



**MINUTES**

**REGULAR BOARD MEETING**

Wednesday, December 11, 2019, 6:00 p.m.

Administrative Office, 1<sup>st</sup> Floor Community Room, 138 S. Brandon Rd., Fallbrook

**A. CALL MEETING TO ORDER / ROLL CALL / ESTABLISH A QUORUM / PLEDGE OF ALLEGIANCE**

Chairman Howard Salmon called the meeting to order at 6:01 p.m. and led the Pledge of Alliance. A quorum was confirmed by roll call.

Directors in attendance: Jennifer Jeffries, Barbara Mroz, Howard Salmon, Kate Schwartz-Frates and William Leach.

Also attending: Legal Counsel Jeffrey Scott; Executive Director Rachel Mason; and staff and consultants Linda Bannerman, Pamela Knox, Mireya Banuelos, Wendy Lyon and Susan Woodward.

Legal Counsel Jeffrey Scott said since this is the annual organizational meeting, he would facilitate the election of the officers of the Board of Directors for the ensuing year.

**A1. Annual Organizational Meeting: Election of Officers of the Board**

Nominations for the office of Chairman were opened.

Director Mroz nominated Howard Salmon. Director Leach nominated Director Barbara Mroz. Since there were no more nominations, the nominations were closed. Mr. Scott distributed ballots which were filled in and he read the votes cast.

**Action:** It was moved by Director Jeffries, seconded by Director Schwartz-Frates to nominate Howard Salmon to serve as Chair for the ensuing year.

**Motion carried:** Unanimous (5-0)

Nominations for the office of Vice-Chair were opened.

Director Schwartz-Frates nominated Director Jeffries. Directors Mroz and Schwartz-Frates nominated themselves. The nominations were closed.

Mr. Scott distributed ballots which were filled in and he read the votes cast.

**Action:** Chairman Salmon moved, and Director Schwartz-Frates seconded to nominate Director Barbara Mroz to serve as Vice-Chair for the ensuing year.

**Motion carried:** Unanimous (5-0)

Nominations for the office of Secretary were opened.

Chair Salmon nominated William Leach. There were no other nominations and the nominations were closed.

**Action:** It was moved by Director Jeffries, seconded by Director Salmon to nominate William Leach to serve as Secretary for the ensuing year.

**Motion carried:** Unanimous (5-0)

- A2. Commencement of Regular Monthly Meeting-Newly Elected President  
 Chairman Salmon continued to serve in the capacity of Chairman for the ensuing year. It was noted that the Chair appoints one of the directors to serve as Treasurer and appoints directors to serve on the committees of the Board. The Chairman indicated he will make the appointments at the January 2020 regular meeting. Current committees will continue up to that time.

**B. ADDITIONS TO AGENDA**

None

**C. BOARD MEMBER AND PUBLIC COMMENTS**

Director Jeffries thanked Chairman Howard Salmon for representing the District in the Fallbrook Christmas Parade on December 7<sup>th</sup>. He rode in one of the co-funded North County Fire Protection District ambulances.

Chairman Salmon recently met a representative from Supervisor Jim Desmond's office. She indicated she would like to meet with him to further discuss the role of the District. Discussion ensued regarding best ways of communicating the District's function, purpose and value.

There was no public comment.

**D. CONSENT ITEMS**

- D1. Approval of October 2019 Financial Statements
  - D2. Minutes of November 6, 2019 Finance Committee Meeting
  - D4. Minutes of November 11, 2019 Special Board Meeting
  - D3. Minutes of November 13, 2019 Regular Board Meeting
  - E2. Minutes of November 20, Strategic Planning Committee Meeting
- Board members did not request any of the above listed items be pulled for further discussion.

**Action:** It was moved by Director Schwartz-Frates, seconded by Director Mroz to approve the Consent Items as presented.

