

**NOTICE AND AGENDA OF MEETING
OF THE BOARD OF DIRECTORS
MENDOCINO COAST HEALTH CARE DISTRICT**

Thursday November 11, 2021

**6:00 P.M. Open Session
5:00 P.M. Closed Session**

Join Meeting

<https://us06web.zoom.us/j/89291000348?pwd=NmZQMHVyTVFheHNpUFlpOHRyVUg2Zz09>

Meeting ID: 892 9100 0348

Passcode: 827144

One tap mobile

+13462487799,,89291000348#,,,,*827144#

Dial by your location

+1 253 215 8782

Meeting ID: 892 9100 0348

Passcode: 827144

Find your local number: <https://us06web.zoom.us/j/89291000348?pwd=NmZQMHVyTVFheHNpUFlpOHRyVUg2Zz09>

PLEASE TAKE NOTICE a Regular Board of Directors meeting has been called for Thursday November 11, 2021 at 6:00 pm. **This meeting will be held via Zoom Conference only in order to reduce the risk of spreading coronavirus (COVID-19) and pursuant to the Governor's Executive Orders N-25-20 and N-29-20 and as ratified by BOD Resolution 32021**

Board Priorities

- Develop and expand community partnerships and communication
- Plan wisely for the future while maintaining fiscal integrity
- Maintain and improve the physical plant
- Ensure medical services continue to be available to the community

1. **5:00 P.M. CLOSED SESSION CALL TO ORDER AND ROLL CALL**

1.1 Call to order and roll call

1.2 The Chair will verbally identify the agenda items to be considered during closed session as listed below.

2. **PUBLIC HEARING FOR CLOSED SESSION**

Members of the public may take this opportunity to comment on closed session agenda items. Under the requirements of the Brown Act open meeting law, members of the community wishing to address an item on the closed session agenda may do so at this time. Items not on the agenda cannot be addressed at this time. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes. (Government Code 54954.3).

3. **CLOSED SESSION**

The Board will adjourn to closed session pursuant to Government Code 54950 - 54962.

3.1 Public Employment: District Manager. (Government Code §54954.5 & 54957)

3.2 Proprietary strategies on seismic compliance. (Government Code §37606 and Health and Safety Code §32106) Discussion will concern 2030 seismic compliance as it relates to the lease agreement with Adventist Health. Estimated disclosure to take place at next regular meeting of the MCHCD BOD.

4. **6:00 P.M. RECONVENE TO OPEN SESSION**

4.1 Call to order and roll call

4.2 Closed session disclosure

Any reportable action taken during closed session will be disclosed at this time.

4.3 Approval of the agenda

Items to be removed from the agenda or changed should be done at this time.

4.4 Approval of Minutes (please see **Tab 1**)

4.4.1 BOD Meeting October 28, 2021

4.4.2 BOD Meeting of June 24, 2021

4.4.3 BOD Meeting of April 29, 2021

4.4.4 BOD Meeting of December 2020

5. **REPORTS**

5.1 Board Director Reports. Non agenda item comments from the members of the Board of Directors. No action will be taken on any items.

6. **PUBLIC COMMENTS**

6.1 This portion of the meeting is reserved for persons desiring to address the Board of Directors on non-agenda issues. Please state your name for the record. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). The Brown Act does not permit the Board to take action on any item that is not on the agenda.

7. **INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS**

7.1 Update on FOIA Request: Sara Spring

7.2 Savings Bank of Mendocino County Resolution: John Redding

TAB 2

7.3 Hubs and Routes Update: Amy McColley

TAB 3

7.4 Disbursement of Funds from Alysoun Huntley-Ford Trust

TAB 4

7.5 Logo Contest: Norman de Vall

TAB 5

- 7.6 Finance Report: John Redding
- 7.7 Community Support Opportunities
 - 7.7.1 Childcare for medical workers
 - 7.7.2 Financial support for new providers
- 7.8 AB 361 Resolution: Jessica Grinberg TAB 6
- 7.9 List of Surplus Equipment: Jessica Grinberg TAB 7

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

Dated: November 7, 2021

STATE OF CALIFORNIA)
COUNTY OF MENDOCINO

I declare under penalty of perjury that I hold the position of Secretary of the Mendocino Coast Health Care District Board of Directors; and that I posted the original signed notice at the North and Patient Services Building Lobby entrances to the Adventist Health Mendocino Coast Hospital on November 8, 2021

Jessica Grinberg, Chair of the MCHD BOD

All disabled persons requesting disability related modifications or accommodations, including auxiliary aids or service may make such request in order to participate in a public meeting to Sara Spring, Secretary of the Board of Directors, 700 River Drive, Fort Bragg, CA 95437 no later than 1 working day prior to the meeting that such matter be included on that month's agenda.

TAB 1

Minutes of Meeting Held On

October 28,2021

June 24, 2021

April 29, 2021

December 10, 2020

(Begins on the next page)



Minutes

**MEETING OF THE BOARD OF DIRECTORS
MENDOCINO COAST HEALTH CARE DISTRICT**

Thursday October 28, 2021

5:00 P.M. Closed Session

6:00 P.M. Open Session

Meeting via ZOOM Conference

1. **5:00 P.M. CLOSED SESSION CALL TO ORDER AND ROLL CALL** – Jessica Grinberg

Roll Call:

Present: McColley, Redding, de Vall, Grinberg

Absent: Spring

2. **PUBLIC HEARING FOR CLOSED SESSION**

No comments from the community.

