



AGENDA
BOARD OF DIRECTORS MEETING
Wednesday, January 10, 2024, 6:00 pm
1st floor Community Room, Administrative office
138 S. Brandon Road., Fallbrook, CA 92028
**All meetings are hybrid unless otherwise noted.*

*Please contact the Board clerk for language translation services 48 hours in advance of the meeting. 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/85092529608?pwd=Y21JN1IyVUc2T3pnditjS3pQNHkxZz09> Meeting ID: 850 9252 9608. Passcode: 336866 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 number: +1-669-900-6833 Meeting ID: 850 9252 9608. Passcode: 336866

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 their 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. CONSENT ITEMS -

- D1. Minutes of December 6, 2023, Finance Meeting
- D2. Minutes of December 13, 2023, Board of Directors Meeting
- D3. Minutes of December 13, 2023, Foundation Meeting
- D4. Finance Committee Report – Directors Brown and Jeffries
- D5. Community Health & Wellness Center Administrator Report- Theresa Geracitano
- D6. Chief Executive Officer Report – Rachel Mason
- D7. General Counsel Report– Jeffrey Scott
- D8. Authorization to destroy outdated records 2024 (Gov Code 34090)
- D9. FY 24.25 Community Health Contract Grant Policy
- D10. RFP for Chair Yoga Programs

E. DISCUSSION POSSIBLE ACTION ITEMS-

- E1. *Recommendation* from Finance Committee for \$25,000.00 to fund the Foundation bank account.
- E2. SiteLogiQ Contract

F. 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>

Strategic Planning Workshop Saturday, January 13, 2024, from 10:00 am – 2:00 pm
Office Closed in observance of Martin Luther King Day Monday, January 15, 2024
Facilities Committee Meeting Wednesday, January 17, 2024

Strategic Planning Committee Meeting Wednesday, January 17, 2024
CHC-Grant Training workshop, Wednesday, January 24, 2024

G. ADJOURNMENT-

NOTE: I certify that on Friday, January 5, 2024 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.

***Please contact the Board clerk for language translation services 48 hours in advance of the meeting.**

A handwritten signature in blue ink, appearing to read "Rachel Kilbi". The signature is fluid and cursive, written over a horizontal line.

Executive Assistant / Board Clerk



MINUTES

FINANCE COMMITTEE

Wednesday, December 6, 2023, at 10:00 A.M.
Administrative Office, 1st Floor Community Room
138 S. Brandon Rd., Fallbrook, CA

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

1. Call to Order/Roll Call

In attendance: Director Brown and Director Mroz, CEO Rachel Mason, Administrative Office Judith Oswald, Executive Assistant Raquel Williams, Community Health & Wellness Center Administrator Theresa Geracitano, CPA Susan Woodward

2. Public Comments - Announcement

None

3. Review of Financial Statements for October 2023

Report 1 – Balance Sheet of **October 2023**

Report 2 – Income Statement for the Month Ended **October 2023 & Fiscal Year to Date**

Report 3 – Profit & Loss Actual vs YTD Budget – **October 2023**

Report 4 – Local Agency Investment Fund (LAIF) Statement **October 2023**

Report 5 – CalTrust Statement – **October 2023**

Report 6 – California CLASS Statement- **October 2023**

FRHD Compliance Report

Report 7 - Check Detail Report as of **October 2023**

Report 8 – VISA Credit Card Statement – **October 2023**

Report 9 – Community Development Disbursement as of **October 2023**

4. Discussion Items-

CEO Mason informed the committee that the Treasurers report is being revised with more concise language.

Disclosures:

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.

5. Board Member Comments and Future Agenda Item

None

6. Adjournment-

There being no further business the meeting was adjourned at 10:42 am

A handwritten signature in blue ink, reading "Raquel Wilby". The signature is written in a cursive style with a large initial "R".

Executive Assistant/Board Clerk



MINUTES
BOARD OF DIRECTORS MEETING
Wednesday, December 13, 2023, 6:00 pm
1st floor Community Room, Administrative office
138 S. Brandon Road., Fallbrook, CA 92028
**All meetings are hybrid unless otherwise noted.*

***Please contact the Board clerk for language translation services 48 hours in advance of the meeting. In accordance with California Government Code Section 54953 teleconferencing will be used for this meeting. Board members, staff and members of the public were able to participate in the webinar.**

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

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

B. ANNUAL ORGANIZATIONAL MEETING

B1. Nomination and Election of Officers of the Board

Counsel Scott will conduct the process for the election of officers – the Board Chair who is elected, will then chair the meeting.

Director Jeffries nominates Bill Leach

Action: It was moved by Director Mroz seconded by Director Brown to elect Bill Leach as Board Chair.

Motion carried (5-0)

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

Director Brown nominates Barbara Mroz for Vice Chair

Action: It was moved by Director Jeffries seconded by Director Leach to elect Barbara Mroz as Board Vice-Chair.

Motion carried (5-0)

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

Director Stanicek nominates Jennifer Jeffries

Action: It was moved by Director Mroz seconded by Director Brown to elect Jennifer Jeffries as Secretary.

Motion carried (5-0)

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

B2. Appointment of the Treasurer (Chair)
Chair Leach appoints Director Brown for Treasurer.

B3. Committee Assignment(s)
Finance Committee
Facilities Committee
Strategic Planning Committee
Government and Public Engagement Committee

Committee assignments have been tabled and Chair Leach would like to keep them the same for continuity.

C. APPROVAL OF THE AGENDA

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

Motion carried (5-0)

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

D. PUBLIC COMMENTS – ANNOUNCEMENT

None

E. PUBLIC HEARING -

- E1. Public Hearing to Consider Resolution No. 461 adopting certain findings approving energy service contract for energy related improvements to district facilities with SiteLogiQ.
- a. Presentation of Project
 - b. Open the Public Hearing
 - c. Public Comments
 - d. Close Public Hearing
 - e. Board Comments and Discussion
 - f. Consideration of Resolution No. 461

CEO Mason gave a summary of the scope of the project and informed the committee that the draft contract is in the board packet. Director Brown is concerned about the name of the project as it started as just a parking lot and now has become an energy service contract.

Action: It was moved by Director Jeffries seconded by Director Brown to approve the SiteLogiQ energy services contract as presented.

Motion carried (5-0)

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

F. CONSENT ITEMS -

- F1. Minutes of November 1, 2023, Finance Meeting
- F2. Minutes of November 8, 2023, Board of Directors Meeting
- F3. Minutes of November 15, 2023, Facilities Meeting
- F4. Minutes of November 15, 2023, Strategic Planning Meeting
- F5. Minutes of November 29, 2023, Special Board of Directors Meeting

- F6. Finance Committee Report – Directors Brown and Jeffries
- F7. Facilities Committee Report– Directors Jeffries and Mroz
Recommendation from Facilities Committee to approve Verkada Security Camera system at the Community Health & Wellness Center.
- F8. Strategic Planning Committee Report– Directors Leach and Mroz
- F9. Governmental & Public Engagement Report– Directors Stanicek and Leach
- F10. Chief Executive Officer Report – Rachel Mason
- F11. General Counsel Report– Jeffrey Scott
- F12. Authorization to destroy outdated records (Gov Code 34090)

Action: It was moved by Director Mroz seconded by Director Stanicek to approve the consent items as presented.

Motion carried (5-0)

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

G. INFORMATIONAL ITEM

G1. Proposed contract with SiteLogiQ (to be considered on January 10, 2024, Board of Directors meeting)

General Counsel Jeff Scott needs time to go through the contract and would like the Board to review it as well.

H. 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>

Office Closed Friday, December 15, 2023, for Staff Development

Christmas Holidays - Office Closed Monday, December 25 & Tuesday, December 26, 2023

New Year's Holiday – Office Closed Monday, January 1, 2024

Finance Committee – 1st Wednesday, January 3, 2024, at 10:00 am.

Next Board of Directors Meeting – 2nd Wednesday, January 10, 2024, at 6:00 pm.

Strategic Planning Workshop- Saturday, January 13, 2024, at 10:00 am – 2:00 pm.

I. ADJOURNMENT-

There being no further business the meeting was adjourned at 6:36 pm.





MINUTES
BOARD OF DIRECTORS MEETING
Wednesday, December 13, 2023, 6:40 p.m.
138 S. Brandon Road., Fallbrook, CA

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

Chair Bill Leach called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.
In attendance: Directors Barbara Mroz, Jennifer Jeffries, Terry Brown, Mike Stanicek, CEO Rachel Mason, Accountant Susan Woodward, Legal Counsel Jeffrey Scott, and Property Manager Roy Moosa.
Staff members: 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 Director Jeffries seconded by Director Mroz to approve the agenda as presented.

Motion carried (5-0)

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

C. PUBLIC COMMENTS-
None

D. CONSENT ITEMS-

D1. Tax exempt status letter from IRS- CEO Mason shared with the committee that it is official FRHD has its Foundation.

D2. Bank Account- Director Brown asked where the seed money was coming from, CEO Mason has planned on funding the account through the district.

B. APPROVAL OF THE AGENDA-

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

Motion carried (5-0)

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

E. BOARD MEMBER COMMENTS & ITEMS FOR SUBSEQUENT MEETINGS-

Director Jeffries congratulated CEO Mason for being elected to the ACHD Board of Directors

6. Adjournment-

I certify that on December 29, 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 24 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.

A handwritten signature in blue ink, reading "August Wilkins". The signature is written in a cursive style with a large initial "A".