**Motion carried:** Unanimous (5-0)

**E. REPORTS**

- E1. Finance Committee – Directors Jeffries and Mroz  
 Committee Chair Jeffries reviewed the financial reports for the month of October 2019. (See attached)  
 She then discussed the Annual Audit, noting that the auditors had no difficulty in obtaining the data needed from staff. There were no exceptions and Director Jeffries explained that bullet points in the Management Report portion of the audit are not recommendations per se; the auditors include generic examples of types of appropriate controls at smaller entities as a reference point for board and management. The Finance Committee recommended approval of the annual audit by the full board.  
 Lastly, the Finance Committee discussed the use of Cybergrants for the District's Community Health Contracts process and recommended the full board approve, at its regular meeting in December, contracting with Cybergrants for Community Health Contracting.
- E2. Gov't and Public Engagement Committee – Directors Schwartz-Frates and Mroz  
 Committee Chair Schwartz-Frates reviewed the Community Engagement report noting that to date, 14 of the 17 non-profit recipients of Community Health Contracts have been visited by staff and governing board members. (See attached)  
 She then reviewed a government and legislative report. ACHD has requested we complete our advocacy survey by December 13<sup>th</sup>. ACHD and CSDA have upcoming leadership academies in February and April respectively.

- E3. Facilities Committee – Directors Leach and Mroz  
 Committee Chair William Leach reported that in lieu of a committee meeting in November, representatives met at the San Diego County offices with J. Whalen representatives regarding permitting for the E. Mission property. The County recommended that some studies be done including traffic and noise studies. He said no major issues are anticipated. The Facilities Committee will meet here next week.  
 The roof, conduits and ducting project at the MedPlus Urgent Care building on Alvarado Street has been completed, and the drainage issues at the E. Mission property have been resolved. Elimination of dead trees on E. Mission and the Admin Office on S. Brandon has been scheduled.
- E4. Strategic Planning Committee – Directors Salmon and Jeffries  
 Committee Chair Salmon said he and Director Jeffries will be meeting with Executive Director Rachel Mason to set the agenda for the next Strategic Planning Committee meeting in late December or January.
- E5. Executive Director – Rachel Mason  
 Rachel Mason reviewed her report for December. It included updates on the sidewalk project, roofing project, and IT which included that payroll will be processed by ADT beginning in January. She also discussed the need for board and executive director assessments. (See attached report)
- E6. General Counsel – Jeffrey Scott  
 Attorney Jeffrey Scott reviewed his report on legislative bills of interest to the District. (See attached)

#### F. DISCUSSION ITEMS

- F1. Presentation of Collaborative Proposal for Wellness Center – Catalyst & Taylor Design  
 Representatives were in attendance from Catalyst (Debbie Jacobs) and Taylor Design (Joe Lowe) to present a collaborative proposal for services they could provide in the development of programs/services and renovation of the E. Mission property. They provided a scope of work proposal. Discussion ensued. The importance of Phase 1 was emphasized as it must be done well in order to be successful. It was recognized that it might take longer than projected. Further discussion ensued. It was noted that a lot of data has already been gathered; however, there are additional segments of the population needing to provide input. It was agreed that everyone wants to assure we develop this property and its programs in the best way possible. Debbie Jacobs said their intention is to use the collected data and enhance it with additional evidence-based research in their efforts to assure success. Director Leach requested that Taylor Design work with the Facilities Committee.  
 Chairman Salmon said the proposal was on the agenda for discussion only. Next steps will be to refine the proposal through Strategic Planning prior to action by the full board.
- F2. Review Board Self-Assessment - Online
- F3. Review Executive Director Assessment – Online  
 Executive Director Rachel Mason said the above two Discussion Items can be discussed further at a future meeting. She said it's important that the board members know that both are necessary for best practice compliance.  
 By consensus the Board tabled these items to a future meeting.

