



**MINUTES  
REGULAR BOARD MEETING  
Wednesday, March 10, 2021, 6:00 p.m.**

In accordance with the current State of Emergency and the Governor’s Executive Order N-25-20, of March 12, 2020 and N-33-20 of March 19, 2020, teleconferencing was used for this meeting. Board members, staff and members of the public were able to participate by webinar and members of the public were also able to participate by telephone.

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

Chairman Howard Salmon called the meeting to order at 6:02 p.m.

In attendance: Directors Howard Salmon, Kate Schwartz, Stephanie Ortiz and Jennifer Jeffries.

Absent: Barbara Mroz

Also attending: Legal Counsel Jeff Scott, Chief Executive Officer Rachel Mason, Accountant Susan Woodward, and staff members Mireya Banuelos, Wendy Lyon, Tracy Rosalee and Pamela Knox.

Multiple members of the public were also attending.

**B. APPROVAL OF THE AGENDA**

**Action:** It was moved by Director Jeffries, seconded by Director Schwartz to approve the agenda as presented.

**Motion carried** by the following roll call vote: 4-0. 1 absent

Director Schwartz .....	Aye
Director Ortiz .....	Aye
Director Jeffries .....	Aye
Director Salmon .....	Aye
Director Mroz .....	Absent

**C. PUBLIC COMMENTS**

None

**D. CONSENT ITEMS**

- D1. Approval of January 2021 Financial Statements
- D2. Minutes of February 3, 2021 Finance Committee Meeting
- D3. Minutes of February 10, 2021 Regular Board Meeting
- D4. Minutes of February 12, 2021 Gov’t & Public Engagement Committee Meeting
- D5. Minutes of February 17, 2021 Strategic Planning Committee Meeting
- D6. Minutes of February 25, 2021 Facilities Committee Meeting

Members of the Board did not ask to have any items pulled for further discussion.

**Action:** It was moved by Director Schwartz, seconded by Director Jeffries to approve the above listed consent items as presented.

**Motion carried** by the following roll call vote:

Director Ortiz .....	Aye
Director Jeffries .....	Aye
Director Schwartz .....	Aye
Director Salmon .....	Aye
Director Mroz .....	Absent

**E. REPORTS/POSSIBLE ACTION**

- E1. Finance Committee – Directors Jeffries and Mroz  
 Committee Chair Jeffries reviewed the financial statement for January 2021. There was brief discussion during Report 3, Profit & Loss Y-T-D, Actual vs Budget. Director Jeffries also commented that the transfer of the approved \$4,000 from LAIF to the Operating Account has not been done since there is a minimum of \$5,000 for transfers. Therefore, this preapproved amount and next amount approved for transfer will be done at that time.
- E2. Gov’t and Public Engagement Committee – Directors Schwartz-Frates and Ortiz
  - Update on COVID-19 Outreach Efforts  
 Committee Chair Schwartz provided a legislative update at the national, state, and local levels most of which relate to situations caused by the pandemic. FRHD has been working alongside Cal Fire and North County Fire Protection District to bring the COVID-19 vaccine to our community.  
 She invited Community Health Coordinator Mireya Banuelos to review the Community Engagement Report. Ms. Banuelos said the Community Wellness Center Feedback Survey closed on February 22<sup>nd</sup> with 319 English and 25 Spanish final responses received. Focus groups are now in process and once completed will enable Catalyst (consultant for the development of the E. Mission property) to provide a report to the Board on the aggregate data from the focus groups and survey, possibly at a special meeting in April.  
 In addition, regarding COVID-19 updates, Ms. Banuelos said multiple banners and a billboard directing people to contact the District for information are now in place. Direct mailers will be sent as soon as next week providing the same information. She noted there is abundant information on the District’s website as well.  
 Lastly, she reviewed the District’s social media outreach for the month of March. (Detailed information on the report is available in the board meeting packet on the District’s website)
- E3. Facilities Committee – Directors Mroz and Salmon  
 Director Salmon said the February meeting of the Facilities Committee included discussion regarding the maintenance required at the District office on S. Brandon Street. It was determined by the County that the tree uplifting the parking lot entrance belongs to the District and the best option is to remove it. Prior to repaving the parking lot, the HVAC (heating, ventilation and air conditioning) system must be replaced.
- E4. Ad Hoc Steering Committee – Directors Schwartz-Frates and Ortiz  
 Director Schwartz said the committee met on March 5<sup>th</sup> and reviewed the recent community survey results (mentioned in the Government/PE report).  
Health Conditions  
 English speaking residents expressed that areas of concern regarding health conditions included high blood pressure, high cholesterol, anxiety, arthritis, depression, obesity, and diabetes. Mobility issues were listed as a highest challenge.

