

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

Date: April 8, 2020  
Time: 4:00 p.m.  
Place: Kingsburg City Council Chambers  
1401 Draper Street  
Kingsburg, CA 93631

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## **Members Present**

Arlie Rogers, Chairman  
Lejf Knutson, Vice-Chairman  
Lori Sanders, Secretary  
Tiffany Dix, Treasurer  
Gary Nelson, Member

## **Also Present**

Attorney Moses Diaz  
Shereme Watson, Administrative Clerk, Deputy Secretary

## **Item #1: Call to order, presentation of presiding officer's teleconferencing protocols and roll call**

The meeting was called to order by Chairman Arlie Rogers at 4:02 p.m. Members Rogers, Knutson, Sanders, Dix and Nelson were present via teleconference. There was a quorum to conduct business.

## **Item #2: Public Comment**

None.

## **Items #3 & #4: Consent Calendar**

Member Nelson made a motion to approve all items on the Consent Calendar. Second by Member Rogers.

Ayes: Rogers, Knutson, Sanders, Dix and Nelson  
Noes: None  
Absent: None  
Abstain: Knutson

**Item #5: Action Items - Approval of response to COVID-19, ratification and continuation of related declaration of local emergency, and authorization and ratification of related expenditures**

- i. Resolution ratifying and continuing declaration of local emergency;
- ii. Update from Kingsburg Fire Chief Daniel Perkins;
- iii. Update on KCAPS and potential further allocation of emergency funding for nutritional goods and health and wellness services for District residents (est. \$8,000.00);
- iv. Purchase of COVID-19 informational materials, including banners and flyers;
- v. Purchase of COVID-19 testing kits for Kingsburg Fire Department; and
- vi. Other items which come to the attention after the posting of the agenda.

**Discussion Item #5**

- i. Chairman Rogers and Moses Diaz reviewed the COVID-19 resolution ratifying the release of up to \$50,000 in emergency funding since at least one county within the district declared a local health emergency relating to the COVID-19 pandemic.

Member Knutson made a motion to increase emergency funding up to \$100,000.  
Second by Member Sanders.

Ayes: Rogers, Knutson, Sanders, Dix and Nelson

Noes: None

Absent: None

Abstain: None

- ii. Fire Chief Dan Perkins shared his gratitude to the board for its willingness to provide financial assistance to his department during this time. An update was given on the purchase of resources to sterilize equipment and the difficulties the department has experienced in receiving the items. He assured the board that his department will do the best job they possibly can with the resources available to them. Member Dix thanked Chief Perkins for his department's diligence.
- iii. Discussion was held on the \$8,000 given to KCaps for emergency food purchases, and Chairman Rogers will meet with KCaps to determine how the board can continue providing assistance to the food bank.
- iv. Chief Perkins outlined COVID-19 informational materials that he had ordered, which include 10 banners to be placed within the healthcare district, at a cost of \$1400, and 3x5 inch handheld leaflets which will be distributed after the shelter in place order has been lifted and regulations modified, at a cost of \$340.
- v. Chief Perkins requested funding of \$1,980.00 to purchase sixty (60) COVID-19 test kits. These test kits would be for first responders only, and for use only if they are showing symptoms related to the disease. He also suggested the board look into

reimbursement for the emergency funds provided to his department. He will provide the contact information for this program to Shereme for follow-up.

Member Nelson made a motion to provide funds to purchase the test kits from monies provided by the COVID-19 Resolution. Second by Member Knutson.

Ayes: Rogers, Knutson, Sanders, Dix and Nelson

Noes: None

Absent: None

Abstain: None

- vi. Gary Nelson suggested running a full page ad in the free local Central Valley Guide North ad newspaper which is delivered to approximately 18,000 residents. The cost of the ad would be approximately \$600. He also suggested purchasing two banners to hang across Draper Street at an approximate cost of \$400 each. Discussion was held to fund informational materials already purchased by the fire department with district funds outside the COVID-19 resolution.

Member Nelson made a motion to spend up to \$5000 for all informational banners, newspaper ads and flyers, as well as ratify purchases previously made by Chief Perkins for informational resources. Second by Member Dix.

Ayes: Rogers, Knutson, Sanders, Dix and Nelson

Noes: None

Absent: None

Abstain: None

#### **Item #6: Review and approval of district Bylaws and/or Financial Policy**

Member Dix made a motion to accept the bylaws and financial policy as presented by Moses Diaz. Second by Member Sanders.

Ayes: Rogers, Knutson, Sanders, Dix and Nelson

Noes: None

Absent: None

Abstain: None

#### **Item # 7: 2020 Grant cycle update and consideration of priorities, deadlines and schedule**

The district has received two grant applications to date, and discussed options for extending the current grant application deadline of May 1, 2020.

Member Dix made a motion to keep the current deadline of May 1, 2020, for grant applications. Second by Member Nelson.

Ayes: Rogers, Knutson, Sanders, Dix and Nelson  
Noes: None  
Absent: None  
Abstain: None

**Item #8: Authority for request for proposals/qualifications for independent audit for FY2019-20**

Moses Diaz discussed how legislation passed in 2012 limits successive years the same auditor can be used for an outside audit. He explained that the board will need to submit an RFP for audit services provided for the fiscal year ending June 30, 2020. There is an exemption within the legislation that if responding auditors don't appear qualified, or the board doesn't have confidence in them, the board can continue using the current auditor.

Member Knutson made a motion to authorize Moses Diaz to prepare a request for proposal/qualification for an independent auditor for FY 2019-20. Second by Member Dix.

Ayes: Rogers, Knutson, Sanders, Dix and Nelson  
Noes: None  
Absent: None  
Abstain: None

**Item #9: Review of information content for district's mental health webpage**

The board discussed the list of mental health resources curated by Betsy Tunnell, which she presented to the board at the March 2020 meeting. Moses Diaz will create a disclaimer stating these resources are not endorsements or recommendations from the district, but rather a list of resources created by a member the community.

**Item #10: Board member reports, updates and items of interest**

Gary inquired about including COVID-19 resources on the district website. Shereme informed him that links to all the county health departments are already available from the website. He also inquired about adding our web address to flyers going out from the fire dept. Shereme will look into adding our webpage to the newspaper page.

Arlie suggested adding our web address to our KTHD logo. Shereme will look into this.  
Gary asked if VHT urgent care has any COVID-19 needs. Shereme will reach out and ask them.

**Item #11: Staff and/or consultant reports and updates**

Moses discussed information regarding employee screening received from the Fresno County Department of health. Shereme will report her health status to Lori each morning.

**Item #12: Adjournment**

The meeting was adjourned at 6:03 p.m. to the next regularly scheduled meeting on May 13, 2020 at 4:00 p.m. The May meeting will be held via teleconference unless the shelter in place order has changed.

Respectfully submitted,

Lori Sanders, Secretary