**G. ACTION ITEMS**

- G1. Approval of Rock Rose School for Creative Learning Lease – Request for Month to Month Lease Extension – Amendment No. 1  
Recommendation that the board approve the revised agreement (with no end date included) with the understanding the District needs supersede the month-to-month agreement.  
 Legal Counsel said at least a 30-day notice of termination would be required.  
**Action:** On motion duly made by Director Jeffries, seconded by Director Mroz, the Board approved the above Lease Extension – Amendment 1 as presented.  
**Motion carried:** Unanimous (5-0)
- G2. Approval of Approval of Lyft Pilot Program and Draft Application  
Recommendation from Strategic Planning: That the board approve this pilot program. Chairman Salmon asked for a motion to approve this pilot program which had been discussed last month.  
**Action:** On motion duly made by Director Schwartz-Frates, seconded by Director William Leach, the Board approved the Lyft Pilot Program and Draft Application as presented.  
**Motion carried:** Unanimous (5-0)
- G3. Election to Special Districts Advisory Committee – San Diego Local Agency Formation Commission  
New Item Review and select eight nominees for Special Districts Advisory Committee, authorize President to cast vote for District before January 6, 2020.  
 Chairman Salmon said the information had been distributed to all board members and if anyone knows of someone on the list they would recommend to serve on the Advisory Committee, to please let him know and he will cast the votes for the District.  
**Action:** It was moved by Director Salmon, seconded by Director Schwartz-Frates to assign the Chairman authorization to vote for the District in this matter.  
**Motion carried:** Unanimous (5-0)
- G4. Review Annual Audit for the Year Ended 2019  
Recommendation from Finance that the board approve the annual audit.  
 Chairman Salmon asked for a motion to approve the Annual Audit for Year Ended 2019.  
**Action:** On motion duly made by Director Jeffries, seconded by Director Schwartz-Frates, the Board approved as presented the Annual Audit for the Year Ended 2019.  
**Motion carried:** Unanimous (5-0)
- G5. Approval of Cybergrants as Vendor for Processing Community Health Contract Grant Applications and Impact Reports  
Recommendation from Finance that the board approve contracting with Cybergrants for grantees and obtaining grants.  
 Rachel Mason said she is familiar with this web-based vendor through which a quarterly report regarding Community Health Contract recipients will be organized and ready for presentation. We can also use this vendor to apply for grants for services provided by the District.  
**Action:** On motion duly made by Director William Leach, seconded by Director Schwartz-Frates, the Board approved contracting with Cybergrants for processing Community Health Contract applications and Impact reports.  
**Motion carried:** Unanimous (5-0)

**H. ITEMS FOR SUBSEQUENT MEETINGS**

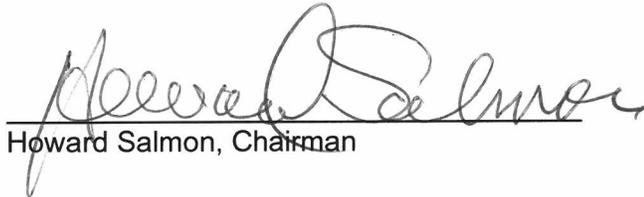
- H1. Other Director/Staff discussion items
- H1a. Item(s) for future board agendas
- H1b. Announcements of upcoming events:
- **No meeting in December** of the **Community Collaborative for Health & Wellness Committee (CCH&W)**
  - **Strategic Planning Committee meeting** – Wednesday, **December 18**, 5:00pm, FRHD Administrative Office, Community Room, 138 S. Brandon Rd.

- **Gov't and Public Engagement Committee meeting** – Quarterly **TBD**
- **Christmas Eve and Christmas Day/District Holidays** – Office closed
- **New Year's Day/District Holiday** – Office closed
- **Finance Committee meeting** – 1<sup>st</sup> Wednesday, **January 2**, 6:00pm, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
- **Woman of Wellness** – 1<sup>st</sup> Thursday, **January 2**, 6:00 – 7:30pm, Fallbrook Library
- **Community Collaborative for Health & Wellness Committee (CCH&W)** – **January 15**, 9:30am, FRHD Administrative Office, Community Room, 138 S. Brandon Rd., Fallbrook
- **Board Workshop TBD**  
FRHD Administrative Office, Community Room, 138 S. Brandon Rd., Fallbrook
- **ACHD's 2020 Leadership Academy – February 20-21**, Sacramento.

H2. **Next Regular Board meeting – 2<sup>nd</sup> Wednesday, January 8**, 6:00pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook

**K. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:14 p.m.

  
Howard Salmon, Chairman

  
Board Secretary/Clerk