3. **CLOSED SESSION**

The Board adjourned to closed session pursuant to Government Code 54950 - 54962.

- 3.1 Public Employment: District Manager. (Government Code §54954.5 & 54957)
- 3.2 Proprietary strategies on seismic compliance. (Government Code §37606 and Health and Safety Code §32106) Discussion will concern 2030 seismic compliance as it relates to the lease agreement with Adventist Health. Estimated disclosure to take place at next regular meeting of the MCHCD BOD.

6:00 P.M. RECONVENE TO OPEN SESSION

3.3 Call to order and roll call: Jessica Grinberg

Roll Call:

Present: Redding, de Vall, Grinberg

Absent: McColley, Spring

3.4 Closed session disclosure

No reportable action taken during closed session.

3.5 Approval of the agenda

Moved by De Vall. Seconded by Redding

Vote:

Redding Yes

de Vall Yes

Grinberg Yes

McColley Absent

Spring Absent

3.6 Approval of Minutes

Minutes of the BOD Regular Meeting of October 28, 2021

Moved by Redding. Seconded by de Vall

Vote:

Redding Yes

de Vall Yes

Grinberg Yes

McColley Absent

Spring Absent

4. REPORTS FROM BOARD MEMBERS

- Norman suggested the board members change their title from Directors to Trustees. He expressed Director implies we are the directing and is no longer accurate since the board no longer oversees the operation of the hospital. He also requested the agenda be made available a week before the meeting to provide more time for the community to review it.
- Redding shared the Alysoun Huntley Ford Fund has \$29,000 dollars remaining. The fund is a resource for home health patients in need of caregivers. Grants up to \$2000 are available.

5. PUBLIC COMMENTS

- A community member expressed that Board members should support COVID protocols.
- Judy Leach of AHMC shared an update on local providers. She also reported on measures being taken to address the setback in availability of services. The 3D Mammography, funded by the Mendocino Coast Health Care Foundation as well as the Mendocino Coast Health Care District, is due to be ready for use in January 2022.
- Roof repairs are underway.
- A community member shared her frustration and concern regarding the inability to get an appointment or receive a return call from the clinic. She said members of the community are starting to go inland or to Santa Rosa for services.

6. INFORMATION/DISCUSSION/POSSIBLE ACTION ITEMS

6.1 Audit Report: DZA

A comprehensive report was provided by Kami Matzek. The full report is available on the MCHCD website.

Motion to approve the audit report moved by Redding. Seconded by De Vall

Vote:

Redding	Yes
De Vall	Yes
Grinberg	Yes
McColley	Absent
Spring	Absent

6.2 FOIA Response: Sara Spring

- Member not present. Report to be provided at a later meeting.

6.3 Finance Report: John Redding

- CARES Audit Update
Unsolicited funds, totaling \$5.8 million, were received by the District. The distribution of this fund was to offset losses due to the impact of COVID 19 on hospital revenue (prior to affiliation) through June 2020. After a comprehensive audit by FTI, an independent consulting company, it was determined the financial impact on the district totaled \$4.4 million. The balance of the funds will be refunded.
- Financial Update: Available on the MCHCD website

Motion to approve the Finance Report moved by De Vall. Seconded by Redding.

Vote:

Redding	Yes
De Vall	Yes
Grinberg	Yes
McColley	Absent
Spring	Absent

6.4 Hubs and Routes Update: Amy McColley and Sara Spring

- Members not present.
- Report to take place at next meeting.

6.5 Community Survey Report: John Redding and Norman De Vall

- Survey results available on the district website.

Motion to approve the survey report moved by De Vall. Seconded by Redding

Vote:

Redding	Yes
De Vall	Yes
Grinberg	Yes
McColley	Absent
Spring	Absent

6.6 AB 361 Resolution: Jessica Grinberg

Resolution to continue ZOOM meetings in order to comply with COVID safety protocols was brought forward.

Motion to approve Resolution 32021 moved by De Vall. Seconded by Redding.

Vote:

Redding	Yes
De Vall	Yes
Grinberg	Yes
McColley	Absent
Spring	Absent

6.7 Website Update: John Redding

Update provided and tour of website was provided.

7. FUTURE AGENDA ITEMS

Logo contest. Ongoing online meetings. AFH Fund discussion. Availability of agenda a week prior to the meetings.

Respectfully submitted by

Jessica Grinberg
Board Chair
November 7, 2021

**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
MENDOCINO COAST HEALTH CARE DISTRICT
Thursday, June 24th, 2021**

**6:00 P.M. Open Session
5:00 P.M. Closed Session**

Meeting via Zoom Conference

Join Zoom Meeting

<https://us06web.zoom.us/j/89523616652?pwd=VzhodXd2MEVRSVFPWFmRmtpaGZiZz09>

Meeting ID: 895 2361 6652

Passcode: 322454

Find your local number: <https://us06web.zoom.us/j/kcHfhPHSPp>

PLEASE TAKE NOTICE a Regular Board of Directors meeting has been called for Thursday, June 24th, 2021 at 6:00 pm. This meeting will be held via Zoom Conference only in order to reduce the risk of spreading coronavirus (COVID-19) and pursuant to the Governor's Executive Orders N-25-20 and N-29-20.

