



Fallbrook Regional
HEALTH DISTRICT

138 S. Brandon St. • Fallbrook CA 92028 • 760-731-9187

BOARD OF DIRECTORS
MEETING

WEDNESDAY,
MARCH 8, 2023

At 6:00 PM

Meeting location:
IN-PERSON & ZOOM
FALLBROOK REGIONAL HEALTH DISTRICT
ADMINISTRATIVE OFFICE
138 SOUTH BRANDON ROAD
FALLBROOK, CA 92028



AGENDA
BOARD OF DIRECTORS MEETING

March 8, 2023, 6:00 p.m.
1st Floor Community Room, 138 S. Brandon Rd., Fallbrook

In accordance with California Government Code Section 54953 teleconferencing will be used for this meeting. Board members, staff and members of the public will be able to participate by webinar by using the following link: <https://us02web.zoom.us/j/87605337985?pwd=NUpncE5BeFM4dEIOY0dFcGROSmZJdz09>
Meeting ID: 87605337985. Passcode: 966124 Participants will need to download the Zoom app on their mobile device. Members of the public will also be able to participate by telephone using the following dial in information: +1-669-900-6833 Meeting ID: 87605337985. Passcode: 966124

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

B. APPROVAL OF THE AGENDA

C. PUBLIC COMMENTS - ANNOUNCEMENT

Members of the public may address the Board regarding any item listed on the Agenda at the time the item is being considered. Members of the public may also speak on any item not listed on the Agenda which falls within the subject matter jurisdiction of the District immediately prior to Board Comments & Items for Subsequent Meetings section below. Members of the public attending in-person need to fill-out a “Request to Speak” card and those attending by webinar need to raise your hand at this time and identify the Agenda item they would like to speak on. The Board has a policy limiting any speaker to not more than five minutes.

**D. GRANTEE PRESENTATION – BOYS & GIRLS CLUBS OF NORTH COUNTY
ALLISON BARCLAY,CEO**

E. CONSENT ITEMS

- E1. Minutes of February 1, 2023, Finance Committee Meeting.....
- E2. Minutes of February 7, 2023, Special Board of Directors Meeting
- E3. Minutes of February 8, 2023, Board of Directors Meeting
- E4. Minutes of February 15, 2023, Facilities Committee
- E5. Minutes of February 15, 2023, Strategic Planning Committee
- E6. Minutes of February 22, 2023, Governmental & Public Engagement Committee.....

F. REPORTS/POSSIBLE ACTION

- F1. Finance Committee – Directors Brown and Jeffries Report coming in April meeting.
- F2. Facilities Committee – Directors Jeffries and Mroz
- F3. Strategic Planning Committee – Directors Leach and Mroz
- F4. Governmental & Public Engagement – Directors Stanicek and Leach
- Recommendation from the committee to consider hiring an Outreach and Communications Coordinator.
- F5. Chief Executive Officer – Rachel Mason.....
- F6. General Counsel – Jeffrey Scott.....

G. DISCUSSION/POSSIBLE ACTION ITEMS

- G1. Special Board of Directors Meeting Follow up.
- G2. Community Health & Wellness Center Project Priorities
- G3. CSDA, LAFCO, SDRMA Call for Nominations.

H. COMMENTS BY MEMBERS OF THE PUBLIC ON ITEMS NOT ON THE AGENDA

I. BOARD MEMBER COMMENTS & ITEMS FOR SUBSEQUENT MEETINGS

Other Director/Staff discussion item. Item(s) for future board agendas

Announcements of upcoming events:

See the District website event calendar at <https://www.fallbrookhealth.org/community-health-wellness-center>

Facilities Committee - 3rd Wednesday, **March 15, 2023**, at 2:00 pm.

Strategic Planning Committee - 3rd Wednesday, **March 15, 2023**, at 5:30 pm.

Governmental and Public Engagement Committee – 4th Wednesday, **March 22, 2023**, at 5:30pm

Finance Committee – 1st Wednesday, April 5, 2023, at 4:30pm

Next Board of Directors Meeting – 2nd Wednesday, **April 12, 2023**, 6:00pm

J. CLOSED SESSION

- J1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
PURSUANT TO GOVERNMENT CODE SECTION 54956.8:
Property: Located at 617 East Alvarado Street
Fallbrook, California 92028
Parties: District and Dr. Graydon Skeoch
Under Negotiation: Price and Terms

K. RETURN TO OPEN SESSION

Report After Closed Session

L. ADJOURNMENT

NOTE: I certify that on Friday, March 3, 2023 I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Fallbrook Regional Health District, said time being at least 72 hours in advance of the meeting. The American with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of District business. If you need assistance to participate in this meeting, please contact the District office 24 hours prior to the meeting at 760-731-9187.



Executive Assistant / Board Clerk

GRANTEE PRESENTATION

BOYS & GIRLS CLUBS OF

NORTH COUNTY

ALLISON BARCLAY, CEO



**MINUTES
FINANCE COMMITTEE**

Wednesday, February 1, 2023, at 4:30 P.M.

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

In accordance with California Government Code Section 54953 teleconferencing will be used for this meeting.

Call to Order/Roll Call

Committee Chair Terry Brown called meeting to order.

