



**MINUTES**

**REGULAR BOARD MEETING  
Wednesday, February 13, 2019, 6:00 p.m.  
NEW MEETING LOCATION**

**Administrative Office, 1st Floor Conference Room, 138 S. Brandon Rd., Fallbrook**

**A. CALL MEETING TO ORDER – PLEDGE OF ALLEGIANCE**

President Salmon called the meeting to order and led the Pledge of Allegiance.

Present: Directors Salmon, Mroz, Leach, Jeffries and Schwartz-Frates  
Also present: Legal Counsel Blaise Jackson

**B. ADDITIONS TO AGENDA**

None

**C. BOARD MEMBER AND PUBLIC COMMENTS**

Leticia Stamos asked if additional public forums have been scheduled for the redistricting from at-large elections to zone-based elections for Fallbrook Regional Health District. She said she had been asked about outreach to the community regarding this matter. She believes this matter is important and everyone needs to be educated. She said the health and fire districts have the benefit of learning from the school districts experience as we all move together toward achieving meaningful redistricting. President Salmon said a mapping workshop is planned with no date yet set.

Tom Frew reiterated the comments of Leticia Stamos and he said they have a group looking forward to continuing to work with the Districts in this process.

Jeanne Meadow said she sent e-mails and made calls to her friends letting them know about the Woman of Wellness event which took place on the 7<sup>th</sup> in this same room, and the room was filled. She said she wants to see the program grow to what it once was when it was Healthy Woman. She reminded everyone that she is a volunteer that wants to help with auditing projects and any other way she can help to make Fallbrook even better. She said she has never before been asked to pay for copies of records when volunteering to assist. Nor does she want to make additional work for staff. She will plan to come in to review the records she wants to audit. She thanked the District for taking down the Facebook page and cancelling contracts she had questioned. In addition, she questioned the wellness calendar being distributed by the District as she said she would die if she did some of the things recommended. She indicated that some time ago she questioned the value of the investment accounts used by the District. She believes it fell

off the radar and needs to be addressed by the Board. She questioned what is being done with a community database and better networking. She thanked the Board for their attention to her concerns and comments.

Barry Meadow said that the website is not up to date, still indicating board meetings at the E. Mission location. He requested he and his wife receive agenda's each month. He questioned how people can make recommendations for agenda items without a director in place. He asked about the Wellness Advisory Committee and whether it is defunct. Mr. Meadow said he had suggested that a database be created for all CHC recipients in which their contact information as well as the people they serve and where they are from be established. He also said he believes there needs to be more accountability. He also mentioned the community database. He said he assumes Blue Zones, CentraForce, the Urgent Care Contract and a reliable cost benefits methodology going forward are being addressed. He also would like to see staff e-mails on the website.

Director Leach thanked the FRHD staff for their added efforts during this interim time between Executive Directors.

Director Jeffries said she attended the Association of California Health District's (ACHD) Annual Conference and found it to be very interesting and informative. She enjoyed meeting board members from other districts. She thanked Howard Salmon for his efforts as he is the current Board President of ACHD.

President Salmon noted the District is actively recruiting a new Executive Director. Also, FRHD has a Joint Powers Agreement with North County Fire Protection District (NCFPD) and there might be some opportunities to explore under that agreement.

He said Vi Dupre of the Fallbrook Food Pantry has contacted him regarding ways that FRHD might support their organization in its efforts to move to a larger location as they have run out of space at the current one.

Janine Loescher of the Fallbrook Smiles Project had sent a letter to President Salmon regarding the Community Collaborative for Health & Wellness (CCHW). She sought assurance that the District will continue to support this group as she believes it has great value. The District continues to support CCHW.

Regarding Blue Zones and the Wellness Center, the Blue Zones project had been put on hold due to cost. Other items being reviewed/developed include the criteria for use of the Wellness Center, the move from at-large to zone-based District elections, and the CentraForce contract.