Executive Assistant/Board Clerk

Fallbrook Regional Health District

Report #1 - Balance Sheet Comparison

As of November 30, 2023

	TOTAL		
	AS OF NOV 30, 2023	AS OF OCT 31, 2023 (PP)	% CHANGE
ASSETS			
Current Assets			
Bank Accounts			
Five Star Bank Account	50,000.00	50,000.00	0.00 %
Pacific Western Bank - Checking	86,023.81	124,606.72	(30.96 %)
Petty Cash	138.47	138.47	0.00 %
Total Bank Accounts	\$136,162.28	\$174,745.19	(22.08 %)
Other Current Assets			
Interest Receivable - LAIF	0.00	0.00	
Prepaid Insurance	21,185.54	24,212.04	(12.50 %)
Reimbursement Receivable - CDD	94,559.22	787.22	11,911.79 %
Tax Apportionment Receivable	814,871.09	105,014.03	675.96 %
Total Other Current Assets	\$930,615.85	\$130,013.29	615.79 %
Total Current Assets	\$1,066,778.13	\$304,758.48	250.04 %
Fixed Assets			
Accumulated Depreciation - All Buildings			
E. Mission Road	(270,159.40)	(265,566.40)	(1.73 %)
E. Mission Road - Improvements	1,441,539.86	1,441,539.86	0.00 %
E. Mission Road - Land	418,043.29	413,310.79	1.15 %
Total E. Mission Road	2,220,212.15	2,215,479.65	0.21 %
Equipment			
Equipment - Depreciation	85,471.17	85,471.17	0.00 %
S. Brandon Road	(59,645.10)	(58,753.68)	(1.52 %)
S. Brandon Road - Improvements	161,578.00	161,578.00	0.00 %
S. Brandon Road - Land	233,355.76	233,355.76	0.00 %
Total S. Brandon Road	524,595.76	524,595.76	0.00 %
Total Fixed Assets	\$2,500,474.58	\$2,501,226.50	(0.03 %)
Other Assets			
California Class	1,019,398.25	1,014,773.36	0.46 %
CalTrust - Liquidity Fund	1,001,504.76		
CalTrust - Medium Term Fund	4,760,260.99	5,688,179.52	(16.31 %)
LAIF	1,493,002.28	1,587,002.28	(5.92 %)
Note Receivable - East Alvarado Street	350,407.68	352,293.01	(0.54 %)
Total Other Assets	\$8,624,573.96	\$8,642,248.17	(0.20 %)
TOTAL ASSETS	\$12,191,826.67	\$11,448,233.15	6.50 %

Fallbrook Regional Health District

Report #1 - Balance Sheet Comparison

As of November 30, 2023

	TOTAL		
	AS OF NOV 30, 2023	AS OF OCT 31, 2023 (PP)	% CHANGE
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable (A/P)	40,794.82	32,570.60	25.25 %
Total Accounts Payable	\$40,794.82	\$32,570.60	25.25 %
Credit Cards			
Umpqua Bank - Credit Card	1,932.53		
Total Credit Cards	\$1,932.53	\$0.00	0.00%
Other Current Liabilities			
Payroll - Tax Payable	8,141.49	8,246.33	(1.27 %)
Payroll - Vacation & Sick Payable	46,947.06	46,947.06	0.00 %
Payroll - Wages Payable	21,173.69	21,687.78	(2.37 %)
Simple IRA Plan - Payable	11,218.13	3,881.15	189.04 %
Total Other Current Liabilities	\$87,480.37	\$80,762.32	8.32 %
Total Current Liabilities	\$130,207.72	\$113,332.92	14.89 %
Total Liabilities	\$130,207.72	\$113,332.92	14.89 %
Equity			
Community Development Disbursement	8,728,578.12	8,728,578.12	0.00 %
Opening balance equity	0.00	0.00	
Retained Earnings	0.00	0.00	
Unrestricted Operations Fund	2,878,900.88	2,878,900.88	0.00 %
Net Income	454,139.95	(272,578.77)	266.61 %
Total Equity	\$12,061,618.95	\$11,334,900.23	6.41 %
TOTAL LIABILITIES AND EQUITY	\$12,191,826.67	\$11,448,233.15	6.50 %

Fallbrook Regional Health District

Report #2 - Profit and Loss & Fiscal YTD

November 2023

	TOTAL	
	NOV 2023	JUL - NOV, 2023 (YTD)
Income		
Property Tax Revenue	814,871.09	1,017,121.10
Total Income	\$814,871.09	\$1,017,121.10
GROSS PROFIT	\$814,871.09	\$1,017,121.10
Expenses		
Advertising & Promotions	2,130.64	6,794.41
Ask My Accountant		0.00
Auto Expenses	78.18	1,486.95
Bank Fees & Service Charges		0.00
Community Health Contracts		
Bonsall/Fallbrook Little League		5,000.00
Boys & Girls Club of North County	10,008.25	42,241.50
Boys Warriors Soccer Booster, Inc.		5,000.00
Community Health Systems, Inc.	15,000.00	30,000.00
Fallbrook Band Boosters		5,000.00
Fallbrook Food Pantry	18,750.00	37,500.00
Fallbrook Senior Citizens	11,750.00	23,500.00
Foundation for Senior Care	35,000.00	70,000.00
Michelle's Place Cancer Ctr	12,165.50	24,331.00
NC Fire JPA (EMSO)	21,779.70	42,284.61
Palomar Family Counseling	16,715.00	33,430.00
Reins Therapeutic Horsemanship Program	6,250.00	12,500.00
Total Community Health Contracts	147,418.45	330,787.11
District Direct Care Services		571.58
District Sponsored Events	51.92	2,391.10
Health Services & Clinics	4,200.00	9,785.11
Total District Direct Care Services	4,251.92	12,747.79
Dues & Subscriptions	335.00	18,016.02
Education & Conferences	78.00	16,799.11
Equipment Lease	1,592.55	8,040.04
General Insurance	2,715.58	13,794.72
IT Services	600.00	3,000.00
Legal & Accounting services		
Accounting	3,338.75	16,693.75
Independent Audit	7,500.00	15,500.00
Legal		2,397.50
Total Legal & Accounting services	10,838.75	34,591.25
Medical Records Expense	2,582.27	13,163.38

Fallbrook Regional Health District

Report #2 - Profit and Loss & Fiscal YTD

November 2023

	TOTAL	
	NOV 2023	JUL - NOV, 2023 (YTD)
Meeting Expenses	217.74	833.12
Office Expenses		
General Office Expenses	400.61	2,308.97
Maintenance & Repairs	6,096.27	36,314.81
Office Equipment & Fixtures		8,682.66
Office Supplies	616.75	6,688.22
Postage & Shipping		111.41
Software & Website	323.22	3,364.49
Total Office Expenses	7,436.85	57,470.56
Payroll Expenses		
Accrued Vacation & Sick Leave		(206.90)
Board Stipends	1,874.25	10,473.75
Employee Benefits	7,129.03	38,565.02
Payroll Processing Fees	263.23	1,312.38
Payroll Taxes	4,307.92	21,569.73
Salaries	55,529.98	276,479.03
Simple IRA Match	2,875.48	6,874.30
Workers Compensation	310.92	2,312.60
Total Payroll Expenses	72,290.81	357,379.91
Property Management Fees		787.50
Utilities		
Cell Phones	350.00	1,750.00
General Utilities	2,475.32	15,189.30
Internet/Telephone	873.68	6,215.33
Total Utilities	3,699.00	23,154.63
Total Expenses	\$256,265.74	\$898,846.50
NET OPERATING INCOME	\$558,605.35	\$118,274.60
Other Income		
Interest/Dividend Income	24,886.47	130,803.79
Unrealized Gain/Loss - LAIF		39,669.25
Unrealized Gain/Loss CalTRUST	54,939.32	25,538.63
Total Other Income	\$79,825.79	\$196,011.67
Other Expenses		
Community Development Disbursements	(93,772.00)	(158,894.79)
Depreciation Expense		
Depreciation Expense - Brandon Road	1,480.92	7,404.60
Depreciation Expense - Mission Road	4,003.50	20,017.50
Total Depreciation Expense	5,484.42	27,422.10

Fallbrook Regional Health District

Report #2 - Profit and Loss & Fiscal YTD

November 2023

	TOTAL	
	NOV 2023	JUL - NOV, 2023 (YTD)
Other Miscellaneous Expense		(8,380.99)
Total Other Expenses	\$ (88,287.58)	\$ (139,853.68)
NET OTHER INCOME	\$168,113.37	\$335,865.35
NET INCOME	\$726,718.72	\$454,139.95

Fallbrook Regional Health District
Report #3 - Budget vs. Actuals: FY 23-24 - Administrative Class
 July - November, 2023

	Administrative			
	Actual	Budget	over Budget	% of Budget
Income				
Property Tax Revenue	1,017,121.10	916,850.79	100,270.31	110.94%
Rental Income		13,280.00	(13,280.00)	0.00%
Total Income	\$ 1,017,121.10	\$ 930,130.79	\$ 86,990.31	109.35%
Gross Profit	\$ 1,017,121.10	\$ 930,130.79	\$ 86,990.31	109.35%
Expenses				
Advertising & Promotions	1,997.13	20,950.00	(18,952.87)	9.53%
Auto Expenses	1,141.31	880.30	261.01	129.65%
Community Health Contracts			0.00	
Boys & Girls Club of North County	42,241.50	37,241.50	5,000.00	113.43%
Community Health Systems, Inc.	30,000.00	30,000.00	0.00	100.00%
Fallbrook Food Pantry	37,500.00	37,500.00	0.00	100.00%
Fallbrook Senior Citizens	23,500.00	23,500.00	0.00	100.00%
Foundation for Senior Care	70,000.00	70,000.00	0.00	100.00%
Michelle's Place Cancer Ctr	24,331.00	24,331.00	0.00	100.00%
NC Fire JPA (Ambulance)		172,500.00	(172,500.00)	0.00%
Palomar Family Counseling	33,430.00	33,430.00	0.00	100.00%
Reins Therapeutic Horsemanship Program	12,500.00	12,500.00	0.00	100.00%
Total Community Health Contracts	\$ 273,502.50	\$ 441,002.50	\$ (167,500.00)	62.02%
District Direct Care Services			0.00	
District Sponsored Events	332.91	1,250.00	(917.09)	26.63%
Total District Direct Care Services	\$ 332.91	\$ 1,250.00	\$ (917.09)	26.63%
Dues & Subscriptions	17,652.02	19,290.00	(1,637.98)	91.51%
Education & Conferences	15,679.39	15,225.00	454.39	102.98%
Equipment Lease	4,058.69	8,041.75	(3,983.06)	50.47%
General Insurance	6,947.36	6,332.70	614.66	109.71%
IT Services	1,500.00	1,500.00	0.00	100.00%
Legal & Accounting services			0.00	
Accounting	16,693.75	15,100.00	1,593.75	110.55%
Independent Audit	15,500.00	16,500.00	(1,000.00)	93.94%
Legal	2,397.50	16,875.00	(14,477.50)	14.21%
Total Legal & Accounting services	\$ 34,591.25	\$ 48,475.00	\$ (13,883.75)	71.36%
Medical Records Expense	13,163.38	12,964.25	199.13	101.54%
Meeting Expenses	654.63	354.15	300.48	184.85%
Office Expenses			0.00	
General Office Expenses	1,544.15	1,000.00	544.15	154.42%
Maintenance & Repairs	9,998.00	14,595.00	(4,597.00)	68.50%
Office Supplies	1,676.95	4,500.00	(2,823.05)	37.27%
Postage & Shipping	111.41	400.00	(288.59)	27.85%
Software & Website	3,304.49	3,785.00	(480.51)	87.30%