Spanish speaking respondents indicated areas of concern regarding health conditions included diabetes, anxiety, obesity, and high cholesterol. Their highest challenge was the language barrier.

Twenty-eight percent of the Spanish speaking community listed food security issues as a major concern.

Transportation was listed as a barrier to attending community events.

Community Activities of High Interest Include the following:

Children’s programs – educational, sports, cooking

Christmas and holiday celebrations from all cultures

Health – educational, holistic, alternative

Exercise - Walking, Tai Chi, running, games, marathons

Harvest events, Spring events

Music – classes, musicals

Art classes

Computer classes

Spanish/English classes

Events & Spaces for teenage youth

Support Groups

Gardening/Farmer’s Market

The results of the survey and the focus group sessions will be integrated and brought to the Board.

- E5. Strategic Planning Committee – Directors Jeffries and Salmon  
Committee Chair Jeffries said two topics were discussed at the last meeting: Behavioral Health Summit and the report from Catalyst. It was agreed that the Behavioral Health Summit would be considered after the forthcoming report from Catalyst.

- E5. Chief Executive Officer – Rachel Mason  
COVID-19 Updates regarding vaccine and testing had already been provided. CEO Rachel Mason said in a further outreach effort she had sent a vaccination survey to gather insight about the current status of vaccination attitudes. As of March 5<sup>th</sup>, 200 responses had been received. Results are included in her report which was provided in the meeting packet and is available on the website.

The application window for the CHC Grant program opened on March 1<sup>st</sup>. Jot Form is the online portal now in use as it has an easier user format and is considerably less expensive than Cybergrants.

There will be a Public Hearing at the April Board Meeting to gather the community’s feedback on the draft budget for fiscal year 2021-22.

While LAFCO is still indicating a Municipal Service Review Study for fiscal year 2020-2021, it is possible it will be moved to the next fiscal year.

CEO Rachel Mason reminded board members that they were assigned webinars provided by SDRMA as participation helps the District to reduce insurance costs. She reminded them that the deadline for completion is March 31, 2021.

Lastly, there is a vacancy on the California Special District Association’s (CSDA) Board of Directors (Southern District, Seat 1). Ms. Mason said she has been active with this organization and finds it very helpful, along with the Association of California Health Districts (ACHD) of which Howard Salmon serves as Chairman of the Board. Ms. Mason offered to be a candidate for this open seat on the CSDA Board.

**Action:** It was moved by Director Schwartz, seconded by Director Jeffries to nominate Rachel Mason as a candidate for the open position on the CSDA Board.

**Motion carried** by the following roll call vote 4-0. 1 absent

Director Ortiz .....	Aye
Director Jeffries.....	Aye
Director Schwartz .....	Aye
Director Salmon .....	Aye
Director Mroz .....	Absent

E6. General Counsel – Jeffrey Scott

Prior to presenting the District’s Foundation Bylaws, Mr. Scott discussed AB 361 which codifies the Governor’s Executive Order for allowing virtual meetings during emergency times. He said the bill is expected to be approved.

- Bylaws of Fallbrook Regional Health District Foundation

Counsel Jeffrey Scott said the District had previously approved forming a Nonprofit Public Benefit Foundation and naming it the Fallbrook Regional Health District Foundation. He created the Bylaws for this entity and provided them to the Board of Directors for review. He reviewed highlights and its purpose, noting it is a “captured” foundation in that all actions must be approved by the District Board. Meetings will follow the District Board of Directors meeting and all assets transfer to the District if the Foundation is ever dissolved. He noted that he had used the terms “President” and “Vice President” and that should be changed to “Chairman” and Vice-Chairman” to remain consistent with District terminology. In addition, he said Articles of Incorporation have been submitted to the California Secretary of State for filing and he is awaiting notice of filing.