No physical location from which members of the public may observe the meeting and offer public comment will be provided.

CONDUCT OF BUSINESS:

1. **5:00 P.M. CALL TO ORDER:** Ms. Jessica Grinberg, Chair

2. **ROLL CALL**

3. **PUBLIC COMMENTS**

This portion of the meeting is reserved for persons desiring to address the Board of Directors on any matter which the District has jurisdiction. You may state your name and address for the record. Time is limited to 3 minutes per speaker. The Board of Directors can take no action on your presentation, but can seek clarification to points made in your presentation or comments.

BROWN ACT REQUIREMENTS: Pursuant to the Brown Act, the Board of Directors cannot discuss issues or take action on requests during this comment period.

4. **CLOSED SESSION**

Information/Action: Public Employment: Employees and Independent Contractors:
(Government Code 54957)

5. **6:00 P.M. OPEN SESSION CALL TO ORDER-** Ms. Jessica Grinberg, Chair

6. **ROLL CALL**

Office Manager did Roll Call- Sara Spring was absent, all others present

7. **REPORT ON CLOSED SESSION MATTERS**

No report

8. **PUBLIC COMMENTS**

This portion of the meeting is reserved for persons desiring to address the Board of Directors on any matter which the District has jurisdiction. You may state your name and address for the

record. Time is limited to 3 minutes per speaker. The Board of Directors can take no action on your presentation but can seek clarification to points made in your presentation or comments.

BROWN ACT REQUIREMENTS: Pursuant to the Brown Act, the Board of Directors cannot discuss issues or take action on requests during this comment period.

9. APPROVAL OF THE AGENDA: Ms. Jessica Grinberg, Chair

Motion: McColley moves to approve the agenda with removal of action 13 and 17

Second: John Redding

- John Redding- yes
- Jessica Grinberg- yes
- Amy McColley- yes
- Sara Spring- absent
- Norman de Vall- yes

NEW BUSINESS:

10. ACTION: Approval of May 27th, 2021 Minutes: Ms. Jessica Grinberg, Chair TAB 1

Motion: de Vall moves to postpone the approval of the minutes until the next month's meeting

Second: Redding seconds

- John Redding- yes
- Jessica Grinberg- yes
- Amy McColley- yes
- Sara Spring- absent
- Norman de Vall- yes

11. INFORMATION/ACTION: 50th Year Celebration of the Hospital John Redding, Treasurer
No action

12. INFORMATION/ACTION: Board self-evaluation: Amy McColley
Hoping to do this in the next 90 days
No action

13. INFORMATION/ACTION: Review of contract for Interim Administrative Group TAB 2
Item was pulled from the Agenda

REPORTS:

15. INFORMATION: District Office Manager Resignation: Michelle McMillan, District Office Manager TAB 3

16. **INFORMATION/ACTION:** Finance Report: Mr. John Redding, Treasurer
Disposition of surplus furniture TAB 4

Regarding the budget:

Motion: McColley moves to adopt the budget w no changes

Second: de Vall seconds

- John Redding- yes
- Jessica Grinberg- yes
- Amy McColley- yes
- Sara Spring- yes
- Norman de Vall- yes

Regarding the finance report:

Motion: McColley votes to accept Redding's finance report

Second: de Vall seconds

- John Redding- yes
- Jessica Grinberg- yes
- Amy McColley- yes
- Sara Spring- yes
- Norman de Vall- yes

17. **INFORMATION/ACTION:** Hubs and Routes Update: Ms. Sara Spring, Secretary
Item was pulled from the agenda

18. **INFORMATION:** Community feedback on one year affiliation update: John Redding,
Treasurer, Norman de Vall, Member at Large

19. **INFORMATION:** Seismic compliance and future of facility update: Amy Vice Chair, Sara
Spring Secretary

No report

20. **INFORMATION/ACTION:** District Website Ad Hoc Committee: John Redding, Treasurer,
Norman de Vall, Member at Large

No action

21. **FUTURE AGENDA ITEMS:** Ms. Jessica Grinberg, Chair

- Changes to the budget
- Bringing back Hubs and Routes
- Bring back the fiscal (itemized agenda)/seismic update issue
- Picking up the pieces as to developing strategy concepts
- Where we are w updating the by laws or do we have to do the strategy first...?

22. PUBLIC COMMENTS

This portion of the meeting is reserved for persons desiring to address the Board of Directors on any matter which the District has jurisdiction. You may state your name and address for the record. Time is limited to 3 minutes per speaker. The Board of Directors can take no action on your presentation but can seek clarification to points made in your presentation or comments.

BROWN ACT REQUIREMENTS: Pursuant to the Brown Act, the Board of Directors cannot discuss issues or take action on requests during this comment period.