In attendance Committee Members Terry Brown and Jennifer Jeffries, CEO Rachel Mason, Executive Assistant Raquel Williams, Administrative Officer Judith Oswald, Community Health & Wellness Center Administrator Theresa Geracitano

Accountant: Susan Woodward

1. Public Comments – Announcement

None

2. Review of Financial Statements for December 2022

Report 1 – Balance Sheet Comparison of **December 2022**

Report 2 – Income Statement for the Month Ended **December 2022 & Fiscal Year to Date**

Report 3 – Profit & Loss Actual vs YTD Budget – **December 2022**

Report 4 – Approved Annual Budget **July 2022 – June 2023**

Report 5 – Local Agency Investment Fund (LAIF) Statement – **December 2022**

Report 6 – CalTrust Statement – **December 2022**

FRHD Compliance Report

Report 7 – Property Tax Revenue – **July 2022 – December 2022**

Report 8 – Check Detail Report as of **December 2022**

Report 9 – VISA Credit Card Statement – **December 2022**

Report 10 – Community Investment Fund Report as of **December 2022**

Committee Chair Terry Brown reviewed the above December 2022 financial reports.

Disclosures: The investments of the District are following the District's 2022-23 Investment Policy.

3. Discussion items

Update from CEO Rachel Mason on the Financial Transaction Report has been filed with the state before the deadline, unfortunately we have not heard back from David Forman CLA to get an ETA for the completion of the Audit. Discussion ensued. CEO Rachel Mason is conferring with Jeff Scott regarding the contract language for future auditors.

Update on chart of accounts after reviewing the previous chart it was observed that there was duplication and it was time to clean it up to simplify the reporting process. Community Investment Fund will be renamed to Community Development Disbursements. Chart is now in alphabetical order for easier reporting processes.

4. Board Member Comments and Future Agenda Items

Update from Auditors

5. Adjournment

There being no further business, the meeting was adjourned at 5:17 p.m.

A handwritten signature in blue ink, reading "August Wilkins". The signature is written in a cursive style with a horizontal line underneath it.

Board Secretary/Clerk

DRAFT



**MINUTES
SPECIAL MEETING BOARD OF DIRECTORS**

February 7, 2023, at 5:30pm

Administrative Office

1st Floor Community Room, 138 S. Brandon Rd., Fallbrook, CA 92028

In accordance with California Government Code Section 54953 teleconferencing will be used for this meeting.

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

Director Bill Leach called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance. In attendance: Directors Bill Leach, Barbara Mroz, Jennifer Jeffries, Terry Brown, and Mike Stanicek. CEO Rachel Mason, Legal Counsel Jeffrey Scott, and Property Manager Roy Moosa. Staff members and associates: Executive Assistant Raquel Williams, Administrative Officer Judith Oswald, Community Health & Wellness Center Administrator Theresa Geracitano.

B. APPROVAL OF THE AGENDA

Action: It was moved by Chair Leach seconded by Director Stanicek to approve the agenda as presented.

Director Mroz	Aye
Director Jeffries.....	Aye
Director Brown.....	Aye
Director Stanicek.....	Aye
Director Leach.....	Aye

C. PUBLIC COMMENTS –

Michael Hefner of Bonsall wants FRHD to spend money on health issues for the community. FRHD needs to improve outreach to the public.
Laurie Brown thinks it's a good idea to keep Urgent Care facilities in the community.
Cindy Custer agrees with Laurie Brown and is concerned about the alternate venues.
Allan Brossard is incredulous that there is no Urgent Care and FRHD is planning to spend millions of dollars on an event space.
Silvia Colton concerned for the community that the present Urgent Care facilities are not up to date.

D. DISCUSSION/POSSIBLE ACTION ITEMS

Director Jeffries shared recommendations from the Facilities Committee: the Community Health & Wellness Center Development plan: First, the Board needs to set an overall project budget. Second, Facility Priorities on building A, the Sanctuary and parking lot are the focus of this phase in the project. Building B is adequate as it is. Lastly, future consideration in having Taylor Design develop specific schematics for the various projects.

Director Brown is proposing that the parking lot be priority. Second priority is the education building, as it needs to be fully up and running. Director Brown was concerned about a lack of HVAC/heat in the classrooms. CEO Rachel Mason outlined several improvements that are in process, including the new HVAC system being installed on February 20. Classrooms 3 and 6

are on hold for a future partnership. Estimates for paint are being scheduled for the Education building.

The house building needs a few cosmetic projects, and the back yard area needs to be ADA compliant. Chair Leach commented that he agrees with the many of the comments, the Board has been looking at the plans with due diligence and is in the process of funding many of the programs that the community is asking for. Chair Leach also wishes that there were better and more Urgent Cares. Need to look at priority lists and move from there.

E. COMMENTS BY MEMBERS OF THE PUBLIC ON ITEMS ON THE AGENDA

Roy Moosa believes that the Board needs to go back to the public.

Mar Gee Farr agrees with Roy.

Debra resident of Bonsall shared her experience with Fallbrook Hospital.

Lindsay Jones wants to echo the sentiments of the callers FRHD should utilize the funds towards drug abuse and awareness for youth. CEO Rachel Mason encouraged the public to please reach out to her about the ideas that they have shared.

Denise says the money should be used towards health for the community.

Cindy Cuske wants more information on community pools.

Michael Hefner will reach out to Rachel; he wants to know why we don't sell or lease out the Brandon St. building.

Chair Leach encouraged the public to come to the meetings. Discussion ensued.

Director Brown asked about the Medical Provider number. Jeff Scott will be getting back to the Board with that response.

F. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:55pm



Executive Assistant/Board Clerk



MINUTES
BOARD OF DIRECTORS MEETING
February 8, 2023, 6:00 p.m.
Hybrid meeting held at Administrative Office,
1st Floor Community Room, 138 S. Brandon Rd., Fallbrook

In accordance with California Government Code Section 54953 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

Director Bill Leach called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance. In attendance: Directors Bill Leach, Barbara Mroz, Terry Brown, and Mike Stanicek. CEO Rachel Mason, Accountant Susan Woodward, Legal Counsel Jeffrey Scott, and Property Manager Roy Moosa. Staff members and associates: Executive Assistant Raquel Williams, Administrative Officer Judith Oswald, Community Health & Wellness Center Administrator Theresa Geracitano. Tomedes translator, Amber Berkey from Michelle’s Place and members of the public. Absent: Jennifer Jeffries

B. APPROVAL OF THE AGENDA

Action: It was moved by Director Brown seconded by Director Mroz to approve the agenda as presented.

Motion carried

Director Mroz.....	Aye
Director Jeffries.....	Absent
Director Brown.....	Aye
Director Stanicek.....	Aye
Director Leach.....	Aye

C. PUBLIC COMMENTS – ANNOUNCEMENT

Diana Bamford shared about her appreciation of the Community Health & Wellness Center. Ellen Fusco is thankful for all the programs at Community Health & Wellness Center. Irene from the Parkinson’s Support Group is also appreciative of the CH&WC she shared that with the space at no cost it has afforded them to bring in more people to help. Jeff Egkan gave a political statement of support for Ross Pike as he is running for a seat on the LAFCO Board.

D. GRANTEE PRESENTATION – MICHELLE’S PLACE CANCER RESOURCE CENTER- Amber Berkey

Initially Family, friends, and the community came together and created a mission to serve the local community when faced with a cancer diagnosis. Since Michelle needed a cancer resource center where she could go or help in coping with her challenges, her parents, family, and friends started one in her memory so others will have an opportunity to get the help they need it is called Michelle's Place Cancer Resource Center.

Michelle always shared her knowledge and experience of battling cancer in a positive, uplifting way. Although her journey on earth was cut short at the age of 26, her vision of helping others with cancer has been the inspiration to open Michelle's Place and assist those walking a similar path. No clinical assistance is provided. They provide wrap around services for the whole family.

E. CONSENT ITEMS

- E1. Minutes of January 4, 2023, Finance Committee Meeting
- E2. Minutes of January 11, 2023, Board of Directors Meeting
- E3. Minutes of January 18, 2023, Facilities Committee
- E4. Minutes of January 18, 2023, Strategic Planning Committee
- E5. Minutes of January 21, 2023, Board Training & Workshop
- E6. Minutes of January 25, 2023, Facilities Committee
- E7. Minutes of January 25, 2023, Governmental & Public Engagement Committee
- E8. Consideration of Resolution 459 – Re-Ratifying the State of Emergency and Re-Authorizing Remote Teleconference Meetings

Action: It was moved by Director Mroz seconded by Director Brown to approve the Consent Items as presented.

Motion carried by the following roll call vote (4-0)

Director Mroz	Aye
Director Jeffries.....	Absent
Director Leach.....	Aye
Director Brown.....	Aye
Director Stanicek.....	Aye

F. REPORTS/POSSIBLE ACTION

F1. Finance Committee – Directors Brown and Jeffries

The investments of the District are following the District's 2022-23 Investment Policy. The balances in the District's investment accounts give the District the ability to meet its expenditure requirements for the next eighteen (18) months. This report shows utilized funds invested in the Community Health & Wellness, specifically for The development of the property. Including maintenance, repairs, permits, and consultants. CEO Mason informed the Board that there was a glitch in the Finance report that was presented at the Feb. 1 Finance committee, and it has been amended and is presented by Treasurer Brown this evening. The auditors were able to submit the Financial Transaction Report by the deadline. Discussion ensued about the audit status.

Action: It was moved by Director Brown seconded by Director Stanicek for the LAIF transfer of \$30,000.00.

Motion carried by the following roll call vote (4-0)

Director Mroz	Aye
Director Leach	Aye
Director Brown	Aye
Director Stanicek.....	Aye
Director Jeffries	Absent.

F2. Facilities Committee – Directors Jeffries and Mroz

Facilities recommends that the Board have further discussion on the needs of the CH&WC As a result of the special meeting a list of needs is being created and the committee is going to discuss the list of needs at the next meeting. Bids for the parking lot are priority.

F3. Strategic Planning Committee – Directors Leach and Mroz

CEO Mason shared with the committee a proposed partnership from the Gary and Mary West PACE program (GMWP), which has a small cohort of participants residing in Fallbrook. Due to the remote nature of the Fallbrook Community, GMWP recognizes the need to mobilize services and resources to bring more accessibility to health and wellness services, for our participants. Additionally, the Fallbrook Regional Health District has identified a dearth of care providers as a significant challenge for area seniors. Thus, this proposal benefits both entities in bringing health services to an underserved and vulnerable population. To address these needs GMWP would like to propose the following: In partnership with the Fallbrook Regional Health District (FRHD), GMWP will build a Senior Health and Wellness Satellite Clinic.

Chair Leach stated that the Strategic Planning workshop was beneficial to the Board as they gained more insight on the plan development.

Committee would like to do a revision of the mission statement and will bring it to the Board.