**Action:** It was moved by Director Jeffries, seconded by Director Ortiz to approve the Bylaws of Fallbrook Regional Health District Foundation as presented with the caveat that the officers titles will be “Chairman” and “Vice-Chairman” to match those used by the District.

**Motion carried** by the following roll call vote 4-0. 1 absent

Director Salmon .....	Aye
Director Jeffries .....	Aye
Director Schwartz .....	Aye
Director Ortiz .....	Aye
Director Mroz .....	Absent

**F. DISCUSSION/POSSIBLE ACTION ITEMS**

F1. Consideration of Board Development and Education – Strategic Planning for Special Districts

Discussion ensued regarding ways in which the District might improve its strategic planning process. It was suggested that once we have the data gathered by Catalyst, and decisions regarding development of the E. Mission Road property are complete, it will be possible to “broaden our lens” to include planning for future needs for the District. It was also recognized that a great deal of effort has been devoted to dealing with the community’s health concerns during the COVID-19 pandemic.

Several goals have already been achieved, including creating a new Vision, more focused plans for facilities and maintenance, and the provision for reserved funds.

Chairman Salmon said he will work with the CEO, utilizing the ACHD Strategic Planning Discussion Guide, and bring suggestions back to the members of the Board.

Chairman Salmon commented that in the past, District ad hoc committees have not recorded minutes. All Board committee meetings, standing and ad hoc, must have minutes of their proceedings submitted to the Board.

**G. BOARD MEMBER COMMENTS & ITEMS FOR SUBSEQUENT MEETING**

G1. Other Director/Staff discussion items

CEO Rachel Mason noted the San Diego Blood Bank Blood Drive on March 31<sup>st</sup> here at the District parking lot. The need is always great and, there is the additional benefit that blood draws are tested for COVID-19 antibodies. (Not to be confused with testing for active COVID-19 infections or recent exposure)

G1a. Item(s) for future board agendas

None

G1b. Announcements of upcoming events:

- **COVID-19 Vaccinations – Dates and Locations TBD**
- **FRHD/Catalyst Steering Committee meeting** – 4<sup>th</sup> Friday, **March 5<sup>th</sup>** 10:30am, Virtual Meeting
- **Gov't and Public Engagement Committee meeting** – 2<sup>nd</sup> Friday, **March 19<sup>th</sup>** 10:30am, Virtual Meeting (**moved from March 12<sup>th</sup>**)
- **Community Collaborative for Health & Wellness Committee (CCH&W) meeting** – 3<sup>rd</sup> Wednesday, **March 17<sup>th</sup>** 10:30am-noon, Virtual Meeting (See [fallbrookhealth.org/calendar](http://fallbrookhealth.org/calendar))
- **Strategic Planning Committee meeting** – 3<sup>rd</sup> Wednesday, **March 17<sup>th</sup>** 5:00pm, Virtual Meeting
- **Facilities Committee meeting** – 4<sup>th</sup> Thursday, **March 25<sup>th</sup>** 10:30am, Virtual Meeting
- **COVID-19 Testing**  
**Vallecitos Elementary School** – **Friday, March 26** 9:00am-3:00pm  
5211 5th St, Rainbow, CA 92028
- **San Diego Blood Bank Blood Drive** – Wednesday, **March 31**, 11:00am - 4:00PM, FRHD Administrative Office Parking Lot, 138 S. Brandon Road., Fallbrook
- **Woman of Wellness – Postponed**
- **Finance Committee meeting** – 1<sup>st</sup> Wednesday, **April 7<sup>th</sup>** 4:30pm, Virtual Meeting
- **Budget Public Hearing** – **April 14<sup>th</sup>** 6:00pm, Virtual Meeting

G2. **Next Regular Board meeting** – 2<sup>nd</sup> Wednesday, **April 14**, 6:00pm, Virtual Meeting

**H. ADJOURNMENT**

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

  
Howard Salmon, Chairman

  
Board Secretary/Clerk