

MINUTES OF MEETING OF KINGSBURG TRI-COUNTY HEALTH CARE DISTRICT BOARD OF DIRECTORS

Date: January 9, 2019
Time: 4:00 p.m.
Place: Kingsburg City Council Chambers
1401 Draper Street
Kingsburg, CA 93631

Members Present:

Arlie Rogers, Chairman
Lori Sanders, Secretary
Member Tiffany Dix, Treasurer
Gary Nelson, Member

Members Absent:

Lejf Knutson, Vice- Chairman

Also Present:

Moses Diaz, Attorney
Shereme Watson, Administrative Clerk, Deputy Secretary

Item #1: Call to Order and Roll Call

The meeting was called to order by Chairman Rogers at 4:10 p.m. Members Rogers, Sanders, Dix and Nelson were present. Member Knutson is absent. There was a quorum to conduct business.

Item #2: Public Comment

None.

Items #3 and 4: Approval of Consent Calendar

Lori Sanders made a motion to approve all items on the Consent Calendar. Second by Gary Nelson.

Ayes: Rogers, Sanders, Dix, Nelson

Noes: None

Absent: Knutson

Abstain: None

Item # 5: Annual review of Bylaws and/or Financial Policy

Administrative Clerk/Deputy Secretary Shereme Watson questioned how she is to identify herself since she has dual titles. Legal counsel Diaz advised her there is no need to use both at the same time, and to use the appropriate title when dealing with duties assigned to each.

Board member Sanders noted the Financial Policies and Procedures Manual uses the term "Office Assistant" instead of Administrative Clerk.

Chairman Rogers explained to new board members Dix and Nelson the board's reasoning for having stricter financial guidelines by requiring dual signatures on all checks, along with set spending levels requiring board approval. Member Nelson expressed concern over Section 1, paragraph E in the Financial Policies and Procedures policy, which deals with Credit and Debit Card Usage. Chairman Rogers explained the board approved this in case there were vendors who required electronic payment for services rendered. In order to convey full transparency to the public, Chairman Rogers then suggested adding verbiage to this section verifying the district has not obtained any type of credit or debit card.

No action was taken to update the Bylaws or Financial Policies and Procedures, as new board members Dix and Nelson requested additional time to read over the Bylaws and Financial Policy. Item tabled until the February 2019 meeting.

Item #6: Approval of bank resolution: Updating signatories on accounts

Suncrest Bank notified Shereme Watson that previous board member Judy Bibb was still listed as the administrator for the district's online Suncrest banking. Member Nelson made a motion to remove Judy Bibb and add board treasurer Dix as the administrator. Second by member Sanders.

Ayes: Rogers, Sanders, Dix, Nelson

Noes: None

Absent: Knutson

Abstain: None

Item #7: Discuss and draft list of needed health and wellness services and programs for 2019 grant season.

Board member Nelson asked about nonprofit status. Moses Diaz explained that as a government entity the district operates the same as a nonprofit, but is not classified as a 501(3)(c). Those donating to the district will receive the same benefit as if they donated to a 501(3)(c). Member Nelson then asked if there was a list of nonprofits the board could notify about the current grant season being open. Shereme Watson will comprise a list, and member Sanders will help her draft a letter to send to all qualifying organizations, and present it to the board at the February 2019 meeting.

Member Dix will reach out to schools within the Tri-County Health Care District and inquire about needs they may have with funding health programs. She will also reach out to the Kerman Unified School District in order to learn more about an on-site clinic they offer.

The board held a lengthy discussion about specifying certain types of medical care the board was specifically interested in funding on the 2019 Grant Application. After extensive discussion the board decided against doing so, as this is only the second grand season. The board may make suggestions on future applications if it feels there are areas of health care lacking within the district.

Member Sanders inquired about having a link to the district's grant application available from the City of Kingsburg website, as there had been concern expressed by ex-member Bibb in the past. Moses Diaz advised there is no legal impediment to having a link from the city website to the district's.