Total Office Expenses	\$ 16,635.00	\$ 24,280.00	\$ (7,645.00)	68.51%
Payroll Expenses			0.00	
Board Stipends	10,473.75	17,250.00	(6,776.25)	60.72%
Employee Benefits	18,936.94	35,259.75	(16,322.81)	53.71%
Payroll Processing Fees	1,180.77	1,659.90	(479.13)	71.14%
Payroll Taxes	14,451.05	14,754.75	(303.70)	97.94%
Salaries	177,736.50	184,434.15	(6,697.65)	96.37%
Simple IRA Match	4,626.24	5,533.00	(906.76)	83.61%
Workers Compensation	1,535.30	460.00	1,075.30	333.76%
Total Payroll Expenses	\$ 228,940.55	\$ 259,351.55	\$ (30,411.00)	88.27%
Property Management Fees	787.50	300.00	487.50	262.50%
Utilities			0.00	
Cell Phones	1,000.00	625.00	375.00	160.00%
General Utilities	6,371.60	5,600.50	771.10	113.77%
Internet/Phone (deleted)		2,550.00	(2,550.00)	0.00%
Total Utilities	\$ 7,371.60	\$ 8,775.50	\$ (1,403.90)	84.00%
Total Expenses	\$ 624,955.22	\$ 868,972.70	\$ (244,017.48)	71.92%
Net Operating Income	\$ 392,165.88	\$ 61,158.09	\$ 331,007.79	641.23%
Other Income				
Interest/Dividend Income	130,803.79	31,367.80	99,435.99	417.00%
Total Other Income	\$ 130,803.79	\$ 31,367.80	\$ 99,435.99	417.00%
Net Other Income	\$ 130,803.79	\$ 31,367.80	\$ 99,435.99	417.00%
Net Income	\$ 522,969.67	\$ 92,525.89	\$ 430,443.78	565.21%

Wednesday, Dec 20, 2023 12:45:06 PM GMT-8 - Accrual Basis

Fallbrook Regional Health District
Report #3 - Budget vs. Actuals: FY 23-24 - Wellness Center
 July - November, 2023

	Wellness Center			
	Actual	Budget	over Budget	% of Budget
Income				
Program Fees		0.00	0.00	
Wellness Center Income - Event/Space Rental		250.00	(250.00)	0.00%
Total Income	\$ -	\$ 250.00	\$ (250.00)	0.00%
Gross Profit	\$ -	\$ 250.00	\$ (250.00)	0.00%
Expenses				
Advertising & Promotions	4,797.28	13,540.00	(8,742.72)	35.43%
District Direct Care Services			0.00	
District Sponsored Events	2,058.19	5,500.00	(3,441.81)	37.42%
Health Services & Clinics	9,785.11	42,600.00	(32,814.89)	22.97%
Total District Direct Care Services	\$ 11,843.30	\$ 48,100.00	\$ (36,256.70)	24.62%
Dues & Subscriptions	364.00	780.00	(416.00)	46.67%
Education & Conferences	1,119.72	9,150.00	(8,030.28)	12.24%
Equipment Lease	3,981.35	4,715.25	(733.90)	84.44%
General Insurance	6,847.36	6,332.70	514.66	108.13%
IT Services	1,500.00	1,500.00	0.00	100.00%
Legal & Accounting services			0.00	
Legal		5,625.00	(5,625.00)	0.00%
Total Legal & Accounting services	\$ -	\$ 5,625.00	\$ (5,625.00)	0.00%
Meeting Expenses	178.49	125.00	53.49	142.79%
Office Expenses			0.00	
General Office Expenses	764.82	1,000.00	(235.18)	76.48%
Maintenance & Repairs	26,316.81	24,425.00	1,891.81	107.75%
Office Supplies	5,011.27	7,500.00	(2,488.73)	66.82%
Total Office Expenses	\$ 32,092.90	\$ 32,925.00	\$ (832.10)	97.47%
Payroll Expenses			0.00	
Employee Benefits	19,628.08	28,207.80	(8,579.72)	69.58%
Payroll Processing Fees	131.61	927.30	(795.69)	14.19%
Payroll Taxes	7,118.68	8,242.75	(1,124.07)	86.36%
Salaries	98,742.53	103,034.15	(4,291.62)	95.83%
Simple IRA Match	2,248.05	3,091.00	(842.95)	72.73%
Workers Compensation	777.30	350.00	427.30	222.09%
Total Payroll Expenses	\$ 128,646.25	\$ 143,853.00	\$ (15,206.75)	89.43%
Property Management Fees		200.00	(200.00)	0.00%
Utilities			0.00	
Cell Phones	750.00	500.00	250.00	150.00%
General Utilities	8,817.70	7,425.00	1,392.70	118.76%
Internet/Phone (deleted)		2,700.00	(2,700.00)	0.00%
Total Utilities	\$ 9,567.70	\$ 10,625.00	\$ (1,057.30)	90.05%
Total Expenses	\$ 200,938.35	\$ 277,470.95	\$ (76,532.60)	72.42%

Net Operating Income	\$	(200,938.35)	\$	(277,220.95)	\$	76,282.60	72.48%
Net Income	\$	(200,938.35)	\$	(277,220.95)	\$	76,282.60	72.48%

Wednesday, Dec 20, 2023 12:49:28 PM GMT-8 - Accrual Basis

California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

December 05, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

FALLBROOK REGIONAL HEALTH DISTRICT

DISTRICT ADMINISTRATOR
138 SOUTH BRANDON ROAD
FALLBROOK, CA 92028

[Tran Type Definitions](#)

Account Number: XXXXXXXXXX

November 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
11/3/2023	11/2/2023	RW	1742565	N/A	BARBARA MROZ	-94,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,587,002.28
Total Withdrawal:	-94,000.00	Ending Balance:	1,493,002.28



CaITRUST
 PO Box 2709
 Granite Bay, CA 95746
 www.caltrust.org
 Email: admin@caltrust.org
 Fax: 402-963-9094
 Phone: 833-CALTRUST (225-8787)

Investment Account Summary

11/01/2023 through 11/30/2023

SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Nov 30 (\$)	Value on Nov 30 (\$)	Average Cost Amount (\$)	Cumulative Change in Value (\$)
FALLBROOK REGIONAL HEALTH DISTRICT						
CalTRUST Medium Term Fund	[REDACTED]	489,235.456	9.73	4,760,260.99	4,901,720.85	(141,459.86)
CalTRUST Liquidity Fund	[REDACTED]	1,001,504.760	1.00	1,001,504.76	1,001,504.76	0.00
Portfolios Total value as of 11/30/2023				5,761,765.75		

DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
CalTRUST Medium Term Fund		FALLBROOK REGIONAL HEALTH DISTRICT			Account Number: [REDACTED]			
Beginning Balance	11/01/2023			590,672.847	9.63	5,688,179.52		
Fund Transfer Redemption	11/17/2023	1,000,000.00	103,199.174	487,473.673	9.69	4,723,619.89	1,034,075.30	(34,075.30)
Accrual Income Div Reinvestment	11/30/2023	17,142.15	1,761.783	489,235.456	9.73	4,760,260.99	0.00	0.00
Change in Value						54,939.32		
Closing Balance as of	Nov 30			489,235.456	9.73	4,760,260.99		
CalTRUST Liquidity Fund		FALLBROOK REGIONAL HEALTH DISTRICT			Account Number: [REDACTED]			
Beginning Balance	11/01/2023			0.000	1.00	0.00		
Fund Transfer Purchase	11/17/2023	1,000,000.00	1,000,000.000	1,000,000.000	1.00	1,000,000.00	0.00	0.00
Accrual Income Div Reinvestment	11/30/2023	1,504.76	1,504.760	1,001,504.760	1.00	1,001,504.76	0.00	0.00
Change in Value						0.00		
Closing Balance as of	Nov 30			1,001,504.760	1.00	1,001,504.76		

Please note that this information should not be construed as tax advice and it is recommended that you consult with a tax professional regarding your account.



Summary Statement

November 30, 2023

Page 1 of 3

Investor ID: [REDACTED]

0000079-0000312 PDF 594101

Fallbrook Regional Health District
138 South Brandon Road
Fallbrook, CA 92028

California CLASS

California CLASS

Average Monthly Yield: 5.5451%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[REDACTED]	FRHD_CLASS_Prime	1,014,773.36	0.00	0.00	4,624.89	19,398.25	1,014,927.52	1,019,398.25
TOTAL		1,014,773.36	0.00	0.00	4,624.89	19,398.25	1,014,927.52	1,019,398.25



Account Statement

November 30, 2023

Page 2 of 3

Account Number: [REDACTED]

FRHD_CLASS_Prime

Account Summary

Average Monthly Yield: 5.5451%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,014,773.36	0.00	0.00	4,624.89	19,398.25	1,014,927.52	1,019,398.25

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
11/01/2023	Beginning Balance			1,014,773.36	
11/30/2023	Income Dividend Reinvestment	4,624.89			
11/30/2023	Ending Balance			1,019,398.25	



California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
11/01/2023	0.000196291	5.5398%
11/02/2023	0.000107138	5.5370%
11/03/2023	0.000455112	5.5372%
11/04/2023	0.000000000	5.5372%
11/05/2023	0.000000000	5.5372%
11/06/2023	0.000151770	5.5396%
11/07/2023	0.000151735	5.5383%
11/08/2023	0.000151836	5.5420%
11/09/2023	0.000151827	5.5417%
11/10/2023	0.000454812	5.5335%
11/11/2023	0.000000000	5.5335%
11/12/2023	0.000000000	5.5335%
11/13/2023	0.000151821	5.5415%
11/14/2023	0.000151712	5.5375%
11/15/2023	0.000151816	5.5413%
11/16/2023	0.000151870	5.5432%
11/17/2023	0.000455568	5.5427%
11/18/2023	0.000000000	5.5427%
11/19/2023	0.000000000	5.5427%
11/20/2023	0.000151664	5.5357%
11/21/2023	0.000152025	5.5489%
11/22/2023	0.000304206	5.5518%
11/23/2023	0.000000000	5.5518%
11/24/2023	0.000456645	5.5558%
11/25/2023	0.000000000	5.5558%
11/26/2023	0.000000000	5.5558%
11/27/2023	0.000152250	5.5571%
11/28/2023	0.000152402	5.5627%
11/29/2023	0.000152482	5.5656%
11/30/2023	0.000152577	5.5691%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

LOCAL AGENCY INVESTMENT FUND (LAIF)

Through the Pooled Money Investment Account (PMIA), the State Treasurer invests taxpayers' money to manage the State's cash flow and strengthen the financial security of local governmental entities. PMIA policy sets as primary investment objectives safety, liquidity, and yield.