#### **D. CONSENT ITEMS**

- D1. Approval of December 2018 Financial Statements
- D2. Minutes of January 2, 2019 Finance Committee Meeting
- D3. Minutes of January 9, 2019 Regular Board Meeting
- D4. Minutes of January 12, 2019, Special Board Workshop
- D5. Minutes of January 21, 2019 Special Board Meeting

No member of the Board pulled any of the above Consent Items for further discussion.

**ACTION:** It was moved by Director Mroz, seconded by Director Leach to approve the above listed Consent Items as presented.

**MOTION CARRIED.** 5-0.

## E. REPORTS

- E1. Finance Committee – Directors Jeffries and Mroz  
 Director Jeffries, Finance Chairperson highlighted some items that help us know we are moving in the right direction. She said the Balance Sheet Comparison showed a gain of \$573,000 to the checking account. The Income Statement for month-ended December 31, 2018 is included in the Profit & Loss YTD Actual vs. Budget. Of note on this report is that we that we were behind budget on Property Tax Revenue due to an over-projection for a new housing development. However, we anticipate this this could catch up by fiscal year end. There have also been significant reductions in some expenses. The LAIF account showed a balance of \$1.48 million and the CalTRUST account reflected a balance of \$6.81 million. Property Tax Revenue reflected a receipt of funds in the amount of \$332,890 in December bringing the account total to \$1,117,460. Director Jeffries thanked the accountant and bookkeeper for their exceptional work in closing the former operating account and opening another one here in Fallbrook. The check detail report was provided for review. Both the Apple One staffing expense and Galvanized Strategies expense are soon to be gone, having provided services for a period that are no longer necessary. She noted on Report 9 that the amount of \$90,594.88 is due to be deposited in the operating account for reimbursement of community investment funds spent. These transfers are made on a quarterly basis. The Community Health Contracts are on track with reporting requirements and payments.
- E2. Gov't/Public Engagement Committee – Directors Schwartz-Frates and Mroz  
 Director Schwartz-Frates, Chairperson of the Gov't/Public Engagement Committee said she too had attended the ACHD Annual Meeting and was grateful for the courses on the Foundation for Good Government, Ethics for Special District Trustees and the opportunity to connect with other health districts. She said she will be following up with Grossmont to discuss a program they are participating in for senior services. She said she will be meeting with Fire Chief Stephen Abbott in an effort to extend our community outreach. She said we will be reaching out to the community regarding our upcoming redistricting. She noted new items on the website including information on patient assistance programs for obtaining medications when there is no means to obtain them, and also links to hiking trails. She also said a class the District helps to provide is on management of diabetes and she plans to obtain additional information on behavioral health programs needed in our community.
- E3. Facilities Committee – Directors Leach and Mroz  
 Director Leach, Chairman of the Facilities Committee said ongoing repairs that are doable are in process and Property Manager Roy Moosa has been invited to participate in the Facilities Committee meeting. Discussion ensued regarding roof repairs. If the cost is more than \$25,000, a bidding process is required.

- E4. Strategic Planning Committee – Directors Salmon and Jeffries  
Director Salmon, Strategic Planning Committee Chairman said a meeting is scheduled for February 20<sup>th</sup>.
- E5. General Counsel – Blaise Jackson  
E5a. First Reading, Hospital Records Retrieval Procedure (approval for March)  
Aside from anticipated comments during Closed Session, Counsel said he brought for Board review a draft Hospital Records Retrieval Procedure for first reading. He said following closure of the hospital in 2015, the District remained responsible for the paper medical record files of the Fallbrook Hospital. CHS is responsible for digital files. CHS had been facilitating retrieval of the paper records up to September of 2018. They are no longer facilitating that process. This procedure will be on the March agenda for approval.