F4. Governmental & Public Engagement – Directors Stanicek and Leach

Director Stanicek would like to bring the focus back to local instead of national. Nice to see the Grantees present at the meeting. Wants to gain momentum on the public outreach efforts and figure out a way to systematize the way we communicate to the public to eliminate the miscommunication that we are experiencing. Frequency of the meeting is being looked at and Chair Stanicek believes the monthly meetings are good for now.

Community Health & Wellness Center Administrator Theresa Geracitano

The year had a strong start in January with a total of 72 events on the schedule. This number includes both closed and open to the public events.

New this month are Good Dog Service Canine training and graduation which was open to the public, Rx Ballroom Dance, and a fourth Encore card group.

This month's Wellness Wednesday event will expand to include education on heart health, blood sugar, and support to quit smoking, as well as health screenings. The workshop this month and the remainder of the year will focus on lifestyle change topics and introduction to our Lifestyle Change program. So far 4 people are interested in the Skinny Genes Program. Mary Murphy with North County Fire is planning on CPR classes and Naloxone awareness. December is the first month we have seen more than a few unsubscribes, this is a low amount at 32 and is to be expected. Open and click rates continue to be above the industry average. Barbara Mroz suggests that we create a History of the Hospital perhaps a timeline method. GC-Jeff Scott gave an update from the previous meeting regarding the Medical Provider number Director Brown inquired about and gave a brief history of the sale of the Hospital. The Medical Provider number lapsed.

F5. Chief Executive Officer – Rachel Mason

CEO Mason gave an update about the Grant window being open. Wishing them all the best of luck.

F6. General Counsel – Jeffrey Scott

AB 2449 (Rubio)

As a reminder, the Governor's State of Emergency Order related to the COVID pandemic is set to expire on February 28, 2023. Consequently, effective March 1, 2023 AB 2449 will kick in and governs the use of remote meetings.

Pursuant to AB 2449 public agencies will have the flexibility to conduct remote meetings under the requirements of AB 2449 or utilize the traditional Brown Act teleconference rules. Under the provisions of AB 2449, agencies are not obligated to post agendas at all teleconference locations, are not obligated to identify all teleconference locations on the agenda, and are not obligated to make each teleconference location open to the public.

AB 2449 does require that at least a quorum of the members of the Board must participate in-person from a single location open to the public, identified on the agenda, and within the District boundaries.

Remote participation for “just cause” reasons shall not be utilized by a Board member for more than two meetings per year. Remote participation for “emergency circumstances” shall not be utilized by a Board member for more than three consecutive meetings or 20% of the regular meetings for the agency within a calendar year.

G. DISCUSSION/POSSIBLE ACTION ITEMS

None

H. COMMENTS BY MEMBERS OF THE PUBLIC ON ITEMS NOT ON THE AGENDA

Barry Willis gave a political speech asking for the support of the Board as he is running for a seat on the LAFCO Board.

I. BOARD MEMBER COMMENTS & ITEMS FOR SUBSEQUENT MEETINGS

Director Stanicek asked that the Board follow up on the Special Meeting.

Director Brown is asking Theresa if there is enough space at the CH&WC for our current programming demands. Setting the priorities for the project. Director Mroz suggested that a golf cart be purchased for the property.

Facilities Committee - 3rd Wednesday, **February 15, 2023**, at 2:00 pm.

Strategic Planning Committee - 3rd Wednesday, **February 15, 2023**, at 5:30 pm.

Governmental and Public Engagement Committee – 4th Wed., **February 22, 2023**, at 5:30pm

Next Board of Directors Meeting – 2nd Wednesday, **March 8, 2023**, 6:00pm

J. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:33 p.m.



Executive Assistant / Board Clerk

MINUTES
FACILITIES COMMITTEE
Wednesday, February 15, 2023, at 2:00 P.M.

In accordance with California Government Code Section 54953 teleconferencing will be used for this meeting. Board members, staff and members of the public will be able to participate by webinar and by phone.

1. CALL MEETING TO ORDER/ROLL CALL

Committee Members: Chair Jennifer Jeffries and Director Barbara Mroz
Staff: CEO Rachel Mason, Executive Assistant Raquel Williams, Community Health & Wellness Center Administrator Theresa Geracitano, Administrative Officer Judith Oswald

2. PUBLIC COMMENTS – ANNOUNCEMENT
NONE

3. DISCUSSION ITEMS

Update for projects in process at the Community Health & Wellness Center Education Bldg. for Classrooms 1 and 4 HVAC installed on Feb. 20 sinks and cabinets have been removed additional work needed to get done in the wall space. Storage lockers for different room users. Flooring samples have been delivered. Paint and flooring could potentially be completed by the end of March. Local Handyman will be doing the painting. Education Bldg. retrofit windows and new blinds. To retrofit 22 windows the estimate is \$20,788.00 from a local vendor North County Window and Door. Most likely use 3-day blinds for the blinds. Director Jeffries and Mroz agree to approve the window retrofitting. Education Bldg. exterior painting and gutters metal buildings require special paint estimates are coming soon. House of Wellness based on feedback the carpet is needing to be replaced with industrial flooring. Bedrooms are being prepared for new flooring as well. Kitchen new dishwasher, refrigerator, kitchen setup (dishware, cooking utensils, etc.) Replace old, carpeted areas with vinyl planking. Update interior paint and exterior whole house paint. Director Jeffries recommends that screened gutters be installed.

Draft backyard landscape plan to bring to ADA compliant. Directors Jeffries and Mroz agree to take advantage of our outdoor spaces and spread out the ADA parking spots.

Begin preparation of Parking Lot and sidewalk paving project. RFP will be done for this portion of the project.