As of November 30, 2023, the District's balance was \$1,493,002.28. This represents 18.04% of the District's investment portfolio. The Average Monthly Effective Yield for the month of November 2023 was 3.843%. In November 2023, the District reported \$0 in quarterly earnings.

CalTRUST

The CalTRUST Board works closely with the investment manager, State Street Global Advisors, to ensure that public dollars are managed securely and efficiently and are in full compliance with California Law. The primary objective is to safeguard the preservation of principal.

The District is invested in two CalTRUST Funds: Medium Term Fund and Liquidity Fund. As of November 30, the District's closing Net Asset Value was \$5,764,765.75. This represents 69.64% of the District's investment portfolio.

In November 2023, the District earned \$ 18,646.91 in dividend income and reported both a realized loss of \$34,075.30 and an unrealized gain of \$54,939.32. The One Year Yield on the Medium-Term Fund was 3.16% and the One Year Yield on the Liquidity Fund was 4.92%.

California CLASS

The California Cooperative Liquid Assets Securities System (California CLASS) is a pooled investment option that invests in high-quality, short-to-medium-term securities that prioritizes principal preservation. The California CLASS management has appointed Public Trust Advisors, LLC to serve as the Investment Advisor and Administrator. As of November 30, the District's balance was \$1,019,398.25. This represents 12.32% of the District's investment portfolio. In November 2023, the District reported \$4,624.89 in earnings. The 30-day average yield was 5.5451%.

The investments of the District are in compliance with the District's 2022-2023 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.

Fallbrook Regional Health District

Report #7 - Check Detail

November 2023

DATE	TRANSACTION TYPE	NUM	AMOUNT	SPLIT
24 Hour Elevator Inc.				
11/07/2023	Bill Payment (Check)	13831	(249.17)	Pacific Western Bank - Checking
11/01/2023	Bill	153853	249.17	Office Expenses:Maintenance & Repairs
Amazon Capital Services				
11/01/2023	Bill Payment (Check)	13794	(282.91)	Pacific Western Bank - Checking
10/19/2023	Bill	1RC3-YH94-3PK3	154.28	Office Expenses:Office Supplies
10/26/2023	Bill	1TCY-Y4RM-CGMK	128.63	Office Expenses:Office Supplies
11/07/2023	Bill Payment (Check)	13832	(10.75)	Pacific Western Bank - Checking
11/01/2023	Bill	1Y3C-1XCH-GMFW	10.75	Office Expenses:Office Supplies
11/14/2023	Bill Payment (Check)	13846	(276.12)	Pacific Western Bank - Checking
11/13/2023	Bill	17ML-4M66-QGTK	276.12	Office Expenses:Office Supplies
11/21/2023	Bill Payment (Check)	13855	(82.74)	Pacific Western Bank - Checking
11/20/2023	Bill	143N-36Q6-X4JL	18.31	Office Expenses:Office Supplies
11/19/2023	Bill	1XTQ-VCJT-NCLH	64.43	Office Expenses:Office Supplies
Bianca Heyming				
11/01/2023	Bill Payment (Check)	13795	(110.04)	Pacific Western Bank - Checking
10/31/2023	Bill	Mileage	110.04	Auto Expenses
Brand Assassins				
11/01/2023	Bill Payment (Check)	13796	(418.69)	Pacific Western Bank - Checking
10/20/2023	Bill	22595	418.69	Office Expenses:Office Supplies
CellGate				
11/01/2023	Bill Payment (Check)	13797	(88.20)	Pacific Western Bank - Checking
11/01/2023	Bill	66167	88.20	Office Expenses:Maintenance & Repairs
CSDA-SD Chapter				
11/07/2023	Bill Payment (Check)	13833	(140.00)	Pacific Western Bank - Checking
11/01/2023	Bill		140.00	Dues & Subscriptions
Culligan of Escondido				
11/14/2023	Bill Payment (Check)	13847	(60.26)	Pacific Western Bank - Checking
10/31/2023	Bill	1091700	60.26	Office Expenses:General Office Expenses
Culligan of San Diego				
11/07/2023	Bill Payment (Check)	13834	(72.00)	Pacific Western Bank - Checking
10/31/2023	Bill	1392037	72.00	Office Expenses:General Office Expenses
11/14/2023	Bill Payment (Check)	13848	(72.50)	Pacific Western Bank - Checking
10/01/2023	Bill	1388366	72.50	Office Expenses:General Office Expenses
Fallbrook Chamber of Commerce				
11/07/2023	Bill Payment (Check)	13844	(200.00)	Pacific Western Bank - Checking
11/07/2023	Bill	Banner	200.00	Advertising & Promotions

Fallbrook Regional Health District

Report #7 - Check Detail

November 2023

DATE	TRANSACTION TYPE	NUM	AMOUNT	SPLIT
11/14/2023	Bill Payment (Check)	13849	(20.00)	Pacific Western Bank - Checking
10/10/2023	Bill	2023.10.10 FF	10.00	Advertising & Promotions
11/08/2023	Bill	2023.11.08 FF	10.00	Advertising & Promotions
Fallbrook Printing Corporation				
11/28/2023	Bill Payment (Check)	13860	(128.22)	Pacific Western Bank - Checking
11/28/2023	Bill	25210	128.22	Office Expenses:General Office Expenses
Fallbrook Waste & Recycling - E. Mission				
11/07/2023	Bill Payment (Check)	13835	(295.03)	Pacific Western Bank - Checking
10/31/2023	Bill	20-T3 452088	295.03	Utilities:General Utilities
Fowler Pest Control, Inc.				
11/01/2023	Bill Payment (Check)	13798	(88.00)	Pacific Western Bank - Checking
10/19/2023	Bill	253290	88.00	Office Expenses:Maintenance & Repairs
11/07/2023	Bill Payment (Check)	13836	(158.00)	Pacific Western Bank - Checking
11/07/2023	Bill	254236	158.00	Office Expenses:Maintenance & Repairs
11/21/2023	Bill Payment (Check)	13856	(88.00)	Pacific Western Bank - Checking
11/21/2023	Bill	255070	88.00	Office Expenses:Maintenance & Repairs
FPUD - 7720-001				
11/01/2023	Bill Payment (Check)	13799	(287.09)	Pacific Western Bank - Checking
10/23/2023	Bill	Acct # 007720-001	287.09	Utilities:General Utilities
11/28/2023	Bill Payment (Check)	13861	(287.09)	Pacific Western Bank - Checking
11/21/2023	Bill	007720-001	287.09	Utilities:General Utilities
FPUD - 7720-002 - E. Mission Rd.				
11/01/2023	Bill Payment (Check)	13800	(52.09)	Pacific Western Bank - Checking
10/23/2023	Bill	Acct # 007720-002	52.09	Utilities:General Utilities
11/28/2023	Bill Payment (Check)	13862	(52.09)	Pacific Western Bank - Checking
11/21/2023	Bill	007720-002	52.09	Utilities:General Utilities
FPUD - 7720-003 - E. Mission Rd.				
11/01/2023	Bill Payment (Check)	13801	(365.93)	Pacific Western Bank - Checking
10/23/2023	Bill	Acct # 007720-003	365.93	Utilities:General Utilities
11/28/2023	Bill Payment (Check)	13863	(357.10)	Pacific Western Bank - Checking
11/21/2023	Bill	007720-003	357.10	Utilities:General Utilities
FPUD - 7721-000				
11/01/2023	Bill Payment (Check)	13802	(59.40)	Pacific Western Bank - Checking
10/23/2023	Bill	Acct #007721-000	59.40	Utilities:General Utilities
11/28/2023	Bill Payment (Check)	13864	(52.09)	Pacific Western Bank - Checking
11/21/2023	Bill	007721-000	52.09	Utilities:General Utilities