Item #8: Authorize filing amended Statement of Facts with the state and counties

Moses Diaz explained the need for filing an amended Statement of Facts specifying board member information with the CA Secretary of State, LAFCO, and the local county clerk. Shereme Watson will sign this document and mail it off.

Member Sanders made a motion to approve filing the Amended Statement of Facts with all the necessary departments. Second by member Nelson.

Ayes: Rogers, Sanders, Dix, Nelson

Noes: None

Absent: Knutson

Abstain: None

Item #9: Discuss community announcement for Urgent Care Facility

Member Dix created a basic flyer which VHT will look over and amend if necessary. Kingsburg Recorder reporter Laura Brown will distribute the flyer via local Facebook pages. Jeffrey Lawson, Executive Administrative Assistant with Valley Health Team, is willing to send out press releases announcing the facility, and member Dix is willing to distribute fliers to schools to be sent home with children 3rd grade and under.

Member Nelson suggested asking Crestwood if the board can put a banner announcing the Urgent Care Facility on the old unused hospital sign at the corner of 18th and Lincoln. Chairman Rogers will reach out to Crestwood and ask for permission to use the sign for this purpose. Member Nelson will work on creating/ordering a banner, and member Dix will handle

printing fliers for the schools. She will also work on getting an email blast sent out to parents, and she and Chairman Rogers will work on notifying the sporting leagues here in town.

Member Nelson made a motion to approve spending no more than \$500 on fliers and a banner. Second by member Sanders.

Ayes: Rogers, Sanders, Dix, Nelson

Noes: None

Absent: Knutson

Abstain: None

Item #10: Discuss next steps regarding transition of Administrative Clerk from independent contractor to employee

Chairman Rogers has been in contact with Kingsburg Insurance for a quote on worker's compensation insurance. He also asked for, and received, dates of birth from each board member so the agency can exclude them as employees. The yearly premium will most likely be the minimum, of approximately \$600.00.

Member Nelson made a motion to authorize Chairman Rogers to obtain worker's compensation insurance for Shereme Watson. Second by member Sanders.

Ayes: Rogers, Sanders, Dix, Nelson

Noes: None

Absent: Knutson

Abstain: None

Item #11: Authorize preparation of Employee Regulations Handbook

Clerk Watson verified that she had received all handouts from Chairman Rogers as required by the State of California. The board requested that Shereme Watson forward her current job description to Moses Diaz in order to assist with the creation of a complete job description.

Moses Diaz advised the board to research handbooks from other California special districts, as well as from both large and small cities within the state. Member Sanders will reach out to Tracy Nunes at the Kingsburg Cemetery and inquire about their handbook, and Shereme Watson will reach out to Streamline about the possibility of other districts who use their web services that may have posted an employee handbook online.

Member Sanders offered to begin creating the employee handbook and suggested starting with the Handbook Creator offered by Cal Chamber. The cost is approximately \$249.00, with a \$99 yearly renewal. Each renewal will include all new changes to the law and allow the policy to be

updated with such.

Member Dix made a motion to allow member Sanders to purchase the Cal Chamber Handbook Creator and begin writing the handbook. Second by member Nelson.

Item #12: Update on new board email addresses and updates on website

Member Dix and Shereme Watson shared changes on the district website, which include adding pictures of all 2018 grant recipients. A picture from KCAPS is still needed. The site also includes board member photos and biographies, as well as grant application information. Member Dix will create a fillable PDF if grant applicants would prefer to fill it out online.

Board members now have Google email addresses linked directly to the district's website.

Item #13: Approval of destruction of files on Records Destruction Spreadsheet

Item is tabled until a future date.

Item #14: Board member reports, updates and items of interest

None.

Item #15: Consultant report and updates

Legal counsel Diaz explained SB 1343 (2018) on preventing sexual harassment which came into effect on 1/1/2019 and applies to Shereme Watson.

Item #16: Adjournment

The meeting was adjourned at 7:11 p.m. The next regularly scheduled meeting will be held February 13, 2019, at 4:00 p.m.

Respectfully submitted,

Lori Sanders, Secretary