

**MENDOCINO COAST HEALTHCARE DISTRICT BOARD MEETING
MINUTES**

Members Present: Lee Finney, Susan Savage, Sara Spring

Members Absent: Paul Katzeff

Public Attendees: 3 persons from the public attended plus 7 persons via Zoom

DATE: August 17, 2023

TIME: 6:00 PM

PLACE: Redwoods Room, Adventist Health Mendocino Coast Hospital
700 River Dr.
Fort Bragg, CA

1. Call to Order: Lee Finney, Chair

The meeting was called to order by Chair Lee Finney at 6:02 PM

2. Comments from the Board

There were no Board comments.

3. Comments from the Community

Comments were received from Malcolm Macdonald.

4. Approval of Agenda – Lee Finney, Chair

It was moved by Director Savage, seconded by Director Spring, to approve the agenda as distributed.

VOTE:

Lee Finney	YES
Paul Katzeff	ABSENT
Susan Savage	YES
Sara Spring	YES

The agenda was approved.

5. Consent Calendar and Warrant List

After discussion, the warrant list was pulled from the consent calendar. It was moved by Director Savage, seconded by Director Spring, to approve the remaining consent calendar, appointing Director Katzeff to the Office and Hiring Ad Hoc Committee.

VOTE:

Lee Finney	YES
Paul Katzeff	ABSENT
Susan Savage	YES
Sara Spring	YES

Paul is appointed to the Office and Hiring Ad Hoc Committee.

It was moved by Director Savage, seconded by Director Spring, to approve the warrant list with the exception of .6 hours of attorney time on June 23 & 28 to review correspondence and .6 hours on June 29 to review a Facebook article pending further clarification from the attorney.

VOTE:

Lee Finney	YES
Paul Katzeff	ABSENT
Susan Savage	YES
Sara Spring	YES

The warrant list minus the exceptions was approved.

6. Communications:

Communications were received from CSDA, DHCS, Gabriel Maroney, The League of Women Voters, HCAI, the MCHC Foundation, Rhoda Teplow, and Shin Green. There was discussion of the DHCS response to our resolution on refunding the payment we made for the intergovernmental transfer. It was agreed that no response at this time was appropriate and that Rick Woods from CSDA would be asked for his assistance in identifying an eligible entity to help facilitate recouping the funds.

7. Approval of Minutes

It was moved by Director Savage, seconded by Director Spring, to approve minutes for the July 21 Board Retreat with a spelling correction.

VOTE:

Lee Finney	YES
Paul Katzeff	ABSENT
Susan Savage	YES
Sara Spring	YES

The minutes were approved.

It was moved by Director Savage, seconded by Director Spring, to approve minutes for the July 27 Board meeting.

VOTE:

Lee Finney	YES
Paul Katzeff	ABSENT
Susan Savage	YES
Sara Spring	YES

The minutes were approved.

It was moved by Director Savage, seconded by Director Finney, to approve minutes for the August 10 Board meeting.

VOTE:

Lee Finney	YES
Paul Katzeff	ABSENT
Susan Savage	YES
Sara Spring	YES

The minutes were approved.

8. Report from Adventist Health

A report was received from Judy Leach on staffing, compensation, and service improvements.

9. Report from The Mendocino Coast Health Care Foundation

A report was received from Terry Ramos on current grants received, projects, workshops and fundraising, including the upcoming Winesong! event.

10. Chair's Report

Chair Finney reported on the challenges with the transition to the new treasurer, Board member recruitment, and a use request for the Neva Cannon room and by Adventist for the lot across from the clinic offices for a BBQ event.

11. Treasurer's Report

Treasurer Spring reported that progress is being made with establishing bank access, clarifying KMC accounting procedures, and collecting 2020 minutes in preparation for an audit. She is looking forward to her participation at the upcoming CSDA conference.

12. Seismic Compliance Update

Chair Finney shared a concern for the last facility assessment update and when it was done. Multiple possibilities will be investigated to locate the last report.

13. September meeting date

Without objection, the next meeting was set for September 14, pending availability of the room.

14. Executive Director Job Description

It was moved by Director Savage, seconded by Director Finney, to adopt the proposed job description for Executive Director with the correction to have Secretary Savage as the point of contact for any interested applicants.

VOTE:

Lee Finney	YES
Paul Katzeff	ABSENT
Susan Savage	YES
Sara Spring	YES

The job description as amended was adopted. It was agreed to post the position on all appropriate platforms.

15. Selection Process for Executive Director

The process for handling applications as recommended by the ad hoc committee was reviewed. It was agreed that Director Savage will contact CSDA for any recommendations on process and sample forms.

It was moved by Director Spring, seconded by Director Savage, to adopt the hiring procedure as amended per the discussion.

VOTE:

Lee Finney	YES
Paul Katzeff	ABSENT
Susan Savage	YES
Sara Spring	YES

The procedure as amended was approved.

Questions for applicant interviews will be developed for adoption by the Board.

16. Bylaws Revision

It was moved by Director Savage, seconded by Director Finney, to amend the existing 2020 Bylaws to replace Sections 8-9 regarding the District Manager with language as submitted pertaining to an Executive Director.

VOTE:

Lee Finney	YES
Paul Katzeff	ABSENT
Susan Savage	YES
Sara Spring	YES

The Bylaws amendment was adopted. Recommended language for Sections 10 & 11 will be brought to a future meeting.

17. SMARSH Purchase

It was agreed to review this topic at a future meeting with full documentation, including capabilities of SMARSH and full cost.

18. Comments from the Community

Comments were received from Linda Williams and Malcolm Macdonald.

19. Comments from the Board of Directors

There were no further comments from the Board.

20. Adjournment

It was moved by Director Savage, seconded by Director Spring, to adjourn.

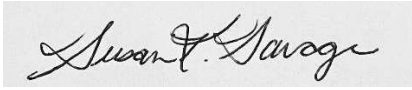
VOTE:

Lee Finney	YES
Paul Katzeff	ABSENT
Susan Savage	YES
Sara Spring	YES

The meeting was adjourned at 8:23 PM.

I hereby certify that all the information contained in these minutes is true and correct.

Respectfully submitted,

A rectangular box containing a handwritten signature in cursive script that reads "Susan T. Savage".

September 20, 2023

Susan Savage, Secretary

Date

DRAFT