Government Finance Officers Association

Fallbrook Regional Health District

Report #7 - Check Detail

November 2023

DATE	TRANSACTION TYPE	NUM	AMOUNT	SPLIT
11/28/2023	Bill Payment (Check)	13865	(160.00)	Pacific Western Bank - Checking
11/27/2023	Bill	#300281171	160.00	Dues & Subscriptions
Impact Marketing & Design, Inc.				
11/07/2023	Bill Payment (Check)	13837	(1,149.05)	Pacific Western Bank - Checking
10/01/2023	Bill	IN23-03354	1,149.05	Advertising & Promotions
Iron Mountain				
11/01/2023	Bill Payment (Check)	13803	(2,626.43)	Pacific Western Bank - Checking
10/24/2023	Bill	HXXT282	2,626.43	Medical Records Expense
11/28/2023	Bill Payment (Check)	13866	(2,582.27)	Pacific Western Bank - Checking
11/30/2023	Bill	HZMP179	2,582.27	Medical Records Expense
Jeffrey G. Scott, Esquire				
11/14/2023	Bill Payment (Check)	13854	(2,397.50)	Pacific Western Bank - Checking
10/01/2023	Bill	February 23 Billing	2,397.50	Legal & Accounting services:Legal
Juana Diaz				
11/01/2023	Bill Payment (Check)	13805	(990.00)	Pacific Western Bank - Checking
10/18/2023	Bill	165031	510.00	-Split-
10/25/2023	Bill	165029	480.00	-Split-
11/07/2023	Bill Payment (Check)	13838	(510.00)	Pacific Western Bank - Checking
11/01/2023	Bill	165030	510.00	-Split-
11/14/2023	Bill Payment (Check)	13850	(480.00)	Pacific Western Bank - Checking
11/08/2023	Bill	165032	480.00	-Split-
11/21/2023	Bill Payment (Check)	13857	(480.00)	Pacific Western Bank - Checking
11/19/2023	Bill	165034	480.00	-Split-
Judith Oswald				
11/28/2023	Bill Payment (Check)	13867	(78.00)	Pacific Western Bank - Checking
11/28/2023	Bill	2023.11 Reimburse	78.00	Education & Conferences
JW Mechanical				
11/01/2023	Bill Payment (Check)	13815	(4,732.50)	Pacific Western Bank - Checking
10/26/2023	Bill	1636102623	4,732.50	E. Mission Road:E. Mission Road - Improvements
11/28/2023	Bill Payment (Check)	13870	(4,732.50)	Pacific Western Bank - Checking
11/21/2023	Bill		4,732.50	E. Mission Road:E. Mission Road - Improvements
Katia Elizondo Marquez				
11/07/2023	Bill Payment (Check)	13839	(33.73)	Pacific Western Bank - Checking
10/31/2023	Bill	October Reimbursement	33.73	Auto Expenses
Kent Bandy				
11/14/2023	Bill Payment (Check)	13851	(785.00)	Pacific Western Bank - Checking
11/13/2023	Bill	378	785.00	Office Expenses:Maintenance & Repairs

Fallbrook Regional Health District

Report #7 - Check Detail

November 2023

DATE	TRANSACTION TYPE	NUM	AMOUNT	SPLIT
Knight Security & Fire Systems				
11/07/2023	Bill Payment (Check)	13840	(44.00)	Pacific Western Bank - Checking
11/01/2023	Bill	178129	44.00	Office Expenses:Maintenance & Repairs
Konica Minolta				
11/01/2023	Bill Payment (Check)	13806	(1,592.55)	Pacific Western Bank - Checking
10/05/2023	Bill	43326535	1,592.55	-Split-
11/14/2023	Bill Payment (Check)	13852	(1,592.55)	Pacific Western Bank - Checking
11/05/2023	Bill	43521619	1,592.55	-Split-
LDC Always Green Landscape				
11/07/2023	Bill Payment (Check)	13841	(2,280.00)	Pacific Western Bank - Checking
10/31/2023	Bill	1020	1,920.00	Office Expenses:Maintenance & Repairs
10/31/2023	Bill	1021	360.00	Office Expenses:Maintenance & Repairs
Nigro & Nigro				
11/14/2023	Bill Payment (Check)	13853	(7,500.00)	Pacific Western Bank - Checking
11/08/2023	Bill	19181	7,500.00	Legal & Accounting services:Independent Audit
Portero Services				
11/01/2023	Bill Payment (Check)	13807	(1,838.75)	Pacific Western Bank - Checking
10/31/2023	Bill	3246	1,838.75	Legal & Accounting services:Accounting
Rotary Club of Fallbrook Village				
11/07/2023	Bill Payment (Check)	13842	(35.00)	Pacific Western Bank - Checking
11/07/2023	Bill	2715	35.00	Dues & Subscriptions
11/21/2023	Bill Payment (Check)	13858	(300.00)	Pacific Western Bank - Checking
11/19/2023	Bill	Annual Turkey Trot	300.00	Advertising & Promotions
SDG&E - 5971 - E. Mission				
11/01/2023	Bill Payment (Check)	13808	(802.01)	Pacific Western Bank - Checking
10/26/2023	Bill		802.01	Utilities:General Utilities
SDG&E - 6994 - Brandon				
11/01/2023	Bill Payment (Check)	13809	(828.69)	Pacific Western Bank - Checking
10/26/2023	Bill		828.69	Utilities:General Utilities
SDRMA				
11/01/2023	Bill Payment (Check)	13810	(784.93)	Pacific Western Bank - Checking
10/01/2023	Bill	Inv # 73206	116.82	-Split-
10/01/2023	Bill	Inv # H42500	568.11	-Split-
10/10/2023	Bill	Inv # 74813	100.00	General Insurance

Fallbrook Regional Health District

Report #7 - Check Detail

November 2023

DATE	TRANSACTION TYPE	NUM	AMOUNT	SPLIT
Spectrum - Mission				
11/01/2023	Bill Payment (Check)	13811	(490.91)	Pacific Western Bank - Checking
10/22/2023	Bill	0060354102223	490.91	Utilities:Internet/Telephone
Spectrum Business-Brandon				
11/01/2023	Bill Payment (Check)	13812	(302.93)	Pacific Western Bank - Checking
10/21/2023	Bill	0060321102123	302.93	Utilities:Internet/Telephone
11/28/2023	Bill Payment (Check)	13868	(302.93)	Pacific Western Bank - Checking
11/21/2023	Bill	60321112123	302.93	Utilities:Internet/Telephone
Springston Design LLC				
11/07/2023	Bill Payment (Check)	13843	(600.00)	Pacific Western Bank - Checking
11/01/2023	Bill	4825	600.00	-Split-
Susan Woodward				
11/01/2023	Bill Payment (Check)	13813	(1,500.00)	Pacific Western Bank - Checking
10/31/2023	Bill	October Billing	1,500.00	Legal & Accounting services:Accounting
T-Mobile				
11/01/2023	Bill Payment (Check)	13814	(79.84)	Pacific Western Bank - Checking
10/31/2023	Bill	Acct # 989429125	79.84	-Split-
11/28/2023	Bill Payment (Check)	13869	(79.84)	Pacific Western Bank - Checking
11/28/2023	Bill	November Bill	79.84	-Split-
Uline				
11/01/2023	Bill Payment (Check)	13816	(3,719.12)	Pacific Western Bank - Checking
10/17/2023	Bill	169780260	3,719.12	Office Expenses:Office Equipment & Fixtures
UMPQUA Bank				
11/07/2023	Bill Payment (Check)	13845	(2,897.72)	Pacific Western Bank - Checking
10/31/2023	Bill	October Statement	2,897.72	-Split-

**Account Summary**




Billing Cycle		11/30/2023
Days In Billing Cycle		30
Previous Balance		\$2,897.72
Purchases	+	\$2,210.50
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$277.97-
Payments	-	\$2,897.72-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE **\$1,932.53**

Credit Summary

Total Credit Line	\$12,000.00
Available Credit Line	\$10,067.47
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

-  Call us at: (866) 777-9013
Lost or Stolen Card: (866) 839-3485
-  Go to www.umpquabank.com
-  Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

Payment Summary

NEW BALANCE	\$1,932.53
MINIMUM PAYMENT	\$1,932.53
PAYMENT DUE DATE	12/25/2023

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

				TOTAL CORPORATE ACTIVITY	\$2,897.72-
Trans Date	Post Date	Reference Number	Transaction Description	Amount	
11/14	11/14	0000000LBX2311146880012	PAYMENT - THANK YOU	\$2,897.72-	

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

UMPQUA BANK
 PO BOX 35142 - LB1181
 SEATTLE WA 98124-5142

**Account Number**

7117

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
11/30/23	\$1,932.53	\$1,932.53	12/25/23

\$



BL ACCT 00002840-20000001
 FALLBROOK REG HEALTH DIST
 138 SOUTH BRANDON ROAD
 FALLBROOK CA 92028

MAKE CHECK PAYABLE TO:

UMPQUA BANK COMMERCIAL CARD OPS
 PO BOX 35142 - LB1181
 SEATTLE WA 98124-5142

Cardholder Account Summary					
LINDA BANNERMAN ##### 7133		Payments & Other Credits \$199.00-	Purchases & Other Charges \$207.46	Cash Advances \$0.00	Total Activity \$8.46

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/03	11/05	PPLN01	24492153307715367448185	ADOBE INC. 408-536-6000 CA	\$97.46
11/03	11/05		24492163308000019247113	CREDIT VOUCHER	\$199.00-
11/27	11/28	PPLN01	24906413331188015386827	FIREFLIES.AI HTTPSFIREFLIE CA EIG*CONSTANTCONTACT.COM 855-2295506 MA	\$110.00

Cardholder Account Summary					
RACHEL MASON ##### 2600		Payments & Other Credits \$78.97-	Purchases & Other Charges \$750.40	Cash Advances \$0.00	Total Activity \$671.43

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/31	11/01	PPLN01	24692163304103232419139	Amazon.com*B88F88A53 Amzn.com/bill WA	\$78.97
11/02	11/05	PPLN01	24692163307105639230271	MICHAELS STORES 9974 TEMECULA CA	\$53.02
11/06	11/06	PPLN01	24692163310107978661442	AMZN Mktp US*Z19IZ7BP3 Amzn.com/bill WA	\$154.63
11/07	11/08	PPLN01	24427333311740283143894	GROCERY OUTLET OF F FALLBROOK CA	\$51.92
11/08	11/08	PPLN01	24431063312083729960134	AMAZON.COM*NQ9W25RL3 SEATTLE WA	\$82.68
11/09	11/10	PPLN01	24692163313100958936469	WWW COSTCO COM 800-955-2292 WA	\$107.73
11/09	11/10		74692163313100849204213	CREDIT VOUCHER	\$78.97-
11/15	11/16	PPLN01	24431063319083736578294	Amazon.com Amzn.com/bill WA	
11/17	11/19	PPLN01	24445003322001043522990	AMAZON.COM*C67Q80ZS3 SEATTLE WA	\$3.71
11/17	11/19	PPLN01	24137463322501060595257	DOLLAR TREE FALLBROOK CA	\$14.82
11/17	11/19	PPLN01	24137463322501060595257	STATERBROS138 TEMECULA CA	\$28.99
11/17	11/19	PPLN01	24427333322710040894227	SPROUTS FARMERS MAR TEMECULA CA	\$50.00
11/17	11/19	PPLN01	24445713321300696062808	RALPHS #0686 TEMECULA CA	\$25.00
11/17	11/19	PPLN01	24427333321740298908008	GROCERY OUTLET OF F FALLBROOK CA	\$48.93
11/17	11/19	PPLN01	24445003322400225855709	WM SUPERCENTER #2708 TEMECULA CA	\$25.00
11/18	11/20	PPLN01	24231683323837001118255	VONS #1962 TEMECULA CA	\$25.00