23. COMMENTS FROM BOARD OF DIRECTORS

Amy- Thank you to John for the great discussion tonight

John- Very productive meeting. I like the direction that we are going and how the team is starting to assemble and become affective

Norman- no comment

Sara- thank you everybody

Jessica- looking forward to Sunday and having some celebration on 50 years of the hospital

24. ADJOURNMENT: Ms. Jessica Grinberg, Chair

MINUTES

MCHCD BOD Regular Meeting
Thursday, April 29, 2021 at 6:00 PM

6:00 P.M. OPEN SESSION CALL TO ORDER- Ms. Jessica Grinberg, Chair

5. ROLL CALL

All Present

6. APPROVAL OF THE AGENDA: Ms. Jessica Grinberg, Chair
Moved by: Ms. Amy McColley, Seconded by Norman de Vall

Vote:

John Redding- yes
Amy McColley- yes
Norman de Vall- yes
Jessica Grinberg –yes
Sara Spring- absent

10. ACTION: Approval of March 25, 2021 Minutes: Ms. Jessica Grinberg, Chair TAB 1

- Associated Tab was not included, no vote occurred

11. INFORMATION/ACTION: Establishment of ad hoc committee: Community assessment one year post affiliation: Ms. Jessica Grinberg, Chair

- Norman de Vall and John Redding will be functioning as Ad Hoc committee, anyone with ideas may reach out to Michelle McMillan
- Moved by John Redding, Seconded by Norman de Vall

Vote:

Sarah Spring- no response
Amy McColley- yes
John Redding- yes
Norman de Vall- yes
Jessica Grinberg- yes

12. INFORMATION/ACTION: Discussion regarding CARES fund: Board Treasurer

- Following the discussion, no action was taken.

13. INFORMATION/ACTION: Establishment of ad hoc committee: Broadband access for coastal residents: Ms. Jessica Grinberg, Chair

Moved by Norman de Vall, Seconded by John Redding

Vote:

Norman de Vall- yes

John Redding- yes

Amy McColley- yes

Sara Spring- yes

Jessica Grinberg- yes

14. INFORMATION/ACTION: Establishment of ad hoc committee: Seismic compliance and future of facility: Ms. Jessica Grinberg, Chair

Moved by Amy McColley, Seconded by Sara Spring

Vote:

Norman De Vall- yes

John Redding- yes

Amy McColley- yes

Sara Spring- yes

Jessica Grinberg- yes

15. INFORMATION/ACTION: Disposition of surplus furniture: Mr. John Redding, Treasurer TAB 2

Moved by Amy McColley, Seconded by John Redding

Vote:

Norman de Vall- yes

John Redding- yes

Amy McColley- yes

Sara Spring- yes

Jessica Grinberg- yes

16. INFORMATION/ACTION: Lease request from Mendocino Coast Healthcare Foundation: Ms. Jessica Grinberg, Chair TAB 3

- After discussion and statement from the President of the Mendocino Coast Healthcare Foundation that they are leaving the premises by the end of the year, there was no action.

REPORTS:

17. INFORMATION/ACTION: District office update: Michelle McMillan, District Office Manager

- Jessica Grinberg- the budget for setting up the office is within the discretionary spending that was decided on by the Board previously, so we will proceed with purchasing what is needed

18. INFORMATION/ACTION: Finance Report: Mr. John Redding, Treasurer

- i. For discussion and possible action
- ii. Budget preparation
- iii. YTD financials for the District
- iv. Establish a schedule for adoption of AH's capital improvement plan for FY21.
- v. Use of funds raised by the Foundation for the hospital

Amy McColley moves we accept financial report presented by John Redding, seconded by Norman de Vall.

Vote:

Norman de Vall- yes

John Redding- yes

Amy McColley- yes

Sara Spring- yes

Jessica Grinberg- yes

19. FUTURE AGENDA ITEMS: Ms. Jessica Grinberg, Chair

Suggested items:

- Hubs and Routes
- Mental Health Awareness
- John Redding will bring a draft budget for the next meeting

20. PUBLIC COMMENTS

None were made.

Submitted by:

Jessica Grinberg

Sun 11/7/2021

MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS
MENDOCINO COAST HEALTH CARE DISTRICT
Thursday, December 10, 2020 6:00 P.M. Open Session
Meeting via Zoom Conference

CONDUCT OF BUSINESS:

1. CALL TO ORDER: Ms. Jessica Grinberg, Chair
2. ROLL CALL: Redding Y, McColley Y, de Vall Y, Spring Y, Grinberg Y
3. APPROVAL OF THE AGENDA: Motion by: de Vall, Seconded by: McColley In Favor: All

4. PUBLIC COMMENTS: None

NEW BUSINESS:

5. ACTION: Oath of Office for Sara Spring and Norman de Vall: Officiated by Dan Gjerde BOS 4th District.
 - DISCUSSION/ACTION: Funding of OB Hardship Fund for North Coast Family Health Center. MOTION: Women's Health restricted fund donation of \$10,000 for OB/GYN care.
Moved by: McColley, Seconded by: Spring

Board discussion took place. No Community comments. Vote: Spring Y, McColley Y, De Vall Y, Redding Y, Grinberg Y