Directors Jeffries and Mroz agree that this is a priority.

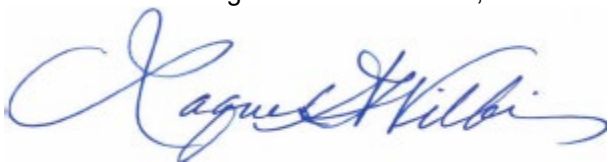
Property Manager Roy Moosa highly recommends that we justify and take pictures of all the improvements to show the public before and after.

4. BOARD COMMENTS AND FUTURE AGENDA ITEMS-

Director Mroz wants to bring this to the Board to move forward with the list. Before and after pictures will be taken by Theresa and Judith.

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:26 pm.





MINUTES
STRATEGIC PLANNING COMMITTEE
Wednesday, February 15, 2023, at 5:30 P.M.
Administrative Office, 1st Floor Community Room, 138 S. Brandon Rd., Fallbrook

In accordance with California Government Code Section 54953 teleconferencing will be used for this meeting. Board members, staff and members of the public will be able to participate by webinar.

1. Committee Members: Chair Bill Leach and Director Barbara Mroz
Staff: CEO Rachel Mason, Executive Assistant Raquel Williams, Community Health & Wellness Center Administrator Theresa Geracitano, Administrative Officer Judith Oswald

2. **PUBLIC COMMENTS – ANNOUNCEMENT**
NONE

3. **DISCUSSION ITEMS-**
Director Mroz believes the Mission Statement is generic she thinks it should reflect what the District is doing regarding the Health & Wellness Center. Strategic Planning Committee revised the last statement in 2020. Director Mroz will be looking at the Mission|Vision|Values to see how she can revise the statements to reflect the changes of the District.
CEO Mason shared with the committee that the District is interested in the PACE Program proposal. Chair Leach believes that we need more Community Collaborations in the hopes that we develop more relationships with the public and fight off some of the talk that we are competing with local businesses. Director Mroz believes that having a narrative on the website of how we got here will be helpful for public awareness. CEO Mason added that she is working on the timeline and a conversation has started with a current grantee of potential collaborations and will share with the Governmental & Public Engagement committee. Chair Leach would like to partner with the school districts. Lisa Turner, Executive Director of Palomar Family Counseling Services shared that the Community Collaborative meetings are super helpful, and we learn from each other more than we know. As a grantee she wanted to express her thanks for the Districts support.

4. **BOARD MEMBER COMMENTS AND FUTURE AGENDA ITEMS**
Director Mroz thinks we are on the mark for the Wellness Center and moving forward with the progress. Healthy Families make Healthy Communities.
Chair Leach would like to start crafting Strategic Plan 2024. Discussion of the Urgent Care building and status of the sale.

5. **ADJOURNMENT**
There being no further business, the meeting was adjourned at 6:00 pm.

A handwritten signature in blue ink that reads "Raquel Williams".

Board Secretary/Clerk



MINUTES GOVERNMENTAL & PUBLIC ENGAGEMENT COMMITTEE

Wednesday, February 22, 2023, at 5:30 P.M.

Administrative Office, 1st Floor Community Room,
138 S. Brandon Rd., Fallbrook, CA 92028

In accordance with California Government Code Section 54953, teleconferencing will be used for this meeting. Board members, staff and members of the public will be able to participate by webinar by using the following link.

1. CALL TO ORDER/ROLL CALL

Committee Members: Chair Mike Stanicek & Director Bill Leach

Staff: CEO Rachel Mason, Executive Assistant Raquel Williams, Community Health & Wellness Center Administrator Theresa Geracitano, Administrative Officer Judith Oswald,

2. PUBLIC COMMENTS – ANNOUNCEMENT

NONE

3. DISCUSSION ITEMS

Community Health & Wellness Center Administrator

- New outreach campaign “Be part of the Conversation” inviting the public to Board and Committee meetings ads will be run in the Village News and through social media.
- Great meeting with the (CCHW)Community Collaborative for Health and Wellness this is a group comprised of many Grantees, School districts and County Organizations to encourage collaborations.
- The Skinny Genes program, is a life style change program to address pre-diabetes. Theresa and Bianca are still in training and the program may be starting in April.
- There were approximately 775 visitors to the Wellness Center in January.

Director Stanicek commented about the 3 themes that have been developing at the meetings, why don't we have a hospital? Why do we have an Urgent Care that is not great? What does FRHD do?

Questions we continue to get are what is the Wellness center about? Why is it a wedding venue?

These are pillars that we need to wrap our arms around. These are valid concerns, whether false or real and we should address these issues and put together some communication protocols. To answer those 3 themes of miscommunication we have an opportunity to craft a few crisp pieces for the newspaper and or social media to address those issues and move on to real business.

Director Leach agrees that our communications need uniformity and admits that he has not read the paper in 10 years, but he thinks we are headed in a good direction with the Village News and Social Media.

CEO, Mason shared with the committee that the Communications and Outreach Coordinator position was born out of the history of seeing these communications falter and the Special Board of Directors meeting on February 7 made clear that many in the community are not hearing the District

messaging. The Staff has been taking turns with the many outreach events, but it is not always possible, when most are wearing a couple hats already an in-house coordinator would be assisting Rachel and Theresa and representing FRHD in speaking events and the weekend youth sports, and numerous community events.