Cardholder Account Summary					
THERESA GERACITANO ##### 9073		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,252.64	Cash Advances \$0.00	Total Activity \$1,252.64

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/08	11/09	PPLN01	24204293312000017441039	FACEBK 2VXP6XTSF2 650-5434800 CA	\$47.64
11/10	11/12	PPLN01	24717053315123154619855	BENCHCRAFT GOLF COURSE AD 800-8248311 OR	\$1,190.00
11/13	11/14	PPLN01	24011343318000002434338	CALENDLY HTTPSCALENDLY GA	\$15.00

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$1,932.53
Cash									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 30		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

Fallbrook Regional Health District
Report #9 - Community Development Disbursements
 July - November, 2023

DATE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Wellness Center					
07/14/2023	22448	Brand Assasins		Office Expenses:Maintenance & Repairs	2,478.00
08/06/2023	EST224	JK Drywall and Construction		E. Mission Road:E. Mission Road - Improvements	3,450.00
08/06/2023	EST223	JK Drywall and Construction		E. Mission Road:E. Mission Road - Improvements	5,800.00
08/06/2023	EST222	JK Drywall and Construction		E. Mission Road:E. Mission Road - Improvements	2,800.00
08/06/2023	EST221	JK Drywall and Construction		E. Mission Road:E. Mission Road - Improvements	6,200.00
08/08/2023	166962042	Uline		Office Expenses:Office Supplies	2,316.71
08/09/2023	MASON2	Langdon Floorcovering		E. Mission Road:E. Mission Road - Improvements	7,000.00
08/16/2023	23336	Fallbrook Rooter & Drain Service		Office Expenses:Maintenance & Repairs	612.44
08/23/2023	167560567	Uline		Office Expenses:Office Equipment & Fixtures	3,718.50
09/06/2023	Prop# 16369623	JW Mechanical		E. Mission Road:E. Mission Road - Improvements	7,982.50
09/28/2023	169058645	Uline	Chairs Utility Wagon	Office Expenses:Office Equipment & Fixtures	1,245.04
10/17/2023	169780260	Uline	Community Development Disbursement	Office Expenses:Office Equipment & Fixtures	3,719.12
10/26/2023	1636102623	JW Mechanical	Community Development Disbursement	E. Mission Road:E. Mission Road - Improvements	4,732.50
11/14/2023	51152	Low Voltage	Community Development Disbursements	Office Expenses:Maintenance & Repairs	243.90
11/21/2023		JW Mechanical	CHWC - A-2 - CDD	E. Mission Road:E. Mission Road - Improvements	4,732.50
Total for Wellness Center					\$57,031.21

CHIEF EXECUTIVE OFFICER'S REPORT - JANUARY

Community Health & Wellness Center:

- Facility construction updates
 - HVAC for Bldg A-Room 1 will be provided to the Facilities committee and we are awaiting the next step.
Karn Engineering has begun the survey work to design two ADA compliant ramps that would allow access from Bldg A to Bldg B, and from the main parking area down to the shade structure. After the survey and design work has been completed, we'll seek concrete contractors for the next phase.
 - I am awaiting some feedback from two contractors who reviewed the ADA design needs of Bldg C (the house), as well as the renovation needs for Bldg-B rooms 3-6 and the restrooms in that building.
- The lease agreement with the Communications tower provider was reviewed by Jeff. After some negotiations Public Safety Towers (PST) is reviewing our counter. I'm still waiting for their proposal to take the next Facilities Committee. There will also be a push to the Fallbrook Planning Committee for an initial viability conversation.

Community Partnerships:

- Palomar Family Counseling Service has been providing mental health services at the Center! Launching on Oct 3rd, we've scheduled an Open House and Ribbon Cutting on January 30th.
- We'll provide some data around their efforts at the next Board meeting in February.
- We are still outlining a new MOU with the Fallbrook Food Pantry, but have created space for their garden plot space outside of Building C- House. This project will be part of their Nutrition to Grow On and Diabetes education programs.
- Met with Michelle's Place regarding their flexibility for some new services, location on site at the Center, and discussed a move to the MOU process.

Administrative Projects:

- Updated FRHD District Policy Manual – has been emailed over to Jeff for his review before it comes back to the Board for review and adoption. This project will ensure that our policies are current and in line with our actual operations and not referenced back to the hospital. This will also include policies for employee driving or District vehicles, email and social media policies, and several other policies that get us in compliance with many HR best practices.
- Still in progress for the FY24.25: Ongoing grant protocols and procedures – process will move to the Strategic Planning workshop for expanded conversation. Additional committee input may be solicited, to include:
 - Grant to revenue proportion – Finance Committee
 - Expectations of service provision – Strategic Planning
 - Moving regular partnered programming from grants to MOUs – Strategic Planning

Board Report Wellness Center Administrator Report- January 2024

Community Health & Wellness Center:

- Final utilization of the Center for 2023 is over 10,648 visits, and 1,163 events. Our first full year of programming.
- The Center will be supporting the County’s efforts in respiratory surveillance reporting by being a testing site for COVID, flu and RSV. Testing will be conducted in a trailer in the parking lot.
- Educators’ appreciation holiday lunch was well received with over 30 in attendance.
- Starting in January 2024 we will no longer be holding “donation based” classes. Classes such as Chair Yoga and Chi Gong that were under this structure will now be affiliate classes where the instructor pays us to use the classroom and sets their own class fee. They have been moved off our main website and printed calendars so those will reflect free activities. The district will be offering a free chair yoga class that we maintain registration for those involved in programming like DPP, have a doctor’s orders or are experiencing financial hardship.
- Recruitment has started for the new February DPP group.
- New programs and events - Suicide Prevention Training, MOU with Interfaith to have their mobile resource van on site, glaucoma workshop at Wellness Wednesday.

<u>Wellness Center Events 2023</u>	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Mental Health First Aid	13		9	19	13	15	20		19	17	3		
CCHW	14		21	21	13	13	12	19	18	17	10		
Wellness Wednesday- Health Screening, workshop, resources	28	8	9	7	17	36	25	25	300	2	35		
Cultivate Health Workshops	10	2	14	9	2	2	9	9		4			
DPP / Lifestyle Change Program				17	63	55	60	56	40	25	11	18	
Partner Health & Wellness activities	107	138	223	298	234	204	205	180	142	183	155	129	
Support Groups	53	73	55	63	92	83	72	93	64	87	62	51	
Michelle’s Place office hours	32	43	74	32	51	50	41	55	51	53	50	35	
Yoga	232	233	302	257	269	261	217	236	276	256	204	245	
Foundation for Senior Care- Fix It Fridays/Computer Classes	24	61	20	10	10	11	15	16	15	10	6	12	
Blood Drive with San Diego Blood Bank	24		24		19			25		14		24	
COVID-19 PCR Testing	29	17											
Club/ Organizational meetings	181	203	205	179	136	195	83	260	172	239	160	62	
Youth Activity					9	63	60	19		2			
Tours/Chamber Activities	7	3	7	3	11	4	6	3	38	4	10	35	
Total Wellness Center Visits (approximate)	754	781	963	915	939	992	825	996	1135	913	706	611	10530
Rental Events Visits- Private or class	105	0	0	8	5	0	0	0	0	0	0	0	118
Total VISITS	859	781	963	923	944	992	825	996	1135	913	706	611	10648

<u>Number of Events 2023</u>	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
Private events	9	14	19	17	19	27	19	21	23	23	24	17	251
Public Events	63	76	61	71	87	66	66	73	80	80	63	63	912
Total Events	72	90	80	88	106	93	85	94	103	103	87	80	1163
Events held by Grantees	6	27	16	11	16	18	16	13	19	11	11	9	192

Private Health Event/Rental	0	1	1	1	0	0	0	0	0	0	0	0	3
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Flyer Distribution:

- Printed and digital flyers continue to be distributed as discussed in previous reports.

Marketing:

Press (Village News):

- Special: 12/21/23 “Writer is praised as a pioneer at Fallbrook's new wellness center”, written by Tim O’Leary who attended our Educators Holiday Luncheon
- Events listed in Community Calendar

Email Marketing & Constant Contact Overview:

EMAIL MARKETING 2023	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	NOV	DEC
Total Contacts	3883	3943	4013	4034	4067	4,166	4214	4,224	4,304	4,291	4282
New Contacts Added	105	72	108	69	77	100	89	50	139	45	40
Net New Contacts		41	77	33	60	80	48	10	76	-14	-9
Number of emails sent	6,071	8,077	12,636	17,864	4,626	9,153	14,843	13,387	28,811	18,775	22,206
Number of emails opened	2,873	3806	5581	8,659	2148	4,316	6815	6,558	13,185	8,979	10,443
Open rate	52%	52%	48%	53%	51%	52%	50%	54%	50%	53%	52%
Open rate over industry average	16%	17%	13%	19%	17%	18%	14%	20%	16%	16%	15%
# of Clicks	208	230	203	263	150	338	253	294	482	295	249
Click rate	4%	3%	4%	3%	7%	8%	4%	4%	4%	3%	2%
Click rate over industry average	1%	0	-3%	-2%	2%	3%	0%	-1%	-1%	-1%	-2%

Social Media

Social Media Metrics 2023	Jan	Feb	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Total number of posts & Stories (Instagram & Facebook)	42	47	55	57	41	142	192		192		251	285
Instagram Followers	505	514	527	532	543	565	584	590	605	614	617	619
Facebook Likes	919	928	935	947	1061	976		997	1K	1012	1022	1026
Facebook Followers						1,094	1109	1120	1132	1147	1159	1163
Post Reach Instagram	11.30%	44.40%	-5%	3.40%	8.60%	3.7K	5.8K	5.9K	4.3K	1.2K	1.1K	925
Post Reach Facebook	156.40%	56.65	26.80%	29.10%	111.90%	1.9K	2.1K	1.9K	2K	1.8K	2.1K	2k
Audience Growth Instagram	2.17%	1.75%	2.66%	2.40%	30%	14 New	38 new	8	19	19	11	14
Audience Growth Facebook	1.20%	0.97%	1.18%	1.16%	21.40%	12 New	18 new	12	7	7	8	7
Engagement rate Instagram	51.70%	17.70%	11.50%	1.60%	3%	645	656	871	883	697	522	419
Engagement rate Facebook	500%	-45%	26%	28%	22.20%	316	351	379	394	334	273	216
Profile Visits Instagram						92	188	57	101	78	36	50
Profile Visits Facebook						497	647	530	536	548	354	273
Website Views	34,269	39,906	44,014	32,133	51,579	49,244	45,891	41,680	82,127	75,443	81,183	49,405