6. DISCUSSION/ACTION: Advertising budget for Community Outreach:
MOTION: Have a \$450 budget for a thank you holiday ad in the local papers
Moved by: McColley, Seconded by: Spring
Board Discussion took place to include multiple publications and social media Vote: Spring Y, De Vall Y, Redding Y, Grinberg Y, McColley Y

8. Nominations and votes: Election of Board Officers. Noel Cauffman present to tally votes.
Board Chair: Jessica Grinberg
Board Vice Chair: Amy McColley
Board Treasurer: Sara Spring
Board Secretary: Jessica Grinberg

OLD BUSINESS:

9. DISCUSSION: Selection of District Counsel: de Vall has reached out to the Association of Health Care Districts for support in creating a template for the hiring of counsel. Discussion was to wait until we have the guideline from AHCD.

10. DISCUSSION: Review of OB Hardship Fund Financial report from Mendocino Coast Clinics.

11. No action taken. A letter to be written to MCC expressing gratitude for use of funds and to report approval of additional services that may be included.

12. DISCUSSION/ACTION: Discussion regarding Mission Statement/Goals & Objectives: Suggestion for retreat to discuss.

COMMITTEE REPORTS:

- Update on Consultant selection process: Grinberg & McColley
 - Update on Website project: Redding & de Vall
 - DISCUSSION/ACTION: Update on Measure C Oversight Committee- Redding Discussion only. No update provided because committee has not met.
15. INFORMATION/ACTION: Finance Report: Redding Information only. No action.
 16. COMMUNITY COMMENTS
 17. PUBLIC COMMENT: No comments
 18. NEXT MEETING TO BE HELD ON: January 28, 2021

TAB 2

(RESOLUTION NO. 2021-06 begins on the next page)

**MENDOCINO COAST HEALTH CARE DISTRICT
RESOLUTION NO. 2021-06**

WHEREAS, the Mendocino Coast Health Care District (hereinafter "District") maintains various bank accounts with the Savings Bank of Mendocino County; and

WHEREAS, due to the District having new Board of Director Officers and no Chief Executive Officer, it is necessary to notify the Savings Bank of Mendocino County of the needed changes of signatory authority and

WHEREAS, all persons who act as authorized signatories for the District are required to be covered under BETA Directors & Officers Healthcare Insurance Program for government entities for the benefit of Mendocino Coast Health Care District

A complete list of the District's accounts (last three numbers) at the Savings Bank of Mendocino County is attached to this Resolution as EXHIBIT A and incorporated by reference herein as though set forth in full.

NOW, THEREFORE, IT IS ORDERED AND RESOLVED that the following District Officers and/or Directors of the District have authority to disburse or withdraw funds from the District's bank accounts with Savings Bank of Mendocino County: Jessica Grinberg, Chair of the Board of Directors or Amy McColley, Vice Chair of the Board of Directors or John Redding, Treasurer of the Board Directors. Disbursement or withdrawals of District funds in excess of \$10,000.00 require the authorization of at least two (2) of the Officers/ Directors identified in this Resolution.

The Board of Directors of the Mendocino Coast Health Care District at a regularly scheduled meeting of the Board passed this Resolution on March 25, 2021 by the following vote.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN _____

JESSICA GRINBERG, Chair of the Board of Directors

ATTEST:

AMY McCOLLEY, Vice Chair of the Board of Directors

MENDOCINO COAST HEALTH CARE DISTRICT
BANK ACCOUNTS

ACCOUNT	ACCT#
<hr/>	
SAVINGS BANK OF MENDOCINO	
GIFT & MEMORIAL	04-230686
PLAN FUND	04-233748
CORPORATE ACCOUNT	04-230660
HOME HEALTH & HOSPICE	04-230678

TAB 3

DRAFT

November 6, 2021

Mendocino Coast Healthcare District Policies, Procedures, and Preferred Practices for Hubs & Routes

I. Definitions

la. Full Name of Project: Community Resource Hubs and Alternate Rescue Routes Throughout Mendocino Coast Healthcare District

lb. “Hubs & Routes Subcommittee”: Two members of the District Board designated by Board President to oversee Hubs & Routes Administrators

lc. “Hubs & Routes Administrators”: Leaders in the daily operations of the Hubs & Routes project who are not Directors of the Healthcare District

ld. “Direct Fiscal Sponsorship”: fiscal sponsorship using the model in which the program or project is not a separate entity but belongs to the nonprofit sponsor. The sponsor is responsible for ensuring that the project fits within their mission, and is both fiscally and legally responsible for the project.

le. “Hubs & Routes website”: the website whose URL is hubsandroutenet.net.

lf. “Project” and “program” are used interchangeably in this document to describe Hubs & Routes as a function of District operations.

lg. “Public Hub Leader” is a person who has met the criteria for, has applied on a Public Hub Form to become, and is carrying out the responsibilities of, a leader of a Public Hub as described at <https://hubsandroutenet.net/public-hub-resource-form> .