CEO, Mason shared that presently Dani Vargas has been our part time social media person, but the challenge is that we must feed her the content and that causes a gap in the social media posting as it takes time to get her the pictures and videos. Having our own Communications coordinator who is immersed in our culture and knows what all the event schedules are would make for better social media outcomes. While it is another staff member, CEO Mason believes we have grown enough in the social metrics at the CH&WC even without that strong outreach messaging. CEO, Mason added that the note with 12 questions from the public comments of the February 7 Special Board of Directors meeting was what lead to the idea/creation of this position. These questions are indicative of the misunderstanding that is out there. Of the 12 points on their list 10 of them we are doing, have done them, have a plan for them or they are clearly out of the scope of the District. Director Stanicek asked if this was budgeted or an incremental add? CEO Mason informed the committee that this is an incremental add but that this year's fiscal budget had a substantial line item for District direct services that will cover this expense there will be no trade off.

Administrative Officer Judith Oswald shared that in her experience when they first moved to Fallbrook she had no idea how to locate services within the city for herself and family and it was difficult to find basic resources for a newcomer.

Director Leach has not been a fan of the JPA agreement and does not think that we are getting our monies worth. He does not want us to grow to the point where we reduce services.

Director Stanicek does not want staffing shortages to be an unmet need that has to get filled.

CEO Mason, asked that the committee do their edits to the Outreach & Communications Coordinator and it will be taken to the full board.

CEO Mason shared that a Public Forum may be needed at the Community Health & Wellness Center due to the disconnect and feedback from the public about the changes at the CH&WC.

- Public Forums are needed with smart messaging that can live in perpetuity we are looking at the schedule and late April, May in the evening with light refreshments will be the best time frame to accommodate the community.

4. BOARD COMMENTS AND FUTURE AGENDA ITEMS

Director Stanicek believes we should be moving towards the digital component and focus on that.

Director Leach suggests we go to Avocado Festival to make more connections unfortunately more out of town visitors attend than the local community.

Director Stanicek asked CEO Mason if Board members can attend these type of events and she informed the committee that absolutely they can attend and have in the past. Director Leach shared that he volunteered at a school event and passed out water bottles on behalf of the District we should do more of those type of events. Stanicek would like to focus on strategy and top 3 pillars.

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:22 p.m.



Raquel Williams, Board Secretary/Clerk

Job Title: Outreach & Communications Coordinator

Job Objective: Under direction from the CEO, this position is responsible for assisting in the development and implementation of strategies that increase the District's visibility within the surrounding community. The Outreach and Communications Coordinator serves as the primary District representative for all community outreach activities. Will be able to utilize a variety of media to provide clear positive messaging and branding from the District to its various stakeholder groups. Works with District Board and staff to strategically create partnerships and methods for engaging with local community organizations. The Outreach and Communications Coordinator will be responsible for evaluating the efficacy of the District's communication and outreach strategies, marketing, and public relations efforts, ensuring that communication is cohesive, consistent and effective in supporting the District's mission.

Duties:

1. Generate awareness and interest in the District through a wide range of outreach and communication activities including social media, email and print communication, presentations, and online events.
2. Manage marketing events such as District sponsored health events and the services and programs offered at the Community Health & Wellness Center.
3. Writes, edits, and reviews public relations materials for Administration and senior management, to include fact sheets, articles, newsletters, and speeches; oversees production and publication of public relations materials and other related communications.
4. Creating content and designing promotional materials for media and target audiences, as well as executing social media campaigns on a variety of web-based platforms.
5. Maintains a calendar for outreach events and works closely with community partners to plan and execute and attend outreach events
6. Research, collect, and analyze data to help devise strategies for effective outreach and communication outcomes.
7. Organize and enable coverage of activities and events and provide media representatives with relevant information.
8. This position will support the District by attending community meetings/groups to understand community issues or to build relationships with community members.
9. Continuously expand knowledge of community resources, services, and programs available to members and build ongoing relationships with these organizations to advocate collaboration across organizations.
10. Develop and maintain effective working relationships with other District staff members.
11. All other duties as assigned.

Qualifications:

The Outreach and Communications Coordinator should have several years of experience in communications or public relations, and have advanced skills in running effective communications campaigns and successfully conducting community outreach. Is expected to have excellent computer literacy skills with Microsoft Office, social media platforms, Canva, Constant Contact and or other communications software. Cultural competency - able to work with diverse groups of community members. Excellent written and verbal communication skills, and ability to effectively communicate with a wide audience. Superb organizational skills and the ability to manage and prioritize duties. A talent for developing strong interpersonal relationship and consensus building is necessary. Sound judgment and the ability to quickly analyze situations. Highly organized and self-motivated to work independently and manage schedules efficiently.

Ability to lift at least 25 pounds and arrange event related equipment. Valid California Driver's License.

Bilingual English/Spanish is highly preferred; thus, this position is eligible for bi-lingual add-on pay.

Organization Culture: Ability to work independently and/or as a team member. Ability to perform work in a creative, energetic and self-directive manner. Tolerant and able to embrace the ambiguity of an evolving project. As a public entity, our mission and values are community focused.

Work Hours: The Outreach and Communications Coordinator is full-time position. The organization core operating hours are 9:00 a.m. to 5:00 p.m. Monday through Friday; however, weekend and evening schedules will be needed to ensure participation at community events.

Salary Range and Benefits: \$24.00 to \$34.00 per hour, non-exempt. This position qualifies for bi-lingual add-on pay, which is three percent (3%) additional pay calculated from the base rate. Health and retirement benefits are available and will be discussed with successful candidates.