RECORDS RETENTION DESTRUCTION LIST | 2024

CLOSED YEARS	RECORD SERIES DESCRIPTION	DISPOSAL	SHRED YEAR
1998	BOD Attendance Log	Shred	2005
2005-2007	Dr. Strutz Property Appraisal	Shred	2012
2017	Surplus Of Property List	Toss	2022
2018	FRHD Blue Zone Manual	Shred	2020
2005	Cal Trust Investment Fund	Shred	2011
2015	FHD Email Re LAIF Transfers	Shred	2017
1982	FHD Blueprint Drawings	Toss	1987
1971-1981	Smith & Peltzer Legal	Shred	2001
2005	FHD BOD Policies Manual	Shred	2015
2012	FHD Info Re:" This Little House"	Toss	2020
2007	Firestorm SD Co.(Rice Fire)	Toss	2009
2007	FHD Facility Aseessment (Hosp)	Shred	2017
1949-1968	FHD BOD Meetings	Shred	Archive
2015	FHD Equipment & Proposals	Shred	2020
2013	FHD Closing Cardiac Rehab	Shred	2018
2005	FHD Ledgers General & Journals	Shred	Archive
2006	FHD Employee Manual	Toss	2016
2008	FHD Resident Opions Re: Hosp.	Toss	2010
2004-2016	FHD Annual Budgets	Shred	Archive
2006-2008	FHD Board Of Trustees LRP	Shred	2013
2002-2011	FHD BOD Stipends	Shred	Archive
1982	Press Release End Of Yr. Report	Shred	1987
2015	FHD Ford Truck	Toss	2020

FALLBROOK REGIONAL HEALTH DISTRICT
POLICY MANUAL

TITLE: **COMMUNITY HEALTH CONTRACTS/
GRANT POLICY & PROCEDURES**

APPROVED:1/10/2024

DISTRICT BACKGROUND INFORMATION

Fallbrook Regional Health District (“District”) is a government entity under the Local Health Care District Law (Statutes 1945, Chapter 932; Health and Safety Code, Division 23, Sections 32000 et seq., of the State of California). The District serves residents of the Fallbrook, Bonsall, Rainbow and De Luz areas of northern San Diego County.

Created by residents for residents, Healthcare Districts throughout California provide vital services for the community members who create and oversee them. As the most responsive form of local government, Healthcare Districts are established, operated, and controlled by local voters who understand each community's concerns and ensure that each District is effectively meeting their local health care needs.

The Fallbrook Regional Health District Mission:

By directing resources to community nonprofits and engaging highly skilled staff, partners and passionate volunteers the Fallbrook Regional Health District endeavors to offer health and wellness services to our served communities of Bonsall, De Luz, Fallbrook and Rainbow.

The Fallbrook Regional Health District Vision:

A California recognized Health District that delivers the highest quality health and wellness programs and services to support a greater life span for the local community.

GUIDELINES

PROGRAMS FUNDED

The Fallbrook Regional Health District (District) provides grant funding through our Community Health Contract Grant process to organizations that meet the health and wellness needs of our community and are consistent with the District's mission.

The Health Care District Act (Health & Safety Code section 32121) has evolved over the years to provide very broad authority to Health Care Districts. Currently, Health Care Districts have numerous powers, which include the establishment, maintenance, and operation, or the providing of assistance in the operation of, one or more health facilities or health services, including but not limited to, outpatient programs, services and facilities; retirement programs, services, and facilities; chemical dependency programs, services, and facilities; or other health care programs, services, and facilities for the benefit of the people served by the district.

Moreover, among other powers, the Health District may establish, maintain, and operate, or provide assistance in the operation of, free clinics, diagnostic and testing centers; health education, wellness and prevention programs; rehabilitation, aftercare and any other healthcare services; provider groups; and organizations that are necessary for the maintenance of good physical and mental health in the communities served by the District.

POPULATION SERVED

The District provides grant funding through the Community Health Contracts (CHC) program. Community Health Contract funds must benefit the residents of the communities served by the Fallbrook Regional Health District. The District's service area and sphere of influence area covers 110.57 square miles. This includes Bonsall, De Luz, Fallbrook, and Rainbow. Estimated population of the District is 50,985 (US Census, 2020).

APPLICANT ELIGIBILITY

To be eligible for consideration, the applicant must meet the following requirements:

1. The agency must be an incorporated nonprofit organization with a tax-exempt status under California state law and Section 501(c)(3) of the Internal Revenue Code, or, be a public/governmental agency, program or institution.

Newly established agencies must:

- a. Demonstrate, through written agreement with a 501(c)(3) qualified agency that, for the one-year period of the CHC, they will fall under the auspices of that qualified agency. The agency providing the umbrella status must meet the District requirement of being an established provider of healthcare related preventive or intervention services to the public in the District community.
 - b. Secure 501(c)(3) status within the CHC funded year. If they fail to secure 501(c)(3) status, they will be ineligible for subsequent application for Fallbrook Regional Health District funding until such time as proof of 501(c)(3) status has been attained and presented.
2. For-profit (commercial) organizations are eligible to apply but will only be considered if providing services that are not available by a nonprofit provider. All policies and requirements apply equally to for-profit and non-profit recipients. Including, but not limited to the inclusion of financial information, budgets and reporting or results.
 3. The agency must demonstrate the ability to provide services and/or programs that will benefit the residents of the District.

4. The funded services must be provided within the District and demonstrate the ability to make services and/or programs easily accessible to District residents.
5. Awarding contracts to underserved individuals will be taken under consideration; however, support for this application would likely be referred to a nonprofit partner to coordinate services.

MULTIPLE APPLICATION SUBMISSIONS

An agency may submit multiple grant applications per fiscal year for multiple programs. For example: If an agency operates two distinct programs, one dental clinic and one mental health clinic, the agency would be eligible to receive two district CHCs.

PRIOR GRANT RECIPIENTS

Noncompliant or inefficient use of funds may render organizations ineligible for future funding. The District reserves the right to consider extenuating circumstances under which grants may be provided to prior grant recipients, and exceptions to these circumstances.

INELIGIBLE FOR FUNDING

The District will not fund:

- Endowments
- Awarding grants to, and limiting funds for, foundations that are sponsored or controlled by, or associated with, a separate grant recipient.
- Expenses related to fundraising or lobbying of public officials or other political purposes
- Organizations intending to "pass-through" or re-grant District funds to other organizations; unless serving as the fiscal agent or umbrella for a designated local nonprofit. Funds must be clearly used to support District residents.
- Basic research, defined herein as the pursuit of knowledge without immediate practical program or human applications
- Sectarian purposes
- Programs related solely to the provision of housing, or for employment opportunity and/or educational pursuits for the purpose of employment.
- All other restricted uses contained herein.

REVIEW PROCESS

All CHC funding requests are reviewed by the District Chief Executive Officer and Board Directors. During the review process, the District may require additional information from applicants. This information may include oral or written clarification of CHC request detail. The District may include a panel of community stakeholders to review the completeness and merit of the applicants and provide feedback to the Chief Executive Officer. Final funding decisions will be made by the District Board of Directors at a public meeting. See application and review schedule for specific dates. Certain rights are reserved to Board discretion and action.

RIGHTS RESERVED BY THE BOARD OF DIRECTORS

The Fallbrook Regional Health District Board of Directors reserves the right to decline or accept application(s) upon fair consideration in accord with CHC guidelines established and provided to all applicants. On applications accepted and approved, the Board reserves the right to determine the amount of funding to be awarded.

The Board reserves the right to adjust category designation in accord with its established criteria.

In addition, the Board reserves the right to seek additional information as necessary to make their funding determinations. This shall be by request for clarification in written form. Requests shall be presented to the applicant by the appropriate District Staff Member and must be returned to the District office in a timely manner. Site visits and/or interviews may also be scheduled in the application review process.

APPLICATION CRITERIA

All CHC Grant applications must be able to demonstrate that health and /or wellness activities will meet the following criteria:

1. Proposed program addresses the Social Determinant of Health paradigm, and must demonstrate how it positively addresses better health and/or wellness outcomes:
 - Economic Stability (Employment, Food Insecurity, Housing Instability, Poverty)
 - Education Access & Quality (Early Childhood Education and Development, Enrollment in Higher Education, High School Graduation, Language and Literacy)
 - Social & Community Context (Civic Participation, Discrimination, Incarceration, Social Cohesion)
 - Healthcare Access & Quality (Access to Health Care, Access to Primary Care, Health Literacy)
 - Neighborhood & Built Environment (Access to Foods that Support Healthy Eating Patterns, Crime and Violence, Environmental Conditions, Quality of Housing)
2. At least 80% of FRHD funded program participants are District residents.
3. At least 20% of proposed program's budget is funded by another funding source/in-kind support.
4. Program has fully developed program goal(s) with corresponding SMART (Specific, Measurable, Achievable/Attainable, Realistic, Time-Bound) Objectives to demonstrate how those goals will be achieved.
 - a. Quarterly reports demonstrating progress of goal(s) and objective(s) will be required. If your program is a one-time event, only one report will be required by the next quarterly report due date.
5. Programs or services should be able to demonstrate that they are developed from evidence-based program(s)/best practices.
 - a. New programs, services or initiatives, should be able to demonstrate the need for this service, that there is no existing organization working toward the same goal, and/or that collaboration with an existing organization is anticipated.
6. The application will list how and where acknowledgement of Fallbrook Regional Health District funding support will be included. This includes all print and electronic materials, press releases, website references, and any other form of written and verbal publicity that relates to the funded program. Acknowledgment should include an official sponsor line, as well as the FRHD logo. Examples of these acknowledgments are to be included in the quarterly report.
7. While not a required element of proposals, programs that demonstrate collaborations with other agencies in the provision of the services will be viewed favorably in the reviewing process.