lh. “911 Leader” is a Fire Chief, Emergency Physician, Sheriff, Paramedic, County Emergency Services Officer, or a delegate or dispatcher directly empowered by one of the above, who is working in the systems connected to 911 as they pertain to all or part of Mendocino Coast Healthcare District. The roles of 911 Leaders as they pertain to Hubs & Routes are described on the website. Go to <https://hubsandroutenet.net>, click on Leaders Pages, then on INFO FOR 911 and CALL CENTER LEADERS.

li. “A search” is one of the central activities performed by 911 and Public Hub Leaders as part of using Hubs & Routes tools to plan for and respond to emergencies. Performing this search function using “test” data (without

signing on as a Leader and viewing real data) gives a glimpse of the power of Hubs & Routes tools. To have this educational experience, Board Members, Insurers, Legal Counsel, and the public can go to hubsandroutenets.net, click on the photo called Leaders' Pages, click on Practice Planning For Your Island, use me2 as the password, and follow the prompts.

Ij. "Legal Counsel" refers to one or more attorneys retained by the Healthcare District.

Ik. "Insurer" is one or more firms with whom the Healthcare District maintains contracts to provide ongoing business and liability insurance for the District and all District programs.

Il. "Event Insurance" refers to discrete purchases of one-day insurance as may be required by a venue owner in order to rent a venue for an event. Event insurance is additional to the District's ongoing insurance policies and may be purchased by Hubs & Routes Administrators from any of a variety of vendors, not only the Insurer in Ik.

Im. "Stated mission": to support our 911 leaders and help Coastal communities survive and thrive through the challenging times ahead.

II. Policies

Ila. Shared Responsibility

The Healthcare District shares responsibility with individuals and with other entities to promote the health and safety of its constituents. This remains true whether or not the constituents can easily travel to Fort Bragg. It is true during the provision of medical services per se, and remains true when other means of caring for constituents' well-being are in use. It remains true whether or not a disaster has taken place.

Ilb. Direct Fiscal Sponsorship

The Healthcare District is the direct fiscal sponsor of Hubs & Routes.

Ilc. Complementarity

As part of doing its share to promote the health and safety of its constituents, the Healthcare District chooses to provide certain informational and resiliency-building tools to the public through its Hubs & Routes program. The tools have been chosen and developed in such a way as to complement, and to neither duplicate nor disrupt, the efforts of medical providers, individual households, and other entities already working on behalf of the well-being of the Mendocino Coast.

Ild. Longevity

The District is fiscally and legally responsible for Hubs & Routes unless and until either of the following: (i) six months after its Board votes unilaterally to terminate that role, or (ii) two months after Hubs & Routes Subcommittee and H&R Administrators agree mutually to terminate the arrangement.

Ile. Administrator Roles

The roles of Hubs & Routes Administrators are to:

- i. train and support Hub Leaders and 911 leaders in the use of Hubs & Routes tools

- ii. educate the public about how to prepare for and recover from disasters—including by becoming Private and Public Hubs—as well as how to reduce disasters’ frequency, severity and impact
- iii. maintain the Hubs & Routes website, which contains the Hubs & Routes database and many of its educational and resiliency-building tools
- iv. implement non-web-based educational and resiliency-building techniques as appropriate
- v. maintain at least basic competence in climate science and climate pedagogy to keep tools and efforts up to date, effective and data-driven
- vi. recruit and educate volunteers, donors, co-hosts, and the next generation of Administrators

IIf. Subcommittee Roles

The roles of Hubs & Routes Subcommittee are to:

- i. oversee Hubs & Routes Administrators
- ii. serve as the entry and exit point for all contact, information, and funds between Hubs & Routes Administrators and the Board except for
 - those exchanges which occur during Board meetings and
 - information learned by perusing the public portions of the website
- iii. field public inquiries related to Hubs & Routes, represent the Board in answering those related to the program’s general mission, funding, and overview, and forward other questions to Hubs & Routes Administrators

III. Procedures

IIIa. Inclusion of Hubs & Routes Expenses in District’s annual budget

After discussion with Hubs & Routes Administrators, Insurer and Legal Counsel, the Hubs & Routes Subcommittee will propose to Board, by no later than May 1 of each year, an amount of the District’s general operating expenses that should be anticipated to be used by and/or for the Hubs & Routes program during the fiscal year that is to begin on the upcoming July 1.

IIIb. Inclusion of Hubs & Routes Income in District’s annual budget

If by May 1 the Subcommittee anticipates receipts of outside grants or donations related to Hubs & Routes during the upcoming fiscal year, an estimate of this income will be provided to the Board. However, not having anticipated these by May 1 will not prevent Subcommittee nor Administrators from applying for nor receiving outside funds during that fiscal year.

Neither the Board, the Subcommittee, nor the Administrators will apply for nor accept donations or grants that obligate the Hubs & Routes program to generate profit for the donor or deviate from the stated mission of the program.

IIIc. Disbursement of Funds to Hubs & Routes Project

Hubs & Routes Administrators will submit invoices to Hubs & Routes Subcommittee no more often than monthly and no less often than every 6 months, for expenses incurred.