Supervisor: Chief Executive Officer

The terms of my employment have been discussed with me, and I understand the benefits available and the rate of pay (Hourly/Non exempt \$ _____) and through my employment at FRHD.

Employee Signature: _____

Start Date: _____

CHIEF EXECUTIVE OFFICER'S REPORT - MARCH

COVID-19 Updates:

- CDPH is no longer supporting the PCR testing program, so as of Feb 23rd the District is no longer offering PCR testing, but will have boxes of the rapid, antigen tests available for community members with limited access elsewhere. PCR testing is offered by the County and at most pharmacies.

Community Health & Wellness Center:

- See Facility Notes regarding construction updates
- Potential partnerships:
 - Gary & Mary West PACE
 - Palomar Family Counseling

CHC-Grants:

- Raquel and I have begun coordinating grant site visits. However, we will wait to have Board site visit until after the evaluation period for the upcoming cycle has been completed so that no one agency has had any perception of preferential treatment.
- The FY23.24 CHC-Grant application window has closed. There were 22 applications submitted from 11 agencies. You should receive your Applications Binder within the next.
- The Special Meeting for the CHC-Grant Evaluations is tentatively scheduled for April 8th from 8-10am, and would be held at the Community Health & Wellness Center.

Administrative Projects:

- Board Member Portal – You have all generally provided positive feedback regarding the usability of the portal. Please let Raquel or I know if there are additional files or ways in which you would like to see stored on the site.
- Budget/Chart of Account changes: the Finance team will be brought a new chart of accounts list to the Feb Finance Committee. I am now working to outline the FY23.24 budget, and expect to have our first draft review ready at the April meetings.

RECEIVED
2.3.2023



**California Special
Districts Association**

Districts Stronger Together

DATE: January 30, 2023
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2024 - 2026 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations for the Northern, Sierra, Coastal and Southern Networks is April 6, 2023. Where there is no incumbent running in the Bay Area and Central Networks the deadline for receiving nominations is April 17, 2023. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 5, 2023. All votes must be received through the system no later than 5:00 p.m. July 14, 2023. The successful candidates will be notified no later than July 18, 2023. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2023.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat C – Fred Ryness, Burney Water District*
Sierra Network	Seat C – Pete Kampa, Groveland Community Services District*
Bay Area Network	Seat C – <i>Vacant</i>
Central Network	Seat C – Steve Perez, GM, Rosamond Community Services District
Coastal Network	Seat C – Vince Ferrante, Moss Landing Harbor District*
Southern Network	Seat C – Arlene Schafer, Costa Mesa Sanitary District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 5, 2023.* All votes must be received through the system no later than 5:00 p.m. July 14, 2023.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 6, 2023** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 5, 2023 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2023 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

March 31, 2023 at 5:00 p.m.



2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office March 31, 2023, after 5:00 p.m. will not be included with the ballot.**



California Special Districts Association
DISTRICT NETWORKS



RECEIVED
2.3.2023



San Diego County
Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

CALL FOR NOMINATIONS

January 31, 2023

TO: General Managers, Independent Special Districts
FROM: Tamaron Luckett, Commission Clerk
SUBJECT: **Call for Nominations |**
Appointment to Consolidated Redevelopment Oversight Board

This communication serves as formal notice the San Diego Local Agency Formation Commission (LAFCO) is calling for nominations among independent special districts to appoint an eligible representative to serve on the San Diego County Consolidated Redevelopment Oversight Board. This nomination is ultimately tasked with appointing one regular district representative on the Oversight Board generated due to the recent resignation of Mark Baker with Lakeside Fire Protection District. The term is open-ended until a member resigns.

With the preceding in mind, San Diego LAFCO is now commencing with the **nomination period** to fill the position. To this end, and consistent with adopted policies, the presiding officers and/or their delegated alternates for all 57 independent special districts in San Diego County are encouraged to submit nominations using the attached form. A listing of all independent special districts allowed to participate in nominating an eligible candidate is provided in Attachment B.

In considering making potential nominations please note all of the following:

- As referenced all 57 independent special districts are eligible to make one nomination through their presiding officer or authorized delegate.
- Only board members from districts that receive redevelopment monies are eligible to be nominated to serve on the Oversight Board. This limits the pool of eligible nominees to the 19 independent special districts that are enrolled in the Redevelopment Property Tax Trust Fund (RPTTF). A listing of all enrolled independent special districts is provided in Attachment C.

Administration Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103-6624 T 619.321.3380 F 619.404.6508 www.sdlafco.org lafco@sdcountry.ca.gov	Chair Jim Desmond County of San Diego Joel Anderson County of San Diego Nora Vargas, Alt. County of San Diego	Vacant Cities Selection Committee Vacant Citeis Selection Committee Kristi Becker, Alt. City of Solana Beach	Stephen Whitburn City of San Diego Marni von Wilpert, Alt. City of San Diego	Jo MacKenzie Vista Irrigation Barry Willis Alpine Fire Protection David A. Drake, Alt. Rincon del Diablo	Andy Vanderlaan General Public Harry Mathis, Alt. General Public
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- Nominations must be signed.

Nominations must be received by San Diego LAFCO no later than by 5:00 p.m. on **Monday, March 6, 2023**. Nominations received after this date/time will be invalid.