APPLICATION & EVALUATION SCHEDULE

COMMUNITY HEALTH CONTRACT WORKSHOPS: Informational session, Q&A, and collaborative brainstorming will occur in January where applicants will meet with District staff to understand how the application portal operates, clarify eligibility criteria and other technical aspects of the application.

APPLICATION WINDOW: Open, first business day in February at 10:00am, and closes on the last business day of the month at 4:00pm. Applications are accepted via an online portal accessible through the District's website; <https://www.fallbrookhealth.org/community-health-contracts>.

Technical assistance from District staff is available upon request during the application window.

APPLICATION EVALUATION PERIOD:

The Chief Executive Officer and staff will review each application for completeness before submitting copies to the Board of Directors. All applications are evaluated by each Board Director. Site visits may be scheduled.

ANNOUNCEMENT OF AWARDS: The Board of Directors may call a special meeting or announce the awards sometime within the month of April. The date and location for this meeting will be announced publicly and all applicants will be notified.

DISTRIBUTION OF CHC GRANT AGREEMENT: Signed agreements must be returned to the District by the 1st Wednesday of July to complete execution prior to scheduling Quarter 1 payments and/or site visits.

QUARTER 1 PAYMENT AND SITE VISITS: Board of Directors and staff will begin making disbursements and or may conduct site visits during the month of July.

Exact dates will be updated and posted on <https://www.fallbrookhealth.org/calendar> annually.

REPORTING & PAYMENT DISTRIBUTION GUIDELINES

By accepting the contract, the recipient agrees to periodic monitoring of their contracted program by District staff members. Recipient agrees to submit timely periodic written and/or oral reports to the Board as defined in the executed agreement and to participate in District Community Health Program events and attend, representatively, District Board meetings when requested.

Reports must be submitted by the following due dates:

- 1st Quarter: 2nd Wednesday of October
- 2nd Quarter: 2nd Wednesday of January
- 3rd Quarter: 2nd Wednesday of April
- 4th Quarter: 2nd Wednesday of July

Contract holders must contact the District if these deadlines cannot be met before the due date. Reports that are more than one month late may cause the contract to be cancelled.

Payment Distribution will be on or after the following payment dates:

- 1st Quarter Check: 1st Wednesday of July – may vary depending on the July 4th holiday
- 2nd Quarter Check: 1st Wednesday of November
- 3rd Quarter Check: 1st Wednesday of February
- 4th Quarter Check: 1st Wednesday of May

A District staff member will contact recipients to schedule a site visit when payment distributions will be made. Payment is contingent upon receipt of quarterly reports. Board Member(s), the Chief Executive Officer and/or other District staff may be present at site visit.

SPONSORSHIP OF CHARITABLE EVENTS

FRHD does not currently provide sponsorships of charitable events. However, support for these events may be considered at a future time, which would be publicly announced and would follow the below guidelines:

1. Organizations requesting the District to sponsor a charitable event shall solicit in the form of a letter or in combination with a grant request application, as well as any appropriate back-up materials, including a list of sponsorship levels, if applicable.
2. The request shall clearly indicate the amount requested, the sponsorship opportunity levels, and how the event will benefit a community health care program that provides services in the District.
3. The request shall include the price per individual ticket/pass to attend, as well as the portion of the amount attributed to the purchase of goods and services.
4. The request shall include a final accounting of the prior year's event, if applicable, as well as a budget for the event being requested, so the District can clearly determine the cost of holding the event in comparison to the funds benefitting community health care programs. No less than 80 percent of the revenue shall be applied to the organization's programs and not to event expenses.
5. Events advertised in brochures and/or fliers that give the appearance of being sent by the District as part of a mass mailing shall not be considered.



REQUEST FOR PROPOSAL FOR CHAIR YOGA PROGRAMS

FALLBROOK REGIONAL HEALTH DISTRICT
138 SOUTH BRANDON ROAD
FALLBROOK CA 92028

TELEPHONE: 760.731.9187 FAX: 760.731.9131
RMason@fallbrookhealth.org

www.fallbrookhealth.org

The Fallbrook Regional Health District (herein referred to as the District) is soliciting proposals from individuals experienced in providing professional instruction in Yoga and Chair Yoga. The benefits of yoga are well documented, specifically as it relates to pain relief and better flexibility. Data suggests that more than 90% of Americans practice yoga for health and wellness. However, for some people with limited mobility and chronic conditions like arthritis or heart disease it may be difficult to practice traditional yoga. Modified chair yoga poses work many of the same muscles as traditional yoga postures, and practicing chair yoga can:

- Maintaining balance and flexibility is critical for health and well-being. It can reduce risk of injury and help individuals stay independent as they age.
- Improve muscle tone and strength.
- Boost your mood and mental well-being: some evidence supports mental health benefits like decreasing anxiety and increasing positive mood.
- Help manage chronic conditions: Research suggests seated yoga may help people manage chronic health conditions like Type 2 diabetes, hypertension, and obesity.
- Reduce chronic pain.

These services will be utilized at the Community Health and Wellness Center held at 1636 East Mission Road, Fallbrook, CA 92028. Classes will be held twice weekly for eight weeks for one year. The resulting Agreement shall cover services rendered in 2024, with an option for the District to extend for two additional years if the District determines it is in the best interest to do so.

Objective:

The expected outcomes of this training for each of the chair yoga cohorts (six cohorts, with no more than 25 participants per cohort); will have flexibility measured during the first class and final class; (2) 60-minute weekly classes to instruct no more than 25 participants over the course of eight weeks. A “Cohort” is defined as a group of participants that will undergo the same curriculum for an eight-week period. Each cohort will have different participants, however repeat students may be accommodated based on the availability of class openings; as approved by FRHD. Cohorts will consist of participants in FRHD Lifestyle Change programs, community members who are referred to the program from their healthcare providers, and others with demonstrable need who can self-certify low-income levels suant to the California State Income Limits as put forward by the Department of Housing and Community Development.

Participants will learn proper breathing techniques; how to remove stress from the mind and body; how to meditate; how to relieve chronic stress patterns; and how to improve strength, balance and flexibility.

Services Requested:

Provide instruction in certain disciplines (Chair Yoga and Floor Yoga).

Required Data Reporting (Process Data) - Pre and Post Test per participant.

The proposed curriculum must contain a pre-test and post-test component administered by the Instructor, with the results reported to the District. This pre/post test will be drafted in coordination with District staff prior to the launch of the program.

End of Cohort Report - The Instructor upon completion of each cohort, shall submit a listing of all enrolled yoga participants who have completed, or dropped (including the drop rate and reason, if known).

This report should include evaluation sheets, which is the student’s evaluation of the program, their experiences, and how it has affected their lives.

- An attendance sheet: The attendance sheet shall be signed by all in attendance. The attendance sheet shall be signed by the Instructor as to the accuracy and authenticity of the participants' presence and participation.
- The Instructor shall deliver the services in the following manner:
 - a. Deliver one (1) cohort per session (eight-week period).
 - b. Frequency will be twice a week.
 - c. Provide one (1) hour per class, with 15 minutes for class preparation.
 - d. Group size will be a minimum of eight (8) and a maximum of twenty-five (25) clients.

Proposals shall include

□ All yoga program services shall be provided by certified and experienced instructors as defined by yoga community standards. Instructors must provide documentation of Yoga teacher training which may include coursework in anatomy and physiology, instructional techniques, and yoga philosophy. Certifications should adhere to the guidelines set by the Yoga Alliance for 200- and 500-hour training programs. Specific experience in working with mobility challenged individuals and English/Spanish language skills are preferred.

□ The class fee requested by the instructor (based upon the assumption of each class lasting 60 minutes with a 15-minute preparation time included – 15 mins prep, 60 mins instruction).

□ The Instructor shall maintain and show proof of a liability insurance policy in the following coverages. Commercial General Liability \$1,000,000 per occurrence (occurrence form) \$2,000,000 aggregate

Insurance policy required by this contract shall contain the following clauses as applicable:

1. "The Fallbrook Regional Health District is added as an additional insured"
2. "It is agreed that any insurance maintained by the Fallbrook Regional Health District will apply in excess of, and not contribute with, insurance provided by this policy."
3. "The insurance will not be cancelled or materially changed without giving the Fallbrook Regional Health District at least 60 days prior written notice by registered mail."

The Instructor agrees to deposit with the Fallbrook Regional Health District, on or before the effective date of this contract, certificate(s) of insurance and insurance policy endorsements (for additionally insured, and the Instructor's insurance policy shall be primary and non-contributory to any insurance maintained by the Fallbrook Regional Health District) necessary to satisfy the District that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the District during the entire term of this contract. Upon request by the District, Instructor shall furnish a copy of the policy or policies.

Limitations:

This Request for Proposals (RFP) does not commit the District, to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract services or supplies. The District reserves the right to accept or reject any or all proposals received pursuant to this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is in the best interest of the District to do so. The District may require the Applicant selected to participate in negotiations and to submit any cost, technical, or other revisions of their proposal, as a result of any such negotiations. Applicants' protest rights are limited to violations of federal, State, or local laws and regulations.

It is the sole responsibility of the prospective instructors to familiarize themselves with the District's current programs and facilities, and any other information which is necessary and relevant to the scope of this RFP. Upon sufficient and reasonable advance notice to the contact person named below, arrangements may be made to visit and inspect any involved District facilities. Any and all costs borne by the prospective proposer in familiarizing themselves with the above are to be borne solely by the prospective proposer. The District will not allow any claims for payment which include billable time for such. familiarization costs, regardless of whether they were incurred prior to or following the submission of the proposal.

Proposers will not be reimbursed or otherwise compensated for costs associated in responding to this request for proposals. Kindly submit the response no later than Monday, January 29, 2024 at 4:00 p.m. to the attention of the CEO at the address listed below.

Fallbrook Regional Health District
Attention Rachel Mason, CEO
138 S. Brandon Rd.
Fallbrook, CA 92028

Applications will be presented to the Board of Directors who will review and a potential vote on the approval of an applicant at a public meeting on February 14, 2024 at 6:00 p.m.

Questions regarding this RFP should be emailed to rmason@fallbrookhealth.org.