Subcommittee will verify that the invoices are either (i) for expenses listed in the previously submitted budget, or (ii) for expenses that while not specifically listed in the budget, are in alignment with the District's mission, are in alignment with the Program's mission, and seem likely to be affordable within the project's portion of the budget even if the expenses related to that year's Legal Review are still pending. Possible reasons to be affordable without being listed in the budget include greater-than-anticipated project income and lower-than-anticipated costs for items listed in the project budget.

If so verified, Subcommittee will work with Board Treasurer or Treasurer's designee to obtain a check with which to reimburse Administrator for invoiced expenses.

If not so verified, Subcommittee will contact Administrator to discuss discrepancy or shortfall.

Administrators currently volunteer their time and skill. They may be reimbursed for expenses and may be included in Volunteer Appreciation events at the same level as other Hubs & Routes volunteers who donate significant amounts of time, but they are neither employees nor independent contractors of the District. To change this status would require separate Board action and amendment of these Procedures.

IIId. Co-sponsorship of Events with Outside Entities

Administrators may arrange for Hubs & Routes to share the expenses of, and the income from, events produced in collaboration with interested entities active on the Mendocino Coast other than the Healthcare District, provided that these events do not obligate the Hubs & Routes program to generate profit for the co-sponsors nor to deviate from the stated mission of the program.

IIIe. Receipt and Processing of Grant Funding from Outside Entities

Hubs & Routes Administrators may apply for grant funding from any public service-oriented non-profit entity whose geographic area of activity overlaps the Healthcare District, provided that these arrangements do not obligate the Hubs & Routes program to generate profit for the donor nor to deviate from the stated mission of the program.

When such grants are awarded, grant funds will be sent to the Hubs & Routes Subcommittee. # The Subcommittee will take note of terms and amounts, send acknowledgement of receipt of the award to the donor with a copy to Hubs & Routes Administrators, and forward the check to the Board Treasurer or Treasurer's designee for deposit into District's account.

IIIIf. Receipt and Processing of Private Donations

Members of the public who wish to provide financial support for Hubs & Routes will be asked to direct their donations to Hubs & Routes Subcommittee.¹

Subcommittee will take note of amount, send acknowledgement of receipt and proof of the District's nonprofit status to the donor with a copy to Hubs & Routes Administrators, and forward the funds to the Board Treasurer or Treasurer's designee for deposit into District's account.

Although Hubs & Routes funds are not kept in a separate bank account from general operating funds of the District, the Board Treasurer will keep records of Hubs & Routes grants, donations, and invoice reimbursements available for potential review by the Board, the Measure C Committee, other interested members of the public, and Hubs & Routes Administrators, including during planning for the following year's budget.

IV: Preferred Practices

The above Policies and Procedures remain in effect regardless of whether the Preferred Practices below are followed. Preferred Practices are non-binding but can help streamline and optimize Hubs & Routes' efforts. These include:

IVa. Encourage Board and public to use perusal of the Hubs & Routes website as their primary way to obtain foundational information about Hubs & Routes activities and roles, when internet access permits. For information and perspectives not available on the website, encourage public to contact Admin via hubsroutes@mcn.org.

IVb. Invite Hubs & Routes Administrators to present an overview and update on Hubs & Routes during approximately one Board meeting per year to refresh understanding, remind people what questions they may have, and create the opportunity for direct communication between Administrators and those Board members who are not on the Subcommittee.

IVc. Encourage Subcommittee to perform an annual review of H&R website assisted by District's insurance and legal teams, and to make any concerning findings known to Administrators. If Administrators are unable or unwilling to rectify the issue or reassure the Subcommittee within 3 months, then Subcommittee may choose among these options: (i) grant an extension if progress is imminent, (ii) inform the full Board of the concern, (iii) invite the Administrators to consider a mutual agreement to terminate the fiscal sponsorship at the end of the two-month notice period in IIc above, or (iv) use a combination of these.

IVd. Among options for co-sponsors for events, Hubs & Routes will prioritize non-profit entities and B corporations over for-profit entities. Local religious organizations with non-profit status may act as co-sponsors provided that the events are secular in nature and do not discriminate among attendees based on any characteristic on which the District may not discriminate.

¹ when/if available, please insert best mailing address to use, and credit card or venmo account to use; and list these on mchcdorg.com, preferably near a link to <https://hubsandroutenet>

TAB 4

**ALYSOUN HUNTLEY-FORD FUND
REQUEST FORM**



MEMORANDUM

Adventist Health Home Care Mendocino coast

DATE:

TO: Junice Wilson, Manager Home Health and Hospice

FROM: Alysoun Huntley Ford Fund Administration Committee:

RE: Disbursement of Funds from Alysoun Huntley-Ford Trust for Care of the Terminally Ill

One the AHF Fund Administration committee requests for use of the Fund to be used to pay for respite care of an end-of-life patients. Patients were under the care of Adventist Health Home Care Mendocino Coast and Volunteer Hospice departments. The total amount requested today is_____.

The committee reviewed the case and determined that all criteria were met. The application complies with the MCDH board guidelines for use of the AHF fund.

The committee is requesting that a maximum of \$2,000 be available for disbursement upon submission of bill for services provided.

Attached is a summary of all requests from the AHF terminal care fund since the beginning of its use. If there are any questions, please contact a member of the AHF fund administration committee.

