by Legal Counsel Jeffrey Scott. All board members agreed that the orientation was presented well and expressed their appreciation. She reviewed CEO goals from a mid-year review and noted that LAFCO has designated a Municipal Service Review for the District for fiscal year 2020-2021. (See attached.)

E6. General Counsel – Jeffrey Scott

Jeffrey Scott also noted the orientation of members of the board having taken place on January 9th. He said he had no further report.

**F. DISCUSSION/POSSIBLE ACTION ITEMS**

F1. Consideration of Annual Audit for Fiscal Year 2019-2020

*Recommendation from the Finance Committee:* That the board approve the annual audit for fiscal year 2019-2020

Director Jeffries, Chair of the Finance Committee, said the following highlights are from the 2019-2020 fiscal year audit. She said the District is using a new auditing company, and she thanked Sue Woodward, Wendy Lyon and Rachel Mason for the great job they did interacting with the new auditors.

* Auditors always have a line in the report addressing whether management and auditors have any disagreements. There were none.
* The auditors recommended that we re-characterize ourselves from an enterprise district to a government entity. That has been completed.
* Two areas with recommendations were personnel files and journal entries.

Plans of correction were submitted and accepted.

* All is well in our financial techniques and record keeping.

Board Chairman Salmon said he was very pleased with the new auditors, the good report and thanked the Finance Committee members and Sue, Wendy, and Rachel for their efforts.

**Action**: It was moved by Director Jeffries, seconded by Barbara Mroz to approve the Annual Audit for Fiscal Year 2019-2020 as presented.

**Motion carried** by the following roll call vote: 5-0

Director Jeffries Aye

Director Mroz Aye

Director Ortiz Aye

Director Schwartz Aye

Director Salmon Aye

F2. Discussion of Purpose and Topics

This was an item that Strategic Planning had recommended based on the Board self-evaluation to discuss improvement of performance. Chairman Salmon said he would like to begin this next month.

Rachel Mason said another Board Self-Assessment is forthcoming for completion by Board members.

**G. BOARD MEMBER COMMENTS & ITEMS FOR SUBSEQUENT MEETINGS**

G1. Other Director/Staff discussion items

Director Jeffries said she was pleased to know that the new County Board of Supervisors unanimously approved declaring racism as a public health threat. Equity of resources is used as a filter when allocating funding.

G1a. Item(s) for future board agendas

G1b. Announcements of upcoming events:

• **COVID-19 Testing**

* Vallecitos Elementary School – **January 15th 9:00am-3:00pm.**

5211 5th St, Rainbow, CA 92028

* Fallbrook High School **January 22nd 9:00am-3:00pm.**

2400 S Stage Coach Ln, Fallbrook, CA 92028

(Senior Parking Lot – Varsity Baseball Field)

* Bonsall Community Center – **January 27th 9:00am-3:00pm,**

31505 Old River Rd, Bonsall, CA 92003

* FRHD Wellness Center – **January 30th 9:00am-3:00pm,**

1636 E. Mission Rd., Fallbrook

• **Woman of Wellness** **POSTPONED**

**• Martin Luther King Jr. Day – District Holiday – Monday, January 18th**

• **Gov’t and Public Engagement Committee** **meeting** – Friday, **January 15**, 10:30am, Virtual Meeting

• **Community Collaborative for Health & Wellness Committee (CCH&W) meeting** – 3rd Wednesday, **January 20**, 10:30am-noon, Virtual Meeting (See fallbrookhealth.org/calendar)

• **Strategic Planning Committee meeting** – 3rd Wednesday, **January 20**, 5:00pm, Virtual Meeting

• **FRHD/Catalyst Steering Committee meeting** – 4th Friday, **January 22**, 10:30am, Virtual Meeting

• **Facilities Committee meeting** – 4th Thursday, **January 28**, 2021 10:30am, Virtual Meeting

• **Finance Committee meeting** – 1st Wednesday, **February 3**, 4:30pm, Virtual Meeting

• **CHC Grant Training meeting** – Thursday, **February 4**, 2021 1:00pm, Virtual Meeting

G2. **Next Regular Board meeting** – 2nd Wednesday, **February 10**, 6:00pm, Virtual Meeting

**H. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:30 p.m.