Nominations may be submitted by mail, courier, or hand-delivered to the San Diego LAFCO office at 2550 Fifth Avenue, Suite 725; San Diego, California 92103. Additionally, and as an encouraged alternative, nominations may be submitted by e-mail and directed to tamaron.luckett@sdcounty.ca.gov noting in the subject: **Redevelopment Oversight Board Nomination**. Nominations received by e-mail will be confirmed by LAFCO and taken as consent to transmit subsequent communications – including ballots – by e-mail unless otherwise specified.

Should you have any questions or related follow up, please do not hesitate to contact me directly via e-mail at tamaron.luckett@sdcounty.ca.gov or telephone at 619.321.3380.

Thank you.

Attachments:

- A) List of the 57 Independent Districts Eligible to Make a Nomination
- B) List of the 19 Independent Special District Enrolled in RPTTF Whose Board Members are Eligible for Nominations
- C) Nomination Form

cc: Oversight Board Successor Agency
Rebecca Green, County of San Diego
SDAC Members

Attachment A

Independent Special Districts in San Diego County

- Eligible to Make a Nomination for Appointment to Oversight Board -

Alpine Fire Protection District	Rancho Santa Fe Fire Protection
Bonita-Sunnyside Fire Protection	Resource Conservation District of San Diego County
Borrego Springs Fire Protection	Rincon Del Diablo Municipal Water District
Borrego Water District	Rincon Ranch Community Services District
Canebrake County Water District	San Luis Rey Municipal Water District
Cuyamaca Water District	San Miguel Fire Protection District
Deer Springs Fire Protection	Santa Fe Irrigation District
Descanso Community Services District	South Bay Irrigation District
Fairbanks Ranch Community Services District	Tri City Hospital District
Fallbrook Regional Health District	Upper San Luis Rey Resource Conservation District
Fallbrook Public Utility District	Vallecitos Water District
Grossmont Healthcare District	Valley Center Cemetery District
Helix Water District	Valley Center Fire Protection
Jacumba Community Services District	Valley Center Municipal Water District
Julian-Cuyamaca Fire Protection	Vista Fire Protection District
Lake Cuyamaca Recreation & Park	Vista Irrigation District
Lakeside Fire Protection District	Whispering Palms Community Services District
Lakeside Water District	Wynola Water District
Leucadia Wastewater District	Yuima Municipal Water District
Lower Sweetwater Fire Protection	
Majestic Pines Community Services District	
Mission Resource Conservation	
Mootamai Municipal Water District	
Morro Hills Community Services District	
North County Cemetery District	
North County Fire Protection	
Olivenhain Municipal Water District	
Otay Water District	
Padre Dam Municipal Water District	
Palomar Health District	
Pauma Municipal Water District	
Pauma Valley Community Services District	
Pomerado Cemetery District	
Questhaven Municipal Water District	
Rainbow Municipal Water District	
Ramona Cemetery District	
Ramona Municipal Water District	
Rancho Santa Fe Community Services District	

Attachment B

Independent Special Districts in San Diego County | Enrolled in Redevelopment Property Tax Trust Fund (RPTTF)

- Elected or Appointed Board Members are Eligible for Nomination to Oversight Board -

Grossmont Healthcare District
Lakeside Fire Protection District
Lakeside Water District
Leucadia Wastewater District
Lower Sweetwater Fire Protection District
North County Cemetery District
Olivenhain Municipal Water District
Otay Water District
Padre Dam Municipal Water District
Palomar Health District
Pomerado Cemetery District
Resource Conservation District of Greater San Diego County
Rincon del Diablo Municipal Water District
San Marcos Fire Protection District
San Miguel Fire Protection District
Santa Fe Irrigation District
Tri-City Healthcare District
Vallecitos Water District
Vista Irrigation District

Attachment C

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE TO THE REDEVELOPMENT OVERSIGHT BOARD

The _____ is
(Name of Independent Special District)

pleased to nominate _____ as a candidate for
(Name of Candidate)

appointment as the SPECIAL DISTRICT REPRESENTATIVE

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district with territory within the boundary of the particular RDA Oversight Board to which the individual seeks appointment.

(Signature)

(Print Name)

(Date)

(Print Title)

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form



1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 * F 916.231.4111
Maximizing Protection. Minimizing Risk. * www.sdrma.org

Notification of Nominations – 2023 Election
SDRMA Board of Directors

January 18, 2023

Mr. Howard Salmon
Board Chair
Fallbrook Regional Health District
138 S. Brandon Road
Fallbrook, California 92028

Dear Mr. Salmon:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2023 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information has been posted to the SDRMA website: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2022-06, Sample Resolution for Candidate Nomination and Candidate Statement of Qualifications.

General Election Information - Three (3) Directors seats are up for election. The nomination filing deadline is Monday, May 1, 2023. Nomination submissions must be received by 4:30 pm at the SDRMA office on May 1, 2023, in original format with wet signatures. *Digital/Electronic signatures will not be accepted.* Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due Tuesday, August 8, 2023.

Nominee Qualifications - Nominees must be a member or the agency's governing body or full-time management employee (see SDRMA Election Policy 2022-06, Section 4.1) and be an active member agency of both SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:

From the SDRMA homepage, click on the "2023 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.



Nomination Filing Deadline – Nomination documents must be received in SDRMA’s office no later than 5:00 P.M. on Monday, May 1, 2023.

Please do not hesitate to contact us memberplus@sdrma.org or 800-537-7790, if you have any questions regarding the 2023 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority

A handwritten signature in blue ink, which appears to read 'Ellen Doughty', is positioned below the typed name.

Ellen Doughty, ARM
Chief Member Services Officer