## F. DISCUSSION/ACTION ITEMS

- F1. Consideration of Obtaining District Credit Card/Card Agreement with Pacific Western Bank – Wendy Lyon  
Bookkeeper Wendy Lyon said the District had an American Express card in the past. The Finance Committee will consider this matter at its February meeting.
- F2. Consideration and adoption of amendments to Bylaws (committee changes – 2<sup>nd</sup> reading) (Board)  
Counsel said the Bylaws have been modified to more accurately reflect the Governmental and Public Engagement Committee. Discussion ensued.  
**ACTION:** It was moved by Director Schwartz-Frates, seconded by Director Mroz to approve the amended Bylaws as presented.  
**MOTION CARRIED:** 5-0
- F3. Consideration/approval of RFP for Land Use Consultant, zoning changes for 1636 E. Mission Road  
Director Leach said the Board concluded it would be necessary to have assistance in the process of obtaining zoning changes for the E. Mission property.  
**ACTION:** It was moved by Director Leach, seconded by Director Schwartz to publish an RFP for a land use consultant to assist the District with the process of obtaining needed zoning changes for the property at 1636 E. Mission Road.  
**MOTION CARRIED:** 5-0
- F4. Consideration/approval of RFP for design services technical provisions – Roof replacement projects (1636 Mission, 617 Alvarado, 138 Brandon)  
Director Leach said this RFP is needed because any project over \$25,000 will require a bidding process.  
**ACTION:** It was moved by Director Leach, seconded by Director Mroz to publish an RFP for design services technical provisions for roof replacement projects for the above three referenced locations.  
**MOTION CARRIED.** 5-0
- F5. Approval of Plans and Specifications – Elder Street Sidewalk project  
Director Leach said this project is required as a part of the sale of the property at 624 E. Elder Street.  
**ACTION:** It was moved by Director Leach, seconded by Director Jeffries to approve the Plans and Specifications for the Elder Street Sidewalk Project as presented.  
**MOTION CARRIED:** 5-0

**G. ITEMS FOR SUBSEQUENT MEETINGS**

G1. Other Director/Staff discussion items

G1a. Item(s) for future board agendas

G1b. Announcements of upcoming events:

- **Presidents Day – February 18 – District office closed.**
- **NCCCHI meeting – 1<sup>st</sup> Wednesday, March 6, 2:00-4:00pm, Board Conference Room, 138 South Brandon Road, Fallbrook**
- **Finance Committee meeting – 1<sup>st</sup> Wednesday, March 6, 5:30pm, Board Conference Room, 138 South Brandon Road, Fallbrook**
- **Woman of Wellness meeting – 1<sup>st</sup> Thursday, March 7, 6pm, Community Room, 138 South Brandon Road, Fallbrook**
- **Community Collaborative for Health & Wellness Committee (CCH&W) meeting – 3<sup>rd</sup> Wednesday, March 20, 10:30am-noon, Community Room, 138 South Brandon Road, Fallbrook**
- **ACHD Legislative Days, April 8-9, Sacramento, CA**

G2. **Next Regular Board meeting – Wednesday, March 13, 6:00pm, Community Room, 138 South Brandon Road, Fallbrook**

A recess was called at 7:04 p.m. and Closed Session began at 7:12 p.m.

**H. CLOSED SESSION**

H1. Conference with Real Estate Negotiator Concerning Price and Terms Per Government Code Section 54957 (Lease, 617 Alvarado St.);

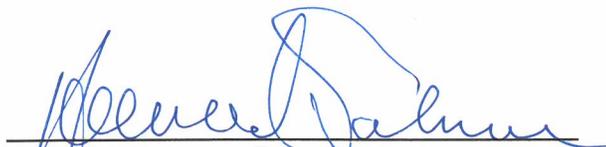
H2. Conference with Legal Counsel Concerning Exposure to Litigation Per Government Code Section 54956.9(d)(2) – one case.

**I. RETURN TO OPEN SESSION**

The Board returned to Open Session at 7:40 p.m. No action was taken.

**J. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:40 p.m.

  
Howard Salmon, President

  
Board Secretary/Clerk