Please find supporting documentation attached.

TAB 5

Discussion/Action to Establish a Logo Contest to represent the Mendocino Coast Health Care District

Objective:

The District, which owns the former Coast Hospital and leases it to Adventist Health Systems, represents an area of about 680 square miles, about 29,000 residents and an unknown number of visitors and tourists, desires to have a logo/icon which represents the well-being of all persons within the District.

Logistics:

- To post a Prize of \$ _____ for the winning entry
- Submittals to be received at: _____ Address
- by _____ date.
- Up to three graphic or commercial artists are invited to join with the Board in making the final decision.

Please send your request to: _____ address.

Suggested Motion:

Motion to approve the concept for a prize logo or icon to graphically represent the MCHCD with an award of \$ _____, including that three graphic or commercial artists may be selected to join with the Board in reaching a decision for the best suited.

Motion:

Second:

Ayes:

Noes:

Abstain:

Absent:

Tab 6

(RESOLUTION 42021 begins on the next page)

RESOLUTION 42021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MENDOCINO COAST HEALTH CARE DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON SEPTEMBER 16, 2021 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF MENDOCINO COAST HEALTH CARE DISTRICT FOR THE PERIOD DECEMBER 1, 2021 THROUGH DECEMBER 30, 2021 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the MENDOCINO COAST HEALTH CARE DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of MENDOCINO COAST HEALTH CARE DISTRICT's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a State of Emergency has been proclaimed by Governor Newsom on March 4, 2020 and Governor Newsom signed into law Assembly Bill 361 on September 16, 2021; and

WHEREAS, on June 15, 2021 Mendocino County Department of Public Health issued an Order directing all individuals in the county to continue to follow state requirements directed by the governor and state public health officer; and

WHEREAS, the Board of Directors does hereby find that the SARS-CoV-2 Virus continues to impact our community, and, in-person meetings may create an environment where transmission of SARS-CoV-2 could be spread and has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and

facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California and by local officials; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of Mendocino Coast Health Care District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, Mendocino Coast Health Care District Board of Directors will post an Agenda online, in accordance with Brown Act requirements, make the meetings available online and allow for public participation in the meetings of the Board of Directors.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF MENDOCINO COAST HEALTH CARE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and in-person meetings may create an environment where transmission of SARS-CoV-2 could be increased and has caused, and will continue to cause, conditions placing the health and safety of persons within the District at risk.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby adopts the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Board Chair is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect December 1, 2021 and shall be effective until December 30, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Mendocino Coast Health Care District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of MENDOCINO COAST HEALTH CARE DISTRICT this 11th day of November, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN

ATTEST:

Jessica Grinberg
Chair, Mendocino Coast Health Care District Board of Directors
November_____, 2021

TAB 7
LIST OF SURPLUS EQUIPMENT

Equipment	Units	Department	Status
AMX 4 Plus (portable X-ray)	1	DI	Outdated
Carestream Laser Imager	1	DI	Non-functioning
Carestream CR975 VIDEO IMAGE PROCESSOR	1	DI	Non-functioning
OEC 9600ESP (FLUOROSCOPIC UNIT, PORTABLE) paired with old C arm (#5)	1	DI	Non-functioning
C arm	1	DI	Outdated
Various roll stands		DI	
1900RC Tables, Examination, SMITH & NEPHEW KINETEC SA DIV SMITH & NEPHEW PLC	1	Surgery	Outdated
SIEMENS HEALTHCARE USA SEQUOIA 512 (ULTRASOUND)	1	Di	Non-functioning
Medrad MRI patient monitor.		DI	EOS/EOL
Toshiba America Medical Systems Inc APLIO MX (Ultrasound System)	1	DI	
Philips HeartSmart AEDs	3	NCFHC	No longer needed
Craftsman Tool Chest (some w/ IV poles attached)	5		No longer needed
Striker XT Manual Gurneys	2	Ambulance	Outdated
Wireless microphones	8	MCDH BOD	Not needed
8 Channel receivers for wireless mic	2	MCDH BOD	Not needed
Receiver/Mixer	1	MCDH BOD	Not needed
Rubbermaid cart	1	MCDH BOD	Not needed
Polycome	1	MCDH BOD	Not needed
Dual handset wireless system (2 mics, 1 receiver)	1	MCDH BOD	Not needed
Microphone system in briefcase	1	MCDH BOD	Not needed
Wireless lapel mc,	1	MCDH BOD	Not needed
Valleylab Force 2 ESU	2	Surgery	End of life/can't get parts
Health-0-meter Pro Plus	1	Outpatient	Broken/Unfixable
Sechrist Infant Ventilator Model 100B	1	RT	End of life
Oxygen Concentrator	1	RT	End of life
Mini-Torr patient vital signs	4	MedSurg	End of life
Traction Unit	1	Physical Therapy	End of life
Gomco Model 300 - Portable Suctions	4		No longer needed/obsolete
Personal Computers (without hard drives) & monitors	160	all	Being replaced with new ones
Computer carts	12	all	No longer needed/obsolete

Note: the items in red were added after the original list was published on 11/8/2021